



Employee Handbook - Policy for Employee / Student Boundaries

Presidio Hill School encourages friendly, supportive relationships between community members, including employees and students. Interactions between employees and students must always be professional and appropriate, whether on campus or away from campus, and employees are responsible for keeping them that way. For purposes of this policy the term “employee” also includes volunteers.

This policy is not intended to restrict warm and supportive relationships between employees and students, which are appropriate in an educational environment. Positive and supportive relationships may include strong appreciation, expressions of care such as brief hugs, and appropriate one-on-one support with the knowledge of the School. This policy is intended to prevent employee/student interactions that could lead to, or may be perceived as, as flirtatious, sexually suggestive, unfair, or otherwise inappropriate.

Employees must take care to avoid any conduct that is not a professional or appropriate employee/student interaction or could be perceived as such.

Below are the rules employees must follow. These rules are not an exhaustive list of prohibited employee conduct, but rather a general framework for describing inappropriate employee/student interaction.

Appropriate Interactions:

- In general, any interaction with a student should be something an employee would feel comfortable saying or doing in front of that student’s parents and the employee’s supervisor.
- Employees must avoid creating excessive emotional attachments beyond the healthy employee/student relationship.
- Employees must use sound judgment as to how much information they share with students about their own personal life, and may not share information for their own personal emotional gratification.
- Employees should consult their supervisor without delay if a student is or seems to be pushing the employee’s personal boundaries, attempting to establish an inappropriate relationship, or it appears another type of problem is beginning to emerge.
- Employees must avoid any sexual or romantic interactions or relationships with students or the appearance of one. Dating or one-on-one social interaction unrelated to school, between an employee and student, are not allowed.

Favoritism or Special Treatment:

- Employees are expected to treat students and families fairly, and families are expected to support them in that. Employees must work against any expectation or appearance of unfair special treatment.
- Employees may not buy or give personal gifts to individual students.



- Consistent with this policy, employees are generally prohibited from performing any outside services, including, but not limited to, tutoring and child care, to any family of a student in their classes. An employee may request an exception to this policy in writing to the Head of School, and the Head of School will review it on a case by case basis.

Communication:

- Employee communications with students (e.g., notes, email, texts or other electronic exchanges, or phone calls) must be professional and appropriate in all respects. This means that employee communications must only contain appropriate, school related content and must take place at times of the day that are appropriate under the circumstances. This also means that employee communications with students must take place using school owned technology unless prior authorization has been obtained from the School and the parents.
- Employees may not make jokes, use slang, or suggestive comments or innuendo of a sexual or discriminatory nature in communicating with students (or at any other time at work).

Meetings with Students:

- When meeting with a student one-on-one, employees must balance potential privacy concerns with appropriate professionalism and should avoid meeting in locations that are closed off or not visible or accessible to others.
- Employees are prohibited from meeting with students off campus unless it is a pre approved school activity with other individuals present or if employees are meeting with students to plan school events or gatherings, the employee must first obtain the permission of the school administration and the student's parent or guardian.

Mandatory Reporting:

If a student shares confidential information that could pose a threat to the student or others, employees have an obligation to notify the Head of School and/or make a report of suspected child abuse or neglect in keeping with the School's child abuse reporting policy and mandated reporting laws.

Drugs and Alcohol:

- Employees may not be under the influence of alcohol or drugs or consume alcohol or drugs at any School sponsored activities where students are present.
- Employees are also prohibited from discussing any personal alcohol or drug use, whether past or current, with students.

Employees have ultimate responsibility for ensuring they do not break the rules established in this policy, or create the fact or appearance of an inappropriate relationship. Disagreeing with the wording or intent of the established rules does not exempt employees from strictly complying with this policy



If an employee finds themselves in a difficult situation related to boundaries or has questions related to these protocols and requirements, they should consult the Head of School. If any employee becomes aware of another employee failing to adhere to this policy, that employee must immediately report the matter to the Head of School.