

**POLICY ALLEGED PHYSICAL AND/OR SEXUAL ABUSE
OF A STUDENT BY AN EMPLOYEE**

**FILE ACAB
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In the event that an allegation of harassment, physical and/or sexual abuse of a student is made against an employee from any source, internal or external, the following steps will be taken.

- A. Any employee learning of the allegation is to immediately advise his/her supervisor/principal or the superintendent. In any event, the superintendent is to be informed immediately.
- B. The superintendent is to immediately assess the situation, cause the appropriate report (s) to be made to the Department of Human Services (and the District Attorney in the case of physical/sexual abuse of a child), and cause an internal investigation to be made.
- C. If there is reasonable cause to believe the allegation, and the allegation would severely impair the unit's reputation or endanger the health and welfare of students and/ or fellow employees, the employee will be assigned immediately to another position not having contact with students, or be placed on administrative leave, the board shall be notified as soon as practicable.
- D. The employee will not be returned to his/her primary position until the superintendent is satisfied that the allegation is false or the charges are dismissed. Every effort will be made to conclude the investigation within a reasonable time from the initial notification to the superintendent.
- E. If the superintendent finds that the allegation is true, the appropriate disciplinary action will be initiated which may include but not necessarily be limited to dismissal.

**TITLE 22 MRSA SEC. 4001-4010-A (CHILD AND
FAMILY SERVICES AND CHILD PROTECTION ACT)
P.L. 1991, CHAP. 474 (5 MRSA SEC. 4613.2;**

LEGAL REF: 26 MRSA SEC. 806, 807)

**DATE ADOPTED 1/4/95
TITLE REVISED 3/6/96**

FORMAL COMPLAINT

MSAD #46

Name of Complainant: _____

STATEMENT OF COMPLAINT:

RELIEF SOUGHT:

Signed: _____

Date: _____

Date complaint submitted Step 1 _____

Submitted to _____

Date complaint submitted Step 2 _____

Submitted to _____

Date answered in Step 3 _____

Submitted to _____

Date complaint submitted Step 4 _____

Submitted to _____

Date resolved or dropped _____

Original to Complaint Manager

Duplicate to Complainant

LEGAL REF. _____

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