

**REPORTING PROTOCOL FOR ACTS OF
THEFT, DESTRUCTION, OR VIOLENCE**

RSA 193-D:4 WRITTEN REPORTS REQUIRED

Any school employee who has witnessed or who has information from the victim or a witness of an act of theft, destruction, or violence in a safe school zone shall report such act immediately to an immediate supervisor. A supervisor receiving such report shall immediately forward the information to the school principal who shall file it with the local law enforcement authority immediately, by telephone or otherwise, to be followed within 48 hours by a report in writing on Standardized Ed Form 317 (see attached JFC/E3a). The provisions of this paragraph shall not apply to any simple assault involving students in kindergarten through grade 12. In such circumstances, parents of all students directly involved will be notified by telephone and confirmed by letter. The letter shall describe the incident and the school district's response to the incident.

At the end of each school year the principal shall notify the New Hampshire Commissioner of Education on Form Ed 317-Fed (see attached JFC/E3b) regarding students who have been disciplined for possessing a firearm as defined in 18 USC 921 and as required by the Federal Gun Free Schools Act of 1994.

RSA 193-D:5 WAIVER OF WRITTEN REPORT (ED FORM 317) REQUIREMENTS

The required submission of Ed Form 317 shall be waived by the Amherst Police Department when there is a law enforcement response at the time of the incident which results in a written police report.

The required annual submission of Ed Form 317-Fed to the New Hampshire Commissioner of Education shall not be waived.

RSA 193-D:4 I, (c) MEMORANDUM OF UNDERSTANDING

The school board in conjunction with the Amherst Police Department, enters into the following memorandum of understanding for administering the provisions of RSA 193-D:4 (See attached JFC/E3c).

RSA 193-D:7 CONFIDENTIALITY

New Hampshire RSA 193-D:7 relieves school employees of concerns regarding confidentiality and reads:

Notwithstanding any other provision of law, it shall be permissible

for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction, or violence in a safe school zone regarding the identity of any juvenile, police records relating to a juvenile, or other relevant information when such information reasonably relates to delinquency or criminal conduct, suspected delinquency or suspected criminal conduct, or any conduct which would classify a pupil as a child in need of services under RSA 169-D or a child in need of protection under RSA 169-C.