



Instilling Accountability, Responsibility, Respect

364 North SR 198 Santaquin, Utah 84655
Phone: 801.754.3376 Fax: 801.754.3102

PROFESSIONAL STANDARDS POLICY

Purpose

This policy is in accordance with Utah Administrative Code R277-515 which outlines common standards and expectations set for Utah educators. The Executive Director and/or Director of Education will cause each staff member to annually review R277-515 and R277-516. Staff members must sign and return to the administration the Educator's Standards Compliance form by September 30 each year. Any violations of this policy will result in disciplinary action.

Policy

The Professional Standards Policy outlines state guidelines for professional conduct, standards as a civic and societal role model, responsibility for maintaining a safe learning environment, and accountability for complying with C.S. Lewis Academy policies. The Executive Director and/or Director of Education will determine whether these rules are met and will refer to other applicable school policies and local, state, and federal laws to determine if disciplinary action is warranted. Serious violations will require the Executive Director and/or Director of Education to contact Utah Professional Practices Advisory Commission (UPPAC), local law enforcement, and the Division for Child and Family Services (DCFS).

Professional Conduct

Licensed and experienced teachers, paraprofessionals, paraeducators and all other staff understand the importance of professionalism in every aspect of their career. Staff are expected to follow dress and grooming standards set by school policy and procedure. They work to improve their own professional understanding, judgement, and expertise. They exhibit integrity and honesty in relationships and interactions with school leaders, other staff members, specialists, parents and guardians, community leaders, and others. Staff will honor all contracts for professional service. Communication is always professional and grievances are handled with civility. Staff may not:

1. Engage in promoting personal opinion, issue, and political position as part of their instruction or interaction with students, families, staff, and others. They may express personal opinions in a professional and responsible way in the community.
2. Exclude a student from participating in any program or deny or grant any benefit to any student on the basis of race, color, creed, sex, national origin, marital status, political or religious belief, physical or mental condition, family, social, or cultural background, or sexual orientation. In no way may staff encourage a student to develop a prejudice against another student, group, or organization.



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3. Attend a school or school-related activity as a supervisor while possessing, using or under the influence of alcohol or an illegal drug or while intentionally exceeding the prescribed dosage of a prescription medication.
 4. Participate in sexual, physical, or emotional harassment towards a student or colleague, or knowingly allow harassment towards a student or colleague, or be inappropriate in any communication with a minor, student, or colleague, regardless of age or location.
 5. Knowingly possess, while at school or any school-related activity, any pornographic material in any form.
 6. Use their position or influence to solicit a colleague, student, or parent of a student to purchase equipment, supplies, or services from the educator or participate in an activity that financially benefits the educator unless approved in writing by the Executive Director and/or Director of Education.
 7. Use school property, facilities, or equipment for personal enrichment, commercial gain, or for personal uses without permission from the Executive Director and/or Director of Education
 8. Accept a bonus or incentive from a vendor or potential vendor or a gift from a parent of a student or a student where there may be the appearance of a conflict of interest or impropriety.

Role Model of Civic and Societal Responsibility

Staff members are responsible for the nurturing and education of children. It is imperative in this position of trust for staff to have strong moral character and be aware of their role in building a strong community. As it is stated in the Background Checks Policy staff may not be convicted of any felony or misdemeanor offense that adversely affects the individual's ability to perform their duties including role model responsibilities. Staff members may not commit or be convicted of any of the following crimes or conditions:

1. Any act of violence or abuse, including physical, sexual, or emotional abuse of any person
2. Stalking
3. Possess or distribute illegal drugs or be convicted of any crime related to it or prescription drugs not specifically prescribed for the individual
4. Engaging in sexual conduct as described in Section 53A-6-405
5. May not be subject to a diversion agreement specific to a sex-related or drug-related offense, plea in abeyance, court-imposed probation, or court supervision related to a criminal charge that could adversely impact a teacher's ability to perform duties.
6. May not knowingly possess, while at school or any school-related activity, any pornographic material in any form

Maintaining a Safe Learning Environment

Educators are responsible for providing a clean, safe, and positive learning environment. School resources should be used with purpose and frugality. Technology must be used in appropriate ways and social media



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should be used for the purpose of teaching and learning. Staff members are encouraged to construct separate virtual profiles for their professional and personal lives. Student and family privacy must be respected as well when utilizing social media. Educational records and student information should be maintained and transmitted, including electronically, in a way to protect confidentiality. Staff members shall supervise students appropriately at school and school-related activities, home or away, consistent with school policy and facility procedures and the age of the students. Action will be taken to protect a student from any known condition that may be detrimental to that student's physical health, mental health, safety, or learning. Staff members are required to meet curriculum standards mandated by the law. Instructional time should be used productively and effectively and staff members should use their best efforts in assessing student performance and growth.

Student-Staff Relationship

Student and staff relationships are an important foundation for the education of students. Staff members must become a nurturing and caring role model to establish trust with students. Developing appropriate behaviors and boundaries will provide a safeguard to protect the staff member and student. Suitable staff conduct includes but is not limited to the following:

1. Offering praise, encouragement, acknowledgement
2. Rewards for achievement
3. Asking a student for permission to touch for necessary purposes
4. Giving a pat on the back or shoulder, side hugs, handshakes, and high fives
5. Offering warmth and kindness
6. Using social media to alert a group of students and/or parents and guardians
7. Contact permitted by an IEP or 504 plan

Any violation of this policy or local, state, or federal law will result in disciplinary action. Staff members must use best judgment and common sense when conducting themselves with students. Inappropriate behavior may include but is not limited to the following:

1. Isolated, one-on-one interactions with students out of sight of others
2. Solicit, encourage, or consummate an inappropriate relationship, whether written, verbal, or physical, with a student or minor
3. Meeting with students with covered or blocked windows, unless for lockdown purposes
4. Using inappropriate language or telling risqué jokes or stories in the proximity to students
5. Favoritism and giving gifts to individual students
6. Initiating frontal hugging or inappropriate touching
7. Photographing individual students for non-educational purposes
8. Inappropriate or unprofessional contact at school-sponsored events or outside of school
9. Interacting privately with a student via social media
10. Discussing personal life or issues with a student or students
- 11. Providing intoxicants of any kind to a student**



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Compliance with School Policy

It is the responsibility of a staff member to familiarize himself or herself with local, state, and federal laws. Professional ethics and standards must be reviewed annually and staff members are expected to sign a Staff Standards Compliance form and return it to the Administration by September 30 every year to demonstrate that they know and understand R277-515 and R277-516 as it is required by state law. Failing to do so could result in disciplinary action. Staff members must also understand and enforce C.S. Lewis Academy policies and procedures. Guidelines for educator law and policy compliance are numerous and include the following, but are not limited to:

1. Conducting financial business with integrity and receiving student funds and holding those separate from personal funds, if those are collected
2. Refraining from interfering or discouraging a student's or colleague's legitimate exercise of political and civil rights, acting consistent with law and school policy
3. Providing accurate and complete information in required evaluations of self, colleagues, or students
 - a. Required student information and assessments will be submitted as required by law
 - b. Staff members will attend and cooperate with assessment training and directives at all levels
4. Be forthcoming with accurate and complete information to an appropriate authority regarding known misconduct that could adversely impact performance of professional responsibility.
5. Providing accurate and complete information required for licensure, transfer, or employment purposes
6. Providing accurate and complete information regarding qualifications, degrees, academic or professional awards or honors, and related employment history when applying for employment or licensure
7. Notifying the Executive Director or Director of Education of past license disciplinary action and past criminal convictions
8. Providing complete and accurate information during an official inquiry of investigation by the school, state, or law enforcement personnel
 - a. During law enforcement investigations an staff member may decline to give evidence against himself or herself if the evidence may incriminate the staff member as it is defined by the Fifth Amendment of the U.S. Constitution
9. Reporting suspected child abuse or neglect to law enforcement or DCFS pursuant to Sections 53A-6-502 and 62A-4a-409 and comply with rules set forth in school policy
10. Adhering to state laws regarding the possession of a firearm while on school property or at school-sponsored activity and enforce school policy related to student access to or possession of a weapon.