

Series 4000: District Employment

4200 Employee Conduct and Ethics

4202-AG *Children's Protective Services (CPS) Reporting and Student Safety and Welfare*

Pursuant to Policy 4202, employees who have reasonable cause to suspect child abuse or neglect are required to report that suspected child abuse or neglect. The following procedures govern this reporting obligation:

- A. Immediately report the suspected child abuse or neglect to CPS by telephone at (855) 444-3911 or through the CPS online reporting system. Employees are not to conduct an investigation before making a report.
- B. If the person making the report to CPS of suspected child abuse or neglect is not the Superintendent or building principal, immediately notify the Superintendent or designee and the building principal of the report.
- C. If the suspected child abuse or neglect was reported to CPS by telephone, complete and file with CPS Form CPS-3200 within 72 hours after the telephone call to CPS.
- D. If the suspected child abuse or neglect occurred at any of the following locations, report the suspected child abuse or neglect to Michigan State Police: (1) in a classroom or elsewhere on school property; (2) on a school bus or other school-related vehicle; or (3) at a school-sponsored activity or other event regardless of whether it is held on school premises. The report to Michigan State Police may be made using the following link: <https://survey.vovici.com/se/6CAB81316491E30E>

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