

Policy © 4-204 Mandatory Reporting

All school employees and Governing Board members are mandatory reporters under state law.

Child Abuse Reports

Any employee (including substitute teachers) or Board member 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 shall immediately report this information to a peace officer, the Department of Child Safety, or tribal law enforcement as applicable in accordance with this Policy.

Reportable offenses are defined in [A.R.S. § 13-3620](#) and include a reasonable belief that a minor has been the victim of a crime such as sexual offense, sexual assault, molestation, sexual exploitation of children, child sex trafficking, incest, child prostitution, surreptitious recording or viewing of a minor, and unlawful mutilation. Employee and Board member obligations as mandatory reporters also extend to conduct between students or minors.

Mandatory reporters must report directly to the law enforcement agency with jurisdiction. Reporting to a school resource officer or school safety officer is insufficient and their authority to investigate is limited by A.R.S. § 15-514. Mandatory reporters do not meet their statutory obligation by reporting to a District supervisor or another District employee.

All mandatory reporters who have a duty to report as outlined in [A.R.S. § 13-3620](#) and have direct knowledge that a minor is or has been the victim of abuse or neglect shall immediately report the abuse or neglect to the Department of Child Safety and may not delegate this responsibility to another person.

Pursuant to [A.R.S. § 15-514](#), District employees and Board members must also file a report with the State Board of Education when the employee or Board member reasonably suspects or receives a reasonable allegation that a certificated or non-certificated District employee or an individual providing services through a third-party contractor has engaged in conduct involving minors that would be subject to the reporting requirements set forth above and in state law. The report shall be made in writing as soon as is reasonably practicable, but not later than three (3) business days after the person first suspects or receives an allegation of this conduct.

Vulnerable Adult Abuse or Neglect

An employee who, when acting in the scope of his or her employment, reasonably believes that a vulnerable adult (age 18 years or older) is or has been the victim of abuse or neglect must report or cause a report to be made of such information to a law enforcement officer or an Adult Protective Services worker of the Arizona Department of Economic Security (ADES). For the purpose of this reporting duty:

- “Vulnerable adult” means an adult who is unable to protect himself or herself from abuse, neglect, or exploitation by others because of a physical or mental impairment.
- “Abuse” means intentional infliction of physical harm, injury caused by negligent acts or omissions, unreasonable confinement, or sexual abuse or sexual assault.
- “Neglect” means a pattern of conduct without the person’s informed consent, resulting in deprivation of food, water, medication, medical services, shelter, or other services necessary to maintain minimum physical or mental health.

Such reports must be made immediately by telephone, in person, or by other means as prescribed by ADES or a local law enforcement agency.

Reporting of Suspected Crimes or Incidents

District employees must report when the employee has been arrested for or charged with a nonappealable offense as listed in [A.R.S. § 41-1758.03](#).

District employees have specific statutory obligations to report criminal activity on District property or using District equipment, including but not limited to:

1. Any suspected crime against a person or property that is a serious offense as defined in [A.R.S. § 13-706](#).
2. Any conduct that involves a deadly weapon, dangerous instrument, or serious physical injury, or any conduct that poses a threat of death or serious physical injury to an employee, student, or other person on District property.
3. Anyone who possesses, uses, or intends to sell any marijuana, peyote, or dangerous, narcotic or prescription-only drugs in a drug free school zone. A drug free school zone is defined as the area within three hundred (300) feet of a school or its accompanying grounds, any public property within one thousand (1000) feet of a school or its accompanying grounds, a school bus stop, or on any school bus or bus contracted to transport pupils to any school.

Reports of suspected crimes or incidents shall be made to local law enforcement. Employees shall inform their supervisors when a report has been made.

Mandatory Posting

Each school shall post a sign in a clearly visible location in a public area of the school that is readily accessible to students that contains all of the following:

1. in boldfaced type, the telephone number of the centralized intake hotline concerning suspected abuse and neglect of children;
2. instructions to call 911 for emergencies; and
3. directions for accessing the website of the Department of Child Safety for more information on reporting child abuse, child neglect, and the exploitation of children.

Reports to Arizona Department of Education

If the Superintendent reasonably suspects or receives a reasonable allegation that a certificated or non-certificated District employee has committed an immoral or unprofessional act that would constitute grounds for dismissal or criminal charges, the Superintendent is required to report that conduct to the State Board of Education. The District must make this report prior to accepting the individual's resignation.

Reports regarding Bullying, Harassment, Intimidation, or Hazing

District employees are responsible for reporting conduct that is considered to be bullying, harassing, intimidating, or hazing. Reports shall be made in conformance with Policy 5-408 or Policy 5-409.

Reports of Injury

District employees are required to immediately report to their supervisor immediately any exposure, accident, or injury that occurs in the course and scope of the performance of their job duties. Failure to do so may preclude a workers' compensation claim.

Reports of Communicable Diseases

District employees are required under administrative regulation to report suspected or confirmed communicable diseases contracted by a student or staff member to the local and state health authorities.

Reports to Parents

The parent or legal guardian of a student has the right be notified promptly if a District employee suspects that a criminal offense has been committed against the child by someone other than a parent, unless the incident has first been reported to law enforcement and notification of the parent would impede a law enforcement or Department of Child Safety investigation.

Training

The District shall conduct training regarding mandatory reporting responsibilities in compliance with [A.R.S. § 15-245](#).

Retaliation Prohibited

A District employee or public officer who has control over personnel decisions shall not take unlawful reprisal or retaliation against an employee because the employee reports, in good faith, information as required by this Policy or state law.

Immunity

A person who furnishes a report, information, or records required or authorized by law or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information, or records required or authorized by law is immune from any civil or criminal liability, unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

District employees are expected to report conduct to assist with the orderly operation of District services. This Policy is not all inclusive.

Adopted:

Legal Authority:

[A.R.S. § 1-602](#)

[A.R.S. § 8-201](#)

[A.R.S. § 13-705](#)

[A.R.S. § 13-706](#)

[A.R.S. § 13-3411](#)

[A.R.S. § 13-3620](#)

[A.R.S. § 15-153](#)

[A.R.S. § 15-160.01](#)

[A.R.S. § 15-341](#)

[A.R.S. § 15-514](#)

[A.R.S. § 23-905](#) *et seq.*

[A.R.S. § 41-1758.03](#)

[A.R.S. § 46-454](#)

[Ariz. Admin. Code R7-2-1308](#)

[Ariz. Admin. Code R9-6-201](#) *et seq.*