

Set Office Hours

- Post them on the website, your email signature, anywhere people may look to contact you

Set clear boundaries

- Maintain a professional distance
- Provide emergency numbers and resources on school website

Use school provided communication

- Never use your personal email, only use your school email
- If you need to call a student or a parent use *67 or a Google Voice number
 - Unless it's a crisis situation, use your best judgment

Have a safety protocol in place

- WRITE IT DOWN
- You are still responsible for calling parents, even if protocol has you calling a mental health agency
- If you can't reach parents, local police will do a welfare check

Keep FERPA in mind during all your communication

Don't go rogue

- Follow district policy, advocate where needed for changes

It is nearly impossible to ensure confidentiality in an online setting

- Talk with students and parents about what this means and how it will affect online sessions