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**EDUCATION PARTNER CODE OF CONDUCT**

The Board of Directors of California Pacific Charter School (hereinafter referred to as School) recognizes their responsibility to make and enforce all rules and regulations governing Education Partner behavior to ensure a safe and learning-conducive environment. The expectation of the School is for all Education Partners and their staff to conduct themselves in a way that reflects the high standards of behavior and professionalism, and to adhere to appropriate boundaries between their staff and students.

For the purpose of this policy, hereinafter “Education Partner” is an individual company that supplies products or provides educational services/instruction 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 Education Partner. This language shall not be interpreted to mean that an Education Partner’s staff has an employment relationship with the School.

For the purposes of this policy, the term “boundaries” is defined as acceptable professional behavior by Education Partner 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 interactions with students certainly fosters learning, staff/student interactions must have boundaries surrounding activities, locations, and intentions. It is each Education Partner’s employee’s obligation to avoid situations that could prompt suspicion and concern by parents, students, colleagues, or School staff. Disagreeing with the wording of intent of the established boundaries will be considered irrelevant for disciplinary purposes including but not limited to being revoked as an approved Education Partner for the School.

**EXAMPLES OF SPECIFIC BEHAVIORS**

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

*Unacceptable Education Partner/Student Behaviors include:*

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.

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6. Listening to or telling stories that are sexually oriented.
7. Discussing personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
8. Allowing students in the Education Partner's home for reasons other than the educational service being provided and/or without the student's parent/guardian present.
9. Having a student in an Education Partner'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 Education Partner/Student behaviors include:*

1. Exhibiting professionalism in all communications with students (e.g. emails, text, and phone calls to students), and keeping discussions 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 boundary 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, and/or handshakes.
7. Keeping professional conduct a high priority. Use constructive feedback with students at all times.

**COMPREHENSIVE FINGERPRINT & BACKGROUND CHECK REQUIREMENTS**

Under Education Code Section 45125.1, the Education Partner, including all employees, agents, independent contractors, and subcontractors performing services shall obtain and provide fingerprint background clearance through the California Department of Justice (DOJ) screening process to the School prior to performing any services and when any new employees are added to the Education Partner. Under this Order, the Education Partner will ensure that it and its

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employees, agents, independent contractors, and subcontractors performing services will not allow any person to provide services or otherwise interact with students whom, per the Education Partner, may be deemed to compromise student safety or the integrity of the school. Education Partners, so long as they are not a sole proprietorship, using their own Originating Agency Identification (ORI) number to provide screening service shall forward all reports received from the DOJ for individuals in contact with the schools students.

**DUTY TO REPORT SUSPECTED MISCONDUCT**

When any staff or employee of the Education Partner 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. Education Partners must also report to the School any awareness or concern of student behavior that crosses the boundaries or where a student appears to be at risk for abuse either from others or themselves.