

**Administrative Procedures for Policy#1460 (Administration) of the Board of Education  
Regarding the Maryland Child Abuse and Neglect Law and Calvert County**

I. Definitions

A. Abuse means:

1. The physical or mental injury of a child by anyone, under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed, or
2. Sexual abuse of a child, whether physical injuries are sustained or not.

B. Child - Any student under the age of twenty-one (21) years

C. Employees - Individuals whose compensation is paid by the Calvert County Public Schools

D. Mental Injury - The observable, identifiable, and substantial impairment of a child's mental or psychological ability to function

E. Neglect – The leaving of a child unattended or other failure to give proper care and attention to a child by any parent or other person who has permanent or temporary care or custody or responsibility for the supervision of the child under circumstances that indicate:

1. That the child's health or welfare is harmed or placed at substantial risk of harm, or
2. Mental injury to the child or a substantial risk of mental injury

F. School Vehicle: Any motor vehicle that is used for the exclusive transportation of children, students, teachers or faculty for educational purposes or in connection with a school activity and is either a Type I or Type II school vehicle as defined in the Transportation Article of the Annotated Code of Maryland

G. School Vehicle Driver: Any individual who is employed by Calvert County Public Schools (CCPS) or any entity contracting with CCPS as a school vehicle driver, or is an owner-operator of a school vehicle

H. Sexual Abuse

1. Any act that involves sexual molestation or exploitation of a child by anyone;
2. Includes, but is not limited to, incest, rape, sexual offense in any degree; sodomy; and unnatural or perverted sexual practices.

I. Volunteers - Persons who provide services for the Calvert County Public School System without receiving monetary compensation.

II. Reporting

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Procedure Revised: 4/29/10; 11/26/14; 10/24/18

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- A. Title 5 Subtitle 7 of the Family Law Article of the Annotated Code of Maryland requires that every education professional, health practitioner, human service worker or law enforcement officer who has a reason to believe that a child has been subjected to abuse, sexual abuse, and/or neglect shall immediately report to local Department of Social Services.
1. Any employee, school vehicle driver, or volunteer of the Calvert County Public Schools must make an immediate oral report of suspected child abuse, child sexual abuse or child neglect to the following:
    - a. Calvert County Department of Social Services, Monday through Friday, 8am to 5pm (443)550-6969. After 5pm weekdays and on weekends (800) 787-9428, and
    - b. The appropriate school principal as soon as possible following the report to the Department of Social Services
  2. The person making the oral report of abuse or neglect must also submit a written report within 48 hours after making the oral report. DHR/SSA Form 180(Report of Suspected Abuse/Neglect) is to be used when submitting the report.
    - a. Copies of the DHR/SSA Form 180 are available in each school's main office.
    - b. A copy of the completed form must be sent to the following agencies:
      - 1) Department of Social Services - (2) copies  
200 Duke Street  
Prince Frederick Md. 20678
      - 2) State's Attorney Office - (1) copy  
Calvert County Courthouse  
175 Main Street  
Prince Frederick Md. 20678
      - 3) Calvert County Public Schools  
Director of Student Services  
1305 Dares Beach Road  
Prince Frederick Md. 20678
  3. Effective October 1, 2016, if a local department has reason to believe that a mandated reporter knowingly failed to make a report of suspected child abuse or neglect, the local department must file a complaint with the appropriate licensing board or employer of the mandated reporter.

### III. Training

- A. The Director of Student Services, Director of Human Resources and Director of Transportation will ensure that, upon hire, all employees and school vehicle drivers are trained on their responsibilities to report child abuse and neglect. Volunteers are notified of their responsibilities to report child abuse and neglect during the application

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process. School-based employees and vehicle drivers are trained annually on the procedures for reporting child abuse and neglect. Training will be conducted by Pupil Personnel Workers from the Department of Student Services in cooperation with the Department of Social Services.

- B. Training will include information about the potential consequences of failing to make an oral and written report to the local Department of Social Services and of the individual's immunity from civil liability or criminal penalty when making a report.

IV. Other

- A. When child abuse or neglect is suspected, police officers or local social service workers may question students on school premises.
- B. The Director of Student Services or designee may not notify the child's parents or guardians when child abuse or neglect investigations are being conducted.
- C. When the local department of social services has the legal authority to remove a child who is a suspected victim of child abuse or neglect from school property, the principal or designee may allow the child's removal without obtaining the consent of the parent or legal guardian.
- D. A school administrator will promptly notify the parent or guardian after a child is removed under these circumstances.
  - 1. If the local department of social services plans to remove a child from school, the school principal or designee should call the Director of Student Services or designee as soon as possible to discuss who will notify the parent or guardian.
- E. Records and reports regarding child abuse and neglect are not part of the student record and shall not be maintained in the student file.
- F. Records and reports regarding child abuse and neglect are confidential and their unauthorized disclosure by any employee is a criminal offense.