

3 Possible Ways to Proceed: Informally, M.5 Part A, and M.5 Part B

This document is intended for teachers and Reference Persons who are approached by a Co-Counselor who is raising a concern about sexual misconduct.

For all concerns raised, start by going through Section 1 of the M.5 Guide

Immediate Assessment

- Ask whether they believe the Co-Counselor complained about is likely to repeat that conduct in the near future.
- If so, immediately intervene to prevent future sexual misconduct by, at a minimum, restricting the Co-Counselor complained of from contact with them. The leader will determine what other restrictions, if any, are needed.

Informally

with or without the assistance of an RC leader
(refer to Sections 1 & 2 of the Guide)

If Co-Counselor raising the concern asks for resource

- Ask what they want from a leader
- Review M.5 Part A and M.5 Part B options

Co-Counselor raising the concern does not want Part A or Part B

- If they want a leader’s assistance, the leader consults with the RRP for the Co-Counselor raising the concern

Co-Counselor raising the concern wants to pursue Part A or Part B

Part A — less formal

Take some or all of the steps suggested in M.5 Part A to resolve the concern.
(refer to Sections 1 & 3 of the Guide)

If teacher is notified

- Teacher notifies ARP and RRP

Reference Person(s) gather information

- Verify they want to use Part A process
- Meet with each person, let them tell the story
- Follow Guide
- Explain process
- Include counseling of both parties

Reassess for action pending final outcome

Meeting of the two?

If RRP thinks there is SM

- Meet with the Co-Counselor raising the concern to plan to address the harm
- Inform CRC
- Decide on: steps to address the behavior, their relationship, leadership, and membership in RC
- If dissatisfied, offer Part B
- Inform of appeal process to IRP

If RRP thinks there was no SM or it was inconclusive

- Meet with the Co-Counselor raising the concern
- If dissatisfied, offer Part B
- Inform of appeal process to IRP

Part B — Complaint Resolution Process

as outlined in Guideline M.5 Part B
(refer to Sections 1 & 3 of the Guide)

If Co-Counselor raising the concern chooses Part B

- Ensure it’s reported to RRP and CRC

Select CRC that includes

- ILRP for Women or her designee
- ILRP or RRP chosen by Co-Counselor raising the concern
- Up to 4 others chosen by Women’s ILRP and IRP

Reference Person(s) gather information

- Verify they want to use Part B process
- Meet with each person, let them tell the story
- Follow Guide
- Explain process
- Include counseling of both parties

Meeting of the two?

Reassess for action pending final outcome

- RRP and CRC meet to make determination

If SM found

- Meet with the Co-Counselor raising the concern to plan to address the harm
- Inform IRP
- Decide on: steps to address the behavior, their relationship, leadership, and membership in RC
- RRP monitors
- Inform of appeal process to IRP

If no SM or it was inconclusive

- Meet with the Co-Counselor raising the concern
- Inform of appeal process to IRP