

## Staff/Student Code of Conduct

A strong bond between students and employees is one of the cornerstones of Peninsula School that has been cherished for nearly 100 years. At the same time it is important for employees to maintain professional and appropriate relationships with students at all times. School employees must maintain appropriate boundaries between themselves and students. Misconduct or inappropriate interactions will be taken seriously by the school.

### Examples of Unacceptable Behavior:

Below is a list of examples of conduct that involve inappropriate crossing the boundaries of appropriate behavior in a employees/student relationship:

- Unnecessary physical contact with a student in either a public or private situation
- Making or participating in sexually inappropriate comments, including but not limited to telling sexual jokes, stories, or jokes/comments with sexual innuendo
- Seeking emotional involvement with a student for an employees' benefit
- Discussing a employees' own personal troubles or intimate issues with a student
- Excessive attention toward a particular student
- Having communication of any kind with a current student on any social media platform (e.g. "friending" a current student on Facebook, following a current student on Twitter, letting a current student follow the employee on Instagram)
- Interacting with current students by text or e-mail, unless the communication is exclusively related to the adult's professional work for the school (e.g., a class, a sports team, a field trip, school-related logistics, etc.). Staff should use their school email address in all email interactions with students.
- Failing to keep parents informed when a significant issue develops with regards to their child
- Giving gifts to an individual student that are of a personal or intimate nature
- Intentionally being alone with a student on campus or away from the school without permission of a supervisor or in a location that is not interruptible and observable (e.g., a room with the door closed)
- Socializing or having other contact with a student or group of students off campus, outside of school-sponsored activities (unless the employee is doing so as a parent of a student), or special events hosted by student families (bar/bat mitzvahs, class celebrations hosted by families, etc.)
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior

Parents and guardians who have concerns about the interaction between any employee and a student should contact the Head of School at (650) 325-1584. The school prohibits retaliation against anyone who reports concerns about compliance with this policy.