

INTERAGENCY COOPERATION FOR STUDENT AND STAFF SAFETY

Note: By January 1, 2001, districts must have procedures in place for notifying teachers or administrators of dangerous students. The following protocol is adapted from procedures developed by the Anchorage School District. These procedures govern the receipt and dissemination of information from law enforcement agencies regarding students who have committed or been the victim of serious crimes. These procedures may be revised as appropriate.

The following protocol will be followed when alerts that may affect the safety of students or staff are received from law enforcement, Child Protective Services, Probation/Parole or other appropriate agency.

1. The Superintendent is designated to receive safety information regarding students, including notices of criminal conduct. A staff member having information about a student concerning a possible threat to safety shall immediately report such information to the site administrator or the Superintendent if the site administrator is not available. When the notice is made with the site administrator, the administrator will contact the Superintendent. The Superintendent will forward information from staff members or agencies to the designated administrator at the site attended by the student.
2. The site administrator or designee will handle the law enforcement notices.
3. The confidentiality of the student must be protected and disclosure of this sensitive information is not authorized except as set forth in these procedures.
4. The site administrator will review the information and share on a need to know basis with appropriate staff that work closely with the student.
5. These alerts shall be placed in the student's cumulative folder and transferred with the student if the student moves to another school.
6. If the school has additional information, which it thinks law enforcement, Child Protective Services, Probation/Parole or other appropriate agency needs to be aware of regarding the student, this information should be relayed to the Superintendent and then forwarded to the appropriate agency.

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