

Regulation EBBC

Las Cruces Public Schools

Related Entries: EBBC, JICF, JICF-RA, JICFA, JICFA-RA, JICFB, JICFB-RA, JICH, JICH-RA, JICK, JICK-RA, JIH, JIH-RA

Responsible Office: Associate Superintendent for Instruction

REPORTING ACTS OF VIOLENCE, VANDALISM

I. PURPOSE

To implement the policy of the Board of Education regarding the reporting by Las Cruces Public Schools employees of acts of violence or vandalism upon school district employees or property.

II. PROCESS

A. In compliance with 22-10A-33 NMSA:

1. A school administrator, teacher or other school employee who observes or has direct knowledge from a participant or victim of an act of violence upon a school administrator, teacher or other school employee in the lawful discharge of his duties, or vandalism to public school property, shall immediately file a serious incident report (using Form JICF-E2) describing the incident, pursuant to procedures established by the New Mexico Public Education Department (the Department).
2. The Department has established uniform reporting procedures for incidents of violence or vandalism described in Subsection A of this section. LCPS procedures shall include the following requirements:
 - a. Incident(s) reported, incident(s) description and report on action taken in response to reported incident(s);
 - b. The Superintendent of Schools or his/her designee shall produce an annual incident report of all reported incidents to the LCPS Board of Education;
 - c. The school district, under the signature of the LCPS Board of Education, shall provide an annual incident report of all reported incidents to the New Mexico Secretary of Education.

B. The school principal or administrator (depending upon the site of the incident) shall, in a timely fashion, submit a copy of the report to the LCPS Coordinator of Safety and Security and to the office of the LCPS Superintendent of Schools.

C. The school principal/administrator or his/her designee shall, in a timely fashion, enter the details of the incident, as a "School Incident," into the school district's eSIS Discipline Module.

D. The principal/administrator shall, if necessary and appropriate:

1. Notify the appropriate local law enforcement agency or agencies.
2. Contact other emergency response agencies, including ambulance and fire department.
3. Immediately contact by telephone the Superintendent's office.
4. Activate the school's or department's and/or school district's emergency and disaster response plan.
5. Notify all school staff and students or department staff.
6. Deal with any media at the scene, with the understanding that the school district's Director of Communications or his/her designee shall act as official spokesperson for the school district with regard to the incident.
7. Coordinate with the Superintendent's office, the Coordinator for Safety and Security, the Director of Communications and local law enforcement agencies to provide current and accurate information about the incident to the community.
8. Contact the Coordinator of the LCPS Title IV Safe and Drug Free Schools Program if the incident includes graffiti; gang activity; bullying; and/or the use of drugs, alcohol or tobacco on any school property.

History: Formerly Procedure 447; updated 10.20.09
Legal Reference: NMSA 22-10A-33 NMSA



Associate Superintendent for Instruction

October 20, 2009
Date Approved