

Town School for Boys Policies Governing Student-Employee Interactions

Student-Employee Interactions

Town School has adopted the following policy concerning interactions between Town School employees and students. If families have any questions about this policy or appropriate professional boundaries with Town School employees, they should contact the Lower or Upper School Division Head or the Head of School.

The school encourages close, warm relationships between students and school employees. At the same time, it is important that each employee's conduct is at all times professional. Employees must maintain appropriate boundaries between themselves and students to ensure that they avoid even the perception of inappropriate conduct. Some activities may seem innocent from an employee's perspective, but can be perceived as flirtation or sexual insinuation from the perspective of a student or parent/guardian. The objective of this policy is not to restrain positive relationships between employees and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct. Employees must ensure that they do not cross the boundaries of a professional teaching relationship.

Unacceptable Behavior

Below is a list of examples of conduct that may involve inappropriate crossing of the boundaries of the professional relationship:

- Unnecessary physical contact with a student in either a public or private situation;
 - In applying this standard, the school will consider the age and developmental stage of the student, as a comforting hug may be appropriate for a tearful kindergarten student on the playground but would not be appropriate during a private meeting with an 8th grade student;
- Intentionally being alone with a student on campus, away from the school or in Zoom meetings without parent or supervisor permission, or in a location that is not interruptible and observable (e.g., a room with the door closed);
- Driving a single student, or driving a group of students without supervisor permission, except that employees who are parents of Town students may drive other students with their parents' permission.
- Violating the student Non-Harassment policy or the Student-Employee Interactions policy, including:
 - Making or participating in sexually inappropriate comments;

- Sexual jokes, stories, or jokes/comments with sexual innuendo;
- Engaging in preferential treatment or excessive personal attention toward a particular student;
 - Seeking emotional involvement with a student for an employee's benefit;
 - Discussing an employee's own personal troubles or intimate issues with a student;
 - Giving gifts to an individual student that are of a personal or intimate nature;
 - Becoming involved with a student so that a reasonable person may suspect inappropriate behavior;
- Engaging in inappropriate electronic communications with students, including;
 - Having communication of any kind with current students or former students who are minors, including "friending" or connecting with current Town School students on personal social media;
 - Interacting with current students or former students who are minors by sending emails, text messages or letters to students of a personal nature if the content is not about school activities. Employees should not text students from their personal mobile devices and should use the school's email system for all communication with students;
- Accepting outside employment with a family whose children are in the teacher's class or might be in the teacher's class the following year;
- Socializing or having other contact with a student or group of students off campus, outside of school-sponsored activities (unless the employee is doing so as a parent of a student); Tutoring a current Town School student without informing the appropriate Division Head(s) and Learning Services
- Failing to keep parents and supervisors informed when a significant issue develops about a student.

The school does not permit corporal punishment of students.

Reporting Concerns

The school encourages parents, students, alumni, or other members of the school community to report concerns about any violations of this policy to the Head of School or the Chair of the Board of Trustees. The school will not retaliate against anyone who reports conduct that may violate this policy. An employee who retaliates against an individual who makes a report under this policy will be subject to discipline.