

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Board Policy Manual
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Chavez/Huerta K-12 Preparatory Academy (CHPA) will provide professional standards of conduct for employees regarding workplace relationships and staff/student boundaries. The goal of this policy is to develop good working relationships and encourage a professional, respectful school community.

Any relationship that interferes with the school’s culture of teamwork, the harmonious work environment or the productivity of employees, can be subject to the discipline policy. Adverse workplace behavior or behavior that affects the workplace that arises because of professional relationships will not be tolerated.

WORKPLACE RELATIONSHIPS

The following guidelines apply to employee conduct with their peers:

1. A supervisor should not engage in any form of relationship with a subordinate employee that could potentially have the appearance of creating coercion or promoting favoritism or special treatment for the subordinate employee.
2. If a relationship or social activity between two or more employees:
 - a. has the potential or affect of involving the employees, their coworkers, or the school in any kind of dispute or conflict with other employees or other parties;
 - b. interferes with the work of any employee;
 - c. creates harassing, demeaning, or hostile working environment for any employee;
 - d. disrupts the smooth and orderly flow of work within the school, office, or classroom to the school’s students, staff, or parents;
 - e. harms the goodwill and/or reputation of the school among its students or staff or the community at large; or
 - f. tends to place in doubt the reliability, trustworthiness, or sound judgment of the persons involved in the relationship

the employee(s) responsible for such violations above will be subject to counseling and/or disciplinary action, up to and potentially including termination of employment.

3. No employee may use school equipment or facilities for furtherance of non-work related activities or relationships without prior approval through the facilities use request process or approval from President/Chief Executive Officer or designee.
4. Employees who conduct themselves in such a way that their actions and relationships with each other become the object of gossip among the school community, or cause unfavorable publicity in the community, should be concerned that their conduct may be inconsistent with one or more of the above guidelines of professional conduct.
5. Social media relationships between employees may be subject to an investigation if any CHPA Policy involving professional conduct and/or social media usage is violated.

CHPA Employees should remain consistent with the guidelines in this policy.

STAFF/STUDENT BOUNDARIES

In a professional staff/student relationship, school employees maintain boundaries with CHPA students that are consistent with their professional code of conduct and obligations whenever they are in their job capacity.

A boundary invasion is an act or omission by a school employee that violates professional staff/student boundaries and has potential to abuse the staff/student relationship. An inappropriate boundary invasion means an act, omission, or pattern of such behavior by a school employee that does not have an educational purpose; and results in abuse of the staff/student professional relationship and may be subject to Federal and State Laws.

Unacceptable Boundary Invasions (Staff/Student Relationships):

Examples of inappropriate boundary invasions by staff members include but are not limited to the following:

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under CHPA policy and or Federal and State Law;
- Showing or distributing pornography to a student;
- Singling out a particular student or students for friendship beyond the professional staff-student relationship;
- Socializing where students are consuming alcohol, drugs or tobacco;
- Staff encouraging students to confide or reveal confidential matters more appropriate to a counselor
- Sending students on personal errands unrelated to any educational purpose;
- Banter, allusions, jokes or innuendos of a sexual nature with students;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students, or permitting students to address staff members with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- Maintaining personal contact with a student outside of school, beyond homework or other legitimate school business, by phone, text messages, email, Instant Messenger or Internet chat rooms, social networking Web sites, or letters without including the parent/guardian and approval from the appropriate administrator;
- Giving or exchanging inappropriate personal gifts, cards or letters with an individual student;

- Socializing or spending time with individual students who are not relatives of the staff member (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities or as invited guests of the student's parents or guardians who are also present at the activity;
- Giving a student a ride alone in a vehicle in a non-emergency situation; and/or
- Unnecessarily invading a student's privacy, (e.g. walking in on the student in the restroom).

Appearances of Impropriety:

While there may be other examples, the following activities are possible examples of boundary invasions and can create an actual impropriety or the appearance of impropriety:

- Being alone with an individual student out of the view of others or in any room with the door closed and/or windows covered;
- Inviting or allowing individual students to visit the staff member's home;
- Visiting a student's home for personal or other reasons unrelated to school business or activities and when a parent or guardian is not present; and/or
- Social networking with students for non-educational purposes or with these characteristics:
 - is hidden and/or secretive
 - is loosely connected or has no connection to school
 - supervisor has no knowledge of it
 - parents are not aware of it taking place

Violations of the above boundaries and expectations will be subject to CHPA's discipline policy up to and including termination of employment.

Last Revised May 16, 2023

Administrative Procedure (AP) 5290 Professional Relationships – Pending