

# A Friendly Slap?

## The Scenario:

You notice that Ms. Hardy, the track coach, keeps slapping her male students on the rear end. A complaint has never been lodged. She never touches her female students. What do you do?

## Discussion Begins

## The Scenario Continues:

If Ms. Hardy also slaps her female students on the rear end, does that change your decision about what to do?

## Discussion Continues

## What do you do?

**Do you report?** If so, to whom? If so, when? If you don't, what might happen to the students? To the coach? To you? To your school? To LAUSD?

If you report and the Local Law Enforcement Agency or the Department of Children and Family Services (DCFS) tells you...

...to **handle it administratively**, what do you do next?

...**they will investigate**, what do you do next?



## Legal Response

Regardless of the students' gender, if there is reasonable suspicion that child abuse occurred, a Suspected Child Abuse Report must be filed with either the Department of Children and Family Services (DCFS) or the Local Law Enforcement Agency.

### Other Considerations

Whether or not you have reasonable suspicion that child abuse occurred, there may be sufficient information to determine that Sexual Harassment and/or that improper conduct has occurred (see the LAUSD Code of Conduct and Employee Code of Ethics). Accordingly, you should notify an administrator and the Title IX Complaint Manager. Follow the steps in the Title IX Policy/Complaint Procedure Bulletin (BUL-2521.1) and Sexual Harassment Policy Bulletin (BUL-3349.0). Educational Equity can provide training in the area of Sexual Harassment for both students and staff.

If you are an administrator, you should then notify the Local District Operations Coordinator. At this time, the Local District Superintendent or Unit/Division Head must exercise discretion as to whether the employee should be removed from the school site or work assignment.

As appropriate, the Local District Operations Coordinators and/or Division of Human Resources Representatives shall consult with Employee Relations and communicate with the Local Law Enforcement Agency to determine whether they may begin an administrative investigation. Once clearance has been obtained from the Local Law Enforcement Agency, the administrative investigation shall proceed. Upon conclusion of the investigation, appropriate administrative action should be taken, if warranted.

### Listen

You may or may not have a strong emotional reaction (i.e., anger, sadness, guilt). However, pay attention to be able to recall the details. You may want to take notes to help with remembering details.

### Protect

The situation must be addressed by following the legal response. Doing so is the best way to protect students and promote a safe learning environment.

### Connect

Every school site has protocols, systems, and resources to support and address student safety and well-being. This is an opportunity to become familiar with and use the procedures, policies, and resources at your work site.

### Model

Maintain a professional and calm level of emotions and reactions. Do not express shock or anger at the possible perpetrator or event.

### Teach

Take this opportunity to review the district policy regarding appropriate teacher/student boundaries. Refer to the LAUSD Code of Conduct.

## Emotional Support

# A Parent's Suspicion

## The Scenario:

A parent tells you that she is concerned that her daughter, Rachel, is spending too much time with a certain male teacher. One day after school, when the daughter did not show up at the scheduled pick-up time, the parent went to the teacher's room in an attempt to locate her daughter. Finding a locked door, the parent knocked for a long time. When the teacher answered the door, the parent saw Rachel, whose clothes were disheveled, exiting through a back door. Rachel is adamant that nothing improper occurred. What do you do?

## Discussion Begins

## What do you do?

**Do you report?** If so, to whom? If so, when? If you don't, what might happen to Rachel? To other students? To you? To your school? To LAUSD?

If you report and the Local Law Enforcement Agency or the Department of Children and Family Services (DCFS) tells you...

...to **handle it administratively**, what do you do next?

...**they will investigate**, what do you do next?



## Legal Response

At this time, there may not be enough facts to form reasonable suspicion of child abuse. However, if there is reasonable suspicion that child abuse occurred, a Suspected Child Abuse Report must be filed with either the Department of Children and Family Services (DCFS) or the Local Law Enforcement Agency.

### Other Considerations

If you are told to **handle it administratively**, you should file the Suspected Child Abuse Report with the agency anyway and keep a copy along with the agent's name and ID number.

Whether or not you have reasonable suspicion that child abuse occurred, there may be sufficient information to determine that improper conduct has occurred (see the LAUSD Code of Conduct). You should notify an administrator of the inappropriate conduct. The administrator should then notify the Local District Operations Coordinator. At this time, the Local District Superintendent or Unit/Division Head must exercise discretion as to whether the employee should be removed from the school site or work assignment (BUL-3357.1).

As appropriate, the Local District Operations Coordinators and/or Division of Human Resources Representatives shall consult with Employee Relations and communicate with the Local Law Enforcement Agency to determine whether they may begin an administrative investigation. Once clearance has been obtained from the Local Law Enforcement Agency, the administrative investigation shall proceed. Upon conclusion of the investigation, appropriate administrative action should be taken, if warranted.

### Listen

It may be difficult to hear this parent's concern, and you may have a strong emotional reaction. Listen carefully, pay attention, and convey your concern and interest in Rachel's well-being.

### Protect

Act immediately by following the legal response. Let the parent and student know that you take her disclosure seriously.

### Connect

Every school site has protocols, systems, and resources to support and address student safety and well-being. This is an opportunity to become familiar with and use the procedures, policies, and resources at your work site.

### Model

Maintain a professional and calm level of emotions and reactions. Do not express shock or anger at the possible perpetrator or event.

### Teach

Take this opportunity to review the district policy regarding appropriate teacher/student boundaries. Refer to the LAUSD Code of Conduct.

## Emotional Support

# A Weekend Event

## The Scenario:

You are at an amusement park with your family on a weekend. You see Paul, a teacher from your school, kissing and holding hands with a young girl you think you recognize from your school. They don't see you. What do you do?

## Discussion Begins

## What do you do?

**Do you report?** If so, to whom? If so, when? If you don't, what might happen to the young girl? To other students? To you? To your school? To LAUSD?

If you report and the Local Law Enforcement Agency or the Department of Children and Family Services (DCFS) tells you...

...to **handle it administratively**, what do you do next?

...**they will investigate**, what do you do next?



## Legal Response

Because this is not during work time or “in the course and scope of your employment” you are not legally required to file a Suspected Child Abuse Report. In this situation, you are not a mandated reporter. However, if you have reason to believe the child is being abused, you may call the Local Law Enforcement Agency. You should not investigate, but refer the incident to the appropriate authorities.

In the child’s best interest and well-being, the incident should be reported. Failure to report could jeopardize the child’s safety.

### Other Considerations

As a precaution, you may want to inform the school administrator of the conduct to see if there have been prior similar acts.

By reporting this situation to your administrator, you may enable her/him to obtain sufficient information leading to reasonable suspicion. The administrator then becomes the mandated reporter.

Whether or not the administrator has reasonable suspicion that child abuse occurred, there may be sufficient information to determine that Sexual Harassment and/or improper conduct has occurred (see the LAUSD Code of Conduct and Employee Code of Ethics). Accordingly, s/he should follow the steps in the Title IX Policy/Complaint Procedure Bulletin (BUL-2521.1) and Sexual Harassment Policy Bulletin (BUL-3349.0). Educational Equity can provide training in the area of Sexual Harassment for both students and staff.

The administrator should then notify the Local District Operations Coordinator. At this time, the Local District Superintendent or Unit/Division Head must exercise discretion as to whether the employee should be removed from the school site or work assignment (see BUL-3357.1).

As appropriate, the Local District Operations Coordinators and/or Division of Human Resources Representatives shall consult with Employee Relations and communicate with the Local Law Enforcement Agency to determine whether they may begin an administrative investigation. Once clearance has been obtained from the Local Law Enforcement Agency, the administrative investigation shall proceed. Upon conclusion of the investigation, appropriate administrative action should be taken, if warranted.

### Listen

Although it may be difficult to see your colleague in this position, and you may have a strong emotional reaction, pay attention to the details of what you see. You may want to take notes to help with remembering details.

### Protect

Act immediately by following the legal response. All adults on campus have a responsibility to ensure a safe learning environment. Doing so is the best way to protect students and the learning environment.

### Connect

Every school site has protocols, systems, and resources to support and address student safety and well-being. This is an opportunity to become familiar with and use the procedures, policies, and resources at your work site.

### Model

Maintain a professional and calm level of emotions and reactions. Do not express shock or anger at the possible perpetrator or event.

### Teach

Take this opportunity to review the district policy regarding appropriate teacher/student boundaries. Refer to the LAUSD Code of Conduct. Also take this opportunity to think about the different reporting obligations you have during your time “on the clock” versus as a private citizen.

## Emotional Support

# Dropsy

## The Scenario:

Tasha tells you that, over the last few weeks, Mr. Sweeney has accidentally dropped several objects (paper clips, erasers, etc.) into her lap and reaches in to get them. She says that his hand seems to linger a bit and makes her feel uncomfortable. She tells you that she has seen him do it to other girls too. What do you do?

## Discussion Begins

## What do you do?

**Do you report?** If so, to whom? If so, when? If you don't, what might happen to Tasha? To other students? To the teacher? To you? To your school? To LAUSD?

If you report and the Local Law Enforcement Agency or the Department of Children and Family Services (DCFS) tells you...

...to **handle it administratively**, what do you do next?

...**they will investigate**, what do you do next?



## Legal Response

This conduct may be sufficient for you to form a reasonable suspicion that child abuse has occurred. If there is reasonable suspicion that child abuse occurred, a Suspected Child Abuse Report must be filed with either the Department of Children and Family Services (DCFS) or the Local Law Enforcement Agency.

If you are told to **handle it administratively**, file the Suspected Child Abuse Report anyway. Keep a copy of the Suspected Child Abuse Report you filed along with the agent's name and ID number.

### Other Considerations

Whether or not you have reasonable suspicion that child abuse occurred, there may be sufficient information to determine that Sexual Harassment has occurred. Accordingly, you should notify an administrator and the Title IX Complaint Manager. Follow the steps in the Title IX Policy/Complaint Procedure Bulletin (BUL-2521.1) and Sexual Harassment Policy Bulletin (BUL-3349.0). Educational Equity can provide training in this area for both students and staff.

If you are an administrator, you should then notify the Local District Operations Coordinator. At this time, the Local District Superintendent or Unit/Division Head must exercise discretion as to whether the employee should be removed from the school site or work assignment (see BUL-3357.1).

As appropriate, the Local District Operations Coordinators and/or Division of Human Resources Representatives shall consult with Employee Relations and communicate with the Local Law Enforcement Agency to determine whether they may begin an administrative investigation. Once clearance has been obtained from the Local Law Enforcement Agency, the administrative investigation shall proceed. Upon conclusion of the investigation, appropriate administrative action should be taken, if warranted.

### Listen

Validate Tasha's concerns. Listen carefully, pay attention, and convey your concern and interest in Tasha's well-being, helping her to feel safe.

### Protect

Act immediately by following the legal response. Let the student know that you take her disclosure seriously.

### Connect

Every school site has protocols, systems, and resources to support and address student safety and well-being. This is an opportunity to become familiar with and use the procedures, policies, and resources at your work site.

### Model

Maintain a professional and calm level of emotions and reactions. Do not express shock or anger at the possible perpetrator or event.

### Teach

Help her to understand that it is normal to have a confusing range of feelings as a result of experiences like these.

## Emotional Support

# Picture It

## The Scenario:

When you arrive at work in the morning, you find an envelope addressed to you that had been slid under your door. It contains pictures of Shaniqua, a female student, sitting on the lap of Mr. Jones, the Assistant Principal. What do you do?

## Discussion Begins

## What do you do?

**Do you report?** If so, to whom? If so, when? If you don't, what might happen to Shaniqua? To other students? To the teacher? To you? To your school? To LAUSD? If you do, what might happen to Mr. Jones? Mr. Jones' family?

If you report and the Local Law Enforcement Agency or the Department of Children and Family Services (DCFS) tells you...

...to **handle it administratively**, what do you do next?

...**they will investigate**, what do you do next?



## Legal Response

You need more information. How old is Shaniqua? What is the context? Does Mr. Jones have a history of inappropriate behavior? The conduct depicted in the photo may be indicative of bad judgment or more. Without additional facts, you do not have the ability to form a reasonable suspicion of child abuse.

### Other Considerations

Whether or not you have reasonable suspicion that child abuse occurred, there may be sufficient information to determine that improper conduct has occurred (see the LAUSD Code of Conduct). You should notify the principal of the inappropriate conduct. The principal should then notify the Local District Operations Coordinator. At this time, the Local District Superintendent or Unit/Division Head must exercise discretion as to whether the employee should be removed from the school site or work assignment (BUL-3357.1).

As appropriate, the Local District Operations Coordinators and/or Division of Human Resources Representatives shall consult with Employee Relations and communicate with the Local Law Enforcement Agency to determine whether they may begin an administrative investigation. Once clearance has been obtained from the Local Law Enforcement Agency, the administrative investigation shall proceed. Upon conclusion of the investigation, appropriate administrative action should be taken, if warranted.

### Listen

You may or may not have a strong emotional reaction (i.e., anger, sadness, guilt). However, we are all accountable for the care of our children.

### Protect

Act immediately by following the legal response. Doing so is the best way to protect students and the learning environment.

### Connect

Convey concern for the student's well-being. Every school site has protocols, systems, and resources to support and address student safety and well-being. This is an opportunity to become familiar with and use the procedures, policies, and resources at your work site.

### Model

Maintain a professional and calm level of emotions and reactions. Do not express shock or anger at the possible perpetrator or event.

### Teach

Take this opportunity to review the district policies related to appropriate adult-student boundaries. Refer to the LAUSD Code of Conduct.

## Emotional Support

# Unwanted Attention

## The Scenario:

A female student tells you that Mr. Harold keeps staring at her breasts and she wants to know how to deal with it. What do you do or advise?

## Discussion Begins

## The Scenario Continues:

Does it matter what position Mr. Harold holds? What if he is the Principal? AP? Teacher? TA? Volunteer?

## Discussion Continues

## What do you do?

What do you advise the student to do?

**Do you report?** If so, to whom? If so, when? If you don't, what might happen to the girl? To other students? To you? To your school? To LAUSD?

If you report and the Local Law Enforcement Agency or the Department of Children and Family Services (DCFS) tells you...

...to **handle it administratively**, what do you do next?

...**they will investigate**, what do you do next?



## Legal Response

What the student is describing appears to be possible Sexual Harassment (BUL-3349.0). You should notify an administrator and the Title IX Complaint Manager. Follow the steps in the Title IX Policy/Complaint Procedure Bulletin (BUL-2521.1) and Sexual Harassment Policy Bulletin (BUL-3349.0). Educational Equity can provide training in this area for both students and staff.

If you are an administrator, you should then notify the Local District Operations Coordinator. At this time, the Local District Superintendent or Unit/Division Head must exercise discretion as to whether the employee should be removed from the school site or work assignment.

As appropriate, the Local District Operations Coordinators and/or Division of Human Resources Representatives shall consult with Employee Relations to determine whether they may begin an administrative investigation. Once clearance has been obtained, the administrative investigation shall proceed. Upon conclusion of the investigation, appropriate administrative action should be taken, if warranted. Part of the appropriate administrative action might be to refer Mr. Harold to training on workplace harassment (see BUL-4214.1 for resources).

### Other Considerations

If Mr. Harold is the principal, you should connect the student with the appropriate administrator at the Local District who would then ensure that the appropriate steps would be taken to stop any inappropriate activity.

### Listen

Listen carefully, pay attention, and convey your concern and interest in her well-being. Ask open-ended questions and help her feel safe.

### Protect

Act immediately by following the legal response. Doing so is the best way to protect students and the learning environment.

### Connect

Every school site has protocols, systems, and resources to support and address student safety and well-being. This is an opportunity to become familiar with and use the procedures, policies, and resources at your work site.

### Model

Maintain a professional and calm level of emotions and reactions. Do not express shock or anger at the possible perpetrator or event.

### Teach

Empower the student by acknowledging her actions to share the incident and to seek help from an adult. Teach the student to identify and use positive coping strategies and problem solving skills.

## Emotional Support