



CAC Code of Conduct

Cairo American College is committed to the safety and protection of children in every aspect of school life. The Code of Conduct is designed to give clear guidance on expected standards of behavior and it applies to all faculty, staff, employees, volunteers, contractors and students who represent CAC and who interact with students in both a direct and/or unsupervised capacity.

I understand that I have a duty to safeguard students, and in honoring that duty,

I will:

- Strive to set an example by upholding the CAC Core Values and encourage students to do the same
- Recognize my responsibility to safeguard students from abuse including but not limited to: physical, sexual, and emotional abuse, neglect and exploitation
- Maintain professional relationships and appropriate physical boundaries with students at all times in ways that are appropriate, public, and non-sexual
- Avoid being alone with students at school unnecessarily
- Avoid being alone in a car with students without the knowledge of their parent/guardian
- Strive to use positive reinforcement rather than criticism or comparison when working with students
- Use appropriate professional language in the presence of students and be aware of the possible harm and misunderstanding associated with the use of sarcasm
- Comply with CAC requirements to report suspected student abuse, harm, or any concerns regarding student well-being, and cooperate in any related investigation
- Complete risk assessments where appropriate in accordance with school policies
- Dress in a manner that is appropriate and in line with the CAC dress code policy
- Protect the confidentiality of student information and records to which I may have access
- Be proactive in addressing any concerns that arise regarding student safety or well-being
- Be aware of and comply with the spirit of this Code of Conduct

I will not:

- Touch a student in a sexual or other inappropriate manner or inflict any physical abuse such as striking, spanking, shaking, or slapping
- Speak to students in ways that are humiliating, ridiculing, threatening, or degrading, or subject students to any form of emotional/psychological abuse
- Smoke, use tobacco products or be under the influence of alcohol, drugs, or inappropriate substances at any time while responsible for students
- Engage in private communication with children that does not relate to school activities without the knowledge of their parents
- Engage in conduct outside of my work or affiliation with CAC which could damage CAC's reputation
- Misuse or use to my advantage confidential or personal information about a student or his/her family

My signature confirms that I have read the CAC Code of Conduct and that as a person working/interacting with students, I agree to comply with these guidelines. I understand that any action inconsistent with the Code of Conduct or failure to take action mandated by the Code of Conduct may result in disciplinary action up to and including termination of my contract with Cairo American College.

CAC Employee/Community Member Name: _____

Signature: _____

Date: _____