

# Temple College Preparatory

S c h o o l o f E x c e l l e n c e

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*"Preparing Today's Student For College and Life"*

## Educator Misconduct Reporting Procedures

The following steps are to be used by Temple College Preparatory School parents, students or staff for reporting an educators or student's inappropriate behavior. A written report, describing the incident in detail, with your name and contact telephone number shall be turned into the principal. The reporting form can be obtained from the school's main office. If a fax is preferred the form shall be faxed to 598-0079. Telephone reporters will always be told prior to concluding your conversation, whether the information provided has been accepted as a report.

For faxed information, notification will be provided only when additional information is needed to accept a report. Your fax number must be clearly indicated on your report. Although you may request confirmation, you can assume that your report was accepted if you provided your fax number and receive no response from the school.

Please send a concise description of the situation. Be sure to include the following information:

1. Victim's name, possible responsible person, or alleged perpetrator name(s).
2. Reporter's name (required).
3. Names and telephone numbers of victim, witnesses and reporter (or others that were involved); include addresses if possible.

Provide a brief, yet concise, description of the abuse, neglect, abandonment, or exploitation, including physical, mental or sexual injuries, if any. The relationship of the alleged perpetrator to the victim. Please print or write in a legible manner.

Type, if at all possible. Contact the principal or executive director immediately in emergency or critical situations. The time required to process a fax may be longer than the time required to process information given in a telephone call. This could delay assistance to victims.