

Incident Reporting

Lake County Schools (LCS) requires that all employees shall report to the Executive of Human Resources and Employee Relations (EDHR/ER) or his designee all incidents/accidents of a serious nature involving any allegation of:

- inappropriate conduct involving a child
 - Reporting includes SRO or sheriff's department and DCFS
- a violation of federal or state law
- a violation of school board policy

Where any of the above allegations or inappropriate conduct involving a child occur, the Department Head or Assistant/Principal shall report to the EDHR/ER by telephone. A written report with copies of any documentation concerning the incident/accident shall be submitted.

If the Department Head or Assistant/Principal is the person being accused of any of the above allegations or inappropriate conduct involving a child, the claimant shall report directly to the EDHR/ER. If the EDHR/ER is the person being accused of any of the above allegations or inappropriate conduct involving a child, the claimant shall report directly to the Superintendent of Schools.

All subsequent information and/or actions taken regarding an incident/accident, after the initial reporting, shall be reported to the EDHR/ER.

If a LCS employee is a witness to any incident involving the above violations or inappropriate conduct involving a child, or has reason to suspect a violation or inappropriate conduct involving a child has occurred or the allegation has validity, the employee must notify his or her supervisor, and file a written report immediately. The employee filing the report must maintain confidentiality to the furthest extent possible.

Once the EDHR/ER has received a written or verbal allegation, he or his designee shall immediately begin an investigation into such. The investigation shall proceed as follows:

- The Principal or Department Head of the alleged violator shall be notified of the claim and that an investigation will ensue.
- The person being accused will be notified of the allegation.
- The person accused will be transferred to a non-student contact position if the allegation involves any offense as listed in Senate Bill 1712 (see attached).
- The person being accused will be asked to submit a written response to the allegation.
- If the allegation involves inappropriate conduct with a child, the child's parents will be notified.
- All persons identified in both the original claim or in the course of the investigation will be interviewed.

- If the persons are LCS students, the parents will be notified of the student's participation in the investigation.
- Written statements will be collected from all participants.
- Confidentiality will be maintained to the fullest extent possible.
- All participants will be cautioned regarding the laws against retaliation.

Once the investigation is complete, the EDHR/ER or designee shall submit a written summary of the investigation to the Superintendent. The report shall include the facts of the investigation, the parties interviewed and the findings of the investigation with a recommendation regarding the employment status of the person accused.

If the findings of the investigation substantiate the allegation(s), the recommendation will be disciplinary action, up to and including termination of employment.

Once the Superintendent approves the report and its recommendation, the person accused and interested parties will be notified of the investigation's conclusion and the recommendation.

The investigation and all of its contents is open to public inspection once the participants have been notified of such.