
Charlottesville City

Police & Schools Protocols



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1. Statement of Purpose & Guiding Principles

Charlottesville City Schools must be safe, caring, inclusive, and equitable places for every learner, every day, everyone. The environment must support teaching and learning through the continuous development and reinforcement of respect, responsibility and other positive behaviors. The purpose of this document is to establish the protocols and supporting procedures that will define the working relationship between the Charlottesville Police Department (CPD) and Charlottesville City Schools (CCS), so that when collaboration and/or coordinated response is needed, the actions of all parties promote and reinforce this environment.

The guiding principles for these protocols include:

- CCS and CPD will collaborate to reduce and prevent crime, violence, and victimization;
- Students and adults require different supports, and any intervention with students should be developmentally appropriate;
- It is a shared goal to minimize student involvement with the juvenile and criminal justice systems;
- Clear understanding of CPD and CCS responsibilities is imperative in all collaborations and coordinated responses;
- Effective, timely communication and coordination of efforts when necessary is essential for both parties in fulfilling their missions to serve the community;
- Respect for the rights of all individuals is fundamental; and
- CCS and CPD will work together to uphold and promote both rights and responsibilities for all members of the community at all times.

Principal and police discretion should be exercised in favor of relying on school discipline procedures to address misconduct when possible and appropriate. Appendix A of this document provides procedures for response to specific scenarios.

Note: Whenever the term Principal is used, it means Principal or designee.

2. Roles & Responsibilities

Charlottesville City Schools (CCS)

It is the responsibility of the School Board, division administration, school administration, teachers, and school staff to establish a safe, secure and caring school climate.

In the context of working with CPD, this includes but is not limited to:

- engaging and working proactively with CPD to ensure the effectiveness of the protocols in this agreement;
- ensuring compliance with applicable state and federal laws such as the IDEA, FERPA, mandated reporting laws, etc.);
- conducting investigations of incidents for which suspension or expulsion must be considered under Charlottesville City Schools Code of Student Conduct, including the

responsibility to take mitigating and other factors into consideration; and the responsibility to consult with the appropriate agencies in situations where a potential crime is involved;

- providing timely mitigating information to CPD when applicable and possible;
- complying with reporting duties (refer to section 6 of this document); and required and recommended trainings for mandated reporting and minimal facts interviewing of children;
- providing staff with opportunities to acquire the skills necessary to promote safe, equitable, and inclusive school environments; as well as skills in identifying indicators of abuse and trauma, and responding to children who report trauma;
- providing information regarding topics such as youth development, disabilities and mental wellness to support skills for interactions with youth;
- explaining the Student Code of Conduct to students and their families, the potential application of school discipline based on student conduct while at school, at a school related activity or in circumstances where the conduct will have a negative impact on the school climate; and
- administering appropriate school climate surveys to staff, students, and parents/guardians.

In cases of urgent or emergency circumstances such as situations that are beyond the ability of school staff to safely restore order without assistance and/or have the potential to result in an injury requiring immediate medical response, police will assume primary responsibility as may be necessary to ensure safety. The Principal will continue to have a role consistent with their statutory responsibility for the health and welfare of students and members of the school community, and to maintain appropriate order and discipline in the school.

The CCS Assistant Superintendent and the Supervisor of Facilities, Safety, and Operations will be the primary division level contacts for CPD to address any operational and administrative issues.

Charlottesville Police Department (CPD)

The CPD is responsible for delivering police service related to young people and the school community.

In the context of working with CCS, this includes but is not limited to:

- engaging and working proactively in partnership with CCS to ensure the effectiveness of the protocols in this agreement;
- supporting safety audits and school crisis, emergency management and medical emergency response planning as required by Va. Code § 22.1-279.8 (D);
- protecting public safety and preventing crime;
- enforcing state and federal criminal laws;
- conducting police and criminal investigations;
- assisting victims of crime;

- providing officers with training and other opportunities to acquire knowledge and skills to support positive interactions with youth; including training in areas such as youth development, disabilities, and mental wellness;
- supporting traffic training for crossing guards as available;
- providing a mechanism/process for CCS to hire off-duty officers to support security and/or traffic control for large public events such as sporting competitions and graduation;
- providing information on community safety issues; and
- supporting threat assessments in accordance with School Board policy EBB, adopted as required by Va. Code § 22.1-79.4 and consistent with relevant model procedures and guidelines published by the Virginia Department of Criminal Justice Services (see below).

CPD will work in collaboration with CCS to streamline the sharing of criminal history when needed by CCS in completing **threat assessments**. CPD may meet with school threat assessment teams, assist in monitoring or locating subject students in the community, and in determining the need, if any, for law enforcement action.

As manpower permits, the CPD will designate a liaison to serve as the primary point of contact between CPD and CCS to address any operational and administrative issues. This individual will maintain a working knowledge of school rules, regulations, and laws regarding student safety and conduct, and will establish and maintain effective working relationships with school personnel at both the division and school levels.

3. Communications - Requirements & Expectations

Pursuant to Va. Code §22.1-279.3:(l)(D), certain types of criminal activity that come to the attention of the principal or school staff shall be reported immediately to the CPD as specified in CCS policy. After such notification is made to the CPD, CCS will ascertain the disposition of the incident made by the CPD in order to complete the Schools First Responder Incident Report form. Schools shall be encouraged to deal with school-based offenses through graduated sanctions or educational programming before a delinquency charge is filed with the juvenile court. No school administrator shall be required to file delinquency charges.

Required police reporting does not mean that police will bring charges in every situation. Charges are at the discretion of the investigating law enforcement agency. However, for the incidents listed, police must be notified. The incidents listed include those that happen at school, during school-related activities in or outside school, or in other circumstances if the incident has a negative impact on school climate.

Va. Code § 22.1-279.3:1 requires Principals or their designees to report the following to law enforcement authorities:

1. assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described

in Va. Code §§ 18.2-47 or 18.2-48, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property or at a school-sponsored activity; or

2. any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance or an anabolic steroid on a school bus, on school property or at a school-sponsored activity, including the theft of or attempted theft of student prescription medications; or
3. any threats against school personnel while on a school bus, on school property or at school-sponsored activity; or
4. the illegal carrying of a firearm, as defined by Va. Code § 22.1-277.07, onto school property;
5. any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85, or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1 or chemical bombs, as described in Va. Code § 18.2-87.1, on a school bus, on school property or at a school-sponsored activity; or
6. any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses.

In addition to the listed offenses requiring notification to CPD, police response may also be needed in connection with other types of incidents or in other circumstances if the incident has a negative impact on school climate such as:

- giving alcohol to a minor;
- being under the influence of alcohol or illegal drugs;
- threats of serious physical injury, including threats made on social networking sites or through instant messaging, text messaging, e-mail, and other forms of electronic media;
- incidents of vandalism; and
- trespassing
- reports to Child Protective Services (CPS) that are subsequently referred by CPS to CPD for criminal investigation.

For students under 12 years of age and students with special needs, there are circumstances where a police response is neither necessary nor appropriate. Refer to sections below for further information on dealing with students under 12 and students with special needs.

Pursuant to Va. Code § 22.1-279.3:(1)(B), law enforcement agencies are required to notify a division Superintendent, a Principal, or a designee when a student in the school commits certain offenses that would be a felony if committed by an adult and the release status of the student. School Superintendents who receive such reports are required to report the information to the Principal of the school in which the student is enrolled.

CCS will explore a partnership along with CPD and other City first responders to develop an alert system or procedures that will help school administration be aware of events occurring in

the community that may negatively impact or traumatize CCS students and/or staff. Notification would be for the sole purpose of preparing CCS staff to provide appropriate support if needed.

4. Communications - Procedures

Procedures for School Staff

In an emergency requiring police, ambulance or fire services, school staff will immediately call 911, and then call the Superintendent or Assistant Superintendent.

In a non-emergency situation, school staff will consult with the Principal or designee before police are contacted. The Principal or designee will also notify the Superintendent or Assistant Superintendent during this consultation.

Initial Police Contact

When police respond to a school-related incident, they are responsible for obtaining and thoroughly documenting information about the incident.

Except in urgent or emergency circumstances, or in the need to protect the integrity of a criminal investigation, officers are normally required to take the following steps prior to meeting with any CCS students or staff on campus:

- report to the Principal, providing proper identification;
- explain the purpose of the visit, and plan with the Principal on how to proceed;
- consider alternatives that limit the disruption to the school day;
- obtain information from the Principal about the student (e.g., regarding accommodation needs or barriers to communication) before making contact with the student (see section 12.04); and,
- contact or make arrangements with the Principal to contact parents/guardians of students under the age of 18 (see section 12.02).

Information Sharing

The release of student records is governed by the Family Educational Rights and Privacy Act (FERPA), 20 U.S .C. § 1232g. School officials may access and disclose student records only as authorized by FERPA.

When appropriate, and to the extent the law allows, CCS should notify CPD of any special needs of a student involved in a school-based infraction that is not routine discipline, in order to assist the police in recognizing and accommodating behaviors that may be manifestations of the student's disability.

Consent access - A law enforcement officer may have access to a student's education records with written consent of the student's parent/guardian or of the student if the student is age 18 or older.

Health and Safety Emergency Exception - In the event of a missing person and/or significant and articulable threat to health or safety, school officials may disclose any information from student or employee records to appropriate parties, including law enforcement officials whose knowledge of the information is needed to protect the health and safety of a student or another individual.

Disclosure of Law Enforcement Records - CPD officers or officials may disclose law enforcement records created and maintained by officers for the purpose of ensuring the physical safety and security of people and property in schools and/or enforcement of laws. In exceptional circumstances where sufficient other information may not be available to CCS, CPD officers or officials, with the approval of CPD, may provide information gathered in the course of a police investigation to CCS for the purposes of a serious student disciplinary matter including, if necessary, testifying at such disciplinary proceeding. In the event CPD determines that sharing such information may jeopardize an actual or reasonably probable criminal prosecution, CPD may seek review of the proposed release from the Office of the Charlottesville City Commonwealth Attorney. Because law enforcement records are not student records, they are not subject to the disclosure restrictions of FERPA. If the CPD is aware of an event in the community that could compromise the safety and security of CCS students and staff, CPD will notify the CCS Superintendent or Assistant Superintendent.

Requests for Traffic Services, Campus Drug Searches & Event Support

Traffic Services - CCS will submit requests to City Traffic Engineering for temporary road closures and/or traffic control. Once approved, if officer support is needed to facilitate the temporary closure or control, CCS will seek off-duty officers using the mechanism/process specified by CPD.

Campus Drug Searches - Principals, at their discretion and after consultation with the Assistant Superintendent, may request law enforcement to run drug dogs through the school campus, including parking lots. The specific dates and times for any such actions will be set by the Principal in consultation with the Assistant Superintendent and the law enforcement agency subject to availability of the necessary resources. Such searches will not be publicized in advance, but will be communicated to families afterward. These searches are organized only to check for the presence of drugs in and around buildings, not to locate drugs on individuals. Such searches are managed so that students are in classrooms or other areas away from the dogs working designated areas. (Note: CPD does not presently have resources to perform this service.)

Athletic and Other Event Support - CCS will work with the mechanism/process specified by CPD to identify officers willing to provide security and/or traffic services for athletics and other school events. CCS shall provide payment to compensate officers for working school events/activities.

5. School & Police Investigations

Principals have a responsibility to conduct investigations related to the student code of conduct. These investigations require that principals interview involved students and/or staff. Interviews related to violations of the student code of conduct will not involve police unless information is provided during the interview that indicates a criminal offense has occurred that is subject to mandatory or discretionary disclosure as described in section 3 of this document. Police have the legislated responsibility to conduct criminal investigations.

Interviews

If students are involved in any criminal investigations, police and principals will work together as needed to ensure that the integrity of the investigations are maintained. Prior to interviewing students previously interviewed by police, principals will first discuss with police their intention to interview involved students and staff. This will minimize the possibility of jeopardizing a police investigation or subsequent court proceedings.

In cases involving child abuse, family violence, sexual assault, human trafficking, and other violent crimes; minors should only be questioned by individuals specifically trained in interviewing children in these circumstances. Victim interviews should be scheduled off-campus as forensic interviews conducted by detectives, the Department of Social Services (DSS), or the Foothills Child Advocacy Center (CAC) except in cases of emergency. If an alleged victim needs to be interviewed on campus for safety reasons, an appropriate interviewer from law enforcement, DSS or Foothills CAC must be designated to conduct the interview, and school personnel should not be present during the interview unless there are special circumstances and/or school personnel is specifically requested to be present. Note, when victim interviews are being conducted by DSS, parent/guardian notification/permission is not required and schools should consult with law enforcement and DSS prior to notifying parents/guardians in these situations. If a minor is freely sharing information with school staff, staff should document it thoroughly but should refrain from asking for details, engaging in minimal facts interviewing if trained to do so. In these situations, school staff should make children aware that they will likely need to speak with another person about this and refrain from giving the child the impression that the school staff is the only person the child will need to tell. It is important that any staff who may be involved in these conversations with students participate in regular mandated reporter training. **All subsequent information regarding interviews in this section should be interpreted in conjunction with the guidance in this paragraph for cases involving child abuse, family violence, sexual assault, human trafficking, and other violent crimes.**

When police conduct an investigation, they can generally provide a verbal account of the investigation to the principal when permissible by state law. Principals may make notes regarding the information and use those notes as part of their investigation.

Principals who interview students who are part of a criminal investigation may become a witness in court proceedings. Notes taken by the Principal during interviews with students may be subpoenaed or subject to disclosure to a parent or guardian under the Freedom of Information Act.

When it becomes necessary for the police to interview a student or staff member on school premises, the school Principal shall be contacted immediately. For student interviews, the police will allow adequate time for the Principal or designee to make a reasonable effort to contact the parent/guardian and have the parent/guardian in attendance for the interview. If the parent/guardian cannot be present for the interview, then the police will proceed with the Principal or designee present throughout the interview, per CCS School Board Policy KNAJ: Relations with Law Enforcement Authorities. The investigation and questioning of students or staff during school hours or at school events should be limited to situations where the investigation is related to suspected criminal activity. Investigations and questioning of students or staff for offenses not related to the operation of or occurring at the school should take place at school only when delay might result in danger to any person, destruction of evidence, or flight from the jurisdiction by the person suspected of a crime.

The interviewing of students or staff -- whether suspects, victims, or witnesses -- should be conducted privately in an office setting. Police will take steps to ensure minimal intrusion into the educational experience of students in the school setting whenever possible. If criminal allegations are made against school staff, school administrators must collaborate and coordinate response with law enforcement and DSS as applicable to help maintain safety and the integrity of the criminal investigation.

Recognizing that a reasonable child subjected to police questioning will sometimes feel pressured to submit when a reasonable adult would feel free to go, as a general rule, the student should not be arrested or placed in custody during the initial interview or interrogation. The student will be informed generally of the purpose of the investigation, warned against self-incrimination in a developmentally appropriate manner, and given an opportunity to present informally their knowledge of the facts. If a student chooses to speak with a police officer, the officer will ensure the student's constitutional rights are protected. If students wish to remain silent, to contact their parents or an attorney, or to end the interview, questioning should cease and the student request should be granted unless detaining the student is lawful and reasonable under the circumstances.

Police are responsible to lead the investigation and questioning of students related to suspected violations of criminal law. Police shall not be included in questioning students about student code of conduct violations that do not involve any criminal activity or risk of harm to self or others. School administrators are responsible for the questioning of students about violations of the code of conduct.

In summary, key points when preparing for police interviews of students:

- Determine whether circumstances allow for the interview to be conducted at the student's home or another location rather than at school.
- Investigations and questioning of students or staff for offenses not related to the operation of or occurring at the school should take place at school only when delay

- might result in danger to any person, destruction of evidence, or flight from the jurisdiction by the person suspected of a crime
- Evaluate the need for specialized resources where a student is known to have mental health needs or special education needs (see also the sub-section titled Investigations Involving Students with Special Needs later in this section); and
 - Determine the need for an interpreter (e.g., a language interpreter, an interpreter for a student who is deaf or hard of hearing) and/or for information to be provided in an alternative format (e.g., Braille for a student who is blind or has low vision).

Searches

All searches shall be conducted in accordance with federal and state laws and applicable CCS and CPD policies and guidelines, including the principles embodied in this document.

School Administrator Searches

School officials may conduct searches of student's property and person under their jurisdiction when reasonable suspicion exists that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. The standard for search by a school official is reasonable suspicion. Searches should be conducted in accordance with CCS School Board Policy JFG and Regulation JFG-R.

Police shall not conduct administrative (school-related) searches, and at no time shall police request that an administrative search be conducted for law enforcement purposes or have the administrator act as an agent of the police. The role of police in administrative searches will be limited to providing security or protection, or to handle contraband or weapons found by school staff.

Police Searches

Any search initiated by law enforcement shall be based upon probable cause. Subject to any applicable exceptions to the warrant requirement, police searches on school property require a search warrant. All searches should be appropriate in scope. Whenever possible, all searches should occur outside the presence of students and school staff, with the exception of school administrators, unless there is a clear and immediate threat to physical safety.

When executing a search warrant, police will serve the Principal or designee with a copy of the search warrant.

School Boards will ensure that students and staff are informed of the school's right to search school property. Reference Board policy JFG on search and seizure for additional information.

Arrests

Whenever practical, arrests of a student or staff member should be accomplished outside of school hours in order to not disrupt the educational process or school setting. Arrests that must occur during school hours or on school grounds should be coordinated through the school administrator to minimize potential disruption. When circumstances do not allow for prior coordination through the school administrator, arrests will be reported to the school administrator as soon as possible. In addition to any required notification of parents/guardians by the police taking a student into custody, school administrators or their designees are also responsible for an additional notification of parents/guardians upon a school-based arrest of their child. If a student is taken off-campus, CPD will provide relevant information to CCS including where the student will be taken and at least one phone number that can be given to a parent/guardian to reach CPD for additional information.

Physical Intervention by Police

Police should not be involved in the physical restraint of a student unless there is imminent danger of serious physical harm to self or others. School staff will act to de-escalate situations that are, or have the potential to cause, disruptions to the school environment and are violations of the student code of conduct. If physical intervention by police is necessary, the action must be fully documented. Additionally, CCS and CPD will coordinate to ensure that reasonable effort is made to inform the parents/guardians on the day of the incident. Physical intervention by police is undertaken in accordance with policies and operational procedures of the local law enforcement agency.

Investigations Involving Students with Special Needs

When an investigation involves a student (or students) known to have special needs, additional considerations should be taken into account by school personnel and police. School personnel should consult with CCS special education staff when needed to ensure understanding of how a student's actions may be a manifestation of the student's disability. This consultation should influence discretionary reporting to police; however, mandatory reporting of incidents must still be done pursuant to Va. Code § 22.1-279.3:1.

If the Principal or other school administrator is aware that a police investigation involves a student with disabilities who may be identified as having an exceptionality in any of the following categories: behavior, communication, intellectual, physical, or multiple, the administrator will inform police of additional considerations to be taken into account when interacting with such student.

A student with special education needs must receive appropriate accommodations, especially when it is necessary to interview the student. Every attempt should be made to provide specialized supports/resources, as needed, for the student during an investigation.

The Principal will ensure that the student's parent/guardian is contacted as soon as possible, except in urgent or emergency circumstances or where the police believe the parent/guardian may be implicated in the incident.

Pursuant to 34 CFR § 300.535, any school administrator who reports a crime committed by a child with a disability must ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom the agency reports the crime but only to the extent only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act.

Occurrences Involving Students Under Age 12

Where children under the age of 12 are involved, principals are expected to use their discretion in applying the rules outlined in this document for reporting incidents to the police.

Early intervention for children involved in such incidents is essential, and involving parents/guardians and other appropriate service providers as early as possible may facilitate the provision of appropriate intervention and support.

The Principal is required to conduct an investigation of an incident for the purpose of school discipline for example, where a recommendation for suspension or expulsion may be required, regardless of the age of the students involved.

Principals will ensure that the student's parent/guardian is contacted as soon as possible, except in urgent or emergency circumstances or where the police believe the parent/guardian may be implicated in the incident.

6. Reporting of Children Suspected to be in Need of Protection

Va. Code § 63.2-1509 provides that any teacher or other person employed in a public school who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred. A teacher or other CCS employee may in instead of making such report, immediately notify the person in charge of the school or department, or his or her designee, who shall make such report immediately.

7. Safety Audits

School safety audits will be conducted annually as is required by the Code of Virginia to assess safety conditions in schools. The Virginia School Safety Audit is managed by the Department of Criminal Justice Services (DCJS). It is a written assessment of the safety conditions in each public school. The audits are designed to identify physical security concerns, and identify and evaluate any patterns of student safety concerns.

In collaboration with CCS administrators, CPD will support school inspection walkthroughs subject to personnel availability, and participate in school safety audit mandates including school crisis management, emergency management, and medical emergency response planning. For these purposes, school walkthroughs will not occur while students are present. Walkthroughs for safety audits and planning will allow CPD opportunities to familiarize officers with school facilities and to advise school administrators on matters that may require the attention of school personnel.

8. Review & Evaluation of Protocols and Performance

CCS administration will participate in the annual school climate and working condition surveys as mandated by the Code of Virginia and administered by DCJS. Additionally, CCS will develop surveys to gauge student and staff perceptions of school climate and safety at the middle and high schools. These CCS surveys will be administered at the beginning and end of each school year.

Additionally, CCS will develop a reporting tool to document all call-outs for emergency services. The tool will distinguish between calls for medical, fire and/or law enforcement support with the understanding that multi-agency response is common.

CPD and CCS officials will meet annually to review and amend this agreement as necessary to meet the needs and enhance the services of both organizations. This meeting will use survey results, call-out data, and criminal & juvenile justice system data to inform the discussion. An annual report with all supporting data and recommendations will subsequently be submitted to the School Board for public review and comment each summer (between June and August).

WHEREFORE, the parties agree to the terms and conditions set forth above;

Charlottesville City Schools (CCS)

Charlottesville City Police Department (CPD)

____ signed copy on file _____
By

____ signed copy on file _____
By

____ signed copy on file _____
Name (printed)

____ signed copy on file _____
Name (printed)

Title

Title

Date

Date

APPENDIX A - Response Procedures for Specific Incidents

Confiscation of Drugs (see also Board policies JFCF and JFG):

Following policy JFG, school officials may search a student's person and/or personal effects based on reasonable suspicion. If drugs are found and/or a substance that could be a drug is found, school officials will:

- Contact the Assistant Superintendent who will contact a CPD liaison, or call the non-emergency number for the Emergency Communications Center (ECC) 434-977-9041
- Contact parent/guardian regarding the drug/substance found and next steps
- If possible, detain the student in an appropriate private space with school personnel supervision without physical restraint until police arrive.
 - Detaining the student is not necessary IF school officials are certain in identification of the drug/substance AND are certain that the quantity is not sufficient to merit charges
 - IF the student is not cooperating in waiting with school personnel for the completion of the search and disposition process, assign school personnel to monitor the student on campus. IF the student leaves campus, notify parent/guardian immediately and notify police if there is concern for the student's safety (threat of harm to self or others).
- If feasible, police should arrive at the school without sirens and report directly to the main school office.
- One or more school officials will meet with the responding officer in a private location that is separate from the space where the student is waiting under the supervision of school personnel
- School officials will:
 - Complete the *Schools First Responder Incident Report* form
 - Determine if possession and/or distribution charges will be made (if the substance is clearly identified)
- CPD will remove the drug(s) and/or unknown substance(s) from school for proper disposition
 - If substances were not clearly identified at school, CPD will follow-up with the school official who completed the form for the seizure IF charges should be considered after substances are clearly identified
- School officials will communicate with the parent/guardian regarding the outcomes of the seizure with regard to school disciplinary actions and criminal/delinquency charges if applicable

Physical Violence:

School officials may contact police via the ECC (911) for support in situations where school staff alone cannot restore safety and order, and/or where the severity of injuries resulting from the incident could merit criminal charges. In these situations:

- School administration contacts the police via the ECC (911) and notifies the Superintendent and/or the Assistant Superintendent

- Police arrive and go directly to the scene
- After school administration and police have restored safety and order, school officials will communicate with the parent/guardian regarding the search and the outcomes, including any school disciplinary actions and/or criminal/delinquency charges if applicable (see also the Arrests information in this document on page 10 if applicable). Police will also follow their policies and procedures for parent/guardian notification.
- Complete the *Schools First Responder Incident Report* form

Student in Need of Assistance Leaving/Attempting to Leave Campus

If a student is leaving or attempting to leave campus and school officials believe there is a threat of harm to self and/or others, school officials will:

- Note the student's appearance (clothing and other personal characteristics that could be helpful for police if needed)
- Attempt to maintain visual contact if the student is on foot
 - If the student leaves campus via motor vehicle, note as much descriptive information as possible for the vehicle
- Contact police via the ECC (911)
- Contact parent/guardian
- Communicate with first responders and parent/guardian until the student is safe and/or the threat is resolved

Circumstances that could necessitate this response include:

- Student under the influence of drugs/alcohol attempting to leave school grounds
- Student exhibiting signs of overdose or other medical emergency who is not cooperating with school officials to get medical attention
- Student making what are believed to be credible threats of harm to self or others and not cooperating with school officials to get appropriate support/services

Auto Accidents on School Grounds:

Students, staff and/or visitors may call police to the scene of a motor vehicle accident/incident on campus. Nothing in these protocols shall be interpreted as a limitation or restriction on police response to such calls. If there is no bodily injury or other emergency circumstances associated with the situation, police should not respond to the scene with sirens to minimize disruption and distraction for the school community. CPD will respond pursuant to their response policies and procedures. If someone involved with such an incident/accident enters the school to request assistance in contacting police, school personnel may assist by calling the ECC (911) to report the accident/incident.

Theft & Vandalism:

School officials are responsible for investigating occurrences of theft and vandalism for their school using video if available, and/or victim and witness statements. If the value of damages or other circumstances indicate that police involvement may be appropriate, the Principal will contact the Assistant Superintendent to determine how to proceed.

Report of Weapon on School Grounds (not an active threat):

- Call police to school using the ECC (911) - request no sirens on campus as that could be triggering since the threat is not active
- Principal works with other school officials to determine best approach for search
- If feasible, police report directly to the main school office upon arrival
- If feasible, police and school officials discuss situation and agree on approach
 - Reference Board policy JFG regarding search and seizure, and seek to conduct the search in a private setting such as an office if possible
- Police take the lead in searching the student's person and/or personal effects to ensure safe handling of any weapons found
- Upon completion of the search and the seizure, school officials will communicate with the parent/guardian regarding the search and the outcomes, including any school disciplinary actions and/or criminal/delinquency charges if applicable (see also the Arrests information in this document on page 10 if applicable). Police will also follow their policies and procedures for parent/guardian notification.
- Complete the *Schools First Responder Incident Report* form