

**SANTA CRUZ UNIFIED SCHOOL DISTRICT
REPORTING RESPONSIBILITIES OF PROFESSIONAL STAFF**

NOTES:

- This document is a quick reference document only.
- All school employees, including substitute employees, are responsible for making the reports described, unless otherwise noted.
- All reports must be made immediately, unless otherwise noted in this document or District Policy or Regulations.
- Employees should refer to the statutes and Policies, Administrative Regulations or State Rules noted for more detailed information and/or consult with appropriate District or School supervisors for more information.

CHILD ABUSE - A.R.S. §13-3620 & Policy JLF

What must be reported: Any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor **by other than accidental means** or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 must report or cause a report to be made.

Abuse includes: Physical injury, sexual offenses, serious emotional damage, physical injury from manufacturing a dangerous drug and unreasonable confinement of a child. **Reportable offenses include:** Child prostitution, commercial sexual exploitation, furnishing harmful items over the Internet, incest, indecent exposure, molestation, public sexual indecency, sexual abuse, sexual assault, sexual conduct with a minor, sexual exploitation and surreptitious

photographing, videotaping, filming or digitally recording of a minor, luring a minor for sexual exploitation, admitting a minor to public displays of sexual conduct.

To whom report is made:

- A peace officer (for reports concerning non-family members or others not responsible for the care, custody or control of the child).
- A peace officer or child protective services (CPS) for reports concerning family members and others responsible for the care, custody or control of the child.

ADULT ABUSE, NEGLECT OR EXPLOITATION - A.R.S. §46-454

What must be reported: Upon a reasonable basis to believe that abuse or neglect has occurred to an incapacitated or vulnerable adult, or that there has been exploitation of the adult's property.

Who must report: A person who has responsibility for the care of an incapacitated or vulnerable adult and who has a reasonable basis to believe that abuse or neglect of the adult has occurred or that exploitation of the adult's property has occurred must report or

cause a report to be made.

When to report: Immediately. A written report must be mailed or delivered within 48 hours.

To whom report is made: To a police officer or DES protective service worker

HAZING - A.R.S. §15-2301 & Policy JICFA

What must be reported: Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, in which:

- The act was committed in connection with initiation into, affiliation with or maintenance of membership in any organization; and
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

To whom report is made: The school administrator or next higher administrative supervisor. To a law enforcement agency in accordance with District Policy. If non-accidental injury, report pursuant to A.R.S.

13-3620. If certified person involved in hazing, Superintendent must report to AZ Dept. of Education per 15-514.

WEAPONS MISCONDUCT - A.R.S. §13-3102, 13-3111 & 15-515 & REGULATION GBEB-R

What must be reported:

- A minor in possession of a deadly weapon on school grounds.
- Unless exempted per the statute, an unemancipated minor, unaccompanied by a parent, grandparent or guardian or a certified firearms safety instructor knowingly carrying or possessing a firearm on his person, within his immediate control or on a means of transportation on school grounds.

To whom report is made: The appropriate school or District administrator.

DRUG OFFENSES - A.R.S. §13-3411 & Regulation GBEB-R

What must be reported: Intentional presence in a drug free school zone to sell or transfer of marijuana, peyote, prescription-only drugs, dangerous drugs or narcotic

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drugs, to possess or use the same in a drug free school zone, or to manufacture dangerous drugs in a drug free school zone.

To whom report is made: School personnel must report to a school administrator. The school administrator must then report to a peace officer.

CRIMES AND THREATS - A.R.S. §15-341(A)(31) & POLICY GBEB

What must be reported: Any suspected crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to employees, students or anyone on school property.

To whom report is made: School personnel must report to their supervisor. The supervisor then reports to the Superintendent, who must then report to law enforcement.

HARASSMENT, INTIMIDATION OR BULLYING - A.R.S. §15-341(A) (37) & POLICY JII

What must be reported: Suspected incidents of harassment, intimidation or bullying.

To whom report is made: School personnel must report to a school administrator.

PROOF OF CHILD'S IDENTITY & AGE UPON ENROLLMENT - A.R.S. §15-828 & POLICY JF

What must be reported: A parent or legal guardian's failure of a person enrolling a pupil to provide reliable proof of the pupil's identity and age within 30 days of initial enrollment in the District. On the failure of the person to comply, the District must notify the person in writing that unless the person complies within 10 days, the District will refer the matter to local law enforcement.

To whom report is made: Local law enforcement.

MISSING CHILD – A.R.S. . §15-829 & POLICY JLH

What must be reported: A request for records of a missing child whose records have been flagged with a red sticker in the upper right-hand corner of the cumulative folder.

To whom report is made: Local law enforcement.

IMMORAL OR UNPROFESSIONAL CONDUCT - A.R.S. §15-514 & POLICY GCQF

What must be reported: A reasonable suspicion or receipt of a reasonable allegation that a certificated person has engaged in: (1) conduct involving minors

that would be subject to the reporting requirements of A.R.S. §13-3620; or (2) an act of immoral or unprofessional conduct that would constitute grounds for dismissal or criminal charges must be reported or cause to be reported.

Who must report: All certificated personnel and the Superintendent.

When to report: For reports made per (1) above, as soon as reasonably practical, but no later than 3 business days after the person first suspects or receives the allegations. The report must be made prior to acceptance of resignation of the certificated person.

To whom report is made: AZ Dept. of Education

OUTBREAKS OF DISEASE - A.A.C. R9-6-203 & REGULATION JLCB & POLICY JLCC

What must be reported: Outbreaks of the following diseases: Campylobacteriosis, Conjunctivitis; acute Cryptosporidiosis, Diarrhea, nausea or vomiting, Enterohemorrhagic Escherichia coli, Haemophilus influenzae: invasive disease, Hepatitis A, Measles, Meningococcal invasive disease, Mumps, Pertussis (Whooping Cough), Rubella (German Measles), Salmonellosis, Scabies, Shigellosis, Streptococcal Group A infection, Varicella (chicken pox).

Who must report: Administrator or authorized designee.

When to report: Report made by telephone or other expeditious manner within 24 hours after detecting a case or outbreak for all noted diseases, except a report must be submitted within 5 working days for Campylobacteriosis and Varicella (chicken pox).

To whom report is made: AZ Dept. of Health Services.

IMMUNIZATIONS – A.A.C. R9-6-705 through R9-6-708 & POLICY JLCB

What must be reported: Various items of information relating to immunization of students. See A.A.C.

Who must report: Administrator or authorized designee.

PUPIL ACHIEVEMENT TESTING – A.C.C. R7-2-310 & POLICY ILB

What must be reported: All violations of A.C.C. R7-2-310 (Pupil achievement testing).

Who must report: The Superintendent or designee.

To whom report is made: The State Superintendent of Public Instruction.