

6 STEPS CHECKLIST

1. District Policies and Procedures: Best Practices for Safe and Appropriate Boundaries

- Adopt or update your Board Policy from CSBA's (California School Boards Association) Sample Board Policy: 4119.224/4219.24/4319.24 Personnel.
- Include in your Administrative Regulation District-wide safe and appropriate boundaries for adult-to-student and student-to-student interactions.
- Include training requirements in the policy as well as criteria for establishing a qualified trainer at the district.
- Consider the Model Code of Educator Ethics as a guidance document.

2. Screening & Hiring of Employees and Volunteers

Establish recommended District-wide hiring practices to include;

- Complete required fingerprinting/Department of Justice criminal background checks,
- Conduct employment history reference checks with prior districts specifically related to sexual misconduct claims and disciplinary action,
- Review any action taken against a teaching certificate in any of the 50 states, and
- Adopt recommended interview questions that address an employee's use of safe and appropriate boundaries.

3. Training and Awareness

Employees:

- Ensure all employees are assigned and have completed training on District-wide safe and appropriate boundaries for adult-to-student and student-to-student interactions.
- Require this training annually of every district employee and volunteer.
- Ensure trainers conducting group training are qualified to train on the subject matter.
- Provide a variety of awareness materials to all employees via multiple media channels such as email, written and electronic newsletters, and website pages.

Students & Parents:

- Educate students & parents on the importance of understand and respecting safe and appropriate boundaries.

4. Reporting

- Adopt an electronic reporting tool with anonymous reporting capability to ensure that anyone can report misconduct at any time.
- Identify a district coordinator to oversee all reports and investigations. Title IX Coordinator or Uniform Complaint Procedure Coordinator are possible candidates.
- Ensure all reports are handled according to the best practices Response to Reports and District Policy for investigation.

5. Investigation

- A District coordinator, has been established to oversee all reports and investigations. The District coordinator will review every report received to ensure that best practices are being followed with regards to investigation.
- When a report is made concerning a possible policy violation or an allegation of serious misconduct, the District coordinator in coordination with the site supervisor, shall conduct a prompt initial investigation according to the District Policy for investigations. The investigation shall include a review of the full history of concerns relating to the subject of the concern/complaint.
- Any report that identifies a student or students as possible victims will warrant a third-party investigation process led by professionals to remove all bias and ensure a thorough and fair investigation.
- Investigations will be completed in a timely fashion with recommendations made for any necessary employment action, including specialized training when misconduct is not present, but appropriate boundaries have not been maintained.
- Law Enforcement Investigation:** When law enforcement has begun an investigation of an incident, all district investigations are conducted with legal counsel and in cooperation with law enforcement.

6. Response

- Communication:** Identify or establish protocols for how the district will communicate with families and communities in the event of an incident to ensure transparency, yet maintain privacy as required.
- Disciplinary Action:**
 - All School Adults are disciplined up to and including termination and/or legal action, for noncompliance with the District policy on safe and appropriate boundaries.
 - A volunteer, student teacher, independent contractor or a School Adult employed by an independent contractor who violates this policy will be prohibited from working or serving in District Schools and programs for an appropriate period of time or permanently, as determined by the Superintendent or designee.