

HOME INSTRUCTION SCHOOLS

Ramona Pizarro, Principal

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ACS Incident /Child Abuse Reporting Procedures

RE: Revised Chancellor's Regulations A-750 on Child Abuse Prevention

If a Home Instruction teacher suspects his/her student is a victim of child abuse, the teacher, as a mandated reporter, must call the State Central Registry (SCR) immediately at 1-800-635-1522 and report the suspicion of child abuse. If the SCR **accepts** the teacher's report, the Home Instruction teacher must immediately:

1. Record in writing the following 4 pieces of information:
 - a. The name of the person at SCR who took the report
 - b. The State Registry Call ID Number
 - c. Complete the Report of Suspected Child Abuse or Maltreatment form (LDSS-2221-A)
 - d. Complete the Home Instruction Incident Form
2. Call the Home Instruction guidance office at (718) 794-7200, ext. 1, option 2 for guidance, to report the incident
3. Fax or mail the Home Instruction Incident Form to the guidance office at (718) 794-7237

If the SCR **does not accept** the teacher's report, The Home Instruction teacher must:

1. Record the name of the person at SCR who did not accept the case
 2. Complete the incident form and forward to the Home Instruction guidance office
 3. Call the guidance office or notify your supervisor that the report was not accepted
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