

SAFETY REMINDERS

All staff members are reminded of the importance of avoiding behaviors that could be construed as inappropriate. While we all understand the desirability of cultivating positive relationships with students, staff is advised to generally refrain from situations such as the following:

1. Meeting with a student alone behind closed doors
2. Remaining on campus after the last administrator leaves the school site (The offices close at 4:30 p.m.) There are exceptions to this rule, such as teachers rehearsing for a drama, music, or drill team activity with students.
3. Taking students off campus for other than a District approved school trip
4. Transporting students in a personal vehicle without proper authorization forms on file
5. Calling students at home except in an emergency situation
6. Providing students with a personal home telephone number

In the event that a staff member fails to follow these recommendations and there are rumors and/or innuendoes of an employee engaging in inappropriate behavior, the employee is entitled to due process, which may include some form of investigation and the taking of appropriate progressive discipline steps.