

A. Reportable Condition

State law defines reportable conditions as being any situation in which there is reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected or having reason to believe that a child seen in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur.

1. Abuse is defined by state law as:

- a. Physical injury inflicted on a child by other than accidental means. Physical injury includes, but is not limited to: lacerations, fractured bones, burns, internal injuries, severe or frequent bruising or great bodily harm as defined under section 939.22(14) of the state statutes
- b. Sexual intercourse or sexual contact under sections 940.225, 948.02 or 948.025 of the state statutes
- c. Sexual exploitation of a child (section 948.05 of state statutes)
- d. Permitting, allowing or encouraging a child to engage in prostitution (section 944.30 of state statutes)
- e. Causing a child to view or listen to sexual activity (section 948.055 of state statutes)
- f. For purpose of sexual arousal or gratification, either causing a child to expose genitals or pubic area or exposing genitals or pubic area to a child (section 948.10 of state statutes)
- g. Emotional damage for which the child's parents, guardian or legal custodian has neglected, refused, or been unable, for reasons other than poverty, to obtain the necessary treatment or to take steps to ameliorate the symptoms. "Emotional damage" means harm to a child's psychological or intellectual functioning which is evidenced by one or more of the following characteristics exhibited to a severe degree: anxiety; depression; withdrawal; outward aggressive behavior; or a substantial and observable change in behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development.

2. Neglect is defined by state law as:

- a. Failure, refusal, or inability on the part of a parent, guardian, or legal custodian or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child.

B. School Personnel Required to Report

All District employees (having reasonable cause to suspect that a child seen in the course of professional duties has been neglected or having reason to believe that a child seen in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur) shall report as provided in section C below.

Any other person having reason to suspect a child has been abused or neglected or having reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect of the child will occur may make such a report.

Whoever willfully violates this section by failing to report as required may be fined not more than \$1,000 or imprisoned for not more than six months and be subject to District level disciplinary action.

C. The Reporting Process

1. All District employees are considered mandated reporters and are required to report child abuse and/or neglect to a child or unborn child shall immediately contact, by telephone or in person, the Waukesha County Department of Human Services 262-548-7212, the Waukesha County Sheriff's Department 262-446-5070 or city police and shall inform the agency or department of the facts and circumstances contributing to a suspicion of child abuse or neglect or to a belief that abuse or neglect will occur.
2. Any school employee who suspects that a child has been abused or neglected must report this immediately to a building principal or District Administrator.

D. Investigation and Follow-up

1. The county agency or department may contact, observe, or interview the child at any location, including a school, without permission from the child's parent, guardian or legal custodian if necessary to determine if the child is in need of protection or services.
2. In the event of suspected abuse where the child has been taken from the school by the agency or the police or sheriff's department, the principal shall obtain the name of the person taking the child and give that information to the parents/guardians of the child upon their request.
3. The agency shall, within 60 days after it receives a report, inform the reporter what action, if any, was taken to protect the health and welfare of the child who is the subject of the report.

E. Liability

Any person or institution participating in good faith in the making of a child abuse/neglect report shall have immunity from any liability, civil or criminal, that results because of the action. No person making a good faith report under Board policy or these procedures may be discharged from employment for making such a report.

F. Confidentiality

School district employees will treat all information relating to child abuse and neglect in a confidential manner. The District Administrator shall be the sole spokesperson in cases that attract community attention. All reports and records maintained by an agency and other persons, officials and institutions shall be confidential.

Legal Reference:	Sections	48.02	Wisconsin Statutes
		48.981	
		118.01(2)(d)8	
		118.125	
		938.396	

**Record of Reporting Suspected Child Abuse or Neglect  
Exhibit and Administrative Procedure**

Directions For Completion: this form is to be completed by the employee(s) suspecting the abuse or neglect. It is to be submitted to the building principal within two days following the reporting of the situation to the Waukesha County Department of Human Services, the Waukesha County Sheriff's Department or city police.

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_ Birth Date: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

Student's address:

\_\_\_\_\_

Clearly describe abuse or neglect regarding student injuries or conditions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Actions Taken:

\_\_\_ Informed Principal / Principal's Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Contacted WCDHS      Reported to (name): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Contacted Sheriff/Police      Reported to (name): \_\_\_\_\_ Date: \_\_\_\_\_

The original document is to be kept in the District Office. This form is not to be duplicated and should not be placed in the student's cumulative record.