



EDUCATIONAL SERVICES DIVISION

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TO: **K-12 PRINCIPALS**
___ Lloyd Webb, Live Oak
___ Debbie Padilla, Sobrato
___ Barbara Nakasone, Martin Murphy
___ Glen Webb, Britton
___ Irene Macias-Morriss, Central
___ Moira Barker, Barrett
___ Patrick Buchser, El Toro
___ Garry Dudley, Jackson
___ Rex Coffman, Los Paseos
___ Kathy Yeager, Nordstrom
___ Phil Duncan, Paradise Valley/Machado
___ Barbara Neal, San Martin/Gwinn
___ Natalie Gioco, P.A. Walsh

CC: ___ Cabinet
___ Cabinet Secretaries
___ School Secretaries

FROM: Pat Blonar, Director of Curriculum
DATE: July 27, 2010
RE: Child Abuse Reporting Procedures

Attached please find the following:

- Board Policy 5141.4 Child Abuse Reporting Procedures,
- Administrative Regulations 5141.4 Child Abuse Reporting Procedures, and
- Release and Acceptance of Responsibility for School District Student Form.

The child abuse reporting laws are designed to protect our children and it is a moral imperative that we follow the letter of the law and meet all timelines. The attached documents outline the steps you need to take to meet the legal requirements and to protect our students. These documents can be found on the intranet in the "Principals Binder" under the Educational Services Section, as well as under the Educational Services "Forms" section.

Child abuse reporting is a difficult issue and emotions run high when you are in the process of reporting. Please create a file of these documents that is kept in your front office to assist you and your staff in proper reporting procedures and meeting all the critical timelines. Once the incident is reported by the Mandated Reporter, the "Suspected Child Abuse Report" must be **completed in full by the "mandated reporter", including the name and phone number of the official contacted at the agency (CPS, etc.)**. The original "Suspected Child Abuse Report" must be hand delivered to Pat Blonar or Kathy Corral of the Educational Services Division. If Pat Blonar or Kathy Corral are not available, please hand it to Patricia Valenti, Receptionist, and/or a district office administrator, as this **form needs to be submitted by the district office to CPS within 36 hours of receiving the information about the incident**. Do not leave it unattended on a desk.

I am aware that you have all trained your certificated and classified staff on these procedures; however a series of missed deadlines from a variety of sites indicates that it is time for a review. Please conduct a review of the procedures and timelines with your staff (certificated and classified) and send a copy of the agenda of that meeting to Jay Totter's office by September 14, 2010.

Thank you in advanced for your attention to this critical issue.

PB/kc
Enc.