

## **Policy Code: 5150 REPORTING INFORMATION TO ADMINISTRATORS AND EXTERNAL AGENCIES**

It is the policy of the Board in serious matters relating to the safety and welfare of students and employees that certain actions and information be reported to external agencies as required by law or regulation.

### **A. Reports to School-level Administrators**

All school employees, including, but not limited to, teachers, substitute teachers, student teachers, teacher assistants and volunteers, must immediately report to the principal or his/her designee any act of violence in school, on school property, or at school-sponsored events. Acts that should be reported are all those known or believed to be violent. This includes, but is not limited to, acts reportable by the principal to law enforcement under this policy. If it is the principal who is accused of engaging in the violent act, the report shall be made to the director of human resources.

Any employee who has reason to believe that another employee is involved in an inappropriate relationship with a student shall report this information to the Director of Human Resources as provided in Policy 5135, Prohibited Relationships with Students.

Any employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior or sexual harassment shall report the incident to the principal or immediate supervisor of the employee according to the procedure provided in the Harassment/Bullying Policy (5125).

### **B. Reporting Crimes on School Property**

#### **1. Principal's Duty to Report to Law Enforcement**

Any principal who has personal knowledge, a reasonable belief, or actual notice from school personnel that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law shall immediately report the act to the appropriate law enforcement agency. "Immediately" means without undue delay and as soon as possible after the act has occurred. The principal shall designate persons who shall report the acts to law enforcement in his/her absence.

For purposes of this requirement, "school property" shall include any school building, bus, public school campus, grounds, recreation area, or athletic field in the charge of the principal.

If the principal reports a crime committed by a child with a disability, the principal must ensure that copies of the child's special education and disciplinary records are transmitted to the appropriate authorities for consideration. The principal shall obtain the written consent of the parent or student (if the student is at least eighteen (18) years of age) before transmitting the records. If consent is refused, the records will not be transmitted unless pursuant to a lawful subpoena or court order, or as

otherwise authorized under the Family Educational Rights and Privacy Act (FERPA) and with proper notice to the parent as may be required by that law.

#### 2. Principal's Duty to Report to Superintendent

The principal or the principal's designee shall notify the superintendent in writing or by electronic mail of any report made to law enforcement involving the criminal acts listed above. This notification shall occur by the end of the workday in which the incident occurred when reasonably possible but not later than the end of the following workday. The superintendent shall provide the information to the Board of Education.

#### 3. Principal's Duty to Notify Victim's Family

The principal or principal's designee shall provide prompt notice to the parents or legal guardians of any student ~~alleged to be a victim of any act reported to law enforcement under this policy.~~ **if a school system employee suspects that any criminal offense has been committed against the parents' child, including but not limited to any of the offenses required to be reported to law enforcement, regardless of where the offense allegedly occurred, unless the incident has been reported to law enforcement or the county child services agency and notification of the parents would impede the investigation.**

### **C. Reports to the Superintendent of Public Instruction**

Any administrator, including the superintendent, assistant superintendent, associate superintendent, personnel administrator, or principal, who knows or has substantial reason to believe that a certified employee has engaged in illegal or immoral conduct amounting to physical or sexual abuse of a child, shall report the information to the Superintendent of Public Instruction. Failure to report such information constitutes grounds for certificate revocation or suspension.

For purposes of this requirement, "physical abuse" means the infliction of serious physical injury other than by accidental means or other than self-defense. The term "sexual abuse" means the commission of any sexual act upon a student or causing a student to commit a sexual act regardless of the age of the student and regardless of the presence or absence of consent.

Principals shall provide annual reports to the Department of Public Instruction regarding criminal acts occurring on campus through the State-approved discipline reporting system in accordance with [16 N.C.A.C.6E.0107](#).

### **D. Reports to the Department of Social Services**

Any employee who has cause to suspect that a child is abused, neglected, dependent, or has died as a result of suspected maltreatment has a duty to report the situation to the Department of Social Services. Any employee who has cause to suspect abuse or neglect should make an oral report at once to the principal or designee. The principal or designee and the employee who initiated the report should immediately place a call to the Department of Social Services together. The principal should not divert reports through investigation, but may contact Social Services for consultation to determine if a report should be filed and indicate when the employee making the report will be available. If the principal or designee is not present or does not follow through with making the report to Social

Services, the employee shall make the call to Social Services directly and without delay.

**E. Reports to the Department of Health**

Principals shall report suspected cases of reportable communicable diseases or conditions to the Chowan County Health Director for investigation. Without releasing information that would identify the employee, the principal shall also report suspected cases of reportable communicable diseases or conditions to the superintendent. Any employee who has reason to believe that a fellow employee has a reportable communicable disease and is not following safe practices shall report the situation to his/her principal or supervisor. Supervisory personnel shall report such unsafe conduct to the health director. In the absence of the principal or supervisor, the employee must report the situation to the health director. Confidentiality of such reports is protected by law, and school officials cannot be liable for making such reports. (Refer also to Policy 5200, Communicable Diseases.)

The Superintendent may develop procedures necessary for the implementation of this policy.

LEGAL REF: [114A-10](#); [G.S. 115C-47](#)(56), [G.S. 115C-400](#), [16 NCAC 6C.0312](#); [16 NCAC 6E.0107](#), [G.S. 115C-288](#), [G.S.130A-136](#), [G.S. 115C-307](#), [20 U.S.C. § 1415\(k\)\(9\)](#), and [34 CFR 300.529](#)(b)

ADOPTED:

AMENDED: December 2, 2013; August 3, 2021; **October 3, 2023**

**Edenton-Chowan Schools**