RED CLAY CONSOLIDATED SCHOOL DISTRICT

# ADMINISTRATIVE MEMORANDUM

## MANDATORY STUDENT CONDUCT REPORTING | 8001.14

Certain offenses which are severe in nature are required to be reported to the Department of Education; attached is a comprehensive list of those offenses along with the corresponding e-School Plus codes.

In situations where the principal or designee has determined that a potentially criminal act has occurred, the incident shall be immediately reported to the appropriate police agency or school resource officer.

Incidents meeting the definitions in Mandatory Student Conduct Reporting and/or the attached list are to be entered in the e-school/Pentamation system by the principal or designee. The Department of Education is then automatically alerted of such occurrences. All reporting must occur within five days of the incident.

Any incident that falls under the guidelines of Mandatory Student Conduct Reporting should also be communicated to the Assistant Superintendent for District Operations as an incident by following the procedures outlined in the District's administrative memorandum concerning incident reports.

Questions about the information contained in this administrative memorandum should be directed to the Deputy Superintendent.