

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators shall be listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

Legal Reference: Iowa Code §§ 232.67, .70, .73, .75; 235A; 272A; 280.17; 709; 728.12(1) (1999).
281 I.A.C. 12.3(6), 102; 103.
441 I.A.C. 155; 175.
1980 Op. Att'y Gen. 275.

Cross Reference: 402.2 Child Abuse Reporting
403.5 Harassment
503.5 Corporal Punishment

Approved _____

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Revised _____

Treynor Community Schools

Board of Education

Treynor Community Schools Level I Investigator and Alternate

Iowa Code Chapter 280, Section 280.17, requires all public and non-public schools to appoint a Level I Investigator and alternate(s) to investigate complaints regarding abuse of students by school employees and volunteers. The board appointed Level I Investigators and (at least one) alternates are to be posted with their phone numbers in every building.

The Treynor Board of Education hereby appoints Mrs. Kay, Mrs. Berens and Mr. McNeal as the Level I investigators and alternates for the Treynor Community Schools. The building principal shall be the investigator for their respective building with the other two principals serving as the alternate investigator.

TREYNOR ELEMENTARY SCHOOL

Level I Investigator	Mrs. Jill Kay	712-487-3422
Alternate Investigator	Mrs. Jenny Berens	712-487-3181
Alternate Investigator	Mr. Gary McNeal	712-487-3804

TREYNOR MIDDLE SCHOOL

Level I Investigator	Mrs. Jenny Berens	712-487-3181
Alternate Investigator	Mr. Gary McNeal	712-487-3804
Alternate Investigator	Mrs. Jill Kay	712-487-3422

TREYNOR HIGH SCHOOL

Level I Investigator	Mr. Gary McNeal	712-487-3804
Alternate Investigator	Mrs. Jill Kay	712-487-3422
Alternate Investigator	Mrs. Jenny Berens	712-487-3181

COMPLAINT OF INJURY TO OR ABUSE OF A STUDENT BY A SCHOOL EMPLOYEE

Complete the following as fully as possible. If you need assistance, contact your school's Level One Investigator.

Student's name: _____

Student's address: _____

Student's phone number: _____ Student's school: _____

Name of school employee accused of abusing the student: _____

School at which named employee works: _____

Allegation is of _____ physical abuse _____ sexual abuse*

Describe what happened. Include date, time, specific location of incident, and the nature of the student's injury, if physical abuse is alleged (attach additional pages if necessary):

Were there any witnesses to the incident or are there any persons who may have information about this incident?

_____ Yes _____ No If yes, list names of individuals (if known) or categories (e.g., "3rd grade class"):

Has a doctor or other professional examined or treated the student as a result of the incident? _____ No
_____ Yes If yes, provide the name and address of the professional and the date of examination/treatment (if known):

Has anyone contacted law enforcement about this incident? _____ Yes _____ No

*Parents/guardians of children who are in Pre-K through 6th grade have the right to be notified in advance of any interview of their child either as the allegedly abused student or as a witness if sexual abuse is alleged. These parents/guardians also have the right to see and hear any interviews of their children in this investigation. Please indicate if the parent/guardian wishes to exercise this right:

_____ Yes _____ No Telephone #: _____

Provide any additional information that would be helpful to the investigator, attaching additional pages as needed:

Your name, address, and telephone number: _____

Your relationship to the student: _____

Complainant Signature

Witness Signature

Date

Printed Name of Witness

Witness Address

Be advised that you have the right to contact law enforcement, the county attorney, a private attorney, or the State Board of Educational Examiners (if the accused school employee is a licensee of the BoEE) for separate investigation of this incident. The filing of this report does not deny you that opportunity.

If you are the parent/guardian of the named student, you will receive a copy of this report, and a copy of the Investigator's Report within 15 calendar days of filing this report unless the investigation is turned over to law enforcement by the school.