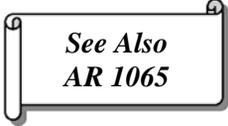


1065 Reporting Child Abuse and Neglect

The school district protects the health and well-being of students who may be adversely affected through physical injury or neglect, mental injury, sexual abuse, sexual exploitation, or maltreatment by requiring reports of suspicion of child abuse or neglect to the Office of Children Services in accordance with AS 47.17.010 and AS 47.17.020.

Policy Adopted: October 7, 1980  
 Policy Revised: October 4, 1983  
 Policy Revised: March 17, 2009



*See Also  
AR 1065*

1065.1 Staff Reports

Employees, who in the performance of their occupational duties, have reasonable cause to suspect that a student has suffered harm as a result of child abuse or neglect shall immediately report the harm to the Fairbanks' Office of Children's Services. Employees may also report suspicions of abuse or neglect that have come to their attention in their non-occupational capacity. Any doubt about reporting suspected child abuse and neglect is to be resolved in favor of protecting the student.

Teachers shall report to the Professional Teaching Practices Commission knowledge of an educator's act of physical abuse of a student or sexual conduct with a student.

20 AAC 10.020(b)(4)

Policy Adopted: October 4, 1983  
 Policy Revised: March 17, 2009

1065.2 Building Resource Person

Policy Adopted: October 4, 1983  
 Policy Rescinded: March 17, 2009



**1065.3 Child Protection Interviews****1065.31 Staff Interviews**

It is not required that a school staff member talk with the student prior to initiating a report to OCS when abuse or neglect is apparent. However, school staff members may initially talk with the student to determine if a report to OCS is indicated. Any doubt about reporting suspected child abuse and neglect is to be resolved in favor of protecting the student. At all times, the determination of suspected child abuse or neglect is the responsibility of the Office of Children's Services.

Policy Adopted: October 4, 1983

Policy Revised: March 17, 2009

**1065.32 Agency Interviews at School**

School officials shall permit OCS or law enforcement to interview the student at school before notification of, or receiving permission from, the child's parent, guardian, or custodian when the agency can provide written certification that there is reasonable cause to suspect abuse or neglect by a person responsible for the child's welfare, or as a result of conditions created by a person responsible for the child's welfare, and an interview at school is necessary to the investigation and in the best interest of the student.

An appropriate staff member shall attend the interview at school unless the student objects or OCS or law enforcement determines the staff member's presence will interfere with the investigation.

Agency interviews conducted on school property must comply with School Board Policy and Administrative Regulation 1041.3 as it pertains to strip searches.

AS 47.17.027(a).

Policy Adopted: October 4, 1983

Policy Revised: May 16, 1995

Policy Revised: March 17, 2009

**1065.33 Parent Notification and Contact**

Policy Adopted: May 16, 1995

Policy Rescinded: March 17, 2009



1065.4 Personnel Training

The school district shall comply with statutory requirements to provide appropriate staff development on the recognition and reporting of child abuse and neglect.

AS 47.17.022

Policy Adopted: October 4, 1983

Policy Revised: March 17, 2009

1065.5 Immunity

A person who, in good faith, makes a report of child abuse or neglect as provided above, is immune from any civil or criminal liability.

AS 47.17.050

Policy Adopted: March 17, 2009

1065.6 Administrative Regulations

The Superintendent shall establish administrative regulations to implement the reporting of child abuse or neglect as provided herein and in Alaska Statute Section 47, Chapter 17.

Policy Adopted: March 17, 2009



**ADMINISTRATIVE REGULATION**1065 Reporting Child Abuse and Neglect**I. Purpose:**

This regulation provides procedures for the implementation of Policy 1065 Reporting Child Abuse and Neglect.

**II. Procedures and Responsibilities:****A. Reporting Process**

1. a. School teachers and counselors, school administrative staff members, nurses, mental health counselors, occupational therapists, occupational therapy assistants, physical therapists, physical therapy assistants, psychologists, and speech language pathologists, who in the performance of their occupational duties, have reasonable cause to suspect that a child has suffered harm as a result of child abuse or neglect are mandated reporters and shall immediately telephone (451-2650) or fax (451-2616) the report to the Fairbanks' Office of Children's Services (OCS). These employees may also report suspicion of abuse or neglect that has come to their attention in their non-occupational capacities. All other employees may also report a student's harm that the employee has reasonable cause to suspect is a result of child abuse or neglect.
- b. For suspicions of abuse or neglect involving students age 18 or older, reports shall be made to Adult Protective Services at 1-800-478-9996.
2. A mandated reporter, who tells the principal or another individual within the school district of his or her suspicion of abuse or neglect, is not relieved of the obligation to make the report to OCS. The person with the suspicion must make the report as soon as is reasonably possible, and no longer than twenty-four (24) hours. See Suspected Child Harm Report Form (Appendix A).
3. Sources of reasonable suspicion of abuse or neglect may include, but are not limited to, a parent, child, or friends; may be overheard in conversations or statements made on the playground; or may be heard in the classroom or during safety or counseling talks.
4. Make the report as early in the day as possible in order to assist OCS in efficiently handling the concern.
5. OCS has a duty to maintain the confidentiality of the reporter.
6. The staff member reporting the suspected harm shall not involve the parent in the making of a report.
7. Staff members are encouraged to consult with the building resource person, if their building principal has designated one, when reporting child abuse or neglect to OCS. However, it is not the role of the building resource person to decide if a report should be made.



**ADMINISTRATIVE REGULATION**1065 Reporting Child Abuse and Neglect (continued)

8. The staff member making the report may interview the student in conjunction with making a report. She or he may confer with the building resource person or the principal to decide how to conduct the interview.
9. The staff member reporting suspicion of child abuse or harm to OCS shall inform the building principal of:
  - a. student's name,
  - b. nature and extent of the harm to the student or description of neglect,
  - c. any other pertinent information.
10. The building principal shall record the making of the report in a building log. The log entry will include:
  - a. student's name,
  - b. time and date,
  - c. name of agency representative receiving the report, if known.
11. The building principal may inform the assistant superintendent when a report to OCS has created extenuating circumstances, such as, a student taken into custody or upset parents. The notification will include: a) name of student, b) name of parent, c) agency involved, d) name of agency representative, e) time and date, and f) other pertinent information.
12. OCS will coordinate the school interview with counselors, nurses, the principal, or teachers. The building principal or designee is encouraged to attend the interview. The school official present during the interview will offer support to the student and help with the logistics of safety planning.
13. The determination of child abuse or neglect is the responsibility of the Office of Children's Services.
14. OCS is responsible to complete their information form so the principal has adequate information regarding OCS's action if it becomes necessary for the principal to communicate with the parent. If the Office of Children's Services removes a child from school, it is the responsibility of OCS to provide notice to the parent.
15. OCS invites the principal to contact an OCS supervisor when the agency has assumed custody in order to gain information about:
  - a. the location of the student and siblings,
  - b. whether or not the student will be riding the bus,
  - c. who can pick up the student,
  - d. who can or cannot have contact with the student,
  - e. identity of foster parents,
  - f. whether parents are informed and what to tell them if they come to or contact the school.



**ADMINISTRATIVE REGULATION**1065 Reporting Child Abuse and Neglect (continued)

16. It is the responsibility of the Office of Children's Services to contact the parent regarding the outcome of the interview. The school district recognizes that confidentiality considerations may not allow the OCS to reveal information to the school. The school district will assume that OCS has contacted the parents regarding the action it has taken (interview or custody) unless it is informed otherwise. Acknowledging that parents have a concern for the whereabouts of their children, OCS should notify the principal when the agency is unable to notify the parents in a timely manner.
17. It is the responsibility of OCS to respond to the reporting party within 20 days after receiving the report of harm when the reporting party requests to be notified about the status of the investigation. (AS 47.17.025(c)) The letter will inform the school whether or not the report was assigned, whether the child was safe, was safe with services, or whether the agency opened a case and, if so, the assigned case worker.
18. While OCS cannot provide confidential information unless ordered by a court, OCS can share information that will enable the school to provide appropriate counseling and support services to the subject student. OCS can also share information that will allow the school to protect the safety of the student and other students and staff.

**B. Training Responsibilities**

1. Orientation for new employees shall include training within the first forty-five (45) days of employment on the recognition and reporting of child abuse and neglect.
2. Additionally, employees shall receive in-service training every four (4) years covering the laws of child abuse and neglect, techniques to recognize child abuse and neglect, identification of the agencies offering aid to victims and their families, procedures for reporting suspicions of abuse or neglect, the role of the reporter and the receiving agency, and the investigative process.

Legal Reference: AS 47.17.022  
AS 14.14.090(9)

Approved: February 6, 1984  
Revised: November 10, 2003  
Revised: May 26, 2009  
Revised: April 18, 2011  
Revised: November 3, 2016



ADMINISTRATIVE REGULATION

**Suspected Child Harm Report Form**



Referral to the Office of Children's Services (OCS)  
**Telephone: 1-800-478-4444 or fax: 1-907-269-3939**  
*Form may be scanned and emailed to:  
 reportchildabuse@alaska.gov*

Date \_\_\_\_\_

Person Reporting \_\_\_\_\_  
 (Name – optional) (Title)

School \_\_\_\_\_ Telephone \_\_\_\_\_

Student Name		Birth date
Other Names Used	Circle if student is: 1) Alaska Native or American Indian. Village or Tribe: 2) Military Dependent	
Grade:	School:	Teacher:
Parent/ Guardian		
Residence (Home) Address		
Parent/ Guardian Work Phone	Parent/ Guardian Home Phone	
Siblings (if known)		
<b>Type of suspected harm (physical, sexual, neglect)</b>		
<b>Briefly indicate reason for referral</b> (underlying facts and how matter came to attention of district personnel)		
Building Principal Notified Date _____ Time _____		
Office of Children's Services Contact Person <b>Name &amp; Title:</b>		
Date of Contact	Time	
Comment/ action taken by OSC		Follow-up Date

Copy - Principal

August 2017

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**ADMINISTRATIVE REGULATION**1065 Reporting Child Abuse and Neglect (continued)

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Date \_\_\_\_\_

Person Reporting \_\_\_\_\_  
 (Name – optional) (Title)

School \_\_\_\_\_ Telephone \_\_\_\_\_

Student Name		Birth date
Other Names Used	Circle if student is: 1) Alaska Native or American Indian. Village or Tribe: 2) Military Dependent	
Grade:	School:	Teacher:
Parent/ Guardian		
Residence (Home) Address		
Parent/ Guardian Work Phone	Parent/ Guardian Home Phone	
Siblings (if known)		
<b>Type of suspected harm (physical, sexual, neglect)</b>		
<b>Briefly indicate reason for referral</b> (underlying facts and how matter came to attention of district personnel)		
Building Principal Notified Date _____ Time _____		
Office of Children's Services Contact Person <b>Name &amp; Title:</b>		
Date of Contact	Time	
Comment/ action taken by OSC		Follow-up Date

Copy - Principal

August 2017