

**Abuse and Molestation Prevention: Code of Conduct Policy
Tucson Youth Music**

I. Purpose and Definitions

The purpose of this policy is to outline specific expectations for TYM constituents' conduct.

Abuse or Mistreatment

Tucson Youth Music's top priority is to keep constituents safe. Any form of abuse or mistreatment of children, teachers, staff members, volunteers, Board members and others affiliated with TYM is prohibited. Constituents shall not abuse or mistreat children, teachers, staff members, volunteers, Board members and others affiliated with TYM.

Use of abusive language, obscene or profane language, including racial, religious or sexual references directed at other people will not be tolerated.

Constituents shall not engage in the verbal or emotional abuse or mistreatment of other constituents.

<i>Appropriate Verbal Interactions for Adolescent and Teenage Constituents</i>	<i>Inappropriate Verbal Interactions for Adolescent and Teenage Constituents</i>
<ul style="list-style-type: none"> • Appropriate jokes • Encouragement • Praise 	<ul style="list-style-type: none"> • Name-calling • Bullying • Ridicule or Humiliation • Discussing sexual encounters • Cursing • Hazing • Off-color or sexual jokes • Shaming • Belittling • Derogatory remarks • Harsh language that may frighten, threaten, or humiliate other constituents. • Derogatory remarks about another constituent or his/her family • Inappropriate games like <i>Truth or Dare</i> and <i>Never Have I Ever</i>

Constituents shall not engage in the physical abuse or mistreatment of other constituents.

<i>Appropriate Physical Interactions for Adolescent and Teenage Constituents</i>	<i>Inappropriate Physical Interactions for Adolescent and Teenage Constituents</i>
<ul style="list-style-type: none"> ▪ Side hugs ▪ Shoulder-to-shoulder or “temple” hugs ▪ Pats on the shoulder or back ▪ Handshakes ▪ High-fives and hand slapping ▪ Verbal praise ▪ Pats on the head when culturally appropriate ▪ Touching hands, shoulders, and arms ▪ Arms around shoulders 	<ul style="list-style-type: none"> • Full-frontal hugs • Kisses • Showing affection in isolated areas • Lap sitting • Wrestling • Piggyback rides • Tickling • Exposing oneself • Any type of massage given by or to a constituent • Any form of affection that is unwanted by the constituent • Compliments relating to physique or body development • Touching bottom, chest, or genital areas • Hitting • Spanking • Shaking • Slapping • Unnecessary restraints • Viewing or showing others pornographic materials

Personal Relationships

Appropriate personal relationships between constituents are encouraged. However, our organization strongly discourages romantic relationships between participants while in programming. Constituents are not permitted to hold hands, sit on others’ laps, use full-frontal hugs, or kiss other constituents while in programming.

One-on-one Interactions

Most abuse occurs when an adult is alone with a minor constituent, or when a constituent is alone with another constituent. Our organization aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the organization administration.

Electronic Communication

All communication between teachers/staff/volunteers and constituents must be approved by a minor constituent's parents/guardians and must be in an open electronic environment. The "Rule of Three" must be observed in all electronic communications between constituents and employees/volunteers. For example, there should be two employees/volunteers included in on text messages and emails with constituents. Direct, private messaging between constituents and employees/volunteers is not allowed.

Constituents will comply with the organization's policies governing the use of personal mobile communication devices. Constituents are not permitted to share cell phones with other constituents.

Alcohol, Drugs, and Tobacco

Possession and/or use of alcoholic beverages, drugs and tobacco products while at the organization is strictly prohibited. Constituents will not be permitted to participate in any program while under the influence of alcohol, drugs, or illicit substances. Parents/guardians will be notified as appropriate.

Weapons

We want our organization to be a safe place for constituents, children, and families. Weapons and items that may be considered weapons are prohibited. Anyone found to be in possession of such items will be required to leave and the items will be confiscated. Parents/guardians, and/or the authorities will be notified as appropriate.

Violence

Our organization seeks to provide a safe environment for individuals in our community. Violence and threats of violence will not be tolerated at Tucson Youth Music, on our grounds, in organization facilities, in other facilities being used by our organization, or during TYM-sponsored activities and events.

Administrators are available to assist in the resolution of differences.

Disruptive Behavior

We take pride in the appearance of Tucson Youth Music and always want to ensure members are safe. Inappropriate or disruptive behavior is not permitted in TYM. This includes, but is not limited to, graffiti, littering, spitting, or throwing objects that could intentionally or unintentionally harm others or cause disorder.

Bullying

Tucson Youth Music will not tolerate the mistreatment or abuse of one constituent by another constituent. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms including:

1. *Physical bullying* – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
2. *Verbal bullying* – when someone uses their words to hurt another, such as by belittling or calling another hurtful name.
3. *Nonverbal or relational bullying* – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
4. *Cyberbullying* – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
 1. Sending mean, vulgar, or threatening messages or images.
 2. Posting sensitive, private information about another person.
 3. Pretending to be someone else in order to make that person look bad; and
 4. Intentionally excluding someone from an online group.
 5. Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.

6. Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all constituents, employees, and volunteers.

Reporting

Because Tucson Youth Music is dedicated to maintaining zero tolerance for abuse, it is imperative that everyone actively participates in the protection of our students. In the event that constituents observe any suspicious or inappropriate behaviors and/or policy violations on the part of other employees, volunteers, or other constituents, it is their personal responsibility to immediately report their observations. Remember, at TYM, the policies apply to everyone.

Examples of Suspicious or Inappropriate Behaviors Between Employees/Volunteers and Constituents

- Violation of any abuse prevention policies outlined by the organization
- Seeking private time or one-on-one time with constituents
- Buying gifts for individual constituents
- Making suggestive comments to constituents
- Picking favorites

Constituents are encouraged to report concerns or complaints about other constituents to a supervisor who can be reached at *[insert telephone number]* or the *[Anonymous Helpline]* at *[insert telephone number]*.

III. Policy Notification and Communication

Tucson Youth Music will employ the following strategies to effectively implement the Code of Conduct Policy.

- Increase awareness of policy among the teaching staff by:
 - Reviewing with a teacher during the hiring process the organization's preference for group instruction.
 - Requiring online training covering topics to include Abuse Risk Management, Duty to Report, and Social Media Safety.
 - Requiring teachers to pass a background check.
 - Directing teachers to the policy section of the TYM website.
- Increase awareness of the policy among other constituents by:
 - Directing constituents to the policy section of the TYM website.

The Board of Directors may add additional methods of notification.

This Policy was adopted by Board action on February 8, 2023.