Employee / Student Boundaries Policy

Redwood Day encourages a close, warm, and considerate relationship between students and teachers. Our teachers serve as the students’ role models, guides and mentors in learning as well as living. The purpose of this policy is to give clear direction regarding appropriate conduct and boundaries between staff and students. The rules of conduct set forth in this policy are not intended to serve as an exhaustive list of requirements, limitations, or prohibitions on staff conduct and activities established by REDWOOD DAY. Rather, they are intended to:

- Alert employees to some of the more sensitive and often problematic matters involved in employee-student relationships;
- Specify boundaries related to potentially sexual situations and conduct that is contrary to accepted norms of behavior and in conflict with duties and responsibilities of employees; and
- Provide employees with clear guidance in conducting themselves in a manner that reflects high standards of professionalism.

It is important for REDWOOD DAY to maintain a School-wide culture in which students and employees understand their responsibility to report misconduct without fearing retaliation from students, staff, or administration. In order to prevent abuse and/or exploitation, students and employees must know that the Administration will support them when they report possible misconduct.

Although this policy gives clear direction regarding appropriate conduct between employees and students, each staff member is obligated to avoid situations that could prompt suspicion by parents, students, colleagues, or School leaders. One helpful standard that can be quickly applied when assessing whether your conduct is appropriate is to ask yourself, “Would I be doing this if the student’s family or my colleagues or family were standing next to me?”

1. Boundaries

For the purpose of this policy, the term “boundaries” is defined as acceptable professional behavior by employees while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

2. Acceptable and Unacceptable Behavior

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behavior is not to restrain positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable
behavior to their daily activities. Although good-natured, heartfelt interaction with students certainly fosters learning, student/staff interactions must always be guided by appropriate boundaries regarding activities, locations, and intentions.

3. Unacceptable Behaviors

The following non-exhaustive list of behavior shall be considered violation of this policy:

- Giving gifts to an individual student that are of a personal and intimate nature;
- Kissing of any kind;
- Any type of unnecessary physical contact with a student in either a public or private situation;
- Intentionally being alone with a student on campus or away from the School;
- Making, or participating in sexually inappropriate comments;
- Sexual jokes, stories, or jokes/comments with sexual innuendo;
- Seeking emotional involvement with a student for your benefit;
- Discussing inappropriate personal troubles or intimate issues with a student; or
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

4. Unacceptable Behaviors without Parent and Supervisor Permission

The following behavior should only be exercised when an employee has parent and supervisor permission:

- Giving students a ride to/from School or School activities;
- Being alone in a room with a student at the School with the door closed;
- Allowing students in your home; or
- Sending emails, text messages, or letters to students if the content is not about School activities.

5. Cautionary Behaviors

Employees should only engage in the following behavior when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Employees should inform their supervisor of the circumstances and occurrence prior to, or immediately after, the occurrence.

- Being alone in a room with a student at School with the door closed;
- Remarks about the physical attributes or development of anyone;
- Excessive attention toward a particular student; or
• Sending emails, text messages or letters to students if the content is not about School activities.

6. Acceptable and Recommended Behaviors

• Getting a parent's written consent for any after-School activity;

• Obtaining formal approval to take students off School property for activities such as field trips or competitions;

• Emails, text, phone, and instant messages to students must be very professional and pertaining to School activities or classes (and communication should be limited to School technology);

• Keeping the door open when alone with a student;

• Keeping reasonable space between you and your students;

• Stopping and correcting students if they cross your own personal boundaries;

• Keeping parents informed when a significant issue develops about a student;

• Keeping after-class discussions with a student professional and brief;

• Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries;

• Involving your supervisor if conflict arises with the student;

• Informing your supervisor about situations that have the potential to become more severe;

• Making detailed notes about an incident that could evolve into a more serious situation later;

• Recognizing the responsibility to stop unacceptable behavior of students or co-workers;

• Asking another staff member to be present if you will be alone with any type of special needs student;

• Asking another staff member to be present when you must be alone with a student after regular School hours;

• Giving students praise and recognition without touching them;

• High fives, and handshakes are acceptable;

• Keeping your professional conduct a high priority; or

• Asking yourself if your actions are worth your job and career.
7. Duty to Report

When any employee becomes aware of another employee crossing the boundaries specified in this policy, he/she must speak directly to this employee if the violation appears minor, and/or report the matter immediately to the Head of School. If the observed behavior appears significant, it is the duty of every employee to immediately report the matter to the Head of School. It is the duty of the Head of School or designee to thoroughly investigate and remediate the situation as necessary. Employees must also report to the Head of School any awareness or concern of student behavior that crosses appropriate boundaries, or where a student appears to be at risk of sexual abuse.

Acceptable Use Policy Regarding Redwood Day’s Electronic Communications Resources

All uses of the network and the Internet must be in support of education and consistent with the purposes of Redwood Day.

1. Introduction

Redwood Day provides the following policy to apply to employee use of Electronic Communications Resources owned or maintained by Redwood Day. Such Electronic Communications Resources include, but are not limited to, internet access, the School e-mail system and addresses, voice-mail, cellular telephones, pagers, personal digital assistants, smartphones, Blackberry devices, computers/laptops, telecommunications devices, video and audio equipment, wireless networks, data systems, smart phones, telecommunications equipment, transmission devices, data processing or storage systems, computer systems, servers, networks, input/output and connecting devices, software, and documentation that supports electronic communications services (“Electronic Communications Resources”).

2. Rules of Acceptable Use

Electronic Communications Resources are provided by REDWOOD DAY to facilitate the work of all employees, and must be used in compliance with applicable statutes, regulations, and School policies, including those that require a work environment free from discrimination and harassment.

As the provider of access to its Electronic Communications Resources, Redwood Day reserves the right to specify how those resources will be used and administered to comply with this policy. While the School allows personal use of its Electronic Communications Resources, personal use is secondary, and should not (i) interfere with any of School’s operations of Electronic Communications Resources; (ii) interfere with the user’s employment or other obligations to the School, or (iii) burden the School with noticeable incremental costs. Users of Electronic Communications Resources shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the School unless appropriately authorized to do so.

Redwood Day will not be responsible for any loss or damage incurred by an individual as a result of personal use of the School’s Electronic Communications Resources. Employees will

GROW INTO GREAT
be held responsible for any virus, loss or damage to data or hardware as a result of their personal usage.

Employees may be subject to disciplinary action for using the Electronic Communications Resources in a manner other than for their intended purposes, or in a manner that violates applicable laws, rules, and policies.

3. **Use of Email**

The Redwood Day email system is an official communication tool for all School business. All official School communications, including School employee email communication with students or their parents, will be via this address. As described in Redwood Day’s Internet, Social Media, and Electronic Communications Policy, Redwood Day employees shall not communicate or interact with vendors, service providers, students, parents of students other than as authorized and through the official Redwood Day resources.

4. **No Employee Privacy Interest**

Employees should have no expectation of privacy in communications and interactions they conduct on Redwood Day Electronic Communications Resources. Redwood Day reserves the right to monitor and inspect any and all use of School Electronic Communications Resources at any time and in its sole discretion. All communications transmitted via Redwood Day’s Electronic Communications Resources, whether or not related to personal or confidential matters, are subject to this monitoring and inspection, at the sole discretion of Redwood Day. The existence of passwords "message delete" and browser "history delete" functions do not restrict or eliminate Redwood Day’s ability or right to access electronic communications or data. By signing below you expressly confirm and authorizes this and any other type of inspection or monitoring of your use of Redwood Day Electronic Communications Resources. Additionally, Redwood Day may be required to produce information transmitted or stored on its Electronic Communications Resources pursuant to a court order, subpoena, or as required by law.

5. **Restrictions on Access**

Redwood Day reserves the right to restrict access to any data source, at its sole discretion. Just because access to data or resources is not restricted at any time, does not mean a particular employee has authorization to access the data or resources; employees are encouraged to check with the Head of School or the Information Technology Department if there is any question about access.

6. **Copyright and Licenses**

Any use of the School’s Electronic Communications Resources must respect, comply, and be used strictly in accordance with all licenses and copyrights to software, video, audio, still photo, text or other legally protected digital or other information.

7. **Ownership**

All electronic information created by any employee using Redwood Day’s Electronic Communications Resources is the property of Redwood Day and remains the property of the School. Personal passwords may be used for purposes of security, but the use of a personal password does not affect Redwood Day’s ownership of the electronic information.
8. Prohibited Use

Prohibited use of Redwood Day’s Electronic Communications Resources includes, but is not limited to:

a. Violating any other policy or regulation of the School, including the Internet, Social Media, and Electronic Communications Policy.

b. Engaging in unlawful conduct.

c. Violating School policy against prohibited harassment and discrimination, including by exposing others to material which could create an intimidating, offensive, or hostile work environment on the basis of race, religion, national origin, citizenship, ancestry, marital status, gender, disability, age, veteran’s status, sexual orientation, or other status protected by law.

d. Intentionally misrepresenting one’s identity.

e. Communicating confidential School information to unauthorized individuals within or outside of the School.

f. Attempting to access unauthorized data or break into any system of the School or outside system.

g. Engaging in theft or the unauthorized copying of electronic files or data.

h. Engaging in commercial activity or activity for financial gain, not under the auspices of the School without the express permission of the School.

i. Engaging in recreational use of the School’s Electronic Communications Resources that as determined by the appropriate Department Head or School administrator interferes with the ability of the employee or other users to conduct schoolwork. This includes but is not limited to downloading or uploading software, games, or shareware. Employees are also prohibited from downloading and using instant messenger (IM) programs.

j. Establishing passwords for protected devices, files, or other data without registering the confidential password with the Director of Information Technology (IT).

k. Performing acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of others; these acts include, but are not limited to sending mass mailings or chain letters and creating extremely burdensome network traffic.

l. Use of Electronic Communications Resources in violation of any other requirements set forth in this Policy.

No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications, except as specifically authorized by the Head of School. Also, employees, including faculty, should not use SMS, MMS or peer-to-peer (i.e. Messaging through iPhone) or any other texting, picture or video communication with students, especially services that are believed to disappear after receipt.

Use of Redwood Day’s Electronic Communication Resources for participation in “chat rooms,” instant messaging, blogs, social network gaming, or browsing social networking sites (such as Twitter, Facebook, MySpace, LinkedIn, EZBoard, or any other similar sites) on campus using Redwood Day equipment is acceptable for work related purposes only during
work hours, and not during breaks. Incidental personal use outside work hours and during breaks is acceptable.

Questions about access to electronic communications or issues relating to security should be addressed to the Head of School.

Prohibited use could lead to disciplinary action, up to and including termination of employment.

Internet, Social Media and Electronic Communications Policy

1. Introduction

This policy applies to all employees, including all faculty and staff of Redwood Day in their use of the Internet, social media, and electronic communications, regardless of whether the use is through devices and resources of the School or by any other means. Redwood Day is a private institution committed to the education, betterment, and safety of its pupils, who are minors, and also committed to establishing effective and satisfying working relationships among members of its community. This policy is designed to help Redwood Day carry out these commitments.

Redwood Day understands that its employees, including its faculty and staff, use social media sites to share events in their lives, to communicate, and to discuss their opinions with others, including family, friends, and co-workers. Through social media, individuals can create web content, can organize, edit or comment on content, as well as combine and share content on their own web site or on someone else’s. Social media uses many technologies and forms, including web feeds, blogs, wikis, photography and video sharing, web logs, journals, diaries, chat rooms, bulletin boards, affinity web sites, podcasts, social networking, fan sites, mashups, and virtual worlds.

In general, employees are expected to use good and ethical judgment in their use of the Internet, social media, and electronic communications generally. In addition, the following particular rules apply to employees:

2. Adhere to School Policies and Regulations:

To the extent your internet, social media, and electronic communications use affects Redwood Day employees, students, or Redwood Day families, or their participation in the Redwood Day community through work, education, or otherwise, you are required to follow School policies and regulations, including but not limited to those that protect individual privacy rights, antidiscrimination and harassment policies, and the anti-workplace violence policy. If your use the internet, social media, and electronic communications adversely affects your job performance, the performance of your co-workers, or members of the public served by Redwood Day, such as students and Redwood Day families, the School may take disciplinary action against you up to and including termination.

3. Do Not Engage in Unlawful or Prohibited Harassment or Threats:

You cannot post statements, photographs, video or audio that reasonably could be viewed as unlawful harassment or discrimination or otherwise violating the law, such as by constituting unlawful, threatening conduct. Examples of such conduct might include offensive posts that could contribute to a hostile work environment on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or any
other status protected by law. Examples of unlawful threatening conduct include posting material that would make a reasonable person afraid for his or her safety or the safety of his or her family.

4. **Do Not Make Inaccurate or Defamatory Statements:**

Never post any information or rumors that you know to be false about your co-workers, students, or School families. Strive for accuracy in any communication, be it a blog entry, post, or comment. You can include a link to your sources of information. If you make a mistake, correct the information, or retract it promptly.

5. **Do Not Infringe Others’ Rights or Privacy:**

Do not disclose information that may violate student, School family member, or employee rights. For example, do not disclose another individual’s social security number, medical information, or financial information in a manner that violates that person’s rights. For reasons of safety, employees are prohibited from posting on-line photos of Redwood Day students or members of School families.

6. **Do Not Disclose Confidential Information:**

Communicating confidential School information to unauthorized individuals within or outside of the School is prohibited. In addition, it is prohibited to disclose any pupil records. If there is any question about whether information is confidential or protected, you are encouraged to ask the Head of School.

7. **Make Clear When You Are Not Speaking for the School:**

If you publish a blog entry or post on-line content related to the work you do or subjects associated with the School, make it clear that you are not speaking on behalf of Redwood Day. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the School.” Employees should respect the intellectual property rights of Redwood Day, and should not make improper use of the School’s logo, trademarks, official photographs, or any other of Redwood Day’s proprietary materials.

8. **Do Not Use Social Media at Work:**

You must not use working hours when you are not on break for your personal social media use. Do not use your Redwood Day email addresses to register on social networks, blogs, or other online tools utilized for personal use.

9. **Do Not “Friend” Or Interact with Students Through Social Media Outside the School:**

School employees, including faculty members, shall not communicate or interact with Redwood Day students or their parents via Social Networking Sites, other than as authorized and through the official School sites. This restriction applies to former students and their parents as well, until the former student reaches the age of 18.

10. **Conduct School Business Only Through School Electronic Resources:**

Do not use personal e-mail addresses, texts from personally owned devices, or other personally owned resources to conduct School business. Instead, you must use School resources.
11. For Media Contacts, Do Not Interfere with the School's Official Response:

Redwood Day strives to anticipate and manage crisis situations in order to reduce disruption to our employees, maintain our reputation, and avoid disruption for the students and families who are part of our community. To best serve these objectives, Redwood Day will respond to the news media in a timely and professional manner only through its designated spokesperson. Employees are not authorized to comment for the School and should direct inquiries regarding Redwood Day's particular position on a matter to the Head of School.