



FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT
Human Resources Department

520 Fifth Avenue Fairbanks, Alaska 99701-4756 (907) 452-2000
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www.k12northstar.org



MEMORANDUM

DATE: September 8, 2021
TO: All Staff
FROM: Ivory McDaniel-Ilgenfritz, Executive Director of Human Resources
SUBJECT: 2021-2022 Safety Requirements for Student and Staff Safety

All District employees play a vital role in ensuring that our students receive an excellent and equitable education in a safe and supportive environment. The Human Resources Department would like to provide you information in relation to student safety, to include policies, regulations and guidance.

All employees are required to review and abide by the expectations set forth in this memorandum.

Professional Conduct Guidance

[Policy 543](#) *Conditions of Employment - Ethical and Professional Conduct*²

[Policy 614.3](#) *Duties and Responsibilities of Teachers - Ethical and Professional Conduct* **

[Professional Teaching Practices Commission Code of Ethics](#)

This code sets forth the ethics certificated staff must follow. The ethical standards that fulfill staff's obligation to students are the standards the district expects for **all staff dealing with students**. School Board Policy 543, *Conditions of Employment - Ethical and Professional Conduct*, adopts the definition of professionalism as a standard for **all employees**.

Student and Staff Boundaries Guidance

[Defining Staff-Student Boundaries Flyer](#)

This document is a joint publication of the district's Employment and Educational Opportunity (EEO)/Affirmative Action Office, the Education Support Staff Association (ESSA) and the Fairbanks Education Association (FEA). **All staff** are expected to follow these guidelines for appropriate interactions with students.

[Policy 1052.12](#) *Student Disciplinary Actions – Disciplinary Consequences – Simple Discipline - Corporal Punishment*

Child Abuse and Neglect Mandatory Reporting

[Reporting Abuse Flyer](#)

School Board Policy 1065 directs all school district personnel to strictly adhere to the state law mandating report of suspected child abuse or neglect to the Office of Children's Services.

If the harm appears to be the result of a suspected sex offense, a report must be made to both the Alaska Office of Children's Services (OCS) and the nearest law enforcement agency.

[Policy 1065](#) *Student Welfare - Reporting Child Abuse and Neglect* *Under Review 2020-21 School Year: New Legislation*³

[Policy 1065.1](#)³ *Student Welfare – Reporting Child Abuse and Neglect - Staff Reports*

[Policy 1068](#) *Student Welfare - Erin’s Policy for a Child Sexual Abuse Prevention and Education Program*

Electronic and Social Media Use Guidance

[Policy 811.2](#) *Employee and Volunteer Use of Electronic and Social Media Communications - Policy*

Equitable Treatment in the Workplace Guidance

[Policy 130](#) *Nondiscrimination* *REVISED June 2021*

[Policy 131](#) *Harassment* *REVISED June 2021*

[Policy 131.2](#) *Title IX* *REVISED June 2021*

[Administrative Regulation 130.2](#) *Nondiscrimination - Gender Identity* *REVISED June 2021*

Title IX Guidance

Title IX & FERPA Flyer

This flyer sets forth the exception to FERPA when a Title IX matter is involved. In cases where there is a Title IX investigation, information that would otherwise be protected under FERPA may be shared to comply with Title IX.

Please use the following contacts should you have any questions or concerns:

Employee Relations Specialist
907-452-2000 ext 11395
labor.relations@k12northstar.org

EEO Officer/Title IX Coordinator
907-452-2000 ext. 11466
eeo@k12northstar.org

Executive Director Human Resources
907-452-2000 ext. 11396
human.resources@k12northstar.org

Attachments:

Defining Staff and Student Boundaries

Reporting Abuse

Title IX and FERPA



DEFINING STAFF AND STUDENT BOUNDARIES

It is important that staff members understand the difference between appropriate and inappropriate interactions while around students.

Appropriate interactions are those that create a safe environment in which students are allowed to grow, learn, seek help in solving problems and conflicts, and develop social skills. Inappropriate interactions cross the boundaries between student and adult and instead create a relationship that becomes peer-to-peer rather than adult-to-child.

Staff members who have frequent one-on-one contact with students or who assist in extracurricular activities with students can be at risk for inappropriate interactions or inadvertently become the subject of allegations of inappropriate relationships with students. The expanding access to, and use of, technology and social media as an informal and mobile communication tool may lead to inappropriate interactions.

The examples shown below may help you to determine when appropriate interactions can begin to cross the line from appropriate to inappropriate.

Appropriate Interactions	Inappropriate Interactions
Maintain appropriate personal space	Invade personal space or engage in physical proximity that is too close
Maintain reasonable eye contact	Maintain intense eye contact
Appropriate comments regarding academic environment and school social activities	Comments that are personal or physical in nature, <i>i.e.</i> , “you have great legs,” “you should wear that sweater more often,” “what big muscles you have,” or any comments that may be perceived as having sexual overtones or being flirtatious
Student aides assigned duties appropriate to the academic environment	Student aides assigned duties to meet personal needs of staff members
Student-staff communication appropriate and under-stood by general population	Student-staff communication has implied messages or an inside understanding not commonly understood by general population; “inside jokes”
Conversations with students support learning and growth for the student; the student’s perspective is the focus of the conversation	Conversations with students disclose personal and confidential information so that the student becomes the confidant of the adult; staff member reveals personal information that could make student uncomfortable; adult becomes the focus of the conversation
Appropriate use of student conferences in a manner consistent with educational purpose	Pattern of spending time alone with student in conferences that lack any education purpose or other activities beyond educational expectations
Student-staff relationship centered on academics, school events and activities	Student-staff relationship maintained outside school events, manifested by taking students to lunch, gift giving, outside social activities, rides home or receiving or writing personal notes
Maintain fair and equal treatment of all students with occasional exceptions that are centered around academic achievement	Pattern of covering up for or providing excuses for particular students, writing passes repeatedly for favored students to cover tardies or absences, making exceptions for students that are not academic-centered
Leaders of extracurricular and co-curricular activities maintain clear standards around gender issues and harassment	Leaders of extracurricular and co-curricular activities encourage atmosphere of loose and inappropriate boundaries around gender and harassment issues
A pat on the back, shoulder or arm	Shoulder massage, lingering touches, squeezes, requesting affection; hugs, kisses or invitations to “give me a hug,” “give me a kiss;” touches on private parts of bodies
Exercising good judgment on whether to touch students and/or under what circumstances; sensitive to individual preferences and cultural norms	Touching students who may misinterpret the touch due to individual circumstances, cultural standards or developmental stage; not respecting a student’s stated boundaries
Referring serious student problems to the appropriately trained professional	Staff members acting as helpers for serious student problems in circumstances where appropriate advising or counseling is warranted
Parent approves of the interaction	Parent objects to or questions the appropriateness of the interaction
Communications via technology or social media related to instruction or a school-sponsored activity and sent to or accessible to the entire class or extra-curricular group	Social media or other electronic technology communications that reveal personal information, or are directed at individual students; “friending” students or “direct messaging” students



REPORTING ABUSE

School District teachers and administrative staff members are **required by law¹** to report suspected child abuse or neglect to OCS when they have reasonable cause to suspect it has resulted in harm to a child.

- *Child Abuse or Neglect:* the physical injury or neglect, mental injury, sexual abuse, sexual exploitation, or maltreatment of a child under the age of 18 by a person under circumstances that indicate that the child's health or welfare is harmed or threatened thereby
- *Mental Injury:* an injury to the emotional well-being, or intellectual or psychological capacity of a child, as evidenced by an observable and substantial impairment in the child's ability to function
- *Neglect:* the failure by a person responsible for the child's welfare to provide necessary food, care, clothing, shelter, or medical attention for a child

School Board Policy 1065 directs all school district personnel to strictly adhere to the state law mandating report of suspected child abuse or neglect.

If the harm appears to be the result of a suspected **sex offense²**, a report must be made to **both** the Alaska Office of Children's Services (OCS) **and** the nearest law enforcement agency.

Office of Children's Services

751 Old Richardson Highway, Ste. 300
Fairbanks, Alaska 99701
Telephone: (907) 451-2650
Fax: (907) 451-2616
Email: hss.ocsnrointake@alaska.gov

Child Abuse Hotline: 1-800-478-4444
Email: reportchildabuse@alaska.gov
Fax: 907-269-3939

Nearest Law Enforcement Agency: [IOCS MAP](#)

Alaska State Troopers: (907) 451-5100
Eielson Air Force Base 354 Security Force: (907) 377-5227
Fairbanks Police Department: (907) 450-6500
Fort Wainwright Directorate of Emergency Services: (907) 353-7535
North Pole Police Department: (907) 488-6902

FAIRBANKS EDUCATION ASSOCIATION
2118 South Cushman Street
Fairbanks, AK 99701
Phone: (907) 456-4435

**FAIRBANKS NORTH STAR BOROUGH
SCHOOL DISTRICT**
520 FIFTH AVENUE
FAIRBANKS, AK 99701-4756
PHONE: (907) 452-2000
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EDUCATION SUPPORT STAFF ASSOCIATION
2118 South Cushman Street
Fairbanks, AK 99701
Phone: (907) 456-4435

¹ AS 47.17.020

² A "sex offense" is any criminal offense that involves unlawful sexual conduct. In Alaska this includes sex trafficking, sexual assault, sexual abuse of a minor, incest, online enticement of a minor, unlawful exploitation of a minor (child pornography), indecent exposure
Updated 8/2021

OFFICE OF EMPLOYMENT AND EDUCATIONAL OPPORTUNITY

Title IX and FERPA

FERPA stands for the “Family Educational Rights and Privacy Act.” FERPA is a federal law that protects the privacy of student education records, such as discipline and grades. This means that a student’s education record cannot be shared with anyone without their consent, or the consent of their parent/guardian if the student is under 18 years old.

However, one law does trump FERPA – Title IX. Title IX is a federal law that prohibits discrimination on the basis of sex, which includes sexual assault and sexual harassment. In the event a student becomes a party to a Title IX case, information about that student that would otherwise be protected under FERPA *may* be shared under Title IX *to the degree required to comply with Title IX*.

This does not mean that everything about a student involved in a Title IX case is shared. It simply means that if compliance with Title IX mandates a sharing of a particular student record, the sharing of that record is *not* a violation of FERPA.

Example:

Student A sexually assaults Student B and is expelled for this behavior.

Typically, the fact that Student A is absent from school due to this behavior would not be shared with Student B as it violates FERPA. However, under Title IX, Student B has the right to an education free of sexual assault, which can only happen if they know there will be no contact between themselves and Student A.

In this circumstance, Title IX would require that Student B be alerted that Student A will not be in school for the foreseeable future. Student B would not need to specifically know that Student A was “expelled,” or what efforts, if any, Student A has made/is making to return to school. Likewise, Title IX would require that Student B be alerted if and when Student A returns to school, but not necessarily what efforts Student A engaged in to return.

If you have any questions, please contact:

Employment & Educational Opportunity Officer

Phone: (907) 452-2000 ext. 11466.

Email: eeo@k12northstar.org