

## **General Personnel**

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

**Summary:** All District employees are responsible, in accordance with provisions of the Illinois School Code 325 ILCS 5/1 (Mandated Reporting), for reporting known or suspected instances of child abuse or neglect to the Illinois Department of Children and Family Services.

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606 and 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 Superintendent or School Principal that a report has been made. All District employees shall sign the "Acknowledgement of Mandated Reporter Status" form provided by the Illinois Department of Child and Family Services (DCFS). The Superintendent or designee shall ensure that the signed forms are retained.

Any District 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 Superintendent or designee shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the School Principal, Superintendent, 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 Superintendent or School Principal. 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 Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, shall sign the "Acknowledgement of Mandated Reporter Status" form provided by the Illinois Department of Child and Family Services (DCFS). The Superintendent 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 Superintendent will encourage all District educators are required 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.

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent 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 the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

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

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

CROSS REF.: 2:20 (Powers and Duties of the Board of Education), 5:20 (Sexual Harassment),  
5:100 (Staff Development Program), 5:150 (Personnel Records), 7:20  
(Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: July 25, 2007

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