

**INTERAGENCY COOPERATION FOR STUDENT AND STAFF SAFETY**

The following protocol will be followed when information regarding a student that may affect the safety of students or staff is received from law enforcement, the Office of Children Services or other agencies, or any other source:

1. The Superintendent is designated to receive safety information regarding students, including notices of criminal conduct. A staff member having information about a student concerning a possible threat to safety shall immediately report such information to the Superintendent. The Superintendent will forward information from staff members or agencies to the designated administrator at the site attended by the student.
2. Each site should develop a procedure for handling this information as it arrives.
3. One person at each school (principal, assistant principal, or counselor) should be identified to handle the law enforcement notices.
4. The confidentiality of the student must be protected and disclosure of this sensitive information is not authorized except as set forth in these procedures.
5. The site administrator will review the information and share on a need to know basis with appropriate staff who work closely with the student.
6. These alerts should be placed in the student's cumulative folder and transferred with the student if the student moves to another school.
7. If the school has other information which it thinks the law enforcement agency needs to be aware of regarding the student, this information should be relayed to the Superintendent who will then forward it to the appropriate agency.

*Adopted 11/2014*  
*Reviewed 12/2020*  
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