

<b>Category:</b>  <b>7000 - PERSONNEL</b>	<b>Policy Number:</b>  <b>7485</b>
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<b>Policy Title:</b>  <b>Staff and Student Interaction</b>	<b>Effective Date:</b>  <b>July 6, 2004</b>
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**School instruction, counseling and other administrative tasks relating to students, which require the presence of students, should be accomplished on school premises within the normal school day. Whenever it becomes necessary for a district employee to meet with a student outside the normal school day, or to conduct instruction outside of the school premises, such work should be accompanied with the written approval of the school principal. District employees should avoid being alone with a single student.**

**After-hour school social activities should, whenever possible, be conducted on school premises. In all cases, the prior written approval of the school principal must be obtained.**

**In the event a school activity requires traveling and the district employees are called upon to drive or otherwise provide transportation, the activity and transportation must be first approved in writing by the school principal and the District Transportation Department. District employees should avoid traveling alone with a single student.**

**The instructor for the home-bound program should arrange to have an adult present or nearby when working with a student at the child’s home or at a care facility. Any tutoring done outside the home or care facility should have the approval of the parents and administrator and should be done on school property or at a school activity when other adults are present.**

**Reference: Policy 6444, “Homebound Student Services”**