
CONTENT AND COMMUNITY PROVIDER (CCP) CODE OF CONDUCT

Excel Academy Charter Schools, hereinafter (“School”), recognize their responsibility to make and enforce all rules and regulations governing Content and Community Provider behavior to ensure a safe, learning-conducive environment. The expectation of the School is for all Content and Community Providers’(CCPs)staff to conduct themselves in a way that reflects the high standards of behavior and professionalism, and to adhere to appropriate boundaries between staff and students.

For the purpose of this policy hereinafter “Content and Community Provider”, is an individual or company that supplies products or provides educational services for the School’s students.

For the purpose of this policy, the term staff or employee means the individuals employed or otherwise supervised by the Content and Community Provider. This language shall not be interpreted to mean that a Content and Community Provider’s staff has an employment relationship with the School.

For the purpose of this policy, the term “boundaries” is defined as acceptable professional behavior by staff while interacting with a student. Trespassing the boundaries of a staff/student relationship is deemed an abuse of power and a betrayal of public trust. Although sincere, competent interaction with students certainly fosters learning, staff/student interactions must have boundaries surrounding activities, locations, and intentions. It is each Content and Community Provider’s employee’s obligation to avoid situations that could prompt suspicion and concern by parents, students, colleagues, or School leaders. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes including but not limited to being revoked as an approved Content and Community Provider for the School.

Examples of Specific Behaviors

The following are examples of unacceptable behavior, and are not intended to be an exhaustive list.

Unacceptable Content and Community Provider/Student Behaviors

1. Giving gifts to an individual student that are of a personal and intimate nature.
2. Kissing of any kind.
3. Any type of unnecessary or excessive physical contact.
4. Being alone with a student.
5. Making or participating in sexually inappropriate comments or jokes.
6. Listening to or telling stories that are sexually oriented.

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7. Discussing personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
8. Allowing students in the Content and Community Provider's home for reasons other than the educational service being provided and/or without the students parent/guardian present.
9. Having a student in a Content and Community Provider's vehicle or transporting a student.
10. Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.
11. Raising voice or using any type of corporal punishment with students.

Acceptable and Recommended Content and Community Provider/Student Behaviors

1. Exhibiting professionalism in all communications with students, (e.g. emails, text, and phone calls to students) keeping discussion related to School content. All forms of communication must be professional and brief. The parent/guardian should be included/copied on written/verbal communication.
2. Keeping reasonable personal distance from students.
3. Stopping and correcting students if they cross personal boundaries.
4. Keeping parents and School informed when a boundaries issue develops with a student.
5. Recognizing the responsibility to intervene to stop unacceptable behavior of students or coworkers.
6. Giving students praise and recognition without touching them, or limiting physical contact to pats on the student's upper back or shoulder, high fives or handshakes.
7. Keeping professional conduct a high priority. Use constructive feedback with students at all times.

Duty to Report Suspected Misconduct

When any staff or employee of Content and Community Provider reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to the School. All reports shall be as confidential as possible under the circumstances. It is the duty of the School to investigate and thoroughly report the situation. Content and Community Providers must also report to the School any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for abuse.