

Section III Principal's Checklist for Reporting Possible Criminal Acts Occurring Within the School Context

{Note to Principals: In making an initial report to the SRO, a full oral report of all essential information regarding any possible criminal matter must be made. Prior to conducting any investigation and/or providing documents to law enforcement, consult and follow the checklist requirements as listed. For questions or for clarification please call the Superintendent or Superintendent's designee.}

	<i>Adult on Student sexual offense or assault and physical assault</i>	<i>Student on Student sexual offense or assault and physical assault</i>	<i>Any Other Possible Criminal Offenses (including all other "Reportable Offenses")</i>
<i>Reporting</i>	<input type="checkbox"/> Principal to immediately report to SRO and Superintendent or Designee. <input type="checkbox"/> All school employees and volunteers must make an immediate report to Principal or SRO if Principal not immediately available. <input type="checkbox"/> School officials should not gather additional information or interview possible witnesses until the SRO notifies the Principal regarding the investigation process as outlined below.	<input type="checkbox"/> Principal to immediately report to SRO and Superintendent or Designee. <input type="checkbox"/> All school employees and volunteers must make an immediate report to Principal or SRO if Principal not immediately available. <input type="checkbox"/> If sexual offense or assault Principal must also report to Title IX Coordinator or Assistant Superintendent of Personnel and Student Services or Designee <input type="checkbox"/> Principal may report to School Counselor or Social Worker as needed <input type="checkbox"/> School officials should not gather additional information or interview possible witnesses until the SRO notifies the Principal regarding the investigation process as outlined below.	<input type="checkbox"/> If possible criminal misconduct, school employees and volunteers must report to Principal who must report to SRO and Superintendent or Designee. <input type="checkbox"/> If not criminal ¹ , Principal will investigate and act as needed <input type="checkbox"/> School officials should not gather additional information or interview possible witnesses until the SRO notifies the Principal regarding the investigation process as outlined below.

¹ NOTE: Principals must use common sense discretion on what is "possibly criminal". For example, a student losing a five dollar bill during P.E. class could "possibly" involve someone stealing the money. However, the SRO need not be notified in such a circumstance. The Principal and SRO should have a proactive discussion regarding "what" needs to be reported initially.

Student Documents	<input type="checkbox"/> Provide all student directory information immediately to law enforcement and/or DSS (See #3 below) <input type="checkbox"/> Provide any other info for health safety emergency & document in student file (See #4 below) <input type="checkbox"/> Provide any other student info to law enforcement with parental permission <input type="checkbox"/> School attorney will work with D.A. to provide any other needed information	<input type="checkbox"/> Provide all student directory information immediately to law enforcement (See #3 below) <input type="checkbox"/> Provide any other info for health safety emergency & document in student file (See #4 below) <input type="checkbox"/> Provide any other student info to law enforcement with parental permission <input type="checkbox"/> School attorney will work with D.A. to provide any other needed information	<input type="checkbox"/> Provide all student directory information upon request to law enforcement (See #3 below) <input type="checkbox"/> Provide any other info for health safety emergency & document in student file (See #4 below) <input type="checkbox"/> Provide any other student info to law enforcement with parental permission <input type="checkbox"/> School attorney will work with D.A. to provide any other needed information
Employee Documents	<input type="checkbox"/> Provide all N.C.G.S. §115C-320 public information as needed (See # 5 below) <input type="checkbox"/> Provide confidential employee file per subpoena or court order <input type="checkbox"/> School attorney will work with D.A. to provide all needed information	<input type="checkbox"/> N/A	<input type="checkbox"/> Provide all N.C.G.S. § 115C-320 public information as needed (See # 5 below) <input type="checkbox"/> Provide confidential employee file per subpoena or court order <input type="checkbox"/> School attorney will work with D.A. to provide all needed information
Cooperation with Law Enforcement	<input type="checkbox"/> Normally employee will be suspended with pay by HR to allow investigation <input type="checkbox"/> Volunteer will be removed from service <input type="checkbox"/> SRO will consult with Stanly County Sheriff's Office his/her local chain of command as needed regarding whether the investigation will be 1) law enforcement only or 2) law enforcement and school	<input type="checkbox"/> Normally student will be short term suspended (maximum of 10 days) to complete investigation and provide for a due process hearing if long-term suspension is warranted. <input type="checkbox"/> SRO will consult with Stanly County Sheriff's Office and his/her local chain of command as needed regarding whether the investigation will be 1) law enforcement only or 2) law enforcement and school	<input type="checkbox"/> Employee and Volunteer may be suspended with pay by HR to allow investigation <input type="checkbox"/> Student may be short term suspended (maximum of 10 days) to complete investigation and provide for a due process hearing if long-term suspension is warranted. <input type="checkbox"/> SRO will notify Principal regarding whether the investigation will be 1) law enforcement only, 2) law enforcement and school

	<p>officials and will immediately notify the school Principal</p> <p><input type="checkbox"/> If a joint investigation, see attached best practice guide for SROs</p> <p><input type="checkbox"/> If law enforcement only, Special Investigations Unit will notify SRO, Principal and HR as soon as investigation is complete</p> <p><input type="checkbox"/> DA's office and DSS will work with school attorney to share investigation information via court order or otherwise on a case-by-case basis</p> <p><input type="checkbox"/> School attorney will notify DA anytime an employee who is charged or under investigation requests a due process hearing</p>	<p>officials and will immediately notify the school Principal</p> <p><input type="checkbox"/> If a joint investigation, see attached best practice guide for SROs</p> <p><input type="checkbox"/> If law enforcement does not want the direct involvement of school officials, the Title IX Coordinator or Superintendent of Personnel and Student Services or Designee will be permitted to observe interviews and will be provided with an update from law enforcement as deemed appropriate by the DA</p>	<p>officials, or 3) school officials only</p> <p><input type="checkbox"/> Principal and SRO are encouraged to determine the level of SRO involvement on a case-by-case basis. See attached best practice guide for SROs</p>
Communications with Parents	<p><input type="checkbox"/> Principal will coordinate with SRO regarding individual notifications to parents and parent follow-ups</p> <p><input type="checkbox"/> Superintendent's designee will coordinate with DA's office regarding group or school-wide notifications to parents and/or parent meetings</p>	<p><input type="checkbox"/> Principal will coordinate with SRO regarding individual notifications to parents and parent follow-ups</p> <p><input type="checkbox"/> Superintendent's designee will coordinate with DA's office regarding group or school-wide notifications to parents and/or parent meetings</p>	<p><input type="checkbox"/> Principal will coordinate with SRO regarding individual notifications to parents and parent follow-ups</p> <p><input type="checkbox"/> Superintendent's designee will coordinate with DA's office regarding group or school-wide notifications to parents and/or parent meetings</p> <p><input type="checkbox"/> If no possible criminal offense, communicate as needed</p>
Threat and Risk Assessment	<p><input type="checkbox"/> In extraordinary circumstances, Superintendent may determine whether</p>	<p><input type="checkbox"/> Principal should contact school Social Worker, Counselor, or Director of Student Services to determine need for assessment</p>	<p><input type="checkbox"/> Principal should contact school Social Worker, Counselor, or Director of Student Services to determine need for assessment</p>

	threat/risk/psychological assessment is necessary.		
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General Terms & Guidelines

1) SRO

"School Resource Officer" or "SRO" means a sworn law enforcement officer who is authorized to carry-out law enforcement activities at all times and to assist school officials in investigations under certain circumstances as provided above.

2) "Reportable Offenses"² per N.C.G.S. §115C-288(g) and State Board Policy:

{*Note to Principals: The following definition of "reportable offenses" is based on State law and State Board of Education policy. The checklist above is much broader than State law and requires reporting to the SRO and DSS whenever the Principal has any information that a crime may have been committed}

When the Principal has personal knowledge or actual notice from school personnel that an act has occurred on school property, involving one of the following, law enforcement must be notified by statute and State Board Policy:

- (1) Assault Resulting in Serious Personal Injury
- (2) Assault Involving Use of a Weapon
- (3) Assault on School Officials, Employees, and Volunteers
- (4) Making Bomb Threats or Engaging in Bomb Hoaxes
- (5) Willfully Burning a School Building
- (6) Homicide
- (7) Kidnapping
- (8) Unlawful, underage sales, purchase, provision, possession, or consumption of alcoholic beverages
- (9) Possession of Controlled Substance in Violation of Law
- (10) Possession of a Firearm
- (11) Possession of a Weapon-which is but not limited to, any edged blade, or device used to inflict injury.
- (12) Rape
- (13) Robbery with a Dangerous Weapon
- (14) Sexual Assault (not involving rape or sexual offense)
- (15) Sexual Offense
- (16) Taking Indecent Liberties with a Minor

² For a detailed description of each offense, see <http://www.ncpublicschools.org/research/discipline/offenses/>