

## **Reporting of Alleged Inappropriate Behavior by a BIA Teacher, Administrator, or Other Employee**

The following is the reporting process for BIA students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. This process shall not prohibit the ability of a student to report the incident to law enforcement authorities.

Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other BIA employee is urged to make an oral report of the act to any teacher, counselor or administrator. A BIA student should ask to speak with the school counselor if he or she is not sure whether he or she should report behavior, how to report behavior, or who to speak with about possible behavior that may be sexual abuse or misconduct. All BIA staff supports students and encourages them to speak with the school counselor if the student has any concerns about behavior that may be sexual abuse or misconduct.

Any BIA teacher, counselor, volunteer or administrator receiving a report of sexual abuse or sexual misconduct of student by a teacher, administrator, or other employee shall make an oral report of the incident immediately by telephone or otherwise to the schools Head of School and shall submit a written report of the incident to the Head of School within 24 hours. If the Head of School is the person accused of the sexual abuse or sexual misconduct, the oral and written reports must be made to the Associate Head of School.

The Head of School or designee receiving a report of sexual abuse as defined in O.C.G.A. § 19-7-5 shall make an oral report immediately to the school counselor, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The school counselor's shall report the accusation of sexual abuse or sexual misconduct to a child welfare agency providing protective services as designated by the Department of Human Services in the manner determined by such agency. Child Protection Report may be submitted via telephone, fax, or in written form (preferred method for BIA is a written report) to a child welfare agency providing protective services, as designated by the Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator, or other employee not covered by O.C.G.A. § 19-7-5 shall be investigated immediately by BIA. To protect the integrity of the process and to limit repeated interviews with the student, the designated investigator should take a written statement from the student prior to any other person. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct has merit, the Head of School shall make an immediate report to local police authorities. The Head of School shall also notify the SCSC and the Professional Standards Commission Ethics Division must also be notified of any validated acts of sexual misconduct.