



## Interactions and Communications with Students

As employees of an educational institution, you are held to a higher standard by parents, students, colleagues, and members of the public. The School supports and endorses a strict policy of respect toward students and expects Employees to act at all times as adult role models. In addition, students typically respond better to faculty and administrators and evidence greater levels of respect when appropriate expectations are established right from the beginning of the relationship. Therefore, you should ensure that you do not engage in any interaction or communication that may reflect even the appearance of impropriety or make students feel uncomfortable in your presence. If you are not sure whether a particular comment or action may be appropriate, it is far better to avoid the behavior than risk negative consequences.

The following are examples of inappropriate interactions and communications with students. This list is not all inclusive and other, similar activities should also be avoided:

- Calling students on their cell or at home for non-school related matters;
- Encouraging or allowing students to call you by an inappropriate nickname;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression, in frustration, or when you are highly emotional;
- Giving your phone number or asking for other students' phone numbers for use in situations other than for legitimate school reasons;
- Making too personal comments to students (about their clothing, hair, nail polish, personal habits, etc.)
- Being alone with a student in a room, vehicle, or other area;
- Sending emails, texts, or writing notes to students of a personal nature;
- "Friending" or "following" a student on a social networking site;
- Giving students rides, except in emergency situations;
- Suggesting or permitting students to sit on your lap at any time;
- Engaging students to complete personal errands for you;
- Discussing the personal affairs of other students or your colleagues;
- Speaking with innuendo to suggest a relationship or sexual subjects;
- Using the boys' or girls' restrooms when any students are present;
- Flirting;
- Visiting students to "hang out" in their hotel rooms when on field trips or sporting events;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Creating a social networking site and then inviting students to view or permitting them to participate in the site;
- Telling off-color jokes; and
- Dating or engaging in consensual relationships with students.



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In addition, Employees should never physically move, grab, or touch a student, or grab something from a student, with aggression or because of frustration. You should never treat a student with anything less than respect and dignity. If a student does not follow directions as expected, you should communicate clearly your instructions and, if the student does not listen or respond appropriately, you should take appropriate action, which could include any number of responses, such as separating the student from the group; walking up to the student and ensuring that the student clearly sees you communicate with him/her; removing the student from the activity; communicating with the parent after the event; writing a counseling report; etc.

Moreover, if you are an Employee who is also a parent of a student at the School, you are expected to address perceived problems or alleged inequities by other students (bullying, etc.) in the same way all other parents are to address such actions. Report the problem to the appropriate administrator. Do not take personal action to address the situation.

We certainly encourage close relationships between faculty and students. However, *all* after-school and away from campus contact with students (including transporting students in a staff member's vehicle, babysitting, going to dinner, etc.) must first be cleared with the President in each specific instance.

All Employees are responsible for the safety and welfare of our students. If you observe any Employee engaging in any type of inappropriate or questionable behavior with a student, or violating any aspect of this policy, please report the information immediately to any one of the individuals listed below.

- Your immediate supervisor
- Human Resource Director  
[415-292-3110](tel:415-292-3110)
- President  
[415-292-3112](tel:415-292-3112)
- Chief Financial Officer  
[415-292-3124](tel:415-292-3124)

In addition, as a part of every Employee's obligation to keep children and our campus safe, if you have information reflecting that any person who may regularly or periodically visit the school's campus (student, employee, parent, spouse of an employee, family member, volunteer, or contractor) has been accused, arrested, or convicted of any type of potential abuse or sexual misconduct toward any other person, you must immediately report such information to the President.



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Any Employee who engages in behavior that violates this policy or who fails to report such activity by others will be subject to disciplinary action, up to and including termination of employment.