BOUNDARY INVASION
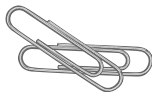behaviors which are prohibited and which must be reported include, but are not limited to, the following, which are prohibited unless specifically part of an educational or counseling program:

- Touching students when alone with the student, and/or publicly when unwelcome, including, but not limited to: initiating hugs or other physical contact when the student does not want this attention or when such attention is not justified. (If staff members/students engage in "hugging" at celebratory events, such hugging should be limited to the "side hug" as much as possible); b) allowing student to sit on one's lap; c) giving or asking for massages or rubs

- Commenting on students' bodies in an overtly or impliedly sexual manner

- Being alone in a locked or closed room with student

- Talking about sexuality unless directly and specifically related to the curriculum

- Discussing with students their romantic relationships or their own romantic relationships

- Meeting a student, or a few students, alone during out-of-school hours and/or away from the school grounds, at the staff member's home or at students' homes

- Allowing students to sit on their lap

- Texting, emailing, instant-messaging, or calling students when not directly and specifically related to school-sponsored academic or extracurricular activities (see below for more detailed information)

- Allowing students as "friends" on their personal MySpace, Facebook or other social networking pages (see below for more detailed information)

- Giving students rides for non-school-related purposes and not notifying the supervisor

- Giving or asking for massages or rubs

- Pulling a student from other classes, teachers or activities when there is no educational reason to do so

- Having overnight "get-togethers" for teams, students or a student at the staff member's home; spending the night at a student's home

- Showing (or telling about) inappropriate photos, websites, or jokes to students

ELECTRONIC TOUCHING
refers to the use of email, instant-messaging, texting, cell phones, social networking, or other technological means of communication for non-instructional purposes. Behaviors which are prohibited include, but are not limited to, the following, and violations of these guidelines should be reported immediately to the appropriate administrator:

- Social networking is considered to be "electronic touching" because it is social and not instructional. Most social network services are web-based and provide a variety of ways for users to interact, such as email and instant messaging services.

- On-line instruction is appropriate when it is: not private, has a valid and obvious instructional purpose, has been pre-approved by the school and is part of the planned instructional methodology, is something parents are aware of, and is something that the school/district can monitor.

- Any other type of communication, such as social networking, is inappropriate because it is: private, social in nature, has a loose connection to the school (if connected at all), is done mostly without the school/supervisor knowing about it, and often would not be allowed or sent if another adult were reading it.

- Staff should only use District email accounts, the District website, or the District network to communicate electronically with students.

- Staff should never use text-messaging or social networking to mentor students or for any other social purpose.

- Staff should text message students only in rare, emergency situations when no other communication is available; staff should never text students in routine situations.

- Staff should ensure that their supervisor is aware of their electronic communication with students, that their position/job requires them to

- Staff should use the telephone test for determining if their communication with students is appropriate: if the communication were a telephone with the parent or the supervisor listening to the conversation, and if it would be odd or inappropriate for the parent or supervisor to hear the conversation, then it is inappropriate electronically as well.

- Staff must consider: if a parent or a supervisor received the communication (text, email, instant message) would they be OK with it? If not, it is not appropriate and will likely lead to discipline or termination.