



The Richardson School

A MyPath Company

POLICY

TOPIC: Code of Conduct

AREA: Operational

EFFECTIVE DATE: November 2018

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FUNCTION:

Our Company is dedicated to providing the highest quality services to the students we serve. We are committed to creating an environment for our students that is safe and nurturing, and which promotes growth and success. The following Code of Conduct outlines owner expectations as we strive to accomplish our mission together.

PROCEDURES:

- Owners will conduct themselves in a professional manner and serve as a positive role model for our students.
- Students will always be treated with respect.
- Students will be treated regardless of race, sex, age, religion, sexual preference or any other characteristic.
- Owners will not use profanity or tell inappropriate, off color, sexual or discriminatory jokes.
- Owners will not discuss their personal problems, sexual encounters, etc. at work.
- Owners will report to work fit for duty and not under the influence of alcohol or drugs.
- Owners will not have or display sexually oriented material of any kind at work, and/or in the presence of students.
- Owners will not have or ask a student to keep a secret.
- Owners will dress in a professional manner in accordance with company dress guidelines. (See Dress Standards for detail.)
- Owners will not stare at or comment on a student's body.
- Owners will demonstrate appropriate affection, such as a handshake, pat on the back, etc., and will not engage in inappropriate affection with a student.
- Owners will not abuse a student in any way, including but not limited to:
 - Physical Abuse: hitting, spanking, shaking, slapping, unnecessary restraints
 - Verbal Abuse: threatening, degrading, cursing, derogatory remarks
 - Sexual Abuse: inappropriate touching, grooming for sexual abuse, exposing oneself, sexually oriented conversations
 - Mental Abuse: cruelty, humiliation, ridicule, shaming, name-calling, belittling or other harsh language that may frighten or threaten; OR
 - Neglect: withholding food, water, shelter.



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- Owners will report concerns or complaints directly to their Supervisor, Department Head or Director. Owners receive training upon hire and annually thereafter on reporting of child abuse and other educator ethics that are applicable under federal and state law.
- Owners will cooperate with Company investigations of abuse of any kind or misconduct, including but not limited to harassment, intimidation, misappropriation of funds, etc. and will provide complete and truthful information in oral and/or written form. Any owner who fails to cooperate with an investigation or to provide complete and truthful information may be subject to disciplinary action up to and including termination. The Company expects and requires the cooperation of all owners, including the complainant, witnesses, and alleged offender. The Company may conduct private interviews and take oral and/or written statements from the appropriate parties. As the situation dictates, outside authorities, such as the police, may be contacted.
- Owners should not be eating or drinking things in front of students that the students can't have. Owners should be eating the same food that the students are eating in the dining room, including beverages. Owners should use their breaks to eat personal snacks/food.
- Any owner beverage should be in a covered container. They should also be out of reach of students or locked in an owner office; hot beverages should always be away from the students and should be avoided if possible.
- Owners should not deviate from off-ground activities to get food for themselves or other owners. Owners should not be picking up food for themselves while off grounds if their students are not eating food from the same place.
- Owners' books and magazines can be read during break times, they should not be read while supervising students. Books or magazines with suggestive material should not be accessible to our students at any time.
- Owners shall use appropriate verbal interactions with students including, but not limited to positive reinforcement, appropriate jokes, encouragement, and praise.
- Owners will not make inappropriate remarks about a student or their family.
- Owners are prohibited from engaging in hazing, bullying, games of truth or dare, singling out one adult or child for preferential or differential treatment.
- Owners are prohibited from contacting or meeting students outside of their professional roles.



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- Because the safety of our students is a high priority, it is our policy to provide awake, alert supervision of the students we serve. Any owner found sleeping, or appearing to be sleeping, or being inattentive on the job will be subject to corrective action appropriate to the situation, up to and including termination.

Note: Owners are expected to communicate in a professional manner and serve as a positive role model. Adhering to the above policies will demonstrate our roles as professionals and role models for the individuals we serve. Any violations may result in progressive corrective counseling up to and including termination. TRS complies with and follows the MyPath Anti-Harassment and Respectful Conduct Policy. (See MyPath Owner Handbook for details.)

APPROVED: 2/15/19; 7/25/19; 7/5/22
Date(s)

BY: Kevin Silkey
Kevin Silkey, Executive Director