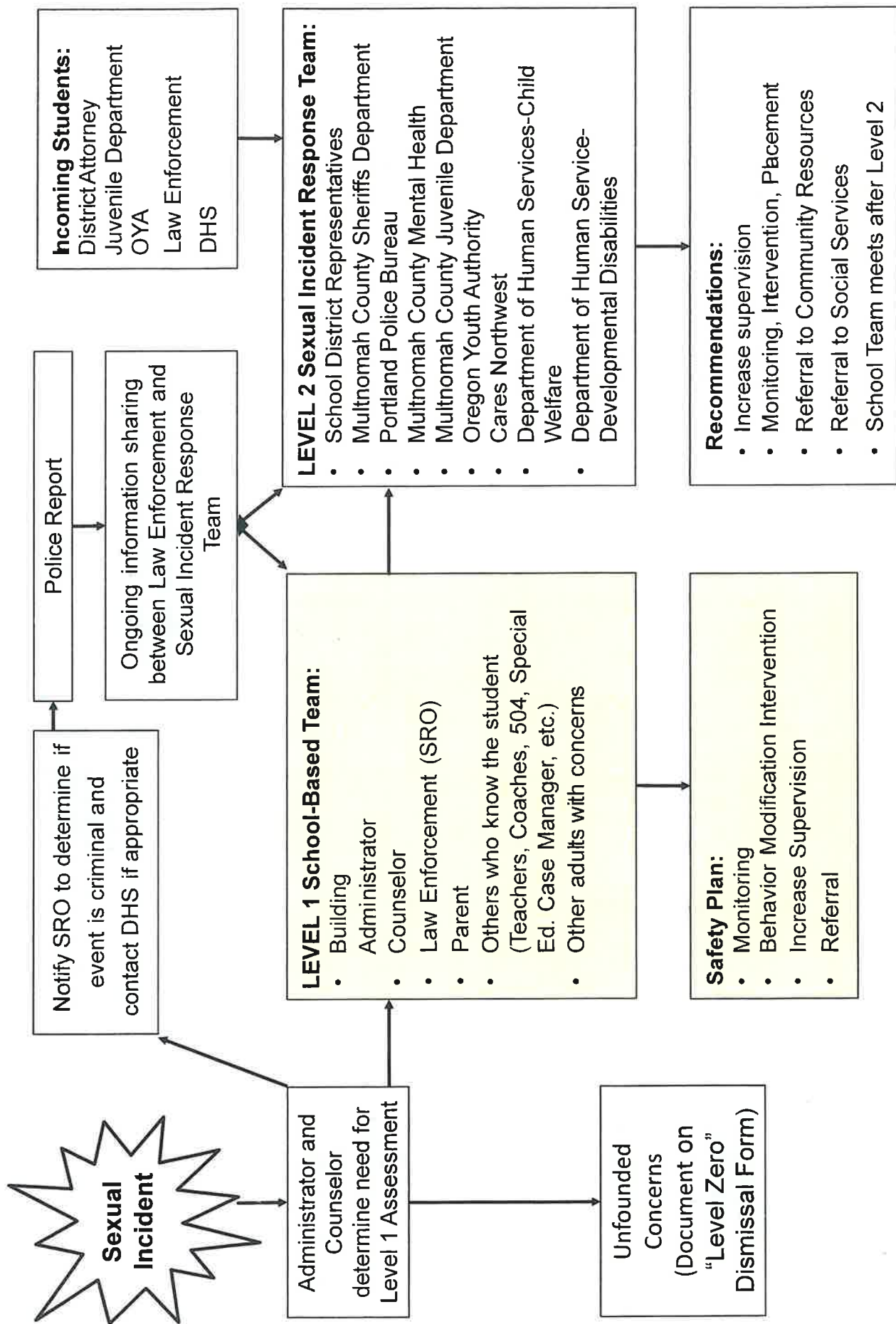


**Systems Flow Chart**



## Sexual Incident

**UPON DISCOVERY OF THE INCIDENT, THE SCHOOL RESOURCE OFFICER SHOULD BE INFORMED.  
IF THE EVENT IS FOUND TO BE ILLEGAL, REPORT TO LEVEL OFFICES, AND FOLLOW DISTRICT  
PROTOCOL GUIDELINES.**

### Level 1 to be considered by Administrator & Counselor

#### Guidelines for consideration of Level 1 (any of the following):

1. Sexual incident occurs at school.
2. School staff is informed about concerning sexual behavior occurring in school or community.
3. Sexual behavior is causing disruption to school activity.
4. There is a history of sexually inappropriate behavior.
5. Staff, parent, or students perceive the sexual incident as unusual, odd, or inappropriate.
6. Administrator is unable to assert that the concern is unfounded.

### Unfounded Concern

### Level 1 Protocol completed by School Based Team

#### Steps 1-3:

Demographics and assessment.

#### Step 4:

Use supervision strategies to address concerns. Determine if Level 2 is needed by using suggested criteria.

**Step 5:** (After completing Level 1) if a **Level 2 is needed, call Student Services Director or Designee** to schedule.

#### Step 6:

Sign and send a copy to your **Student Services Director or Designee**.

#### - IMPORTANT -

Maintain two copies of the Level 1: One in a letter-size manila envelope marked "Confidential" placed adjacent to the cumulative file and a second copy in a working file in the administrator's (case manager's) office.