## $SCAN/Employee\ Incident\ Report\ Checklist\ (2015-2016)$

Child's Name: (b) (6	(b) (6) School: Dunseith Day School					
			⊠ BIE	☐ Gr	ant	
Date Received: 3/4/16	Date of Incident:	3/1/16	On-going:	⊠ Yes	□ No	
Type of Report:	<ul> <li>□ Critical Incident</li> <li>□ Employee Incident</li> <li>□ SCAN □ PA</li> <li>□ Non-SCAN</li> </ul>	□ ЕА	n-CIR	□ N		
Tracking Notifica	tions sheet completed	<b>∀es</b>	□ No			
Victim Statement Witness Statement Other Documents		☐ Yes ☐ Yes ☐ Yes	<ul><li>☑ No</li><li>☐ No</li><li>☐ No</li></ul>			
Notifications:						
☐ ADD East (Grant scho	ols), Rosie Davis		Date/time sent:			
	ted schools), Eric North, S	SSS	Date/time sent:	3/4/16	at 1:19 PM	
☐ ADD-Navajo, Dr. Tam	arah Pfeiffer		Date/time sent:			
☐ Dept. of Diné Education	n, Dr. Florinda Jackson		Date/time sent:			
			Date/time sent:	ne sent: 3/4/16 at 1:19 PM		
If Employee is Alleged Office Name & Title: (b) (6	<u>fender</u> :	2				
• Emplo	yee written & signed state	ement (date):		3/4/16		
• Notification to Alleged Offender (date):				3/4/16		
<ul> <li>Notification of Closure to Alleged Offender (d</li> </ul>			ate):	03/04/16		
• Law Enforcement Report/Log number (date):			N/A			
Officer's I			Name: N/A			
Other Remarks/Comments	<b>;</b>	8				
Revised: 07.07.15						

	Administratively Restricted Employee Incident Repo	ort (	Take Pride
145.57			Page 1 of 2
		Date of Report	3/3/16
	·11 / 1 . \ = / /	Time:	
Reporting School: Un School	eith Indian Day School	School Phone Number:	263-4636
Name of Child:	First Medicine	D.O.B.:	(b) (6)
Sex: (b) (6)	Grade: (b) (6) Teacher: (b)	(6)	
Parent(s)/Legal Guardian(s) Nar	(b) (c)		and the state of t
Malling Address:		410004	
Location of Home	(0)		
CPI   Nome Telephone: (b) (6)	Work No. (Mother): (b) (6)	Work No. (Fati	ner):
Date of Alleged Incident: 3	///// Time: _	10:25	(D) a.m. (O) p.m.
Location of Alleged Incident:	Dunseith Indian DaySch	.00/	
Check all that apply:	,		
<ul> <li>Discourteous conduct in</li> </ul>	volving a student by an employee:		
Using inappropriate	e comments of a nonsexual manner		
	ing or humiliating a child		
8houting or cursing			
	by that adversely affect production, discipline, or morale of	a student	
1	neaning, degrading, or insulting language		
☐ Quarreling or inciting ☐ Other:	a quarrei		
	wn Words His/Her Account Of Event(s): See (	attachec	1 142
Full Name(s) of Potential Witnes	(b) (6)		
Phone Number(s):	steady — ( )	·	
Full Name of Alleged Offender:	(b) (6)	Fact	Medale
Check One: BIE Employ	ree Position/Title: (b) (6)		
[O] BIE Contrac	ctor/Consultant		
O Other (spec	ify):		
Full Name and Title of Mandator	y Reporter: Signature/Requi	red):	Date:
(b) (b)	(b) (b)		3/3/16
Minelle K.	diffiniture (Requirements)	red):	Date: 3-3-16
Has Mandatory Reporter Reques	sted Protection of His or Her Identity? (b) (6)		-
Initials of Mandatory Reporter:	(b) (6)	•	

Page 2 of 2

#### CONFIDENTIALITY AGREEMENT

#### To be read and signed by Mandated Reporter:

In accordance with the Indian Child Protection and Family Violence Prevention Act, the identity of any person making a report of suspected child abuse or neglect shall not be disclosed, without the consent of the individual, to anyone other than a court of competent jurisdiction, employees of an Indian tribe, State, or the Federal Government who need to know the information in order to perform their duties.

#### By signing this agreement, I understand that:

- 1. Confidentiality means that I cannot discuss any matter pertaining to any child abuse or neglect case, except as allowed by law. Pursuant to §552a of Title 5, United States Code, the Family Education Rights and Privacy Act of 1974 (20 USC 1232g), or any other provision of law, agencies of any Indian tribe, of any State, or of the Federal government that investigate and treat incidents of child abuse may provide information and records to those agencies of any Indian Tribe, State, or any Federal Government that need to know the information in order to perform their duties. For purposes of this section, Indian tribal government shall be treated the same as other Federal Government entities.
- The legal requirements of confidentiality mean that I cannot discuss any matter pertaining to the Suspected Child Abuse and/or Neglect
  Report I completed on this date with any member of my family, including parents, children, spouse, aunts, uncles, cousins, any school staff
  or with another person unless they are allowed access to such information by law.

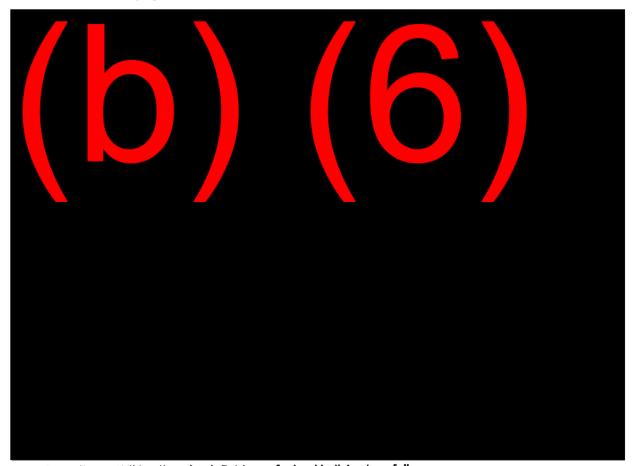
	<ol> <li>If I do not keep substantiated and/or unsubstantiated child abuse and/or neglect cases confidential, I may be subject to disciplinary action up to and including termination of my job as allowed by tribal or federal law or BIE policies and procedures.</li> </ol>				
Signature of Mandated Rep	<b>6</b> )	(b) (6) Position/Title	3/3/16		
	unedine 3:00p				
1 1/1/4 A V K A I	atlAdiministrator or Designee (Required)	Position/Title	Date		
		ations Tracking			
BIE Notification	Information on re	rson Making Notifications			
	Person Contacted, Titl	le, and Telephone Number	Date and Time of Report (Required)  Verbal Written Contact Contact		
BIE Program Specialist (SCAN)	Muhelle Begay	Tracking Notes	3/4/16 3/4/16		
SCAN ITACKING NOTES					
	No account of the second of th				
	Making Notifications:				
Full Name and Title of Indi	Ividual Completing this Page (Required):	1	Date: 8 - 4 - 110		

March 3, 2016

TO: Michelle Langan, Dunseith Indian Day School Principal



RE: Teacher Bullying



According to Wikipedia – the definitions of school bullying is as follows:

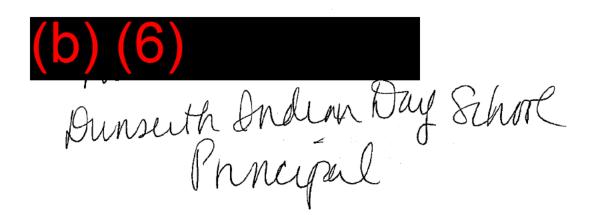
- 1. An intention to harm: intention suggests that the harm caused by bullying is deliberate, not accidental.
- 2. Victimization distress: bullying can cause the victim to suffer mild to severe psychological, social or physical trauma.
- 3. Repetition: bullying is persistent; it happens more than once or has the potential to occur multiple times.

4. Power inequity: definitions of bullying often state that bullying includes a real or perceived imbalance of power between the bully and the victim.

Page: 005

March 4, 2016



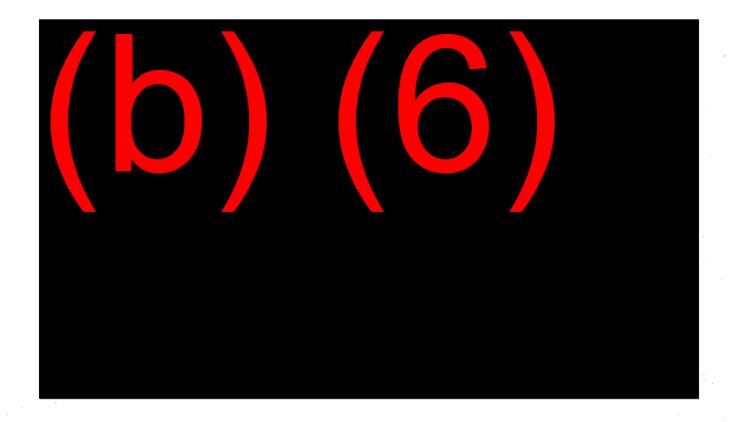


02:08:04 p.m. 03-04-2016

701-263-4200

To: Mrs. Langan

Date: 3-4-16



02:07:33 p.m.



## United States Department of the Interior

# TAKE PRIDE

## BUREAU OF INDIAN EDUCATION

Dunseith Indian Day School 2994 99<sup>th</sup> St. E Dunseith, ND 58329

March 4, 2016

Memorandum

From:

To: (b) (6) Bureau of Indian Education Teacher

Michelle Thomas, Dunseith Indian Day

Subject: Notification to Alleged Offender - Employee Incident Report

On March 3, 2016 an Employee Incident Report was filed naming you as the alleged offender. The following is for your information:

Type of Incident Alleged:

Summary of Allegation:



In accordance with the Indian Child Protection and Family Violence Prevention Act and the Crime Control Act of 1990, you may be removed from contact with or control over Indian children pending a determination of whether your continued contact with Indian children poses an eminent threat to the well-being of children. It is expected that you may be in this status for a period of one to two days while I, the Principal/Administrator, review the Employee Incident Report and reach a resolution in accordance with the BIE SCAN & Employee Incident Reporting Protocol.

The role of the Principal/Administrator is to ensure that the Employee Incident Report was completed accurately and to ensure the school continues to function efficiently and effectively without further impact on the named child or other children. Further consultation with HR/LR and the Program Specialist (SCAN) will be exercised as necessary.

You are further advised that if the allegations are substantiated, it may result in administrative action that may impact your employment status and/or your suitability to work with children.

You will be advised, in writing, of the final outcome of the Employee Incident Report through the Notification of Case Closure. If you should have any questions, please contact 701-263-4636

Please acknowledge receipt of this memorandum in the space provided below and return it to me. Your signature does not mean that you agree with the contents of this notice, but merely reflects that you received it.

I hereby acknowledge receipt.



Employee Signature

cc:

BIE Program Specialist (SCAN)

3-4-16

Date

2 /3



## **United States Department of the Interior**



#### BUREAU OF INDIAN EDUCATION

Dunseith Indian Day School 2994 99<sup>th</sup> Street NE Dunseith, North Dakota 58329

March 4, 2016

Memorandum

To: (b) (6), Bureau of Indian Education Teacher

From: Michelle Thomas, Dunseith Indian Day School Principal

Subject: Notification of Case Closure - Employee Incident Report

(b) (6)

On March 3, 2016 an Employee Incident Report was filed where you were named as the alleged offender. The findings, conclusion, and corrective/proactive actions are as follows:

ALLEGATION.

FINDING(S).

CONCLUSION.



CORRECTIVE ACTION/PROACTIVE PLAN

(b) (6)

(b) (6)

This memorandum shall serve to notify you that the Employee Incident Report dated March 3, 2016 has been closed. If the disposition of the Employee Incident Report has resulted in the contemplation of disciplinary measures, you will be notified through separate correspondence.

Please acknowledge receipt of this memorandum in the space provided below and return it to me. Your signature does not mean that you agree with the contents of this notice, but merely reflects that you received it.

I hereby acknowledge receipt.



Employee Signature

cc: BIE Program Specialist (SCAN)

3/4/16 Date

From: 701 263 4200

### Begay, Michelle

From:

Begay, Michelle

Sent: To: Friday, March 04, 2016 3:41 PM Lee, Alexandria; North, Eric

Cc:

Thomas, Michelle; Kinsel, Karyn

Subject:

(b)(6)

- Dunseith DS

Importance:

High

Good Afternoon,

Please be advised that the *Employee Incident Report*, dated 03/03/16, where employee Dunseith Day School – was named the alleged offender, has been closed.



It appears that the identified issue was addressed and the necessary actions taken the same day. Ms. Michelle Thomas, Principal, filed the *Notification of Case Closure* with our office today. All related data has also been received in complete form.

Please note your records accordingly.

Thank you

## Begay, Michelle

From:

Sent:

To: Cc:

Subject:

Attachments:

Importance:

Good Afternoon,

For your records.

Thank you.

Begay, Michelle

Friday, March 04, 2016 3:39 PM

Lee, Alexandria Kinsel, Karyn



High

## Kinsel, Karyn

From:

Kinsel, Karyn

Sent:

Friday, March 04, 2016 1:19 PM

To:

Lee, Alexandria; North, Eric

Cc:

Begay, Michelle

Subject:

**Attachments:** 



(b) (6)

Attached is an Employee Incident Report filed at Dunseith for student

- Guardian statement
- · Principal's statement
- Notification to Alleged Offender memo
- Employee statement

Thank you,

Karyn D. Kinsel, Program Support BIE, Administration (SCAN) 1001 Indian School NW, Suite 219 Albuquerque, NM 87104

(505) 563-5229 office (505) 563-5292 fax karyn.kinsel@bie.edu To:

Confidential	Confidential	Confiden
tial	Confidential	.Confidential

## **SCAN Document-Report Bureau of Indian Education**



♦ Michelle Begay, LMSW (Program Specialist-SCAN)	505.563.5292 (Fax Number)	<u>505.563</u> (Phone Nu		
♦ Social Services (Child Protective Service) (Name)		(Fax Number)	(Phone Number)	
♦ Law Enforcement (Name)		(Fax Number)	(Phone Number)	
♦ Other:(Name)		(Fax Number)	(Phone Number)	
Total Pages (incl. cover):	<del></del>			
The AIT has reviewed this document and conclude it is in its complete form.				
From: Mulle TM	MUS	701-	263-4200 er)	
Date:				
Comment:				

ConfidentialContide		
	ment-Report dian Education	Section 3. 12
To:		
♦ Michelle Begay, LMSW (Program Specialist-SCAN)  (Fax Nu		<del>(m.),,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</del>
♦ Social Services (Name)	(Fax Number)	(Phone Number)
◊ Law Enforcement(Name)	(Fax Number)	(Phone Number)
◊ Other:(Name)	(Fax Number)	(Phone Number)
Total Pages (incl. cover):		
The AIT has reviewed this document a	nd conclude it is in i	ts complete form.
From: Michelle Thomas (Name)	70(Phone Number	1-263-4636
Date: 3-4-16		
Comment:	PM.	