



Adult/Minor Behavioral Standards

Adults should be positive role models for minors, and act in a caring, honest, respectful and responsible manner that is consistent with the mission and guiding principles of Rancho Santiago Community College District. Adults working with minors who participate in District sponsored programs or activities regardless of location must follow these expectations to avoid behaviors that could cause harm or be misinterpreted:

Appropriate Codes of Conduct When Working with Minors

1. Seek to ensure that minors are properly supervised at all times, thus providing them a safe and secure environment as required by the California Constitution.
2. Always be vigilant in protecting the well-being and safety of Minors participating in Programs.
3. Watch for signs of Minor abuse or neglect including, but not limited to: sexual abuse, willful harming or injuring of a child or the endangering of the person or health of a child, and unlawful corporal punishment. Promptly report any suspected instances of abuse or neglect, as well as any violations of these standards or law.
4. Adhere to and observe appropriate behavior and boundaries with Minors, including the following:
 - Avoid being completely alone with an individual Minor, particularly in a place that is not commonly viewed as a normal meeting area. Trips in District vehicles and walks through the campus, for example, should include either more than one adult or more than one child. This does not mean that Authorized Adults are prohibited from taking a Minor aside for a brief, confidential conversation about the Minor's behavior or to discuss some matter at the Minor's request. This does mean that such a meeting should ideally take place in the presence of a second adult or in full view of other people.
 - Do not meet with minors outside of established times for the program or activity. Any exceptions require written parental authorization and must include more than one adult from the program or activity.
 - Do not invite individual minors to your home. Any exceptions require authorization by the Program Sponsor and written authorization by the minor's parent/guardian.
 - Unless required by the nature of the activity (for example, counseling or therapy sessions), avoid meeting individually with a Minor behind closed doors, regardless of gender. This applies when tutoring or providing individual lessons or academic guidance.
 - Use good judgment about physical closeness. Avoid contact that may be misinterpreted. This does not mean that an Authorized Adult may not give a Minor a pat on the back or touch his/her arm to get his/her attention. It is recommended that you ask for permission prior to touching another person. However, Authorized Adults should not touch a Minor against his or her will or engage in highly physical contact, such as picking him/her

up, giving frontal hugs or back rubs, tickling, roughhousing, or horseplay. Never administer corporal punishment.¹

- Do not cuddle with or allow a student to sit on an adult's lap.
- Avoid being alone with a child, particularly in a restroom, changing area, or shower area (follow the "rule of three" and always make sure there is another person with you). Use staff restrooms whenever possible. Should you need to be alone with a minor in a changing or shower area, by no means should you be unclothed with a minor, and showering or bathing with minors, even when you are not alone with one, is never acceptable.
- Do not engage or communicate with minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media or when using any District communications or video conferencing tools at any time except and unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the program or activity and the District. When communicating electronically, you must copy another Program Staff member or the minor's parent/guardian.
- Use words with care. Never berate, intimidate, harass, or belittle a Minor. Giving praise is appropriate, but use discretion when complimenting Minors. Do not get too personal. Be constantly aware of your responsibilities and position as a role model. Do not swear, or use or respond to sexual innuendo; never make a sexually suggestive comment, even in fun.
- Do not tell children "this is just between the two of us" or use similar language that encourages children to keep secrets from their parent/guardians
- Do not take pictures of Minors unless their parents or legal guardians have signed a waiver allowing the use of photography for Program-related purposes. Furthermore, all pictures must be used for a Program-related purpose and must not be stored on personal devices.
- Do not "friend" Minors, "like" their social media content or engage them on social networks.
- Do not provide Minors with alcohol or legal/illegal drugs. Authorized Adults are prohibited from being under the influence of alcohol or illegal/impairing legal drugs while supervising Minors.
- Avoid engaging in any behavior commonly deemed unprofessional, unethical, or immoral, either directly or indirectly with a Minor or in the presence of a Minor.
- ANY kind of sexual activity with students is not allowed including kissing or fondling.²
- Do not show inappropriate photographs, videos, images or other content to a student
- Do not tell sexual jokes, comment about students' bodies/appearance, or communicate in a personal nature with students not related to the adult' professional responsibilities
- Do not Accept from or give gifts to a minor without the knowledge of the minor's parent/guardian.
- If handling an emergency when only one youth is present, the adult responding should make reasonable efforts to contact another adult to come and assist as immediately as possible.
- Do not provide prescription drugs or any medication to any youth participant, unless you are specifically trained and authorized in writing by the parent or legal guardian to administer the medication as required for the youth participant's care or emergency treatment.

¹A Minor is unable to give consent to any sexual activity. All sexual activity with a minor will be a crime and a violation of District policy.

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- If you are ever unsure about what is appropriate, seek advice from a supervisor or director.

Supervision Of Locker Room Use

- Adults should not change clothing or shower in locker rooms at the same time as minors, nor should they watch minors undress or shower.
- While minors shower, at least one adult in charge of the activity should stand within earshot of the minors to ensure that no adults are showering with them and that the minors are respectful of one another.

Transportation of Youth

Programs that involves transportation of minors as part of the program activity should adopt the following requirements:

1. Authorized Adults that transport minors must be over the age of 21, must be enrolled in the California DMV driver pull notice program and be approved by Risk Management.
2. To the extent possible, the use of private vehicle for transporting minors should be avoided. However, if a private vehicle is used, the driver(s) must follow all District guidelines for use of personal vehicles for business;
3. More than one Authorized Person must be present in the vehicle unless there are multiple youth present for the duration of the transportation. At no time, should an Authorized Person be one-on-one with a youth while in a vehicle.

Overnight Programs

In connection with overnight Programs, the following boundaries must be observed:

- Avoid being alone with a Minor in a room.
- Male and Female minors should not be assigned to sleep in the same room overnight unless accompanied by the parents of all involved.
- Never sleep in the same room as a Minor, including allowing a Minor to sleep in your room.

Report Allegations of Inappropriate Behavior

"If you see something, say something." Every member of the District community has an obligation to report immediately instances or suspected instances of abuse or inappropriate behavior involving Minors. This includes information about suspected abuse, neglect, or inadequate care provided by any Program Staff. Reports should be made to the Dean of the department sponsoring the activity and well as to the office of People and Culture. You can use this Incident Report Form <https://www.rscsd.edu/report/Pages/default.aspx> to notify People & Culture. There is a shortcut icon located on all district computers home screens to this report.

All District employees must also be familiar with and comply with their obligation as a Mandated Reporter to report child abuse and neglect to the local authorities. Reporting to the District does not relieve you from your legal obligation to also report the incident to the local authorities. As a Mandated Reporter, if you observe abuse or neglect, immediately, or as soon as practically possible call one of the following agencies:

- Department of Social Services/Child Welfare Agency 24Hour Abuse Hotline: (714) 940-1000 or (800) 207-4464.

- The local city police department.
- The Orange County Sheriff's Department

Within 36 hours of receiving the information concerning the incident:

Complete Form SS 8572 (<http://ssa.ocgov.com/abuse/child/mandated/forms>) and send, fax, or electronically transmit it to the Department of Social Services.

Note: In case of an emergency or if a crime is in progress, employees should always immediately call 911.

Mandated Reporters making a report in good faith will be protected from criminal and civil liability for making the report. Further, it is the policy of the District that no person making a good faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational program.

Consequences of Inappropriate Behavior

Employees may be disciplined up to and including termination and/or legal action may be taken against the employee for non-compliance. Examples of noncompliance include, but are not limited to:

1. Failure to maintain appropriate boundaries when interacting and communicating with students.
2. Failure to appropriately intervene or report when witnessing, observing, and becoming cognizant of prohibited or unauthorized student-employee interactions.
3. Failure to fulfill duties and requirements as mandated reporters.

Acknowledgement of Receipt

I have received and agree to comply with the Student-Adult Interaction Standards. I understand that these standards are part of the District's commitment to keep students safe. I will report immediately to a district administrator if I observe a situation where district policies, rules, or boundaries are being violated.

Name (Print): _____

Activity or event in which I am involved: _____

Signature: _____

Date: _____