



SB 848 Policy Updates

Adult-Student Interactions

This policy outlines (1) standards for interactions between employees and students, and (2) standards for interactions between contractors or volunteers and students.

Employee Interactions with Students

SF Day 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 professional, working relationships.

Below is a list of examples of conduct that may involve inappropriate crossing of the boundaries of the professional relationship. Although the examples below refer to employee interactions with students, employees must also maintain professional boundaries in interactions with any minors with whom an employee interacts as part of their employment with SF Day (e.g., applicants, siblings of students, former students, students visiting from other schools, etc.). Employees should also be familiar with the guidelines for contractors and volunteers which are included later in this policy.

The examples below will not address every situation an employee may encounter, so employees should confer with the Division Head or the Head of School if they have questions. If an employee encounters a situation where they find it necessary to engage in conduct described in the following examples, they must inform their immediate supervisor, the Division Head or the Head of School in advance. If it is not possible to provide the information in advance, the employee must inform their immediate supervisor, the Division Head or the Head of School as soon as possible after the exceptional event occurs.

Employees who engage in conduct described below or who otherwise cross appropriate professional boundaries with students, other minors they encounter in connection with their employment, or former students may be subject to corrective action up to and including termination of employment.



Examples of Crossing Boundaries and Guidelines for Employees

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.
- Avoid excessive attention toward a particular student or group of students.
- Employees must not have unnecessary physical contact with students.
 - In applying this standard, SF Day will consider the age and developmental stage of the student. For example, comforting a crying young child or assisting them may require some touching, whereas such touching would not be appropriate for an older child.
 - Brief pats on the back, handshakes, high fives or side-hugs may be appropriate for occasional expressions of celebration or support, if the contact occurs in a public space. Such physical touch must be limited to safe-touch areas (i.e., shoulder, upper back, arm). Employees should remember the power dynamic between adults and students, as students may not feel comfortable declining even an occasional side hug. With this in mind, employees should consider the age of the child involved and consider asking a child before hugging them, as this helps them understand their own ability to make choices over contact.
 - Where physical touch is necessary for an employee to perform their job duties including, for example, situations where the safety of a child is involved such as spotting children during potentially hazardous activities during Outdoor Ed Trips, the employee must adhere to the following:
 - Employees should not be alone with a student or in a space that cannot be observed by other adults.
 - Employees should ask permission before touching any student if practical under the circumstances.



→ 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.

→ 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 prior to driving the student. If you are unable to contact the parent prior to driving the student, you must contact them within a reasonable time of such circumstance.

→ You should avoid contact with a student away from school for activities not related to school and 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 permission is granted to meet with a student off campus, you must ensure the meeting occurs in public or visible places.

→ If you seek to tutor an SF Day student you must comply with the school's Tutoring and Outside Services Policy.

→ 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. (See *Social Media Policy for more information*)

→ For all communications with students, use only the school's email system and keep the communications professional. 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. When communicating with students, employees may not:

→ Use pet names or terms of endearment for students;

→ Use sexualized or suggestive language;

→ Gossip about, disparage, or share private information of other students or adult members of the school community;

→ Ask students personal or intimate questions unless this is part of an employee's job duties;



- Send communications to students of a personal nature or other messages not about school activities;
 - Discuss drug or alcohol use (except when necessary to the purpose of the employee's professional duties); or
 - Initiate or engage in expressing personal political views in the presence of students, particularly in ways that could be seen as attempting to influence students' perspectives towards an employee's personal viewpoint.
- Do not violate the Student Harassment Prevention policy in the Parent/Guardian & Student Handbook. Among other things, the policy prohibits:
- Making, or participating in, sexually inappropriate comments; sexual jokes, stories, or jokes/comments with sexual innuendo with or in the presence of students; or
 - Displaying sexually-oriented materials in the presence of students, except where part of approved curriculum.
- Keep parents and supervisor informed when a significant issue develops about a student. Do not ask students to keep information secret from other adults or instruct them not to report concerns.

Duty to Report

SF Day encourages parents/guardians, students, alumni, or other members of the school community to report concerns about any violations of this policy to a Division Head, the Associate Head of School, 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.

If families have any questions about this policy or appropriate professional boundaries with SF Day employees, contractors, or volunteers, they should contact the Head of School.

Retaliation

SF Day 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.



Interactions between Contractors and Students

Below are examples of conduct that cross the boundaries of appropriate interactions with students and guidelines for maintaining boundaries. Although the examples below refer to interactions with students, contractors must also maintain professional boundaries in interactions with any minors with whom they interact as part of their work with SF Day (e.g., applicants, siblings of students, former students, students visiting from other schools, etc.) except that this policy does not apply to interactions with their own children (except in the presence of other SF Day students while the contractor is performing their duties). The examples will not address every situation a contractor may encounter, so they should confer with an SF Day administrator overseeing their work if they have questions.

- Contractors may not seek emotional involvement with a student for their benefit.
- Contractors may not discuss their own personal troubles or intimate issues with a student.
- Contractors may not give gifts to an individual student that are of a personal or intimate nature.
- Contractors should avoid excessive attention toward a particular student or group of students.
- Contractors may not have physical contact with a student except in emergency situations where physical contact is required to prevent physical harm to the student and no SF Day employee is available to assist.
- Contractors must not have physical contact with students unless physical contact is necessary for them to perform their duties for SF Day (such as contractors providing specialized services in the learning support program) or in emergency situations where physical contact is required to prevent physical harm to the student and no SF Day employee is available to assist. Where physical touch is necessary, the adult must adhere to the following:
 - Contractors should not be alone with a student or in a space that cannot be observed by other adults.
 - Contractors should ask permission before touching any student if practical under the situation.
- Contractors may not intentionally be alone with a student on campus or away from the school without permission of an SF Day administrator and the student's parent or guardian.



- Contractors may not have contact with a student or group of students off campus, outside of school-sponsored activities
- Contractors may not be under the influence of alcohol or illegal drugs in the presence of students or encourage them to use alcohol or illegal drugs.
- Contractors may not connect with students (other than their own children or family friends) on any social media platform.
- Contractors may not have electronic communications (including email or texting) with students
- Contractors must keep communications with students professional and when communicating with students, may not:
 - Use pet names or terms of endearment for students;
 - Use sexualized or suggestive language;
 - Gossip about, disparage, or share private information of other students or adult members of the school community;
 - Ask students personal or intimate questions unless this is part of the contractor's role;
 - Send communications to students of a personal nature or other messages not about school activities;
 - Discuss drug or alcohol use (except when necessary to the purpose of the contractor's role).
- Contractors may not engage in conduct that would violate the Student Harassment Prevention policy in the Parent/Guardian & Student Handbook, including:
 - Making, or participating in, sexually inappropriate comments; sexual jokes, stories, or jokes/comments with sexual innuendo with or in the presence of students; or
 - Displaying sexually-oriented materials in the presence of students, except where part of approved curriculum.
- Contractors must keep an SF Day administrator informed when a significant issue develops about a student and may not ask students to keep information secret from other adults or instruct them not to report concerns.



Interactions between Volunteers and Students

SF Day appreciates the important services provided by SF Day volunteers. To comply with legal requirements and to provide our volunteers guidance on interacting with SF Day students when they are performing volunteer duties, SF Day provides the following examples of conduct that cross the boundaries of appropriate interactions with students and guidelines for maintaining boundaries. Although the examples below refer to interactions with students, volunteers must also maintain boundaries in interactions with any minors with whom they interact as part of their work with SF Day (e.g., applicants, siblings of students, former students, students visiting from other schools, etc.). We know that most volunteers are parents, guardians or family members of SF Day students. This policy does not apply to interactions between a volunteer and their own children or to a volunteer's social interactions with friends of their children separate from their volunteer duties, when they are interacting with the students with the permission of the parent or guardian of those children. The examples will not address every situation a volunteer may encounter while volunteering, so they should confer with an SF Day administrator overseeing their work if they have questions.

- Volunteers may not seek emotional involvement with a student for their benefit.
- Volunteers may not discuss their own personal troubles or intimate issues with a student.
- Volunteers may not give gifts to an individual student that are of a personal or intimate nature.
- Volunteers should avoid excessive attention toward a particular student or group of students.
- Volunteers may not have physical contact with a student except in emergency situations where physical contact is required to prevent physical harm to the student and no SF Day employee is available to assist.
- Volunteers must not have physical contact with students unless physical contact is necessary for them to perform their duties for SF Day or in emergency situations where physical contact is required to prevent physical harm to the student and no SF Day employee is available to assist. Where physical touch is necessary, the adult must adhere to the following:



- Volunteers should not be alone with a student or in a space that cannot be observed by other adults.
- Volunteers should ask permission before touching any student if practical under the situation.
- Volunteers may not intentionally be alone with a student on campus or away from the school without permission of an SF Day administrator or the student's parent or guardian.
- Volunteers may not have contact with a student or group of students off campus, outside of school-sponsored activities without permission of an SF Day administrator and or the student's parent or guardian.
- Volunteers may not be under the influence of alcohol or illegal drugs in the presence of students or encourage them to use alcohol or illegal drugs.
- Volunteers may not connect with students (other than their own children or family friends) on any social media platform.
- Volunteers may not have electronic communications (including email or texting) with students (other than their own children or family friends) except that volunteers supervising students away from school (e.g., on sports teams or field trips) are permitted to text or email with students for communications about logistics, such as changes in schedules or locations for sports practices. When texting a student, they should send group texts and include an SF Day employee on all communications.
- Volunteers must keep communications with students professional and when communicating with students, may not:
 - Use pet names or terms of endearment for students;
 - Use sexualized or suggestive language;
 - Gossip about, disparage, or share private information of other students or adult members of the school community;
 - Ask students overly personal or intimate questions;
 - Send communications to students of a personal nature or other messages not about school activities;
 - Discuss drug or alcohol use.



→ Volunteers may not engage in conduct that would violate the Student Harassment Prevention policy in the Parent/Guardian & Student Handbook, including:

- Making, or participating in, sexually inappropriate comments; sexual jokes, stories, or jokes/comments with sexual innuendo with or in the presence of students; or

- Displaying sexually-oriented materials in the presence of students, except where part of approved curriculum.

→ Volunteers must keep an SF Day administrator informed when a significant issue develops about a student and may not ask students to keep information secret from other adults or instruct them not to report concerns.