



STUDENTS

Child Abuse, and Neglect and Exploitation

Reporting Responsibilities

Staff are reminded of their obligation as district employees to report every instance of suspected child abuse, or neglect, or exploitation. ~~Staff are also reminded of their immunity from potential liability for doing so. When determining whether to make a report, the~~ The following procedures are to be used required when reporting instances of suspected child abuse or neglect:

1. Since protection of children is the paramount concern, staff should discuss evidence of suspected abuse, neglect or exploitation with the school administrator/designee.
2. The staff member may wish to discuss the circumstances with an employee of Child Protective Services (CPS) for assistance in determining if a report should be made. ~~CPS has the responsibility of determining the fact of child abuse or neglect.~~ Any doubt about the child's condition will be resolved in favor of making the report.
3. When there is reasonable cause to believe that a student child has suffered abuse, or neglect, or exploitation, staff or the principal will contact orally report it to the nearest CPS office in of the Department of Children, Youth, and Families (DCYF) or the local law enforcement agency. This report must be made within forty-eight (48) hours after there is reasonable cause to believe that the child has suffered abuse or neglect. If the situation is urgent and CPS cannot immediately respond, staff will immediately contact the local law enforcement agency.
4. ~~Following~~ In conjunction with the phone report to CPS or the appropriate law enforcement agency, the Child Abuse Report Form shall be completed.
5. The written report: ~~will be submitted promptly to the parties listed on the form—DCYF, Special Services, and the principal/designee.~~
 - Must include the date the report was called in to CPS, the name of the CPS worker to whom the report was made, and the intake number; and
 - Must be submitted promptly to Special Services, and the principal/designee.

School districts must, at the first opportunity but in all cases within forty-eight (48) hours of receiving a report alleging sexual misconduct by a school employee, notify the parents/guardians of a student alleged to be the victim, target, or recipient of the misconduct. School districts shall provide parents/guardians with information regarding their rights under the public records act, Chapter 42.56 RCW, to request the public records regarding school employee discipline. This information shall be provided to all parents/guardians on an annual basis.

Professional school personnel mandated to report child abuse, neglect or exploitation may request that their identity remain confidential. To do so, notify a CPS intake person when the report is made and indicate the same on the district Child Abuse Report Form.

IN REVISION

3421P

Page 2 of 11

DCYF Contact Information

DCYF Region 3 Intake (Everett Regional)
~~DCYF INTAKE HOTLINE: 866-829-2153~~
~~DCYF INTAKE FAX: 425-513-2553~~
~~DCYF Region 3—Everett Regional~~
~~ATTN: DCYF Region 3 Intake Unit~~
8625 Evergreen Way, Suite 250
Everett, WA 98208
DCYF Intake Hotline: 866-829-2153

Everett Public Schools
District Child Abuse Prevention Services
425-385-5250

Law Enforcement Contact Information

Everett Police Department
425-257-8400
Fax: 425-257-6500
Emergencies: 911

Mill Creek Police Department
425-745-6175
Fax: 425-745-4680
Emergencies: 911

Snohomish County Sheriff's Dept.
425-388-3393
Emergencies: 911

Defining Child Abuse and Neglect

Child Abuse or Neglect

Child abuse or neglect means: ~~the injury, sexual abuse, or sexual exploitation of a child by any person under circumstances which indicate that the child's health, welfare, or safety is harmed, or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child. An abused child is a child who has been subjected to child abuse or neglect as defined below.~~

- A. Injury of a child by any person under circumstances which cause harm to the child's health, welfare, or safety;
- B. Sexual abuse or sexual exploitation by any person under circumstances which cause harm to the child's health, welfare, or safety; or
- C. The negligent treatment or maltreatment of a child by a person responsible for or providing care to the child.

Physical Abuse

Physical abuse means the nonaccidental infliction of physical injury or physical mistreatment on a child that harms the child's health, welfare, or safety. Physical abuse may include, but is not limited to, such actions as:

1. Throwing, kicking, burning, or cutting a child;
2. Striking a child with a closed fist;
3. Shaking a child under the age of three (3);
4. Interfering with a child's breathing;
5. Threatening a child with a deadly weapon; and/or

6. Doing any other act that is likely to cause, and which does cause bodily harm greater than transient pain or minor temporary marks or ~~which~~ **that** is injurious to the child's health, welfare or safety.

Physical discipline of a child, including the reasonable use of corporal punishment, is not considered abuse when it is reasonable and moderate, and inflicted by a parent/guardian for purposes of restraining or correcting the child.

~~The age, size, and condition of a child and the location of any inflicted injury shall be considered when determining whether the bodily harm is reasonable or moderate. Other factors may include the developmental level of the child and the nature of the child's misconduct. A parent's/guardian's belief that it is necessary to punish a child does not justify or permit the use of excessive, immoderate or unreasonable force against the child.~~

Sexual Abuse and Exploitation

Sexual abuse means committing or allowing to be committed any sexual offense against a child as defined in the criminal code. The intentional touching, either directly or through the clothing, of the sexual or other intimate parts of a child or allowing, permitting, compelling, encouraging, aiding, or otherwise causing a child to engage in touching the sexual or other intimate parts of another for the purpose of gratifying the sexual desire of the person touching the child, the child, or a third party.

A parent/guardian of a child, a person authorized by the parent/guardian to provide childcare for the child, or a person providing medically recognized services for the child, may touch a child in the sexual or other intimate parts for the purpose of providing hygiene, child care, and medical treatment or diagnosis.

Sexual exploitation includes, but is not limited to, sex trafficking and commercial sexual exploitation and includes such actions as allowing, ~~permitting~~, compelling, encouraging, aiding, or otherwise causing a child to **engage participate** in one (1) or more of the following:

- a. Any act when anything of value is given to or received by an person for the sex act
Prostitution;
- b. Sexually explicit, obscene, or pornographic activity to be photographed, filmed, or electronically reproduced or transmitted; or
- c. Sexually explicit, obscene, or pornographic activity as part of a live performance or for the benefit or sexual gratification of another person.

Neglect

Negligent treatment or maltreatment means an act or a failure to act, or the cumulative effects of a pattern of conduct, behavior, or inaction, on the part of a child's parent, legal custodian, guardian, or caregiver that shows a serious disregard for the consequences to the child ~~of such magnitude that it and~~ creates a clear and present danger to the child's health, welfare, **and or** safety. ~~A child does not have to suffer actual damage or physical or emotional harm to be in circumstances which create a clear and present danger to the child's health, welfare, or safety. Negligent treatment or maltreatment includes, but is not limited to:~~

IN REVISION

3421P
Page 4 of 11

These signs may signal the presence of child abuse or neglect:

The child:

- Shows sudden changes in behavior or school performance.
- Has not received help for physical or medical problems brought to the parents' attention.
- Has learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes.
- Is always watchful, as though preparing for something bad to happen.
- Lacks adult supervision.
- Is overly compliant, passive, or withdrawn.
- Comes to school or other activities early, stays late, and does not want to go home.

The parent or other adult caregiver and the child:

- Shows little concern for the child.
- Denies the existence of or blames the child for the child's problems in school or at home.
- Asks teachers or other caretakers to use harsh physical discipline if the child misbehaves.
- Sees the child as entirely bad, worthless, or burdensome.
- Demands a level of physical or academic performance the child cannot achieve.
- Looks primarily to the child for care, attention, and satisfaction of emotional needs.

The parent or other adult caregiver and child:

- Rarely touch or look at each other.
- Consider their relationship entirely negative.
- State that they do not like each other.

Common Indicators of Physical Abuse

Consider the possibility of physical abuse when the child:

- Has unexplained burns, bites, bruises, broken bones, or black eyes.
- Has fading bruises or other marks noticeable after an absence from school.
- Is frightened of the parents and protests or cries when it is time to go home.
- Shrinks at the approach of adults.
- Reports injury by a parent or another adult caregiver.

Consider the possibility of physical abuse when the parent or other adult caregiver:

- **Offers conflicting, unconvincing, or no explanation for the child's injury.**
- **Describes the child as “evil,” or in some other very negative way.**
- **Uses harsh physical discipline with the child.**
- **Has a history of abuse as a child.**

Common Indicators of Emotional Abuse

Consider the possibility of emotional maltreatment when the child:

- **Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity, or aggression.**
- **Is either inappropriately adult-like (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example).**
- **Is delayed in physical or emotional development.**
- **Has attempted suicide.**
- **Reports a lack of attachment to the parent.**

Consider the possibility of emotional maltreatment when the parent or other adult caregiver:

- **Constantly blames, belittles, or berates the child.**
- **Is unconcerned about the child and refuses to consider offers of help for the child's problems.**
- **Overtly rejects the child.**

Common Indicators of Sexual Abuse

Consider the possibility of sexual abuse when the child:

- **Has difficulty walking or sitting.**
- **Suddenly refuses to change for gym or participate in physical activities.**
- **Reports nightmares or bedwetting.**
- **Experiences a sudden change in appetite.**
- **Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior.**
- **Becomes pregnant or contracts a venereal disease, particularly if under age 14.**
- **Runs away.**
- **Reports sexual abuse by a parent or another adult caregiver.**

Consider the possibility of sexual abuse when the parent or other adult caregiver:

- Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex.
- Is secretive and isolated.
- Is jealous or controlling with family members.

Common Indicators of Neglect

Consider the possibility of neglect when the child:

- Is frequently absent from school.
- Begs or steals food or money.
- Lacks needed medical or dental care, immunizations, or glasses.
- Is consistently dirty and has severe body odor.
- Lacks sufficient clothing for the weather.
- Abuses alcohol or other drugs.
- States that there is no one at home to provide care.

Consider the possibility of neglect when the parent or other adult caregiver:

- Appears to be indifferent to the child.
- Seems apathetic or depressed.
- Behaves irrationally or in a bizarre manner.
- Is abusing alcohol or other drugs.

NOTE: Indicators in and of themselves do not necessarily prove that abuse, neglect, or exploitation has occurred. However, they still may warrant a referral to CPS or law enforcement. When in doubt, staff should consult with CPS about making a report.

- a. ~~Failure to provide adequate food, shelter, clothing, supervision, or health care necessary for a child's health, welfare, or safety. Poverty and/or homelessness do not constitute negligent treatment or maltreatment in and of themselves;~~
- b. ~~Actions, failures to act, or omissions that result in injury to or which create a substantial risk of injury to the physical, emotional, and/or cognitive development of a child; or~~
- c. ~~The cumulative effects of a pattern of conduct, behavior or inaction by a parent/guardian in providing for the physical, emotional and developmental needs of a child, or the effects of chronic failure on the part of a parent/guardian to perform basic parental functions, obligations, and duties, when the result is to cause injury or create a substantial risk of injury to the physical, emotional, and/or cognitive development of a child.~~

Child Protective Services/Law Enforcement Investigation

1. Ask for identification of the CPS caseworker. Call and verify that a caseworker is a representative for CPS if you have questions or if identification is not proper or complete.
2. Get the names and phone numbers of the CPS representative and/or law enforcement officer and record on the building copy of the [Child Abuse Report Form](#).
3. School staff should cooperate and facilitate an interview of a child by CPS or law enforcement regardless of whether the referral was or was not initiated by school staff.

Student Interviews and Parent/Guardian Notification

Student interviews and parent/guardian notification will be conducted in accordance with [Board Policy 4411](#) and/or [Procedure 4411P](#), Working Relationships with Law Enforcement, the Department of Children, Youth, and Families, and the Local Health Department. Where notification is to occur, the principal/designee shall attempt to notify the parent/guardian before the interview commences unless to do so would pose a health or safety risk for the student, or if specifically directed not to do so by the law enforcement officer or CPS representative conducting a child abuse/neglect investigation.

Taking a Child into Custody

A law enforcement officer, upon proper identification, may exercise their legal authority to remove a student from school when the law enforcement officer considers it appropriate under the law and if the law enforcement officer assumes responsibility for the student. The law enforcement officer is not required to have a warrant in order for the principal/designee to release the student into custody but shall be requested to sign the district [Removal of a Student from School by Law Enforcement form](#) stating that the law enforcement officer is removing the student from school.

A CPS representative, upon proper identification, may remove a student from school if they have a court order; OR Voluntary Placement Agreement; OR a law enforcement exercise of custody and transfer of custody to CPS.

The CPS representative shall complete the [Removal of a Student from School by Child Protective Services form](#) prior to removing a student from school. The principal/designee will immediately notify the parent/guardian, unless directed not to do so by the law enforcement officer or CPS representative. If directed not to contact the parent/guardian, the principal/designee will request that the representative list the reasons in writing prior to removing a student from school.

Cross references: [Board Policy 3421](#) Child Abuse, Neglect and Exploitation
 [Child Abuse Report Form](#)
 [Form for release of student to CPS worker](#)
 [Form for release of student to Law Enforcement](#)

IN REVISION

3421P
Page 8 of 11

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IN REVISION

3421P
Page 9 of 11

Everett Public Schools
Special Services
PO Box 2098
Everett, Washington 98213-0098

CHILD ABUSE REPORT FORM

State law requires professional school personnel to report within forty-eight (48) hours after there is reasonable cause to believe that a child or dependent adult has suffered abuse or neglect. In conjunction with a (phone) report **(866-829-2153)**, complete this form and **obtain an intake number from CPS/DCYF** ~~send to the Children's Administration Central Intake office.~~ (Refer to district [Policy 3421](#) and [Procedure 3421P](#).)

STUDENT: _____
First Name Middle Name/Initial Last Name (Legal)

SCHOOL: _____ GRADE: _____ AGE: _____ BIRTH DATE: _____ M/F: _____

Student Address

ADDRESS STREET/APT#: _____

CITY: _____ STATE: _____ ZIP: _____

Parent/Guardian Information

NAME: _____ RELATIONSHIP: _____

STREET/APT #: _____

CITY: _____ STATE: _____ ZIP: _____ **PHONE(S):** _____

NAME: _____ **RELATIONSHIP:** _____

STREET/APT #: _____

CITY: _____ **STATE:** _____ **ZIP:** _____ **PHONE(S):** _____

Check appropriate space indicating type of suspected abuse being reported: (Check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> PHYSICAL ABUSE | <input type="checkbox"/> SEXUAL ABUSE | <input type="checkbox"/> EMOTIONAL NEGLECT/ABUSE |
| <input type="checkbox"/> NEGLECT | <input type="checkbox"/> MEDICAL NEGLECT | <input type="checkbox"/> SEXUAL EXPLOITATION |
| <input type="checkbox"/> OTHER (Specify): _____ | | |

State the nature and extent of the alleged injury(ies), neglect, or sexual abuse as indicted above:
(Refer to district [Procedure 3421P](#))

Do you believe this information is a result of Personal Safety Instruction? ☐ YES ☐ NO ☐ UNSURE



IN REVISION

3421P
Page 10 of 11

Everett Public Schools
Special Services
PO Box 2098
Everett, Washington 98213-0098

Child Abuse Report Form continued:

State evidence, nature and extent of any previous suspected abuse and/or reports to CPS:

State any other information that may be helpful in establishing the cause of the child's death, injury, or injuries and the identity of the alleged perpetrator(s).

NAME OF PERSON FILING REPORT: _____ **DATE:** _____

SCHOOL: _____ **PRINCIPAL:** _____ **PHONE:** _____

NAME OF PERSON WHO RECEIVED REPORT: _____

AGENCY: _____ **INTAKE #:** _____

DISTRIBUTION

1. **A phone report to:**
DCYF Intake
DCYF REGION 3 INTAKE (Everett Regional)
DCYF Intake Hotline
866-829-2153
DCYF REGION 3 INTAKE FAX
425-513-2553
DCYF Region 3 Everett Regional
ATTN: DCYF Region 3 Intake Unit
8625 Evergreen Way
Suite 250
Everett, WA 98208
2. **A copy of written report to**
Special Services—
(Interdistrict mail or
USPS) to the
Community
Resource Center
(CRC)
Everett Public Schools
District Child Abuse Prevention Services
Community Resource Center
3900 Broadway, Everett, WA 98201
425-385-5250
3. **A copy of written report to**
School Principal's
Designee Copy

IN REVISION

3421P
Page 11 of 11

Updated: November 2001
Updated: August 2007
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