MEMORANDUM

To: All Home Instruction Teachers

From: Ramona Pizarro, Principal

RE: Timely Reporting of Incidents

It is the responsibility of the Home Instruction teacher to report any incidents such as: suicide ideation, alleged child abuse and/or neglect, threats of planned violence, missing person/runaway, etc.

**Suicide Ideation – For teachers instructing in the home:**

* Do not leave the student alone and do not leave the home until you have completed the following:
	+ Inform parent/guardian/chaperone
	+ Contact HI Guidance office with parent present. You must speak to someone directly – DO NOT leave a voice message for a guidance counselor
	+ Contact your supervisor immediately
	+ If student presenting imminent danger to self you must call 911 if parent will not call

**Suicide Ideation – For teachers instructing outside the home:**

* Do not leave the student alone
* Immediately contact parent/guardian/emergency contact to inform them of incident. Do not leave student or location until parent/guardian/emergency contact picks up the student.
* Call HI Guidance office – You must speak to a guidance counselor directly
* Call your supervisor immediately
* If student refuses to stay at location, YOU MUST CALL 911 IMMEDIATELY, inform parent and follow steps listed below

**If student is Presenting Imminent Danger to Self: CALL 911 and do not leave student alone**

* Once EMS or police arrive, get pertinent information: precinct number, ID/police badge number and name, name of hospital where student will be taken
* Immediately call parent/guardian/emergency contact
* Call HI Guidance office. You must speak to a guidance counselor-DO NOT leave a message
* Contact your supervisor

**Page 1 of 2**

**Missing Person/Runaway – For Teachers Instructing in the Home:**

* If student leaves the home during instruction without permission, inform chaperone immediately. DO NOT leave the home until you have spoken to someone in the HI Guidance office
* If parent/guardian informs you that student is missing and whereabouts are unknown you MUST contact HI Guidance office immediately with chaperone present. DO NOT leave a message – you must speak with someone in the Guidance office

**Missing Person/Runaway – For Teachers Instructing Outside the Home:**

* If student leaves the lesson without permission, call 911 immediately
* Once police arrive, get pertinent information: officer’s name, badge number, and precinct number
* Immediately call the parent/guardian/emergency contact and HI Guidance office. DO NOT leave a voice message – you must speak with someone in the Guidance office
* If student does not show up for instruction, contact parent/guardian/emergency contact. If they know why student is not available then this is an absence
* If student’s whereabouts are unknown, ask parent for the following information:
	+ Date and time they last saw the student, what student was wearing, did they file missing person’s report with police. If missing person’s report was filed, get precinct number, office name and badge number
* Immediately contact HI Guidance office right away. DO NOT leave a message – you must speak with someone in the Guidance office
* Immediately contact your supervisor

**Child Abuse:**

* Contact the State Central Registry (SCR) 800-635-1522 (for students aged 17 and under)
* If SCR accepts the case record the name of the person at SCR who took the report **and** the State Registry Call ID Number
* Contact HI Guidance office and your supervisor
* Complete the Suspected Child Abuse or Maltreatment Form – LDSS-2221A. Fax or email the form to HI Guidance (718) 794-7237
* If SCR does not accept the report, record the name of person at SCR
* Contact Protective Services for Adults and Disabled (APS) for students aged 18 and older at 212-630-1853. If case is accepted request the reference number.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*\*\*The protocols and forms are available for download at our website, [www.homeinstructionschools.com](http://www.homeinstructionschools.com)

I have received this memorandum and understand it is imperative that I adhere to its content. I am aware that a copy of this memorandum is available for download on the Home Instruction Schools website.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Teacher Name (Print) Teacher Signature Date

**Page 2 of 2**