

Guidelines for Maintaining Appropriate Boundaries Between ANA Cadets and ANA Employees, Volunteers & Employees of Contracted Service Providers

In addition to the prohibited behavior described in the ANA Anti-Harassment Policy, ANA employees, volunteers, and employees of contracted service providers:

- Should not engage in any type of behavior that might have the appearance of impropriety if observed by others.
- Should not discipline Cadets in any physical manner.
- Should not be alone with a Cadet in a Cadet's room with the door closed.

It is expected that ANA teachers will meet with their students for educational purposes outside of the classroom time and that some of those meetings will involve one-on-one meetings in their offices. TAC Officers and Guidance Counselors may also need to meet privately with a Cadet. Whenever possible, these meetings should occur with the door open. If the circumstances require the door to be closed because additional privacy is needed, the meeting should be in a room with a window in the door that should remain uncovered and the door to the room should remain unlocked.

General Examples of Excessive Familiarity

- Should not lavish inappropriate attention on a particular Cadet, including giving gifts.
- Should not converse with Cadets about the Cadet's sexual lives except for an educational, health, or safety-related purpose, nor should they reveal details of their own sexual lives or romantic relationships to Cadets.
- Should not reveal other inappropriate details about their personal lives to Cadets.
- Should not inappropriately "hang out" with Cadets outside of the Academy or spend an inordinate amount of time "hanging out" with them even inside the Academy. Adults at ANA should always remember that they are not the Cadets' "friends" and should therefore not be engaging in peer-like behavior with the Cadets, blurring the lines between adults and Cadets.
- Should not email Cadets from their personal accounts. All email communication with Cadets should be related to Academy business and be professional in tone and content to anyone, Academy administrator or Patron, who might view such communication.
- Should avoid texting with Cadets unless absolutely necessary for an Academy-related purpose.
- Should not call Cadets on their cell phones, nor take calls from Cadets unless related to Academy business.
- Should not be Facebook "friends" or form other similar social media connections with Cadets' personal social media accounts.
- Should not provide alcohol or drugs to a Cadet, nor permit one to drink or use drugs in their presence, except where medications have been prescribed.
- Should not have extended affectionate physical contact or hugging with a Cadet. Any such contact should be limited to a supportive, congratulatory, or quick hug, arm squeeze, or pat on the back. Patting of the buttocks with a hand even in an athletic context is prohibited.
- Should not engage in physical horseplay, wrestling, roughhousing, or other inappropriate games.

- Should not direct a Cadet to keep a secret from, or not share information with, his parents or other ANA employees.
- Should not allow Cadets to ride in the adult's personal cars except to transport them for official Academy functions and then only with the prior permission of the Commandant or the Director of Transportation and the Cadet's parent/guardian. In addition, ANA employees, volunteers, and employees of contracted service providers should not ride in students' cars.
- *Per the Employee Handbook:* "Employees are cautioned about inviting Cadets into their homes. This can become an extremely sensitive issue even with the best intentions in mind. Permission to conduct a home visit must be approved in advance by the responsible Commandant and their Division Chief. At a minimum, the following conditions must be met. Failure to comply with this provision could result in disciplinary action up to and including termination. The adult extending the invitation must get written approval from the following individuals: Immediate supervisor; Commandant; Patron/guardian. The Cadet must check out at the Operations Office before leaving campus. The family unit must be present during the Cadet visit. For unmarried staff members, two adults must be present. At least two Cadets and two adults must be involved in the visit. Under no circumstances may a single adult entertain Cadets in his/her home without a second adult being present. The host must have a copy of the "Consent to Treat Form." Illness and injury must be reported to the Operations Office or Health Center immediately upon the Cadet's return to campus, if appropriate. The use of alcohol in the presence of Cadets is NOT authorized. **Exceptions to these guidelines** may be granted in writing only by approval of the President.

Overnight Trips

- During overnight trips, should not be alone with a Cadet in his room, should sleep in a separate room, should not invite a Cadet to sleep in their room, and should not be inside a Cadet's room when the Cadet is changing or sleeping.
- Cadets may be woken up by loudly knocking on their doors or calling out to them and should not be awaked by making physical contact with them.
- Should not appear unclothed or in their underwear in front of a Cadet. Thus, on overnight trips, employees and volunteers should not walk around outside of their sleeping quarters unclothed or in their underwear.

Information that a boundary may have been crossed that comes to the attention of ANA employees, volunteers, or employees of contracted service providers must be followed up upon whether that information comes to their attention as a result of a direct complaint made them or is obtained in some other manner, such as by another Cadet telling them or overhearing Cadets talking. Oftentimes, boundaries are crossed inadvertently and require nothing more than a reminder to the offender to maintain such a boundary in the future. Other times, the crossing of a boundary is indicative of a more serious problem and indeed may indicate an inappropriate relationship. Thus, there is a need for ANA employees, volunteers, and employees of contracted service providers to always follow-up upon hearing of the possible crossing of a boundary between an ANA employee and an ANA Cadet. The employee should bring this information to the attention to one of the reporting choices in the Anti-Harassment Policy, to wit: 1) the Athletic

Director, 2) Director of Counseling, 3) Commandant, 4) Dean of Academics, 5) Director of Human Resources, 6), Chief of Staff or 7) President.

If the report is made to anyone other than the Chief of Staff or President, then both those individuals should be informed about the existence of such report and they will be responsible for deciding how it should be addressed with the employee who was thought to have crossed the boundary line.

If the Chief of Staff or President is the person suspected of crossing the boundary guideline, then such report should be made to the other top administrator and the Chairman of the Board of Trustees.

These boundary guidelines are not applicable if the ANA employee, volunteer, or employee of a contracted service provider is the **parent, guardian, or sibling** of the student in question.

Finally, it should be acknowledged that there may be exceptional circumstances in which it would not be appropriate to cross one of the boundary lines set above. Should any ANA employee, volunteer, or employee of a contracted service provider ever feel that a situation has arisen that calls for or justifies deviation from the boundaries set out above, he or she must bring the situation to the attention of the Chief of Staff or President and obtain permission from such individual before deviating from the boundary guidelines set out above. If permission is granted by either of these top administrators, he must document such action by sending an email to the other top administrator detailing the facts and circumstances that led him to grant permission for the deviation.