

Employment and volunteer candidates for the XXXX District shall complete this orientation packet to build a clear understanding of the expectations outlined in policy and procedures 5253 Maintaining Professional Boundaries Policy and 3205 Sexual Harassment of Students Prohibited. This packet aims to ensure that adults who work in our schools follow and adhere to District policy and procedure. Boundary violations and Child Sexual Abuse is not tolerated in XXXX; student safety is a District priority, and safe environments are sustained through comprehensive implementation of robust safeguards.

Overview: Boundary Violations

The Governing Board expects adults to maintain the highest professional and ethical standards in their interaction with students. District staff and volunteers are required to maintain an atmosphere conducive to learning through appropriate discipline and establishing professional boundaries.

The interactions and relationships between District adults and students should be based on mutual respect, trust, and an understanding of appropriate professional boundaries. Relationships between adults and students should be consistent with the educational mission of the schools and the athletic development of students.

District adults (including employees and volunteers) will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational purpose. For purposes of this packet, the term "legitimate educational purpose" **includes matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration, or other purposes within the scope of the adult's employment duties.**

Definition: A boundary invasion is an act or pattern of behavior by a staff member or volunteer that does not have a bona fide health, safety, or educational purpose for students.



Please write a brief statement defining your understanding of "legitimate educational purpose."

B

Type an “o” in the boxes with examples of educational purpose and an “x” in boxes with examples of boundary violations.

Assisting with physical injury	Initiating hugs	Buying a card or gift for a student's birthday	Going out for pizza with a <u>few</u> students after an event
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizing a team fundraiser at local restaurants	Having students join you when you run an errand for the school	Protecting the safety of students	Providing individualized and extensive advice and counseling
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C

BOUNDARIES - REVIEW

Fill in the appropriate answer for the questions below. True (T) or False (F)

- ☐ 1. District adults can attend extracurricular and social events and awards banquets.
- ☐ 2. District adults may connect with students on personal social networking sites.
- ☐ 3. District adults can attend family celebrations of students when parents invite them.
- ☐ 4. District adults do not need to avoid parties with students if they are just a few years apart in age.
- ☐ 5. District adults will meet with students to provide guidance and counseling.
- ☐ 6. District adults will not accept personal gifts from or give personal gifts to students.
- ☐ 7. District adults will not invite students for personal lunch meetings.
- ☐ 8. District adults will not purchase alcohol for students.
- ☐ 9. District adults may date students if they are only two years apart in age.
- ☐ 10. District adults should communicate with students and their parents as a group.
- ☐ 11. District adults may set up a social networking site aligned with district guidelines for parents and students to engage in upon District requests.
- ☐ 12. Students may address District adults by first name.
- ☐ 13. District adults will sleep in the same room with students (other than their child) to save money while chaperoning competitions and field trips.
- ☐ 14. District adults may flirt with students if the student starts the flirting.
- ☐ 15. District adults may offer a student a ride home when it is convenient or after they have met the student's parents.



ELECTRONIC COMMUNICATIONS

As with other forms of communication, District adults shall maintain professional boundaries with students when communicating electronically. Electronic and other communications with students shall be for educational purpose only.

- Adults shall not maintain personal 1-1 contact with a student by phone, letter, electronic communications, or other means without including the parent/guardian and/or school principal.
- District email and district communication devices shall be used when communicating electronically with students. The supervisor must approve any exceptions to this boundary.
- Adults should not give out their personal phone numbers to students.
- All electronic communications shall be sent in a single communication to all participating students, except for communications concerning an individual student's medical or academic privacy matter (and parents are included).
- Adults shall not follow or accept requests from current students (or non-adult former students) to be friends or connections on personal social networking sites and shall not create or participate in any networking site for communication with students other than those provided by the district for this purpose.

Based on the information provided above, please check off appropriate strategies for communication with students.

- ☐ 1. Send Facebook requests to individual students and their parents
- ☐ 2. Use an approved app that sends messages to all students and their parents in unison (with District approval)
- ☐ 3. Develop an official district Facebook page that is accessible for all participating students and their families (upon District request)
- ☐ 4. District adults may set up email groups with all students and their parents to send updates and announcements
- ☐ 5. District adults may use personal social media sites to communicate with students, who will then tell their parents
- ☐ 6. District adults will ensure all students have their personal phone numbers to send updates and messages



APPEARANCES OF IMPROPRIETY

Adults/staff are expected to be aware of the appearance of impropriety in their conduct and the conduct of other adults when interacting with students. Even though the intent may be professional and there is a legitimate educational purpose for the conduct, the following activities can create the appearance of impropriety and could negatively impact future career opportunities.

- Being alone with an individual student out of the view of others;
- Inviting or allowing individual students to visit the District adult member's home;

- Remaining on campus with student(s) after the last administrator leaves the school site; and/or
- Visiting a student's home alone, unless home visits are a required and expected duty of the adult and a parent/legal guardian is present.

Please list potential delicate situations in your day-to-day work with students where the appearance of impropriety could be more likely.

1

2

3



Please write two examples of how students will address you:

1

2



DISCIPLINARY ACTION

Any employee or volunteer who is found to have engaged in conduct in violation of law or Board policy shall be subject to disciplinary action up to and including dismissal. An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

A volunteer, student teacher, independent contractor, or an employee of an independent contractor who violates this policy may be prohibited from working or serving in District schools and programs for an appropriate period or permanently, as determined by the Superintendent or designee.

In the case of a certificated employee, the employee may be subject to a report on their certificate per RCW 28A.410.090. The Superintendent or designee shall notify local law enforcement as appropriate.

Please list four people, places, or methods to report a boundary violation:

1

2

3

4

Applicant name Date

Position

Please return this form to Human Resources within 24 hours.