

**Catlin Gabel
Employee Handbook
Excerpts**

STANDARDS FOR APPROPRIATE CONDUCT

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STANDARDS FOR APPROPRIATE CONDUCT

We expect you to demonstrate relationships with others (including but not limited to co-workers, students, parents, and other visitors to the School) characterized by mutual support, cooperation, and courtesy, as we work to build a culture of collaboration focused on student learning.

As a member of the faculty or staff of Catlin Gabel School, you are expected to serve as a role model for students, and as an ambassador of the School at all community functions. You must protect confidential and proprietary information held by the School at all times.

You are expected to accept responsibility for the appropriateness of your conduct and to exhibit a high degree of personal and professional integrity at all times.

Catlin Gabel School expects all employees to comply with all laws applicable to school business, wherever conducted, and to treat others with dignity and respect. Inappropriate conduct may result in disciplinary action up to and including termination.

INTERACTIONS WITH STUDENTS

In joining the school community, you accept a responsibility for all Catlin Gabel students. While not all our jobs involve direct contact with students in the classroom, we all serve as models for them. We maintain open lines of communication, establish rapport, and build *esprit de corps* by attending assemblies, athletic events, plays, and concerts; eating with students in the Barn; and making the first friendly comment.

As a school we continually discuss the acceptable limits for student behavior. We all agree that bullying, verbal or physical attack, dishonesty, rudeness, or destruction of personal or community property cannot be tolerated. Each of these diminishes trust within the community and must be dealt with promptly and clearly.

If a student reaches out to you for emotional support, refer the student to the appropriate division's school counselor.

Sound self-discipline is our hope and aim for each student, and most often our role is to create student awareness of common sense, safety, and appropriate behaviors. Sometimes this means that you as a staff or faculty member will need to intervene in a situation you see when crossing the campus, in the Barn or theater, or walking down a hall.

Most rooms and buildings on campus are the direct responsibility of an individual teacher or staff member. Outdoor spaces shared by all are the responsibility of everyone. Creating and maintaining a supportive, safe, and attractive environment for learning and growth is what it's all about.

MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT

Catlin Gabel School is subject to Oregon's mandatory child abuse reporting laws. Per that law, an employee having reasonable cause to believe that any child under 18 with whom the employee comes in contact has suffered abuse or neglect, or that any person with whom the employee comes in contact has abused a child, must report or cause a report to be made to the Oregon Department of Human Services, Community Human Services or local law enforcement agency.

All school employees are mandatory reporters and are required by law to report child abuse. Employees who believe they have cause to report child abuse or neglect must report their concerns internally to their supervisor and the appropriate school counselor, who will then assist in filing a written report with the appropriate agencies.

Oregon law defines six categories of abuse:

Physical abuse: Deliberate, non-accidental physical injury.

Psychological abuse (mental injury): Extreme and/or repeated conduct which is isolating, frightening, intimidating, and undermining self-worth.

Sexual abuse: Sexual contact/involvement between a child or teen younger than 18 years and an adult who has greater knowledge, authority, power, and resources.

Physical neglect: Extreme and/or repeated failure on the part of the caretaker to meet the child's physical needs, to such a degree that a child's health and safety are endangered, including the need for adequate supervision.

Threat of harm: Subjecting a child to a substantial risk of harm to the child's health or welfare.

Child selling: Buying, selling, or trading for legal or physical custody of a child.

Copies of the current pertinent laws, addresses and telephone numbers of DHS (CPS) and other law enforcement agencies are on file with all school counselors.

All employees are required to participate in annual on-line training in the prevention and identification of child abuse and their reporting obligations.

Failure to report a suspected child abuse or to comply with the confidentiality of records requirements is a violation punishable by law and by school disciplinary action up to and including termination of employment. Reporting obligations are in effect at all times, regardless whether when and where you obtained the information.

An employee who, based on reasonable grounds, participates in good faith making of a child abuse report will have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

BULLYING AND SIMILAR MISCONDUCT

Bullying (including cyberbullying), hazing, harassment, intimidation, or menacing by employees, students or third parties is strictly prohibited and will not be tolerated. Employees who are found to be in violation of this policy will be subject to disciplinary action up to and including termination. The School may also report misconduct to the State of Oregon Department of Human Services (DHS) or the appropriate law enforcement agency. Faculty holding a Certified Oregon Teaching License and found in violation may be reported to the Teacher and Standards and Practices Commission, as provided by OAR 584-020-0041.

SETTING APPROPRIATE PERSONAL BOUNDARIES WITH STUDENTS

All employees are expected to maintain professional boundaries in their relationships with students, both verbally (including appropriate language and topics) and physically (including appropriate physical contact). This expectation carries over to your use of technology such as email, text messages or social networking internet sites, for which you are expected to comply with the Digital Citizenship Policy. If you have any questions about what is appropriate, please contact your supervisor.

SEXUAL MISCONDUCT WITH A STUDENT

Catlin Gabel School is committed to ensuring the safety and integrity of our students. We have a duty to our students to provide a safe environment. Maintaining healthy relationships and boundaries with students is crucial to protecting them from harm. Educating and modeling appropriate boundaries is an important part of everyone's job at the school. All employees are expected to act as role models at all times.

Catlin Gabel School prohibits any and all behavior of a sexual nature between employees and students. All school employees are subject to this policy. Examples of sexual misconduct include, but are not limited to:

- Any activity directed towards establishing a sexual relationship by the employee, such as sending intimate letters, engaging in sexualized dialogue in-person or through a technological forum, or dating a student;
- Any sexual advances (overt or otherwise), on or off the grounds, even if a student encourages or appears to encourage such advances.
- Any sexual relationship by an employee with a student, regardless of the student's age;
- Any sexual relationship by an employee with a former student under 18 years of age;
- Any sexual relationship by an employee with a former student (regardless of age) who suffers from a disability that would prevent consent in a relationship;
- Any verbal or physical conduct that is sexual in nature and directed toward a student;

- Any conduct that violates the School's harassment and discrimination policies; and
- Any conduct that constitutes a crime under Oregon's criminal code (ORS Chapter 163) or meets the definition of "abuse" under ORS 419B.005 or "sexual conduct" under ORS 339.370.

It is the employee's responsibility to set and maintain boundaries. As an adult and an educator, you are presumed to be in a position of power over students and the wishes, behavior or consent of a student will not alter or excuse your responsibility. Sexual behavior between adults and students is considered a serious breach of trust and is prohibited, whether on or off the school campus.

COMPLAINT PROCESS:

An employee who has reason to believe that another school employee is engaging in abuse or sexual misconduct with a student is required to immediately report the information to the Director of Human Resources or the Head of School, even if it is only a suspicion and regardless of how they became aware of the matter. An employee who has reasonable cause to believe that another school employee has engaged in sex abuse is also required to report a law enforcement agency or the Department of Human Services (DHS). The initiation of a report in good faith about suspected abuse or sexual conduct will not adversely affect any terms or conditions of employment or the work environment of the complainant. The School will not tolerate retaliation against anyone who makes a good faith report.

The School will investigate (or refer to local law enforcement to investigate) any reports brought to its attention. Employees are expected to cooperate fully in investigations conducted by the School. If an employee refuses to participate or cooperate at any stage of an investigation for whatever reason, including but not limited to pending criminal charges, the school reserves the right to take action, including terminating the employee. If the School determines that a report of suspected abuse or sexual conduct has been substantiated, the employee may appeal the determination to the School's Head of the Board of Trustees, who will review the findings and whose determination will be final.

CONSEQUENCES OF VIOLATION OF THIS POLICY:

Reports of educator sexual misconduct and abuse are taken seriously, as the safety and well-being of all students is our first priority. Violation of this policy will result in discipline up to and including termination. The School has the right to remove the employee from school property at any time and/or deny all further contact with students at any time, including upon the School's initial intake of a report of suspected abuse or sexual misconduct.

Substantiated reports of sexual abuse or misconduct will be documented in the employee's personnel file and disclosed to prospective employers. Faculty holding a Certified Oregon Teaching License and found to have engaged in sexual misconduct will be reported to the Teacher and Standards and Practices Commission (TSPC). The School's obligation to report a crime (such as a sex crime or other abuse subject to the mandatory child abuse reporting laws) or disclose substantiated sexual misconduct to the TSPC or to prospective employers does not end if/when the employee's employment is terminated.

DIGITAL CITIZENSHIP

Employees are expected to adhere to and model the principles of Catlin Gabel School's digital guidelines, which are consistent with the School's workplace standards on discrimination, harassment, retaliation, student relationships, setting appropriate personal boundaries with students, professional communication, and confidentiality. Please adhere to the following guidelines at all times:

Keep Communication with Students on a Professional Level.

All communications with students, including but not limited to email, texting, social media, and phone calls, should be related to school activities and not be personal in nature.

Employees may not include current students, regardless of age, or former students under age 18 as on-line "friends," "followers," or other similar terminology used by various sites. Exception: employees may "friend" and "follow" their own relatives.

Employees wishing to create a social networking relationship with students for school-related and/or work-related reasons must receive approval from their supervisor and provide the supervisor with access to the social network.

Use Common Sense when Social Networking on the Internet.

The School respects employees' use of social media and networking sites, as well as personal websites and blogs. However, employees are expected to set appropriate boundaries between personal and public on-line behavior. Be aware that what is private in the digital world can suddenly become public, even without your knowledge or consent. The School strongly encourages all employees to regularly and carefully review the privacy settings on the social media and networking sites they use, including but not limited to Facebook, Twitter, Instagram, SnapChat, and LinkedIn, and exercise good judgment when posting content and information.

If you have an on-line community that includes parents, alumni, or other members of the school community, exercise good judgment about the content you share in that digital community.

The same principles and guidelines found in the school's policies apply to your activities online. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees, or otherwise adversely affects students, parents, coworkers or the School's legitimate business interests may result in disciplinary action up to and including termination. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will similarly not be tolerated and may subject you to disciplinary action up to and including termination.

Digital Privacy

All of the School's technology systems, including but not limited to mail, voicemail, internet access, and electronic storage systems, are the property of Catlin Gabel School. You should have no expectation of privacy if you use our electronic equipment; do not place or keep any information that you consider to be personal or private on our systems. Employees should not expect the school to retain or preserve any personal data stored on any school-owned device or system. It is strongly recommended that employees use a personal email account rather than their Catlin Gabel email account for all emails of a personal nature.

Please be aware that we have the right to access, monitor, and review these systems and their contents at any time. Access to these systems is limited to management and authorized personnel. Employees may not access another employee's e-mail, voicemail, etc., without a direct business need, authorization of their supervisor, and contacting the Technology Department to be given access.

Know the Consequences of a Violation of this Policy.

If the School believes your activity, communication, or use of digital resources or devices may be in violation of its policies, the School may request that you cease such activity, communication, or use. Depending on the severity of the incident, you may be subject to discipline up to and including

TRANSPORTING STUDENTS

Transporting Students for School-Sponsored Activities

A school-sponsored activity is defined as any event directly related to the broad curricular and extra-curricular intent of the School that fulfills the educational goals expressed in the school philosophy, and where Catlin Gabel School employees are responsible. These activities originate and terminate at the School.

For school-sponsored activities, students will be transported whenever possible in school vehicles or vehicles chartered or contracted by the School from other organizations. Only a school-sanctioned driver, or other drivers who are appropriately licensed and approved by the School, will operate these vehicles. All vehicles and drivers used to transport students must be in compliance with the regulations of the State of Oregon and Catlin Gabel School.

Transporting students in private cars **is the exception** and will take place only when Catlin Gabel School transportation is not available or when the nature of the trip is such that the use of Catlin Gabel School transportation is impractical. The Division Head or Head of School will be responsible for determining when use of a private car is necessary for a school-sponsored activity, and his/her approval is required before any private vehicle is used. If private vehicles are used, the parents or guardians of student passengers should receive prior notification of these arrangements. The driver of the vehicles must ensure that each passenger uses a seat belt and that car seats are used if appropriate based on the age of the passenger.

Any employees who may be drivers for school-sponsored activities should review the complete Transportation Policy on Catlin Gabel School's intranet at <http://inside.catlin.edu> on the Human

Resources page. This includes the Bus Drivers Wage Policy on the intranet at <http://inside.catlin.edu> on the Human Resources page.

In the event a student is ever transported in a private vehicle, please be aware that the vehicle owner's personal automobile insurance coverage is the primary (and possibly only) insurance coverage. This is true for all situations.

Transporting Students in Private Vehicles in Emergency Situations

In an emergency situation, the employee should contact their supervisor for authority before transporting any student in their private vehicle.

In a medical emergency: if you are concerned about moving the student to your vehicle or you perceive the student needs immediate medical attention, call 911 before calling your supervisor. Do not attempt to make a decision that a medically trained person should make. If you take a student to a medical facility, you should stay with the student until a parent or guardian arrives and takes responsibility for the student.

In the event a student is ever transported in a private vehicle, please be aware that the vehicle owner's personal automobile insurance coverage is the primary (and possibly only) insurance coverage. This is true even for emergency situations.

Prohibition on Driving Students in Private Vehicles at All Other Times

Catlin Gabel School generally prohibits employees from driving students in private vehicles except for school-sponsored activities (as described above) and in case of emergency (also as described above).

THIS POLICY DOES NOT APPLY TO AN EMPLOYEE IN HIS/HER ROLE AS A PARENT OR AS A CARPOOL DRIVER OF A PERSONAL FAMILY CARPOOL WITH OTHER STUDENTS.