

## **General Personnel**

### **Abused and Neglected Child Reporting**

Any SASED employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall immediately: (1) report such a case to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. The employee shall also promptly notify the Executive Director or Building Principal/Program Administrator that a report has been made. The Executive Director or Building Principal/Program Administrator shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Any SASED employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at [www.cybertipline.com](http://www.cybertipline.com). The Executive Director or Building Principal/Program Administrator shall also be promptly notified of the discovery and that a report has been made.

Any SASED employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal/Program Administrator, Executive Director, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Executive Director or Building Principal/Program Administrator. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

### **Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training**

The Executive Director or designee shall provide professional development opportunities for school personnel, in the detection, reporting, and prevention of child abuse and neglect.

All SASED employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Executive Director or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within one year of initial employment and at least every 5 years after that date.

The Executive Director will encourage all SASED educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

### Special Executive Director Responsibilities

The Executive Director shall execute the requirements in Board of Control policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a SASED employee and was the subject of a report made by a SASED employee to DCFS. The fact of a DCFS report shall be disclosed unless DCFS has informed the Executive Director that the allegations were unfounded.

The Executive Director shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned from SASED as a result of an act that made a child an abused or neglected child. The Executive Director must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

### Special School Board Member Responsibilities

Each individual Board of Control member must, if an allegation is raised to the member during an open or closed Board of Control meeting that a student is an abused child as defined in the Act, direct or cause the Board of Control to direct the Executive Director or other equivalent administrator to comply with the requirements of the Act concerning the reporting of child abuse.

LEGAL REF.: 105 ILCS 5/10-21.9.  
20 ILCS 1305/1-1 et seq.  
20 ILCS 2435/.  
325 ILCS 5/.  
720 ILCS 5/12C-50.1.

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 5:20 (Workplace Harassment Prohibited), 5:100 (Staff Development Program), 5:120 (Ethics and Conduct), 5:150 (Personnel Records), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: February 23, 2011

UPDATED: January 27, 2016