

Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusion or disturbances from occurring in school buildings or trespassing on school grounds. The district will cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities.

**Reporting Crimes at School to Law Enforcement**

Any district employee who knows or has reason to believe any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law.

It is recommended the building administrator also be notified.

Anyone making a report in accordance with state law and without malice, shall have immunity from any civil liability.

**Reporting to Administrators and Staff**

Teachers and other professional or paraprofessional employees are required to notify administrators and administrators to notify all other school employees when they have knowledge of the following student behaviors:

- the identity of any student who has been expelled for conduct which endangers the safety of others;
- the identity of any student who has been expelled for commission of felony type offenses;

- the identity of any student who has been expelled for possession of a weapon;
- the identity of any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- the identity of any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

Annual Reports

The principal of each building shall prepare all reports required by law and present them to the board and the state board of education annually. Reports shall not include any personally identifiable information about students. These reports and this policy shall be made available upon request to parents, patrons, students, and employees and others who request the information.

Staff Immunity

School administrators and school employees are not liable for civil damages for acts or omissions required by the Kansas School Safety and Security Act. The school board and each board member shall have immunity from liability in any civil action for the acts or omissions of any administrator pursuant to the requirements of the School Safety and Security Act.

Approved: July 16, 1998

**- Sample Form -**

Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff or student handbooks.

<b>Report to Local Law Enforcement</b> <b>USD _____</b>
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Pursuant to K.S.A. 72-89b03, the administrator or other school employee whose signature appears below is reporting the following crimes.

**{Briefly describe each incident and the person/s involved}**

<b>Date</b>	<b>School/Location</b>	<b>Student/s or Person/s Involved</b>	<b>Brief Description</b>
1.			
2.			
3.			
4.			
5.			

School Districts are required by Federal Law and K.S.A. 72-6214 to protect the privacy rights of students under the age of 18.
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Signed: \_\_\_\_\_  
Administrator or other school employee.

cc: Superintendent of Schools, USD \_\_\_\_  
Student/s file