

General School Administration

Exhibit - Reporting Requirements for Building Principals Concerning School Safety and Security

The Building Principal shall comply with all State law reporting requirements for Principals. Compliance with the State law reporting requirements is required by Board policy 3:60, *Administrative Responsibility of the Building Principal*, in its mandate to “perform all duties as described in State law.” The specific statute identified in the following table should be checked for current requirements. This list of required reports may not be exhaustive.

Mandated Reports Concerning School Safety and Security	Resources
<p>A student or other person poses a clear and present danger to himself, herself, or others.</p> <p>This report is made to the Department of State Police within 24 hours after the Principal makes this determination.</p> <p>This report is required by the Firearm Concealed Carry Act, 430 ILCS 66/105 and 405 ILCS 5 /6-103.3, added by P.A. 98-63. The Principal may delegate making reports concerning students, but not otherwise.</p> <p><i>Clear and present danger</i> is defined in 430 ILCS 65/1.1, as a person who:</p> <ul style="list-style-type: none"> (1) communicates a serious threat of physical violence against a reasonably identifiable victim or poses a clear and imminent risk of serious physical injury to himself, herself, or another person as determined by a physician, clinical psychologist, or qualified examiner; or (2) demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior, as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official. <p>State Police rules implementing this duty to report are found in 20 Ill.Admin.Code §1230.120(b), and state:</p> <ul style="list-style-type: none"> b) Law enforcement officials and school administrators shall report determinations of a clear and present danger directly to the Department [Department of State Police]. The Department shall make a form and instruction for the reporting available to law enforcement officials and school administrators on its website. <ul style="list-style-type: none"> 1) Clear and present danger reporting shall be used by the Department to identify persons who pose an actual, impending, or imminent threat of substantial bodily harm to themselves or another 	<p>The State Police have posted information and instructions at: www.isp.state.il.us/foid/foid-clear-present-danger.cfm.</p> <p>The reporting form is at: www.isp.state.il.us/docs/2-649.pdf.</p> <p>3:60, <i>Administrative Responsibility of the Building Principal</i></p> <p>7:340, <i>Student Records</i></p> <p>7:340-AP1, <i>School Student Records</i></p>

<p>person that is articulable and significant or who will be likely to act in a manner dangerous to public safety or contrary to the public interest if they were granted access to a weapon.</p> <p>2) Clear and present danger reporting shall be made consistent with the Family Educational Rights and Privacy Act (20 USC 1232g) to assist the Department with protecting the health and safety of the public by denying persons who present a clear and present danger from having lawful access to weapons.</p>	
<p>A student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability.</p> <p>This report is made to the Ill. Department of Children and Family Services (DCFS) immediately upon suspicion or receipt of knowledge. The DCFS Child Abuse Hotline is 800/25-ABUSE or 217/524-2606.</p> <p>In addition to the Principal, all school personnel are required to make this report. A staff member should inform the Principal if he or she made a report; the Principal should inform the Superintendent of any report made.</p> <p>This report is required by the Abused and Neglected Child Reporting Act, 325 ILCS 5/4. A willful failure to make the report to DCFS is a crime.</p>	<p>Information and directions are available from the Department of Children and Family Services at: www.state.il.us/dcf/child/index.shtml. 5:90, <i>Abused and Neglected Child Reporting</i> 7:190-AP6, <i>Administrative Procedure - Guidelines for Investigating Sexting Allegations</i></p>
<p>Child pornography is discovered on electronic and information technology equipment.</p> <p>This report is made immediately to local law enforcement, or the National Center for Missing and Exploited Children's CyberTipline 800/843-5678 or online at www.CyberTipline.com.</p> <p>According to 325 ILCS 5/4.5,</p> <p><i>Electronic and information technology equipment means, equipment used in the creation, manipulation, storage, display, or transmission of data, including internet and intranet systems, software applications, operating systems, video and multimedia, telecommunications products, kiosks, information transaction machines, copiers, printers, and desktop and portable computers. (Italics added.)</i></p> <p>An electronic and information technology equipment worker or the worker's employer is required to make this report by 325 ILCS 5/4.5.</p>	<p>5:90, <i>Abused and Neglected Child Reporting</i></p>
<p>Hazing resulted in bodily harm to any person.</p> <p>This report is required when a Principal or other school personnel or volunteer observes hazing.</p>	<p>5:90, <i>Abused and Neglected Child Reporting</i> 90, <i>Student Discipline</i></p>

<p>This report is made to the Superintendent or other supervising authority or, in the event of death or great bodily harm, to law enforcement. The statute does not provide a deadline for making the report, but making the report immediately is prudent.</p> <p>Failure to make this report is a crime. 720 ILCS 5/12C-50.1, added by P.A. 98-393.</p>	
<p>The person enrolling a student fails to provide a certified copy of the student's birth certificate within 30 days of enrolling the student.</p> <p>The Superintendent is required to make this report and designates the Principal to make it on his or her behalf. The report is made to local law enforcement.</p> <p>This report is required by the Missing Children Records Act (325 ILCS 50/) and the Missing Children Registration Law (325 I ILCS 55/).</p>	<p>7:50, <i>School Admissions and Student Transfers To and From Non-District Schools</i></p> <p>7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i></p>
<p>A drug violation occurred on school property, including any conveyance used to transport students, or within 1000 feet of the school.</p> <p>This report is made to the municipal police department or office of the county sheriff of the municipality or county where the school is located within 48 hours of becoming aware of the drug violation. The statute sets forth specific drug violations that will trigger this duty to report; however, best practice suggests reporting any drug violation. The Principal may delegate the making of this report.</p> <p>This report is required by the School Reporting of Drug Violations Act, 105 ILCS 127/.</p>	<p>3:60, <i>Administrative Responsibility of the Building Principal</i></p>
<p>The safety and welfare of students and teachers are threatened by illegal use of drugs and alcohol, by illegal use or possession of weapons, or by illegal gang activity.</p> <p>If this occurs, the Principal is required to utilize the resources of proper law enforcement agencies. 105 ILCS 5/10-21.4a, amended by P.A. 98-59.</p>	<p>90, <i>Student Discipline</i></p> <p>3:60, <i>Administrative Responsibility of the Building Principal</i></p>
<p>Sex offender information is available.</p> <p>This report is made to the parents/guardians of students at either registration or parent-teacher conferences.</p> <p>Either a Principal or teacher may notify the parents/guardians that information about sex offenders is available on the Illinois State Police website.</p> <p>This report is required by the Sex Offender Community Notification Law, 730 ILCS 152/ and 154/.</p>	<p>4:170, <i>Safety</i></p> <p>4:170-AP2, <i>Criminal Offender Notification Laws</i></p> <p>4:170-AP2, E1, <i>Informing Parents About Offender Community Notification Laws</i></p>

<p>A student committed a criminal offense. This report is made to local law enforcement agencies as part of a reciprocal reporting system between the School District and local law enforcement agencies. No specified time period is stated in the statute. A reciprocal reporting system is required by 105 ILCS 5/10-20.14.</p>	<p>2:150, <i>Committees</i> 7:190-AP3, <i>Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students</i></p>
<p>A person on school grounds possesses a firearm. This report is made to a local law enforcement agency immediately after receiving a report of a person on school grounds possessing a firearm. The Principal may delegate the making of this report. This report is required by 105 ILCS 5/10-27.1A.</p>	<p>7:190, <i>Student Discipline</i></p>
<p>A student engaged in aggressive behavior. This report is made to the parent/guardian of a student who engaged in aggressive behavior including, without limitation, bullying. This report is required by 105 ILCS 5/10-20.14. The report may be made by anyone in the District, but as the Principal is in charge of the building, the Principal or designee should make the report. No specific time period is stated in the statute.</p>	<p>7:180, <i>Preventing Bullying, Intimidation, and Harassment</i> 7:190, <i>Student Discipline</i> 7:190-E1, <i>Aggressive Behavior Reporting Letter and Form</i></p>

ADOPTED: May 19, 2014