

## **REPORTING VIOLATIONS**

**P5300.35**

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools.

Upon receipt of the report of violations and a determination that such conduct substantially affects the order or security of the school or constitutes a crime, District staff authorized to impose disciplinary sanctions shall do so in a prompt manner. District staff who are not authorized to impose disciplinary sanctions shall report violations of the code of conduct to their supervisor as soon as possible. The supervisor shall impose appropriate disciplinary sanctions, if so authorized, or refer the matter to a staff member who is authorized to impose a disciplinary sanction.

When acting in accordance with this policy, the identification of students or District staff making such reports shall not be disclosed unless required to do so by applicable law.

Any weapon, alcohol or illegal substance found in the possession of students shall be confiscated by the District staff, followed by notification to the parent of the student involved. The parent(s) shall be advised of appropriate disciplinary sanctions, which may include permanent suspension from instruction and referral for prosecution.

The Principal or his/her designee shall notify the appropriate local law enforcement agency of code violations that constitute a crime and which substantially affect the order or security of a school. Such notification shall occur as soon as practicable, but in no event later than the day the Principal or his/her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed the same day as the telephone call is made. The notification shall identify the student name and address and a description of the conduct that violated the District code of conduct and which is believed to be a crime.

Adopted August 2016