

RICE LAKE AREA SCHOOL DISTRICT
Rice Lake, Wisconsin

School Report of Suspected Abuse or Neglect

The Law

Statute 48.981(2) regarding Child Abuse Reporting in School Settings requires that all school employees are required to report instances of suspected child abuse or neglect. The law further states that the employee who has seen the suspected abused/neglected child in the course of professional duties is required to make the report to the county. No policy of the school system can waive that statutory obligation. Moreover, no policy can eliminate the possibility of statutory penalties or civil suit against a mandatory reporter when the mandatory reporter relies upon someone else making a report, and no report is in fact ever made.

District Procedure

1. Any school employee who suspects a child is being neglected/abused by their caretaker(s) is required to make the report to the appropriate county agency. In emergency situations reports should be made directly to the county sheriff or local police department.
2. The school employee will also report any suspected neglected/abused child to their building administrator, and if they are not available, to the Director of Special Education and Pupil Services.
3. The reporting employee will provide the following information: name, address, age of student, nature and extent of injuries or description of suspected neglect or abuse, and any other information that might help establish the cause of the suspected abuse/neglect.
4. Within 24 hours, the reporting employee shall complete a written report on Form 6274 and submit the form to the Director of Special Education and Pupil Services, who will inform the District Administrator.

Name of Child		Name of Parent or Guardian		
Street Address		City	Telephone	Grade
Date of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female	School of Residence	Date of Alleged Incident	
Name of Reporter		Signature of Reporter		Date

1. Reason for Referral:

2. Describe any Previous Occurrences:

3. Attempted Interventions:

4. Action taken by school (to whom reported):

Adopted: 11/27/89
 Revised: 06/15/06
 02/10/14