

## STUDENT ON STUDENT SEXUAL HARM PREVENTION POLICY

The Goodwill Excel Center strives to be a place where all students can learn within a safe environment. The intent of this Student on Student Sexual Harm Prevention Policy is to prevent student on student sexual harassment, sexual assault and dating violence, and to establish procedures for responses to allegations of those incidents.

### Applicability

This Policy applies to incidents of Dating Violence, Sexual Harassment and Sexual Assault (all as defined below) by a GEC student against another GEC student that occur:

1. On GEC grounds and immediately adjacent property,
2. At GEC sponsored or related events on and off GEC grounds, including field trips,
3. On transportation provided or sponsored by GEC,
4. Using any electronic devices owned by GEC, or
5. If the acts create a hostile environment at GEC for the victim, infringe on his or her rights at GEC, or materially and substantially disrupt the orderly operation of GEC.

### Prohibited Acts

It is prohibited for any GEC student to commit any of the following against another GEC student:

1. **“Dating Violence”** which is defined as abusive or coercive behavior where a dating partner uses threats of, or actually uses, physical, emotional, economic, technological, or sexual abuse to exert power or control over a current or former dating partner (who is a GEC student).
2. **“Sexual Harassment”** which is defined as any unwelcome or uninvited sexual advances, requests for sexual favors, sexually motivated physical conduct, stalking, or other verbal or physical conduct of a sexual nature that can be reasonably predicted to: (a) place the victim in reasonable fear of physical harm to his or her person; (b) cause a substantial detrimental effect to the victim’s physical or mental health; (c) substantially interfere with the victim’s academic performance or attendance at school; or (d) substantially interfere with the victim’s ability to participate in, or benefit from, the services, activities, or privileges provided by a school.
3. **“Sexual Assault”** which is defined as engaging in a sexual act or sexual contact with a person: (a) by force or threat; (b) after rendering the person unconscious; or (c) where the other person does not consent or is incapable of understanding or declining the sexual act or sexual contact.

Throughout this Policy, Dating Violence, Sexual Harassment and Sexual Assault are collectively referred to as “Sexual Harm”

### Reporting Allegations of Student on Student Sexual Harm

Anyone – including students, parents and Staff – with information that a student may have been the victim of Sexual Harm that is covered by this policy and that was caused by another GEC student should report the incident to:

Manager, Student Support Services  
Lawrence Hopkins  
[Lawrence.Hopkins@goodwillexcelcenter.org](mailto:Lawrence.Hopkins@goodwillexcelcenter.org)  
Office Phone: (202)-934-0285

Or:

Executive Director  
Chelsea Kirk  
[Chelsea.Kirk@goodwillexcelcenter.org](mailto:Chelsea.Kirk@goodwillexcelcenter.org)  
Office Phone: 202-839-3652  
Cell Phone: 202-309-6615

Abuse or neglect of anyone under the age of 18 can be reported by anyone to the DC Child and Family Services Agency by calling the CFSA hotline: **(202) 671-7233**.

### **GEC's Response to Allegations of Student on Student Sexual Harm**

Upon receiving information that a student may have been the victim of Sexual Harm that is covered by this policy and that was caused by another GEC student, GEC will take the following steps:

1. If an act causing Sexual Harm is in process, take reasonable steps to interrupt or stop the act of Sexual Harm and prevent its recurrence.
2. Report the Sexual Harm to the police if there is reason to believe that a criminal act has occurred.
3. Provide information to complainant(s) regarding the investigatory process.
4. Take reasonable steps to protect the safety of complainants, if necessary, during the investigation, which steps may include: a change to one or more students' schedules; a short-term suspension; additional security screenings; notifying staff of situations so they can be alert to potential additional harm.
5. Protect the confidentiality of complainants. If a complainant requests that his/her identity not be revealed to the accused as part of the investigation, the Manager, Student Support will explain to the complainant (a) that the inability to reveal his/her name to the accused may limit the scope of the investigation and prevent the school from issuing any sanctions against the accused; and (b) GEC prohibits retaliation by the accused against the complainant. If the complainant still insists that his/her name not be revealed to the accused, GEC will honor that request even if that prevents the accused from being sanctioned.
6. Refer complainants to services and advocacy organizations.
7. Take prompt and appropriate action to investigate whether the acts occurred, as follows:
  - a. The investigation shall ordinarily be conducted by the Manager, Student Support in accordance with the timeline and procedures of GEC's Grievance Procedures, which are found in GEC's Student Handbook.
  - b. In the event that the Manager, Student Support decides that a hearing will be a part of the determination, the complainant and the accused will have the same opportunities to be present at and have others present during the hearing, including the opportunity to be accompanied to the hearing by an advisor or advocate of their choice.
  - c. The standard for the determination by the Manager, Student Support shall be whether the conduct "more likely than not" happened.

- d. GEC will provide contemporaneous notification, in writing, to both the complainant and the accused, of: (i) the result of any grievance that arises from an allegation of a student-on-student act of sexual harassment, sexual assault, or dating violence; (ii) the school's procedures for the complainant and/or the accused to appeal the result; (iii) any change to the result; and (iv) when such results become final.
8. If, after completing his investigation and any hearing, the Manager, Student Support, determines that disciplinary action is appropriate, he shall follow the disciplinary process and implement the appropriate sanction in accordance with GEC's Code of Conduct and Discipline Policy, which is found in GEC's Student Handbook.
9. As part of the investigation process, the Manager, Student Support will determine whether it would be appropriate to refer the accused student for counseling and intervention strategies, which, for minor students, may include reporting such incidents to the Child and Family Services Agency if the minor student's behavior indicates that he or she may be the victim of child sexual abuse or child abuse.

### **Student on Student Sexual Harm Prevention and Response Training**

GEC shall train all Staff at the time of hiring and at least annually thereafter on the following, utilizing evidence-based standards and developed in consultation with community based sexual violence or abuse experts:

(a) identifying, responding to, and reporting student-on-student acts of sexual harassment, sexual assault, or dating violence, including any mandatory reporting requirements under District or federal law which may be triggered by such incidents; (b) communicating universal prevention techniques to students that increase their ability to set and communicate about appropriate boundaries, respect boundaries set by others, and build safe and positive relationships; and (c) receiving reports and disclosures from students regarding student-on-student acts of sexual harassment, sexual assault, or dating violence in a supportive, appropriate, and trauma-informed manner.

Each person appointed by GEC to conduct an investigation of student on student Sexual Harm shall receive annual training on issues related to student-on-student acts of sexual harassment, sexual assault, or dating violence and how to conduct an investigation that protects the safety of complainants and promotes accountability.

GEC shall provide information annually to parents/guardians of minor students on recognizing the warning signs of student-on student acts of sexual harassment, sexual assault, and dating violence, as well as effective, age appropriate methods for parents/guardians of minor students to discussing such topics with students.

### **Resources**

Appendix A contains a list of resources, services, and information for students and families affected by student-on-student acts of sexual harassment, sexual assault, or dating violence, including school-based supports.

## SEXUAL ABUSE BY STAFF PREVENTION POLICY

The Goodwill Excel Center strives to be a place where all students can learn within a safe environment. The intent of this Sexual Abuse by Staff Prevention Policy is to prevent staff sexual abuse of students and establish procedures for responses to allegations of staff sexual abuse of students.

### Applicability

Unless otherwise specified, the requirements of this policy apply to all staff members of GEC and all staff of any contractor who perform services for GEC that involve direct interaction with students (collectively "Staff"). Unless otherwise specified, the protections of this policy apply to all students of GEC, regardless of age (collectively "Students").

### Prohibited Acts

Staff shall not engage in either of the following:

4. "**Student Sexual Abuse**", which is defined as (a) engaging in any sexual act or sexual contact with a Student; (b) creating, possessing or transmitting a pornographic video or image of a Student; (c) sex trafficking of a Student or causing a Student to engage in a sexual act or sexual contact with anyone else.
5. "**Sexual Misconduct**", which is defined as: any verbal, nonverbal, written or electronic communication, or any other act directed toward or with a Student that is designed to establish a sexual relationship with a Student, including: (a) a sexual invitation; (b) dating or soliciting a date; (c) engaging in sexual dialogue; (d) making sexually suggestive comments; (e) describing prior sexual encounters; or (f) physical exposure of a sexual or erotic nature.

### Guidelines for Appropriate Interactions Between Students and Staff

1. Staff must never be involved in a romantic or sexual relationship with a Student, even if the Student is 18 or older.
2. Staff shall use good judgment when talking with Students to avoid topics, language or innuendo that could be construed as or lead to flirtation or sexual dialogue.
3. Staff shall use good judgment when touching Students to avoid touching that is or could be construed as romantic, flirtatious or sexual. Safe touching includes things like side hugs, pats on the shoulder or back, and high fives. Inappropriate touching includes things like massages, full frontal hugs, and touching stomach or leg. Staff need to be aware that everyone perceives touching differently such that touching that may be received as perfectly acceptable and innocent by one Student would be unwelcome and perceived as misconduct by a different Student.
4. Staff shall not use any email other than an official Microsoft Office GEC email account and GEC Teams to communicate with Students
5. Staff shall not utilize any other chat function other than Microsoft Teams for Education and Teams chats to communicate with students on a chat platform.
6. Staff shall not communicate with students by phone or text outside of the system established by GEC for such communications, which involves utilizing Microsoft Teams, GEC issued phones, and the Teams applications through Vonage software.

7. Staff shall not communicate with Students on any social media other than the posting of publicly visible posts on official GEC social media. The only exception to this rule is if: (a) the purpose of the message is to reengage a Student who is not responding to a phone call, text or email; (b) the message is limited to a request for the Student to contact the Staff; and (c) a screen shot of the message is uploaded to the Student's case file. All posts must still meet the other requirements of this section.
8. Staff shall not socialize with students outside GEC, shall not be at the house of a Student and shall not have a Student in the Staff's home, unless pre-approved in writing by the School Director.
9. Staff shall use good judgment in deciding whether to frequent businesses where Students are known to work or patronize. For example, Staff should generally not patronize a bar or club where a Student works or regularly patronizes.
10. Staff shall not sell goods or services to a Student or buy goods or services from a Student. Staff shall not perform non-academic services for Students for free (such as babysitting) or receive services from Students for free.
11. A Staff member shall not be alone in a room with a Student unless the room has a window (partially frosted glass is acceptable) or the door is open.
12. Staff shall not transport Students, unless pre-approved in writing by the School Director.
13. Staff shall not give gifts (anything of value) to an individual Student, unless pre-approved in writing by the School Director. Small, token gifts given to an entire class or group of students are permitted.

### **Reporting Allegations of Sexual Abuse by Staff**

Anyone who believes that a Student has been the victim of Student Sexual Abuse by GEC Staff or Sexual Misconduct by GEC Staff should report the incident to:

Executive Director  
Dr. Chelsea Kirk  
[Chelsea.Kirk@goodwillexcelcenter.org](mailto:Chelsea.Kirk@goodwillexcelcenter.org)  
Office Phone: 202-839-3652  
Cell Phone: 202-309-6615

Or:

School Director

Tom Pengelley  
[Tom.Pengelly@goodwillexcelcenter.org](mailto:Tom.Pengelly@goodwillexcelcenter.org)  
202-760-5262

Abuse or neglect of anyone under the age of 18 may be reported by anyone to the DC Child and Family Services Agency by calling the CFSA hotline: **(202) 671-7233**.

### **GEC's Response to Allegations of Sexual Abuse by Staff**

Any GEC Staff member who learns from any source about an allegation that another GEC Staff member has engaged in Sexual Misconduct or Student Sexual Abuse shall immediately notify their supervisor, and the report shall be re-reported up the chain of command to the School Director. The School Director shall notify the Executive Director who shall notify the Chief of

Integration, the President & CEO and the General Counsel. The President & CEO shall notify the Chair of the Board of Directors as appropriate.

If the allegation is of abuse or neglect that is required by law to be reported to DC CFSA, the School Director shall, as soon as possible, report the matter to CFSA or ensure that the Staff who received the allegation has made a report to CFSA. All Staff who learned about the allegation shall prepare a first person narrative (unless the Staff only learned of the allegation from another GEC Staff who has provided a first person narrative).

The School Director shall prepare an initial report of the allegation. If an investigation by GEC proceeds, the accused GEC Staff member may be placed on administrative leave until the investigation is complete. If there is an investigation by CFSA and/or MPD, the School Director and the General Counsel shall be the point of contact for GEC in those investigations.

The President & CEO will make a determination, on a case by case basis, as to whether to notify the school community about any allegation of Sexual Misconduct or Student Sexual Abuse by a GEC Staff member and, if so, how such communication will be made, to whom, and what information it will contain. Any such communication shall seek to maintain the integrity of the investigation and protect the confidentiality of the accuser and accused in accordance with any applicable legal requirements.

### **Records of Allegations of Sexual Abuse by Staff**

GEC shall maintain a record of any allegation against Staff of Sexual Misconduct, Student Sexual Abuse, child abuse, or the failure to report child abuse, as well as the outcome of any subsequent investigation. The record shall be maintained by GEC's General Counsel or the Chief of People and Culture for GEC (or its management company).

### **Staff Background Checks**

All Staff shall be subject to background checks that comply with the requirements of Section 103 of Washington D.C.'s School Safety Omnibus Amendment Act of 2018 (the "Act"). Contractors who provide Staff to GEC shall be required by contract with GEC to conduct the background check required by the Act on those Staff.

No person shall be permitted to be a Staff member of GEC if the person has been convicted of, or has pleaded nolo contendere to, is on probation before judgment or placement of a case on the stet docket because of, or has been found not guilty by reason of insanity for any sexual offenses involving a minor.

No person shall be permitted to be a Staff member of GEC if the background check of the person has revealed information that would cause a reasonable person to determine that the person poses a risk of committing Sexual Misconduct or Student Sexual Abuse against any student at GEC.

### **Reference Checks**

Federal and Washington D.C. law prohibit an employee of GEC from assisting an employee, contractor or agent of a school or child development facility in obtaining a new job involving direct interaction with minors if the employee knows or has probable cause to believe that such

employee, contractor or agent has engaged in sexual misconduct or sexual abuse regarding a child or student in violation of Federal or Washington D.C. law.

To implement these legal requirements, any employee of GEC (or its management company) who receives a request for employment verification or a reference for a current or former Staff of GEC shall direct the request to the Chief of People and Culture for GEC (or its management company). The Chief of People and Culture and the General Counsel are the only individuals who are authorized by GEC to respond to a request for employment verification or reference for a current or former Staff of GEC. Any other employee of GEC (or its management company) who responds to a request for employment verification or reference for a current or former Staff of GEC shall be subject to discipline.

### **Abuse Prevention and Response Training**

GEC shall train all Staff at the time of hiring and at least annually thereafter on the following:

(a) recognizing and reporting sexual misconduct, student sexual abuse, and child abuse; (b) receiving disclosures of sexual misconduct, student sexual abuse, and child abuse in a supportive, appropriate, and trauma-informed manner; (c) prevention, warning signs, and effects of sexual misconduct, student sexual abuse, and child abuse; (d) communicating with students and parents regarding reporting and preventing sexual misconduct, student sexual abuse, and child abuse.

GEC shall provide training and information during iExcel and annually to Students and parents/guardians of minor Students on the following:

(a) recognizing and reporting sexual misconduct, student sexual abuse, and child abuse; (b) receiving disclosures of sexual misconduct, student sexual abuse, and child abuse in a supportive, appropriate, and trauma-informed manner; (c) prevention, warning signs, and effects of sexual misconduct, student sexual abuse, and child abuse; (d) effective, developmentally-appropriate methods for discussing sexual misconduct, student sexual abuse, and child abuse; and (e) school and community resources available to assist with the prevention of, and response to, sexual misconduct, student sexual abuse, and child abuse.

### **Resources**

Appendix A contains a list of resources, services, and information for Students and families affected by Student Sexual Abuse, including school-based supports and links to programs that can provide evidence-based treatment options.

## Appendix A

### **Resources, Services, and Information for Students and Families Affected by Sexual Abuse**

For school based supports, students should talk to their Academic Success Coach, the Lead Academic Success Coach, the Manager of Student Support Services, the Manager of Special Populations, or the School Director.

#### *Metropolitan Police Department*

<b>Unit</b>	<b>Contact Information</b>
Sexual Assault Unit	(202) 727-3700
Youth and Preventive Services Division Investigates cases involving minors	(202) 576-6768

#### *Liaison Units for the Metropolitan Police Department*

<b>Unit</b>	<b>Contact Information</b>
<a href="#">Gay and Lesbian Liaison Unit</a> This unit will call you back once you page them.	(877) 495-5995 (Pager)
<a href="#">Latino Liaison Unit</a>	(202) 673-4445

#### *National Resources for Sexual Assault Victims*

<b>Resource</b>	<b>Contact Information</b>
RAINN National number to reach counselor anywhere in the country. <a href="https://rainn.org/get-help">https://rainn.org/get-help</a>	(800) 656-HOPE (4673)
<a href="#">National Sexual Violence Resource Center</a> Provides information about sexual violence	(877) 739-3895
<b>1in6 Support Line Online Chat Services:</b> <a href="http://www.1in6.org">www.1in6.org</a>	<a href="https://1in6.org/helpline/">https://1in6.org/helpline/</a>



<b>Resource</b>	<b>Contact Information</b>
Available to male-identified survivors of sexual violence	
<b>National Sexual Assault Online Hotline:</b> Available to anyone affected by sexual violence in any way	<a href="https://online.hotline.org">https://online.hotline.org</a>
<b>National Domestic Violence Hotline:</b> For people struggling with intimate partner violence or unhealthy relationships <a href="http://www.thehotline.org">www.thehotline.org</a>	(800) 799-SAFE (7233)
<b>Love is respect:</b> Specific for youth – <a href="http://www.loveisrespect.org">www.loveisrespect.org</a>	(866) 311-9474
<b>The Trevor Project:</b> Specific for LGBTQ youth and young adults <a href="http://www.thetrevorproject.org">www.thetrevorproject.org</a>	(866) 488-7386

*Local Resources for Sexual Assault Victims*

<b>Resource</b>	<b>Contact Information</b>
<a href="#">Child and Family Services Agency</a> Report suspect child abuse in DC	(202) 671-SAFE
<a href="#">DC Rape Crisis Center</a>	(202) 333-RAPE (7273)
<a href="#">Network for Victim Recovery of DC (NVRDC)</a> Provides free, holistic, and comprehensive case management and legal services to victims of all types of crime regardless of income.	(202) 742-1727
<a href="#">Men Can Stop Rape</a> Outreach and education and prevention work with men and boys.	(202) 265-6530
<a href="#">Safe Shores</a> DC Children's Advocacy Center	(202) 645-3200

*Mental Health Resources*

<b>Program</b>	<b>Contact Information</b>
<p><b>ChAMPS</b> (Children and Adolescent Mobile and Psychiatric Services)</p> <p><a href="https://www.catholiccharitiesdc.org/champs/">https://www.catholiccharitiesdc.org/champs/</a></p> <p>ChAMPs (Adults)</p>	<p><b>Child and Youth: (202) 481-1440</b></p> <p><b>Adults: (202) 673-9300</b></p> <p><b>Access Help Line: 1 (888) 793 – 4537</b></p>
<p><b>National Suicide Prevention Lifeline:</b> Anyone struggling with suicidal thoughts, self harm, depression</p> <p><a href="http://www.suicidepreventionlifeline.org">www.suicidepreventionlifeline.org</a></p>	<p>(800) 273-TALK (8255)</p>
<p>MBI - Mental and Behavioral Health</p> <p>www.mbihs.com</p>	<p>(202) 388-9202</p>
<p>SMILE Therapy Services LLC</p> <p>www.smiletherapyservices.com</p>	<p>(240) 324-6524</p>
<p>Department of Behavioral Health</p> <p>www.dbh.dc.gov</p>	<p>(202) 673-2200</p> <p>Email: <a href="mailto:dbh@dc.gov">dbh@dc.gov</a></p>

*Financial Assistance*

<b>Program</b>	<b>Contact Information</b>
<p><a href="#">Crime Victims Compensation Program</a></p>	<p>(202) 879-4216</p>
<p><a href="#">Ayuda, Inc.</a> Assists Spanish-speaking victims who are seeking crime victim compensation</p>	<p>(202) 387-2870</p>

*Deaf and Hard of Hearing Resources for Sexual Assault (TTY Number)*

<b>Resources</b>	<b>Contact Information</b>
Metropolitan Police Department <a href="#">Deaf and Hard of Hearing Liaison Unit</a>	(202) 671-2864 email: dhhu2002@yahoo.com
<a href="#">DAWN (Deaf Abuse Women's Network)</a> 24-hour TTY Hotline, confidential, advocate available	(800) 290-DAWN (3296)

**Additional educational resources can be found on the following websites:**

<https://mpdc.dc.gov/page/sexual-assault-resources>

<https://www.nsvrc.org/saam>

*GEC Community Partners*

<b>Resources</b>	<b>Contact Information</b>
HER Resiliency – community of women for women to build connection and learn new coping strategies. Designed for women ages 18 to 25 www.herresiliencycenter.org	Stefanie Bloom <a href="mailto:stefanie@herdc.org">stefanie@herdc.org</a> or 202-643-9848 or speak to your Academic Success Coach
Moose Fit - Balance & Wellness www.moosefit.co	Matt Moosavian 614-205-7970 or info@moosefit.co
LIFT – DC - Financial Literacy and Coaching for parents or caregivers with a child between the ages of 0 – 8 years old www.whywelift.org/	Amaka Okonneh (704) 960 - 9839
Health Fresh Meals – Meal Prep Service www.healthyfreshmeals.com	(202) 851 – 4855 or <a href="mailto:contact@healthyfreshmeals.com">contact@healthyfreshmeals.com</a>
BB & R Wellness – Health and Wellness	Doro Koch and Tricia Koch

<b>Resources</b>	<b>Contact Information</b>
www.bbrconsulting.us	<a href="mailto:bluebirdsfly59@gmail.com">bluebirdsfly59@gmail.com</a> <a href="mailto:triciareilly503@gmail.com">triciareilly503@gmail.com</a>
Martha's Table – Education, Food, Opportunity <a href="http://www.marthastable.org">www.marthastable.org</a>	Alexis Thomason (202) 878-8704 ext 2096 <a href="mailto:athomason@marthastable.org">athomason@marthastable.org</a>
Comcast – Internet Service www.internetessentials.com	Andre Fountain 410-497-0365 <a href="mailto:Andre_Fountain@comcast.com">Andre_Fountain@comcast.com</a>