

ABUSE PREVENTION BEST PRACTICES

General

- Adopt and enforce staff/student code of conduct (boundaries).
- Ensure the district has an appropriately trained Title IX Coordinator. This Coordinator must have the authority to carry out their responsibilities.
- Establish a clearly defined Mandated Reporting process as well as who to report to if suspected boundary violation occurs.
- Conduct Mandated Reporter and Boundary Invasion training and all related courses for all staff. Ensure all staff are familiar with the district's policies and procedures.
- All staff must comply with their mandated reporter responsibilities even if the minor victim asks them not to!
- Educate and empower students to respect healthy boundaries.
- Conduct background checks on every prospective employee; utilize NASDTEC Clearinghouse.
- Utilize a visitor screening system for all visitors that come on campus.
- Do not allow visitors that have not had a background check to roam campus unsupervised.
- Site administrators should conduct random classroom checks/campus walkabout.
- Lock down isolated areas when not in use. Ensure appropriate supervision when they are in use.
- Conduct quarterly site safety meetings and include abuse prevention as a topic. Add abuse prevention to regular staff meetings. Keep it in the forefront of everyone's mind. Reinforce priority, policy, and protocols. Discuss concerns & answer questions. Deliver training and resources.
- Develop a supervision plan for less populated and/or vulnerable areas at each school site. Make sure it outlines the areas and the inspection requirements for each. Change the routine periodically so as not to be predictable.
- Regularly and actively assess behaviors of staff and students. Look for inappropriate behaviors and signs of abuse.
- Staff appropriately for effective supervision during all school and district-sponsored activities and events.
- Do not allow "closed doors" outside of class time.
- Never be alone with a student, particularly when a student is requiring personal services, such as toileting. At least two adults should be present at all times.





Maintaining Appropriate Adult-Student Boundaries

- Do not single out a particular student for continuous personal attention and friendship.
- Do not exchange personal gifts, cards, or letters.
- Do not use personal terms of endearment, pet names, or any other unprofessional language.
- Do not maintain personal contact with a student outside of school by phone, email, instant messenger or Internet chat rooms, or social networking websites, beyond homework or other legitimate school business without including the parent/guardian.
- Do not post students' images or other personally identifiable information of students on an adult's personal website or social media account.

- Avoid physical contact with students without a legitimate educational purpose.
- Keep your hands where they can be seen.
- Do not socialize or spend time with students outside of school-sponsored events or organized community group activities. This includes, but is not limited to, activities such as going out for beverages, meal or movies, shopping, traveling, recreational activities, and/or visiting the student's home.

Appearances of Impropriety

- Avoid being alone with an individual student out of the view of others.
- Do not invite or allow individual students to visit a staff member's home.
- Do not remain on campus alone with any student after the last administrator leaves the school site.
- Do not visit a student's home unless home visits are a required and expected duty of the staff member.
- Avoid pulling students out of their regularly scheduled program activities, unless necessary & with prior approval

If unavoidable, these activities should be preapproved by the appropriate administrator. If not pre-approved, the adult should report the occurrence to the appropriate administrator, as soon as possible.

Electronic Communications

- Adults shall not maintain personal contacts with a student outside of school by phone, letter, electronic communications, or other means without including the parent/guardian and/or school principal.
- Use District email or applications (e.g. Remind), and authorized devices when communicating electronically with students.
- Adults should not give out their personal phone numbers to students.
- Adults shall not exchange digital communication with students for any reason through use of a medium that is designed to eliminate all traces or records of the communications (e.g. "Snapchat").
- All electronic communications shall be sent in a single communication to all participating students, except for communications concerning an individual student's medical



or academic privacy matter; in which case the communications will be copied to the student's legal guardian and/or school principal.

- Adults should not follow or accept requests from current students or non-adult former students to be friends or connections on social networking site.
- Do not create or participate in any networking site for communication with students other than those provided by the District.

Boundary Violations That Should be Subject to Disciplinary Action

- Dating, courting, establishing, or attempting to form a romantic or sexual relationship with any student, regardless of the student's age.
- Prohibited romantic or sexual interaction involving students includes, but is not limited to:
 - Sexual physical contact
 - Romantic flirtation, propositions, or sexual remarks
 - Sexual slurs, leering, epithets, sexual, or derogatory comments
 - Personal comments about a student's body
 - Sexual jokes, banter, innuendo, notes, stories, drawings, gestures, or pictures
 - Spreading sexual or romantic rumors
 - Touching a student's body or clothes in a sexual or intimate way or in a manner that is not age appropriate
 - Restricting a student's freedom of movement in a sexually intimidating or provocative manner
 - Displaying or transmitting sexual objects, pornography, pictures, or depictions to a student
 - Any type of conduct that would be considered harassment under Board Policy
 - Furnishing alcohol, drugs, or tobacco to a student, or being present where any student is consuming these substances
 - Disclosing personal, family, employment concerns, or other private matters to one or more students
 - Taking a student off campus alone
 - Giving a student a ride, alone in a vehicle in a non-emergency situation without prior notification to and/or approval from the school principal as described above
 - Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations
 - Making threats of harm to any person to ensure student silence on any issue



Exceptions

- Emergency actions necessary to prevent or mitigate imminent threat to health and safety of student or others.
- Assisting an injured student.
- Assisting a student with special needs who requires assistance with toileting or other physical assistance, if within your job description.
- Appropriate coaching instruction.
- Pre-existing personal relationship between an adult and a student's family that exists independently or prior to the adult's position with the District (e.g., when their children are friends). These best practices are not intended to interfere with such relationships or to limit activities that are normally consistent with such relationship. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.
- Civic, religious, athletic, scouting, or other organization and programs whose participants may include District students. These best practices are not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.



Abuse Prevention - KSS Course List

Micro-Learning Vignettes

Intro to Child Abuse	3 min.
Grooming Part 1 (Elementary/Middle/High)	5 min.
Grooming Part 2 (Elementary/Middle/High)	5 min.
On-Site Isolation Boundaries Part 1	4 min.
On-Site Isolation Boundaries Part 2	3 min.
On-Site Behavior Boundaries Part 1 (Elementary/Middle-High)	4 min.
On-Site Behavior Boundaries Part 2 (Elementary/Middle-High)	4 min.
Off-Site Behavioral Boundaries	6 min.
Off-Hours Boundaries (Elementary/Middle-High)	5 min.
Electronic and Social Media Boundaries	4 min.
Gift Boundaries (Elementary/Middle/High)	4 min.
Student-Student Boundaries (Elementary/Middle-High)	8 min.
Boundary Invasion	23 min.
Sexual Misconduct Prevention: Staff-to-Student	35 min.
Mandated Reporter: Abuse/Neglect	44 min.

Additional Required by Title IX Coordinator

Title IX and Gender Equity in Athletics	43 min.
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