

Maintaining Professional Staff/Student Boundaries

Purpose

This procedure sets forth expectations for ethical standards of conduct during interactions with students and guides staff, students, volunteers, parents and guardians in recognizing student boundary invasions to increase their awareness of their role in protecting children from inappropriate conduct by adults.

Scope

This procedure applies to the Superintendent, administrators, staff, students, volunteers, parents, guardians and community members.

Procedure

1. DEFINITIONS

- 1.1. In a professional staff/student relationship, staff maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.
- 1.2. A boundary invasion is an act or omission by a staff member that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship.
- 1.3. An inappropriate boundary invasion means an act, omission, or pattern of such behavior by a staff member that does not have an educational purpose, and results in abuse of the staff/student professional relationship.

2. STAFF BOUNDARIES

2.1. Examples of Inappropriate Boundary Invasion

Examples of possible inappropriate boundary invasions by staff members include, but are not limited to, the following:

- a) Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under the district policy on sexual harassment of students (Policy 3205); prohibition of harassment, intimidation and bullying (Policy 3207); nondiscrimination (Policy 3210); Title IX of the Education Amendments of 1972 (Title IX); the Washington State Law Against Discrimination (Chapter 49.60 RCW); or that constitutes misconduct under RCW 28A.640-.642 or WAC 181-88-060; or any conduct that would constitute a violation of Chapter 9A.44 or 9A.88 RCW.
- b) Showing pornography to a student.
- c) Singling out a particular student or students for unusual personal attention and friendship beyond the professional staff/student relationship.
- d) Socializing where students are consuming alcohol, drugs or tobacco.

- e) For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance.
- f) Sending students on personal errands unrelated to any educational purpose without parental permission.
- g) Banter, allusions, jokes or innuendos of a sexual nature with students.
- h) Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
- i) Maintaining personal contact with a student outside of school by phone, email, instant messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business) without including the building administrator/supervisor and parent/guardian.
- j) Exchanging personal gifts, cards or letters with an individual student when the action is not part of a school activity.
- k) Socializing or spending time with students outside of school-sponsored events without parental supervision or consent (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling and recreational activities), except as participants in organized community activities.
- l) Giving a student a ride alone in a vehicle in a non-emergency situation without parental permission.
- m) Unnecessarily invading a student's privacy (for example, walking in on the student in the bathroom).
- n) Soliciting phone, email, text messages or other forms of written or electronic communication to students without building administrator/supervisor and parent permission when the communication is unrelated to school work or other legitimate school business.
- o) Any other conduct that fails to maintain professional staff/student boundaries.

2.2. Appearances of Impropriety

2.2.1. The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety.

- a) Being alone with an individual student out of the view of others.
- b) Inviting or allowing individual students to visit the staff member's home without parental supervision or consent.
- c) Visiting a student's home without parental supervision or consent.

- d) Sending or soliciting email, text messages or other electronic communications to the student, even when the communication relates to school business, except where the parent or guardian and building administrator/supervisor has consented to such communications and receives a copy of the communication. Staff should use school email addresses and phone numbers and the parent/guardian phone numbers for communications with students, except in emergency situations.

- 2.2.2. Whenever possible, staff should avoid these situations. If unavoidable, these activities should be pre-approved by the appropriate administrator. If not pre-approved, the staff person must report the occurrence to the appropriate administrator as soon as possible.

3. REPORTING VIOLATIONS

- 3.1. Students and their parents or guardians are strongly encouraged to notify the principal (or other administrator) if they believe a staff member may be engaging in conduct that violates this policy or procedure.
- 3.2. Staff members are required to promptly notify the principal or the supervisor of the employee or volunteer suspected of engaging in inappropriate conduct that violates this policy or procedure.
- 3.3. The administrator to whom a boundary invasion concern is reported must document, in writing, the concern and provide a copy of the documentation to the Superintendent or Human Resources Manager. The Superintendent or designee will maintain a file documenting reports made of this nature.
- 3.4. All professional school personnel who have reasonable cause to believe that a student has experienced sexual abuse by a staff member, volunteer, or agency personnel working in the school are required to make a report to Child Protective Services or law enforcement pursuant to district policies and RCW 26.44. Reporting suspected abuse to the building principal or supervisor does not relieve professional school personnel from their reporting responsibilities and timelines.

4. DISCIPLINARY ACTION

- 4.1. Staff violations of this policy may result in disciplinary action leading up to and including termination of employment. The violation may also be reported to the state Office of Professional Practices.

5. TRAINING

- 5.1. All new employees and volunteers will receive training on appropriate staff/student boundaries within ninety (90) days of employment or service. Continuing staff will review this procedure annually.

- 5.2. A summary of this policy and procedure will be included on the district website and in all employee and student handbooks. Annually, all administrators and staff will receive copies of the district's reporting protocol.

Supporting Documentation

N/A

Document History

Action:	Date:
New	January 28, 2015
Revised	April 20, 2016
Revised	
Revised	