

ADMINISTRATIVE REGULATION

APPROVED: September 12, 2018

REVISED:

CENTENNIAL SCHOOL DISTRICT

805.1-AR-0. INCIDENT REPORT – MANDATORY NOTIFICATION

The Superintendent, including building principals, administrators or District employees in charge of school field trips, will immediately report, as required, incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property or the property where the school-sponsored activity takes place, in accordance with Applicable Law and with the procedures set forth in the memorandum of understanding with local law enforcement.

Incident - an instance involving an act of violence; the possession of a weapon by any person; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco by any person on school property; or conduct that constitutes an offense listed under the Safe Schools Act.

Incidents involving the following criminal offenses will require immediate notification to the local police department:

1. The following offenses under 18 Pa. C.S. (relating to crimes and offenses):
 - a. Section 908 (relating to prohibited offensive weapons).
 - b. Section 912 (relating to possession of weapon on school property).
 - c. Chapter 25 (relating to criminal homicide).
 - d. Section 2702 (relating to aggravated assault).
 - e. Section 2709.1 (relating to stalking).
 - f. Section 2901 (relating to kidnapping).
 - g. Section 2902 (relating to unlawful restraint).
 - h. Section 3121 (relating to rape).
 - i. Section 3122.1 (relating to statutory sexual assault).

- j. Section 3123 (relating to involuntary deviate sexual intercourse).
 - k. Section 3124.1 (relating to sexual assault).
 - l. Section 3124.2 (relating to institutional sexual assault).
 - m. Section 3125 (relating to aggravated indecent assault).
 - n. Section 3126 (relating to indecent assault).
 - o. Section 3301 (relating to arson and related offenses).
 - p. Section 3307 (relating to institutional vandalism) when the penalty is a felony of the third degree.
 - q. Section 3502 (relating to burglary).
 - r. Section 3503(a) and (b)(1)(v) (relating to criminal trespass).
 - s. Section 5501 (relating to riot).
 - t. Section 6110.1 (relating to possession of firearm by minor).
2. The possession, use or sale of a controlled substance or drug paraphernalia as defined in The Controlled Substance, Drug, Device and Cosmetic Act.
 3. Attempts, solicitation or conspiracy to commit any of the offenses listed in 1 and 2 above.
 4. An offense for which registration is required under 42 Pa. C.S. Sec. 9795.1 (relating to registration).

Notification will be made to the local police department by the most expeditious means practicable, which may include a phone call.

In notifying the local police department of the incident, the Superintendent will provide as much of the following information as is available at the time of the notification; however, the gathering of this information will not unnecessarily delay notification:

1. Whether the incident is in progress or has concluded.
2. Nature of the incident.
3. Exact location of the incident.
4. Number of persons involved in the incident.
5. Names and ages of the individuals involved.

6. Weapons, if any, involved in the incident.
7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
8. Injuries, if any.
9. Whether emergency medical services or the fire department were notified.
10. Identity of the school contact person.
11. Identity of the witnesses, if any.
12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
13. Other such information as is known to the School District and believed to be relevant to the incident.

In responding to students who commit an incident listed above, the District may consider using available school-based diversion programs, including school-wide positive behavior supports, to address the student's behavior and will notify the local police department of the student's placement in the program.

The Superintendent will also notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent will inform the parent/guardian whether or not the local police department has been or may be notified of the incident. The Superintendent will document attempts made to reach the parent/guardian.

Safe Schools Report

The Superintendent will comply with all applicable reporting requirements, including submission of the Office for Safe Schools Report, in accordance with applicable law, regulations and Board policies.

Incident Report

The Pennsylvania Emergency Management Agency (PEMA), as part of its All-Hazards School Safety Planning Toolkit, includes a sample incident report form that may be used to assist with the compilation of the annual Safe Schools Report and to document incidents for student records. The PEMA form is categorized as 02100 Sample School Safety Incident Collection Form.

ADMINISTRATIVE REGULATION

APPROVED: September 12, 2018

REVISED:

CENTENNIAL SCHOOL DISTRICT

805.1-AR-1. INCIDENT REPORT – DISCRETIONARY NOTIFICATION

The Superintendent, including building principals, administrators or District employees in charge of school field trips, will use their discretion and may report specified incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property or the property where the school-sponsored activity takes place, in accordance with Applicable Law and with the procedures set forth in the memorandum of understanding with local law enforcement.

Incident - an instance involving an act of violence; the possession of a weapon by any person; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco by any person on school property; or conduct that constitutes an offense listed under the Safe Schools Act.

Incidents involving the following criminal offenses may be reported to the local police department:

1. The following offenses under 18 Pa. C.S., and any attempt, solicitation or conspiracy to commit any of these offenses:
 - a. Section 2701 (relating to simple assault).
 - b. Section 2705 (relating to recklessly endangering another person).
 - c. Section 2706 (relating to terroristic threats).
 - d. Section 2709 (relating to harassment).
 - e. Section 3127 (relating to indecent exposure).
 - f. Section 3307 (relating to institutional vandalism) when the penalty is a misdemeanor of the second degree.
 - g. Section 3503(b)(1)(i), (ii), (iii) and (iv), (b.1) and (b.2) (relating to criminal trespass).
 - h. Chapter 39 (relating to theft and related offenses).
 - i. Section 5502 (relating to failure of disorderly persons to disperse upon official order).

- j. Section 5503 (relating to disorderly conduct).
- k. Section 6305 (relating to sale of tobacco).
- l. Section 6306.1 (relating to use of tobacco in schools prohibited).
- m. Section 6308 (relating to purchase, consumption, possession or transportation of liquor or malt or brewed beverages).

In determining whether to notify the local police department of an incident, the Superintendent may consider the following factors:

1. The seriousness of the situation.
2. The school's ability to defuse or resolve the situation.
3. The student's intent.
4. The student's age.
5. Whether the student has a disability and, if so, the type of disability and its impact on the student's behavior.
6. Other factors believed to be relevant.

In making a determination of whether to notify the local police department of an incident listed above, and to the extent the District has the authority, the District may consider using available school-based diversion programs and available school-wide positive behavior supports to address the student's behavior.

In notifying the local police department of the incident, the Superintendent will provide as much of the following information as is available at the time of the notification; however, the gathering of this information will not unnecessarily delay notification:

1. Whether the incident is in progress or has concluded.
2. Nature of the incident.
3. Exact location of the incident.
4. Number of persons involved in the incident.
5. Names and ages of the individuals involved.
6. Weapons, if any, involved in the incident.
7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.

8. Injuries, if any.
9. Whether emergency medical services or the fire department were notified.
10. Identity of the school contact person.
11. Identity of the witnesses, if any.
12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
13. Other such information as is known to the School District and believed to be relevant to the incident.

The Superintendent will also notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent will inform the parent/guardian whether or not the local police department has been or may be notified of the incident. The Superintendent will document attempts made to reach the parent/guardian.

Safe Schools Report

The Superintendent will comply with all applicable reporting requirements, including submission of the Office for Safe Schools Report, in accordance with Applicable Law and Board policies.

Incident Report

The Pennsylvania Emergency Management Agency (PEMA), as part of its All-Hazards School Safety Planning Toolkit, includes a sample incident report form that may be used to assist with the compilation of the annual Safe Schools Report and to document incidents for student records. The PEMA form is categorized as 02100 Sample School Safety Incident Collection Form.