

July 22, 2009

Memo To: All Principals

From: Lane Ladewig

Subject: Informing Personnel of Law Enforcement Notifications

The superintendent or designee is required by law to promptly notify all instructional and support personnel who have regular contact with a student who has been arrested, referred to the juvenile department, convicted or found guilty of a felony offense. As the superintendent's campus designee, the principal must develop a system for notifying personnel of notifications from law enforcement officials. The attached form provides principals one method for complying with these requirements. **Please emphasize to all staff the importance of the confidentiality of the information contained in the reports from the law enforcement officials.** Principals should be cognizant that notification of appropriate personnel is required for students arrested on campus.

attachment

cc: Neil Dugger, Interim Superintendent of Schools

## Law Enforcement Notification of Student Arrest or Conviction

Campus: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Counselor(s): \_\_\_\_\_

Administrator(s): \_\_\_\_\_

Others: \_\_\_\_\_

Law enforcement officials have notified us that a student has been arrested, referred to juvenile court, convicted and/or found guilty of a felony offense. Article 15.27 Code of Criminal Procedure requires the superintendent or designee to notify all instructional and support staff who have regular contact with the identified student. One of your students has been reported to our school district for one or more of the following activities:

1. arrested by a law enforcement official
2. referred to juvenile court
3. convicted of a felony offense
4. found guilty of a felony offense

The specific identification of the student and the details of the offense are available for your viewing in the principal's office.

**ALL PERSONNEL SHALL KEEP THE INFORMATION RECEIVED CONFIDENTIAL. THE STATE BOARD FOR EDUCATOR CERTIFICATION MAY REVOKE OR SUSPEND THE CERTIFICATION OF PERSONNEL WHO INTENTIONALLY VIOLATE THIS CONFIDENTIALITY.**