The policies listed below require the superintendent or other school system employees to report certain information to various external governmental agencies and officials. This list is not exhaustive of all external reporting requirements. In addition to the reporting requirements described in this policy, the superintendent or designee shall make any other reports to external governmental agencies or officials when required by law or regulation or when required as a condition of a federal grant or award (see policy 8685, Federal Grant Administration).

A. THE STATE BOARD OF EDUCATION/DEPARTMENT OF PUBLIC INSTRUCTION

1. Reporting Obligations of the Superintendent

The superintendent must ensure that all required data, reports, and other information are submitted to the State Board of Education (SBE)/Department of Public Instruction, including, but not limited to, the following:

a. that a licensed individual has been found through a criminal record check to have a criminal history (see policy 7100, Recruitment and Selection of Personnel);

b. the reason for the resignation of certain licensed employees if the employee's criminal history is relevant to the resignation (see policy 7800, Resignation);

c. that certain licensed employees, who have been recommended for dismissal, have resigned without the superintendent's written consent (see policy 7800, Resignation);

d. the status of each driver education instructor (see policy 7300, Staff Responsibilities);

e. that a driver education instructor has lost the privilege to drive in North Carolina or any other state (see policy 7300, Staff Responsibilities);

f. parental involvement information as required by SBE Policy PRNT-002 and G.S. 115C-76.70 (see policy 4020, Parental Involvement);

g. certain crimes occurring on school property or on school sponsored field trips as required by 16 N.C.A.C. 6E .0107 (see policy 4335, Criminal Behavior);

h. if at least two violent criminal offenses and at least five or more such offenses per 1000 students were committed during each of the two most recent school years, any conditions in the school that may have contributed to the commission of the violent criminal offenses and any plans to

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eliminate such conditions; and each student transfer made pursuant to SBE Policy SSCH-006 (see policy 4152, Unsafe School Choice Transfer);

i. a copy of the Chemical Hygiene Plan (see policy 7286, Occupational Exposure to Hazardous Chemicals in Science Laboratories);

j. a plan for the literacy interventions the school system will offer in the following school year, as required by G.S. 115C-83.6A (see policy 3420, Student Promotion and Accountability);

k. the board's determination of how each alternative school will participate in the State Alternative Schools' Accountability Model (see policy 3460/4354, Alternative Learning Programs/Schools);

l. the comparability testing report assessing the equivalent distribution of state and local resources among schools (see policy 4022, Title I Program Comparability of Services);

m. mental health and student wellness information required by SBE Policy SHLT-003 (see policy 6120, Student Health Services);

n. a copy of policy 3530, Student Wellness, if requested (see policy 3530, Student Wellness);

o. a report that provides information pertaining to the school system's efforts to comply with policy 3530, Student Wellness, and SBE Policy SHLT-000 (see policy 3530, Student Wellness);

p. student disciplinary data (see policy 4345, Student Discipline Records).

2. Reporting by Principals and Central Office Personnel of Certain Misconduct by Licensed Employees

a. Any superintendent, associate superintendent, assistant superintendent, personnel administrator, or principal who knows, has reason to believe, or has actual notice of a complaint that a licensed employee has engaged in misconduct that (1) would justify automatic revocation of the employee's license pursuant to G.S. 115C-270.35(b), has resulted in a criminal charge or indictment for any of the crimes listed in G.S. 115C-270.35(b), involved the infliction of physical injury against a child or student other than by accident or in self-defense, or involved any sexual contact with a child or student, and (2) resulted in termination of employment, nonrenewal of an employment contract, suspension without pay, disciplinary action, or resignation shall report the misconduct to the SBE (see Section F of policy 7130, Licensure).

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b. If a licensed employee is dismissed, is demoted, or resigns as the result of conduct that is not covered by the preceding sentence but that may otherwise justify disciplinary sanctions against the employee's license under 16 N.C.A.C. 6C .0604, the superintendent or designee shall report the conduct to the SBE (see Section F of policy 7130, Licensure).

B. NORTH CAROLINA CENTER FOR SAFER SCHOOLS

The superintendent or designee shall send to the Center for Safer Schools a copy of any threat assessment policies, procedures, or protocols when approved or revised (see policy 4200, School Safety). The superintendent shall also ensure that quantitative data on the activities of all threat assessment teams is reported to the Center for Safer Schools as required (see policy 4200, School Safety).

C. LAW ENFORCEMENT

1. Sexual Offense, Child Abuse, or Serious Bodily or Physical Injury of a Child

School employees, contractors, and volunteers must report to local law enforcement when they know or reasonably should know that a child has been a victim of a sexual offense or an offense that inflicts serious bodily injury or serious physical injury upon the child by nonaccidental means or an attempt, solicitation, or conspiracy to commit either of those offenses, or misdemeanor child abuse (see policy 4240/7312, Child Abuse and Related Threats to Child Safety).

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2. Certain Crimes on School Property

Principals must report to law enforcement certain crimes occurring on school property (see policy 4335, Criminal Behavior, and policy 4332/5040, Weapons and Explosives Prohibited, and policy 7260, Drug-Free and Alcohol-Free Workplace, and administrative regulation 1510/4200/7270-R, Responding to Bomb Threats).

3. Sex Offenders

School administrators and other supervisory personnel also must report to law enforcement when they reasonably believe that a registered sex offender is or has been on school property or at a school event (see policy 5021, Registered Sex Offenders).

4. School Facilities

The superintendent must provide law enforcement with (1) schematic diagrams of all school facilities, (2) updates of the schematic diagrams when the school system makes substantial facility modifications, (3) either keys to the main entrance of all school buildings or emergency access to key storage devices for all school buildings, ~~and~~ (4) updated access to school buildings when changes are made to the

locks of the main entrances or to the key storage devices, and (5) access to school mapping data developed pursuant to G.S.143B-1209.103 (see policies 4200, School Safety, 5005, Relationship with Law Enforcement, and 9220, Security of Facilities).

D. LOCAL EMERGENCY MEDICAL SERVICES

Appropriate local emergency medical services officials must be notified of the location and most recent placement of AEDs within a reasonable period of time of placement (see policy 6171, ~~Automated External Defibrillator~~ Cardiac Emergency Response).

E. COUNTY DEPARTMENT OF SOCIAL SERVICES

School employees, contractors, and volunteers must report to the county department of social services if they suspect that a child is abused, neglected, dependent, or has died as the result of maltreatment (see policy 4240/7312, Child Abuse and Related Threats to Child Safety).

F. DEPARTMENT OF HEALTH AND HUMAN SERVICES

School employees, contractors, and volunteers must report to the Department of Health and Human Services (DHHS) if they have cause to suspect that a child in a child care facility has been maltreated by a caregiver or has died as a result of maltreatment occurring in a child care facility (see policy 4240/7312, Child Abuse and Related Threats to Child Safety). The assistant superintendent of human resources also must notify DHHS if a child care provider has incurred any pending charges, indictments, or convictions (other than minor traffic offenses) since the last qualification letter was issued by DHHS's Division of Child Development and Early Education (see policy 7100, Recruitment and Selection of Personnel).

In addition, the principal shall provide DHHS with an annual immunization report and a health assessment status report (see policy 4110, Immunization and Health Requirements for School Admission).

G. COUNTY HEALTH DEPARTMENT

The principal must report suspected cases of reportable diseases and conditions to the county health department (see policy 4230, Communicable Diseases – Students, and policy 7290, Communicable Diseases – Employees).

Supervisory personnel must report unsafe conduct to the county health department when they have a reasonable concern that such conduct may cause or may have caused the spread of a communicable disease (see policy 7290 Communicable Diseases – Employees).

H. DEPARTMENT OF PUBLIC SAFETY'S DIVISION OF EMERGENCY MANAGEMENT

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The superintendent must provide the Department of Public Safety's Division of Emergency Management with (1) emergency response information it requests for the school risk management plan, (2) updated emergency response information when such updates are made, (3) schematic diagrams of all school facilities, ~~and~~ (4) updates of the schematic diagrams when the school system makes substantial facility modifications, and (5) access to school mapping data developed pursuant to G.S. 143B-1209.103 (see policies 4200, School Safety, and 9220, Security of Facilities).

I. NORTH CAROLINA CENTER FOR MISSING PERSONS

School officials must report to the Center for Missing Persons any information received indicating that a student transferring into the school system is a missing child (see policy 3470, Student Records).

J. BOARD OF COUNTY COMMISSIONERS

The finance officer must provide notice to the board of county commissioners of any report received from the Teachers' and State Employees' Retirement System containing a list of employees whose retirement in the upcoming year would likely result in an assessment to the board for additional employer contribution (see policy 8510, School Finance Officer).

K. SECRETARY OF THE LOCAL GOVERNMENT COMMISSION

The finance officer must submit reports to the Secretary of the Local Government Commission as required by law (see policy 8510, School Finance Officer).

L. FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION

Designated employees shall report required information regarding school system commercial motor vehicle operators through the federal Commercial Driver's License Drug and Alcohol Clearinghouse (see policy 6335/7270, Drug and Alcohol Testing of Commercial Motor Vehicle Operators).

Legal References: 49 C.F.R. 382.705; G.S. 7B-301; 14-318.6; 110-105.4; 115C-12(27), -76.70, -83.6A, -105.53, -105.54, -105.65, -270.35, -288(g), -325(o)(2) (applicable to career status teachers), -325.9(b) (applicable to non-career status teachers), -326.20, -390.4(c), -403, -436, -446; 130A-136, -155, -441; 143B-1209.103; 10A N.C.A.C. 09 .2703(m); 16 N.C.A.C. 6C .0313, .0604, .0608; 16 N.C.A.C. 6E .0107; 16 N.C.A.C. 6G .0314; State Board of Education Policies PRNT-002, SHLT-000, SHLT-003, SSCH-006

Other Resources: *Behavioral Threat Assessment and Management: Best Practice Guidance for North Carolina Behavioral Threat Assessment and Management Teams for Harm Prevention*, N.C. Department of Public Instruction Center for Safer Schools (March 2024),; Master Data Calendar, N.C. Department of Public Instruction, available at https://www.dpi.nc.gov/data-reports/data-calendar

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Adopted: 01/30/2025, 09/21/2026

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