

Bureau of Indian Education

SCAN/Employee Incident Report Checklist (2015 – 2016)

Child's Name:

(b) (6)

School: Dunseith Day School

☒ BIE☐ Grant

Date Received: 3/4/16

Date of Incident: 3/1/16

On-going: ☒ Yes☐ No

Type of Report:

☐ Critical Incident☐ Non-CIR☒ Employee Incident☐ SCAN☐ PA☐ EA☐ SA☐ N☐ Non-SCAN☐ Non-EIR

Tracking Notifications sheet completed

☒ Yes☐ No

Victim Statement

☐ Yes☒ No

Witness Statements

☒ Yes☐ No

Other Documents

☒ Yes☐ NoNotifications:☐ ADD East (Grant schools), Rosie Davis

Date/time sent:

☒ ADD-West (BIE-operated schools), Eric North, SSS

Date/time sent:

3/4/16 at 1:19 PM

☐ ADD-Navajo, Dr. Tamarah Pfeiffer

Date/time sent:

☐ Dept. of Diné Education, Dr. Florinda Jackson

Date/time sent:

☒ Employee/Labor Relations: Alexandria Lee

Date/time sent:

3/4/16 at 1:19 PM

If Employee is Alleged Offender:

Name & Title:

(b) (6)

• Employee written & signed statement (date):

3/4/16

• Notification to Alleged Offender (date):

3/4/16

• Notification of Closure to Alleged Offender (date):

03/04/16

• Law Enforcement Report/Log number (date):

N/A

Officer's Name:

N/A

Other Remarks/Comments:

ADMINISTRATIVELY RESTRICTED
Employee Incident Report

Page 1 of 2

Date of Report: 3/3/16
Time: _____
Reporting School: Dunseith Indian Day School School Phone Number: 263-4636
Name of Child: (b) (6) D.O.B.: (b) (6)
Sex: (b) (6) Grade: (b) (6) Teacher: (b) (6)
Parent(s)/Legal Guardian(s) Names: (b) (6)
Mailing Address: (b) (6)
Location of Home: (b) (6)
Home Telephone: (b) (6) Work No. (Mother): (b) (6) Work No. (Father): _____

Date of Alleged Incident: 3/1/16 Time: 10:25 ☒ a.m. ☐ p.m.
Location of Alleged Incident: Dunseith Indian Day School

Check all that apply:

- ☐ Discourteous conduct involving a student by an employee:
- ☒ Using inappropriate language
- ☒ Making inappropriate comments of a nonsexual manner
- ☒ Calling names insulting or humiliating a child
- ☒ Shouting or cursing
- ☐ Rude, boisterous play that adversely affect production, discipline, or morale of a student
- ☒ Use of abusive, demeaning, degrading, or insulting language
- ☐ Quarreling or inciting a quarrel
- ☐ Other: _____

Describe in Student's/Staff's Own Words His/Her Account Of Event(s): see attached 1+2Full Name(s) of Potential Witness(es): (b) (6)

Phone Number(s): _____

Full Name of Alleged Offender: (b) (6)

Check One:

☒ BIE Employee

Position/Title:

(b) (6)☐ BIE Contractor/Consultant☐ Other (specify): _____

Full Name and Title of Mandatory Reporter:

(b) (6)

Signature (Required):

(b) (6)

Date:

3/3/16

Full Name of School Principal/Administrator or Designee:

Michelle K. Thomas

Signature (Required):

(b) (6)

Date:

3-3-16

Has Mandatory Reporter Requested Protection of His or Her Identity?

(b) (6)

Initials of Mandatory Reporter:

(b) (6)

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.
2. 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.
3. 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.

(b) (6) (b) (6) 3/3/16
 Signature of Mandated Reporter (Required) Position/Title Date

Witnessed by: Turned in @ 3:00pm Thursday 3/3/16
 -Dropped to my chair
 Signature of School Principal/Administrator or Designee (Required) Position/Title Date

**Notifications Tracking
 Information on Person Making Notifications**

BIE Notification

	Person Contacted, Title, and Telephone Number	Date and Time of Report (Required)	
		Verbal Contact	Written Contact
BIE Program Specialist (SCAN)	Michelle Begay	11:36am 3/4/16	1:56pm 3/4/16

SCAN Tracking Notes

2:00pm

Information on Person Making Notifications:

Full Name and Title of Individual Completing this Page (Required): Michelle Thomas, Principal Date: 3-4-16

March 3, 2016

TO: Michelle Langan, Dunseith Indian Day School Principal

FROM:

(b) (6)
(b) (6)

RE: Teacher Bullying

(b) (6)

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.

March 4, 2016

(b) (6)

(b) (6)

Dunseith Indian Day School
Principal

To: Mrs. Langan

Date: 3-4-16

(b) (6)



United States Department of the Interior

BUREAU OF INDIAN EDUCATION

Dunseith Indian Day School
2994 99th St. E
Dunseith, ND 58329



March 4, 2016

Memorandum

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

From: Michelle Thomas, Dunseith Indian Day (b) (6)

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:

(b) (6)

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.

(b) (6)

Employee Signature

3-4-16

Date

cc: BIE Program Specialist (SCAN)



United States Department of the Interior

BUREAU OF INDIAN EDUCATION

Dunseith Indian Day School

2994 99th 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

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.

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.

2

I hereby acknowledge receipt.

(b) (6)

Employee Signature

3/4/16
Date

cc: BIE Program Specialist (SCAN)

Begay, Michelle

From: Begay, Michelle
Sent: Friday, March 04, 2016 3:41 PM
To: 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 (b) (6) 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: Begay, Michelle
Sent: Friday, March 04, 2016 3:39 PM
To: Lee, Alexandria
Cc: Kinsel, Karyn
Subject: (b) (6)
Attachments: (b) (6)
Importance: High

Good Afternoon,

For your records.

Thank you.

Kinsel, Karyn

From: Kinsel, Karyn
Sent: Friday, March 04, 2016 1:19 PM
To: Lee, Alexandria; North, Eric
Cc: Begay, Michelle
Subject: (b) (6)
Attachments: (b) (6)

Attached is an Employee Incident Report filed at Dunseith for student (b) (6)

- 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

**Confidential.....Confidential.....Confiden
tial.....Confidential.....Confidential...**

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



To:

◇ Michelle Begay, LMSW
(Program Specialist-SCAN)

505.563.5292
(Fax Number)

505.563.5290
(Phone Number)

◇ 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): _____

The AIT has reviewed this document and conclude it is in its complete form.

From:

Michelle Thomas
(Name)

701-263-4200
(Phone Number)

Date:

3/4/16

Comment:

**Confidential.....Confidential.....Confiden
tial.....Confidential.....Confidential...**

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



To:

♦ Michelle Begay, LMSW
(Program Specialist-SCAN)

505.563.5292
(Fax Number)

505.563.5290
(Phone Number)

♦ 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): _____

The AIT has reviewed this document and conclude it is in its complete form.

From:

Michelle Thorne
(Name)

701-263-4636
(Phone Number)

Date:

3-4-16

Comment:

*Done
Jesse 1:57 PM*