

**TRI-COUNTY SPECIAL EDUCATION ASSOCIATION
Board Managerial Policy--Addendum**

SEXUAL ABUSE POLICY

SEXUAL ABUSE POLICY STATEMENT

Tri-County Special Education Association will not tolerate any behavior by its employees or volunteers which constitutes sexual abuse of any employee, volunteer, or student. “Sexual abuse” means any actual, attempted or alleged criminal sexual conduct towards a person by another person, or persons acting in concert, which causes physical and/or mental illness. “Sexual abuse” includes: sexual molestation, assault, sexual exploitation or sexual injury. “Sexual abuse” does not include “sexual harassment.”

REPORTING PROCEDURES AND DESIGNATED CHILD ABUSE COUNSELOR

It is the express policy of Tri-County Special Education Association (the Association) to encourage victims of sexual abuse, and their parents or guardians in the case of minors, to come forward with such claims. The Association’s Executive Director and Assistant Directors are designated as the Child Abuse Counselor who shall remain accountable for the implementation and monitoring of this policy. In order to conduct an immediate investigation, any incident of sexual abuse must be reported as quickly as possible in confidence, as follows:

1. Employees and Volunteers

Employees and volunteers are required to report any known or suspected incidents of sexual abuse to their direct supervisor, the building principal or the Designated Child Abuse Counselor. If the report is made to the supervisor or building principal, that individual shall immediately notify the Designated Child Abuse Counselor. If the person to whom an employee or volunteer is directed to report is the offending person, the report should be made to the next higher level of administration or supervision.

2. Students

Parents or legal guardians of district students shall be advised of the contents of district policies and be instructed to report any incident of known or suspected sexual abuse to a guidance counselor, the building principal or to this organization’s Designated Child Abuse Counselor, unless that individual is the offending person. If the complaint is made to the guidance counselor or the building principal, that individual shall immediately notify the Designated Child Abuse Counselor for the Association.

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Confidentiality

Every effort will be made to promptly investigate any allegation of sexual abuse in as confidential a manner as possible. Records will be shared with law enforcement, as required by law and in the event of a criminal investigation.

Discipline

Any Association employee or volunteer who is determined, after an investigation, to have engaged in sexual abuse in violation of this policy will be subject to disciplinary action up to and including discharge. False accusations regarding sexual abuse will not be tolerated, and any person knowingly making a false accusation will be subject to disciplinary action up to and including discharge. The Association will discipline any individual who retaliates against any person who reports alleged sexual abuse or who retaliates against any person who testifies, assists or participates in an investigation, a proceeding or a hearing relating to sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

CHILD ABUSE

Any case of known or suspected sexual abuse of a minor must be reported immediately to the Executive Director or Assistant Directors (i.e., Designated Child Abuse Counselors), a police officer or the State's Attorney's Office.

In the event that Designated Child Abuse Counselor is first notified of an incident of known or suspected child abuse, the Designated Child Abuse Counselor shall immediately notify the child's parent or legal guardian as the case be, and the appropriate legal authorities as required by state or local law. The Designated Child Abuse Coordinator shall prepare a Suspected Child Abuse Standard Report and immediately follow-up to investigate the incident and to ascertain the condition of the child. The Designated Child Abuse Coordinator is encouraged to communicate any questions or concerns about any incident with legal counsel for the District.

Any employee or volunteer involved in a reported incident of child abuse shall be immediately relieved of responsibilities that involve interaction with minors or shall be suspended, as determined by the Association Board. Reinstatement of employees or volunteers involved in a reported incident of child abuse shall occur only after all allegations of child abuse have been cleared by the District.

MAINTENANCE OF RECORDS AND DOCUMENTS

The Designated Child Abuse Coordinator shall maintain all records and documentation required by law or otherwise required by this and other such related policies of the Association including all documents related to procedures for hiring-screening, employee/volunteer code of conduct, training, sign-in/sign-out, pick-up and release procedures, incident reporting follow-up and disciplinary action.

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THIS POLICY IS TO BE REVIEWED AND SIGNED BY ALL EMPLOYEES AND VOLUNTEERS WHO HAVE OR MAY HAVE CHILDREN ASSIGNED TO THEIR CARE, CUSTODY OR CONTROL.

The undersigned hereby acknowledges that he/she has read this Sexual Abuse Policy, understands the contents thereof and agrees to abide by all terms set forth in the Policy.

Name: _____

Position: _____

Dated: _____

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ACKNOWLEDGMENT OF BOARD POLICIES REVIEW

The undersigned hereby acknowledges that he/she has read the **BOARD MANAGERIAL POLICIES, ARTICLES ONE, TWO AND THREE**; understands the contents thereof; and agrees to abide by all terms set forth in the Policies.

Name: _____

Position: _____

Dated: _____