

Boundaries on Employee/Student Interactions

The following guidelines, though not all-encompassing, are minimums for CBHS employee-student interaction:

- **Cell Phone Use**

If employees are communicating school-related information (change of time or location for an event) that must be communicated in a timely manner, communicating via cell phone is permissible. Parents of students in the school-sponsored activity should be informed that employees may be communicating via text and/or cell phone with their children.

Employees should also inform their direct supervisor if this is sometimes their practice.

Calling/texting students on their individual cell phones to discuss non-school related topics is never permissible.

Under no circumstances are employees allowed to use text devices to type or review text messages while operating a vehicle during work hours or on CBHS business.

- **Email**

All email/text communication between CBHS employees and current students must be through the employee's school email account or Schoology. Never use a home or personal email account. Using a personal account can give an appearance of secrecy or indicate that the communication is private.

- Communicate only about school matters or matters that are appropriate to be discussed in school. Avoid any communication that might be construed as having sexual overtones. Do not reply to any such email if received from students; make and keep a copy of any such inappropriate communication and notify the Principal.
- There is no such thing as a private communication between a faculty member and a student.

- **Physical Contact**

An employee should never engage in any inappropriate physical contact with a student. If, despite proper intent, a reasonable person would be uncomfortable with observing or knowing of the situation, then refrain.

- **Social Media/Networking**

CBHS employees must not use any form of social media/communication to contact minors or students attending Christian Brothers High School. Employees may not "friend" current students or include them in personal social networks.

- **Harassment Policy**

Christian Brothers High School of Sacramento is a Catholic community. We are committed to providing an environment that is free from harassment in any form. Harassment of any

employee or student by another employee or student is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. For more information, please view the Harassment Policy in the *Parent-Student Handbook*.

- **Transportation of Students in a Personal Vehicle**

The general guideline for school-related transportation is that whenever possible, buses or school vans are to be used. Private vehicles should not be used to transport students on school trips. Exceptions must be approved by the Principal.

For non-school related activities, under no circumstances, should an employee actively coordinate, promote, or in any way arrange for the transporting of students driven by parents/volunteers, this includes the use of school-owned vans. Transporting students in private vehicles must be arranged solely by the parents/guardians, without the assistance of school employees and without involvement of the school.

- **Visitors on Campus**

All visitors to CBHS during school hours will be asked to present a valid state-issued ID, which will be scanned into the school's visitor screening system. This system will check to ensure that registered sex offenders are not entering school buildings. Once entry is approved, visitors will be issued a badge that identifies visitor name, the date, and the purpose of the visit.

A visitor's badge will not be necessary for those who visit the campus simply to drop off an item in the Front Office or pick up paperwork. In the event that a visitor does not have identification, that individual can still be given access to the building, but will be escorted by a school staff member.

- **Working with Volunteers**

State laws require parents and other volunteers working with students to undergo a criminal background check and provide evidence of a negative tuberculosis screening.