

MAINTAINING APPROPRIATE ADULT-STUDENT BOUNDARIES



PARENT/GUARDIAN'S

guide to

**STAFF / STUDENT
INTERACTIONS**



GUIDE TO

STAFF / STUDENT INTERACTIONS

Salem-Keizer Public Schools is committed to providing a safe and healthy learning environment for students when participating in any school or district activity. Whether learning takes place during the school day or during extra-curricular activities, safety is our top priority.

Salem-Keizer Public Schools has established the following expectations for employees, contractors, agents and volunteers to help promote the safety of both adults and students. Staff fully support these protocols, and feel it is important to share them with parents.

REGARDING

ELECTRONIC COMMUNICATION, staff members are expected to:

- Keep separate personal and professional social media accounts.
- Deny friend or follow requests from students on personal social media accounts, and not send friend or follow requests to students from personal accounts. This does not mean the staff member does not like the student. Rather, it is a way to set very clear boundaries.
- NOT communicate through text, social media, or other electronic methods with individual students using personal phone numbers or platforms. Staff may communicate with students and parents through systems called "Synergy ParentVUE," "Synergy StudentVUE," and "ParentSquare," the district's official text message notification platform. All communication with students should be transparent and for education or safety related purposes only.

DRIVING STUDENTS, STAFF MEMBERS SHOULD NOT:

- Drive a student or students in a personal vehicle without authorization from a school administrator. Staff may sometimes drive groups of students in a small school activity bus. There should always be at least two adults or two students in the vehicle at all times.
- Give students driving lessons, except as part of an approved driver education program.

RELATIONSHIPS WITH STUDENTS, STAFF MEMBERS SHOULD:

- Maintain a clear separation between their personal and professional lives, and maintain appropriate boundaries with students and their families.
For example, it is generally considered inappropriate for staff to go on outings or vacations with the student's family. However, this type of personal contact may not be considered inappropriate if a long-standing friendship exists between the staff/volunteer and the student's family or the relationship originated outside of the school setting. New relationships may form between staff, students and families through school-related activities, however, all adult-student contact is expected to be appropriate and transparent.
- NOT let existing friendships with students or families that originated outside of the school setting (i.e., church, neighborhood, non-profit group, etc.) supersede the district's expectations. For example, a coach or teacher should remove your child from their personal Facebook page, even if you're best friends. This helps ensure there's no implied favoritism for students.

GIFTS AND SPECIAL PRIVILEGES, STAFF MEMBERS SHOULD:

- Develop transparent and fair reward systems where all students have the same opportunities to earn a certificate, gift card, plaque or other recognition.
- Staff members should not give or receive other types of gifts or special privileges.

MAINTAINING APPROPRIATE STUDENT / STAFF BOUNDARIES

REGARDING

TEAM OR CLASS CELEBRATIONS, STAFF MEMBERS SHOULD NOT:

- Hold events at their home. Group events are expected to be approved in advance by the school administration, and be chaperoned by multiple adults.

ONE-ON-ONE INTERACTIONS, STAFF MEMBERS SHOULD NOT:

- Meet alone with one student in a private area. Staff members are to be aware of the physical environment and avoid interactions with students that could be misconstrued.

FINANCIAL BENEFIT, STAFF MEMBERS SHOULD NOT:

- Benefit financially from relationships with students and families.

REPORTING

Administrators want to keep students and staff safe and want to hear your concerns. They're trained to be sensitive to parent concerns, and to follow-up appropriately.

Anytime you have a concern about an interaction between staff or volunteers and students, you have the right to talk about it with a school administrator. Even if you are hesitant for some reason – you don't want to repeat a rumor, or you don't want to question someone's reputation, etc. – it's better to err on the side of safety and share your concerns.

You are welcome and encouraged to bring your concerns to the school principal, assistant principal, athletic director or to the district's Human Resources Department at 503-399-3061. You can contact them by phone, email or letter. If you prefer to share your concerns anonymously, please feel free to do so. However, we would ask that you provide as much specific information (who was involved, when, where, etcetera) as possible so that we can investigate and take appropriate action.

You're also encouraged to monitor your student's electronic communications and immediately notify a school administrator if you find anything concerning. Resources for keeping your student safe online can be found at www.salkeiz.k12.or.us/parents/child-abuse-prevention.

If you suspect a child is being abused, you are encouraged to immediately contact the Oregon Department of Human Services Child Abuse Hotline at 1-855-503-SAFE (7233) or your local law enforcement agency.

Salem-Keizer Public Schools appreciates your partnership in protecting students. Together, we can keep the school environment safe for students and adults.





VOLUNTEER/CONTRACTOR'S

guide to

STAFF / STUDENT INTERACTIONS



MAINTAINING APPROPRIATE **VOLUNTEER / CONTRACTOR STUDENT BOUNDARIES**

IN 2019, THE OREGON LEGISLATURE PASSED AND THE GOVERNOR SIGNED INTO LAW SENATE BILL 155, WHICH HELPS ENSURE THE SAFETY OF K-12 STUDENTS. This legislation prohibits child abuse and sexual conduct of students by adults within the K-12 system, describes the requirements for reporting, and outlines the steps school districts and other agencies must take when responding to concerns. Senate Bill 155 expanded the definition of sexual conduct to not only include inappropriate conduct by school employees but also conduct by volunteers, contractors and agents of the District. As outlined in Salem-Keizer School District Administrative Policy PAP-A001, child abuse and sexual conduct by District employees, contractors, agents, or volunteers is not tolerated.

THE SALEM-KEIZER SCHOOL DISTRICT IS COMMITTED to providing an educational environment that is free from harassment, misconduct and abuse. The involvement of caring adults in the school setting is important to the success of schools and the safety and wellbeing of students. This document is intended to provide information to individuals who volunteer, contract or provide services within the District for developing positive relationships with a focus on the academic needs of the student and avoiding interactions that could be misinterpreted.

IF YOU HAVE ANY QUESTIONS OR CONCERNS, please don't hesitate to reach out to the school administrator or department supervisor, or contact Debbie Joa, the District's Prevention and Protection Coordinator, at 503-399-3061 or joa_debbie@salkeiz.k12.or.us.

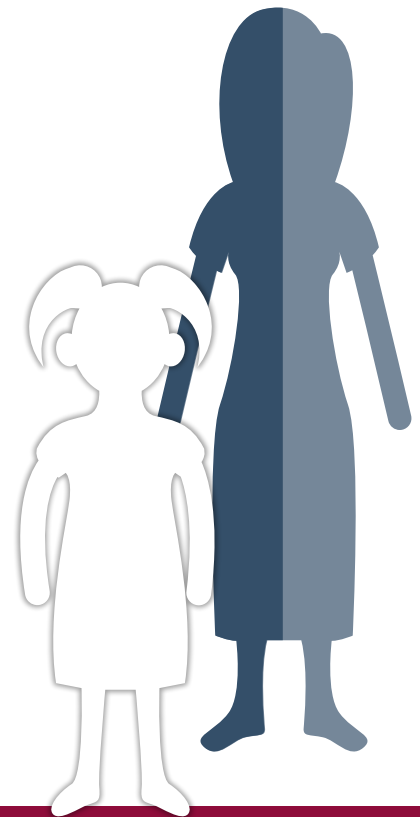
MAINTAINING APPROPRIATE VOLUNTEER / CONTRACTOR STUDENT BOUNDARIES

CHILD ABUSE

REPORTING

If you become aware of possible child abuse or neglect through your volunteer activities with the District, or if you have concerns about a district employee, volunteer, contractor or agent abusing a child, immediately report your concerns to the school administrator, school counselor, or call the District's Human Resources Department at 503-399-3061. Everyone, including volunteers and contractors, are encouraged to report suspected child abuse to the Oregon Department of Human Services/Child Abuse Hotline (1-855-503-7233) or a law enforcement agency. Individuals in some professions, including all school district employees, are mandated by law to report suspected child abuse and neglect to the Oregon Department of Human Services or law enforcement.

Child abuse includes: physical abuse, sexual abuse and exploitation, emotional abuse, neglect, and threat of harm.



Additional information about child abuse prevention and reporting is available on the Salem-Keizer School District [volunteer](#) and [contractor](#) training pages and the [Oregon Department of Human Services](#) website.

MAINTAINING APPROPRIATE VOLUNTEER / CONTRACTOR STUDENT BOUNDARIES

SEXUAL CONDUCT

AS DEFINED IN OREGON REVISED STATUTE 339.370, sexual conduct includes any verbal or physical conduct or verbal, written, or electronic communications by a school district employee, a contractor, an agent, or a volunteer that involve a student and that are: sexual advances or requests for sexual favors directed toward the student or; of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with the student's educational performance, or of creating an intimidating, hostile educational environment.

Sexual conduct does not include touching or other physical contact that is necessitated by the nature of the school district employee's job duties or by the services required to be provided by the contractor, agent or volunteer and for which there is no sexual intent; or verbal, written or electronic communications that are provided as part of the education program that meets state educational standards or District policy.

The definition of sexual conduct does not apply to conduct or communications by current K-12 students who work, contract or volunteer for the Salem-Keizer School District and are in a consensual relationship with another K-12 student as long as the conduct does not create an intimidating or hostile education environment, and is not prohibited by law, District policies, or any applicable employment agreements.

"Student" is defined as any person who is: in any grade from prekindergarten through grade 12; or twenty-one years of age or younger and receiving educational or related services from an education provider that is not a post-secondary institution of education; or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

REPORTING

If you become aware of possible sexual conduct or inappropriate boundaries by a district employee, volunteer, contractor or agent towards a student, immediately report your concerns to the school administrator, school counselor, or call the District's Human Resources Department at 503-399-3061.

MAINTAINING APPROPRIATE VOLUNTEER / CONTRACTOR STUDENT BOUNDARIES

APPROPRIATE INTERACTIONS

APPROPRIATE INTERACTIONS CREATE A SAFE ENVIRONMENT for students to learn, grow, seek help in problem solving and conflicts, and develop social skills.

It is important that everyone take an active role in helping to ensure a safe and healthy environment for students. If you observe questionable behavior between an adult and child or between children immediately notify the school administrator, counselor or classroom teacher.

Inappropriate interactions cross the boundaries separating student from adult needs and create relationships that become peer-to-peer rather than adult-to-child.

TIPS

For VOLUNTEERS & CONTRACTORS

- Focus conversations on academics, school events and school activities; refer personal issues to the school administrator, counselor or classroom teacher; refrain from making comments that may have sexual overtones; avoid dialogue that makes the student feel uncomfortable or makes the student a confidant.
- Stay in a group or a public part of the school; avoid being alone with a student.
- Treat students fairly and equally; avoid favoritism such as special privileges or gifts.
- Limit interactions to the school environment; don't meet with students outside of school, transport students, or communicate with students electronically (text messaging, social networking sites, online gaming, etc).
- Maintain personal space and reasonable eye contact.
- Be cautious about physical contact with students; contact including but not limited to: lap sitting, tickling, frontal hugs and shoulder massages are not appropriate.
- Ensure that interactions with students are as transparent as possible; don't engage in conversations or interactions with students that are secretive or hidden.

Additional examples of appropriate and inappropriate interactions are available through the District communication, "[Maintaining Appropriate Staff-Student Interactions](#)" (PAP-W006) and the volunteer and contractor training pages.



EMPLOYEE'S

guide to

STAFF / STUDENT INTERACTIONS



MAINTAINING APPROPRIATE STAFF/STUDENT BOUNDARIES

Guidelines for Avoiding the Appearance of Impropriety

POSITIVE RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS ARE CRUCIAL TO STUDENT SUCCESS. However, Salem-Keizer Public Schools employees must understand the difference between appropriate and inappropriate interactions with students. Employees must engage in appropriate interaction with students at all times and avoid any interactions with students that could appear inappropriate.

Appropriate interactions create a safe environment for students to learn, grow, seek help in problem solving and conflicts, and develop social skills.

Inappropriate interactions cross the boundaries separating student from adult needs and create relationships that become peer-to-peer rather than adult-to-child. Offenders may be judged by students and others to be the “best” staff members, are often popular with students and parents, and are frequently recognized for contributions.

Staff who have frequent one-to-one contact with students or who work in co-curricular activities can be more at risk for inappropriate interactions or student allegations of inappropriate interactions.

Appropriate interactions create a **SAFE ENVIRONMENT** for **STUDENTS** to **LEARN**, grow, seek help in **PROBLEM SOLVING** and conflicts, and **DEVELOP** social skills.

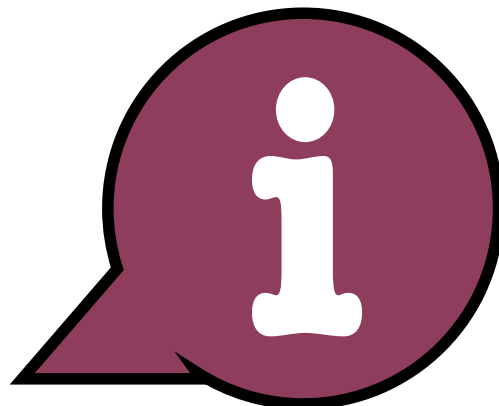


CHILD ABUSE AND SEXUAL CONDUCT AND SALEM-KEIZER PUBLIC SCHOOLS EMPLOYEES

REQUIRED INFORMATION FOR EMPLOYEES (ORS 339.372):

REQUIRED INFORMATION FOR EMPLOYEES (ORS 339.372)

- **CHILD ABUSE** and/or sexual conduct by district employees, contractors, agents, or volunteers will not be tolerated ([Administrative Policy PAP-A001](#)).
- **CHILD ABUSE** includes: physical abuse, sexual abuse and exploitation, emotional abuse, neglect, and threat of harm.
- **SEXUAL CONDUCT** includes any verbal or physical conduct or verbal, written, or electronic communications by a school district employee, a contractor, an agent, or a volunteer that involve a student and that are: sexual advances or requests for sexual favors directed toward the student or; of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with the student's educational performance, or of creating an intimidating, hostile educational environment.
- **SEXUAL CONDUCT** does not include touching or other physical contact that is necessitated by the nature of the school district employee's job duties or by the services required to be provided by the contractor, agent or volunteer and for which there is no sexual intent; or verbal, written or electronic communications that are provided as part of the education program that meets state educational standards or District policy. The definition of sexual conduct does not apply to conduct or communications by current K-12 students who work, contract or volunteer for the Salem-Keizer School District and are in a consensual relationship with another K-12 student as long as the conduct does not create an intimidating or hostile education environment, and is not prohibited by law, District policies, or any applicable employment agreements.
- **"STUDENT"** is defined as any person who is: in any grade from prekindergarten through grade 12; or twenty-one years of age or younger and receiving educational or related services from an education provider that is not a post-secondary institution of education; or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.
- **IF AN EMPLOYEE** is found to have abused a child or engaged in sexual conduct towards a K-12 student, disciplinary records will be released in accordance with ORS 339.378.



EXAMPLES OF APPROPRIATE | INAPPROPRIATE INTERACTIONS

APPROPRIATE

- Maintaining personal space and reasonable eye contact
- Dialoguing about the academic environment and school activities
- Having a conversation that supports a student's learning and growth where the student's perspective is the focus of conversation
- Being conscious of the physical environment (e.g., keeping the door and/or blinds open while meeting with a student)

INAPPROPRIATE

- Maintaining intense eye contact
- Making comments that are physical in nature (e.g., "you have great legs," "you should wear that sweater more often") or may have sexual overtones
- Discussing or condoning inappropriate topics and/or making comments with sexual overtones or flirting
- Communicating to the student with implied, inside messages that are unknown by the general population
- Sharing personal and confidential information in which the adult becomes the focus of conversation
- Having any dialogue that makes the student feel uncomfortable or makes the student a confidant of the adult
- Inappropriately addressing students, or permitting students to address staff member with terms of endearment, pet names, first name or in an inappropriate and overly familiar manner



APPROPRIATE

- Conducting student conferences in a manner consistent with educational purpose
- Having staff/student relationships centered on academics, school events, and activities
- Notifying administration if a student is suspected of having romantic feelings toward staff member
- Maintaining fair and equitable treatment of all students
- Referring serious student problems and/or safety concerns to the appropriately trained professional

INAPPROPRIATE

- Spending time alone with student in conferences beyond educational expectations
- Meeting with students off-campus without a legitimate educational purpose and without prior supervisor approval
- Transporting a student alone and/or in a private vehicle (regardless of whether the parent approved or not). For exceptions, see [Administrative Procedure HUM-P010](#).
- Receiving or writing personal communication from/to student and or giving gifts
- A pattern of covering for or providing excuses for particular students, and/or writing passes repeatedly for favored students to cover tardies or absences
- A pattern of giving special privileges or showing favoritism to a particular student
- Extracurricular and co-curricular activity leaders encouraging or condoning an atmosphere of loose and inappropriate boundaries around gender and harassment issues
- Acting as helpers for serious student problems where appropriate training in effective advising or counseling is warranted
- Failing to notify administration if a student is suspected of having romantic feelings toward staff member
- Attendance at events or locations where students are consuming alcohol, drugs and/or tobacco, and failing to promptly inform the school administrator and/or law enforcement
- Maintaining or initiating personal contact with a student after the student has moved to another class or program without a legitimate educational purpose
- Dating a student or talking with a student about dating in the future
- Asking or allowing a student to go to the employee's home (e.g., allowing a student who is having a difficult time with their family or a student who ran away to spend the weekend at the employee's home)

HINTS

Staying Within Appropriate Boundaries of the Staff or Coach/Student Relationship

- 1 Establish and maintain the parameters and nature of the relationship.**
- 2 Be prepared to develop a specific plan for addressing student needs and involve other adults in implementing the plan.**
- 3 Understand your own emotional needs.**
Staff members should be aware of their own emotional needs and how those needs might affect the staff/student relationship.
- 4 Understand propriety issues related to helping relationships.**
Professional and personal boundaries become blurred when staff members take students to lunch off-campus, write and receive personal communications or make physical contact.
- 5 Understand the emotional and physical development of students.**
Students who believe no one listens to them may transfer feelings of affection to the staff member. Refer students in these situations to the school counselor or school administrator.

PHYSICAL CONTACT

APPROPRIATE

- Occasionally giving students high fives or fist bumps
- Exercising good judgment on whether to touch students and/or under what circumstances; being sensitive to individual preferences and cultural norms
- Following District protocol ([STS-W070](#) and [STS-W071](#)) and training when assisting students with toileting



INAPPROPRIATE

- Invading personal space; being too close in physical proximity
- Giving shoulder massages, lingering touches, squeezes, requested affection, or touching private parts of a student
- Requesting/inviting affection (e.g., "give me a hug," "give me a kiss")
- Touching students who may misinterpret the touch due to individual circumstances, cultural standards, or developmental stage

ELECTRONIC COMMUNICATION

APPROPRIATE

- Using the Internet and/or other electronic devices appropriately in compliance with [Administrative Policy HUM-A003](#)
- Limiting electronic communication with students to that which is necessary for educational, school-sponsored extracurricular activities, and/or immediate safety concerns. Safety concerns must also be reported to the appropriate authorities and/or school district staff
- Utilizing district-approved tools for communicating with students as outlined in [HUM-W050 \(Electronic Communication Work Instruction\)](#)

INAPPROPRIATE

- Communicating with students (with the exception of the employee's family members) via text messaging, social media, personal email, etcetera
- Adding current Salem-Keizer School District students (with the exception of the employee's family members), even those who are not in the employee's class or program, on social networking sites when not related to a legitimate educational purpose

REPORT SUSPECTED CHILD ABUSE & SEXUAL CONDUCT

ALL SALEM-KEIZER PUBLIC SCHOOLS EMPLOYEES are mandated by law to report suspected child abuse immediately to law enforcement or the Department of Human Services/Child Welfare (DHS) (ORS 419B.010); [Administrative Policy \(PAP-A001\)](#).

Concerns involving suspected child abuse and/or sexual conduct by district employees, contractors, agents or volunteers must be reported immediately to the school administrator, or to the Executive Director of Human Resources and the Prevention and Protection Coordinator at 503-399-3061. However, reporting to a supervisor alone does not fulfill your legal obligation; suspected child abuse must also be reported to law enforcement or DHS.

Reporting obligations are in effect at all times, regardless of whether the information was obtained in an official capacity with the district.

HOW TO REPORT

TO MAKE A MANDATORY REPORT,
CONTACT ONE OF THE FOLLOWING AGENCIES

DHS/CHILD WELFARE: 1-855-503-SAFE (7233)

LAW ENFORCEMENT:

Keizer Police Department	503-390-2000
Marion County Sheriff's Office	503-588-5032
Polk County Sheriff's Office	503-623-9251
Salem Police Department	503-588-6123

For additional information contact Debbie Joa, Prevention and Protection Coordinator at 503-399-3061 or joa_debbie@salkeiz.k12.or.us, or visit the [child abuse prevention and reporting](#) page on Insight 24J.

**IF A CHILD IS AT RISK OF
IMMINENT HARM, CALL 9-1-1**