

Phillips Academy General Expectations of Behavior

From the General Policies Handbook for Faculty, Administrators and Staff

As noted in our Statement of Purpose, Phillips Academy strives to help young people achieve their potential not only intellectually, but also artistically, athletically and morally, so they may lead responsible and fulfilling lives. Andover's 1778 Constitution charges the Academy to prepare "Youth from every quarter" to understand that "goodness without knowledge is weak . . . yet knowledge without goodness is dangerous." This obligation challenges students in mind, body and spirit; to see beyond themselves and go beyond the familiar; to remain committed to developing what is finest in themselves and others, for others and themselves.

Consistent with our commitment to the safety and growth of the students in our care, the Academy has defined the following General Expectations of Behavior, which constitute the Academy's Code of Conduct for employees. While it is impossible to write down a simple formula for appropriate behavior, the following will help to define and clarify the Academy's expectations. Employees have an obligation to be familiar with and act consistently with these Expectations, as well as other provisions of the General Policies Handbook and related Faculty, Administrator and Staff Supplements, when interacting with all members of the community, including colleagues, students, trustees, parents, and alumni.

In the community, members of the faculty, staff, and administration:

- Act as responsible citizens and role models for students.
- Maintain high levels of personal and professional integrity.
- Are attentive to the safety of all members of the community.
- Communicate in a professional, respectful and courteous manner.
- Maintain healthy, respectful boundaries in relationships with both students and adults.
- Maintain appropriate confidentiality and discretion about student and school matters.
- Relay community concerns to appropriate people at the school.

Harassment, Hazing, Bullying and Discrimination: It is both a principled goal and the legal duty of the Academy to ensure a learning environment free of harassment, hazing, bullying, and discrimination. Every adult member of the community is obligated to promptly report to any member of the Academy's leadership team any suspected violation impacting a student whether the alleged violator is a student or an adult. At the same time, the Academy strives to support and educate its employees in how to recognize unwelcome behavior before it violates a policy. Employees should not hesitate to speak up about concerns they may have about the conduct of others, even if the conduct does not violate a policy.

Adult-Student Relationships: Faculty, administrator, and staff members must maintain healthy, respectful boundaries and relationships with students at all times. Romantic or sexual relationships between Phillips Academy employees and Phillips Academy students of any age, including students over the age of 18, are strictly prohibited. Additionally, adults need to be aware that, through every aspect of their presence on campus and off-campus on school-sponsored trips, they are role models for students. Adults who are chaperoning student trips or participating in student-focused events should not consume alcohol, and alcohol or drugs should never be provided to or shared with students.

Mandatory Reporting of Suspected Child Abuse and Neglect: Under Massachusetts law, every faculty, administrator, or staff employee is a designated reporter and must take steps to report any instance in which he or she has reason to believe a student under the age of 18 is a victim of child abuse. Such abuse may be physical, emotional or sexual. An employee can meet her or his responsibility under the statute by immediately making a report to the dean of students. Knowledge of any activity that causes physical or emotional injury or the substantial risk of such harm to an individual under the age of 18 must be reported to the Academy even if it has been reported the appropriate authorities.

Appropriate Use of Technology: The Academy prohibits faculty, administrators, staff and students from keeping pornography in any form at school, including, but not limited to, magazines, posters, videos, electronic files or other electronic materials. Accessing the Academy's network or equipment to create, access, download, edit, view, store, send or print materials that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene or otherwise inconsistent with the values and general standards for community behavior of the Academy is prohibited.

Investigations: All employees are expected to cooperate fully with any investigation conducted by the Academy. Because candor and honesty are essential to the investigation and remediation process, they are required of all participants. Retaliation against any individual for reporting suspected violations or cooperating with an investigation will not be tolerated.

Expectations of Faculty Families Residing in Academy Housing: Although the employment relationship between the Academy and members of the Faculty, Administrators and Staff does not extend to their families, all campus residents are expected to behave in a respectful manner consistent with the spirit of this community and with a primary focus on the safety of students. Additionally, all adults living in Academy housing (including spouses, children ages 18 and over, and nannies) must complete required background checks in order to reside in campus housing. It is the faculty member's responsibility to notify human resources of anyone meeting these criteria. Additional details around the above expectations may be found in the policies and procedures contained in the General Policies Handbook and related supplements, including, but not limited to, the following: Anti-Harassment and Anti-Discrimination Policy, Bullying Prevention Policy, Drug and Alcohol Use Policy, Policy on Reporting Abuse, Rape and Harassment, Technology and Telecommunications Policies, Acceptable Use Policy, Discipline, Investigations, and Procedures for Volunteers, Vendors and Campus Visitors.)