

Procedure #4300
Category: Personnel (Referring Policy: MSA Policy #423)
Title: <b>EMPLOYEES &amp; BOARD MEMBERS WITH CHILDREN &amp; RELATIVES AT MSA</b>
Date of Initial Approval: 12-12-2017
Revision/Reauthorization Dates: 10-15-2024
Reviewers: MSA Superintendent; MSA Department Heads

### **PURPOSE**

This procedure is to establish a clear and consistent procedure for employees and board members who have children or relatives that are students at MSA. This procedure was written in support of Policy #423 and Appendix #423-A.

### **PHILOSOPHY**

We believe that it is not possible for us to avoid interactions between employees and board members and their children/relatives who are students at MSA. MSAB and MSAD are small programs, and the deaf, deafblind, and blind communities are small. Instead of establishing prohibitions and/or other restrictions, MSA wishes to provide for additional structure and planning so that both the employee/board member and their children/relatives are protected from innuendos or unfounded accusations.

### **CRITERIA FOR PLAN TO ADDRESS EMPLOYEE-STUDENT RELATIONSHIPS**

- As much as possible, the employee should not be directly responsible for the instruction, supervision, or support services provided to the child.
- As much as possible, the employee should not be assigned to the same classroom or service area as the child.
- For the purposes of this plan, additional emphasis on the separation between the employee and the child will be placed on students who are younger (under 10 years of age). Older children are better equipped to manage interactions, instruction, or services with their parents or relatives.
- If separation from the child is not possible or unreasonable, the employee must confer with their supervisor to discuss options to ensure fairness and transparency in the ways that the instruction, supervision, or service is provided.
- Board members who have children or relatives attending classes at MSA will confer with the Superintendent to develop a plan for communication with employees to avoid the appearance of favoritism or undue pressure. (Appendix 423-A)

### **PROCESS**

Employees at MSA must set up a meeting with their supervisor and complete Appendix 423-A. In this plan, details about how the employee will maintain professional separation from their child or relative who is a student at MSA must be documented. If there are unavoidable interactions during the school day, methods for communication and management of those situations must also be documented. The supervisor will

review Policy 423 with the employee. A copy must be filed in the supervisor's office of each campus and reviewed/revised at the beginning of each school year.

For board members and supervisors, they will utilize the same process but meet with the Superintendent. Their plan will be maintained in a file in the Superintendent's office.

The superintendent and supervisors will host annual reviews of this procedure with employees to remind everyone of their responsibilities and boundaries.