Find Your Voice

Code of Conduct for Adults on Campus

As of January 1, 2018, CA Law AB500 requires schools to share their student/employee interaction policy in their employee handbooks, on their school websites, and in writing to all parents at the beginning of the school year.

Drew encourages close, warm relationships between students and adult members of the Drew community, including faculty and staff. At the same time, Drew requires its employees to follow professional standards of conduct and to maintain appropriate boundaries between themselves and students.

**Guidelines for Professional Boundaries**

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

- Giving gifts to an individual student that are of a personal or intimate nature;
- Unnecessary physical contact with a student in either a public or private situation;
- Intentionally being alone with a student on campus except in public or visible places;
- Intentionally being alone with a student off campus without parent or supervisor knowledge and permission; this includes meeting with individual students at an employee's home or over coffee or meals;
- Making or participating in sexually inappropriate comments, stories or jokes with students;
- Seeking emotional involvement with a student for an employee's benefit;
- Discussing an employee's own personal troubles or intimate issues with a student;
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior;
- Inappropriate use of social media with or about students;
- Excessive attention toward a particular student;
- Contact with a student away from school for activities not related to school without parent and supervisor knowledge or permission;
- Using personal email, texts, or social media to communicate with students rather than using school email and communication systems; (Limited text messaging is permissible for arranging logistics of School activities off campus, but employees should generally use group text functions in such circumstances);
- Driving alone with a student except in emergency situations where the employee informs the student's parents and the employee's supervisor within a reasonable time;
- Sending communications to students of a personal nature not about school activities; or
- Failing to keep parents or supervisor informed when a significant issue develops about a student.

Drew encourages students, parents or other members of Drew community who have concerns about adults crossing appropriate boundaries with students to inform the Head of School or Dean of Students. Drew will not retaliate against anyone who reports conduct that may violate this policy.