

New Hope-Solebury School District

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

805.1-AR-0. INCIDENT REPORT – IMMEDIATE NOTIFICATION

The Superintendent or designee, including the School Safety and Security Coordinator, building principals, administrators, school safety and security personnel 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 law enforcement agency that has jurisdiction over the school's property or the property where the school-sponsored activity takes place, in accordance with state law and regulations and with the procedures set forth in the memorandum of understanding with 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 products by any person on school property; or conduct that constitutes an offense listed in the school safety and security provisions of School Code. (24 P.S. Sec. 1319-B)

Incidents involving the following criminal offenses will require immediate notification to the law enforcement agency:

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 offense 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).
 - u. **Section 6312 (relating to sexual abuse of children).**
- 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. 9799.55 (relating to registration).

Notification will be made to the law enforcement agency by the most expeditious means practicable, which may include a phone call.

In notifying the law enforcement agency of the incident, the Superintendent or designee will provide as much of the following information as is available at the time of the notification; however, the gathering of this information should 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 law enforcement agency of the student's placement in the program.

The Superintendent or designee 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 or designee will inform the parent/guardian whether or not the law enforcement agency has been or may be notified of the incident. The Superintendent or designee will document attempts made to reach the parent/guardian.

Required Reporting

The Superintendent or designee will comply with all applicable reporting requirements, including mandated reporting in accordance with the Child Protective Services Law and submission of the annual school safety and security incident report to the PA Department of Education, in accordance with applicable law, regulations and Board policies.