



WASHOE COUNTY SCHOOL DISTRICT VOLUNTEER HANDBOOK

***Community and Family Volunteering
Partners in Learning***

Mission Statements

District Mission Statement

To create an education system where all students achieve academic success, develop personal and civic responsibility, and achieve career and college readiness for the 21st century.

Volunteer Services Mission Statement

Providing safe, productive community volunteers and other resources for the academic support of all WCSD schools in a cooperative, efficient and friendly manner.



Dear volunteer,

This handbook is directed to all volunteers, parents/families, grandparents, college, high, or middle school students, retired persons, former teachers and administrators, persons from the business and faith communities, persons of every educational level - in short, to anyone willing to devote a portion of her or his time to one of the most important systems in any community - public schools. One hour a week, one day a week, one day on a special project - your efforts make a difference.

Schools, students, teachers, staff, parents and the community benefit from the work of individuals like you who freely volunteer to share their talents and resources. We also know that as a volunteer, you too, will be rewarded.

You are appreciated! Volunteers cannot replace staff, but a volunteer can extend the staff person's ability to serve students (individual tutoring) or enhance what a staff person already does in her or his job (special projects). Teachers and staff know they are fortunate to work with so many committed volunteers. Volunteers in schools help in many ways and will continue to play important and valuable roles in Washoe County School District: tutoring, classrooms, playgrounds, libraries, offices, field trips, team sports, and special projects. We shudder to think what a single day without volunteers in our schools would be like, and we want you to get the most out of your volunteer experience.

This handbook offers information that we hope you will find helpful. On behalf of the teachers, staff and students thank you and welcome.

Lisa-Marie Lightfoot, Volunteer Services

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Legal Issues

Screening: All volunteers are required to sign in at a school and wear a visitor's badge. For the safety of students, all prospective volunteers will be asked to complete an Adult School Volunteer Application and provide a photo I.D. (international IDs are accepted). All prospective volunteers will be given a background check pursuant to NRS 179D. Additionally, the District in its discretion and without a statement of reason, may require a complete criminal history check on any volunteer at any time. In programs where a volunteer is an overnight chaperone, may work alone for extended periods of time with a student, or by request from the principal, fingerprinting and a full state and federal background check are required. If fingerprinting is required, the school district will cover these costs. All fingerprinting must be authorized. School Volunteer Applications are available at school offices or at <http://www.washoe.k12.nv.us/district/departments/volunteering/overview/applications>.

NOTE: You will be blocked from volunteering at a school if you have a serious "Wants or Warrants," are listed as a sex offender, or are on parole or probation. For fingerprinting instructions see page 11.

Confidentiality: What you hear and observe about students, families, and staff while volunteering in a school is **confidential**. Repeating a seemingly harmless comment can lead to misunderstandings and hurt feelings. For schools to provide the best environment for learning, everyone's privacy must be respected. You may be asked to complete a Confidentiality Agreement, available at <http://www.washoe.k12.nv.us/district/departments/volunteering/overview/applications>.

Liability: The Washoe County School District is proud to provide liability coverage and an accident policy for its volunteers, which will provide up to \$1,500 after any other valid and collectable insurance. In order to have this coverage, **all volunteers must sign in on the school's volunteer / visitor sign in sheet** (in every school office) every time they volunteer. Volunteers are not covered by Workers' Compensation.

NOTE: If you are in an accident while volunteering for the Washoe County School District, please ask staff for an incident form and have it signed and turned into your school or department contact.

Child Neglect and Abuse Reporting: School volunteers are obligated under mandatory child reporting laws to report any suspected child neglect or abuse. Please refer to Washoe County School District's Child Neglect and Abuse Mandatory Reporting Guidelines. For reporting guidelines, see pages 12-15 or contact Volunteer Services at 775-851-5677.

Supervision: Volunteers perform under the direction and supervision of school personnel. Volunteers should know and follow all school policies and rules. The District, in its discretion and without a statement of reasons, may suspend any volunteer from further volunteer activities pending any background check. No statement by the District establishes a property right to perform volunteer work.

Student/Volunteer Relationships: Volunteers function in a position of trust and Washoe County School District does not extend that volunteer/student trust relationship outside of the supervised school environment. It is the responsibility of the volunteer to notify the site administrator immediately if he/she becomes involved with a student/ family outside the WCSD environment.

Sexual Harassment: Is not tolerated at Washoe County School District. Sexual Harassment Policy go to

<http://www.washoe.k12.nv.us/district/departments/volunteering/overview/applications>

Volunteer Commitment

We count on our volunteers, whether you are volunteering on a regular basis or for a one-time project or event. Arrive a little early so there is time for communication and direction. Also, be sure to let the teacher, secretary, or whoever is supervising your work as a volunteer know in advance if your schedule changes or if you cannot make it when you are expected. Determine ahead the best way to communicate-email, phone, written, text.

Communicate and remember, you're part of a team. Do your best to communicate with the teacher or school staff. Similarly, school staff should contact you if your volunteer time is canceled or changed for any unforeseen reason. We recommend you check your assigned school's calendar, so you know when your school is not in session. You may contact the WCSD Volunteer Services Office at 775-851-5655, or email lightfoot@washoe.k12.nv.us for assistance.

Volunteer hours/Weather Cancelation: Volunteers help in schools during regular school hours, usually the same hours that the school office is open and children are attending school. On special occasions, volunteers are asked to volunteer on an evening or weekend, but always under the supervision of a staff person. In case of school cancelation due to weather, check the news to find out if there is a delayed start. Information is also available at the WCSD website at www.washoecountyschool.org or call the parent line at 775-334-8373 to get the latest information.

Grading Papers: School volunteers may be asked to help with grading student papers. Access to other student's scholastic information is up to the discretion of the school principal and teacher. It is recommended that any volunteer with access to a student's scholastic information complete a Confidentiality Agreement-check with your school's secretary or go to <http://www.washoe.k12.nv.us/district/departments/volunteering/overview/applications> for a copy of the Confidentiality Agreement.

Code of Conduct

When volunteering at Washoe County School District, we ask that you treat everyone you encounter fairly and with respect, regardless of gender, size, ethnicity, race, sex, age, religion, political beliefs, or economic status. We expect you to display high personal standards, which require:

Refraining from public criticism of fellow volunteers, adult leaders, and employees of Washoe County School District.

No smoking: Washoe County School District has a strict and enforced No Smoking Policy.

“It is the policy of the district that smoking, carrying lit tobacco products or use of smokeless tobacco products is prohibited at any time on school district property. For purposes of this policy, school district property includes any building used for instruction, administration, support services, maintenance, parking lots, or storage; the grounds and surrounding building; and all district-owned vehicles. This policy applies to all employees, students, volunteers, and citizens.

Students and district staff will be subject to disciplinary action for violations, and other person violating this policy shall be instructed to leave the school property. Violations shall be reported to the building site administrator.” NRS202.2491 Effective 9-1-06.

Abstaining from the illegal consumption of alcoholic beverages or possession or use of any legally prohibited substance.

Refraining from the use of profane, insulting or otherwise offensive language. Just as we expect students to refrain from using inappropriate language while at school, we also expect the same from teachers, staff and volunteers. Most adults realize how easily children pick up on what we say, although, keep in mind that what is a harmless slang term to you may be offensive to another adult or student.

Refraining from any conduct that causes damage to or the destruction of District or personal property.

Cell phones-it is not appropriate to take calls or send and receive text messages while volunteering with children.

Diversity

At Washoe County School District, we embrace differences to create an equitable, academically enriching, safe and welcoming school environment for all students, their families, faculty and the community, regardless of gender, size, ethnicity, race, sex, age, religion, political beliefs, or economic status.

Suggested Activities for Becoming a Culturally Responsive Volunteer

**Engage in reflective thinking and writing. Volunteers must reflect on their actions and interactions as they try to discern the personal motivations that govern their behaviors. Understanding the factors that contribute to certain behaviors (e.g., racism, ethnocentrism) is the first step toward changing these behaviors. This process is facilitated by autobiographical and reflective writing, usually in a journal.*

**Explore personal and family histories. Volunteers need to explore their early experiences and familial events that have contributed to their understanding of themselves as racial or nonracial beings.*

**Acknowledge membership in different groups and assess how belonging to one group influences how one relates to and views other groups.*

**Learn about the history and experiences of diverse groups.*

**Visit or read about successful volunteers in diverse settings.*

**Develop an appreciation of diversity.*

Working with Children

Use your common sense: Never isolate yourself with a student. Volunteers should be helping in public areas e.g. hallways, classroom, library, cafeteria, etc., anywhere a staff member could stop by anytime and check on a volunteer, no locked doors or secluded areas.

Discipline or behavior problems: As a school volunteer you may notice students disobeying school or classroom rules. Your responsibility is to call such matters to the attention of the teacher or other supervising school personnel. To the best of your ability, do not take corrective measures into your own hands.

There are many ways in which schools are alike; but because schools must fulfill educational needs of students from many diverse programs and backgrounds, each school has a personality or culture of its own. Learn about the school's general disciplinary procedures to avoid any misunderstanding - check with your school contact.

Rules For Discipline

NAC 432A.400 Discipline. (NRS 432A.077)

1. *A licensee of a facility shall enhance a child's behavior through positive guidance, redirection of the child's behavior and the setting of clear-cut limits on behavior.*
2. *A member, employee or other person associated with a facility shall not, for any reason:*
 - a) *Inflict physical punishment, in any manner or form, upon any child;*
 - b) *Verbally abuse or threaten a child;*
 - c) *Make derogatory remarks about the child or his family;*
 - d) *Threaten a child with the loss of love of any person;*
 - e) *Threaten a child with punishment by a deity;*
 - f) *Subject a child to any form of punishment which pertains to food or rest or restricts the use of a toilet or other bathroom fixture; or*
 - g) *Subject a child to any form of punishment by other children. Parental consent to allow any person within the facility to punish a child contrary to the provisions of this section is void.*
3. *Disciplinary measures used in a facility must be consistent with supportive, positive action, and may include:*
 - a) *Holding a child's arm to prevent hitting;*
 - b) *Bodily picking up the child and removing him from the group, and:*
 1. *Sitting with the child until he is ready to play without hitting; or*
 2. *Isolating the child under observation for no more than 10 minutes;*
 - c) *Informing the child in a simple, positive manner what conduct is expected while he is in the facility;*
 - d) *Praising and recognizing a child who behaves in the expected manner; and*
 - e) *Directing a child who is in a situation that is creating problems to a new activity.*

[Bd. for Child Care, Child Care Facilities Reg. §§ 7.1 & 7.2, eff. 2-28-80]

What To Wear

Wearing appropriate, practical, and comfortable clothing when you volunteer is one more way you can be a role model. If you have a question on what is appropriate, feel free to ask for a copy of the school's dress code or to talk with the principal, a teacher, or another school volunteer.

Personal Possessions

If you plan to bring personal possession into a school, please check with your school contact to determine what is appropriate to bring and where to store it safely.

Interests and Talents

We want to make the best match we can between volunteer opportunities and your interests and talents. Let school personnel or Volunteer Services know how you can best contribute. Your input may lead to the development of additional volunteer opportunities. To see what opportunities are available at Washoe County School District please go to <http://www.washoe.k12.nv.us/district/departments/volunteering/opportunities/>.

Volunteers in Kindergarten Classes

Please note, kindergarten classes operate on schedules which differ from other grade levels and often seem to be "autonomous" entities with their school. Check with your school contact for kindergarten schedules.

Transportation of Students

Volunteers are not allowed to provide transportation for students unless they have prior approval and have completed the required forms. Contact school staff for assistance or check with the Washoe County transportation department at 775-337-7735.

Volunteers in the Upper Grades

Sometimes volunteers do not feel as needed or welcome by students or teachers in upper grade levels. Be assured, however, that your presence and assistance is still welcome and needed. Volunteering with older students is just as important as in the early grades; it simply has to be adapted to the developmental and educational needs of the students. If you would like to volunteer with older students and are unsure how, please feel free to speak to the principal, school contact, a teacher or Volunteer Services for specific ideas.

Volunteering with Young Children

Volunteer should not bring their young children to school while performing volunteer services. Note children of volunteers are not allowed on school field trips-only students in the class can actually attend.

Parents Monitoring Their Children At School or On Field Trips

Parents have a right to monitor their own children at school or on field trips, but monitoring must be pre arranged and approved by the principal in consideration of any financial or staff impact.

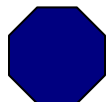
Episodic or 1 Time Volunteer Opportunities

Please check out 1 time or episodic volunteering opportunities at <http://www.washoe.k12.nv.us/district/departments/volunteering/opportunities/>.

School Safety/Emergencies

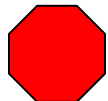
For code announcements, please read the Emergency Codes Information below:

WCSD EMERGENCY CODES



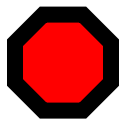
BLUE: Injury or medical emergency on campus or in building.

Code Blue Team members report to announced location. Remaining staff stays off phone/intercom lines and waits for further instructions.



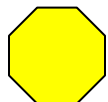
RED: Danger on campus or in building. Secure and lock

doors/lights out/take shelter! Ignore fire alarm. Wait for an “all-clear” announcement from an official or familiar voice. Stay away from all doors and windows. If all is OK in your room, display a green card under door or in window.



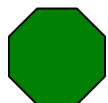
Code Red 89—Bomb threat. Evacuate to fence unless instructed

to evacuate campus or building—then we would meet at a designated location.



YELLOW: Heightened Security. Remain in office or classrooms

with doors locked. Maintain instructional schedule. Do not leave until all-clear is delivered. Examples: natural disasters, suspicious person, violent fight, something dangerous is nearby to. . . .



GREEN: Acceptable “All-Clear” from administrator on the

intercom. Resume regular activities.

Fire Alarm:

Evacuate building immediately. Line up at designated locations. Ask for location. Wait for the all clear bell or further instructions.

Earthquake:

Duck, Cover, Hold. Wait for tremor to stop. Evacuate building if instructed to fire alarm location. Stay away from walls, windows, and power lines.

[For additional school safety information/training](#), please contact Volunteer Services at 775-851-5655

For emergencies! **Medical information** should be provided to your school contact in case of an emergency. Make sure your school/department contact knows an emergency contact person and is aware of any medical issues or important medications.

Volunteer Orientations

A handbook like this is useful in covering general Washoe County School District general information and policies. Your school or volunteer assignment may have additional volunteer information. We recommend volunteers ask for school calendars as they can be very helpful to keep track of what is happening and days a school might be closed.

Volunteer Training and Learning Opportunities

Some volunteering requires specific trainings. Training can be provided through Volunteer Services at 775-851-5655, www.washoecountyschools/volunteering or at a school or department site. When volunteering, it is always best to ask for training on where supplies are located, how to use certain office equipment, as well as specific school practices. Each school/department is different and being flexible and asking questions is part of learning how to help, each school may be a little different, so ask your assigned school contact.

School volunteers are strongly encouraged to participate in any school-wide training/workshops or activities which allow volunteer participation.

If you encounter problems, issues or have concerns while volunteering, ask your school contact for assistance or contact Volunteer Services at 775-851-5677.

THE VOLUNTEER'S FINGERPRINTING INSTRUCTIONS **(Fingerprinting office is at 425 E. Ninth Street)**

Dear Volunteer:

Thank you for volunteering at the Washoe County School District. It has been determined that fingerprinting is required for your volunteer position (**Overnight Chaperone**). **Fingerprinting must be done 6-8 weeks ahead of the field trip or event. If results are not back within 6 weeks, you will not be allowed to attend the trip. If you could have criminal history that may need more time for review, please allow additional time.**

Please follow the steps below to acquire your authorized fingerprinting at **no charge to volunteers**:

1. **Fill out the School Volunteer Application.** School staff **must obtain the principal's signature or principal designee** on the School Volunteer Application, authorizing your fingerprinting. Volunteers without an authorization, will be asked to return to their school for authorization. Volunteers must submit to a photo ID check.
2. **School staff will make a copy** of the front of your application and place your name on a list of volunteers pending fingerprinting.
3. **You must take your original, authorized,** signed School Volunteer Application to Washoe County School District Administration Building, Fingerprint, ID and Background (FIB) office, **located at: 425 East Ninth Street, Reno NV. (Cross streets are between Valley Rd. and Evans Ave. near the University of Nevada). The FIB office is around the left side of the building. The green door is marked Fingerprint Office.** (If you have problems locating the FIB office, go to the main entrance and ask the receptionist for the Fingerprint, ID and Background office and someone will direct you). **You will not be fingerprinted** without your authorized School Volunteer application. Fingerprinting is Available. Drop-in from **9am-12:00pm and from 12:30pm-4:00pm** every Monday through Friday (Excluding holidays).
4. **Give your original signed and authorized School Volunteer Application to the Fingerprint, ID and Background** person and they will complete the fingerprinting process. Fingerprinting personnel will give you a **confirmation copy** that you **must return** to your school staff person.
5. **Fingerprint screening includes a Nevada "Wants and Warrants/Sex Offender check"** and a state and federal criminal history check. Volunteers will be notified by Volunteer Services, **only if there are concerns.** If Volunteer Services does not call you, there are no concerns. In cases of serious concern, notification of unacceptable screening results are given to school principals through School Police or Volunteer Services.
6. If your fingerprints do not take or produce results, you will be notified by mail and then asked to reschedule to be re-fingerprinted by the Fingerprint Office. You must be re-fingerprinted within two weeks of a notice of fingerprinting failure or WCSD will be charged again. Failure to be re-fingerprinted in the required time may result volunteering delays.

Notes: Any applicant on an active "Wanted List" (register sex offender, terrorist list, etc.), on parole or probation with a serious outstanding "Warrant For Arrest," **WILL NOT BE ALLOWED TO VOLUNTEER.**

YOU MAY NOT VOLUNTEER UNTIL YOUR FINGERPRINT RESULTS HAVE BEEN RETURNED. If you anticipate fingerprinting issues, it is recommended that you start your fingerprinting process earlier than six weeks.

Thank you for supporting our schools. Please contact the Volunteer Services office at 775) 851-5655 if you have any additional questions on volunteering or volunteer fingerprinting.

ABUSE REPORTING INFORMATION

NAC 432A.410 Reports of child abuse or neglect. ([NRS 432A.077](#)) *If any person suspects that child abuse or neglect is occurring in a facility, the person may immediately report his suspicions to the Bureau. Every licensee or employee of a facility who has reason to believe child abuse or neglect is occurring in the facility, in the child's home or elsewhere shall report his beliefs to the appropriate authority as required in [NRS 432B.220](#).*

[Bd. for Child Care, Child Care Facilities Reg. § 5.7, eff. 2-28-80]

Washoe County School District

PROTOCOL FOR REPORTING CHILD ABUSE & NEGLECT

Definition:

The Child Abuse & Neglect Law NRS.432-B defines child abuse and neglect as:

- A) The physical or mental injury of a non-accidental nature;
- B) Sexual abuse or sexual exploitation; or
- C) Negligent treatment or maltreatment as set forth in NRS 432B.140 of a child caused or allowed by a person responsible for his welfare under circumstances which indicate that the child's health and welfare is harmed or threatened with harm.

Abuse Reporters Rights and Responsibilities

- The Washoe County School District regulation mandates that all employees “who know or have reasonable cause to believe” that a child has been abused or neglected must report child abuse and neglect.
- **NRS.432B.160 extends to every person immunity from civil or criminal liability who in “good faith” makes a report.**

Reporting Procedures

- Any school personnel who receive the initial report from a student or has reason to believe a child has been abused or neglected are to report to Washoe County Social Services or police agency as soon as possible but not later than 24 hours.
- A written report on WCSD's Child Abuse & Neglect Report Form 83-285 must be completed by the reporting person.
- Appropriate signatures designated on the form are required.
- When a school nurse or counselor observes signs of possible physical abuse they will complete the child Abuse Assessment form 79-285 that indicates any visible bruising, bumps, or other markings, and an account of what the student reports.

Follow-up Procedures:

- School personnel must inform an administrator, counselor or nurse to ensure continuity and follow-up. Otherwise Child Abuse Reports are to remain confidential.
- Copies of all completed reports are to be sent to Student Health Services

Directives for Reporting Child Abuse and Neglect

- The school counselor and/or school nurse will assist the school employee in making the report, and completing the require forms, if necessary. If there is no visible bruising, but there is a suspicion of bruising on the student, call Social Services or the appropriate police agency.
- Removal of clothing, exposing parts of the body, is inappropriate except in cases where there is a suspicion of injury.
- A school nurse must then be contacted, if not on campus.
- Removal of clothing that would expose private parts of the body requires two certified school staff personnel. Clinical aides are not to assist in child abuse assessment.
- Pictures are never to be taken by school staff personnel. In cases of suspected abuse, particularly sexual abuse, interviewing must be kept to a minimum.
- Cases of child abuse and neglect by a person responsible for a child's welfare are reported to Washoe County Social Services.
- Any case of child abuse and neglect, which does not involve a person responsible for the child's welfare, shall be reported to the appropriate law enforcement agency.
- In cases of suspected date rape, reporting must be made to the local law enforcement agency. Child abuse reporting forms are available through Student Health Services.

Reporting Agencies:

- The agency contacted shall be primarily responsible for investigation and follow-up of the case, including notification or person(s) responsible for the child's welfare.

Reno Police Department, Dispatch 334-2121, P.O. Box 1900, Reno, 89505

Sparks Police Department, Dispatch 353-2231, 1701 E Prater Way, Sparks 89434

Washoe County Sheriff's Department, Dispatch 785-4629, Reno, 89512

Washoe County Social Services, Child Protective Services, 785-8600, P.O. Box 11130, Reno 89520

Washoe County School District

PROTOCOL FOR REPORTING ABUSE, NEGLECT, & ISOLATION OF OLDER OR VULNERABLE PERSONS

Definition: NRS 200.5092 The Abuse and Neglect of Vulnerable Persons defines as

Abuse and neglect: Willful and unjustified infliction of pain, deprivation of food, shelter, clothing, or services needed to maintain mental and physical health **Exploitation:** any act taken by a person who has the trust and confidence of an older person or a vulnerable person or any use of the power of attorney or guardianship of an older person or a vulnerable person to: (a) Obtain control, through deception, intimidation or undue influence, over the older person's or vulnerable person's money, assets or property with the intention of permanently depriving the older person or vulnerable person of the ownership, use, benefit or possession of his money, assets or property; b) Convert money, assets or property of the older person or vulnerable person with the intention of permanently depriving the older person or vulnerable person of the ownership, use, benefit or possession of his money, assets or property. **Isolation:** willfully, maliciously and intentionally preventing an older person or a vulnerable person from having contact with another person by: (a) Intentionally preventing the older person or vulnerable person from receiving his visitors, mail or telephone calls, including, without limitation, communicating to a person who comes to visit the older person or vulnerable person or a person who telephones the older person or vulnerable person that the older person or vulnerable person is not present or does not want to meet with or talk to the visitor or caller knowing that the statement is false, contrary to the express wishes of the older person or vulnerable person and intended to prevent the older person or vulnerable person from having contact with the visitor; or (b) Physically restraining the older person or vulnerable person to prevent the older person or vulnerable person from meeting with a person who comes to visit the older person or vulnerable person. **Vulnerable person:** means a person 18 years of age or older who: (a) Suffers from a condition of physical or mental incapacitation because of a developmental disability, organic brain damage or mental illness; or (b) Has one or more physical or mental limitations that restrict the ability of the person to perform the normal activities of daily living.

Abuse Reporters Rights and Responsibilities

- The Washoe County School District regulation mandates that all employees "who know or have reasonable cause to believe" that a person has been abused or neglected must report abuse and neglect.
- **NRS 200.5096 Immunity from civil or criminal liability for reporting, investigating or submitting information.**

Reporting Procedures

- Any school personnel who receive the initial report from a student or has reason to believe a student has been abused or neglected are to report to Washoe County Social Services Adult Services or police agency as soon as possible but not later than 24 hours.
- A written report on WCSD's Child Abuse & Neglect Report Form 83-285 must be completed by the reporting person.
- Appropriate signatures designated on the form are required.
- When a school nurse or counselor observes signs of possible physical abuse, they will complete the Child Abuse Assessment form 79-285 that indicates any visible bruising, bumps, or other markings, and an account of what the student reports.

Follow-up Procedures:

- School personnel must inform an administrator, counselor or nurse to ensure continuity and follow-up. Otherwise Child Abuse Reports are to remain confidential.
- Copies of all completed reports are to be sent to Student Health Services

Directives for Reporting Child Abuse and Neglect:

- The school counselor and/or school nurse will assist the school employee in making the report, and completing the required forms, if necessary. If there is no visible bruising, but there is a suspicion of bruising on the student, call Social Services or the appropriate police agency.
- Removal of clothing, exposing parts of the body, is inappropriate except in cases where there is a suspicion of injury.
- A school nurse must then be contacted, if not on campus.
- Removal of clothing that would expose private parts of the body requires two certified school staff personnel. Clinical aides are not to assist in child abuse assessment.
- Pictures are never to be taken by school staff personnel. In cases of suspected abuse, particularly sexual abuse, interviewing must be kept to a minimum.
- Cases of abuse and neglect by a person responsible for a student's welfare are reported to Washoe County Social Services.
- Any case of abuse and neglect, which does not involve a person responsible for the student's welfare, shall be reported to the appropriate law enforcement agency.

Reporting Agencies:

- The agency contacted shall be primarily responsible for investigation and follow-up of the case, including notification of person(s) responsible for the student's welfare.
Reno Police Department, Dispatch 334-2121, P.O. Box 1900, Reno, 89505
Sparks Police Department, Dispatch 353-2231, 1701 E Prater Way, Sparks 89434
Washoe County Sheriff's Department, Dispatch 785-4629, Reno, 89512
Washoe County Social Services, **Adult Protective Services**, 784-7301, P.O. Box 11130, Reno 89520

83-284 Abuse & Neglect Rev 4/07

CHILD ABUSE AND NEGLECT REPORT FORM
Washoe County School District

AGENCY CASE NO. _____ DATE _____

SCHOOL _____

NAME _____ DOB _____ GRADE _____ SEX _____
Last [please print] first

ADDRESS _____ Phone _____

NAME OF PARENT/GUARDIAN _____

TYPE OF ABUSE: PHYSICAL EMOTIONAL SEXUAL
 MEDICAL NEGLECT OTHER

BRIEF NARRATIVE OF INCIDENT:

AGENCY TO WHICH INCIDENT HAS BEEN REPORTED:

- WASHOE COUNTY SOCIAL SERVICES
- RENO POLICE DEPARTMENT
- SPARKS POLICE DEPARTMENT
- WASHOE COUNTY SHERIFF'S DEPARTMENT

- OTHER _____

NAME OF PERSON AT AGENCY TO WHOM INCIDENT HAS BEEN REPORTED: _____

_____ POSITION: _____
[Signature of person initiating report]

SIGNATURE OF ADMINISTRATOR: _____ DATE: _____

SIGNATURE OF NURSE/COUNSELOR: _____ DATE: _____

TWO SIGNATURES ARE REQUIRED

White copy - Student Health Services
Yellow copy - retained by school
HS 83-285 10/04

Copies of the WCSD Child Abuse and Neglect report forms are available at
www.washoecountyschools.org/volunteering