

RTK – AGMS Sexual Content Checklist

Request for production of any documents or electronically stored information, to include but not limited to writings, video, and images related to the following areas:

Poster Incident: General Information	
<i>Topic / Reference</i>	<i>Description</i>
<p>Poster Creation</p> <ul style="list-style-type: none"> – Policy Manual 105.2 Exemption from Instruction – Policy Manual 300 Code of Professional Practice and Conduct for Educators – Policy Manual 308 / 508 Employment Contract – Policy Manual 317 / 517 Disciplinary Procedures – Policy Manual 618 Student Activity Funds 	<ul style="list-style-type: none"> a. Location, Date, and Time b. Educator or employee(s) directing and/or supervising the activity <ul style="list-style-type: none"> i. Employment contract ii. Educator(s) certifications iii. Date of last Title IX Training iv. Professional study: course approval / tuition reimbursement v. Evaluations vi. Disciplinary actions c. Indicate whether posters were created as part of curricular, interscholastic, co-curricular, extracurricular, non-school organization, group, or individual <ul style="list-style-type: none"> If a class: <ul style="list-style-type: none"> i. Board approval of curriculum, lesson plan, etc. ii. Parental notification ‘opt in/out’ If a club or group: <ul style="list-style-type: none"> iii. Board approval iv. Funding v. Parent permission to participate d. Age of each participating student
<p>Poster Content</p> <ul style="list-style-type: none"> – Policy Manual 237 Electronic Devices – Policy Manual 815 Acceptable Use Policy for Digital & Information Technology 	<ul style="list-style-type: none"> a. District Information Technology Resources history / content accessed at the location and for the duration of poster creation b. Student Electronic Devices history / content accessed at the location and for the duration of poster creation

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Poster Incident: General Information (cont.)	
Topic / Reference	Description
Poster Display <ul style="list-style-type: none"> – Policy Manual 220 Student Expression – Policy Manual 816 Use of Video / Audio Surveillance – Policy Manual 819 Notification of Board Members of “Serious” Events 	<ul style="list-style-type: none"> a. Location and duration of display (include video surveillance.) b. Educator or employee(s) directing and/or supervising the display of posters c. Educator or employee(s) responsible for hanging posters (ladder was required for those hung near ceiling) d. Application, review, approval, or denial of poster display in accordance with Policy Manual 220. e. Policy or Standard Operating Procedure addressing the inspection of school property for the display of unauthorized materials. f. If no application was submitted or application was denied: <ul style="list-style-type: none"> i. Report of the discovery of unauthorized material. ii. Notification of incident to board members.

Poster Incident: Disciplinary Actions – Displaying Unauthorized Materials (if display was not approved)	
Educator / Employee Records <ul style="list-style-type: none"> – Policy Manual 308 / 508 Employment Contract – Policy Manual 317 / 517 Disciplinary Procedures 	<ul style="list-style-type: none"> a. For educator or employee(s) who actively participated in the display of the posters: <ul style="list-style-type: none"> i. Employment contract ii. Date of last Title IX Training iii. Professional study: course approval / tuition reimbursement iv. Evaluations v. Disciplinary actions
Educator / Employee Disciplinary Actions <ul style="list-style-type: none"> – Policy Manual 317 / 517 Disciplinary Procedures 	<ul style="list-style-type: none"> a. Disciplinary action taken against responsible educator or employee(s) for failure to monitor school property for unauthorized content. b. Disciplinary actions taken against educator or employee(s) for posting unauthorized material
Student Disciplinary Actions <ul style="list-style-type: none"> – Policy Manual 220 Student Expression – Policy Manual 218 Student Discipline 	<ul style="list-style-type: none"> a. Disciplinary actions taken against student(s) for posting unauthorized material

Poster Incident: Disciplinary Actions –Imposing Political Beliefs on Anyone in the School System	
Educator / Employee Records <ul style="list-style-type: none"> – Policy Manual 317 / 517 Disciplinary Procedures – Policy Manual 321 / 521 Political Activities 	<ul style="list-style-type: none"> a. Investigation and disciplinary actions taken against educator or employee(s) for partaking in political Pride Month activities on school property and during school time

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Internal Investigation Subsequent to Poster Incident	
<i>Topic / Reference</i>	<i>Description</i>
<p>Conduct of Internal Investigation</p> <ul style="list-style-type: none"> – Policy Manual 105 Curriculum Development – Policy Manual 105.1 Curriculum Review by Parents & Students – Policy Manual 107 Adoption of Courses of Study – Policy Manual 108 Adoption of Textbooks – Policy Manual 109 Resource Materials – Policy Manual 111 Lesson Plans – Policy Manual 119 Current Events – Policy Manual 122 Co-Curricular Activities – Policy Manual 237 Electronic Devices – Policy Manual 300 Code of Professional Practice and Conduct for Educators – Policy Manual 308 / 508 Employment Contract – Policy Manual 317 / 317 Disciplinary Procedures – Policy Manual 317.1 / 517.1 Investigation of Suspected Employee Wrongdoing 	<ul style="list-style-type: none"> a. Superintendent <ul style="list-style-type: none"> i. Employment Contract ii. Evaluations b. Designee responsible for disciplinary rules for violations of Board policies, administrative regulations, rules and procedures <ul style="list-style-type: none"> i. Employment Contract ii. Evaluations c. Designee responsible for reporting to the Pennsylvania Department of Education discovery of any educator against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student <ul style="list-style-type: none"> i. Employment Contract ii. Evaluations d. Disciplinary Procedures / Rules for violations of Board policies, administrative regulations, rules, and procedures e. Title IX Training Program f. Date of last Title IX Training for all district employees, vendors, contractors, and/or volunteers (as required) serving the middle school g. Date of acknowledgement of Code of Professional Practice and Conduct for all educators serving in the middle school h. Curriculum, course of study, lesson plan, textbook, resource material, co-curricular activity, and/or club charter containing the following topics: <ul style="list-style-type: none"> - Sexual Attraction - Sexuality of any kind (i.e. heterosexual, transgender, bisexual, pansexual, gay, lesbian, bestiality, furry fetish, etc.) - Prostitution or Sex work - Erotic Art or Artists - Current events: Pride Month i. Age of each middle school student at the time of poster display

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Internal Investigation Subsequent to Poster Incident (cont.)	
<i>Topic / Reference</i>	<i>Description</i>
<p>Obscene Materials and Sexual Abuse</p> <ul style="list-style-type: none"> – 18 Pa.C.S.A. Crimes and Offenses § 5903. Obscene and other sexual materials and performances – Policy Manual 103 Discrimination / Title IX Sexual Harassment Affecting Students 	<p>a. Findings of investigation opened for potential exposure to obscene materials, sexual abuse, and/or sexual misconduct during creation of the posters</p> <ul style="list-style-type: none"> i. Between employee and students ii. Between 14-year-olds and younger children
<p>Sexual Harassment, Hazing, or Bullying Affecting Students</p> <ul style="list-style-type: none"> – Policy Manual 103 Discrimination / Title IX Sexual Harassment Affecting Students – Policy Manual 300 Code of Professional Practice and Conduct for Educators – Policy Manual 247 Hazing – Policy Manual 249 Bullying 	<p>a. Findings of investigation opened for potential sexual harassment, hazing, or bullying affecting students:</p> <ul style="list-style-type: none"> i. Teacher disciplines or grades students differently based on sexual orientation or religious creed. ii. Classmates harass or bully a peer because of their sexual orientation or religious creed. iii. Teacher repeatedly makes sexual comments to a student. iv. Classmate repeatedly makes sexual comments or gestures or subjects a peer to sexually offensive images.
<p>Discrimination and Harassment Affecting Staff</p> <ul style="list-style-type: none"> – Policy Manual 104 Discrimination / Title IX Sexual Harassment Affecting Staff – Policy Manual 300 Code of Professional Practice and Conduct for Educators – Policy Manual 326 Compliant Policy 	<p>a. Findings of investigation opened for potential discrimination, harassment, and/or hostile work environment based on employee’s sexual orientation or religious creed.</p>