

**Reports of Suspected Abuse or Neglect of Children or  
Reports of Sexual Assault of Students by School Employees**

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe (1) that any child under eighteen has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or (2) that any person who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee, to report such suspicions to the appropriate authority. In furtherance of this statute and its purpose, it is the policy of the Madison Board of Education (“Board”) to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, in accordance with the procedures set forth below.

1. Scope of Policy

This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, but to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon ~~him or her~~ the child other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

#4119(b)

"Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to ~~his~~ the child's well-being, or (d) has been abused.

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (b) any other person who, in the performance of ~~his or her~~ that person's duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Madison Public Schools ("District"), pursuant to a contract with the Board.

"Sexual assault" means, for the purposes of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

"Statutorily mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 et seq. to report suspected abuse and/or neglect of children or the sexual assault of a student by a school employee. The term "statutorily mandated reporter" includes all school employees, as defined above, any person who is a licensed behavior analyst, and any person who holds or is issued a coaching permit by the State Board of Education, is a coach of intramural or interscholastic athletics, and is eighteen years of age or older.

### 3. What Must Be Reported

- a) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or

#4119(c)

66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96

believe that any child under the age of eighteen years:

- i) has been abused or neglected;
  - ii) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon ~~him/her~~ the child;
  - iii) is placed at imminent risk of serious harm; or
- b) A report must be made when any employee of the Board of Education in the ordinary course of such person’s employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:
- i) sexual assault in the first degree;
  - ii) aggravated sexual assault in the first degree;
  - iii) sexual assault in the second degree;
  - iv) sexual assault in the third degree;
  - v) sexual assault in the third degree with a firearm; or
  - vi) sexual assault in the fourth degree.

Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

#4119(d)

- c) The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, as described above, or a third party. Such suspicion or belief does not require certainty or probable cause.

4. Reporting Procedures for Statutorily Mandated Reporters

The following procedures apply only to statutorily mandated reporters, as defined above.

- a) When an employee of the Board of Education who is a statutorily mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

- (1) The employee shall make an oral or electronic report as soon as practicable, but not later than twelve (12) hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee.

- (a) An oral report shall be made by telephone or in person to the Commissioner of the Department of Children and Families (“DCF”) or the local law enforcement agency. DCF has established a 24 hour Child Abuse and Neglect Careline at 1-800-842-2288 for the purpose of making such oral reports.

- (b) An electronic report shall be made in the manner prescribed by the Commissioner of DCF. An employee making an electronic report shall respond to further inquiries from the Commissioner of DCF or Commissioner’s designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or ~~his/her~~ Superintendent’s designee as

#4119(e)

soon as possible as to the nature of the further communication with the Commissioner or Commissioner's designee.

(2) The employee shall also make an oral report as soon as practicable to the Building Principal or his/her designee, and/or the Superintendent or ~~his/her~~ Building Principal's designee. If the Building Principal is the alleged perpetrator of the abuse/neglect or sexual assault of a student, then the employee shall notify the Superintendent or ~~his/her~~ Superintendent's designee directly.

(3) In cases involving suspected or believed abuse, neglect, or sexual assault of a student by a school employee, the Superintendent or ~~his/her~~ Superintendent's designee shall immediately notify the child's parent or guardian that such a report has been made.

(4) Not later than forty-eight (48) hours after making an oral report, the employee shall submit a written or electronic report to the Commissioner of DCF or the Commissioner's designee containing all of the required information. The written or electronic report should be submitted in the manner prescribed by the Commissioner of DCF. When such report is submitted electronically, the employee shall respond to further inquiries from the Commissioner of DCF or Commissioner's designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or ~~his/her~~ Superintendent's designee as soon as possible as to the nature of the further communication with the Commissioner or Commissioner's designee.

(5) The employee shall immediately submit a copy of the written or electronic report to the Building Principal or ~~his/her~~ Building Principal's designee and to the Superintendent or the Superintendent's designee.

(6) If the report concerns suspected abuse, neglect, or sexual assault of a student by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of DCF (or ~~his/her~~ Commissioner of

160 DCF's designee) shall submit a copy of the written or electronic report to the  
161 Commissioner of Education (or Commissioner of Education's his/her designee).  
162

163 5. Reporting Procedures for Employees Other Than Statutorily Mandated Reporters  
164

165 The following procedures apply only to employees who are not statutorily mandated  
166 reporters, as defined above.  
167

168 a) When an employee who is not a statutorily mandated reporter and who, in the ordinary  
169 course of the person's employment or profession, has reasonable cause to suspect or  
170 believe that a child has been abused or neglected or placed at imminent risk of serious  
171 harm, or a student is a victim of sexual assault by a school employee, as described in  
172 Paragraph 3, above, the following steps shall be taken.  
173

174 (1) The employee shall make an oral report as soon as practicable, but not later than  
175 twelve (12) hours after the employee has reasonable cause to suspect or believe that a  
176 child has been abused or neglected or placed at imminent risk of serious harm or a  
177 student is a victim of sexual assault by a school employee. Such oral report shall be  
178 made by telephone or in person to the Superintendent of Schools or his/her  
179 Superintendent's designee, to be followed by an immediate written report to the  
180 Superintendent or his/her Superintendent's designee.  
181

182 (2) If the Superintendent or his/her Superintendent's designee determines that there is  
183 reasonable cause to suspect or believe that a child has been abused or neglected or  
184 placed at imminent risk of serious harm or a student is a victim of sexual assault by a  
185 school employee, he/she- the Superintendent shall cause reports to be made in  
186 accordance with the procedures set forth for statutorily mandated reporters.  
187

188 b) Nothing in this policy shall be construed to preclude an employee reporting suspected  
189 child abuse, neglect or sexual assault by a school employee from reporting the same  
190 directly to the Commissioner of DCF.

191 6. Contents of Reports

192

193 Any report made pursuant to this policy shall contain the following information, if known:

194

195 a) The names and addresses of the child\* and ~~his/her~~ the child's parents or other person  
196 responsible for ~~his/her~~ the child's care;

197

198 b) the age of the child;

199

200 c) the gender of the child;

201

202 d) the nature and extent of the child's injury or injuries, maltreatment or neglect;

203

204 e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;

205

206 f) information concerning any previous injury or injuries to, or maltreatment or neglect of  
207 the child or ~~his/her~~ the child's siblings;

208

209 g) the circumstances in which the injury or injuries, maltreatment or neglect came to be  
210 known to the reporter;

211

212 h) the name of the person or persons suspected to be responsible for causing such injury or  
213 injuries, maltreatment or neglect;

214

215 i) the reasons such person or persons are suspected of causing such injury or injuries,  
216 maltreatment or neglect;

217

218 j) any information concerning any prior cases in which such person or persons have been  
219 suspected of causing an injury, maltreatment or neglect of a child; and

220

221 k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

222  
223  
224  
225  
226  
227  
228  
229  
230  
231  
232  
233  
234  
235  
236  
237  
238  
239  
240  
241  
242  
243  
244  
245  
246  
247  
248  
249  
250  
251  
252

\*For purposes of this Paragraph, the term “child” includes any victim of sexual assault by a school employee, as described in Paragraph 3, above.

7. Investigation of the Report

- a) The Superintendent or ~~his/her~~ Superintendent’s designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided the procedures in subparagraph (b), below are followed. In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.
  
- b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student’s sexual assault by school employees, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of DCF or the appropriate local law enforcement agency. The Superintendent shall conduct the District’s investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of DCF or the appropriate local law enforcement agency that the District’s investigation will not interfere with the investigation of the Commissioner of DCF or the local law enforcement agency.
  
- c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.
  
- d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all



253 information related to the investigation that is in the possession or control of such person,  
254 except as expressly prohibited by state or federal law.

- 255
- 256 e) When the school district is conducting an investigation involving suspected abuse or  
257 neglect or sexual assault of a student by an employee of the Board or other individual  
258 under the control of the Board, the Superintendent’s investigation shall include an  
259 opportunity for the individual suspected of abuse, neglect or sexual assault to be heard  
260 with respect to the allegations contained within the report. During the course of such  
261 investigation, the Superintendent may suspend a Board employee with pay or may place  
262 the employee on administrative leave with pay, pending the outcome of the investigation.  
263 If the individual is one who provides services to or on behalf of students enrolled in the  
264 District, pursuant to a contract with the Board of Education, the Superintendent may  
265 suspend the provision of such services, and direct the individual to refrain from any  
266 contact with students enrolled in the District, pending the outcome of the investigation.

267

268 8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee

- 269
- 270 a) If, upon completion of the investigation by the Commissioner of DCF (“Commissioner”),  
271 the Superintendent has received a report from the Commissioner that ~~he or she~~ the  
272 Commissioner has reasonable cause to believe that (1) a child has been abused or  
273 neglected by a school employee, as defined above, and the Commissioner has  
274 recommended that such employee be placed on the DCF Child Abuse and Neglect  
275 Registry, or (2) a student is a victim of sexual assault by a school employee, the  
276 Superintendent shall request (and the law provides) that DCF notify the Superintendent  
277 not later than five (5) working days after such finding, and provide the Superintendent  
278 with records, whether or not created by DCF, concerning such investigation. The  
279 Superintendent shall suspend such school employee. Such suspension shall be with pay  
280 and shall not result in the diminution or termination of benefits to such employee.

- 281
- 282 b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall  
283 notify the Board of Education and the Commissioner of Education, or the Commissioner

284 of Education's representative, of the reasons for and the conditions of the suspension. The  
285 Superintendent shall disclose such records to the Commissioner of Education and the  
286 Board of Education or its attorney for purposes of review of employment status or the  
287 status of such employee's certificate, permit or authorization, if any.

288

289 c) The suspension of a school employee employed in a position requiring a certificate shall  
290 remain in effect until the Superintendent and/or Board of Education acts pursuant to the  
291 provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified  
292 school employee is terminated, or such certified school employee resigns such  
293 employment, the Superintendent shall notify the Commissioner of Education, or the  
294 Commissioner of Education's representative, within seventy-two (72) hours after such  
295 termination or resignation.

296

297 d) The suspension of a school employee employed in a position requiring an authorization or  
298 permit shall remain in effect until the Superintendent and/or Board of Education acts  
299 pursuant to any applicable termination provisions. If the contract of employment of a  
300 school employee holding an authorization or permit from the State Department of  
301 Education is terminated, or such school employee resigns such employment, the  
302 Superintendent shall notify the Commissioner of Education, or the Commissioner of  
303 Education's representative, within seventy-two (72) hours after such termination or  
304 resignation.

305

306 e) Regardless of the outcome of any investigation by the Commissioner of DCF and/or the  
307 police, the Superintendent and/or the Board, as appropriate, may take disciplinary action,  
308 up to and including termination of employment, in accordance with the provisions of any  
309 applicable statute, if the Superintendent's investigation produces evidence that a child has  
310 been abused or neglected by a school employee or that a student has been a victim of  
311 sexual assault by a school employee.

312

313 f) The District shall not employ a person whose employment contract is terminated or who  
314 resigned from employment following a suspension pursuant to Paragraph 8(a) of this

315 policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving  
316 an act of child abuse or neglect or an act of sexual assault of a student, as described in  
317 Paragraph 2 of this policy.

318  
319 9. Evidence of Abuse, Neglect or Sexual Assault by an Independent Contractor of the Board of  
320 Education

321  
322 If the investigation by the Superintendent and/or the Commissioner of DCF produces  
323 evidence that a child has been abused or neglected, or a student has been sexually assaulted,  
324 by any individual who provides services to or on behalf of students enrolled in the District,  
325 pursuant to a contract with the Board, the Superintendent shall permanently suspend the  
326 provision of such services, and direct the individual to refrain from any contact with students  
327 enrolled in the District.

328  
329 10. Delegation of Authority by Superintendent

330  
331 The Superintendent may appoint a designee for the purposes of receiving and making reports,  
332 notifying and receiving notification, or investigating reports pursuant to this policy.

333  
334 11. Confidential Rapid Response Team

335  
336 The Superintendent shall establish a confidential rapid response team to coordinate with DCF  
337 to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by  
338 a school employee, as described in Paragraph 2, above, and (2) provide immediate access to  
339 information and individuals relevant to the department's investigation. The confidential  
340 rapid response team shall consist of a teacher and the Superintendent, a local police officer  
341 and any other person the Board of Education, acting through its Superintendent, deems  
342 appropriate.

343

344

345 12. Disciplinary Action for Failure to Follow Policy

346

347 Except as provided in Section 14 below, any employee who fails to comply with the  
348 requirements of this policy shall be subject to discipline, up to and including termination of  
349 employment.

350

351 13. The District shall not hire any person whose employment contract was previously terminated  
352 by a board of education or who resigned from such employment, if such person has been  
353 convicted of a violation of Section 17a-101a of the Connecticut General Statutes, as  
354 amended, relating to mandatory reporting, when an allegation of abuse or neglect or sexual  
355 assault has been substantiated.

356

357 14. Non-Discrimination Policy/Prohibition Against Retaliation

358

359 The Board of Education expressly prohibits retaliation against individuals reporting child  
360 abuse or neglect or the sexual assault of a student by a school employee and shall not  
361 discharge or in any manner discriminate or retaliate against any employee who, in good faith,  
362 makes a report pursuant to this policy, or testifies or is about to testify in any proceeding  
363 involving abuse or neglect or sexual assault by a school employee. The Board of Education  
364 also prohibits any employee from hindering or preventing or attempting to hinder or prevent  
365 any employee from making a report pursuant to this policy or state law concerning suspected  
366 child abuse or neglect or the sexual assault of a student by a school employee or testifying in  
367 any proceeding involving child abuse or neglect or the sexual assault of a student by a school  
368 employee.

369

370 15. Distribution of Policy, ~~Guidelines~~ and Posting of Careline Information

371

372 This policy shall ~~annual~~ be distributed ~~electronically annually~~ to all school employees  
373 employed by the Board. The Board shall document that all such school employees have  
374 received this written policy and completed the training and refresher training programs

375 required by in Section 16, below. Guidelines regarding identifying and reporting child sexual  
376 abuse developed by the Governor’s task force on justice for abused children shall annually be  
377 distributed electronically to all school employees, Board members, and the parents or  
378 guardians of students enrolled in the schools under the jurisdiction of the Board. The Board  
379 shall post the Internet web site address and telephone number for the DCF Child Abuse and  
380 Neglect Careline in a conspicuous location frequented by students in each school under the  
381 jurisdiction of the Board.

382  
383 16. Training

- 384
- 385 a) All new school employees, as defined above, shall be required to complete an educational  
386 training program for the accurate and prompt identification and reporting of child abuse  
387 and neglect. Such training program shall be developed and approved by the  
388 Commissioner of DCF.
  - 389
  - 390 b) All school employees, as defined above, shall take a refresher training course developed  
391 and approved by the Commissioner of DCF at least once every three years.
  - 392 c) The principal for each school shall annually certify to the Superintendent that each school  
393 employee, as defined above, working at such school, is in compliance with the training  
394 provisions in this policy and as required by state law. The Superintendent shall certify  
395 such compliance to the State Board of Education.

396 Beginning July 1, 2023, all school employees, as defined above, shall complete the (1)  
397 training regarding the prevention and identification of, and response to, child sexual abuse  
398 and assault; (2) bystander training program; and (3) appropriate interaction with children  
399 training program. Each employee must repeat these trainings at least once every three years.  
400 Such trainings shall be identified or developed by DCF.

401  
402 17. Records

- 403
- 404 a) The Board shall maintain in a central location all records of allegations, investigations,  
405 and reports that a child has been abused or neglected by a school employee employed by  
406 the Board or that a student has been a victim of sexual assault by a school employee

407 employed by the Board, as defined above, and conducted in accordance with this policy.  
408 Such records shall include any reports made to DCF. The State Department of Education  
409 shall have access to such records upon request.

410  
411 b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the  
412 Commissioner of DCF, upon request and for the purposes of an investigation by the  
413 Commissioner of DCF of suspected child abuse or neglect by a teacher employed by the  
414 Board, any records maintained or kept on file by the Board. Such records shall include,  
415 but not be limited to, supervisory records, reports of competence, personal character and  
416 efficiency maintained in such teacher's personnel file with reference to evaluation of  
417 performance as a professional employee of the Board, and records of the personal  
418 misconduct of such teacher. For purposes of this section, "teacher" includes each certified  
419 professional employee below the rank of superintendent employed by the Board in a  
420 position requiring a certificate issued by the State Board of Education.

421  
422 18. Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure

423  
424 The Board has adopted a uniform child sexual abuse and/or sexual assault response policy  
425 and reporting procedure in connection with the implementation of ~~its~~the sexual assault and  
426 abuse prevention and awareness program identified or developed by DCF, as outlined in  
427 Board Policy #55120.4.2.5, Child Sexual Abuse and/or Sexual Assault Response Policy and  
428 Reporting Procedure. Upon receipt of any report of child sexual abuse and/or sexual assault  
429 from any source, a school employee shall report such suspicion to the Safe School Climate  
430 Coordinator in addition to complying with ~~his/her~~ the school employee's obligations under  
431 this Policy and the law regarding mandatory reporting of abuse, neglect and sexual assault.

432  
433 Beginning July 1, 2023, and annually thereafter, information regarding the sexual abuse and  
434 assault awareness and prevention program identified or developed by DCF shall be  
435 distributed electronically to all school employees, Board members, and the parents or  
436 guardians of enrolled students.  
437

438  
439 Legal References:

440  
441 Connecticut General Statutes:

442                   Section 10-151           Employment of teachers. Definitions. Tenure. Notice and  
443                   hearing on failure to renew or termination of contract.  
444                   Appeal.

445  
446                   Section 10-221s           Posting of Careline telephone number in schools.  
447                   Investigations of child abuse and neglect. Disciplinary  
448                   action.

449  
450                   Section 17a-101 et seq.   Protection of children from abuse. Mandated reporters.  
451                   Educational and training programs. Model mandated  
452                   reporting policy.

453  
454                   Section 17a-101q           Statewide Sexual Abuse and Assault Awareness and  
455                   Prevention Program.

456  
457                   Section 17a-103           Reports by others. False reports. Notifications to law  
458                   enforcement agency.

459  
460                   Section 46b-120           Definitions.

461                   Section 53a-65            Definitions.

462  
463                   Public Act No. 22-87, “An Act Concerning the Identification and Prevention of and  
464                   Response to Adult Sexual Misconduct Against Children.”

465  
466  
467  
468  
469 Date of Adoption: April 6, 2021