



# Bear Valley Unified School District

## **District Expectations of Appropriate Professional Conduct**

All substitute employees, volunteers, student workers, and university tutors/observers are expected to conduct themselves in an appropriate manner with students at all times. Interactions and communication with students should be professional, courteous, and for educational purposes at all times. All persons working with students in the Bear Valley Unified School District are expected to establish and maintain appropriate boundaries in their interactions with students inside and outside of the classroom. Below please find rules for working with students as related to physical and emotional boundaries, social media and electronic communication.

### **Rules Regarding Professional Boundaries**

- You shall not be alone with a student behind closed/locked doors;
- You shall not ask students to run your personal errands;
- You shall not transport students without proper authorization/district approval;
- You shall not share your personal problems/stories/information with or in the presence of students;
- You shall not invite students to your home, unless it is a school sponsored extracurricular activity, authorized by a District administrator, that is appropriately supervised;
- You shall not meet students in off-site locations without a parent/guardian being present;
- You shall not exhibit behaviors which may be viewed as favoring one student over others;
- You shall not use innuendos that may be suggestively interpreted when talking with students or staff;
- You shall not tell inappropriate jokes, make inappropriate comments about others, or use profanity with students or in the presence of students.
- Student records and staff discussion about students shall remain confidential.

### **Rules for Social Media (Facebook, Twitter, Instagram, etc.)**

- You are to use privacy settings to control access and keep your personal accounts private;
- “Friending” students/parents on social media sites is strongly prohibited;
- Be cognizant of your own online identity. Personal posts/pictures may not be appropriate for students to see;
- Be aware that anything posted on the internet could be subject to public viewing and republication by third parties without your knowledge;
- Be careful about pictures you post. Think about the image you wish to present of yourself to colleagues, parents, and students;
- Be cognizant about the language and topics you use on social media sites. Never discuss student information or any other confidential matters.

**I have read and reviewed the above *District Expectations for Professional Conduct* and understand the District may terminate my services at any time.**

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**Print Name**

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**Signature**

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**Date**