

Administrative Procedures

These procedures are developed to implement the Policy concerning Reciprocal Reporting between school officials and local law enforcement officials regarding criminal offenses committed by students enrolled in the School District.

I. Preliminary Steps

- A. Schedule Meeting of Advisory Group: Schedule a meeting of the School District's Parent Teacher Advisory Committee for Student Discipline.
- B. Agenda for Advisory Group Meeting: Review the statutory mandate and compliance problems and discuss draft Policy.
- C. Identify Local Law Enforcement Agencies: This should include:
 - 1. the police departments of all municipalities in the territory of the School District;
 - 2. the Sheriff(s) with jurisdiction in incorporated areas in the territory of the School District, if any, and
 - 3. the State's Attorney(s) with jurisdiction in the territory of the School District.
- D. Contact Appropriate Personnel in Each Agency Identified: This may be the Chief(s) of Police, the Sheriff(s), and the State's Attorney(s) or their designees to apprise them of School District intention to adopt Policy.
- E. Joint Meeting: Schedule a meeting of the School District Advisory Committee, or designated Committee members and School District Administrators, with representatives from local law enforcement agencies to discuss the law, implementation problems, and the draft Policy.
- F. Adoption of Policy by Board of Education:

Receipt of Reports from Local Law Enforcement Agencies

- 1. Directory Information Furnished: Provide to local law enforcement agencies a list of the names and addresses of student enrolled in the School District which includes all students except those whose parent(s)/guardian(s) who have advised the School District that such information is not to be released pursuant to the Illinois School Student Records Act.

2. **Accept Reports Received:** Accept from local law enforcement agencies such reports as are permitted by law to be made regarding criminal offenses committed by students enrolled in the School District.
3. **Confidentiality of Reports Received:** Reports of criminal offenses committed by students which are received from local law enforcement agencies shall be available only to the Superintendent of the School District, the Building Principal of the school in which the student is enrolled and, as appropriate, to guidance counselors, social workers, or psychologists employed by the School District who have contact with the student reported.

Reports from the School District

1. **General Reports:** Confidential reports may be made by the School District to local law enforcement authorities of the kinds of offenses commonly committed, or the offenses most recently observed, on School District premises without identification of individual students.
2. **Immediate Concerns:** Reports regarding areas of most immediate concern relative to student criminal offenses may be made at regularly scheduled meetings between School District officials and local law enforcement authorities.
3. **Reports of Disciplinary Action:** No reports shall be made to local law enforcement authorities concerning disciplinary actions taken by the School District concerning students unless: 1) a finding has been made that the student committed the offense with which he or she is charged; and 2) the School District officials reasonably believe that the student has committed an offense which is a crime under Illinois law.

Meetings

Meetings between School District officials and local law enforcement authorities to discuss criminal offenses of particular concern in regard to students and reporting issues shall be regularly convened. [Alternatively, the Policy may provide for specific meeting dates, e.g., once per month.]

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