Code of Conduct for Professional Boundaries

All individuals who have high access to students at Presentation High School must read and sign this form, verifying that they agree to adhere to the following Code of Conduct regarding Professional Boundaries.

Presentation High School is committed to providing a campus environment that is safe and healthy. We encourage supportive relationships between students and employees that promote student achievement and success. To that end, clear boundaries for interactions between students and employees/volunteers in the community are paramount.

We require all adults affiliated in any way with Presentation to maintain appropriate adult-student relationships at all times, both on and off-campus. All interactions between members of the Presentation community should be based on mutual respect and trust, and should be consistent with the mission and values of the school. Every member of our community should expect an environment free of abuse, misconduct, and harassment, where appropriate employee-student boundaries are respected and maintained. This code of conduct applies to conduct towards current students (including students from other schools), applicants for admission, and any former student under the age of 21.

Presentation High School is committed to providing a campus environment that is safe and healthy. We encourage supportive relationships between students and employees that promote student achievement and success. To that end, clear boundaries for interactions between students and adult members of the School community who interact with students as part of their duties (including employees, volunteers, and contractors) are paramount.

This code of conduct and the following guidelines must be strictly followed by School employees, volunteers, and contractors when dealing with students (including current students, students from other schools, applicants for admission, and any former student under the age of 21). The reference to "Employees" below encompasses all adults affiliated in any way with Presentation including School employees, volunteers, and contractors

Employees must not have unnecessary physical contact with students.

- 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 and the employee first asks the student for permission. 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.
- Employees should not be alone with a student or in a space that cannot be observed by other adults.
- Employees should always ask permission before touching any student.

Employees must comply with the School's Anti-Harassment Policy.

- Do not make or participate in inappropriate comments or jokes or comments or jokes with sexual innuendo, or engage in any other conduct in violation of the School's Anti-Harassment Policy.
- Presentation employees, volunteers, and contractors may never have sexual or romantic relationships with students, use alcohol or drugs of any kind with or around students, or partake in any illegal conduct with or around students
- All interactions between members of the Presentation community should be based on mutual respect and trust, and should be consistent with the mission and values of the School.
- Every member of our community should expect an environment free of abuse, misconduct, and harassment, where appropriate employee-student boundaries are respected and maintained.
- The best interests of students should always be your highest priority.
- Presentation employees, volunteers, and contractors should be solid role models.

Employees may not engage in preferential treatment or excessive personal attention toward a particular student (or group of students).

- No socializing with students outside of school without a parent or guardian present at all times. Limit contact with students outside of School to School-sponsored activities
- Employees, volunteers, and contractors must not share intimate personal and/or intimate family information with any student. By way of example, while sharing information about a birthday, an upcoming wedding, or a birth would be acceptable, sharing details about an intimate relationship, financial issues, or troubled family relationships would not be acceptable
- Avoid excessive attention or preferential treatment toward a particular student or group of students
- Faculty and staff members should not eat lunch or "hang out" with individual students or with groups of students on a regular basis.
- Students should address employees by title (Mr., Mrs., Ms., or Coach) and last name rather than by first name.
- Never ask a student to keep information secret from other adults or instruct a student not to report concerns.
- Do not comment on a student's physical appearance.
- Avoid inquiring about overly personal details of a student's private relationships
- Never seek emotional involvement with a student for your benefit.
- Never hire or allow a student to volunteer to do personal work for you unless given express written permission from the President or Principal.
- No giving to a student or a student's family, or accepting from a student or a student's family, gifts of significant value, without the express written consent of the Principal or President.
- No giving gifts of a personal or intimate nature to a student.
- Employees may not be hired to perform work outside of the School for a family, such as babysitting or private tutoring, unless given express written permission from the President or

Principal.

- Employees must limit electronic communication with students as follows:
    - No communicating with a student by any means, electronic or otherwise, on any issue other than one of an educational purpose, or if authorized in writing to contact a student to check on their well-being or their need for resources or support. Electronic communication is only permitted through the School's phone, email system, or other official School communications platforms, except in an emergency situation.
    - No interacting with students on any form of social media or networking platform.
- Keep supervisors informed when a significant issue develops about a student. For example, if a student expresses concern about an adult maintaining appropriate boundaries or shares information that raises serious concerns about their mental or physical well-being. Without limiting any obligation under the Mandated Reporter Requirements, an employee, volunteer, or contractor should discuss such situations with their supervisor in order to determine if the information should be shared with a parent/guardian. For clarity, Mandated Reporter Requirements must always be followed.

The School has the right and responsibility to investigate employee, volunteer, and contractor compliance with this code of conduct even if no report has been made. Violations of this policy may result in disciplinary action, up to and including termination.

Any employee with questions about these guidelines or a particular situation related to boundaries should ask the President, Principal, Human Resources Director, or Vice Principal for Student Services. Presentation prohibits and will not tolerate child abuse, sexual misconduct, sexual harassment, or boundary violations. Any employee with a reasonable belief of a violation of our policies, including a reasonable belief of inappropriate adult-student boundaries, sexual misconduct, sexual harassment, and/or child abuse, must report the matter to the President, Principal, Human Resources Director, or Vice Principal for Student Services. In some circumstances, an employee will also have a duty to report such conduct to law enforcement or Child Protective Services (CPS).

The school will not retaliate against anyone who reports conduct that may violate this conduct policy. An employee who retaliates against an individual who makes a report under this policy will be subject to discipline.

Acknowledgment

I agree to adhere to the PHS code of conduct governing professional boundaries for employees and volunteers working with Presentation High School.

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Printed First and Last Name Date

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Signature