Salt Lake Arts Academy Employee Code of Conduct Policy
Reviewed March 2024

Purpose:
The Salt Lake Arts Academy (SLArts) Board has established this Code of Conduct policy to ensure the safety of students at school and to set standards of appropriate behavior of staff members toward students. The policy additionally establishes requirements for annual training of staff on this policy, training on state law and board rule related to educators' proper conduct, and the responsibility of staff members to report known violations of this policy, the Utah Educator Standards, and Professional Standards for Non-Licensed Employees and Volunteers.

In establishing this policy, the Board has complied with the requirements of Utah State law referenced in this policy and Utah State Board of Education rules including R277-217. Educator Standards and LEA Reporting, R277-316. Professional Standards and Training for Non-Licensed Employees and Volunteers, R277-322. Codes of Conduct.

Definitions:
Boundary Violation: As defined in R277-210, boundary violation means crossing verbal, physical, emotional, and social lines that an educator must maintain in order to ensure structure, security, and predictability in an educational environment. A boundary violation may include the following, depending on circumstances:

- Isolated, one-on-one interactions with students out of the line sight of others;
- Meeting individually with students in rooms with covered or blocked windows;
- Telling risqué jokes or using profanity in the presence of a student;

- Employing favoritism to a student;
- Inappropriate gift giving to individual students;
- Uninvited or inappropriate touching;
- Photographing individual students for a non-educational purpose or use;
- Engaging in inappropriate or unprofessional contact outside of educational program activities;
- Exchanging personal email or phone numbers with a student for a noneducational purpose or use;
- Interacting privately with a student through social media, computer, or handheld devices;
- Discussing with a student inappropriate details about:
    - An educator's personal life or personal issues;
    - A student's personal life or personal issues;
- Discussing issues restricted under Subsection 53E-9-203(1) without authorization. These issues include:
    - Political affiliations or political philosophies, except as provided under 53G-10-202 or USBE rules;
    - Mental or psychological problems;
    - Sexual behavior, orientation, or attitudes;
    - Illegal, anti-social, self-incriminating, or demeaning behavior; ○ Critical appraisals of individuals with whom the student or family member has close family relationships;
    - Religious affiliations or beliefs;
    - Legally recognized privileged and analogous relationships, such as those with lawyers, medical personnel, or ministers; and,
    - Income, except as required by law.
- **Boundary Violation does *not include*:**
    - Offering praise, encouragement, or acknowledgement;
    - Offering rewards available to all who achieve;
    - Asking permission to touch for necessary purposes;
    - Giving pats on the back or shoulder;
    - Giving side hugs;
    - Giving handshakes or high fives;
    - Offering warmth and kindness;
    - Utilizing public social media alerts to groups of students and parents; or,

    - Contact permitted by an IEP or 504 plan.

Staff or Staff Member: As defined in R277-210, staff or staff member means an employee, contractor, or volunteer with unsupervised access to students.

Sexual Conduct: As defined in R277-210, sexual conduct means any sexual contact or communication between a staff member and a student.

Sexual Abuse: As that term is defined in Utah Admin. Code 76-5-404.1.

Sexual Battery: As that term is defined in Utah Admin. Code 76-9-702.1;

Sexual Lewdness: As defined in R277-322-2, sexual lewdness occurs when a staff member and student share any sexually explicit or lewd communication, image, or photograph.

Prohibitions:
SLArts' Board explicitly prohibits staff members from engaging in any of the following behaviors or actions:

- Engaging in boundary violations with students;
- Subjecting a student to physical abuse, verbal abuse, sexual abuse, mental abuse, or neglect;
- Touching a student in a way that makes a reasonably objective student feel uncomfortable;
- Participating in sexual conduct with a student;
- Engaging in behavior defined as sexual lewdness;
- Engaging in inappropriate verbal or electronic communication with a student;
- Providing gifts, special favors, or preferential treatment to a student or group of students;
- Discriminating against a student on the basis of sex, race, religion, or any other prohibited class;
- Using alcohol, tobacco, and illegal substances during work hours and on school property. (Note that this prohibition does not disallow an employee from leaving school grounds during a scheduled break and smoking a cigarette).

Staff Requirements:
Per R277-322 and Utah Code Ann. §80-2-602, the school explicitly requires staff members to do the following:
Report any suspicion of child abuse or bullying to the proper authorities;

- Annually read and sign all policies related to identifying, documenting, and reporting child abuse; and,
- For an employee or contractor, annually attend abuse prevention training required in 53G-9-207.
- Appropriately use electronic devices and social media for communication with students as per SLArts' Computer and Internet Acceptable Use
  Policy;
- Report any suspicion of child abuse or bullying to the proper authorities as per the school's Child Abuse and Neglect Reporting Policy and Bullying Policy.

Administrative Requirements:
The administration will ensure that this Code of Conduct policy is regularly reviewed by the Board and posted on the school's website. The administration will also provide annual training to staff regarding the policy, including staff member's responsibility to report and how to report the following:

- Known violations of the school's code of conduct policy; and,
- Known violations of the Utah Educator Standards contained in R277-217. Educator Standards and LEA Reporting.
- Known violations of the Professional Standards and Training for Non-Licensed Employees and Volunteers found in R277-316. Professional Standards and Training for Non-Licensed Employees and Volunteers.

The administration will also ensure that staff members annually sign a statement acknowledging that the staff member has read and understands CCID's Code of Conduct Policy, R277-217. Educator Standards and LEA Reporting, R277-316. Professional Standards and Training for Non-licensed Employees and Volunteers, and R277-322. Codes of Conduct.