

As of January 1, 2018, CA law AB 500 requires schools to share their student/employee interaction policy on their websites.

### **From the Providence High School Faculty and Staff Handbook:**

#### **Ministry to Minors Guidelines**

The following guidelines are intended to protect faculty and staff from the slightest suggestion of inappropriate behavior with students, and to witness to Providence High School's commitment to ensure the safety of the children entrusted to its care.

1. Minors should always be viewed, whether in a social or ministerial situation, as the "restricted individuals" they are, that is, they are not independent. Wherever they are and whatever they do should be with the explicit knowledge of the parents or guardian. Also, they are subject to specific civil laws in their own proper state and city, which may prohibit certain activities. They are not adults and are not permitted unfettered decisions. Any and all involvement should be approached from this premise.
2. Caution and professional attitudes are to be observed in all interactions with minors.
3. Another person should be present in situations involving a minor whenever possible.
4. Students are never to be allowed to go to a faculty/staff member's home without another adult present and without the express and detailed knowledge of the student's parent(s). School administration should be consulted on such occurrences in advance. Faculty and staff are strongly encouraged not to have students visit them at home under any circumstances.
5. Faculty and staff are to avoid being alone with a minor in a house or in a closed room.
6. Games or sport activities should be engaged in only with the presence of other persons or in a place openly accessible/visible to others.
7. Faculty and staff should avoid being present as the only other person in a locker room or other dressing areas when a minor is using such facilities.
8. Student trips should have a sufficient number of adult chaperons to preclude the appearance of inappropriate personal involvement with students.
9. While on trips/field trips, retreats and workshops, faculty and staff should maintain a professional stature and socialize with utmost discretion and the highest professional standards and in the presence of other reputable adult chaperons.
10. There should never be any trip with a minor alone, most especially any overnight trip.
11. Faculty and staff should never stay overnight in the same room with a minor even if there are two beds.

12. Attraction to or from minors should be recognized and admitted, and greater caution and care taken in all interactions. A member of the Administrative Team is to be informed of such attraction immediately.
13. It is absolutely forbidden for any member of the faculty or staff to date a student. A breach of this code will result in automatic dismissal.
14. Faculty and staff members should take care to avoid the trap of "father or mother figure", which tends to create an excessive emotional attachment for all parties.
15. Faculty and staff should always be aware of the "power" of their role/position. This can be a very seductive force.
16. While in a room with a student/students present, the door should always be open, or there should be clear visibility through door windows.
17. Discussions of a sexual nature are to take place only in an educational context as inherent to specific curriculum or in an official counseling context. Sexual terms or innuendo must be avoided when interacting with students.
18. Topics or vocabulary which could not comfortably be used in the presence of parents or school administrators should not be employed with students.
19. Faculty and staff may never supply or serve alcohol or any controlled substance to minors.
20. Alcohol should never be consumed in the presence of minors nor should it be used if activities with them are scheduled.
21. Gifts or mementos should never be given to individual students unless authorized, in advance, by the Head of School.
22. Finally, each member of the Faculty/Staff should regard her/himself as a representative of Christ when dealing with the students who are part of her/his charge and should treat each student with respect and care. It is the expectation of the Administration that all Faculty and Staff, having read and understood these guidelines, will include them in their interactions with the students.