

## DISCIPLINE REPORTING AND RECORDS

In compliance with state law, the Board of Education establishes explicit channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors which endanger the welfare or safety of students, staff and patrons of the district. The purpose of this policy is to designate specific actions committed by students which must be reported to teachers, administrators and/or law enforcement officials as well as those actions which must be documented in a student's discipline record.

### Definitions

The following definitions and terms apply to this policy:

1. **Act of School Violence/Violent Behavior** -- The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities.
2. **Serious Physical Injury** -- Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
3. **Serious Violation of District's Discipline Policy** -- One or more of the following acts if committed by a student enrolled in the district:
  - Any act of school violence.
  - Any offense which occurs on school grounds, on school buses or at any school activity which is required by law to be reported to law enforcement officials.
  - Any violations of any provisions under either Level II or Level III (Class II or Class III) that result in an in-school suspension of more than three consecutive days or out of school suspension.
4. **Need to know** – Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

### Reporting to School Staff

School administrators shall report acts of school violence to teachers and other school district employees with a need to know. In addition, any portion of a student's Individualized Education Program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teacher and other district employees with a need to know.

**District Code:**

Teachers and other school district employees who have a need to know will also be informed by the superintendent or designee of any act committed by a student in the district which is reported to the district by a juvenile officer in accordance with state law. The report from the juvenile officer shall not be used as the sole basis for denying educational services to a student.

Any teacher who is aware of an incident in which a person is believed to have committed an act which if committed by an adult would be first, second or third degree assault, sexual assault or deviate sexual assault against a student or school employee, while on school property, buses or at school activities shall immediately report such incident to the principal. The teacher shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

**Reporting to Law Enforcement Officials**

Any felony listed in this section, or any act which if committed by an adult would be a felony listed in this section, that is committed on school property, on any school bus or at any school activity must be reported by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. The following acts are subject to this reporting requirement.

- First or second degree murder under §§565.020, .021, RSMo;
- Voluntary or involuntary manslaughter under §565.024, RSMo;
- Kidnapping under §565.110 RSMo;
- First, second, or third degree assault under §§565.050, .060, .070, RSMo;
- Sexual assault under §§ 566.040, .070, RSMo;
- Forcible rape or sodomy under §§ 566.030, .060, RSMo;
- Burglary in the first or second degree under §§ 569.160, .170, RSMo;
- Robbery in the first degree under §569.020, RSMo;
- Possession of a weapon under chapter 571, RSMo;
- Distribution of drugs under §§195.211, .212, RSMo;
- Arson in the first degree under §569.040, RSMo;
- Felonious restraint under § 565.120, RSMo;
- Property damage in the first degree under § 569.100, RSMo.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the school district is aware is under the jurisdiction of the court.

The principal shall immediately report to the appropriate law enforcement agency and superintendent any incident in which a person is believed to have committed an act which if committed by an adult would be first, second or third degree assault, sexual assault or deviate sexual assault against a student or school employee, while on school property, buses or at school activities. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

**Student Discipline Records**

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to teachers and other school district employees with a need to know, and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

**Confidentiality**

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the schools.

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Adopted: October 8, 1996

Legal Refs: §§160.261, 167.020, 565.002 RSMo  
Missouri Safe Schools Act, H.B. 1301 & 1298 (1996)

Pattonville School District, St. Ann (St. Louis County), Missouri