

ACG - CHILD SAFETY LIAISON WORK GROUP AND MANDATORY TRAINING

The purpose of this policy is to protect the health and welfare of the **Hope-Page School** District students by establishing clear procedures for the coordination and cooperation with child protective services; to provide mandated reporter training and related requirements; and to outline child protective services processes upon receipt of a report of suspected child abuse or neglect.

Definitions

For the purpose of this policy:

- *Child protective services* means an "authorized agent" (human service zone) or the "department" (department of health and human services) as the terms are defined under [NDCC § 50-25.1-02](#).
- *Child safety liaison work group* means a group formed by the District and the corresponding human service zone, each of which has an equal number of designated representatives representing each party, with the goal of focusing on child safety issues as identified under [NDCC § 15.1-07-34.1](#).

Child Safety Liaison Work Group

The District may consult with the corresponding human service zone to form a child safety liaison work group that is proportional in member size to the need and population served in the District.

Representatives

When both parties agree to form a child safety liaison work group, administration shall assign representative(s) to the group in a number equal to the representatives assigned by the human service zone.

The child safety liaison work group shall focus on child safety issues, including:

1. The roles and responsibilities of child protective services and mandatory reporters;
2. Opportunities for improved relations between the human service zone and school district; and
3. Coordination of services for children and families.

Meetings

The child safety liaison work group must meet at least twice annually. The human service zone is responsible for coordinating the child safety liaison work group meetings.

Formal Reports

The child safety liaison work group must report to the human service zone board, the school board, and the children's cabinet by July 31 of each year. The report shall include the following:

1. Recommendations;

2. Proposed solutions;
3. Progress;
4. Training needs; and
5. Identified gaps in service coordination.

Coordination and Confidentiality

Both parties will comply with and follow applicable federal and state laws regarding the confidentiality and limited release of personally identifiable information (PII) in accordance with the [Family Educational Rights and Privacy Act \(FERPA\)](#), the Child Abuse Prevention and Treatment Act (CAPTA), and [NDCC Ch. 50-25.1](#). The human service zone shall be asked to limit requests for information to the minimum amount of records necessary to enable determinations to be made in accordance with [NDCC § 50-25.1-05 \(5\)](#) and to make assessments necessary as part of the child safety liaison work group. When auditing or evaluating the district's federal or state supported education programs as related to child safety liaison work group concerns, the District and human service zone must enter into a written data sharing agreement in accordance with FERPA regulations ([20 U.S.C. 1232g \(b\)\(3\) and \(5\)](#); [34 CFR § 99.35](#)).

The written agreement must specify:

1. **Authorized Representatives:** The designated individuals of the work group who are responsible for the PII being disclosed.
2. **Information to be Disclosed:** Identification of the PII that will be disclosed.
3. **Purpose of Data Sharing:** The purpose for which the PII is disclosed.
4. **Scope of Data Sharing:** A description of the activity of the work group with sufficient specificity to make clear how the information will be used.
5. **Duration and Disposition:** The anticipated start and end dates for the data sharing and a description of the data destruction.

All data collected by the child safety liaison work group shall be protected in a manner which will not permit the personal identification of students and their parents by anyone other than those members of the group. All personally identifiable data shall be destroyed when no longer needed for any such audit and evaluation conducted by the group.

Mandated Reporter Training

School personnel who are mandated reporters under [NDCC § 50-25.1-03](#) are required to report suspected or known child abuse or neglect. Every two years, the District may provide a minimum of eight (8) hours of professional development on youth behavioral health, child abuse, and child neglect to elementary, middle, and high school teachers and administrations. **The District may require ancillary and support staff to participate in the professional development.**

Based on the annual needs assessment of the District, professional development may be designated from the following categories:

1. Trauma
2. Social and emotional learning, including resiliency;
3. Suicide prevention;
4. Bullying;
5. Understanding of the prevalence and impact of youth behavioral health wellness on family structure, education, juvenile services, law enforcement, and health care and treatment providers;
6. Knowledge of behavioral health symptoms, and risks;
7. Awareness of referral sources and evidence-based strategies for appropriate interventions;
8. Child protective services;
9. Other evidence-based strategies to reduce risk factors for students; or
10. Current or new evidence-based behavior prevention or mitigation techniques.

Before initial licensure, all district teachers, administrators, librarians, and counselors must submit documentation to the ND Education Standards and Practices Board verifying completion of a mandated reporter training program for suspected child abuse or neglect as outlined under [NDCC § 15.1-07-34 \(5\)](#).

Mandated Reporting

State law requires mandated reporters having knowledge of or reasonable cause to suspect that a child is abused or neglected or has died as a result of abuse or neglect to make oral or written reports to the department or human service zone in accordance with [NDCC § 50-25.1-04](#). In school districts, mandated reporters include teachers, administrators, school counselors, child care workers, licensed social workers, or mental health professionals as defined under [NDCC § 50-25.1-03](#). Reporters may use [SFN 960](#) Report of Suspected Child Abuse or Neglect.

The District designates its Child Safety Liaison representative(s) as Administration and School Counselor to file reports of suspected child abuse or neglect on behalf of the staff members. Staff members are required to report suspected child abuse or neglect to the District's Child Safety Liaison representative(s) or the district's other designated representative, who must file. Under no circumstances may the Child Safety Liaison or designated representatives to whom such report has been made impose conditions, including prior approval or prior notification, upon a staff member reporting suspected child abuse or neglect or exercise any control, restraint, or

modification, or make any changes to the information provided by the staff member.

A single report from the District will meet the reporting requirements under state law.

Child Protective Services Processes

Upon receipt of a report of suspected child abuse or neglect, child protective services will engage in the processes outlined under [NDCC ch. 50-25.1](#). The District will cooperate with those processes to the greatest extent required or allowed under the law. Administration may consult with legal counsel as necessary when engaging in those processes. Administration shall delegate a qualified individual to be the primary contact to child protective services during individual investigations and related processes.

Reports Against Parents and Guardians

When a report of suspected child abuse or neglect is filed against a parent or guardian, the local human services zone may investigate and make determinations as related to those individuals in accordance with state law. The District may be asked to cooperate in that investigation and provide relevant information. All information provided in response must comply with applicable laws related to the release of confidential information, including the [Family Educational Rights and Privacy Act \(FERPA\)](#), the Child Abuse Prevention and Treatment Act (CAPTA), and [NDCC Ch. 50-25.1](#) as outlined under this policy.

Reports Against the District

When a report of suspected child abuse or neglect is filed against the District, then the NDDHS Institutional Child Protection Services (ICPS) Unit may investigate and make determinations as related to the District itself (not individuals) in accordance with state law. The District will be asked to cooperate in that investigation and provide relevant information, including policies, internal investigation information, and other relevant information. All information provided in response must comply with applicable laws related to the release of confidential information, including the [Family Educational Rights and Privacy Act \(FERPA\)](#) the Child Abuse Prevention and Treatment Act (CAPTA), and [NDCC Ch. 50-25.1](#) as outlined under this policy. ICPS and the District should coordinate and plan for the completion of the institutional assessment and any concurrent investigation internal to the District to avoid a duplication of fact-finding efforts and multiple interviews.

Upon completion of an ICPS investigation, NDDHS, the State Child Protection Team, and representation from the District may meet. Based upon the preponderance of the evidence, child protective services may make a determination whether a child meets the definition of an abused or neglected child, with the District held culpable. When there is an indicated finding concerning a school, notice will be given to the ND Superintendent of Public Instruction, District administration, and the School Board President.

ICPS investigations and determinations are separate from law enforcement investigations and the District's internal investigations that may be related to the same

matter. The District must fulfill any internal investigation and response requirements under other applicable policies, regulations, and laws separately from the ICPS process.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DEBA, Confidentiality
- DGGA, Professional Development Plan
- FGA, Student Education Records and Privacy
- FGA-BR1, Student Education Records Access and Amendment Procedure
- FGA-BR2, Criteria for Approving and Denying Directory Information and PII Release Requests
- FGA-E1, Notice for Directory Information
- FGA-E2, Model Notice of Rights Under FERPA for Elementary and Secondary Schools
- FGA-E3, FERPA Release Form for Parents
- FGA-E4, Notice of Executive Session Tape on File
- FGA-E5, Student Information Sharing Request
- FGA-E6, Model Form for Disclosure to Parents of Dependent Students
- FGA-E7, School Officials' Guide to FERPA and Data Privacy
- FGA-E8, Parties Approved to Receive Student Data

End of Hope-Page School Policy

ACG.....Adopted: 07/2025