

Personal Conduct (Positive Expectations)

PERSONAL CONDUCT

A key element of Lansing Christian School's approach to student character development is for our faculty and staff to serve as role models for mature, caring behavior. As a visible manifestation of this role, all employees are expected to conduct themselves with grace, dignity and respect at all times.

- ▼ Offer to help other staff members and be willing to be helped by others (e.g., sitting down to listen, offering or receiving a teaching idea, etc.). Support each other in prayer and with Christian love.
- ▼ Believe that a call to teach is no greater or less than the administrator's call to lead or maintenance personnel are to maintain plant facilities. Respect, accept and regard each person's uniqueness as a special gift of God.
- ▼ With forthrightness, go directly to the person whenever you have an objection or disagreement with his or her words or practices.
- ▼ Support in public, in private and in practice any decision arrived at by the administration despite your personal objections.
- ▼ Support and follow all school policies, procedures and doctrinal statements.
- ▼ Be present, punctual and prepared for all classes, chapels and meetings. The staff's regular attendance at the Association meetings of the school is encouraged.
- ▼ Treat each student with respect, kindness and fairness.
- ▼ Offer differences of opinion by speaking and writing honestly and carefully, by listening fully and by choosing the appropriate place for doing so.
- ▼ Discuss students in a professional and caring manner. Refrain from criticizing and/or gossiping about students, colleagues, parents, administrators, or Board members; gently stop other teachers' or students' criticism of another person.

- ▼ Focus attention on the Lordship of Jesus Christ and exhibit Christian character in their personal life consistent with truth as revealed in God's written Word, the Bible and the Living Word, Jesus Christ and serve as living models of the mature and balanced Christian Life.
- ▼ Work with a spirit of continuous improvement toward colleagues' personal professional development, in their specific positions and for the school as a whole.
- ▼ Be alert and willing to act to protect the physical assets of the school and the general safety of fellow employees and students entrusted to the school's care. This includes providing an environment which is smoke-free. This also includes an environment free of fragrant candles and air fresheners due to fellow employees and students' allergies and health factors.

While modeling order, balance and accuracy, we are careful to remain warm and nurturing. We model, train and teach a lifestyle of manners and consideration, one that seeks to honor the feelings, needs and concerns of others.

Personal Conduct (Prohibitions)

PERSONAL CONDUCT (PROHIBITIONS)

Lansing Christian School has an organizational interest in promoting appropriate behavior by employees when conducting business for the school, whether on campus or off, or before, during, or after regular school hours. Employees are expected to conduct themselves in a fair, honest and professional manner and with the greatest integrity at all times. Such conduct is vital to the success and reputation of the school and Lansing Christian School tolerates nothing other than the highest standards of ethical and lawful behavior.

Employees should be aware that the school considers certain behaviors to be such serious violations of our code of conduct that they may result in prompt disciplinary action, up to an including termination of employment. The school retains full discretion to impose whatever form of discipline it deems appropriate under the circumstances and such discipline may occur outside of the bounds of the school's Corrective Action Process, which is a general process intended to address common instances of poor performance and other similar matters.

Serious violations include but are not limited to the following:

- ▼ using, possessing, or being under the influence of alcohol or unlawful drugs while at work
- ▼ smoking on school property or at a school event
- ▼ profanity in the workplace or in public
- ▼ actual or threatened violence toward another person
- ▼ falsification of forms, records, or reports, including application materials, expense reports, student records, or timesheets
- ▼ unauthorized possession, replication, misappropriation, theft, or removal of school property, records, or student materials
- ▼ willfully destroying or damaging school property
- ▼ misrepresentation of Lansing Christian School or our students and families through unauthorized use of school stationery, postage, phone services, Internet or e-mail communications, fax cover sheets, business cards and promotional materials
- ▼ using school facilities for personal purposes or gain unless otherwise authorized
- ▼ conduct that is injurious to the business or reputation of Lansing Christian School

- ▼ harassment in any form
- ▼ romantic or other intimate relations with a student or the appearance of such
- ▼ excessive absence or tardiness
- ▼ misuse of confidential information
- ▼ repetition of less serious offenses
- ▼ inappropriate use of Internet and/or e-mail (see the Internet and E-mail Acceptable Use Policy for further details)
- ▼ rudeness or lack of cooperation
- ▼ failure to follow instructions or school procedures
- ▼ failure to follow established safety regulations
- ▼ theft or dishonesty
- ▼ discourtesy
- ▼ public endorsement of beliefs, attitudes, or conduct contrary to those expressed or implied by the school and/or its umbrella organizations
- ▼ harassing behavior, including sexually harassing employees, students, or others
- ▼ not reporting students' use of drugs and/or alcohol on school grounds or at a school function
- ▼ gambling on school premises or while conducting school business
- ▼ sleeping on the job or leaving the job without authorization
- ▼ participating in practices considered by the school as immoral or inconsistent with a positive Christian lifestyle such as cohabitating without marriage or participating in a homosexual relationship.
- ▼ possessing a firearm or other dangerous weapon on school property, or while conducting school business, unless prior administration approval
- ▼ being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of the school, its students, employees, or property

Relationships With Students and Parents

RELATIONSHIPS WITH STUDENTS AND PARENTS

In joining the Lansing Christian School community, you accept a responsibility for all Lansing Christian School students. While not all of our jobs involve direct contact with students in the classroom, we all serve as models for them. We maintain open lines of communication, establish rapport and build *esprit de corps* by attending assemblies, athletic events, plays, concerts, eating with students and making the first friendly comment.

Enforcing Student Behavior Codes

All staff on campus—support staff, hourly employees, faculty and administration—have a responsibility to monitor and guide student behavior. For example, if you observe poor or unsafe conduct of a student in the cafeteria, or while the student is driving on campus, you should immediately bring this to the student's attention and also notify the appropriate administrator. The same is true of student fighting, bullying, harassment, or any other student behaviors prohibited by our Student Handbook.

Suspected substance abuse must always be reported to your supervisor or principal without exception. Also, please let students know that you will have to notify the appropriate persons if they tell you something that will harm them or another person.

Romantic Relationships with Students

Due to the many new and often confusing emotions they experience during their maturation, students may develop strong emotional attachments to faculty and staff. Our role in guiding students toward growth as happy, healthy adults and lifelong learners is one of the most rewarding aspects of our work at Lansing Christian School. However, this relationship must always be understood and carried out in its proper context using professional discretion.

It is never appropriate for a faculty or staff member to enter into a romantic relationship of any kind with a student, regardless of whether the student may seek to initiate the relationship or may consider it consensual. To avoid even the appearance of a romantic relationship with a student, staff members should avoid being alone with students that are not their relatives outside of the school or isolated within the school building. In addition it is not appropriate for a teacher to have overnight parties with students. Any overnight parties should be parent sponsored and not teacher or coach sponsored or co-ed unless it

is a school sanctioned field trip. At least one other parent should be present. School approval and conduct guidelines should be followed.

Violating the trust of students—and their parents—in this way is one of the most serious offenses that one can commit against a student and against the school community as a whole. Accordingly, violation of this policy will result in serious corrective action, up to and including termination of employment.