

P2351 SCHOOL SAFETY AND SECURITY INCIDENT REPORTING

BOARD POLICY:

Administrators and school employees will be informed of the fact that a pupil is a pupil specified in (a)(1) through (5) of section 4 of ch. 171 of the 1998 Session Laws of Kansas. (Listed in AIP 2)

Immediate reports will be made to appropriate state or local enforcement agency when it is known or there is reason to believe that an act has been committed at school, on school property, or at a school supervised activity, and the act involves conduct which constitutes the commission of a felony or misdemeanor or which involves the possession, use of, or disposal of explosives, firearms or other weapons.

Acts that are committed at school, on school property, or at school supervised activities that involve conduct that constitutes the commission of a felony or misdemeanor, or which involves the possession, use of, or disposal of explosives, firearms, or other weapons will be compiled and reported annually to the State Board of Education.

1. As used in this policy
 - a) "District means Unified School District No. 259
 - b) "School" means all schools operated by the district;
 - c) School Employee" means any teacher or other professional or paraprofessional employee of the district; and
 - d) "Administrator" means any individual that is employed by the district in a supervisory or managerial capacity.
2. School employees with knowledge that a pupil is a pupil specified in AIP 2 shall inform administrators and administrators with knowledge that a pupil is a pupil specified in AIP 2 shall inform all other school employees of the following:
 - a) the identity of any pupil who has been expelled as provided by subsection (c) of K.S.A. 72-6114(c) and amendments thereto, for conduct which endangers the safety of others;
 - b) the identity of any pupil who has been expelled as provided by subsection (d) of K.S.A. 72-6114(d) and amendments thereto (conduct which, if the pupil is an adult, constitutes the commission of a felony or if the pupil is a juvenile, constitutes the commission of a felony if committed by an adult);
 - c) the identify of any pupil who has been expelled under a policy adopted pursuant to K.S.A. 72-6115(a) and amendments thereto (pupils determined to be in possession of a weapon);
 - d) whose offense, if committed by an adult, would constitute a felony under the laws of Kansas or the state in which the offense was committed, except that this subsection shall not apply to any adjudication of a juvenile offender involving a felony theft involving no direct threat to human life; and
 - e) the identity of any pupil who has been tried and convicted as an adult of any felony, except that this subsection shall not apply to any felony conviction of theft involving no direct threat to human life.

3. The Hearing Office Supervisor for suspension and expulsions will inform the appropriate administrator and the administrator shall inform other school employees of pupils who fall under subsection (a), (b), and (c) of AIP 2. The administrator shall document that school employees have been informed.
4. The Executive Director of Safety Services shall arrange to receive information from the criminal justice system about a pupil that is a pupil specified in subsections (d) and (e) of AIP 2. The Executive Director of Safety Services will inform the appropriate administrators and the administrator shall inform all other school employees of a pupil who falls under subsection (d) or (e) AIP 2. The administrator shall document that school employees have been informed.
5. An immediate report will be made to the appropriate state or local law enforcement agency by or on behalf of any school employee or administrator who knows or has reason to believe that an act has been committed at school, on school property or at a school supervised activity and that the act involved conduct which constitutes the commission of a felony or a misdemeanor, or which involves the possession, use of, or disposal of explosives, firearms, or weapons.
6. School employee and administrators shall promptly notify the building principal or designee that they know or have a reason to believe that an act as defined in AIP5 has been committed at school, on school property, or at a school supervised act. The notification to the building principal or designee does not relieve the duty to report such incident to appropriate state or local law enforcement agencies.
7. A written USD No. 259 Security Incident Report will be immediately completed by the principal, or designee and submitted within 24 hours to the Executive Director of Safety Services who will compile and report to the State Board of Education the types and frequency of criminal acts disaggregated by occurrences at schools, on school property, or at school supervised activities. This report shall be incorporated into and become part of the current report required under the Quality Performance Accreditation system.
8. The Executive Director of Safety Services will make available to pupils and their parents, to school employees and, upon request, to others, district policies and reports concerning school safety and security.
9. Nothing in this policy shall be construed or operate in any manner so as to prevent any school employee from reporting criminal acts to school officials and to appropriate state and local law enforcement agencies.

Administrative Responsibility: Safety Services
Latest Revision Date: February 2018
Previous Revision Date: April 2011 P2351