For Events Transpiring During Weekends or Vacations

Faculty/Staff member becomes aware of information regarding the abuse or neglect of a minor or suspected abuse or neglect of a minor.

Faculty/Staff member makes a phone report to DCF and records intake number.

Faculty/Staff member contacts the student’s Guidance Counselor and/or a member of the Administrative Team as soon as possible.

Counselor or Administrative Team member communicates with members of a Crisis Team that may be comprised of:
- the reporting Faculty/Staff member
- the student’s Counselor
- a member of the Administrative Team
- others with knowledge of the alleged abuse or neglect
- and, if appropriate, Social Worker, Special Educator, School Nurse

Crisis Team members complete and sign the DCF Report form and internal SB Crisis Report form. The DCF intake number is written on the DCF form and then, the signed written report is faxed to DCF. (The individual who first raised the concern must be involved in both the written and phone reports.)

The completed DCF Report form and the internal SB Crisis Report forms are copied and originals are placed in the DCF binder in the principal’s office. A copy of the completed DCF report form is sent to the District Office.* A copy of the internal Crisis Form is also filed in the Guidance Office

A letter confirming the receipt of the report will follow from DCF. That form will be attached to the related materials in the DCF binder in the Principal’s office.

*Members of Crisis Team may receive copies of reports made for their own records, provided they are to be kept in a secure location. Such a document is protected under FERPA.