



## 3101 EMPLOYEE CONDUCT STANDARDS

Policy Type: Human Resources  
Applies To: All Staff  
Approved By: LCS Head of Schools  
Policy Reviewed: every 2 years  
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### 1. PURPOSE & RATIONALE OF THESE POLICIES

- (a) The purpose of these guidelines is to further support the **Professional Standards for BC Educators** and the **LCS Community Standards** in making general professional expectations clear for how employees are to conduct themselves and represent the school well during and outside of working hours.
- (b) LCS employees are mindful that they represent the LCS community and the educational profession at all times.
- (c) When staff are also a parent of a child enrolled at LCS, their obligations as a professional and as an employee supersede their role as a parent, except in cases where parent-advocacy is warranted for the health and wellbeing or educational achievement of the student.

### 2. PROFESSIONAL DRESS GUIDELINES

- (a) LCS staff recognize that they represent the school and profession during working hours and that visitors, families on tour, guests from other schools, parents, donors and other community stakeholders are commonly present on campus, and therefore how LCS staff dress has an impact on impressions and reputation of the school.
- (b) LCS staff are expected to dress professionally and appropriately for the duties they are required to perform as outlined in their assignments, schedules and job description.
- (c) Professional dress for administrators, administrative support staff, teachers and all other educational supportive staff is defined as "business casual". Exceptions permissible on school spirit days or when staff are wearing LCS branded clothing. Shorts, tank tops and other casual clothing are discouraged unless appropriate and reasonable for the activity or assignment (i.e. coaching, physical education, field trips)
- (d) Staff who work regularly with students, or who are required to provide supervision of students, or who are required to fulfill responsibilities in the event of an emergency (i.e. fire, earthquake), must wear safe

and supportive footwear that is appropriate to their assigned duties. All other staff must wear footwear appropriate to their assigned duties and/or according to Worksafe regulations.

- (e) LCS staff are encouraged to be careful about any items of clothing that promote messages potentially insensitive or harmful to the published values and beliefs of the school community.
- (f) LCS staff and volunteers (including coaches) may not wear any clothing that promotes or advertises for any other organization (i.e. universities or other schools, political parties etc.) while representing LCS at a sanctioned event (i.e. tournaments, sporting events, fieldtrips, school events). In such cases, LCS will provide spirit wear or school branded apparel so that the school can be well represented in the community.

### 3. EMPLOYEE SOCIAL MEDIA & MOBILE TECHNOLOGY USE POLICIES

- (a) The "Duty to Report" outlined in the LCS Child Abuse Prevention Protocol extends to information employees observe while online.
- (b) LCS staff are to be mindful of all communication online to ensure it accurately reflects the values of the school community and the educational professions.
- (c) LCS staff are discouraged from accepting current students as online friends or following their personal accounts, except in cases where students are also members of their family. Staff should always be mindful that any content posted to social media has the potential to cause harm to the reputation of their profession or possibly breach privacy and confidentiality obligations.
- (d) LCS staff will not comment on chat groups or social media posts discussing school policies or decisions of the Board and/or administration, or participate in social media interactions which are discriminatory in nature or content.
- (e) LCS staff and volunteers are expected to put in place guidelines and structures that limit student social media posting and use of mobile devices during any school sanctioned activity such as field trips and travel tournaments.
- (f) LCS staff are expected to be careful about providing personal text or phone numbers to students and families, and are required to communicate clear boundaries when doing so.

### 4. EMPLOYEE WORKING HOURS GUIDELINES

- (a) Support staff employee hours of work are defined in contracts.
- (b) Teaching staff are required to plan their arrival each day with sufficient time in advance of their first class to be available for planning, for administrators, and for parents; except on days where they are required to attend staff meetings or events.
- (c) Staff may leave school at the conclusion of any duties requiring them to be available to administration, students or parents.
- (d) Working hours for teachers include minimum requirements for parent/student meetings, professional development, staff meetings and committees held outside of instructional hours.

- (e) Teachers on a scheduled preparation period who are not present on campus for any reason must notify the office administrator. Principals are required to establish a process for staff checking in and checking out between the hours of 8:15 am and 3:15 pm.

## 5. VALUING DIVERSITY & EQUITY OF OPPORTUNITY POLICIES

- (a) LCS staff recognize the diversity of church traditions and denominations in the community and are careful not to privilege particular doctrines, creeds or practices; instruction should include an examination of an appropriate range of Christian perspectives and theological positions where possible. Further requirements regarding teaching and learning in a multi-denominational context are listed in the ED100.001 Curriculum Policy (2022).
- (b) LCS staff are careful in speech and nonverbal communication when working with students and families to ensure LCS is anti-racist, non-discriminatory and free of explicit and implicit discrimination.
- (c) LCS staff have an obligation to address in a timely manner any student, volunteer, parent or staff behaviours or language that are discriminatory in nature and report to administration if serious in nature.
- (d) LCS staff are mindful to exercise caution in communicating potentially harmful personal perspectives on topics involving historically marginalized or vulnerable youth populations or individuals, and should seek guidance from school administration, counsellors or community partners.
- (e) When awarding scholarships and recognition awards, staff are encouraged to be intentional about seeking opportunities to invite marginalized students, indigenous students, students with special needs designations, international students and/or visible minorities within the school.

## 6. SUBSTANCE USE POLICIES

- (a) Staff may not smoke or consume any smoking related products such as e-cigarettes or vape devices on campus or in the presence of LCS students during school-related activities.
- (b) When working with students, staff are to refrain from references or discussions pertaining to current or past consumption of tobacco or vaporized smoking products, alcohol or drugs except in cases intentionally purposed for health education.
- (c) Staff and volunteers may not post any photos or references to drugs, alcohol or other related substances on social media that are potentially harmful to the reputation of the school, its employees and the education profession.

## 7. STUDENT AND PARENT RELATIONSHIPS

- (a) Staff are to respect the boundaries between employees and members of the non-employee community of LCS. Communication between students, parents and staff members needs to take place within the context of professional responsibilities.
- (b) Staff members must use discernment and discretion while interacting with students. Due to their positional power and authority, staff must always be cognizant of the impact of their words and actions.

- (c) Staff may not share information about their students or sensitive school-related issues outside of school or in a context where the conversations might reflect poorly on teachers and LCS, and/or where the contents of the conversation may be considered gossip, slander or unprofessional.

8. COMMUNICATION WITH PARENTS AND NON-STAFF

- (a) LCS teachers are the primary point of contact for students and families assigned to their class; other points of contact should be kept to a minimum or coordinated with the classroom teacher.
- (b) LCS staff will not use personal email addresses to communicate with students or families; registered LCS email addresses should be used for all school-related correspondence.
- (c) LCS staff will make every effort to avoid engaging in conversations about school policies and practices with non-staff within the community.
- (d) LCS staff will report to their supervisor and instances of misinformation about school policies, decisions or other significant misinformed or inaccurate information which could potentially impact the school community.

9. COMMUNICATION WITH MEDIA OR EXTERNAL ORGANIZATIONS

- (a) Any and all media requests should be forwarded to [development@mylcs.ca](mailto:development@mylcs.ca) and [headofschools@mylcs.ca](mailto:headofschools@mylcs.ca)
- (b) The Head of Schools is the official media and external representative and spokesperson of the LCS Board and community.
- (c) LCS staff may not enter into conversations with media without authorization of the Head of Schools
- (d) Administration and athletic directors may contact local media to share stories or event information but must also notify the Head of School and Development Office.

Reviewed: 04 2023