

Bureau of Indian Education  
**SCAN/EIR/CIR Checklist (2022 – 2023)**

**Child's Name:** (b) (6) **School:** Chemawa Indian School

**Date Received:** 12/05/2022 **Date of Incident:** 12/04/2022 ☒ **BIE** ☐ **TCS Grant School**

**Type of Report:** ☐ **Critical Incident and Death Report** ☐ **Non-CIR** ☐ **File As Is**  
☐ **Employee Incident** ☐ **Non-EIR**  
☒ **SCAN** ☒ **PA** ☐ **SA** ☐ **Non-SCAN** ☐ **File As Incomplete**

**Tracking Notifications sheet completed** ☒ **Yes** ☐ **No**

**Victim Statement** ☒ **Yes** ☐ **No**

**Witness Statements** ☒ **Yes** ☐ **No**

**Other Documents** ☐ **Yes** ☒ **No**

**Notifications:**

|                                                                                |                                            |
|--------------------------------------------------------------------------------|--------------------------------------------|
| <input checked="" type="checkbox"/> <b>ADD-BOS (BIE-operated schools)</b>      | <b>Date/time sent:</b> 12/06/2022, 7:54 AM |
| <input type="checkbox"/> <b>ADD-Navajo</b>                                     | <b>Date/time sent:</b>                     |
| <input checked="" type="checkbox"/> <b>Employee/Labor Relations:</b> Amy Haury | <b>Date/time sent:</b> 12/06/2022, 7:53 AM |
| <input type="checkbox"/> <b>ADD-TCS (Tribally-controlled Grant schools)</b>    | <b>Date/time sent:</b>                     |
| <input type="checkbox"/> <b>Dept. of Diné Education</b>                        | <b>Date/time sent:</b>                     |

**Employee as Alleged Offender:**

**Name & Title:** (b) (6)

- |                                                       |            |                                                                                                                        |
|-------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------|
| • <b>Employee written &amp; signed statement:</b>     | 12/06/2022 |                                                                                                                        |
| • <b>Notification to Alleged Offender:</b>            | 12/06/2022 | <input type="checkbox"/> <b>R/A</b> <input checked="" type="checkbox"/> <b>A/L</b> <input type="checkbox"/> <b>N/A</b> |
| • <b>Notification of Closure to Alleged Offender:</b> | 01/05/2023 |                                                                                                                        |

**SCAN REPORTS:**

- |                                             |            |
|---------------------------------------------|------------|
| • <b>Law Enforcement Report/Log Number:</b> | BO22322169 |
|---------------------------------------------|------------|

**Officer's Name:** SRO Robert Manwell

**Agency:** BIA - OJS

**Remarks/Comments:**

12/06/2022 - 1. Notification to Alleged Offender (NAO) on record is the outdated, obsolete format; request was made to re-submit in correct form, to no avail. 2. NAO on record is for A/L only; that for Reassignment was requested, to no avail.

12/13/2022 - Email to Ms. Amanda Ward, Superintendent (CIS) and Dr. Maxine Roanhorse-Dineyazhe, ERC-Phoenix, with these notices and instructions, to no avail. The record is Closed as is, 01/06/2023.

ADMINISTRATIVELY RESTRICTED  
Suspected Child Abuse/Neglect Report (SCAN)



Effective 7/18/18

|                                                           |                                                                                         |                             |                              |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------|------------------------------|
| <b>SCHOOL INFORMATION (Required)</b>                      |                                                                                         | <b>Report Date:</b> 12/4/22 | <b>Report Time:</b> 10:00 AM |
| 1. Reporting School:<br><b>Chemawa Indian High School</b> | 2. School Principal/Administrator or Designee:<br><b>Amanda Ward</b>                    |                             |                              |
| 3. School Phone Number:<br><b>(503)399-5721</b>           | 4. School Principal/Administrator Phone Extension or Cell Phone Number:<br><b>x1345</b> |                             |                              |

|                                                                                                                                                                                                                                                                                                                                          |                               |                                                                                                    |                                           |                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------|
| <b>PERSONAL INFORMATION OF VICTIM (Required)</b>                                                                                                                                                                                                                                                                                         |                               |                                                                                                    |                                           |                            |
| 5. Last Name:<br><b>(b) (6)</b>                                                                                                                                                                                                                                                                                                          | First Name:<br><b>(b) (6)</b> |                                                                                                    | Middle Name:<br><b>(b) (6)</b>            |                            |
| 7. SSN:<br><b>(b) (6)</b>                                                                                                                                                                                                                                                                                                                | 8. DOB:<br><b>(b) (6)</b>     | 9. Age:<br><b>(b) (6)</b>                                                                          | 10. Grade:<br><b>(b) (6)</b>              | 11. Sex:<br><b>(b) (6)</b> |
| 12. Check Suspected Abuse:<br><input checked="" type="checkbox"/> Physical Abuse <input type="checkbox"/> Emotional Abuse <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Neglect (Basic needs – food, clothing, shelter)<br><input type="checkbox"/> Neglect (Medical)<br><input type="checkbox"/> Neglect (Educational) |                               |                                                                                                    |                                           |                            |
| 13. Describe the specific incident (do not leave blank):<br><b>(b) (6)</b>                                                                                                                                                                                                                                                               |                               |                                                                                                    |                                           |                            |
| 14. Name of Parent(s), Guardian, Custodian (Required):<br><b>(b) (6)</b>                                                                                                                                                                                                                                                                 |                               |                                                                                                    | 15. Relation to Victim:<br><b>(b) (6)</b> |                            |
| 16. Contact Telephone Number of Parents, Guardian, or Custodian:<br><b>(b) (6)</b>                                                                                                                                                                                                                                                       |                               |                                                                                                    |                                           |                            |
| 17. Complete Mailing Address (Required):<br><b>(b) (6)</b>                                                                                                                                                                                                                                                                               |                               | 18. Physical Location of Residence (Required):<br><b>(b) (6)</b><br><small>(attach map, if</small> |                                           |                            |

|                                                                                                                                                          |                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ALLEGED OFFENDER INFORMATION (Required):</b>                                                                                                          |                                                                                                      | 20. Alleged Offender's Position/Status (Required)<br><input checked="" type="checkbox"/> BIE Employee<br><input type="checkbox"/> BIE Contractor/Consultant<br><input type="checkbox"/> Volunteer *<br><input type="checkbox"/> Relative (specify): _____<br><input type="checkbox"/> Other (specify): _____<br><input type="checkbox"/> Student ** (age or grade)<br><br>** Refer to school/agency policies and procedures for any alleged offenders under the age of 19 or classified as a student. |
| 19. Full Name of Alleged Offender (If a minor/peer, then indicate age or grade in box 20):<br><b>(b) (6)</b>                                             |                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 21. If Employee, Position Title:<br><b>(b) (6)</b>                                                                                                       |                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 22. If Employee, Contact Information for Alleged Offender:<br>Cell phone number: _____ Physical Location of Employee: <b>Unknown</b><br><b>(Unknown)</b> |                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 23. Location of alleged incident:<br><b>Chemawa Indian School Dormitory - McNary 1</b>                                                                   | 24. Date of alleged incident:<br><b>12/4/2022</b><br>25. Time of alleged incident:<br><b>8:16 AM</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 26. Full Names and telephone numbers of potential witness(es):                                                                                           |                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|                                                                                                    |  |                                                       |                         |
|----------------------------------------------------------------------------------------------------|--|-------------------------------------------------------|-------------------------|
| <b>MANDATORY REPORT INFORMATION (Required):</b>                                                    |  | 28. Signature (Required):<br><b>(b) (6)</b>           | Date:<br><b>12/5/22</b> |
| 27. Full Name and Title of Mandatory Reporter Reporting Above Incident:<br><b>(b) (6)</b>          |  | 30. Signature (Required):<br><b>(b) (6)</b>           | Date:<br><b>12/5/22</b> |
| 29. Full Name of School Principal/Administrator or Designee:<br><b>Amanda Ward, Superintendent</b> |  | 32. Initials of Mandatory Reporter:<br><b>(b) (6)</b> |                         |
| 31. Has Mandatory Reporter Requested Protection of their Identity?<br><b>(b) (6)</b>               |  |                                                       |                         |

## INFORMATION REGARDING THE INCIDENT

(Please type or print clearly the following information.)

33. Describe how you became aware of the incident:

(b) (6)

34. Describe the specific incident (continuation of Box 13, Page 1):

(b) (6)

(NOTE: Mandated Reporters do not have to prove abuse when making a report, but must describe the behavior or physical sign that led the Mandated Reporter to believe the child was abused.)

35. Did the alleged abuser physically touch the victim in any way?

(b) (6)

If yes, describe specifically the physical contact:

(b) (6)

(b) (6)

36. Was Medical Treatment Required?

(b) (6)

If yes, indicate action taken:

☐ Victim was taken for medical care by school staff for an evaluation and/or medical treatment☐ Ambulance was contacted for immediate medical attention.☐ Other. Explain action taken:

## ATTACHMENTS

- ☐ Continuation pages, if required
- ☒ Statement from victim, witness, alleged offender, etc.
- ☐ Other (must describe attachment): \_\_\_\_\_

## Distribution (Required):

Original to SCAN Case File

Copies to Law Enforcement, Child Protective Services and BIE Program Specialist

**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 any person other than a court of competent jurisdiction or any employee of an Indian tribe, a State or the Federal Government who need to know the information in the performance of such employee's 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 section 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 abuse of children may provide information and records to those agencies of any Indian Tribe, and State, or any Federal Government that need to know the information in performance of 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)**

Signature of Mandated Reporter (Required)

*Assistant Principal*

Position/Title

*12/5/22*

Date

**Witnessed by:****(b) (6)**

Signature of School Principal/Administrator or Designee (Required)

*Principal**12/5/22*

Date

## ADMINISTRATIVELY RESTRICTED

Tracking of Notifications  
Completed in its entirety

Effective 7/18/18

**Note:** Contact to Law Enforcement and Child Protective Services should be made immediately.  
All contact is to be made verbally and followed-up in writing by faxing pages 1-4 of the SCAN Report.  
Contact does not have to be made to all agencies identified under law enforcement or social services/child protective services, only those required for your school.

**LAW ENFORCEMENT NOTIFICATION Only indicate actual law enforcement agency contacted (Required):**

| AGENCY CONTACTED     | PERSON CONTACTED, TITLE AND TELEPHONE NUMBER |                                                                                    | DATE & TIME OF REPORT        |                               |
|----------------------|----------------------------------------------|------------------------------------------------------------------------------------|------------------------------|-------------------------------|
|                      |                                              |                                                                                    | Verbal Contact<br>(Required) | Written Contact<br>(Required) |
| Tribal:              |                                              | <input type="checkbox"/> Fax<br><input type="checkbox"/> Hand-delivered            | (date)<br>(time)             | (date)<br>(time)              |
| BIA Law Enforcement: | Officer Manwell 503-318-1125                 | <input type="checkbox"/> Fax<br><input checked="" type="checkbox"/> Hand-delivered | 12/5/22<br>3:00 PM           | 12/5/22<br>3:00 PM            |
| Local/State/Other:   |                                              | <input type="checkbox"/> Fax<br><input type="checkbox"/> Hand-delivered            | (date)<br>(time)             | (date)<br>(time)              |

IF APPLICABLE, indicate the Law Enforcement Report/Case Number: \_\_\_\_\_

**SOCIAL SERVICES/CHILD PROTECTIVE SERVICES NOTIFICATION Only indicate actual agency contacted (Required):**

| AGENCY CONTACTED | PERSON CONTACTED, TITLE AND TELEPHONE NUMBER          |                                                                         | DATE & TIME OF REPORT        |                               |
|------------------|-------------------------------------------------------|-------------------------------------------------------------------------|------------------------------|-------------------------------|
|                  |                                                       |                                                                         | Verbal Contact<br>(Required) | Written Contact<br>(Required) |
| Tribal:          |                                                       | <input type="checkbox"/> Fax<br><input type="checkbox"/> Hand-delivered | (date)<br>(time)             | (date)<br>(time)              |
| Local:           |                                                       | <input type="checkbox"/> Fax<br><input type="checkbox"/> Hand-delivered | (date)<br>(time)             | (date)<br>(time)              |
| State:           | Oregon Child Abuse Reporting 1-855-503-7233 - (b) (6) | <input type="checkbox"/> Fax<br><input type="checkbox"/> Hand-delivered | 12/5/22<br>2:45 PM           | (date)<br>(time)              |

**BIE NOTIFICATION (Required):**

|                        | PERSON CONTACTED, TITLE AND TELEPHONE NUMBER             | DATE & TIME OF REPORT        |                               |
|------------------------|----------------------------------------------------------|------------------------------|-------------------------------|
|                        |                                                          | Verbal Contact<br>(Required) | Written Contact<br>(Required) |
| BIE Program Specialist | Michelle Begay phone: (505) 563-5290 fax: (505) 563-5292 | 12/5/22<br>2:30 PM           | 12/5/22<br>2:30 PM            |

**SCAN TRACKING NOTES**

\*Please do NOT attach fax transmission/confirmation sheets\*

(b) (6)

Completed by: Ryan Cox, Assistant Principal

**INFORMATION ON PERSON MAKING NOTIFICATIONS (Required):**

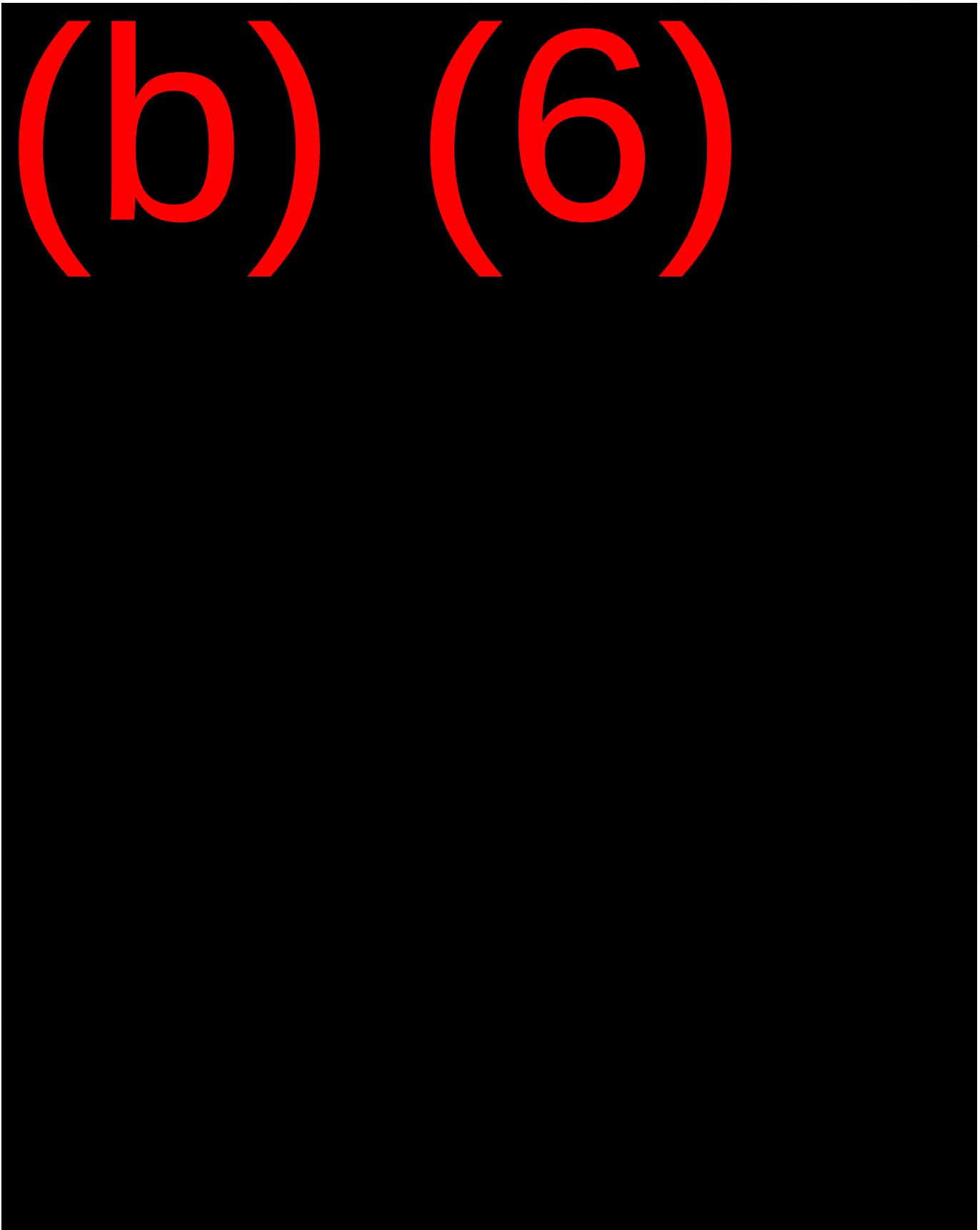
Full Name and Title of Individual completing this page:

Ryan Cox, Assistant Principal ryan.cox@bie.edu

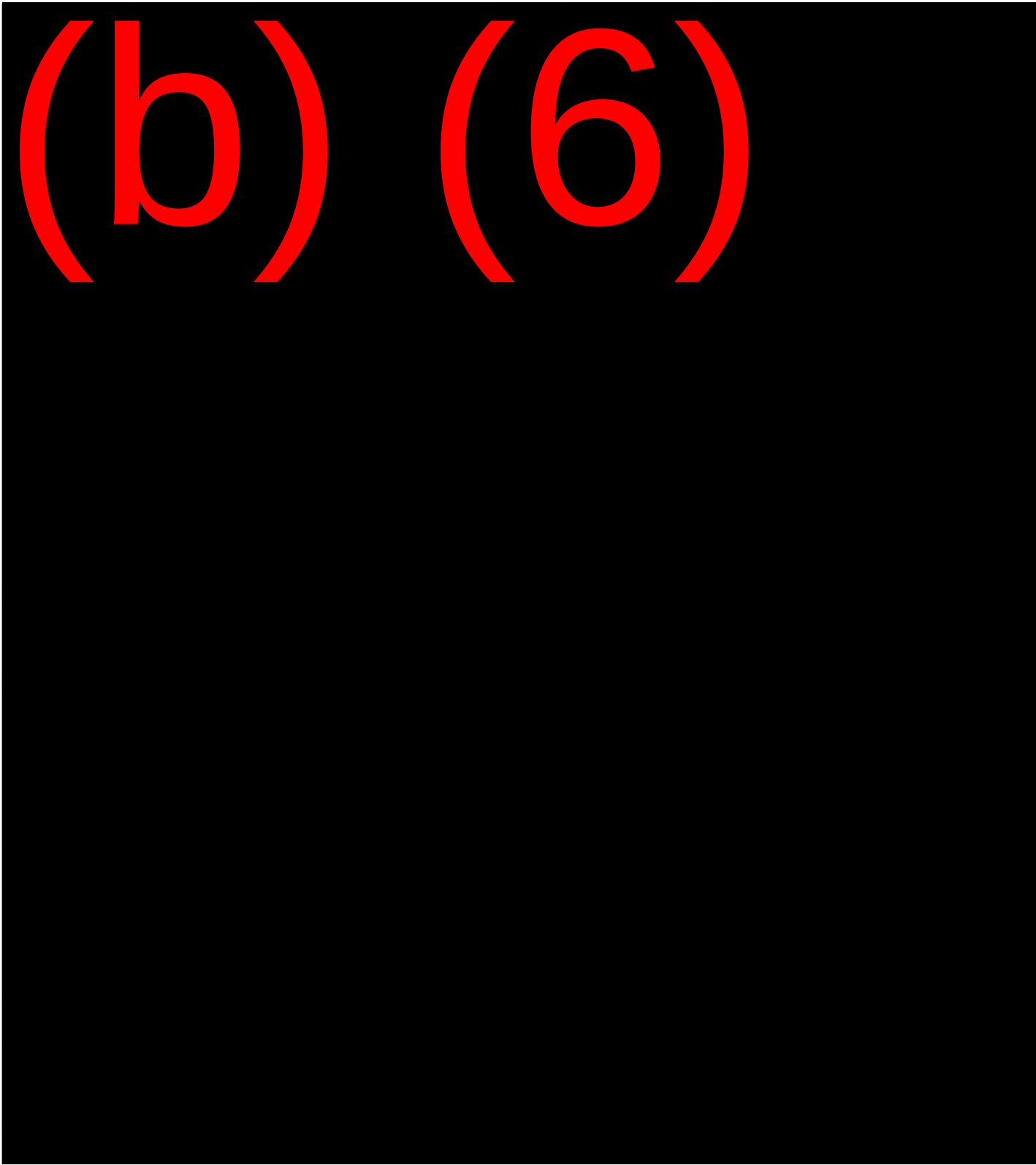
Date:

12/5/22

(b) (6)



(b) (6)

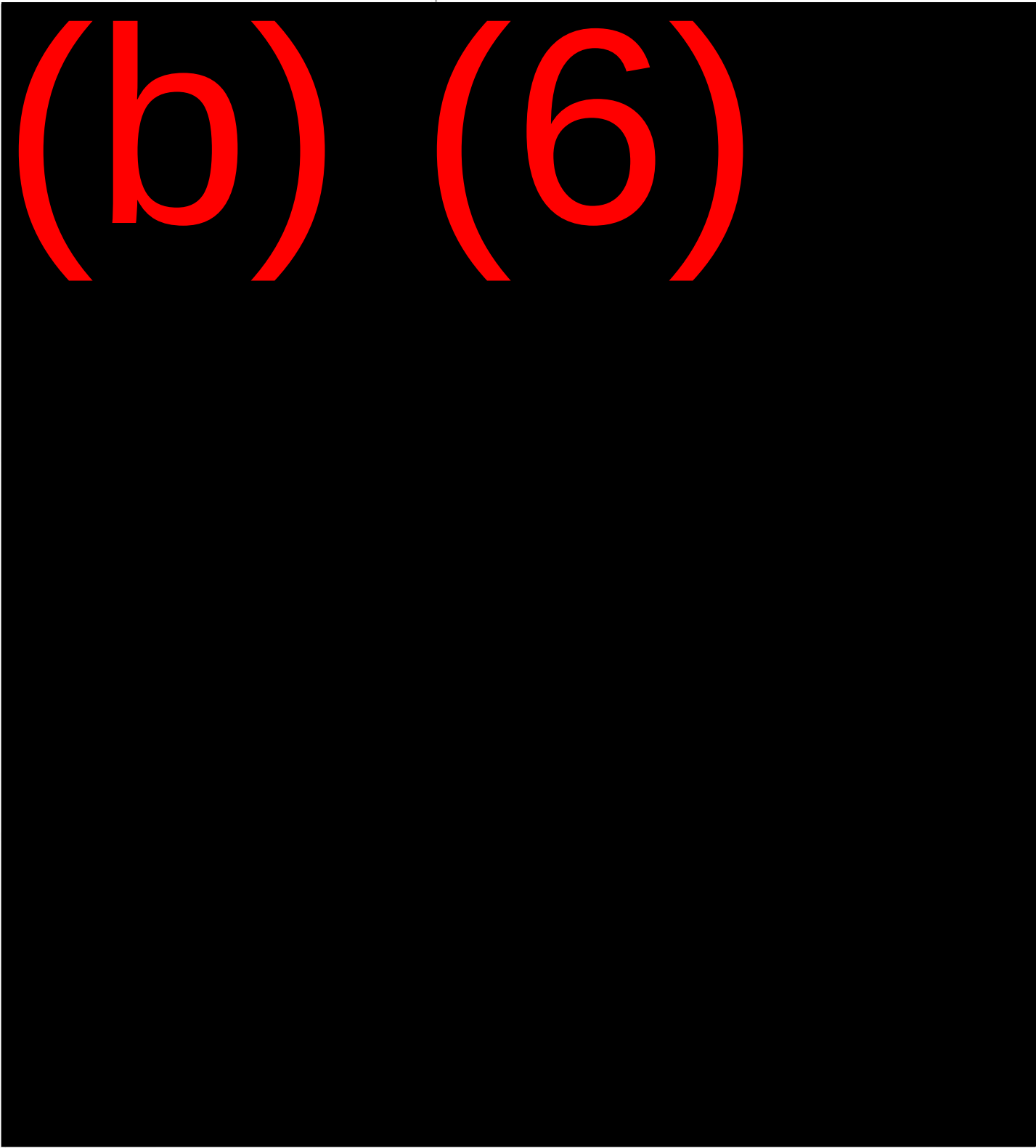


Subject: Incident in room 101 (b) (6)

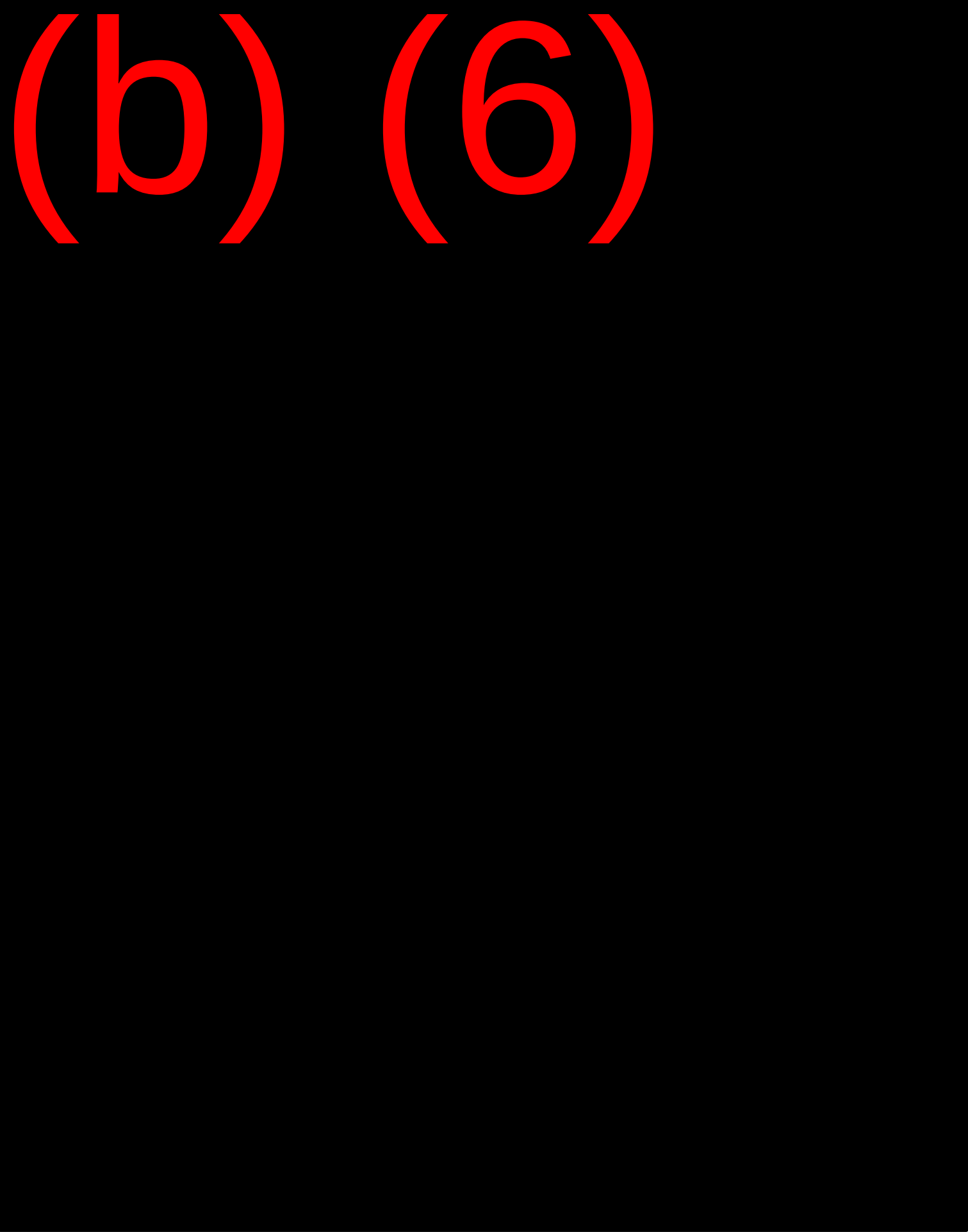
Date: 12/04/2022  
8:10 am.

(b) (6)

(b) (6)



(b) (6)





# United States Department of the Interior

## BUREAU OF INDIAN EDUCATION

Chemawa Indian School  
3700 Chemawa Road NE  
Salem, Oregon 97305



December 6, 2022

### Memorandum

To: (b) (6)  
Chemawa Indian School

From: Amanda Ward, Principal  
Chemawa Indian School

Subject: **Notification to Alleged Offender – Suspected Child Abuse/Neglect (SCAN)**

On **December 4, 2022** a Suspected Child Abuse/Neglect (SCAN) Report was completed alleging you as the suspected offender. The following is for your information:

Type of Incident Alleged: **Physical and Emotional Abuse**

Summary of Allegation:

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

In accordance with the *Indian Child Protection and Family Violence Prevention Act* and the *Crime Control Act of 1990*, on December 4, 2022, you were 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 will be in this status for a period of time while law enforcement officials review the SCAN Report and make determination regarding the allegation. The role of law enforcement is to initiate an investigation to the allegations documented on the SCAN Report. Upon completion of the investigation, law enforcement officials will provide recommendations to the Program Specialist (BIE) in accordance with the *Suspected Child Abuse and Neglect (SCAN) and Employee Incident Reporting Protocol*.

While in this status, you must be available for contact in the event management at Chemawa Indian School requires you to report back to duty, or law enforcement representatives need to contact you for a statement or interview. Please be advised that you are placed on Administrative Leave until such time the investigation is completed.

You are further advised that if the allegation is 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 SCAN Report through the *Notification of Case Closure*. If you should have any questions, please contact Amanda Ward, Principal, at Chemawa Indian School.

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

12/6/22  
Date

(b) (6)

Administrator's Signature

12/6/22  
Date

cc: BIE Program Specialist (SCAN)

**Administrative Leave Information:**

Employee's Physical/Location of Home:

(b) (6)

Contact numbers:

Cell Phone No.: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_



# United States Department of the Interior

## BUREAU OF INDIAN EDUCATION

Chemawa Indian School  
3700 Chemawa Road NE  
Salem, Oregon 97305

### Memorandum

Date: January 5, 2023

To:

(b) (6)

Chemawa Indian School

From:

Amanda Ward, Principal  
Chemawa Indian School

Subject: Notification of Case Closure – Suspected Child Abuse/Neglect (SCAN)

On December 4, 2022, a SCAN Report was filed, in which you are named as the alleged offender. The subsequent findings, conclusion and corrective/proactive actions to this SCAN Report are as follows:

ALLEGATION(S):

(b) (6)

FINDING(S):

CONCLUSION:

(b) (6)

**CORRECTIVE ACTION/PROACTIVE PLAN:** This aggressive behavior has been repeated throughout this school year in a variety of situations. If you are having difficulties and are in need of the Employee Assistance Program, please be aware that you can access these services at no cost to you. Per policy, this documentation is being referred to BIE Human Resources and your supervisor for follow-up corrective action, including possible discipline.

This memorandum serves to notify you that the SCAN Report dated December 4, 2022 has been closed. **You will be advised through a separate process if disciplinary measures will be taken, as that is a separate action.**

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 it merely reflects that you received it.

I hereby acknowledge receipt.

(b) (6)

Employee Signature

1-5-23  
Date

(b) (6)

Administrator's Signature

1-5-23  
Date

cc: BIE Program Specialist (SCAN)

## General Report

U.S. Department of the Interior , Bureau of Indian Affairs

Printed: 12/11/2022 08:04 by 593

Incident: (b) (6) Suspicious Occurrence [99Z] @12/05/2022 15:25

Author: #593 MANWELL, R.

Report time: 12/05/2022 16:13

Entered by: #593 MANWELL, R.

Entered time: 12/05/2022 16:13

### Report:

(b) (6)

**Closure: SCAN Report (12/04/2022)**

Begay, Michelle <Michelle.Begay@bie.edu>

Fri 1/6/2023 9:58 AM

To: Haury, Amy B <Amy.Haury@bie.edu>; Roanhorse-dineyazhe, Maxine N <MAXINE.ROANHORSE-DINEYAZHE@BIE.EDU>

Cc: Ward, Amanda S <Amanda.Ward@BIE.EDU>; Johnson, Fellina <fellina.johnson@bie.edu>

Good Afternoon,

Please be advised that our office has closed the **SCAN Report**, dated **12/04/2022**, involving employee, (b) (6) Chemawa Indian School; he was named the alleged offender in this report. The investigation was completed with subsequent recommendation as a non prosecutable case as cited by BIA OJS SRO Robert Manwell.

You may contact our office should there be any inquiry regarding this action.

Thank you.

**Michelle Begay, LMSW**

**Program Specialist**

Human Resources

Bureau of Indian Education

U.S. Department of the Interior

1011 Indian School Road NW, Suite 150

Albuquerque, NM 87104

Office Phone: (505) 563-5290

Mobile Number: (703) 517-3735

**Website:** [www.bie.edu](http://www.bie.edu)

**Automatic reply: Closure: SCAN Report (12/04/2022)**

Roanhorse-dineyazhe, Maxine N <MAXINE.ROANHORSE-DINEYAZHE@BIE.EDU>

Fri 1/6/2023 9:58 AM

To: Begay, Michelle <Michelle.Begay@bie.edu>

I will be out of the office starting Tuesday, Dec. 27, 2022 to Jan. 6, 2023. I will have limited access to my email and will respond upon my return in the New Year. For immediate assistance, contact Dr. Kimberly Carr at kimberly.carr@bie.edu. Thank you and happy holidays!

## Notification of Case Closure

Ward, Amanda S <Amanda.Ward@BIE.EDU>

Thu 1/5/2023 5:15 PM

To: Begay, Michelle <Michelle.Begay@bie.edu>

(b) (6)

Please find the notification of case closure. I apologize for the tardiness of the notification – however 12/17 I ruptured my Achilles and I have been bed-ridden since then. Staff were released on 12/19 for vacation. Today was my first attempt to come back in the office because this is the first day back for staff and I knew that I had to get this signed and submitted.

*Amanda Ward*

School Superintendent  
Chemawa Indian School  
503-399-5721 x1345  
503-399-5757 fax

## Law Enforcement Notification - SCAN Report

Begay, Michelle <Michelle.Begay@bie.edu>

Tue 12/13/2022 1:01 PM

To: Ward, Amanda S <Amanda.Ward@BIE.EDU>; Haury, Amy B <Amy.Haury@bie.edu>

Cc: Roanhorse-dineyazhe, Maxine N <MAXINE.ROANHORSE-DINEYAZHE@BIE.EDU>; Johnson, Fellina <fellina.johnson@bie.edu>

(b) (6)

Good Afternoon,

Please be advised that our office received the Law Enforcement report as issued by BOA OJS SRO Robert Manwell that you submitted today. This report references the SCAN report, dated 12/04/2022, naming employee, (b) (6) as the alleged offender.

Officer Manwell's cite in the document is noted as, "...AUSA did not agree that this was a CVB or a prosecutable case..."

You may thus proceed with closure activities involving (b) (6) and return him to contact with children immediately.

In accordance with Chapter 6.1-L. of the Bureau of Indian Education *Suspected Child Abuse/Neglect and Employee Incident Reporting Protocol (Revised 2009)*: (SCAN Protocol): Ch. 6.1-L. If law enforcement notifies management that the allegations are unsubstantiated, the Principal/Administrator will return the employee to duty after consultation with Employee/Labor Relations and BIE Program Specialist (SCAN). **However**, administrative action may still be required for employee misconduct. Additionally, the employee's conduct although it may not have risen to the level of a violation of law may still have impact on the individual's suitability. Should the above apply, please address accordingly with the appropriate Human Resources personnel.

A template of the ***Notification of Closure to Alleged Offender*** is attached for your reference. Once the Notification is finalized, you are required to provide it to the employee in person and personally review its contents with him. During the meeting, please ensure the employee signs the receipt page to document that the matter was reviewed with him and he was informed of the closure in accordance with Ch. 6.1-I.

Please submit a copy of the final, signed ***Notification of Closure to Alleged Offender*** to our office. When received, it is considered the final action closing the SCAN report per Ch. 6.1-M. However, you may proceed with any related administrative, proactive, or correction action that affects the employee.

Please also contact me if you have any questions. Thank you.

***Michelle Begay, LMSW***  
***Program Specialist***  
Human Resources  
Bureau of Indian Education  
U.S. Department of the Interior  
1011 Indian School Road NW, Suite 150  
Albuquerque, NM 87104

Office Phone: (505) 563-5290  
Mobile Number: (703) 517-3735

**Website:** [www.bie.edu](http://www.bie.edu)

Re: SCAN

Begay, Michelle <Michelle.Begay@bie.edu>

Tue 12/13/2022 12:38 PM

To: Roanhorse-dineyazhe, Maxine N <MAXINE.ROANHORSE-DINEYAZHE@BIE.EDU>

Cc: Ward, Amanda S <Amanda.Ward@BIE.EDU>; Johnson, Fellina <fellina.johnson@bie.edu>

Dr. Roanhorse-Dineyazhe,

Our office defers the requested guidance to you, please.

Our office is completing written guidance related to closure activity, the same report. It will be issued to Ms. Ward and Ms. Haury, Employee/Labor Relations, momentarily.

Thank you much.

***Michelle Begay, LMSW***

***Program Specialist***

Human Resources

Bureau of Indian Education

U.S. Department of the Interior

1011 Indian School Road NW, Suite 150

Albuquerque, NM 87104

Office Phone: (505) 563-5290

Mobile Number: (703) 517-3735

**Website:** [www.bie.edu](http://www.bie.edu)

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**From:** Ward, Amanda S <Amanda.Ward@BIE.EDU>

**Sent:** Tuesday, December 13, 2022 12:30 PM

**To:** Begay, Michelle <Michelle.Begay@bie.edu>

**Cc:** Johnson, Fellina <fellina.johnson@bie.edu>; Roanhorse-dineyazhe, Maxine N <MAXINE.ROANHORSE-DINEYAZHE@BIE.EDU>

**Subject:** RE: SCAN

(b) (5)

**From:** Ward, Amanda S

**Sent:** Tuesday, December 13, 2022 10:24 AM

**To:** Begay, Michelle <Michelle.Begay@bie.edu>

**Cc:** Johnson, Fellina <fellina.johnson@bie.edu>; Roanhorse-dineyazhe, Maxine N <MAXINE.ROANHORSE-DINEYAZHE@BIE.EDU>

**Subject:** RE: SCAN

(b) (5)

Amanda

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**From:** Begay, Michelle <[Michelle.Begay@bie.edu](mailto:Michelle.Begay@bie.edu)>

**Sent:** Tuesday, December 13, 2022 8:43 AM

**To:** Ward, Amanda S <[Amanda.Ward@BIE.EDU](mailto:Amanda.Ward@BIE.EDU)>

**Cc:** Haury, Amy B <[Amy.Haury@bie.edu](mailto:Amy.Haury@bie.edu)>; Johnson, Fellina <[fellina.johnson@bie.edu](mailto:fellina.johnson@bie.edu)>; Roanhorse-dineyazhe, Maxine N <[MAXINE.ROANHORSE-DINEYAZHE@BIE.EDU](mailto:MAXINE.ROANHORSE-DINEYAZHE@BIE.EDU)>

**Subject:** Re: SCAN

(b) (5)

Thank you.

*Michelle Begay, LMSW*

***Program Specialist***

Human Resources

Bureau of Indian Education

U.S. Department of the Interior

1011 Indian School Road NW, Suite 150

Albuquerque, NM 87104

Office Phone: (505) 563-5290

Mobile Number: (703) 517-3735

Website: [www.bie.edu](http://www.bie.edu)

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**From:** Ward, Amanda S <[Amanda.Ward@BIE.EDU](mailto:Amanda.Ward@BIE.EDU)>

**Sent:** Tuesday, December 13, 2022 9:25 AM

**To:** Begay, Michelle <[Michelle.Begay@bie.edu](mailto:Michelle.Begay@bie.edu)>

**Cc:** Haury, Amy B <[Amy.Haury@bie.edu](mailto:Amy.Haury@bie.edu)>; Johnson, Fellina <[fellina.johnson@bie.edu](mailto:fellina.johnson@bie.edu)>; Roanhorse-dineyazhe, Maxine N <[MAXINE.ROANHORSE-DINEYAZHE@BIE.EDU](mailto:MAXINE.ROANHORSE-DINEYAZHE@BIE.EDU)>

**Subject:** Re: SCAN

Michelle-

That document was retrieved from the BIE website on Dec 4. We rely on these documents being there and the training indicates that is where we are supposed to retrieve them. With this specific employee, it will be difficult to get another signature on another allegation letter, but I will attempt.

I also sent him a letter when we returned him to duty. I did not see a letter that would reflect that but created one with the same type of verbiage instead of sending another NAO that would look like a new allegation. This was not in the training, so I had to rely on common sense and experience. If this is incorrect, please add the procedure to the training.

Amanda

Sent from my iPhone

On Dec 13, 2022, at 7:05 AM, Begay, Michelle <[Michelle.Begay@bie.edu](mailto:Michelle.Begay@bie.edu)> wrote:

Further, it appears the employee was placed on Administrative Leave initially and subsequently returned to duty away from contact with children. As such, it is recommended that **two (2)** documents be filed to reflect this change, one for each action. The other option is to issue one document and specifically state the duration of the Administrative Leave and the transfer to his current site, with respective dates indicated.

Thank you.

***Michelle Begay, LMSW***

***Program Specialist***

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**From:** Begay, Michelle <[Michelle.Begay@bie.edu](mailto:Michelle.Begay@bie.edu)>

**Sent:** Tuesday, December 13, 2022 7:59 AM

**To:** Ward, Amanda S <[Amanda.Ward@BIE.EDU](mailto:Amanda.Ward@BIE.EDU)>

**Cc:** Haury, Amy B <[Amy.Haury@bie.edu](mailto:Amy.Haury@bie.edu)>; Johnson, Fellina <[fellina.johnson@bie.edu](mailto:fellina.johnson@bie.edu)>

**Subject:** Re: SCAN

Good Morning,

Thank you for submitting this data. In review, it appears that the now-outdated, obsolete ***Notification to Alleged Offender*** was issued to the employee. As you know, this document was replaced when the BIE Protocol was revised, effective February 1, 2020. The current, correct document is attached for your reference and use. Please re-issue this document to the employee, seek signature and re-submit this to our office as soon as possible.

Guidance related to School Resource Officer Manwell's written report will also be issued, separate correspondence.

Thank you.

***Michelle Begay, LMSW***

***Program Specialist***

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**From:** Ward, Amanda S <[Amanda.Ward@BIE.EDU](mailto:Amanda.Ward@BIE.EDU)>

**Sent:** Monday, December 12, 2022 4:07 PM

**To:** Begay, Michelle <[Michelle.Begay@bie.edu](mailto:Michelle.Begay@bie.edu)>; Haury, Amy B <[Amy.Haury@bie.edu](mailto:Amy.Haury@bie.edu)>

**Subject:** RE: SCAN

Please find the documents attached that were requested below. I finally received the police report and final witness statement to complete the package.

Per Amy Haury, he returned to duty on Saturday, 12/10/22. He is working in areas where he would not have contact with students.

Amanda

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**From:** Begay, Michelle <[Michelle.Begay@bie.edu](mailto:Michelle.Begay@bie.edu)>

**Sent:** Friday, December 9, 2022 12:48 PM

**To:** Ward, Amanda S <[Amanda.Ward@BIE.EDU](mailto:Amanda.Ward@BIE.EDU)>; Haury, Amy B <[Amy.Haury@bie.edu](mailto:Amy.Haury@bie.edu)>

**Subject:** Re: SCAN

**Importance:** High

Good Afternoon,

Given that this is a SCAN report filing, closure cannot necessarily occur until law enforcement provides guidance related to its investigation. Additionally, it is recommended that supplemental data be filed with this office as soon as possible, specifically:

1. Written statement from (b) (6), if available, signed and dated
2. Witness statements, signed and dated
3. **Notification to Alleged Offender** - SCAN report
4. Employee's written response to #1. Note: An employee is **not** required to complete this task. All that must be shown is that he be given the opportunity to respond. If he declines, please submit this guidance via email or its equivalent.
5. Law enforcement report. By history, your office has been very successful in accessing this information before our office can. If you have this information, we can proceed accordingly. If not and you prefer that we contact Officer Manwell, please advise.

Further, the disciplinary action is that our office **cannot** provide guidance on. Lastly, generally, such action is not known to occur until after the record is closed, *after* receipt of documentation from law enforcement regarding the disposition.

Thank you.

**Michelle Begay, LMSW**

**Program Specialist**

Human Resources

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**From:** Ward, Amanda S <[Amanda.Ward@BIE.EDU](mailto:Amanda.Ward@BIE.EDU)>

**Sent:** Friday, December 9, 2022 12:13 PM

**To:** Begay, Michelle <[Michelle.Begay@bie.edu](mailto:Michelle.Begay@bie.edu)>; Haury, Amy B <[Amy.Haury@bie.edu](mailto:Amy.Haury@bie.edu)>

**Subject:** SCAN

In reference to the SCAN from last Sunday and employee on Admin leave.

(b) (5), (b) (6)

(b) (5), (b) (6)

Please advise.

*Amanda Ward*

School Superintendent  
Chemawa Indian School  
503-399-5721 x1345  
503-399-5757 fax

## Re: SCAN Report

Begay, Michelle <Michelle.Begay@bie.edu>

Tue 12/6/2022 8:06 AM

To: Ward, Amanda S <Amanda.Ward@BIE.EDU>; Cox, Ryan J <Ryan.Cox@bie.edu>

Cc: Johnson, Fellina <fellina.johnson@bie.edu>

Greeting,

This report was received.

Given the circumstances as it sounds like your location is very busy; nonetheless, please remember there is **no** need to contact CPS in employee-related SCAN reports. Such reports are strictly law enforcement issues.

Thank you.

***Michelle Begay, LMSW***

***Program Specialist***

Human Resources

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---

**From:** Ward, Amanda S <Amanda.Ward@BIE.EDU>

**Sent:** Monday, December 5, 2022 4:55 PM

**To:** Begay, Michelle <Michelle.Begay@bie.edu>

**Subject:** SCAN Report

Please see attached SCAN report.

This happened yesterday morning in the middle of our whole school COVID testing. We have an epidemic on campus and we have received permission to send healthy students home early to minimize further spread. I spoke to Maxine after I was notified, she authorized immediate administrative leave. At that time, I was not in a position to do the Notification to Alleged Offender and have him sign it.

I released him from duty, however the rest of the day and today we have been busy trying to get students ready for travel and get the newly quarantined and positive students in isolation (we have 85 currently affected).

Here is the SCAN report. I let the employee know that he would be on leave until the investigation was completed, I need to call him tomorrow to come back to do his statement and sign the notification to alleged offender. I have started gathering the documentation from the student involved and witnesses.

**Amanda Ward**

School Superintendent

Chemawa Indian School

503-399-5721 x1345

503-399-5757 fax

## **Fw: SCAN Report**

Begay, Michelle <Michelle.Begay@bie.edu>

Tue 12/6/2022 7:53 AM

To: Haury, Amy B <Amy.Haury@bie.edu>

Cc: Ward, Amanda S <Amanda.Ward@BIE.EDU>

Good Morning,

Please note the attached SCAN report which names an employee of Chemawa Indian School as the alleged offender. Please note Ms. Ward's comment below regarding the employee "...would be on leave until the investigation was completed..." and advise her accordingly.

At this writing, this office awaits receipt of supplemental data. We will keep you advised.

Thank you.

***Michelle Begay, LMSW***

***Program Specialist***

Human Resources

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U.S. Department of the Interior

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Albuquerque, NM 87104

Office Phone: (505) 563-5290

**Website:** [www.bie.edu](http://www.bie.edu)

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**From:** Ward, Amanda S <Amanda.Ward@BIE.EDU>

**Sent:** Monday, December 5, 2022 4:55 PM

**To:** Begay, Michelle <Michelle.Begay@bie.edu>

**Subject:** SCAN Report

Please see attached SCAN report.

This happened yesterday morning in the middle of our whole school COVID testing. We have an epidemic on campus and we have received permission to send healthy students home early to minimize further spread. I spoke to Maxine after I was notified, she authorized immediate administrative leave. At that time, I was not in a position to do the Notification to Alleged Offender and have him sign it.

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**Amanda Ward**

School Superintendent  
Chemawa Indian School  
503-399-5721 x1345  
503-399-5757 fax

## **Fw: SCAN Report**

Begay, Michelle <Michelle.Begay@bie.edu>

Tue 12/6/2022 7:54 AM

To: Roanhorse-dineyazhe, Maxine N <MAXINE.ROANHORSE-DINEYAZHE@BIE.EDU>

Cc: Johnson, Fellina <fellina.johnson@bie.edu>

Good Morning,

Apologies, I didn't include you in the below correspondence.

***Michelle Begay, LMSW***

***Program Specialist***

Human Resources

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Office Phone: (505) 563-5290

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---

**From:** Begay, Michelle <Michelle.Begay@bie.edu>

**Sent:** Tuesday, December 6, 2022 7:53 AM

**To:** Haury, Amy B <Amy.Haury@bie.edu>

**Cc:** Ward, Amanda S <Amanda.Ward@BIE.EDU>

**Subject:** Fw: SCAN Report

Good Morning,

Please note the attached SCAN report which names an employee of Chemawa Indian School as the alleged offender. Please note Ms. Ward's comment below regarding the employee "...would be on leave until the investigation was completed..." and advise her accordingly.

At this writing, this office awaits receipt of supplemental data. We will keep you advised.

Thank you.

***Michelle Begay, LMSW***

***Program Specialist***

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1011 Indian School Road NW, Suite 150

Albuquerque, NM 87104

Office Phone: (505) 563-5290

**From:** Ward, Amanda S <Amanda.Ward@BIE.EDU>  
**Sent:** Monday, December 5, 2022 4:55 PM  
**To:** Begay, Michelle <Michelle.Begay@bie.edu>  
**Subject:** SCAN Report

Please see attached SCAN report.

This happened yesterday morning in the middle of our whole school COVID testing. We have an epidemic on campus and we have received permission to send healthy students home early to minimize further spread. I spoke to Maxine after I was notified, she authorized immediate administrative leave. At that time, I was not in a position to do the Notification to Alleged Offender and have him sign it.

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Here is the SCAN report. I let the employee know that he would be on leave until the investigation was completed, I need to call him tomorrow to come back to do his statement and sign the notification to alleged offender. I have started gathering the documentation from the student involved and witnesses.

*Amanda Ward*

School Superintendent  
Chemawa Indian School  
503-399-5721 x1345  
503-399-5757 fax

**Automatic reply: SCAN Report**

Roanhorse-dineyazhe, Maxine N <MAXINE.ROANHORSE-DINEYAZHE@BIE.EDU>

Tue 12/6/2022 7:55 AM

To: Begay, Michelle <Michelle.Begay@bie.edu>

I will be out of the office conducting school site visits on Tuesday, Dec. 6 and Wednesday, Dec. 7. I will have limited access to my email and will respond later. For immediate attention, you may call my work cell. Thank you!

**Confidential.....Confidential.....Confidential**  
**.....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):** \_\_\_\_\_

**From:**

*Amanda Ward*  
(Name)

*503-399-5721*  
(Phone Number)

**Date:**

*12/5/22*

**Comments:**

## SCAN Report

Cox, Ryan J <Ryan.Cox@bie.edu>

Mon 12/5/2022 3:37 PM

To: Begay, Michelle <Michelle.Begay@bie.edu>; Johnson, Fellina <fellina.johnson@bie.edu>

Cc: Ward, Amanda S <Amanda.Ward@BIE.EDU>

Hi All,

I'm submitting a SCAN report for an HLA staff member. There is no immediate danger. I will email the SCAN report to you as soon as possible.

If you have any questions or concerns, please let me know.

Thanks

Ryan



**U.S. Department of the Interior**  
**Bureau of Indian Education**

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