



Professional Boundaries: Employee/Student Interaction Policy

This policy is intended to guide all employees in conducting themselves in a way that reflects the high standards of behavior and professionalism required at The Classical Academies. This policy provides specific examples to clarify the boundaries between students and employees. It is your obligation as an employee to avoid situations that could prompt suspicion by parents, students, colleagues, or others.

If you reasonably suspect or believe that another employee may have crossed the boundaries outlined in this policy, you will report the matter immediately to an administrator. All reports shall be as confidential as possible under the circumstances. It is the responsibility of the administrator to investigate and thoroughly document and report the situation.

The Classical Academies holds its employees to high standards of good judgment outlined in this handbook. Any conduct deemed inappropriate in this handbook, such as the harassment policy, is a baseline for what is unacceptable with students. The following list contains non-exhaustive examples of the expected behaviors of all employees:

- Get consent for after-school activity or to take students off school property (for approved events such as field trips or competitions).
- Emails, text, phone and instant messages to students must be professional and pertain to school activities or classes only. Whenever possible, these communications will be sent at a reasonable hour.
- Employees are not permitted to engage with students via personal social media (no following, reacting to posts, messaging, etc.).
- Keep the door open if alone with a student.
- Maintain personal and physical boundaries with students, such as reasonable space.
- Refrain from remarking about a student's physical attributes, giving excessive attention to a particular student, or sharing inappropriate personal information with a student.
- Corporal punishment is prohibited as a disciplinary measure against any student.
- Talk to a site leader before giving a gift to an individual student.