

BOUNDARIES BETWEEN “COVERED ADULTS” AND STUDENTS

Individuals employed by, volunteering for, serving as Board Members for, and under contract with the School (“Covered Adults”) are entrusted to educate students, provide a supportive learning environment, promote student growth and success, and model the values of the School at all times. While Covered Adults are encouraged to develop positive, friendly, and supportive relationships with students, there is an innate power imbalance in the relationship between an employee and student, which must not be abused. Covered Adults are required to maintain appropriate boundaries with students at all times, whether on or away from campus. In maintaining professional Boundaries, Covered Adults must consider how their actions and words may be perceived by others, and must take care to avoid intimidation, abuse of authority, excessive attention, and any other conduct that is not an appropriate adult/student interaction or could be perceived as such.

Below are rules Covered Adults must follow regarding maintaining appropriate Boundaries with students. These rules are not an exhaustive list, but rather a general framework for describing inappropriate and appropriate interactions. The School may take corrective action, including discipline, for any conduct that the School determines is not in keeping with the School’s expectations for appropriate adult/student interactions.

Covered Adults have an obligation to model, through both language and behavior, the values and expectations of the School, and to comply with this policy. Disagreeing with the wording or intent of this policy does not excuse strict compliance with this policy and will be considered irrelevant for disciplinary purposes.

If a Covered Adult finds themselves in a difficult situation related to Boundaries, or has questions related to these protocols and requirements, they should consult the Head of School, HR/PR Manager, or a supervisor. Anyone who becomes aware of another Covered Adult failing to adhere to this policy, must immediately report the matter to the Head of School, HR/PR Manager, or a supervisor. The School has the right to investigate compliance with this policy even if no report has been made.

a. General Requirements

All Covered Adults must:

1. Maintain professional, moral, and ethical relationships with students that support student well-being and the School’s educational mission.
2. Promote interactions with students that are appropriate to the school context and do not create an appearance of impropriety. Any interaction with a student must be something that would be appropriate to say or do in front of that student’s parents, the Head of School, and the individual’s supervisor.
3. Communicate and behave in ways that respect student dignity, safety, and personal space.
4. Exercise discretion and engage with students only for legitimate educational or School-related reasons.

5. Notify their supervisor, HR/PR Manager or the Head of School immediately if a student shares confidential or other information that could pose a threat to the student or others, and make a report of suspected child abuse or neglect as appropriate and in keeping with the School's child abuse reporting policy and mandated reporting laws.

b. Romantic or Sexually Related Conduct

Covered Adults are strictly prohibited from engaging in romantic or sexually-related conduct with any student, regardless of age or consent. This includes, but is not limited to:

- Any flirtatious, sexual, or romantic interactions with students or conduct which a student may reasonably perceive as flirtatious, sexual, or romantic. This includes sexual remarks, innuendo, or sexualized jokes or sexual physical contact.
- Dating, courting, or attempting to form an intimate relationship with a student.
- Dating, courting, or attempting to form an intimate relationship with a former student.
- Talking explicitly about sexual topics without a legitimate educational purpose.
- Personal comments about a student's body, sexual slurs, or spreading sexual rumors.

c. One-on-One Interactions and Off-Campus Contact

- If meeting with a student one-on-one, Covered Adults must balance potential privacy concerns with appropriate professionalism and should meet in a location that is visible, accessible, and/or audible to others (e.g., door open, windows unobstructed).
- Covered Adults are prohibited from meeting with students off campus unless it is a pre-approved School activity with other individuals present or, if Covered Adults are meeting with students to plan school events or gatherings, the employee must first obtain the permission of the School administration and the students' parents or guardians.
 - This does not apply to a Covered Adult that is also a student's parent, acting in the Covered Adult's capacity as a parent.
- Covered Adults must obtain written approval in advance from School administration and the student's parent or guardian before conducting instruction outside of the normal School day.

d. Transportation of Students

- Covered Adults are prohibited from transporting students in a personal vehicle absent School authorization.
 - This restriction does not apply to a Covered Adult who is also the student's parent or guardian, or who is transporting students in their capacity as a parent or guardian of a student's peer group, provided such transportation occurs outside the scope of the individual's School role.
- Under no circumstances may transportation be used as an opportunity for private, unsupervised interactions that could create safety concerns or the appearance of impropriety.

e. Physical Contact

- Covered Adults must respect students' personal space and generally maintain appropriate physical distance.
- Physical contact with students should be limited. Acceptable contact may include a handshake or high five.
- Brief, non-intrusive contact (such as a hug) may be appropriate in limited circumstances, such as graduation or to comfort a distressed younger elementary student, depending on the circumstances.

f. Emotional Boundaries and Personal Disclosures

Covered Adults must:

- Avoid creating excessive emotional attachments beyond a healthy adult–student relationship and must not rely on students for emotional support.
- Use sound judgment as to how much information they share with students about their own personal lives and must, in turn, refrain from asking students about overly personal information (i.e., not sharing any information about romantic and sexual experiences, personal problems, or other types of private or sensitive information that is inappropriate to share.)
- Not ask students about overly personal matters unrelated to a legitimate educational purpose.
- Consult their supervisor, HR/PR Manager, or the Head of School promptly if a student is or seems to be pushing their or another Covered Adult's personal boundaries, or attempting to establish an inappropriate relationship.

g. Favoritism or Special Treatment

Covered Adults:

- Must avoid favoritism, special treatment, or excessive attention toward particular students.
- May not give personal gifts to individual students or provide rewards or incentives unrelated to School activities, particularly where something is implicitly or explicitly expected in return.

h. Electronic Communications

- Covered Adults are generally prohibited from using personal, rather than School technology devices and email accounts, to contact a student and shall use School-approved platforms and School accounts whenever possible. If it is necessary to contact a student using a personal device for a School-related reason, the Covered Adult must copy their supervisor on the communication.
- Any communications with students (e.g., notes, email, texts or other electronic exchanges, or phone calls) must be for School-related reasons only and must be

professional in all respects. Examples of conduct that may violate this policy, depending on the circumstances, include communication with students during late hours or on non-school days, and communication about inappropriate personal or non-school-related subjects.

- One-to-one electronic communications without the parent/guardian included should be avoided and are permitted only for School-related reasons using School-approved platforms or with supervisor oversight (e.g., copying one's supervisor or using a system that archives messages). This does not include grading or providing feedback on a classroom assignment on a platform (e.g., Google Classroom) where a School administrator and/or parent/guardian have access.
- Covered Adults shall not request, require, or solicit a student's personal phone number, personal email address, or social media handle, and employees shall not provide their personal phone number, personal email, or personal social media contact information to students, except as expressly authorized by the Head of School for School-related reasons.
- Covered Adults are prohibited from communicating or interacting with students and their parents/guardians on personal social media accounts, including by liking or commenting on students' social media posts, following students' social media accounts, friending/connecting with students on social media, or messaging students using personal social media accounts. This restriction applies to communications with former students and their parents/guardians as well, until the former student reaches the age of 18.

i. Photographs and Videos

To protect student and family privacy, Redwood Day limits Covered Adults' ability to photograph students. Employees may only photograph students if requested by the School for official marketing purposes, or if directly authorized by their supervisor for a specific educational or classroom need (such as documenting a field trip or including in a classroom newsletter).

- All photos and videos taken of students must be taken for the purpose of documenting student activities to share with relevant School community members or post on the School's website or School-authorized publications.
- Covered Adults are expected to exercise good judgment when taking photos and videos of students and be mindful of not displaying favoritism (e.g., not taking more photos of certain students than others).
- Photos and videos of students may not be stored on Covered Adults' personal electronic devices. Photos and videos of students must be uploaded to the School's Google platform and deleted from the Covered Adult's personal electronic device within 3 days after the photo or video is taken.
- At no time may photos or videos of students be shared on Covered Adults' personal social media accounts or other, non-School authorized platforms.

This policy applies to photographs taken of students while they are at school or participating in School-sponsored events. It is not intended to restrict photographs taken by Redwood Day employees who are also parents of students, provided they are acting strictly in their capacity as a parent (e.g., at a private birthday party or community event).