

**Mayfield Junior School of the Holy Child Jesus**  
**Care for Children**  
**Employee Code of Conduct**

**INTRODUCTION**

At the heart of who we are, Mayfield Junior School provides a safe, loving, and nurturing environment for young people to grow. Essential to the delivery of our Mission is to care for the dignity of each person in the MJS community. The impact of our collective efforts is what has made, what makes and what will make Mayfield such a remarkable place for our students to reach their highest potential.

As a Holy Child school, our faculty, staff, administration and volunteers understand and set the standard of care for our children at the highest level far surpassing the minimum definitions set by law. In compliance with AB 500, please see Mayfield's Employee Code of Conduct.

**POLICY AGAINST HARASSMENT, DISCRIMINATION, AND RETALIATION  
(MJS Employee Handbook)**

We intend to provide all employees, applicants, and contractors with an environment free from any form of harassment, discrimination or retaliation as defined here. We don't tolerate harassment, discrimination, or retaliation. Our policy against harassment, discrimination, and retaliation applies to all of our employees, students, and members of the community.

We prohibit unlawful harassment, discrimination, and retaliation of any individual by any individual member of the school, including supervisors, teachers, as well as vendors, applicants, customers, independent contractors, suppliers, and any other person. This policy prohibits harassment or discrimination related to an individual's race, color, national origin, ancestry, sex, gender orientation, gender identification, gender expression, age, mental or physical disability, military status, veteran status, medical condition, pregnancy (including pregnancy, childbirth and related medical conditions), perceived pregnancy (defined as being regarded or treated by an employer as being pregnant or having a related medical condition), marital status, registered domestic partner, sexual orientation, citizenship, or genetic characteristics. Any violation of this policy will be treated as a disciplinary matter.

We also prohibit harassment and discrimination based on the *perception* that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. However, as a Catholic school, committed to the teachings and values of that faith and of the tenets of the Society of the Holy Child Jesus, employment-related decisions will be made consistent with our religious principles and standards.

“Discrimination” is treating an individual differently because of their actual or perceived membership in a protected status as defined in this Policy by taking an adverse action against or denying a benefit to that person.

“Harassment” includes slurs and any other offensive remarks, jokes, other verbal, graphic, or physical conduct. In addition, “sexual harassment” includes two broad categories of behavior: quid pro quo and hostile work environment.

Quid pro quo sexual harassment occurs when job status or promotion status is dependent on whether or not an employee submits to or rejects sexual advances or other types of inappropriate sexual comments.

Hostile work environment includes conduct of a sexual nature that has the purpose or effect of unreasonably interfering with or altering the individual’s work performance or creating an intimidating, hostile, or offensive working environment. This might include:

- Visual conduct, such as prolonged staring or leering at a person, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, or sending sexually explicit text messages or pictures;
- Verbal sexual advances, propositions or requests to include unwanted verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, or notes
- Continued suggestions or invitations to social events outside the work place after being told suggestions are unwelcome;
- Hugs, pats and similar physical contact;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment;
- Communication via electronic media of any type that includes any harassing conduct that is prohibited by state and/or federal law, or by school policy;
- Sexually harassing conduct including abusive comments or acts of hostility toward an individual based on his/her gender or sexual orientation;

Sexually harassing conduct need not be motivated by sexual desire; hostile treatment can occur without regard to sexual desire.

If you feel that you’re the victim of harassment or discrimination or are aware of harassment or discrimination toward someone else, immediately follow the complaint procedure explained below. Managers, supervisors, and employees can be sued personally for engaging in and/or not taking action to stop the harassment. We can deny paying your attorneys’ fees and awards if you engaged in sexual harassment. If you have any questions about what constitutes harassment, or discrimination, you should ask your supervisor or Human Resources.

We prohibit any form of retaliation against any employee by any other employee for

filing a good faith complaint under this policy or for assisting in the investigation of a complaint. Retaliation includes, but is not limited to: shunning or avoiding an individual who reports harassment or discrimination, or real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination. If you feel you've been retaliated against for filing a complaint or for participating in an investigation, you may also file a complaint. False or malicious complaints of harassment, discrimination or retaliation, as opposed to complaints which are not substantiated but are made in good faith, may be subject to appropriate disciplinary action.

We'll provide anti-harassment training, including anti-sexual harassment training, for all our employees at least once every two years, and to all newly hired employees within six months of their hire.

### **COMPLAINT PROCEDURE FOR HARASSMENT POLICY (Employee Handbook)**

We encourage you to report any incidents of harassment, discrimination or retaliation forbidden by this policy immediately so that complaints can be quickly and fairly resolved. If you feel that another employee has discriminated, harassed or retaliated against you, immediately notify your supervisor, Human Resources, the Headmaster, or another supervisor with whom you feel comfortable. It is your right to complain about harassment without fear of retaliation. You will be asked to provide all known details of the incident or incidents, names of individuals involved, and names of any witnesses. It's best, but not mandatory, to communicate your complaint in writing.

We will make a preliminary determination as to whether the reported misconduct may result in a violation of this Policy. If so, we'll investigate the complaint or designate another party to do so as soon as possible to determine whether harassment has occurred. While complete confidentiality can't be guaranteed, we'll perform the investigation discretely. No notation of any complaint will be included in the complaining employee's personnel file, instead all records and documentation will be kept separately. A school representative will advise all parties concerned of the results of the investigation as allowed while maintaining confidentiality.

To protect victims and accused alike, supervisors are charged to use the utmost discretion in investigating complaints.

If you believe you've been harassed or discriminated or retaliated against, you may also file a complaint with the local office of the California Department of Fair Employment & Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). Contact information for the local DFEH or EEOC office can be found in the State Government section of a local phone directory.

## **REPORTING OF SUSPECTED CHILD ABUSE POLICY (Employee Handbook)**

As our employee, you're a mandated reporter of suspected abuse and/or neglect. That means that you must report suspected child maltreatment immediately when you have:

“reasonable suspicion to believe that a child who is 17 years of age or younger and known to them in a professional official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect.”

We'll provide training regarding your obligations as a mandatory reporter and the steps required to report suspected abuse. You should refer to the written “Suspected Child Abuse Reporting Process” policy for specific steps to take in addressing incidents of child abuse. You received that written policy when you were hired and we'll review it with you at the beginning of each school year.

Section 11166 of the California Penal Code requires any child care custodian (including teachers and administrators), medical practitioner or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse or neglect, to report the known or suspected instance of child abuse to a child protective agency *immediately or as soon as practically possible* by telephone. This verbal report can be made to Department of Children and Family Services at (800) 540-4000. A written report is also required within 36 hours of the verbal report, using an online form on the Department of Children and Family Services website.

We recognize that reporting child abuse can be difficult and stressful, and therefore have developed a process in which we work together as a team of professionals. In the event that you suspect or become aware that a student is the victim of child abuse or neglect, we ask that you immediately contact your supervisor and the Counseling Center, although you do have the right to make a report without such consultation. The Counseling Center will then continue the child abuse reporting process with your input, and based on all information gathered, will contact the Child Abuse Hotline to make a report.

Reporting suspected child abuse is ultimately an individual responsibility. If you disagree with the outcome of the team process and decide that a report should be filed and one was not filed, you may file your own report with the Child Abuse Hotline without concern for any repercussion from the school.

We take all reports of child abuse and neglect very seriously and will work to the extent possible under the law to satisfy its reporting duties of any allegations of child abuse or neglect that may arise.

The following situations are mandated reportable conditions:

- Physical abuse, including extreme corporal punishment resulting in injury and willful cruelty or unjustifiable punishment.
- Sexual abuse, including child sexual exploitation, child pornography, child prostitution and sexual assault.
- Neglect, which is failure to provide for a child's physical needs. This includes lack of supervision, inappropriate housing or shelter, inadequate provision of food and water, inappropriate clothing for season or weather, abandonment, denial of medical care and inadequate hygiene.
- Child endangerment or willfully harming or injuring a child, meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer, unjustifiable physical pain or mental suffering, or causes or permits a child to be placed in a situation in which the child or child's health is endangered.

Emotional abuse is also reportable as child abuse but is not mandated to report:

- Emotional abuse, which is any attitude or behavior that interferes with a child's mental health or social development. This includes yelling, screaming, name-calling, shaming, negative comparisons to others and negative comments about them when these behaviors are of an extreme nature. It also includes the failure to provide the affection and support necessary for the development of the child's emotional, social, physical and intellectual well-being.

Failing to report an instance of child abuse which you know to exist or reasonably should know to exist is a misdemeanor and is punishable by confinement in the county jail for a term not to exceed six months or by a fine of not more than \$1,000 or both. In addition, educators may risk loss of their license or credential for failure to report.

As a mandated reporter, if you report suspected abuse in good faith you're generally provided immunity from civil or criminal liability. You can't be dismissed, disciplined or harassed for making a report of suspected child abuse. For additional information, refer to the "Child Abuse Reporting Requirements & Acknowledgment" information and to the "Best Practices Guidelines – Preventing Incidents of Child Abuse."

If it's determined that an employee has engaged in abuse of a child or children and/or has failed to report incidents of child abuse, that employee will be subject to disciplinary action including termination of employment.

## **SOCIAL MEDIA AND SOCIAL NETWORKING (MJS Employee Handbook)**

We understand that our employees use social media sites to share events in their lives, to communicate, and to discuss their opinions with others, including family, friends and co-workers. However, the use of social media may present certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we've established this policy and guidelines for appropriate use of social media. "Social media" could mean many things, and in general, it includes the various activities that integrate technology, social interaction, and content creation, such as Facebook, Instagram, Linked-In, Twitter, Snapchat, etc.

To make postings on behalf of the school, prior approval is required and training may be given. You should use your real name and the school name when posting on the school's behalf. In using authorized social media posts via school computers, you must refrain from disparaging the school, its customers and vendors, refrain from divulging any trade secrets or other confidential information, and comply with all school policies, including anti-discrimination, harassment, internet, e-mail, voice mail and blogging policies.

Nothing in this policy, however, is intended to prohibit the personal use of social media via personal computers during off hours for the discussion of terms or conditions of employment among employees. Keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or via other channels such as talking with Human Resources.

Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that might constitute harassment or discrimination. Examples might include offensive posts that could contribute to a hostile work environment in violation of school policy.

Strive for accuracy and full disclosure in any blog or post. Include a link to your sources of information. If you make a mistake, correct the information, or retract it promptly.

Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the school, your co-workers, students, families served by the school, or people working on behalf of the school.

You may not accept friend requests or invitations to connect on social media sites from current Mayfield students. If you connect on social media with Mayfield parents, please remember that any interactions with Mayfield parents online are held to the same professional standards as interactions in person.

## **CONFIDENTIALITY AND NON-DISCLOSURE (MJS Employee Handbook)**

While working with us, you may acquire, become acquainted with and have access to confidential information and property relating to the school and its students, students' parents, contact/personal information for alumni, parents and grandparents of alumni. All information obtained in the course of employment is to be used for conducting school business only. You should never directly or indirectly discuss or disclose confidential information or property, with or in the presence of persons outside the school, or other employees who do not have a need to know. This applies both during employment and anytime thereafter.

Information in any form, including but not limited to documents, tapes, lists, databases, computer printouts, studies, student/parent personal data, teacher personal data, surveys, reports, drafts, pictures, charts, maps, drawings, programs, equipment, blueprints, vendor lists, customer lists, all financial reports, all accounts payable/receivable information, payroll information, records, files, and other materials pertinent to the school or its students or teachers, employees, may not be removed from the facilities without prior permission of the Headmaster.

You're required to honor the confidentiality inherent in your position by not discussing student concerns in the faculty lounge or outside of school. Many teachers encounter information of a confidential nature about a student or their parents. Depending on the nature of the information, members of the faculty and administration may have a responsibility to the school, to parents, and teachers, as well as to the individual student. For example, cases of child abuse must be reported by law, and therefore you can't guarantee confidentiality to a student or advisee. The question is not whether to act on this information, but how to respond appropriately. All employees do have the right and responsibility to take action.

If you're a faculty member, you must define the limits under which you operate and terminate a conversation if you believe the student does not understand the parameters of confidentiality. Clearly, one of those limits is an individual's own ability to handle the nature of the information given in confidence, be it suicide, drug addiction, alcoholism, or the like. In all cases, the student needs to be advised that the information may be shared, and for what purpose. The students' permission should be sought before the information is shared. However, if you receive information that you feel you're unable to handle, then you must share this information with your supervisor and the Headmaster.

This same level of confidentiality must be maintained regarding co-workers, employee relations matters, and school operations. Keep proprietary and confidential information secure from outside visitors and all other persons who do not have a legitimate reason to see or use such information. Observe all rules regarding document control, restricted access to areas of the facility, and other security and confidentiality procedures. For example, you should make sure that all confidential papers and files are locked away at night, limit the papers that are taken out of the office, and do not leave confidential documents in unattended conference rooms. Don't discuss confidential information in elevators, hallways, restaurants, or any other place where you may be overheard.

If you observe a violation of this policy, you should report it immediately to your supervisor or Human Resources. We will immediately investigate and take appropriate preventative and/or corrective action. Violation of this policy will result in disciplinary action, up to and including possible termination.

### **PROBLEM RESOLUTION AND COMMUNICATIONS (MJS Parent Student Handbook)**

Procedures in grades K-8 strive to help students develop responsibility to self, to others, and to property. For these reasons, parents are not necessarily called every time there is a concern at School. Efforts are made to help children solve their own problems first before adults get involved. *When investigating a potential disciplinary issue, a faculty or staff member may speak to any student at any time in order to understand the nature of the issue. The process focuses on collaboration, communication and problem solving.* Obviously, there are times when intervention by adults is necessary and immediate. Parents are contacted in cases such as these: fighting, alcohol or other drugs, or anything that is potentially harmful to the health, safety, or welfare of the child or others. Parents will also be contacted if it appears a trend toward undesirable behavior is developing.