



THE GROVE SCHOOL

Our Mission: *The Grove School is a public Montessori community that guides adolescents in their work of self-construction, as they become engaged and respectful world citizens.*

Grove Expectations of Appropriate Professional Conduct

All substitute employees, volunteers, student workers, and university tutors/observers are expected to comport themselves in an appropriate manner with students at all times. Interactions and communication with students should be professional, courteous, and for educational purposes at all times. All persons working with students at Grove are expected to establish and maintain appropriate boundaries in their interactions with students inside and outside of the classroom. Below please find rules for working with students as related to physical and emotional boundaries, social media, and electronic communication.

Rules Regarding Professional Boundaries

- You shall not be alone with a student behind closed/locked doors;
- You shall not ask students to run your personal errands;
- You shall not transport students without proper authorization/Grove approval;
- Even when approved to transport, you must never transport a solitary student in your vehicle. Always have multiple students or a second adult in the vehicle.
- You shall not share your personal problems/stories/information with or in the presence of students;
- You shall not photograph or video record students without proper authorization/Grove and parent approval;
- You shall not invite students to your home, unless it is a school sponsored extracurricular activity, authorized by a Grove administrator, and is appropriately supervised by Grove staff;
- You shall not meet students in off-site locations without a parent/guardian being present;
- You shall not exhibit behaviors which may be viewed as favoring one student over others;
- You shall not use innuendos that may be suggestively interpreted when talking with students; You shall not tell inappropriate jokes, make inappropriate comments about others, or use profanity with students or in the presence of students.

Rules for Social Media (Facebook, Twitter, Instagram, etc.)

- Use privacy settings to control access and keep your personal accounts private;
- “Friending” students/parents on social media sites is strongly discouraged;
- Keep personal accounts separate. Class/team accounts/pages must be within the Grove School Social media policy. Contact Grove administration if you wish to set up such an account;
- Be cognizant of your own online identity. Personal posts/pictures may not be appropriate for students to see;
- Be aware that anything posted on the internet could be subject to public viewing and republication by third parties without your knowledge;



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- Be careful about pictures you post. Think about the image you wish to present of yourself to colleagues, parents, and students;
- Be cognizant about the language and topics you use on social media sites. Never discuss student information or any other confidential matters;

Rules for Texting with Students

- Cell phone numbers should never be provided to students unless it is absolutely necessary to accomplish a Grove related or school related purpose;
- Texting students is prohibited unless communication is expressly necessary to accomplish Grove related or school related purposes;
- If you must send a text to a student or a group of students:
 - They must include another adult (advisor, administrator, parent) as a recipient; texting after 8:00 p.m. or before 6:00 a.m. should be information based;
 - Do not text students one on one; use group text messages or include another adult (parent, club advisor, assistant coach, etc.) as a recipient;
 - Ensure the contents of the text are information based, professional, void of innuendo, casual or informal language (nickname, inside jokes, etc.). Further, ensure the contents of the text may not be taken out of context;

General Rules and Prohibitions

- You shall never have inappropriate physical contact with students on or off campus;
- You shall never engage in a sexual or dating relationship with students;
- You shall never have inappropriate emotional relationships with students on or off campus;
- You shall never plan or discuss a future romantic relationship with a student on or off campus;
- You shall never have drugs, alcohol, or weapons on our campuses or at any school related activity;
- You shall never engage in any conduct that violates Board Policies, Regulations, Education Code, or constitutes criminal behavior;

Failure to abide by these rules may result in the Grove choosing not to use your services and may result in reporting to the California Commission on Teacher Credentialing, or authorities, if appropriate.