

Professional Employees and Staff Boundaries

As professional educators and staff members of a Catholic school it is essential to avoid any appearance of impropriety when dealing with students. The following guidance is intended to provide all school employees with appropriate boundaries.

In Communications

1. Do not engage in non-school related communication with students, either electronic or written. If you receive personal communication from a student and the communication is not appropriate, keep a copy of the communication, advise your supervisor and do not respond unless you have received permission from your supervisor.
2. Do not communicate with students from your personal e-mail address, text, instant message or social media sites.
3. Do not give students your home or cell phone number without the permission and knowledge of your supervisor.
4. Teachers, school staff, coaches and moderators of school activities may need to communicate with students about any schedule changes or other school matters. All communications should always include the student's parents/guardians and your supervisor.
5. All personal social media activity should be considered public, and should reflect your status as a Catholic school employee. Employees must avoid any form of scandal.

In the School Setting

1. Do not stay alone in a room with a student unless there is a window permitting others to see in or the door is open.
2. Do not allow students to become overly friendly or familiar with you. Students should never call teachers or any staff members by their first names or nicknames.
3. Do not take the role of surrogate parent with a student.
4. Do not criticize a student's parents/guardians to the student. If you believe a child is abused or neglected, contact the appropriate authorities. All school employees and volunteers are mandated reporters under state law and under diocesan policy.

Outside of School

1. Do not visit students in their homes unless their parents/guardians are present.
2. Do not invite students to your home without the express knowledge and consent of parents/guardians, and your supervisor.
3. Do not transport a student alone in your vehicle without either other students or another adult present.

4. Do not hire students to work in your home without the express knowledge and consent of the parents/guardians and of your supervisor.

Policy Adopted:
July 1, 2017

RWG/Bishop of Harrisburg