Calcasieu Parish School Board
BUILDING FOUNDATIONS FOR THE FUTURE
Dr. Jason VanMetre, Superintendent

Mandatory Reporting Procedures for CPSB Employees & Administrators

When a mandated reporter has cause to believe or suspects that child abuse/neglect exists, it is his/her legal obligation to report IMMEDIATELY, even if he/she is not completely sure that maltreatment has occurred. An employee has not satisfied the obligations as mandated reporter until he/she completes an online reporting form and calls CPSO. The role of the principal or his/her designee is to provide support to his/her staff to meet the mandated requirements and to advise district personnel as defined below.

Reporter MUST notify Principal or Designee of suspected abuse/neglect IMMEDIATELY.

Principal's or Designee's Responsibilities

Principal or designee must determine if the suspected abuse includes/involves one of the following:

a. Suspected abuser is a CPSB employee/volunteer - The Principal or designee will contact the grade level Administrative Director, the Title IX Coordinator, and the Chief Operating Officer immediately.

b. Suspected abuser is a CPSB student -
The Principal or designee will contact the grade level Administrative Director and the Title IX Coordinator.

c. Suspected abuse occurred on CPSB owned property (location or vehicle) -
The Principal or designee will contact the Risk Manager and the Title IX Coordinator.

Mandatory Reporter's Legal Responsibilities

If the suspected abuse is considered an emergency (further abuse is imminent, sexual, or poses a danger to the child), the Reporter is to call the DCFS Hotline at 1-855-452-5437 and then call CPSO IMMEDIATELY afterwards.

**The DCFS Online form will need to be completed within 5 days of making the oral report.

After Reporter completes the Online Mandated Report form, the Reporter must call CPSO at 337-491-6655 and file a report with the sheriff's office. The Reporter will be given a case #, which must be written at the top of the DCFS report, after the report is printed out.

All DCFS reports, with CPSO case # at the top, then need to be scanned and emailed to the following district personnel:

Risk Manager: Jay Bergeron
Title IX Coordinator: Dr. Felicia Coleman
Behavior/Discipline Coordinator: Jeanice Biondini

To complete the online form, the Reporter will need to access the DCFS website:
https://mr.dcfs.la.gov/c/MR_PortalApp.app

Question 4 will prompt if a call to DCFS is required immediately.

Important Notes:

1. **REPORT ANY SUSPECTED ABUSE IMMEDIATELY!!** CPSB employees may not conduct an independent investigation before fulfilling their legal obligations to report. DO NOT WAIT until the end of the day to report suspected abuse to the principal, DCFS, and CPSO.
2. For any suspected abuse that is sexual in nature, notify the Title IX coordinator, Dr. Felicia Coleman, immediately.
3. The Online Report Form or call to the DCFS Hotline for suspected child abuse/neglect must be completed and submitted by the original mandatory reporter, not the principal, counselor, or supervisor.
4. Please limit the number of times a child is questioned regarding suspected abuse/neglect. The need to obtain information for personal knowledge and/or discipline is secondary.