



Code of Conduct for Adult-Student Interactions

As part of Urban School's commitment to ensuring the safety and well-being of our students, we require our employees to comply with the following policies on Employee-Student Interactions. We also require all students and adult members of the school community to comply with Urban's Policy Against Harassment involving Students, which is published annually in the Student-Family Handbook and is available on the Parent Portal.

The School encourages parents or other members of the School community who have concerns about employee compliance with these policies or any other questions to contact the Head of School, Assistant Head for Student Life, the Academic Dean or the Chair of the Board of Trustees.

EMPLOYEE-STUDENT INTERACTIONS

Urban School is committed to creating a safe, supportive and healthy school environment dedicated to the welfare of everyone in the community. While the School encourages close, supportive relationships between students and school faculty and staff, all adults must maintain appropriate boundaries between themselves and students to ensure that they avoid even the perception of inappropriate conduct or favoritism. Some activities may seem innocent from an employee's perspective but can be perceived as flirtation or sexual insinuation from the perspective of a student or parent/guardian. It is also important for the school to maintain a schoolwide culture and practice in which students and staff members understand that their responsibility to report misconduct will be met with support and sensitivity without fear of retaliation. The purpose of the guidelines below is to give direction regarding appropriate conduct and boundaries between adults and students, but the expectations for conduct set forth in this document are not intended to serve as an exhaustive list of requirements, limitations or prohibitions on staff conduct and activities established by the School.

If you have questions about this policy or any of the reporting procedures, contact Head of School or Assistant Head for Student Life.

SOCIAL MEDIA

- Urban sets high standards for appropriate online communication.
- Employees should exercise care in setting appropriate boundaries between their personal and public online behavior.
- Employees may not include current students as "friends," "followers," or any other similar technology used by various sites.
- Use good judgment about any content that is shared on social media sites if your community includes parents, alum, or other members of the Urban community.

MAINTAINING HEALTHY BOUNDARIES WITH STUDENTS AND ALUMS

Current Students

- Be cautious and mindful about appearances as situations can be misinterpreted by others.
- Do not intentionally be alone with a student on campus when an appropriate public or visible space is available.
- Only use school email to communicate with parents, students and alums. Do not use your personal email.
- Do not text individual students. Use Group Texts such as Remind (for all daily school interactions, field trips and grade level trips) and Whats App (for global trips).
- All communication must be professional and should not include information about your personal life. Do not seek emotional involvement with a student for the adult's benefit.
- Do not give gifts to an individual that are of a personal or intimate nature.
- Do not meet individual students outside of the school day.
- Do not take individual students out of the building to meet with them. Groups of students are fine. If you must go for a walk with a student for mental health or confidentiality reasons, walk in a public place such as the Panhandle path.
- Do not drive individual students alone without prior approval from parents/guardians (emergencies are an obvious exception).

Recent Alumni

- Do not reach out or invite alumni between the ages of 18 and 21 to meet with you.
- If they reach out to you and want to meet, you should do so at Urban and/or bring another teacher/adult with you.
- Be cautious and mindful about appearances as situations can be misinterpreted by others.
- Only use school email to communicate with alumni. Do not use your personal email.
- Do not text individual alumni between the ages of 18 and 21. Above 21, be mindful of context and appearances.
- All communication must be professional and should not include information about your personal life.

DUTY TO REPORT

If an employee finds themselves in a difficult situation related to boundaries, the employee should

ask for advice from a supervisor. When any employee becomes aware of another employee crossing appropriate boundaries with a student, the employee should report the matter to the Assistant Head for Student Life, the Academic Dean or the Head of School. In some circumstances, employees will also have the duty to report such conduct in accordance with mandated reporter requirements.

Urban School encourages parents or other members of the school community who have concerns about adults crossing appropriate boundaries with students to inform the Head of School, Assistant Head for Student Life, or the Academic Dean, or the Chair of the Board of Trustees.

The School will not retaliate against anyone who reports conduct that may violate this policy. An employee who retaliates against an individual who makes a report under this policy will be subject to discipline.