



**POLICY—400.1—EMPLOYEE CONDUCT AND PROFESSIONALISM**

	<b>DISTRICT CODE:</b> 400.1	<b>ADOPTED:</b> 11.15.2016
	<b>RESCINDS:</b> GBEB	<b>ADOPTED:</b> 3.27.12

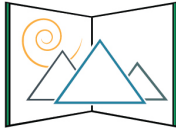
**BOARD POLICY**

1. It is the desire of the Board of Education that all interactions between employees (as well as independent contractors, on-site vendors, authorized volunteers) and students are professional and appropriate.
2. The Board authorizes the Superintendent and the District Administration to develop administrative regulations consistent with this policy, subject to review and approval by the Board of Education.

	<b>ADMIN REG:</b> 400.1-1	<b>APPROVED:</b> 11.15.16
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**ADMINISTRATIVE REGULATION—400.1-1: (Employee-Student Conduct; Maintaining Employee-Student Boundaries).**

1. The following regulation is to provide all Canyons District employees, students, volunteers, and community members with information to increase awareness of their role in protecting children from inappropriate conduct.
2. In an employee-student relationship, school employees are required to maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.
3. Boundary violation: means crossing verbal, physical, emotional, and social lines that a school employee must maintain in order to ensure structure, security, and predictability in an education environment. A boundary violation has the potential to abuse the employee-student relationship.
4. Inappropriate Conduct: Any behavior by an employee toward a student that would reasonably give the appearance of impropriety, regardless of whether such behavior is complained of by the student, regardless of whether the behavior is overtly sexual, and/or regardless of whether such behavior would constitute a crime.
  - 4.1. For examples of employee-to-student behavior that may, depending on the circumstances, constitute a boundary violation or inappropriate conduct under this regulation, and lead to employee discipline, up to and including termination for



cause, please refer to Exhibit—1: Boundary Violation Conduct Scenarios.

5. Employees are required to promptly notify their supervisor/principal (or other administrator) if they become aware of a situation that may constitute a violation of this regulation.
6. Employees are required to report child abuse and neglect in accordance with Canyons District Policy—Reporting Child Abuse/Child Protection.

ADMIN REG:  
400.1-2

APPROVED:  
11.15.16

**ADMINISTRATIVE REGULATION—400.1-2: (Employee Dress Code and Appearance).**

1. Employees of Canyons School District are expected to adhere to standards in grooming and dress which reflect a positive image to students and patrons and which are in keeping with a professional education system.
2. Employees shall maintain standards of personal cleanliness which are conducive to good health and contribute to a pleasant working environment.
3. Employees shall be neatly groomed and dressed in clothing which is suited to the day's work or activity.
4. Employees shall dress in a manner befitting adults who serve as role models for students.

ADMIN REG:  
400.1-3

APPROVED:  
11.15.16

**ADMINISTRATIVE REGULATION—400.1-3: (Employee Instruction, Counseling, and Administrative Tasks)**

1. Instruction, counseling, administrative tasks and all other planned school contact with students shall be accomplished at the school during regular school hours.
  - 1.1. If special circumstances make it necessary for a District employee to meet with one or more students outside the regular school day or at a location other than the school, prior written approval from the principal is required.
  - 1.2. When a student requires staff assistance outside the regular school day because of an emergency or unanticipated occurrence, the employee shall notify the principal of the occurrence as soon thereafter as possible.

ADMIN REG:  
400.1-4

APPROVED:  
11.15.16

**ADMINISTRATIVE REGULATION—400.1-4: (Employee Transportation of Student(s))**



**in Private Vehicles)**

1. District employees shall avoid traveling alone in private vehicles with students who are not members of the employee's immediate family.
2. If a student must be transported by an employee due to an emergency situation the principal shall be notified as soon as possible.

ADMIN REG:  
400.1-5

APPROVED:  
11.15.16

**ADMINISTRATIVE REGULATION—400.1-5: (Extracurricular Activities)**

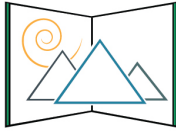
1. All extracurricular activities outside regular school hours or off school property must be authorized in advance and in writing by the school principal.
  - 1.1. After-hour activities involving students are to be held at the school whenever possible. If another location is necessary, prior written approval from the school principal is required.
  - 1.2. Employees are not authorized to allow students in their homes for school-related social activities without prior written permission from the school principal.

ADMIN REG:  
400.1-6

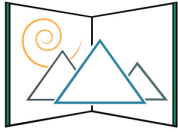
APPROVED:  
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**ADMINISTRATIVE REGULATION—400.1-6: (Employee Involvement in Private, But Public Education-Related Activities)**

1. This regulation provides direction and parameters for employees who provide or participate in private but public education-related activities outside of their public education employment. Specifically, this regulation defines when an employee is acting within the scope of employee duties with respect to school district activities, identifies when an employee does not represent the school district, and provides notice to employees regarding disclosure duties (Utah State Board Rule R277-107).
2. Definitions
  - 2.1. "Activity Sponsor" means a private or public individual or entity from which the employees of the school district receive compensation of any sort and in which public school students participate.
  - 2.2. "Extra-Curricular Activities" means activities for students which are recognized or sanctioned (but not necessarily sponsored) by the school or school district that may supplement or complement required programs or regular curriculum.
  - 2.3. "Private but Public Education-Related Activities" means an activity in which an employee participates and receives compensation from current or prospective students of the school district. Such education-related activities include but are



- not limited to:
- 2.3.1. Tutoring
  - 2.3.2. Lessons
  - 2.3.3. Clinics\*
  - 2.3.4. Camps\*
  - 2.3.5. Travel Opportunities
  - 2.3.6. \*Exempts those sponsored by Salt Lake County Parks & Recreation and Sandy City Recreation in agreement with Canyons School District.
3. Employees shall not charge a fee for any tutoring services provided to students at the school either within or outside regular school hours.
4. Employee Participation in Private but Public Education Related Activities
- 4.1. An employee may participate in a private but public education-related activity if the activity is separate and distinguishable from employment in the school district and does not interfere with performing the duty of employment with the school district in any way.
  - 4.2. In promoting a private activity, an employee may not:
    - 4.2.1. Contact any students at public schools except as stated in 2.3 of this regulation.
    - 4.2.2. Use education records or information obtained through employment with the school district unless the records or information have been made available to the general public and the requirement of the Federal Education Rights Privacy Act (FERPA) has been met.
    - 4.2.3. Use school time and/or materials to promote, discuss, or prepare for the private activity.
    - 4.2.4. State or imply to any person or entity that participation in a private activity is required for any school program.
    - 4.2.5. Give or withhold credit based on participation in the private activity, including but not limited to clinics, camps, private programs or travel activities that are not equally and freely available to all students.
  - 4.3. In promoting a private activity, an employee may:
    - 4.3.1. Offer public education-related services, programs or activities to students provided they are not advertised or promoted during school time and consistent with the policy.
    - 4.3.2. Discuss the private activity with students or parents only outside of the classroom and the regular school day.
    - 4.3.3. Use directories that are available to the general public to identify prospective clients such as school phone directories distributed or made available to the public.



- 4.3.4. Use student or school publications in which commercial advertising is allowed to advertise and promote the private activity.

## 5. Directives Regarding Advertising of Private Activities

The following directives apply to advertising private activities where employees are involved or affiliated in any way with the group, entity, association or company promoting or sponsoring the private activity:

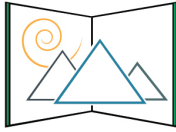
- 5.1. An employee may purchase advertising space to advertise an activity or service in a publication that accepts advertising, whether or not sponsored by schools in the school district or by the school district. Such publications include school newspapers, e-flyers, and yearbooks but not school newsletters.
- 5.2. The advertisement may identify the activity participants and leaders or service providers by name, provide non-school telephone numbers, and provide details of the employee's employment experience and qualifications.
- 5.3. Posters and brochures may be posted or distributed only at times and in areas of schools and school district buildings where members of the general public are allowed to do so.
- 5.4. Unless the activity is sponsored by the school district, the advertisement shall state clearly and distinctly in bold lettering that the activity is NOT sponsored by the school or school district.
- 5.5. Neither the school nor the school district shall be named in the advertisement except in connection with the employee's employment history or, if school facilities will be used under the school district public civic-center use policy.

## 6. Parent Notice and Permission

- 6.1. Prior to any travel or other activity listed in 2.3 of this regulation, parents or legal guardians of all students shall be notified and the parents shall have signed a release of liability form. This form shall be kept in the administrative office(s) of the school.

## 7. Copies of Contracts Provided to School District

- 7.1. The employee must provide to the principal at the school where he/she is employed a signed copy of all contracts between him/her and the private activity sponsor. The employee who engages in any private but public education-related activity shall provide a signed disclosure statement to the school district available from local principals.



	<b>ADMIN REG:</b> 400.1-7	<b>APPROVED:</b> 11.15.16
<p><b>ADMINISTRATIVE REGULATION—400.1-7: (Weapons/Firearms)</b></p> <ol style="list-style-type: none"> <li>1. Possession or use of a weapon by any employee in a school building, in or on school property, or in conjunction with any school activity, unless specifically authorized by law, is in violation of the law and Canyons School District Policy, and will be subject to disciplinary sanctions which may include termination.</li> <li>2. The law provides that a qualified person may receive a permit “to carry a concealed firearm for lawful self defense...” UCA §53-5-704(1). A concealed dangerous weapon means “...a dangerous weapon that is covered, hidden or secreted in a manner that the public would not be aware of its presence and is readily accessible for immediate use.” UCA §76-10-501 (2)(a).</li> <li>3. Employees of Canyons School District who obtain concealed weapons permits do so in their own individual capacities. Any use of such weapons is outside the scope of employment, is contrary to the purposes of employment by the District and is done solely in the employee’s personal capacity, not as an employee of the District.</li> </ol>		
<p><b>EXHIBITS</b> Boundary Violation Conduct Scenarios</p>		
<p><b>REFERENCES</b> Utah Code Annotated §76-10-501 Utah Administrative Code R277-107. Educational Services Outside of Educator’s Regular Employment. Utah Administrative Code R277-515. Utah Educator Professional Standards</p>		
<p><b>FORMS</b> None</p> <p><i>CANYONS BOARD OF EDUCATION</i></p>		

This online presentation is an electronic representation of the Canyons School District’s currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.