

It's District Policy

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All Lincoln County School District employees are subject to LCSD Policy JHFF: *Reporting Requirements Regarding Sexual Conduct with Students.*

Hints for Staying Within Appropriate Boundaries

- 1) You must establish the parameters and nature of the staff/student or coach/student relationship.
- 2) Be prepared to develop a specific plan for addressing student needs and how to involve other adults in implementing the plan.
- 3) Understand your own emotional needs.
Staff members should be aware of their own emotional needs and how those needs might affect the staff/student relationship.
- 4) Understand proprietary issues to help relationships.
Professional and personal boundaries become blurred when staff members take students to lunch off campus, write and receive personal notes, or make physical contact.
- 5) Understand the emotional and physical development of students.
Students who believe no one listens to them often transfer feelings of affection to the staff member. Refer students in these situations to the school counselor or school administrator.

Reporting Suspected Child Abuse

- All school district employees are mandated by law to report suspected child abuse immediately to law enforcement or the Oregon Department of Human Services (DHS) (ORS 419B.010).
- Concerns involving suspected child abuse by district employees must also be reported immediately to a supervisor (ORS 339.372). However, reporting to a supervisor alone does not fulfill your legal obligation; suspected child abuse must also be reported to law enforcement or DHS.
- These reporting obligations are in effect at all times, regardless of whether the information was obtained in official capacity with the school district.



How to Report

You should report directly to your supervisor and also call one of the following:

DHS/Child Abuse Hotline541-757-5019
Lincoln County Sheriff's Office541-265-4924
Lincoln City Police Department541-994-3636
Newport Police Department.....541-574-3348
Toledo Police Department.....541-336-5555

**If a child is at risk of imminent harm,
call 9-1-1**

For additional
information contact:
LCSD Human Resources
Director Chelsi Sholty
541-265-4436



Maintaining Appropriate Staff / Student Boundaries

Guidelines to Avoid the Appearance of Impropriety

**LINCOLN COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT**
Newport, Oregon – 541-265-4436

Maintaining Appropriate Staff / Student Boundaries

Staff members closely involved with students must understand the difference between appropriate and inappropriate interactions. Staff members must engage in appropriate interactions with students at all times and be aware of avoiding interactions which could appear inappropriate.

APPROPRIATE INTERACTIONS are those that create a safe environment in which students may grow, learn, seek help in solving conflicts, and develop social skills.



INAPPROPRIATE INTERACTIONS cross boundaries separating student needs from adult needs, and could create a relationship that becomes peer-to-peer rather than adult-to-child. Offenders may be judged by students and others to be the “best” staff members, often are popular with students, and frequently are recognized for contributions.

Staff members who have regular one-to-one contact with students or who work in co-curricular activities can be more at risk for inappropriate interactions or student allegations of inappropriate interactions.

Our interactions with students should create a **safe environment** in which students may grow, learn, seek help in solving conflicts, and develop social skills.

APPROPRIATE Staff / Student Interaction

- Maintaining appropriate personal space
- Maintaining reasonable eye contact
- Making appropriate comments regarding academic environment and social activities
- Communicating between staff and student in a way that is appropriate and understandable by the general population
- Conversations with students that support their learning and growth; student’s perspective is focus of the conversation
- Holding student conferences in an appropriate manner consistent with educational purpose
- Centering staff/student relationship on academics, school events and activities
- Leaders of extracurricular and co-curricular activities maintaining clear standards around gender issues and harassment
- Giving occasional pats on the back, shoulder or arm
- Exercising good judgment on whether and under what circumstances to touch students, with sensitivity to individual student preferences and cultural norms
- Referring serious student problems to appropriately trained professionals
- Notifying school administration about suspicions that student has romantic feelings toward staff member
- Using internet, email and electronic communications only for educational purposes or school sponsored events

INAPPROPRIATE Staff / Student Interaction

- Invading personal space; physical proximity that is too close
- Maintaining intense eye contact
- Making comments that are personal or physical in nature or may have sexual overtones (e.g. “you have great legs” --- “you should wear that sweater more often” --- “what big muscles you have”); condoning inappropriate topics for discussion; condoning verbal comments with sexual overtones; flirting
- Communicating between staff and student with implied messages and inside understanding not commonly understood by the general population
- Conversations with students that disclose personal and confidential information so that the student becomes the confidant of the adult; staff revealing personal information that could make student uncomfortable; adult rather than student becoming the focus of conversation
- Spending time alone with student in conferences beyond educational expectations; meeting with students off campus
- Maintaining staff/student relationship outside of school events (e.g., taking a student to lunch off site, giving gifts, participating in outside social activities, transporting a child alone and/or in a private vehicle, or receiving/sending personal communication)
- Covering for or providing excuses for particular students; writing passes repeatedly for favored students to cover tardies or absences
- Leaders of extracurricular and co-curricular activities encouraging atmosphere of loose and inappropriate boundaries around gender and harassment issues
- Giving shoulder massages, lingering touches, squeezes; requesting affection, hugs or kisses; touching private parts of bodies
- Touching students who may misinterpret the touch due to individual circumstances, cultural standards or developmental stage
- Acting as helpers for serious student problems in circumstances where appropriate training in effective advising or counseling is warranted
- Failing to notify administration about suspicions that student has romantic feelings toward staff member
- Frequently conversing with students via electronic communication; discussing personal issues with students via text messaging, social networking web sites, email, etc.