

**REGULATIONS ON CHILD ABUSE AND NEGLECT REPORTING**  
**INTERAGENCY AGREEMENT**  
**BETWEEN**  
**THE**  
**CITY OF ALEXANDRIA, A MUNICIPAL CORPORATION OF VIRGINIA**  
**DEPARTMENT OF COMMUNITY AND HUMAN SERVICES**  
**AND THE**  
**ALEXANDRIA CITY SCHOOL BOARD d/b/a**  
**ALEXANDRIA CITY PUBLIC SCHOOLS**

In accordance with Virginia Code §§ 63.2-1511, 63.2-1503, 63.2-1505 and 63.2-1516.1, the City of Alexandria, a municipal corporation of Virginia through its constituent Department of Community and Human Services (“DCHS”) and the Alexandria City Public Schools (“ACPS”) hereby enter into this Interagency Agreement (“Agreement”) regarding reports of child abuse and neglect. This Agreement contains procedures for conducting such investigations as recommended by the State Departments of Social Services and Education and shall serve as a protocol for handling reports of suspected child abuse and neglect involving ACPS students and/or personnel suspected of abusing or neglecting a child in the course of their educational employment.

By entering into this Agreement, the parties are affirming their commitment to timely report all cases of suspected child abuse and neglect of ACPS students or personnel suspected of these acts, and to coordinate the investigation and assessment of these reports. Recognizing that multiple contacts with different professionals can be traumatic for children, the parties further commit to a collaborative multi-disciplinary team process when handling and investigating such reports in order to minimize duplication of efforts.

**I. DEFINITIONS**

- A. *School Employee*: Any person employed by ACPS, including full-time, part-time, temporary, substitute, contract, and seasonal workers. Solely for the purposes of this Agreement, school employee also includes those persons employed as School Resource Officers, School Nurses or other individuals whose place of employment is in the public school, but who are paid by another entity. ACPS volunteers are not included in this definition.
- B. *Child Protective Services (“CPS”) Worker*: A social worker trained to investigate reports of child abuse and neglect and employed by DCHS.
- C. *Alexandria Department of Community and Human Services (“DCHS”)*: The Local Department of Social Services.
- D. *Local Department or Local Department of Social Services Hotline (“local DCHS hotline”)*: The City of Alexandria, Virginia’s Department of Community and Human

Services. The contact number for making reports of suspected child abuse or neglect to the local department is (703) 746-5800.

- E. *Local School Division*: As used in this Agreement, this term refers to the Alexandria City Public Schools (“ACPS”).
- F. *Local School Contact Person or Local School Contact*: The person designated by the local school division to receive all reports of suspected child abuse and neglect. Unless otherwise specified in writing, the lead local school contact shall be ACPS’ Division Superintendent or designee. There shall also be an alternate Local School Contact (“Alternate”), who shall act when the lead Local School Contact Person is unavailable.
- G. *Mandated Reporter*: In accordance with Virginia Code § 63.2-1509, this person by virtue of his or her position is required to report to the Local Department of Social Services when he or she has reason to suspect child abuse or neglect has occurred.
- H. *Official Capacity*: School employees are acting in an official capacity when on school grounds, on a school bus, or engaged in a school activity.
- I. *State Department of Social Services: Abuse and Neglect Hotline (“State DSS hotline”)*: This toll-free phone number (1-800-552-7096) is available to receive reports of suspected child abuse twenty-four (24) hours a day, seven (7) days per week.
- J. *Suspected Abuse or Neglect*: A person has reason to suspect abuse or neglect when he or she has information that a child may have been subjected to physical abuse, physical neglect, medical neglect, mental abuse, mental neglect, or sexual abuse.

**II. REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT OF SCHOOL CHILDREN**

This section of the Agreement delineates legal duties under applicable law with regard to mandated reporting and investigation of suspected child abuse and neglect. Nothing in this section is intended to expand, narrow, or alter the parties’ duties in this regard.

- A. Responsibilities of School Employees to Report Suspected Child Abuse or Neglect
  - 1. In accordance with Virginia Code § 63.2-1509 (A) (5), any teacher or other persons employed in a public school is a mandated reporter.
  - 2. As such, any teacher or other persons employed by ACPS are required to immediately report all instances of suspected abuse or neglect of a child under the age of 18 to DCHS.
  - 3. In accordance with Virginia Code § 63.2-1509 (A) (18), a school employee who suspects that a child has been abused or neglected by a teacher or another person employed in a public school and acting in an Official Capacity, in lieu of making

a report to DCHS, shall immediately notify the ACPS Division Superintendent or the Alternate, who shall immediately make the report to DCHS.

4. If the school employee believes that a delay resulting from reporting to the Local School Contact or Alternate would be detrimental to the child, the employee shall make the initial report to DCHS and then immediately inform the Local School Contact of his or her report.
  5. The Mandated Reporter shall report their suspicion of abuse or neglect immediately, without investigation or screening of the potential abuse or neglect.
  6. In accordance with Virginia Code § 63.2-1509 (A) (18), a School Employee when reporting child abuse or neglect must share with DCHS all information, records or reports which document the basis for the suspicion of abuse or neglect of the alleged victim child.
  7. In accordance with Virginia Code § 63.2-1509 (D), a Mandated Reporter who fails to file a report within twenty-four (24) hours of his or her first suspicion of child abuse or neglect shall be subject to fine. In cases evidencing rape, sodomy or object sexual penetration, a mandated reporter who fails to make the required report shall be subject to a Class 1 misdemeanor.
- B. Responsibilities of School Employees to Cooperate with a DCHS Investigation
1. When DCHS investigates a report of suspected abuse or neglect, the Local School Contact or Alternate shall provide the CPS worker with a private location for interviews, access to the suspected victim, and as appropriate, access to the suspected victim's siblings. Virginia Code § 63.2-1518; School Board Regulation 7-62.
  2. Upon request by the CPS worker, the ACPS shall provide all records, reports or documents held or belonging to the School Board regarding the suspected victim. Virginia Code § 22.1-287 (A) (7). Pursuant to 34 CFR § 99.38 (FERPA regulations), DCHS certifies that the information in the disclosed records will not be re-disclosed to any other party, except as provided under Virginia law, without the prior written consent of the parent of the student.
- C. Responsibility of ACPS to Provide Training for School Employees Regarding Reporting of Child Abuse and Neglect
1. ACPS will provide information to its personnel regarding the child abuse and neglect requirements (Virginia Code § 62.2-1509) and local procedures for reporting suspected incidences of child abuse and neglect.
  2. ACPS will identify one person to act as the Local School Contact and serve as liaison with DCHS to facilitate communication and collaboration between both agencies.

3. In conjunction with DCHS, ACPS shall provide information and a yearly employee training regarding child abuse laws in the Commonwealth of Virginia.
  4. In conjunction with DCHS, ACPS shall advertise to employees, students, and the public the telephone numbers and procedures for reporting suspected child abuse and neglect through the local department (703) 746-5800 and the State DSS hotline (1-800-552-7096).
  5. In accordance with Virginia Code §63.2-1509, ACPS shall post in each school site a notice, advertising and describing mandated reporter requirements. Pursuant to Virginia Code §22.1-291.3, this notice shall also include the State DSS hotline phone number.
- D. Responsibilities of DCHS to Facilitate Reporting of Suspected Child Abuse and Neglect
1. Pursuant to Virginia Code § 63.2-1503 (B) of the Code of Virginia, DCHS shall have the capability to receive reports twenty (24) hours a day, seven (7) days a week. In accordance with Virginia Code, reports of suspected child abuse and neglect may be made by calling DCHS (703) 746-5800.
  2. In accordance with Virginia Code § 63.2-1502, DCHS shall provide information and participate in training ACPS employees regarding their responsibilities to report suspected child abuse or neglect, methods of reporting suspected incidents, and the role and functions of DCHS in child abuse and neglect cases.
  3. In the event that DCHS receives a report that indicates that the suspected abuse or neglect involves: (a) the death of a child; (b) an injury or threatened injury which meets the descriptions of a felony or Class 1 misdemeanor; or (c) sexual abuse of a child, pursuant to Virginia Code § 63.2-1503 (D), DCHS shall immediately inform the Alexandria City Police Department and the Commonwealth Attorney's Office.
  4. In accordance with Virginia Code § 63.2-1505 (B) (5) in cases where a CPS report is received and validated, the CPS worker shall complete the investigation and make a disposition within forty-five (45) calendar days (or a longer period not to exceed sixty (60) calendar days when an extension is documented to be necessary), unless the alleged abuser waives these time frames.
  5. In accordance with Virginia Code § 63.2-1516.1(B), all cases in which an alleged act of child abuse or neglect is also being criminally investigated by law-enforcement, and the local department is conducting a joint investigation with a law-enforcement officer in regard to such an alleged act, no information in the possession of DCHS from such joint investigation shall be released by DCHS except as authorized by the investigating law-enforcement agency or the local Commonwealth Attorney.

6. In accordance with Virginia Code § 15.2-1627.5, the City's multidisciplinary team shall conduct regular reviews of new and ongoing reports of felony sex offenses in the jurisdiction involving a child and the investigations thereof and, at the request of any member of the team may conduct reviews of any other reports of child abuse and neglect or sex offenses in the jurisdiction involving a child and the investigation thereof.

### **III. PROTOCOLS FOR REPORTING AND INVESTIGATING WHEN THE CHILD IS ALLEGED TO HAVE BEEN ABUSED OR NEGLECTED BY A SCHOOL EMPLOYEE ACTING IN AN OFFICIAL CAPACITY**

#### **A. Responsibilities of ACPS to Report and Assist in Investigation**

1. In order to facilitate a more efficient reporting process within the school system, ACPS shall designate a Local School Contact person within each school to whom school employees shall make all reports of suspected child abuse or neglect. ACPS shall also designate an alternate contact ("Alternate"), within each school to act when the Local School Contact is unavailable.
2. If the Local School Contact is not available, school employees will make the report to the Alternate, if possible.
3. Prior to the beginning of each school year, ACPS shall complete a Child Abuse and Neglect Local Contact Roster ("Appendix A"). ACPS shall update Appendix A as needed throughout the year, and shall provide a copy of the current Appendix A to DCHS. Appendix A identifies the Local School Contact person and Alternate as of the adoption of this Interagency Agreement. Should this information change during the summer school session, ACPS shall update Appendix A and compile an addendum listing a Local School Contact persons and Alternates for each summer school site.
4. Although subject to change, ACPS' Division Superintendent shall serve as the Local School Contact person.
5. The Lead School Contact person or Alternate shall immediately forward all reports of suspected abuse or neglect to DCHS at (703)746-5800 or to the State DSS hotline at (1-800 552-7096). The obligation of the Local School Contact person or Alternate to report the case of suspected child abuse or neglect brought to his or her attention is not discretionary. It is the responsibility of the Local Contact person or Alternate to report these cases as required by law.
6. When the report of child abuse or neglect involves a School Employee acting in his or her Official Capacity, then the Local School Contact or Alternate shall, in addition to reporting the suspected abuse and neglect to the Local Department of Social Services, forward the report to the ACPS Superintendent of Schools.

7. ACPS shall accommodate CPS workers during the investigative period, and provide the following resources, as appropriate:
  - a. Room/private space for interviews of staff and children;
  - b. A view of the site of the alleged abuse or neglect;
  - c. Pertinent policies, procedures and records;
  - d. Names, functions, and roles of involved parties;
  - e. Work schedules of involved and collateral staff;
  - f. Phone numbers and/or addresses of collateral children's parents/guardians in order for the CPS worker to gain permission to interview them as witnesses;
  - g. Pertinent information regarding the alleged abuser, including: home address and phone numbers, work schedule and/or work assignment site; and
  - h. Access to interview ACPS collateral staff.
  
8. Pursuant to Virginia Code § 63.2-1518, ACPS shall cooperate with the CPS workers and facilitate interviews with the child suspected of being abused or neglected or his or her siblings without consent of the parent or guardian. The interview may include school personnel upon the discretion of the CPS worker.

#### B. Responsibilities of DCHS to Conduct and Coordinate Investigation

1. Upon receipt of a report or complaint of suspected child abuse or neglect, DCHS will evaluate the information to determine whether the complaint is valid as defined by Virginia Law.
2. DCHS will conduct an immediate assessment of all valid complaints of child abuse or neglect. DCHS will assign the investigation to a CPS worker.
3. DCHS will immediately notify the ACPS' Local School Contact upon receipt of a report of child abuse or neglect against any school personnel acting in an official capacity.
4. If the investigation requires the CPS worker to go onto school premises, the CPS worker shall, to the extent possible, first inform the principal, assistant principal or ACPS' Local School Contact or Alternate of the general purpose of the visit (including general nature of allegations being investigated, the names of the alleged abuser and alleged victim child or children) and the need, if any, for private space to interview the victim child and/or siblings. The CPS worker shall also produce to ACPS, upon request, proper identification.
5. The CPS worker may at his or her discretion ask the principal, assistant principal or ACPS Local School Contact or Alternate to assign a person to participate in the investigation. The assigned staff person is not considered a co-investigator with CPS. However, the CPS worker and assigned staff person shall confer on the preliminary

- investigation plan. The CPS worker may exclude the assigned person from interviews as necessary.
6. The CPS worker may request from the school the following resources, as deemed necessary for the investigation:
    - a. A private room or space for interviews of staff and children;
    - b. A view of the site of the alleged abuse or neglect;
    - c. Pertinent policies, procedures and records;
    - d. Names, functions, and roles of involved parties;
    - e. Work schedules of involved and/or collateral staff;
    - f. Phone numbers of collateral children's parents/guardians in order for the CPS worker to gain permission to interview them as witnesses;
    - g. Pertinent information regarding the alleged abuser, including: home address and phone numbers, work schedule and/or work assignment site; and
    - h. Access to interview ACPS collateral staff.
  7. In accordance with Virginia Code § 63.2-1516.1 (A) (1), the CPS worker shall:
    - a. Conduct a face-to-face interview with the alleged abuser.
    - b. Inform the alleged abuser that he or she has the right to have an attorney or other representative of his or her choice present during the interviews.
    - c. Provide in writing to the alleged abuser notice of the general nature of the complaint and the identity of the alleged child victim regarding the purpose of the contacts.
  8. The CPS worker shall inform the ACPS employee if anyone other than the CPS worker is planning to be present during the interview of the employee.
  9. The CPS worker shall interview collateral staff witnesses, as appropriate. If the CPS worker needs to interview collateral staff witnesses, the CPS worker shall coordinate with Local School Contact or Alternate and determine mutually agreed upon times and places for these interviews as well as who will be present during these interviews. At the discretion of the CPS worker, the Local School Contact may have the option to attend these interviews.
  10. The CPS worker shall apprise the Local School Contact or Alternate of the progress of the investigation on an ongoing basis and up until the investigation is completed.
- C. Responsibilities of DCHS to Render Disposition and Inform Parties
1. When the investigation is completed and a disposition rendered, the CPS worker shall verbally notify the alleged abuser and ACPS' Division Superintendent. The

alleged abuser should be informed first, or at the same time as ACPS' Division Superintendent.

2. When the investigation is completed and a disposition rendered, CPS shall send the alleged abuser and ACPS' Division Superintendent a written letter with a notification of the findings.
3. The CPS worker shall also send the alleged abuser written notice of the employee's right of appeal.
4. The CPS worker shall send the parent, guardian or agency holding custody of the victim child written notification of the disposition at the time the finding is made. The CPS worker may use discretion in determining the extent of investigative findings to share with the parents/guardians; however, sufficient detail must be provided for the custodian to know what happened to the child, to make plans for the child, and to provide needed support and services.
5. If the initial report was made by a School Employee, then CPS shall provide the employee with a written communication informing him or her that the investigation has been completed, and that the disposition was either "unfounded" or that "appropriate action has been taken."

#### **IV. INVESTIGATION FOLLOW-UP**

When a School Employee is reported as an alleged abuser, ACPS may provide disciplinary and/or corrective action, as deemed appropriate by the Division Superintendent or the Alexandria City School Board. Nothing in this Agreement shall prohibit ACPS from implementing disciplinary measures, up to and including termination of any employee named as an abuser, even if the local department determines the complaint to be "unfounded." ACPS may also discipline any employee who fails to meet state mandated reporting requirements, and/or follow the policies and protocols as contained in this Agreement.

DCHS may provide post-investigative protective and/or treatment services and follow-up contacts to the child, family and named abuser during and after an investigation is completed.

#### **V. CONFIDENTIALITY**

- A. The parties understand that educational records are governed by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and that personnel actions are considered confidential. Nothing contained in this Agreement shall be interpreted to require either party to violate any confidentiality laws or regulations to which it is subject. The parties further understand that neither party is restricted by the disposition decisions of the other, except as provided by Virginia Code §§ 22.1-296.1, 296.4 and 307.



- B. Subject to any limitations imposed by State or Federal law, Local School Division and Local Department staff shall share accurate, complete and timely information with each other, so as to assure child safety and fairness in investigation and determination of all reports of suspected child abuse and neglect.
- C. All information gathered shall be treated confidentially, in accordance with applicable social services and education law requirements.

**VI. GENERAL TERMS AND CONDITIONS**

- A. The sections, paragraphs, sentences and phrases of this Agreement are considered severable, and if any part of this Agreement is declared invalid by a court of competent jurisdiction, such invalidity shall not affect the intent of this Agreement to permit protected exchange of information during joint investigations; nor shall such invalidity affect any of the remaining portions of this Agreement.
- B. DCHS and ACPS shall report annually on the status of this Agreement to the State Boards of Social Services and Education respectively. Once this Agreement is adopted, an annual report is not necessary unless the Agreement has been substantially modified.
- C. This Agreement shall be effective on the date of the last signature below affixed hereto and shall remain in full force and effect unless modified or terminated by mutual agreement of the parties hereto. Signatures of both parties shall constitute full acceptance of this Agreement as well as assurance of the distribution and implementation of the procedures herein.

WHEREFORE, The Alexandria School Board and the City of Alexandria, a municipal corporation of Virginia, acting through its constituent Department of Community and Human Services, has caused this Agreement to be endorsed by its authorized agents.

**CONSENTED and AGREED TO BY**

**CITY OF ALEXANDRIA**, a municipal corporation of Virginia,

\_\_\_\_\_  
Rashad M. Young, City Manager

**ALEXANDRIA CITY PUBLIC SCHOOLS**

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Dr. Alvin Crawley, Superintendent

**Alexandria City Public Schools  
Child Abuse and Neglect Local Contact (By School Site) Roster**

School	Local School Contact	Phone Number	Alternate	Phone Number
<b>Elementary Schools</b>				
John Adams Elementary School	Jill Lee, Principal	(703) 824-6970	Paul George, Asst. Principal	(703) 824-6970
Charles Barrett Elementary School	Seth Kennard, Principal	(703) 824-6960	Nancy Ritter, Asst. Principal	(703) 824-6960
Patrick Henry Elementary School	Ingrid F. Bynum, Principal	(703) 461-4170	Michael Routhouska, Asst. Principal	(703) 461-4170
Jefferson-Houston School	Christopher L. Phillips, Ed.D., Principal	(703) 706-4400	Rosalyn Rice-Harris, Asst. Principal	(703) 706-4400
Cora Kelly School for Math, Science & Technology	Brandon Davis, Principal	(703) 706-4420	Tanisha Martin, Asst. Principal	703) 706-4420
Lyles-Crouch Traditional Academy	Patricia Zissios, Principal	(703) 706-4430	Alison Meadows, Asst. Principal	(703) 706-4430
Douglas MacArthur Elementary School	Rae Covey, Principal	(703) 461-4190	Melva Holloman, Asst. Principal	(703) 461-4190
George Mason Elementary School	Brian Orrenmaa, Principal	(703) 706-4470x 303	Seazantae Oliver, Asst. Principal	(703) 706-4470 x309
Mathew Maury Elementary School	Lucretia Jackson, Principal	(703) 706-4440	Tracie Logan, Asst. Principal	(703) 706-4440
Mount Vernon Community School	Peter Balas, Principal	(703) 706-4460	Ginja Canton, Asst. Principal	(703) 706-4460
James K. Polk Elementary School	Pre Ann Johnson, Principal	(703) 461-4180	Carla Carter, Asst. Principal	(703) 461-4180
William Ramsay Elementary School	Rosario Casiano, Principal	(703) 824-6950	Nefertiti Hunter-Holbeck, Asst. Principal	(703) 824-6950
Samuel Tucker Elementary School	Rene Paschal, Principal	(703) 933-6300	Janeene Mainor, Asst. Principal	(703) 933-6300
<b>Middle Schools</b>				
Francis C. Hammond Middle School	Meilin Jao, Principal	(703) 461-4100	Denee Scott, Director of Counseling	(703) 461-4100
George Washington Middle School	Jesse Mazur, Principal	(703) 706-4500	Stephanie Smith, Director of Counseling	(703) 706-4500
<b>Secondary Schools</b>				
T.C. Williams High School –Main Campus	Suzanne Maxey, Principal	(703) 824-6812	Jessica Hillary, Lead Academic Principal	(703) 824-6812
T.C. Williams –Minnie Howard Campus	Suzanne Maxey, Principal	(703) 824-6750	Sara Schaefer, Executive Associate Principal	(703) 824-6750
T. C. Williams Satellite Campus	James Wilson, Principal	(571) 335-4769	Dr. Julie Crawford,	(571) 335-4769
Detention Center	Jeanette Allen, Principal	(703) 461-0324	Dr. Julie Crawford,	703) 461-0324