

Tapestry Public Charter School Policy Manual

Abuse Prevention Policies

Adopted: 7/15/2019

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

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I. GENERAL DEFINITIONS

A. Types of Abuse

1. Physical abuse is any injury that is intentionally inflicted upon a student or any other person.
2. Sexual abuse is any contact of a sexual nature that occurs between a student and an adult or between two students where both students do not, or are unable to, consent. This includes any activity which is meant to arouse or gratify the sexual desires of the adult or any student.
3. Emotional abuse is mental or emotional injury to a student that results in, or would reasonably be anticipated to result in, an observable and material impairment in the student's growth, development, or psychological functioning.
4. Neglect is the failure to provide for a student's basic needs or the failure to protect a student from harm.

II. CODE OF CONDUCT WITH STUDENTS

The following policies are intended to assist staff and volunteers in making decisions about interactions with students. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your supervisor.

Tapestry Public Charter School provides our students with the highest quality services available. We are committed to creating an environment for students that is safe, nurturing, empowering, and that promotes growth and success.

No form of abuse will be tolerated and confirmed abuse will result in immediate dismissal from Tapestry Public Charter School. All reports of suspicious or inappropriate behavior with students or allegations of abuse will be taken seriously. Tapestry Public Charter School will fully cooperate with authorities if allegations of abuse are made that require investigation.

The Code of Conduct with Students outlines specific expectations of staff and volunteers as we strive to accomplish our mission together.

- Students will be treated with respect at all times.
- Students will be treated fairly regardless of race, sex, sexual orientation, gender identification, ethnicity, national origin, language spoken, disability, or religion.
- Staff and volunteers will adhere to uniform standards of displaying affection as outlined by Tapestry Public Charter School.
- Staff and volunteers will avoid affection with students that cannot be observed by others.
- Staff and volunteers will adhere to uniform standards of appropriate and inappropriate verbal interactions as outlined by Tapestry Public Charter School.
- Staff and volunteers will not stare at or comment on students' bodies.
- Staff and volunteers will not date or become romantically involved with students.
- Staff and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of students.
- Staff and volunteers will not have sexually oriented materials, including printed or online pornography, on Tapestry Public Charter School's property.
- Staff and volunteers will not have secrets with students and will only give gifts to groups of students (not to include rewards of nominal value).
- Staff and volunteers will comply with Tapestry Public Charter School's policies regarding interactions with students outside of our programs.
- Staff and volunteers will not engage in inappropriate electronic communication with students.
- Staff and volunteers are prohibited from working one-on-one with students in a private setting. Staff and volunteers will use common areas or classrooms with open doors when working with individual students.
- Staff and volunteers will not abuse students in anyway including, but not limited to, the following:
 - Physical abuse:* hitting, spanking, shaking, slapping, unnecessary restraints
 - Verbal abuse:* degrading, threatening, cursing
 - Sexual abuse:* inappropriate touching, exposing oneself, sexually oriented conversations
 - Mental abuse:* shaming, humiliation, cruelty
 - Neglect:* withholding food, water, shelter

Tapestry Public Charter School will not tolerate the mistreatment or abuse of one student by another student. In addition, Tapestry Public Charter School will not tolerate any behavior that is classified under the definition

of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior.

Tapestry Public Charter School has adopted DeKalb County School District's Student Code of Conduct. Allegations and instances of bullying will be addressed in accordance with that policy.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

Physical bullying – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.

Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.

Nonverbal or relational bullying – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.

Cyberbullying – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, social media apps, or website postings (including blogs). Cyberbullying can involve:

- Sending mean, vulgar, or threatening messages or images.
- Posting sensitive, private information about another person.
- Pretending to be someone else in order to make that person look bad.
- Intentionally excluding someone from an online group.
- Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
- Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all students, staff, and volunteers.

All staff must follow state specific mandatory reporting requirements. Staff will:

- Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.
- Know and follow Tapestry policies and procedures that protect students against abuse.
- Report suspected child abuse or neglect to the appropriate authorities as required by state mandated reporter laws.
- Follow up to ensure that appropriate action has been taken.

Staff and volunteers will report concerns or complaints about other staff, volunteers, adults, or students to

their supervisor or an administrator.

Tapestry Public Charter School cooperates fully with the authorities to investigate all cases of alleged abuse. Any staff member or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for termination.

III. POLICIES

Policies define the bandwidth of acceptable behavior in an organization. Because offenders often violate policies to gain access to students, when staff know and understand policies, they can identify, interrupt, and report policy violations. Simply interrupting a policy violation can prevent a false allegation of abuse or put an offender on notice that no one works in private, the rules apply to everyone, and violations will be detected. If staff observe a violation of policy, they are required to report the violation to their supervisor or an administrator.

Parents will receive information on all policies regarding student and staff interaction as part of the Parent Handbook at the beginning of the year.

A. Physical Contact

Tapestry Public Charter School's physical contact policy promotes a positive, nurturing environment while protecting students and staff. Tapestry Public Charter School encourages appropriate physical contact with students and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by staff towards students in the organization's programs will result in disciplinary action, up to and including termination of employment.

Examples for appropriate and inappropriate physical interactions are:

APPROPRIATE PHYSICAL INTERACTIONS	INAPPROPRIATE PHYSICAL INTERACTIONS
* Side hugs * Shoulder-to-shoulder or "temple" hugs * Pats on the shoulder or back * Handshakes * High-fives, fist bumps, and hand slapping * Touching hands, shoulders, and arms * Arms around shoulders	* Full-frontal hugs * Kisses * Showing any affection in isolated areas * Lap Sitting * Wrestling * Piggyback rides * Tickling * Allowing a student to cling to an employee's or volunteer's leg * Any type of massage given by or to a student, including rubbing back or shoulders * Any form of affection that is unwanted by the student, staff member, or volunteer * Compliments relating to physique or body development * Touching bottom, chest, or genital area * Any physical interaction that a student has asked you to refrain from, including those considered appropriate

Verbal Interaction

Staff and volunteers are prohibited from speaking to students in a way that is, or could be construed by any observer as, harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Staff and volunteers must not initiate sexually oriented conversations with students. Staff and volunteers are not permitted to discuss their own sexual activities or intimate details about personal relationships with students.

Tapestry Public Charter School's policies for appropriate and inappropriate verbal interactions are:

APPROPRIATE VERBAL INTERACTIONS	INAPPROPRIATE VERBAL INTERACTIONS
* Positive reinforcement * Appropriate jokes * Encouragement * Praise	* Name-calling * Discussing sexual encounters or in any way involving students in the personal problems or issues of staff and volunteers * Secrets * Cursing * Offensive or sexual jokes (e.g., mocking of race, religion, ethnicity, national origin, disability, sexual identity, gender identity) * Shaming * Belittling * Derogatory remarks * Harsh language that may frighten, threaten, or humiliate students * Derogatory remarks about the student or his/her family

B. One-on-One Interaction

Most abuse occurs when an adult is alone with a student. Tapestry Public Charter School aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the administration.

In those situations where one-on-one interactions are approved, staff and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

ADDITIONAL GUIDELINES FOR ONE-ON-ONE INTERACTIONS

- When meeting one-on-one with a student, always do so in a public place where you are in full view of others.
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, fist bumps, and handshakes.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.

- Inform other staff and volunteers that you are alone with a student and ask them to randomly drop in.
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

1. Tutoring/ Private Coaching:

One-on-one situations, such as tutoring and private coaching sessions, introduce additional risks for false allegations. Staff and volunteers should be aware of our policies regarding tutoring and private coaching:

- a. Staff and volunteers must have supervisor approval for any tutoring or private coaching sessions.
- b. Staff and volunteers will provide administration with a schedule of tutoring and coaching sessions that includes times, students involved, and location of sessions.
- c. Tutoring and coaching sessions with Tapestry Public Charter School students may not occur outside of the school.
- d. Staff may not tutor or coach students for private payment unless the staff member has received permission to do so through the school policies. All payments from these activities must be processed by the school's financial office.

C. Off-Site Contact

Many cases of organizational abuse occur off-site and outside of regularly scheduled activities. This contact outside of regularly scheduled activities may put staff, volunteers, and Tapestry Public Charter School at increased risk.

Tapestry Public Charter School prohibits interactions outside of regularly scheduled program activities unless approved in writing by the principal. Parents/guardians must sign a permission slip, giving permission for the student to engage in the outside activity. The permission slip will include a release-of-liability statement.

Tapestry Public Charter School has determined that the following forms of outside contact are appropriate and inappropriate:

APPROPRIATE OUTSIDE CONTACT	INAPPROPRIATE OUTSIDE CONTACT
* Taking groups of students on an outing with written permission * Attending sporting events with groups of students * Attending functions at a student's home, with the student's parent/guardian present	* Taking one student on an outing without the parents'/guardians' written permission * Visiting any student in a student's home, without the parent/guardian present * Entertaining one student in the staff member's home or in the home of another

D. Electronic Communications

Any private electronic communication between staff and students, including the use of social networking websites (e.g., Facebook, Instagram, Snapchat, Twitter), instant messaging, texting, etc., is prohibited. All communication between staff and students must be transparent.

The following are examples of appropriate and inappropriate electronic communication.

APPROPRIATE ELECTRONIC COMMUNICATION	INAPPROPRIATE ELECTRONIC COMMUNICATION
* Sending email to students or students' parents or guardians through the school's official email system * Communication through "organization group pages" on Facebook or other approved forums * "Private" profiles for staff and volunteers that students cannot access * Texting a student about official school business when including a parent/guardian on the text message	* Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments * Sexually oriented communications * Private messages between staff and/or volunteers with students other than through the school's email * Posting pictures of students on social media sites other than official sites of the school without the permission of the administration * Posting inappropriate comments on pictures * Friending or following students on social networking sites

1. Cell Phone Use

While assigned to work with students, staff are not permitted to use electronic communications devices except during approved breaks and emergency situations. Internet use, text messaging, and/or emailing pictures while assigned to work with students is strictly prohibited regardless of the type of device used and whether for business or personal reasons. Employees need to ensure that friends and family members are aware of this policy.

Use of personal electronic communication devices to contact (via voice, text, or pictures/video) organization members and/or program participants for personal and/or inappropriate reasons shall be grounds for discipline up to and including termination of employment.

2. Acceptable Use of Cell Phones During School Hours

There are occasions in which staff will need to use personal or organization-issued electronic communication devices. In these cases, staff will have explicit direction from supervisors governing use. Situations which may require use of organization-issued or personal electronic communication devices include:

- Field Trips
- Off-Site Programs
- Emergencies

E. Gift Giving

Molesters routinely groom students by giving gifts, thereby endearing themselves to the student. They might instruct the student to keep the gifts a secret, which then starts teaching the student to keep secrets from parents/guardians. For this reason, staff and volunteers should only give gifts (not to include rewards of nominal value) to groups of students, and only under the following circumstances:

1. Administration must be made aware of and approve the gift.
2. Parents/guardians must be notified.

IV. TRAINING

A. General Training Requirements

All employees will undergo training within 30 days of hire.

The training includes face-to-face training on the following topics:

- Child Abuse
- DeKalb County School District's Code of Conduct
- Bullying/Harassment/Hazing
- Tapestry Staff Handbook
- Georgia Department of Education Code of Ethics
- Tapestry Human Resources Policies

Staff will sign in at all trainings as proof of attendance. For the handbook and the Tapestry policies, staff will sign a separate form stating they understand the information presented.

The training also includes online training on the following topics:

- Boundary Invasions
- Sexual Harassment Staff to Staff
- Sexual Harassment Staff to Student
- Sexual Harassment Student to Student
- Bloodborne Pathogens
- Others as deemed necessary

Staff will submit copies of their certificate of completion for each class to the Tapestry office manager.

Employees who are hired in the middle of the year will watch videos of the face-to-face trainings and complete the online trainings.

V. MONITORING AND SUPERVISION

When staff are adequately trained and supervised, potential offenders are less likely to act on their impulses because they face detection. When students are adequately supervised, they too are less likely to engage in inappropriate interactions with others. Similarly, the school buildings and grounds must be monitored, particularly out-of-the-way locations or locations that might permit an offender undue access to or privacy with a student. Effective supervision and monitoring require that a variety of methods be used frequently, at both scheduled and random times.

A. Monitoring at School

In order to ensure that all locations within school buildings and on school grounds are properly and consistently monitored, staff must observe student activity during unstructured activities such as when students are transitioning between classes, taking a break, or at lunch.

B. Checking Adults into School

1. When any adult other than current staff (parents, guests, volunteers, construction workers, maintenance, cleaning crews, etc.) enters the school during operational hours, they must check in with the front desk.
2. Staff may not allow entry into the building for anyone except current staff without the individual first checking in at the front office.
3. Once an individual checks out or leaves the building they must check in prior to re-entry.

C. Monitoring Students at School

Students should not be alone at the school outside of school hours without a parent or guardian present.

1. Students will sign the DeKalb County School District Code of Conduct and Tapestry's Parent/Student Handbook which outlines the program's behavioral expectations and policies regarding appropriate and inappropriate interactions.
2. Students are to be supervised at all times. Students are never to be left alone in a classroom,

gym, or cafeteria without the supervision of an adult. When supervising students adults should keep their eyes on the students at all times and ensure that they are in constant physical proximity to the students. Adults must keep the adult-to-adult interaction to a minimum and always be aware of student behavior. Adults may not be on their cell phone in the presence of students unless it is an emergency.

3. All staff should wear name tags so that the student can easily recognize them as staff.

D. Monitoring High-Risk Activities

3. Bathroom Activities

Students should not be allowed to go to the bathroom without a pass unless it is during class transition or lunch.

If a student utilizes a pass staff should remain mindful of their absence and attempt to verify student's location if absent for a time that seems unreasonable. If unable to personally verify, enlist alternate staff to do so.

Adults may not use the student bathrooms anytime there are students in the building.

4. Locker Room Activities

The locker room procedures include:

- a. Responsible staff should stand within earshot of the locker room when in use by students.
- b. Responsible staff should routinely check inside the locker room so students know the locker room is monitored.
- c. Locker room horseplay such as towel snapping is prohibited
- d. Locker rooms should be locked when not in use.

5. Shower Activities

Staff and students must shower at different times. While the students shower, at least one staff member should stand within earshot of the students to ensure that only one student is in each shower.

6. Transition Times and Free Times

Transition times and free times pose a high risk for incidents. To decrease the risk of incidents, the following procedures will be implemented:

- a. Staff shall require students to remain in line of sight of staff at all times.
- b. Staff shall specify narrow geographic boundaries in the program areas.

- c. Staff shall remain in assigned specific areas to supervise students. No students should be in an area unsupervised.
- d. Each staff member should be assigned to supervise a specific group of students.

7. Transportation Activities

On some occasions, it may be necessary for Tapestry to allow an employee to transport students for official school activities. Employees who transport students for school purposes must have the permission of the principal or the Board. This policy statement applies to transportation of students for school purposes. When the principal or Board determines it is appropriate for an employee to transport students, the following stipulations must be followed:

- a. The driver must be 23 years of age and have a valid, unrestricted Georgia Driver's License.
- b. A copy of the driver's license and a certificate of insurance for the vehicle being used must be provided.
- c. The driver shall comply with all motor vehicle laws and regulations of the state in which the driver travels including, but not limited to, laws and regulations covering car registration, driver's license, and state vehicle inspections.
- d. There must be at least 2 adults in the vehicle.
- e. The number of persons in the vehicle must not exceed the number of operable seat belts. The driver and passengers will use available passenger restraints at all times when the vehicle is in motion. No private vehicle with more than ten seats including the driver should be used; this includes vans. No one should ride in the bed of a pick-up truck.
- f. Drivers who have been convicted of a misdemeanor or felony driving under the influence will not be authorized to drive students.
- g. Drivers who have been charged with a misdemeanor or felony driving under the influence or a serious moving violation will not be authorized to drive students pending disposition of their case.
- h. Drivers with more than one moving violation within the past two years will not be authorized to drive students.
- i. Drivers are expected to go directly from the point of departure to the point of destination.
- j. Vehicles for transporting students must be in a safe and operable condition.
- k. There must be a permission slip on file for each student traveling in a personally owned vehicle.
- l. No mileage will be paid to drivers.

8. Off-Site Activities

The off-site procedures include: field trips, athletic events, and performances.

- a. Principal approval is required for all off-site activities.
- b. Parent/guardian approval is required for student attendance at off-site activities.
- c. There must always be at least 2 staff members at all school-sponsored off-site activities.
- d. Teachers are responsible for taking roll prior to leaving on the trip and prior to returning. All students must be accounted for at all times.
- e. During the field trip, the teacher in charge will communicate with the front office via cell phone if any problems arise.

9. Overnight Activities

Guidelines:

- a. All overnight activities must be documented and approved in writing by the principal or assistant principal.
- b. Administrators are expected to regularly and randomly observe overnight activities on a scheduled and periodic basis.
- c. The principal should appoint a “lead” staff member to supervise the overnight. A meeting with all staff involved will be conducted to discuss the unique risks of overnight trips, unique elements of the specific overnight trip, and to review the specific policies and procedures.
- d. Parents/guardians will be provided with written information about the overnight activity. All parents/guardians must sign a permission slip for their students to attend the overnight.
- e. There will be at least 2 staff members at all overnight activities.
- f. Meetings with the group should be hosted in open and observable areas; meetings should not be hosted in staff or student rooms.

Overnights at the School:

- a. Physical boundaries within the school buildings and grounds must be clearly defined and explained to the students.
- b. Each staff member shall be assigned to a specific group of students to supervise. Each staff member should then maintain a roll sheet that lists all of the students in his or her group. Head counts and roll checks should be conducted routinely throughout the evening.
- c. A designated staff member will be assigned to check places such as the bathrooms, entrances

and exits, hallways, etc. at regular intervals.

- d. Male and female students will be divided into separate rooms and staff will be posted at the entrances and exits to these rooms. If separate rooms are not feasible, males and females will be divided by as much space as possible. Accommodations may be made based on certain situations.
- e. When performing room checks, staff should always go in pairs.
- f. At least one staff member must stay awake during the night. Staff members may take shifts to stay awake as long as one staff member is awake at all times.

Overnights Away from the School:

- a. Overnight stays at private homes are prohibited unless approved by the administration.
- b. Physical boundaries at the off-site location must be clearly defined and explained to the students.
- c. Each staff member will be assigned to a specific group of students to supervise. Each staff member should then maintain a roll sheet that lists all of the students in his or her group. Head counts and roll checks should be conducted routinely throughout the event.
- d. If in a cabin type setting, the staff should be placed in bunks to maximize supervision around the cabin and in a way that decreases the chances of students sneaking out (such as by the door).
- e. In hotel rooms, assign students to rooms based on sex and age. Staff should have their own rooms. Accommodations may be made based on certain situations.
- f. All staff are to be on duty in the halls or cabins at night until an hour after lights out and all rooms are quiet.

E. Administrator Monitoring of On-Site and Off-Site Activities

Administrators will document all visits to on-site and off-site programs. Documentation will include arrival and departure times, which students and parents/guardians were present, and a summary of the information collected. Administration will provide staff with feedback about visits.

Administrators will vary their observation times dropping in at different times each day. Included in the observations will be a review of staff punctuality, routine of the event, suitability of the location for adequate supervision, the organization of activities, engagement of staff, and bathroom and locker procedures.

VI. RESPONDING

A. Responding to Suspicious or Inappropriate Behaviors or Policy Violations

Because Tapestry Public Charter School is dedicated to maintaining zero tolerance for abuse, it is imperative that each staff member actively participates in the protection of students. In the event that staff observe any suspicious or inappropriate behaviors and/or policy violations on the part of other staff or volunteers, it is their personal responsibility to immediately report their observations to their supervisor or an administrator.

Remember, at Tapestry Public Charter School, the policies apply to everyone.

The following activities are prohibited:

- Violation of the abuse prevention policies described above
- Seeking private time or one-on-one time with students
- Buying gifts (not including rewards of nominal value) for individual students
- Making suggestive comments to students
- Picking favorites

All reports of suspicious or inappropriate behavior with students will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

1. Staff and Volunteer Response

If staff witness suspicious or inappropriate behaviors or policy violations from another staff member or volunteer, the staff or volunteer is instructed to do the following:

- ☐ Interrupt the behavior.
- ☐ Report the behavior to their supervisor or an administrator.
- ☐ If the report is about the principal or assistant principal, contact the Tapestry Board Chair.
- ☐ Document the report but do not conduct an investigation.
- ☐ Keep reporting until appropriate action is taken.

2. Supervisor and Administrator Response

In the event that a supervisor or an administrator receives a report of suspicious or inappropriate behaviors or policy violations from a staff member or volunteer, the supervisor or administrator is instructed to do the following:

- ☐ Report to the principal who will determine the appropriate administrator to respond to the concern.

If responsible for the response:

- ☐ Speak with the staff member/volunteer who reported and have them write out a statement.
- ☐ Advise the person who reported the behavior that the report is being taken seriously.
- ☐ Review the file of the staff member or volunteer and the confidential log to determine if similar complaints were reported previously.
- ☐ If at any point in gathering information about a report of suspicious or inappropriate behavior, a concern arises about possible abuse, contact the state authorities and file a report.
- ☐ Determine the appropriate response based on the report.
- ☐ Document the report on the appropriate form
- ☐ If appropriate, notify parents and/or guardians.

Based on the information gathered, the following may be required:

- ☐ Increase monitoring or supervision of the staff member, volunteer, or program.
- ☐ If policy violations with students are confirmed, the staff member or volunteer must be subject to disciplinary action up to and including termination and prosecution.
- ☐ If more information is needed, interview and/or survey other staff members, volunteers, or students.

In addition, Tapestry's policy relating to response to allegations of harassment, abuse, or neglect is as follows:

Upon receiving notice of a verbal or written complaint or observation of possible unlawful harassment, discrimination, or abuse, an administrator must immediately, or as soon as practicable, make a written record of the complaint or observation in the appropriate confidential log.

The administrator must promptly conduct an initial investigation and ensure appropriate action is taken based on the findings of the investigation. If a student makes the complaint, his or her parent or legal guardian will be notified within 24 hours of receipt of the complaint. At the same time, the parent or legal guardian will receive a written overview of the investigation process and anticipated timelines for completion. Immediate steps will be taken to separate the individual(s) making the allegation from the individual(s) alleged to have engaged in the abuse or harassment.

The administrator will notify the Chair of the Tapestry Board Executive Committee of the allegation. If, based on the findings of the administration's initial investigation, the Chair believes further review is warranted, he or she will convene a meeting of the Executive Committee as soon as practicable. The administrator will present to the Executive Committee information on the complaint, investigation, and resulting action. The Executive Committee, in conjunction with the administrator, will then determine whether further action and/or an independent investigation is necessary to address the specific allegations.

During the investigation the administrator will take written statements from all parties as

appropriate including, but not limited to:

- ☐ the person who reported the incident
- ☐ the accused
- ☐ the student involved
- ☐ witnesses

Upon completion of any investigation, the complainant and/or the parent or legal guardian of a student making the complaint will be notified, in writing, of the investigatory results and any resolution, to the extent the law allows.

A confidential log of all reports, investigations, and resolutions will be maintained so as to ensure that all information is documented and preserved. All staff will be trained to advise the administration of any complaint related to allegations of abuse, discrimination, and harassment. When appropriate, the administration will have access to this log and will be responsible for logging any complaints or reports.

Since allegations of harassment or discrimination are serious matters for all concerned, employees will be expected to fully cooperate in efforts to investigate and enforce this policy. For the same reasons, discretion will be utilized in investigating and, where appropriate, remedying improper conduct.

Tapestry Public Charter School will not tolerate any retaliation against an employee or student for making a good faith complaint or for cooperating in a harassment or discrimination investigation. Employees will be subject to disciplinary action, up to and including termination, for violations of this policy.

Violations of this policy include, but are not limited to, harassing or retaliating conduct, failure or refusal to cooperate in an investigation concerning reported incidents of harassment or discrimination, or other actions contrary to this policy.

3. Board Response

- ☐ Review the need for increased supervision.
- ☐ Review the need for revised policies or procedures.
- ☐ Review the need for additional training.

B. Responding to Suspected Abuse by an Adult (Other Than Staff or Volunteer, e.g. Parent or Guardian)

As required by mandated reporting laws, staff and volunteers must report any suspected abuse or neglect of a student—whether on or off school property or whether perpetrated by staff, volunteers, or others—to state authorities. It is the policy of the DeKalb County School District that suspected abuse or neglect of a student be reported to the district appointed social worker who will make the contact to the state.

1. Staff and Volunteer Response to Abuse

Staff and volunteers are required to report any suspected or known abuse of students perpetrated by an adult directly to leadership so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk. Reports of suspected or known abuse may be made confidentially to the following:

- Principal
- Assistant Principal
- Student Support Specialist
- Counselor
- HR Officer
- Immediate Supervisor

Please observe the following guidelines:

- ☐ If you witness abuse, interrupt the behavior immediately.
- ☐ If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell to you.
- ☐ Protect the alleged victim from intimidation, retribution, or further abuse.
- ☐ Immediately report the allegation or incident to your supervisor or an administrator.
- ☐ Document the incident, disclosure, or any circumstances causing suspicion of abuse on an Incident Report. State only the facts.
- ☐ It is not your job to investigate the incident, but it IS your job to report the incident to your supervisor or an administrator in a timely manner.
- ☐ Check back to make sure appropriate steps were taken. If not, report again to your supervisor or an administrator.

2. Supervisor and Administrator Response to Abuse

In addition to the above response procedures, supervisors and administrators should ensure the following:

- ☐ First, determine if the student is still in danger and, if so, take immediate steps to prevent any further harm.
- ☐ Gather as much information about the allegation as possible, including who made the report, who was allegedly abused, who was the alleged abuser, what was the nature of the alleged abuse, where and when did the alleged abuse occur, etc.
- ☐ Accurately record everything you learn in as much detail as you can. Remember your notes may be read by others. Stick to the facts.
- ☐ Contact the appropriate local authorities as indicated by your mandatory reporting procedures.

Make sure you get a case number and the name and contact information of the person with whom you speak at the reporting agency.

C. Responding to Student-to-Student Sexual Abuse and Sexualized Behaviors

The thought that one student may sexually abuse another student does not occur to many people. Unfortunately, abuse between peers has increased 300% in the past few years. Student-to-student sexual activity and sexualized behaviors often remain unreported in organizations because staff and volunteers are not comfortable documenting these situations, or may not know how.

1. Student-to-Student Interactions

Most serious incidents of student-to-student abuse are preceded by more subtle incidents such as name-calling, taunting, or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the school environment safe. Tapestry Public Charter School recognizes that the following interactions are high risk and should be prohibited:

- ☐ Hazing
- ☐ Bullying
- ☐ Derogatory name-calling
- ☐ Games of Truth or Dare
- ☐ Singling out one child for different treatment
- ☐ Ridicule or humiliation

In order to adequately respond to and track incidents within the organization, all sexual activity between students and sexualized behaviors of students that occurs on school grounds or during school-sponsored events must be consistently documented.

2. Staff and Volunteer Response

Student-to-student sexual behaviors can include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

If staff witness student-to-student sexual behaviors, they are instructed to follow these guidelines:

- ☐ If you observe sexual activity between students, you should immediately separate them.
- ☐ Calmly explain that such interactions are not permitted and separate the students.
- ☐ Notify your supervisor or an administrator.
- ☐ Complete the necessary paperwork including what you observed and how you responded.
- ☐ Follow your supervisor's instructions regarding notifying the authorities and informing the parents/guardians of the students involved.
- ☐ In some cases, discipline may be required including not allowing one or both students to return to the school.

3. Supervisor and Administrator Response

In the event that a supervisor or administrator receives a report of a student's sexualized behavior or student-to-student sexual activity on school grounds or at a school-sponsored event, the supervisor should do the following:

- ☐ Meet with the staff who reported the sexual activity to gather information.
- ☐ Confirm that the students involved have been separated or placed under increased supervision.
- ☐ Review the steps taken by the staff on duty.
- ☐ Review the incident report to confirm it is accurately and thoroughly completed.
- ☐ Meet with the parents/guardians of the students involved.
- ☐ Determine what actions should be taken to make sure there is no recurrence.
- ☐ Notify the proper authorities.
- ☐ Develop a written corrective action or follow-up plan in response to the incident

Based on the information gathered, the following may be required:

- a. Review the need for additional supervision.
- b. Review the need for revised policies or procedures.
- c. Review the need for additional training.
- d. Alert others in the organization.

4. Board Response

After the internal review of sexualized behavior or student-to-student sexual activity, the organization will determine what can be done to prevent a reoccurrence, such as:

- a. Review the need for additional supervision.
- b. Review the need for revised policies or procedures.
- c. Review the need for additional training.
- d. Alert others in the organization.

D. Response to a Report of Suspicious or Inappropriate Behavior by a Staff Member or Adult Toward a Student

At Tapestry Public Charter School the policies regarding inappropriate behavior by staff member or volunteer applies to every adult who comes in contact with our students.

Because Tapestry Public Charter School is dedicated to maintaining zero tolerance for abuse, it is imperative that every staff member actively participates in the protection of students. In the event that staff observe any suspicious or inappropriate behaviors and/or policy violations on the part of other staff or volunteers, it is their personal responsibility to immediately report their observations.

All reports of suspicious or inappropriate behavior with students will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

1. Staff and Volunteer Response

If a staff member or volunteer witnesses suspicious or inappropriate behaviors or policy violations from another staff member or volunteer, the staff member or volunteer is instructed to do the following:

- ☐ Interrupt the behavior.
- ☐ Report the behavior to their supervisor or an administrator.
- ☐ If the report is about the principal or assistant principal, contact the board chair.
- ☐ Document the report but do not conduct an investigation.
- ☐ Keep reporting until an appropriate action is taken.

2. Administrator Response

In the event that a principal or assistant principal receives a report of suspicious or inappropriate behaviors or policy violations from a staff member or volunteer, the administrator is instructed to do the following:

- ☐ Document the complaint in a confidential log
- ☐ Advise the person who reported the behavior that the report is being taken seriously.
- ☐ Separate the accused staff member from students until the investigation is complete.
- ☐ Review the file of the accused staff or volunteer and the confidential log to determine if similar complaints were reported previously.
- ☐ If student made the complaint, notify parents/guardians of student complaint within 24 hours. Provide parents with timeline of completion of investigation
- ☐ Open the investigation:

Obtain written statements from

- The person who reported the incident
- The accused
- The student involved
- Witnesses

- ☐ If warranted, administration will notify the Chair of the Tapestry Executive Committee. The Executive Committee will work with administration to determine if additional action or investigation is necessary.
- ☐ If at any point in gathering information about a report of suspicious or inappropriate behavior, a concern arises about possible abuse, contact the state authorities and file a report.
- ☐ If policy violations with students are confirmed, the staff or volunteer must be subject to disciplinary action up to and including termination and prosecution. If more information is needed, interview and/or survey other staff and volunteers or students.
- ☐ If allegations are founded, administration is to follow through with Disciplinary Action.
- ☐ Notify the Tapestry Board of incident.
- ☐ Follow through with support for students and families.
- ☐ Increase supervision for students.

E. Response to Student-on-Student Bullying and Harassment

Tapestry Public Charter School will not tolerate the mistreatment or abuse of one student by another student. In addition, Tapestry Public Charter School will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior.

Tapestry Public Charter School has adopted DeKalb County School District's Student Code of Conduct. Allegations and instances of bullying will be addressed in accordance with that policy.

1. Staff and Volunteer Response:

If a staff member or volunteer witnesses student bullying and harassment or an incident of bullying and harassment is reported to a staff member or volunteer, they are instructed to follow these guidelines:

- ☐ Report the incident immediately to the Student Support Specialist, Assistant Principal or Principal.
- ☐ Write a referral and submit to administration.

- ☐ Follow up with administration regarding next steps for all students involved.

2. Administrator Response

In the event that the administrator receives a report of a student bullying/harassment/hazing, the supervisor will do the following:

- ☐ If the incident involves injury, appropriate medical attention will be provided and parents notified.
- ☐ Begin the investigation within 24 hours.
- ☐ Interview the alleged perpetrator(s), victim(s), identified witnesses, teacher(s), and staff members. Obtain written statements from everyone interviewed.
- ☐ Review video surveillance if appropriate.
- ☐ Keep investigation confidential.
- ☐ Notify parent/guardian of the accused and victim no later than 3 days after the investigation.
- ☐ Victim may request information regarding the sanction imposed on other student if the sanction relates to the victim (that the student is to stay away from victim or is transferred to another class). Other sanctions will not be disclosed.
- ☐ If investigation determines that bullying/harassment/hazing occurred impose disciplinary action on perpetrator.
- ☐ Ensure follow-up occurs for all students involved in incident.
- ☐ Notify Tapestry School Board of incident.
- ☐ Review the need for additional supervision.
- ☐ Review the need for revised policies or procedures.
- ☐ Review the need for additional training.

Acknowledgment of Abuse Prevention Policies

I have read and agree to comply with my organization's policies regarding sexual abuse prevention.

Signature of Employee or Volunteer

Date