

DeForest Area School District
Administrative Regulation

TITLE: PREVENTING INAPPROPRIATE RELATIONSHIPS WITH STUDENTS	NUMBER: AR 3.3a(1a) RULE
<i>Executive Limitation: EL 3, Treatment of Staff, 3.3a – Employee Expectations</i>	
Recorded as Administrative Regulation: <i>Established: 08/22/11 Revisions:</i>	
Origin as Board Of Education Policy: <i>Established: n/a Revisions:</i>	

Under state and federal law, sexual harassment or sexual relationships between students and school employees is illegal and can result in criminal and civil penalties. Such behaviors are a violation of district policy. Certain behaviors, even if innocent or initiated by a student, increase the risk that a school employee will become vulnerable to accusations and subsequent investigation by district and/or law enforcement authorities. To prevent all appearance of inappropriate relationships between students and school employees, employees must adhere to the following guidelines. These guidelines will help supervise and protect students as well as protect staff from baseless accusations.

1) Set Appropriate Boundaries with Students:

Employees must establish and enforce clear, appropriate personal boundaries with students. They must not engage in behaviors that lead to the appearance of an inappropriate relationship or that could develop into an inappropriate relationship. Confer with the immediate supervisor whenever there may be a question about the appropriateness of any behavior. Inappropriate behaviors include, but are not limited to:

- Flirting.
- Dating.
- Making suggestive comments.
- Engaging in explicit or implicit sexual dialogue, either in person, in writing or electronically.
- Giving inappropriate gifts of a personal nature.
- Offering rides to or from activities or events without approval and appropriate cause.
- Sending intimate letters, cards, text messages, e-mail messages, or messages on Facebook or other social media sites.
- Arranging inappropriate private meetings outside the scope of job responsibilities.
- Touching inappropriately or repeatedly or in a manner that makes others uncomfortable.
- Telling jokes involving sexual content or innuendo.
- Engaging in familiar, playful exchanges around personal matters or physical characteristics.
- Exchanging or seeking to exchange personal information, including personal phone numbers, without professional reason.

2) Immediately Report any Inappropriate Behavior Initiated by a Student:

If a student initiates inappropriate behavior towards an employee, the employee should appropriately stop it and immediately document and report the incident in writing to the Principal. Also, document and report if further incidents occur. Keep copies of your documentation in your personal notes file. As appropriate, the Principal or other administrator will intervene and speak to the student and his/her parents about the behavior.

3) Immediately Report any Inappropriate Behavior Observed Between Students and Employees or Volunteers:

Employees must report observed inappropriate behavior between students and staff or volunteers if they have reason to believe that any of the inappropriate behaviors listed in guideline 1 may be occurring.

A sexual relationship between a school employee and a student constitutes child abuse. The law requires school employees to report to appropriate child protection authorities any suspected child abuse. In addition, district guidelines on preventing sexual harassment require that employees report, in writing, any incident they observe that may be considered sexual harassment. A report of suspected sexual harassment of a student should be made to the Principal, Director of Human Resources or Director of Pupil Services.

Please see your school Principal or contact the Human Resources Director if you have questions about these guidelines.