



Personnel Misconduct Allegations Communications Process

- I. **Description**—This document describes communications procedures for messaging school communities when allegations of misconduct involving students are made against DC Public Schools’ personnel and/or partner or provider employees.
- II. **Purpose**—Defined communications procedures are intended to promote transparency with parents, families, and communities when serious allegations of staff misconduct are raised, while appropriately protecting the confidentiality of personnel information and the integrity of active investigations.
- III. **Messaging**
 - The following types of incidents may trigger a public communication regarding personnel matters to the community:
 - Reports of alleged use of force or corporal punishment resulting in a staff member being placed on leave;
 - Reports of alleged misconduct that is sexual in nature resulting in a staff member being placed on leave; and/or
 - Arrests made in connection with either of the above allegations, which will result in the staff member being placed on leave.
 - The following information may be included in public messaging regarding personnel misconduct allegations involving a student:
 - Position of staff member (including extracurriculars);
 - Nature of the allegation;
 - Confirmation that the staff member has been placed on leave;
 - Confirmation that the matter has been referred to CFSA; and/or
 - Confirmation that the matter has been referred to the Metropolitan Police Department (MPD), if permitted.
 - Name of the staff member upon arrest, if applicable.
- IV. **Process Overview**—Upon notification of allegations of staff misconduct, the Communications Team works with multiple teams and agencies to timely communicate to school communities by the next school day (same day preferred). The Communications Team will:
 - Confirm employment status (administrative leave, separation, etc.) and position ;
 - Connect with the Mental Health Team to confirm and share the level of support being provided to the school, if applicable;
 - Consult with MPD to ensure there are no flags that would prevent communicating that the incident has been referred; and
 - Confirm with MPD whether an arrest has been made.

The Communications Team also offers messaging distribution support to the school community via Blackboard Connect email, as needed; and principals may also distribute communication to families via backpack letter home (sealed envelope). **Principals field community concerns and inquiries with the support of their Instructional Superintendent.**