

## **Student-Employee Interactions**

San Francisco Day School has adopted the following policy concerning interactions between SF Day employees and students. If families have any questions about this policy or appropriate professional boundaries with SF Day employees, they should contact the Head of School.

“The school encourages close, warm relationships between students and employees. At the same time, it is important that each employee’s conduct is always professional. Employees must maintain appropriate boundaries between themselves and students to ensure that they avoid even the perception of inappropriate conduct. 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. The objective of this policy is not to restrain positive relationships between employees and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct. Employees must ensure that they do not cross the boundaries of a professional teaching relationship.

Note, this policy applies to conduct towards current students, applicants for admission and any former students under the age of 18.

All employees are expected to adhere to the following guidelines to avoid inappropriate crossing of the boundaries of the professional relationship:

- Do not seek emotional involvement with a student for your benefit.
- Do not discuss your own personal troubles or intimate issues with a student.
- Do not give gifts to an individual student that are of a personal or intimate nature.
- Do not have unnecessary physical contact with a student in either a public or private situation. While an occasional welcome hug may be appropriate in a group setting, always defer to a side shoulder hug if a hug is appropriate.
- Respect a student’s right not to be touched or looked at in ways that make them feel uncomfortable.
- One-on-one meetings with students on campus should happen in public or visible places. If you find yourself alone in a space with a student, make sure that the space is visible to the public or that the door is open. Otherwise, move to a more public location. If a space with adequate visibility is not available, find another adult to be present. When a student’s privacy needs to be preserved and no appropriate location is available, consider delaying the meeting.
- You may not intentionally be alone with a student off campus without parent and supervisor knowledge or permission. This includes meeting with individual students at your home, socially, or otherwise.

- If you seek to tutor an SF Day student (outside your normal job duties) you must comply with the school's Tutoring Policy.
- You should avoid contact with a student away from school for activities not related to school without parent and supervisor knowledge and permission.
- When using a personal social media site, employees may not include current students or former students under the age of 18 as "friends," "followers," or any other similar terminology used by various sites.
- For all email communications with students, use only the school's email system. Avoid use of texting except when necessary for student safety while off campus for a class or other school-sponsored activity. If texting a student is necessary, either use group texting or make sure to include another adult in the messaging.
- You should not send communications to students of a personal nature or other messages not about school activities.
- Do not share or participate in sexual jokes or comments with students.
- Avoid excessive attention toward a particular student or group of students.
- Do not drive alone with a student except in emergency situations. If an emergency does require you to drive a student alone, you must inform the student's parents and your supervisor within a reasonable time of such a circumstance.
- Keep parents and supervisor informed when a significant issue develops about a student."

SF Day encourages parents, students, alumni, or other members of the school community to report concerns about any violations of this policy to a Division Head, or the Head of School or (only if the Head of School is part of the concern) the Chair of the Board of Trustees. The school prohibits retaliation against anyone who raises a concern about suspected violations of this policy. Any employee who engages in retaliation will be subject to discipline, up to and including termination.