

AB500 – School Policies that Relate to Employee Interactions with Pupils

The following policy information from the Employee, EBI Procedure Manual and Family Handbook of Escuela Bilingüe Internacional

Adult Interactions with Students (Employee handbook)

In faculty/staff relationships with students in particular, the power imbalance, coupled with the student's relative inexperience and immaturity, makes imperative a strong sense of responsibility by the School and by each individual employee or other adult. It is a violation of this Policy for any employee or adult to engage in any sexual or other harassment, discrimination or retaliation, as described by this Policy, towards students and any such conduct will not be tolerated. All interactions and communications with students must be professional and beyond reproach and consistent with the educational objectives of the School. Any inappropriate interactions with students will lead to discipline, up to and including termination.

Interactions with Students (Procedure Manual)

It is the responsibility of the School and of each employee to make sure students are safe when in our care. It is also crucially important that each employee protect him or herself from false accusations and possible litigation. Therefore, the School stipulates that employees must follow the following procedures:

- 1 If at all possible, avoid situations in which you are alone with a child. Having another adult within eyesight is ideal; having one or more other children present is far from ideal, but is better than having no one else present.
- 2 If you must be alone with a child, you must keep the door to your room open and must try to sit or work in a place that is clearly visible from the door. If the room has a viewing window, staying in the line of sight of this window is acceptable, if the door cannot be left open.
- 3 Adults who volunteer in your classroom should be fingerprinted if they are going to have contact with students regularly. The Business Office will provide your volunteers with the necessary forms and procedures at your request. Once a volunteer's fingerprints have cleared, he or she may be left alone with students, and should be informed by you of the regulations listed in #1 and #2 above.
- 4 Most volunteers will not be with students on a regular basis and therefore will not be fingerprinted. In this case it is your responsibility to remain vigilant in supervising the volunteer. You must make sure the volunteer is not left alone with children, but is always within line of sight of an employee or another volunteer whose fingerprints have already cleared.

5 Volunteers who have not been fingerprinted must not use the students' bathrooms but must always use the adult bathrooms on campus. It is your responsibility to train your volunteers as to this regulation.

6 The regulations listed above for volunteers who have not been fingerprinted apply to any other adults who may have even casual contact with children: presenters or performers you invite into your class, workmen and women doing paid or volunteer building and repair work under your supervision, playground maintenance crew members, etc.

7 As with any other School activity, parents who have not been fingerprinted are not allowed to be left alone on field trips or overnights with any child other than their own.

Student/Teacher Interactions (Family Handbook)

One of the many reasons that families choose EBI for their children is the warm and caring nature of our community. Children are treated well and shown they are valued and appreciated in a variety of ways. Faculty and staff work hard to encourage and motivate children through words and actions. At times this may include physical contact, a good morning "high five" or a congratulatory hug, for example. Many of these behaviors are culturally bound and more typical in the cultures of Spanish-speaking countries. At the same time, EBI personnel are very sensitive to the individual needs and comfort levels of each student.

If at any time your child feels uncomfortable with any physical contact with the teacher, it is important to speak with the teacher immediately. The goal at EBI is to continue to create a warm and caring environment where children feel cared for and respected. Additionally, faculty and staff are also trained to inform their supervisor if they become aware of any student/adult interaction that may make a student feel uncomfortable or which may not be appropriate.