

### **Appropriate Student-Staff Interaction Policy**

The human relationships formed between Tree of Life International educators and our students and their families are at the heart of our education, and we recognize that these relationships make a difference in the lives of our students. Because these relationships are so important, it is essential that TLC faculty and staff maintain professional relationships with students at all times. This refers not only to during the school day, but at events, both on and off campus, whether sponsored by the school or not, and on social media.

In light of this responsibility, the following rules have been developed regarding interactions between faculty and students and the educational process here at TLC:

- All employees must maintain visibility in an accessible space when interacting with students.
- Relationships with students must be professional; relationships that a reasonable person may suspect are beyond a professional capacity are grounds for dismissal.
- Language used with students and colleagues must be professional and appropriate.
- Any misuse of authority, including trespassing the boundaries of a student/teacher relationship or exploitation of position is unacceptable and a betrayal of trust.
- E-mails, phone conversations, and other communications to and with students must be professional and pertain to school activities or classes.
- Faculty and staff cannot “friend” or “follow” current students on social media platforms
- Faculty and staff cannot post a student’s personally identifiable information to their social media account.
- Drug or alcohol use in conjunction with a school-sponsored event where students are present is unprofessional and not tolerated.

### **MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS**

The Governing Board desires to provide a positive school environment that protects the safety and wellbeing of charter school students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

Employees are prohibited from entering into or attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a

student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature. (cf. 5145.7 - Sexual Harassment) Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety. Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Director/designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Director/designee. The Director/designee shall protect anyone who reports a violation from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The Superintendent/designee may also notify law enforcement as appropriate.

The district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites.

**Inappropriate Conduct:** Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional adult-student interactions or create the appearance of impropriety include, but are not limited to:

1. Initiating inappropriate physical contact
2. Being alone with a student outside of the view of others
3. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent
4. Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal. When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Director/designee may monitor employee usage of district technology at any time without advance notice or consent.

5. Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee.
6. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites, unless the site is dedicated to school business.
7. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students.
8. Addressing a student in an overly familiar manner, such as by using a term of endearment.
9. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities.
10. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose.
11. Transporting a student in a personal vehicle without prior authorization.
12. Encouraging students to confide their personal or family problems and/or relationships.
13. Disclosing personal, family, or other private matters to students or sharing personal secrets with students.