

## PREVENT

**Update** school procedures and ensure they reflect guidance on expected adult conduct. Be sure to address behaviors and actions that may constitute *sexual misconduct* including:

- Any conduct that would amount to sexual harassment under Title IX, including:
  - sexual comments, jokes, or gestures
  - showing sexual pictures or other content of a sexual nature unrelated to approved health curricula
- Any conduct that would amount to sexual abuse of a minor person under state criminal codes including:
  - encouraging a child to engage in prostitution or other sexual activity
  - participating in pornographic photography, video production, or related exploitation
- Any sexual relationship with a student, former student under 18, or a student with disabilities that would prevent consent.

**Know** and clarify adult behaviors by understanding job requirements, standards, and safeguards to ensure that behaviors and context\* are appropriate and understood.

**\*Context:** Many situations and job descriptions require close personal contact with children and may fall into questionable or inappropriate adult behavior. To protect yourself and your students, the activity should not be done in secret. It should be agreed upon as an acceptable standard of practice and related to your professional responsibilities.

## PREPARE

**Train** all staff on the *phases of exploitation* and *socially skilled child molesters* in order to recognize inappropriate behaviors and suspected sexual misconduct.

**Know** how to document concerns about questionable incidents. **Understand** the district's reporting requirements and procedures.

### Phases of Exploitation

1. Trolling and Testing
  - Abuser identifies vulnerable child
2. Grooming
  - Behavior crosses from questionable to inappropriate
3. Exploiting and Lulling
  - Sexualized behaviors
  - Activities designed to keep the relationship ongoing and undiscovered

### Socially Skilled Child Molesters

Socially skilled child molesters may be found in any environment where youth frequent. They can be extremely charming and helpful in order to gain insider status and access to their victims. Other supervising adults often do not suspect their motives, even if inappropriate behaviors are seen. This is often referred to as “*grooming the adults*”.

## RESPOND

### Reporting Suspected Misconduct

All sex offenses, whether committed by or against a minor, are extremely serious and must be handled in an appropriate and timely fashion. The offenses may take the form of rape\*, indecent liberties, exposure, etc.

(\*Rape is forced sexual intercourse or genital/oral/anal contact whether the persons are of the same or opposite sex.)

1. *Report the adult sexual misconduct complaint to your immediate supervisor. As a mandated reporter, you must also report the incident to local authority (CPS / police). The supervisor's responsibility is to resolve the complaint. All reports are kept CONFIDENTIAL.*
  - A. *The complainant will be fully informed of his/her rights.*
  - B. *An immediate investigation will be thorough, objective, and complete.*
  - C. *Anyone with information on the matter will be interviewed.*
2. *A supervisor, principal, or other district administrator who receives a harassment complaint shall promptly notify the assistant superintendent, personnel services.*
3. *An employee may bypass his/her supervisor in filing a complaint in accordance with Administrative Regulation 4031, Complaints Concerning Discrimination in Employment, if supervisor is the subject of the complaint.*
4. *If the problem persists, report the situation to the assistant superintendent, personnel services.*
5. *If dissatisfied with investigation results, report to the superintendent or file a complaint with Department of Fair Employment and Housing (DFEH) and/or Equal Employment Opportunity Commission (EEOC).*

## RECOVER

**Consider** the emotional and professional needs of the student, family, school staff, and community. Develop a plan to meet the emotional, psychological, educational, and cultural needs of the student, family, and the school community.

**Understand** and prepare the community for the potential outcomes of an investigation:

- Unfounded allegation
- Unsubstantiated allegation
- Substantiated incident

**Additional resources**, support, and referrals are available. For more information, you may contact DFEH at: <http://www.dfeh.ca.gov> or by telephone at (800) 884-1684 or the EEOC at: <http://www.eeoc.gov> or by calling the EEOC, San Diego Area Office at (800) 669-4000.

### Important District Numbers

**Personnel Office: 760 771-8695**

**Security: 760 771-8645**

### Your Legal Rights

**Refer to the School Board Policy 4119.11 and AR 4031**

Information will be disseminated to the school community on a limited “need to know” basis during an investigation.

Desert Sands Unified School District is dedicated to ensuring and maintaining a safe, healthy, and secure environment for all our students, staff, parents, and volunteers. All adults in the school setting share the responsibility of creating and maintaining a safe environment. It best serves students to learn and grow in a climate that is friendly and caring. Appropriate touch can be a great way to show support and appreciation for our students.

It is critical that all school personnel know and understand appropriate behaviors. Knowing and understanding appropriate adult conduct is critical to **prevent** incidents or allegations of sexual misconduct.

School staff need to be **prepared** to recognize questionable behavior and **respond** appropriately if sexual misconduct is suspected. By working together, the school community can **recover** following an incident or allegation of sexual misconduct.

The guidelines in this brochure are a resource for all school personnel in carrying out their professional responsibilities in the classroom, and when providing extra curricular and enrichment activities.

### Cultural Awareness

Remember to keep in mind the cultural perspective and personal context of touch from the student's perspective. Cultural influences, beliefs, and personal history affect a student's comfort level regarding personal boundaries. Some children do not welcome touch....respect their wishes.

### Behavioral Guidelines Governing Adult-Student Interactions

- Green Light Behaviors - *Keep doing these things!*
  - Make humorous and friendly comments
  - Compliment without being overly personal
  - Offer assistance
  - Talk to all students in a consistent manner
  - When alone with a student, make sure the door to the room is open and ensure you are in plain sight
  - Treat all students in a consistent manner
  - Do not spend a majority of your time with one student or a single group of students
  - Touch all students in a consistent manner
  - Touch in safe areas only: head, shoulders, upper back, arms, and hands
  - Educate all students and parents about sexual misconduct, using approved developmental, cultural, and socially appropriate materials
- Yellow Light Behaviors - *These may be misconstrued and should be eliminated*
  - Singling out students for favors
  - Sending overly personal cards, notes, e-mails, or yearbook inscriptions
  - Teasing that references gender or contains sexual innuendo
  - Making sexist comments
- Red Light Behaviors - *These are inappropriate unless specifically part of an educational or counseling program*
  - Frequent touching of student
  - Comments about student's body
  - Being alone in a locked room with student
  - Talking about student's sexuality
  - Meeting students in the community
  - Lap sitting for students beyond second grade
  - Inappropriate online socializing



**DESERT SANDS UNIFIED SCHOOL DISTRICT**

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WWW.DSUSD.US**

*The mission of the Desert Sands Unified School District, a dynamic system of challenging educational choices, is to ensure every student develops the knowledge, skills and motivation to succeed as a productive, ethical, global citizen by assuring equal access to learning provided by caring, committed, collaborative staff working with our families and extended partnerships.*

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## Adult Sexual Misconduct: Prevention and Management



### Keeping the School Community Safe:

**Guidelines for District and School Staff, Volunteers, and Community Partners**



**DESERT SANDS UNIFIED SCHOOL DISTRICT**