

NVHS SCHOOL COUNSELING OFFICE POLICIES AND PROCEDURES

Appointment Procedures

Students can schedule an appointment with their counselor before school, during nutrition breaks, and/or after school. When a student schedules an appointment they will be given a pass that specifies the time of the appointment. The student is responsible for showing their teacher the pass. When the student is needed by their counselor, they will receive a pass at the beginning or the end of the period that specifies the time. Please do not send students to counseling during the period to set up an appointment or for general questions. If a student appears to be in crisis during the class period and you feel they need to see their counselor, please call the counseling office to see if the student can be seen at that time.

WCSD Child Abuse Reporting Protocol

Mandated reporters must verbally report cases (or suspected cases), of child abuse or neglect. Mandated reporters include Teachers, Coaches, Counselors, Health Clinic Staff, Administration, Office Staff, Librarians, Psychologists, and all Classified Staff.

Nevada Revised Statute and 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 IS DEFINED AS:

- The physical or mental injury of a non-accidental nature
- Sexual abuse or sexual exploitation
- Negligent treatment or maltreatment of a child caused or allowed by a person responsible for his welfare under circumstances which indicate that the child's health or welfare is harmed or threatened with harm.
- When you have reasonable cause to believe a child has been, or is being, abused or neglected
- When you are told of a situation by a child

Reporting Procedures per WCSD

Failure to make a report can result in a misdemeanor charge.

1. A verbal report must be made by calling the appropriate reporting agency. **If the child disclosed to you, you will be the person who needs to make the call.**
2. A call must be made within **24 hours** of the disclosure.
3. CPS prefers to receive first person reports. Counselors are willing to assist in the process of reporting if needed.
4. A written report on WCSD's Child Abuse & Neglect Report Form 83-285 must be completed by the reporting person. Form 79-285 is used to document bruising. A nurse (not clinical aide) or counselor can fill out this form.
5. Appropriate signatures designated on the form **are required**.
6. In cases of suspected date rape, reporting must be made to the local law enforcement agency.
7. School keeps a copy. Original sent to Health Services.

REPORTING AGENCIES CHILD PROTECTIVE SERVICES 785-8600

For students who are under 18 years old call:

Washoe County Social Services, Child Protective Services 785-8600.

To report a crime or if you're directed to call a police agency by CPS:

Reno Police Dept. Dispatch 334-2121
Sparks Police Dept. Dispatch 353-2231
Washoe County Sheriff's Dept. 785-4629

Call WCSD School Police (348-0285) if there is an immediate safety concern, the incident occurred on school grounds, or there is confusion about jurisdiction.

- The reporting agency will investigate. It is not up to us to determine whether abuse is happening or not. We are not to investigate – only report information.
- NRS.432B.160 extends to every person immunity from civil or criminal liability who in “good faith” makes a report.
- A counselor or nurse is always available to talk with you about your concerns and to assist with reporting.
- All reports are confidential.