



# CHIMACUM SCHOOL DISTRICT

## For All Personnel in Dealing with Inappropriate Behavior by Adults with Students

The purpose of this protocol is to provide all staff members with information to increase their awareness of their role in protecting children from sexual abuse and inappropriate conduct by adults.

### APPLICABLE LAW

Washington state law, RCW 28A.400.317 *Physical abuse or sexual misconduct by school employees* “Duty to report” *Training states that*; A certificated or classified school employee who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee, shall report such abuse or misconduct to the appropriate school administrator...

If you become aware of an adult engaging in behavior with children at school which may be construed as “sexual grooming behavior,” you **must** report the matter immediately to your principal or the District Title IX Officer if the principal is somehow involved in the conduct.

### ADULT-STUDENT BOUNDARIES~CROSSING THE LINE

Friendly	Overly Friendly
Appropriate personal space	Invading personal space – too close
Reasonable eye contact	Maintaining intense eye contact
Appropriate comments regarding academic and social environment	Compliments more personal or physical in nature, i.e. “you have great legs,” “you should wear that sweater more often”; condoning inappropriate topics for discussion; condoning verbal comments with sexual overtones.
Student aides work in a learning environment with duties appropriate to the academic environment	Student aides assigned duties that meet personal needs of teachers
Conversations with students support learning and growth for student – “confidant of the student”	Conversations with students become personal in nature and confidential – “confidant of the teacher”
Appropriate use of student conferences in a manner consistent with educational purpose	Pattern of spending time alone with student in conferences beyond educational expectations
Student-teacher relationship centered on school events and activities	Student-teacher relationship maintained outside school events, taking student(s) to lunch, gifts, outside social activities, consistent rides home or receiving or writing personal notes
Maintain fair and equal treatment of all students with occasional exceptions	Pattern of covering for or providing excuses for special students, writing passes repeatedly for favored students to cover tardies or absences.
Student teacher communication appropriate and understood by general population	Student-teacher communication has implied messages and inside understandings not commonly understood by general population.
Leaders of extracurricular activities maintain clear standards around gender issues and harassment	Leaders of extracurricular activities encourage atmosphere of loose and inappropriate boundaries around gender and harassment issues
A pat on the back, shoulder or arm	Shoulder massage, lingering touches, requesting affection “give me a hug,” “give me a kiss”
Exercising good judgment on whether to touch students or under what circumstances, sensitive to individual and cultural preferences	Touching of students who may misinterpret the touch due to individual circumstances, cultural standards or developmental stage.
	Teachers acting as helpers for serious student problems without appropriate training in effective advising.

This list is not an exhaustive list. If a staff member engages in such behaviors, there may be great cause for concern based on the profiles of educators who became sexual abusers. The bottom line is that such behaviors cross the line from professional and caring into personal and dangerous and with rare exceptions are not acceptable.

**Staff members who observe such conduct must understand that such behaviors are inappropriate and take action, in doing so they protect children, the staff member, and the profession.**

## STAFF DUTIES

Your role in preventing sexual abuse of students is two-fold: first, to avoid engaging in behaviors which could be mistaken for grooming behaviors; and second, to report situations where such behaviors take place.

1. *Do not engage in the behaviors* described above or behaviors like them. Keep your interactions with students on a professional level. Refer students who need emotional or other support to appropriately trained staff such as counselors. Staff can be caring while maintaining an appropriate level of professional decorum.
2. *Report the Concern:* If a staff member observes any adult engaging in the behaviors described above with students, or in other behaviors which raise concerns:
  - a. Inform your principal or the appropriate person at the District Office at your earliest opportunity.<sup>1</sup> Do not wait or mull things over or attempt to determine for yourself whether the behavior you have observed has a plausible, innocent explanation. You may not understand the entire situation, and allowing the conduct to continue could be bad for both the staff member and students.
  - b. DO NOT confront or discuss the matter with the suspected individual. Do not inform the person of your concern, unless it is a situation where immediate intervention is necessary to protect a child.

Maintain confidentiality. Failure to do so may impede official investigations and foster untrue rumors. You owe a legal duty of confidentiality to students on matters which a reasonable person would want to remain confidential. Therefore, you are directed not to tell your concerns to anyone other than the appropriate administrator, Child Protective Services or the police. If approached by anyone other than the appropriate administrator, CPS or the police, or a person conducting an official investigation on behalf of the District, you may not discuss the matter unless otherwise permitted in writing by the administrator in charge of the matter.
  - c. If you desire, and it is possible and appropriate, confidentiality will be maintained about the report to administration.
  - d. Document who you notified, where and when and what you reported for your own records.
3. *RCW 26.44 Mandatory Reporting Duties for Educators:* Washington law requires educators to ensure that a report is made to the proper law enforcement agency of any situation where the educator has reasonable cause to believe that a child has suffered abuse or neglect.

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<sup>1</sup> Make your report to the appropriate administrator, but do not make the report to an administrator who is involved in the conduct in question.

- Failure to make such a report may constitute a gross misdemeanor and be punishable under law.
- Failure to report child abuse may also result in disciplinary action by the District.

Child abuse may include physical injury, sexual abuse, sexual exploitation, or negligent treatment or maltreatment. The report must be made at the educator’s first opportunity, but in no case later than within 48 hours. Generally report intra-family abuse to Child Protective Services (360)379-4330 and other abuse to law enforcement.<sup>2</sup>

Please note that educators must also report the situation to an appropriate administrator and document action which has been taken to the Title IX office.<sup>3</sup>

4. If you observe misconduct between students, you shall take appropriate action to intervene. “They are not my students,” “It’s my lunch time,” “It is the duty monitor’s or principal’s job,” or “I am in a hurry” are unacceptable excuses for not intervening.
5. Any questions about anything related to this process may be referred to your site principal or the following:

**Title IX/RCW 28A.640 Officer:**  
 Mike Raymond  
 PO Box 220, Chimacum WA 98325  
 (360)385-3922 ext. 237

**Title VII Officer:**  
 Mike Blair  
 PO Box 278, Chimacum WA 98325  
 (360)385-3922 ext. 222

Additional information can be found at any of the following external agencies:

Washington State Commission for Human Rights: <http://www.hum.wa.gov/>  
 Director of the Office for Civil Rights, Department of Ed  
<http://www.ed.gov/about/offices/list/ocr/index.html>  
 Department of Health and Human Services: <http://www.hhs.gov/ocr/>

Any student, staff or community member who violates this policy by engaging in conduct defined above that directly or indirectly causes intimidation, harassment or physical harm to another student or staff member, on a school campus or at school activity, will be subject to appropriate disciplinary action.

**Adopted: November 2007**

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<sup>2</sup> District procedures and regulations should be consulted regarding specific requirements for child abuse reporting. See Board Policy 3421.

<sup>3</sup> An appropriate administrator would be your site principal. If for some reason that would seem inappropriate in a given situation, then report to the Title IX Officer at the District Office.