

**Regulation 7560R**

**Students**

**DESIGNATED EDUCATION OFFICIAL**

The district Designated Education Official (DEO) named by the Superintendent will be responsible for the receipt, maintenance, proper use, and timely destruction of all court notices regarding students who have been convicted of crimes, sentenced, and/or adjudicated as youthful offenders. The DEO is the only person in the district who is permitted access to such notification forms.

The DEO will use the information in such notifications only for the following purposes:

1. Execution of the student's educational plan
2. Successful school adjustment and reentry into the community
3. Coordination of the student's participation in school district or community programs such as:
  - a. Non-violent conflict resolution programs
  - b. Peer mediation programs
  - c. Youth courts
  - d. Extended day programs

In applying the information to the purposes stated above, the DEO may share it only with building principals and through them with other professional staff members or professionals from outside agencies on a strict, need-to-know basis. That is, only those professionals who require the information in order to apply it properly to the design and/or conduct of the student's educational program or school/community adjustment may receive the information. The information will be shared only in oral—not written—form. Persons receiving such information must apply it only to the purposes stated above, and must maintain its strict confidentiality at all times. No other dissemination of such information is authorized or permissible.

Court notification documents will be maintained by the DEO who will have sole access. Such documents will be kept separate from the student's school or permanent records, and will not be appended to or included in any documentation regarding the student. When the student leaves the school district, the DEO is responsible for destroying the documents.

Revised: 09-15-2020