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**MANDATED REPORTER - CHILD ABUSE AND NEGLECT REPORTING POLICY**

Sage Oak Charter Schools (“School”) adopts this Mandated Reporter - Child Abuse and Neglect Policy. The School is dedicated to providing a safe space for students and to promoting student safety. The School will apply and enforce the legal requirements in California for child abuse and neglect reporting. All employees, volunteers, governing board members, and contractors whose duties require contact or supervision of the students of the School are child care custodians (mandated reporters) within the meaning of California Penal Code Section 11166 and will comply with its provisions.

California Penal Code Section 11166 requires any child care custodian who has knowledge of or observes a child in their professional capacity or within the scope of their employment whom they know or reasonably suspect has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

The School will provide annual training on the mandated reporting requirements to all employees. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code Section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both imprisonment and fine.

All employees, volunteers, governing board members, and contractors whose duties require contact or supervision of the students at the school must complete the mandated reporter training within the first six (6) weeks of each school year. Newly hired employees must complete the mandated training within the first six (6) weeks of that employee’s employment. Newly elected governing board members and onboarded volunteers and contractors must complete the mandated training within the first six (6) weeks of their appointment or onboarding date.