

GENERAL SCHOOL ADMINISTRATION

File: CLA-R

REPORTING ACTS OF VIOLENCE AND SUBSTANCE ABUSE

I. Reports to the Principal:

1. Except as may otherwise be required by federal law, regulation, or jurisprudence, reports shall be made to the principal (or designee) on all incidents involving any of the offenses listed in Policy CLA. The report shall be made by any employee of the school division who has knowledge or suspicion of an event included in the list of offenses in the policy.

II. Reporting Duties of the Principal and Superintendent

1. The principal or designee shall report all incidents required or authorized to be reported pursuant to Policy CLA to the Superintendent as soon as possible following the event but no later than 24 hours. The Superintendent shall annually report all such incidents to the Department of Education and shall make such information available to the public.
2. In submitting reports of such incidents, principals and the Superintendents shall accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to Section IB of Policy CLA.
3. Except as may otherwise be required by federal law, regulation, or jurisprudence, the principal shall immediately report to local law enforcement officials any of the acts listed in clauses (ii) through (vii) of subsection I.A. of Policy CLA which may constitute a criminal offense and may report to the local law enforcement agency any incident described in clause (i) of subsection I.A of Policy CLA.

The principal shall also report to the Superintendent information regarding any offense reported to law enforcement officials as soon as possible but no later than 24 hours following the report to law enforcement officials.

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4. In addition, except as may be prohibited by federal law, regulation, or jurisprudence, the principal will also immediately (no later than 24 hours) report any act enumerated clauses (ii) through (v) of subsection A Policy CLA that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal will report that the incident has been reported to local law enforcement as required by law and that the parents may contact local law enforcement for further information, if they so desire.
5. The principal or designee shall notify the parent of any student involved in an incident required to be reported, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice shall relate to only the relevant student's involvement and shall not include information concerning other students. This notice shall occur as soon as possible but no later than 24 hours after the event.

III. Prevention and Intervention Activities:

1. Whenever any student commits any reportable incident as set forth in Policy CLA, such student shall be required to participate in such prevention and intervention activities as deemed appropriate by the Superintendent or designee.
2. Prevention and intervention activities shall be identified in the local school division's drug and violence prevention plans developed pursuant to the federal Improving America's Schools Act of 1994 (Title IV-Safe and Drug-Free Schools and Communities Act).

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Legal References: Code of Virginia, 1950, as amended, sections 8.01-47, and 22.1-279.3:1, 22.1-279.9

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