**Step 1. Policy & Procedure:** Best Practices for Safe and Appropriate Boundaries

Adopt or update your Board Policy

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 according to Step 3.

Include reporting requirements and procedures according to Step 4.

**Step 2. Screening & Hiring:** Employees and Volunteers

Establish recommended District-wide screening and hiring practices for employees and

volunteers to include;

 Completing required fingerprinting/Department of Justice criminal background checks,

 Conducting employment history reference checks with prior districts specifically

 related to sexual misconduct claims and disciplinary action,

 Reviewing any action taken against a teaching certificate in any of the 50 states, and

 Adopting recommended interview questions that address an employee’s use of safe and

 appropriate boundaries.

 Considering screening tools that can help identify a high risk for boundary violations, and

 Establishing visitor screening procedures that will limit access to campus and screen

 visitors and contractors against the Megan’s Law database.

**Step 3. Training & Awareness:** Employees/Volunteers

# Employees/Volunteers:

 Ensure all employees and volunteers 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.

**Consider Training Students and Parents:**

 Educate students and parents on the importance of understanding and respecting safe

 and appropriate boundaries.

**Step 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 SAM Allegation Response

 Flow Chart and your District Policy for investigation.

**Step 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 regarding the concern/complaint.

 Any report that identifies a student or students as possible victims will warrant a third-party

 investigation process led by professionals (i.e., Law Enforcement and Child Protective Services) 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.