



ESTABLISHING PROFESSIONAL BOUNDARIES BETWEEN NOTRE DAME STUDENTS, EMPLOYEES AND VOLUNTEERS

Notre Dame San Jose High School wishes to encourage healthy relationships of mutual respect and trust between students, employees and volunteers. However, when dealing with students, employees and volunteers must always conduct themselves in a manner that is above and beyond reproach. Student safety is paramount. When dealing with students, employees and volunteers are required to conduct themselves in a manner that is always professional, avoiding all behavior and/or language that can violate the necessary, healthy distance that must be maintained at all times between adults and students.

As adults in positions of responsibility and authority, it is important to establish good boundaries with students. Good boundaries are the result of adult awareness and introspection. Good intentions are not enough to protect against the appearance of impropriety. Adults dealing with young people must ask themselves not only, "What do I intend?" but "How might my words and actions appear to someone else?"

The following guidelines must be strictly followed by school employees and volunteers when dealing with Notre Dame Students.

1. Off- campus contact that is school-sponsored or school-sanctioned must always be treated as a school field trip. With the exception of normally scheduled athletic practices or competition, all such activities require parental permission in writing.
2. No Notre Dame student is allowed into the vehicle of a Notre Dame School employee or volunteer without the express permission in writing of the student's parent or guardian and approval of the School administration.
3. Employees and volunteers may not socialize or meet off-campus with Notre Dame students unless the parent or guardian has given express permission in writing for the meeting and/or is present.
4. Outside of regular school hours or regularly defined duties, employees and volunteers are not to meet privately at Notre Dame High School with Notre Dame students.
5. Electronic communication between students and employees/volunteers is only permitted through the School's phone system, e-mail system, the www.ndsj.org website, or other means of electronic communication approved in writing by School's administration.
6. Employees and volunteers should not give personal phone numbers or personal e-mail addresses to Notre Dame students without the express consent of the student's parent/guardian and the School administration.
7. Employees and volunteers must not share intimate personal and/or intimate family information with Notre Dame students.