

## ADMINISTRATIVE PROCEDURE

### DATING AND SEXUAL RELATIONSHIPS AMONG STUDENTS AND EMPLOYEES, INDEPENDENT CONTRACTORS, AND VOLUNTEERS

4218

Procedure No.

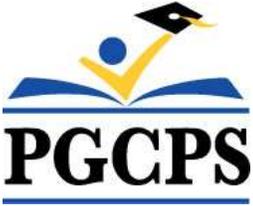
August 27, 2018

Date

- I. **PURPOSE:** The purpose of this Procedure is to state a clear prohibition against dating and sexual relations between **employees, independent contractors, volunteers and students**. As provided below, this Procedure provides a framework of the types of conduct that is deemed inappropriate with students; an opportunity for employees, volunteers and contractors to recognize and correct problematic behavior; and consequences for failing to do so.
- II. **POLICY:** As reflected in Board Policy 4400, employees, independent contractors and volunteers in the Prince George's County Public Schools (PGCPS) are expected to maintain courteous and professional relationships with students. They have a responsibility to provide an atmosphere conducive to learning through the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the student's enrollment in our school system, the perceived consensual nature of the relationship, the location of the activity or whether the employee directly supervises the student.

In addition to disciplinary action, violation of Board Policy 4400 and this Procedure will also result in notification to Child Protective Services; a report to the local police; and a request to the State Superintendent of Schools to suspend or revoke the employee's professional certificate, as appropriate. In addition, contractors and volunteers may be barred from being selected for future contracts and school volunteering, respectively.

- III. **DEFINITIONS:**
  - A. *Dating* includes, but is not limited to, a social appointment, engagement, or occasion - pre-planned or not - between an employee, contractor or volunteer and a student where the purpose is to initiate or continue an intimate relationship for personal pleasure or sexual relations.
  - B. *Employee*, for purposes of this Administrative Procedure, shall include temporary workers, substitute teachers, independent contractors and volunteers.
  - C. *Sexual relations* include, but are not limited to, sexual contact or conduct, in person or through communication, occurring between or involving two or more



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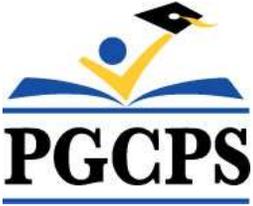
persons. Examples include:

- i. touching or fondling;
- ii. kissing;
- iii. phone calls, written communications (including but not limited to: letters, notes, e-mails, text messages), or visual media of an intimate or sexual nature;
- iv. allowing, permitting, encouraging, or engaging in obscene or pornographic discussion (oral or written), display, or photography;
- v. accepting or giving gifts of a sexual or intimate nature;
- vi. filming or depiction of a child as prohibited by law;
- vii. communications that include intentional sexual innuendoes;
- viii. any kind of sexual penetration, sexual molestation, sexual exploitation;
- ix. sexual intercourse; and
- x. Any other conduct that is specifically prohibited by law.

D. *Student* includes students who currently attend PGCPS and students who attend any other school system.

#### IV. **PROCEDURES:**

- A. PGCPS employees shall not date or have sexual relations with any student, regardless of whether the student is enrolled in our school system or another.
- B. These boundaries must be maintained regardless of the student's age, the student's enrollment in our school system, the perceived consensual nature of the relationship, the location of the activity or whether the employee directly supervises the student.



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### V. MONITORING AND COMPLIANCE

#### A. Training

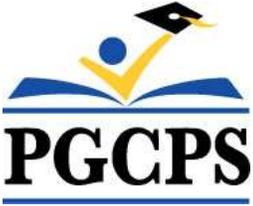
1. All PGCPS employees will complete the SafeSchools training module that addresses this Procedure at the beginning of each school year.
2. Additionally, Principals and/or Supervisors shall review this Procedure with employees mid-year of each school year.
3. The Division of Human Resources will review this Procedure as part of the on-boarding process for those employees who start work with Prince George's County Public Schools.

#### B. Enforcement

1. A violation of this Procedure will result in disciplinary action, which may include written reprimand, suspension, or dismissal. Additionally, if applicable, a request may be made to the Maryland State Department of Education to suspend or revoke the employee's professional certificate.  
  
Child Protective Services and local police shall also be notified as appropriate.
2. Any employee who possesses knowledge or evidence of possible violations of this Procedure must immediately inform his or her supervisor, school principal or appropriate school administrator.
3. All employees who have reason to suspect child abuse shall immediately report the suspected abuse in accordance with Administrative Procedure 5145. Employees shall be disciplined for failing to make such reports.
4. Employees are prohibited from providing a recommendation of employment for an employee or contractor that the individual, school or school system knows or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.

### VI. RELATED POLICY AND PROCEDURES:

Board Policy 4400, Inappropriate Relationships between Students and Employees, Volunteers and Contractors;



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Administrative Procedure 4219, Inappropriate Interactions Among Students and Employees, Independent Contractors and Volunteers;  
Administrative Procedure 5145, Reporting Suspected Child Abuse and Neglect.

- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Office of General Counsel and will be updated as needed.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** This procedure supersedes the version dated August 8, 2017.
- IX. **EFFECTIVE DATE:** August 27, 2018