



## SECTION IV: EMPLOYEE POLICY 4030

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### Sexual Abuse of Minors Policy

The Board of Education (the “Board”) of Insight School of Oklahoma (“ISOK”) hereby adopts this sexual misconduct and abuse of minors policy in furtherance of its mission and purpose to ensure a safe school environment is provided for its students.

This policy shall apply to all employees of ISOK regardless of length of tenure, position, employment status.

This policy shall also apply to volunteers and third-party contractors. In this policy, these individuals will be referred to as “adults.”

#### **Sexual Misconduct and Abuse Prohibited**

Adults are prohibited from engaging in sexual misconduct and abuse of students, which includes dating; making sexual advances; seeking romantic or sexual relationships; having conversations of a sexual nature not related to the adult’s professional responsibilities; and sexual contact.

This policy places an affirmative duty on employees of ISOK the duty to report to the Executive Director or Board of Education any knowledge of sexual abuse of a minor. This policy also requires the reporting of sexual abuse of a minor to law enforcement and child protective service agency. Any required reporting shall be done in a timely period in consideration of all the related circumstances.

Source: ISOK Board Policy adoption 6/13/19

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Reviewed 5/15/2025

The failure of an employee to timely report sexual abuse of a minor may result in discipline of an employee, to include termination for cause.

Reports of sexual abuse of a minor are to be reported to the principal. The principal will report to the Executive Director. If reporting to the principal is not an option for whatever reason, the report should be presented to the Executive Director. It shall be the responsibility of the Executive Director to review reports of sexual abuse of minors for trends, patterns, or repeat offenders. In addition, adults are required to report suspected violations of this policy regarding in-person and electronic communications with students to their supervisor. The Executive Director and Board of Education, as allowed by law, shall be notified of alleged sexual abuse by one perpetrator against more than one minor.

At the discretion of the Executive Director, an anonymous option for the reporting of alleged sexual abuse of minors may be established.

### **In-Person Communication and Interaction**

Personal contact between adults and students must be nonsexual, appropriate to the circumstances, and unambiguous in meaning. Adults should avoid the appearance of impropriety in their interactions with students. Behaviors that can create an appearance of impropriety include, but are not limited to:

- Conducting ongoing, private conversations with individual students that are unrelated to academics, school activities, or the well-being of students and that take place in locations inaccessible to others;
- Inviting a student or students for home visits;

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- Visiting the homes of students;
- Inviting students for social contact off school grounds without the permission or knowledge of parents/guardians; and
- Transporting students in personal vehicles without the parents or supervisors.

Employees, contractors and volunteers should respect boundaries consistent with their roles as educators, mentors, and caregivers. Violations of these boundaries include:

- Physical contact with a student that could be reasonable interpreted as constituting sexual harassment;
- Showing pornography to a student;
- Unnecessarily invading a student's personal privacy;
- Singling out a particular student or group of students for personal attention and friendship beyond the bounds of an appropriate educator/mentor-student relationship;
- Conversation of a sexual nature with students not related to the employee's professional responsibilities; and
- A flirtatious, romantic, or sexual relationship with a student.

### **Electronic Communication**

Digital technology and social networking provide multiple means for educators and other employees to communicate appropriately with students and personalize learning. Such communication between adults and

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students must be transparent, accessible to supervisors and parents/guardians, nonsexual, appropriate to the circumstances, unambiguous in meaning, and professional in content and tone.

As with in-person communications, educators and volunteers should avoid appearances of impropriety and refrain from inappropriate electronic communications with students. Factors to consider in determining whether an electronic communication is inappropriate include, but are not limited to:

- The subject, content, purpose, authorization, timing, and frequency of the communication;
- Whether there was an attempt to conceal the communication from supervisors and/or parents/guardians;
- Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship; and
- Whether the communication was sexually explicit.

Adults must restrict one-on-one, electronic communications with individual students to accounts, systems, and platforms that are provided by ISOK.

If an adult does not have access to an ISOK communication account, system, or platform and there is a time-sensitive or emergency, School-related matter that must be communicated to students, the adult may use a personal communication account, system, or personal social media to communicate this information. The adult must note the date, time, and nature of the contact and make this information available to a supervisor upon request.

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Parents/guardians are encouraged to have access to their children's social networking and digital communications and to supervise their children's use of these methods of communication.

### **Investigation and Consequences for Violations**

The Board's designee and authorities as appropriate, shall investigate all reports of suspected violations of this policy. Inadvertent and innocuous violations of this policy may provide opportunities for additional counseling and training but further discipline up to and including termination may be appropriate in any circumstance.

Appropriate formal disciplinary procedures will follow violations of this policy when the substance of the conduct or communication in question is found to be inappropriate, flirtatious, romantic, or sexual.

Training for the prevention of and the reporting of sexual abuse of minors will be presented to employees as a part of new hire and annual professional development.

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