

**Communication Between the Conway School District
and the Town of Conway**

A. Policy Statement

It is the intention of the local Police Department, the Town of Conway and the Conway School District to work in a cooperative effort to provide a safe and healthy school environment for the students, staff, and visitors. We will do this in compliance with FERPA, 20 USC 1232g, and pertinent New Hampshire RSAs including: RSA 193-D (Safe School Zones), RSA 91-A: 5,III, RSA 91-A: 5, VI, and RSA 91-A: 5-a

Communication and sharing of information is the foundation of any cooperative effort. It is our intent to share information related to the threat of imminent or sustained danger in ways that offer: 1) essential agents of the town and school the information they need to make reasoned decisions related to general safety and 2) protection of privacy essential to due process and investigatory processes that safeguard individuals from wrongful accusations or penalty; and 3) rapid and effective response to emergencies involving safety of persons and property.

B. Threat Assessment

A Threat Assessment Team shall be established. This team will conduct an initial investigation and review of a bomb threat or other potentially violent situation. This determination shall be based upon a review and investigation of the situation conducted by the Threat Assessment Team under the direction of the Police Department.

The determination of an imminent threat shall be made by the Town Manager or School Superintendent as appropriate in consultation with the Threat Assessment Team.

C. Communication

Confidential files of any student will not be released except as those explicitly authorized by the Superintendent, in accordance with all applicable laws.

The following shall be a guide to communication between the Town and School:

Level 1: Event Information Exchange

After specific events that have been resolved, the Police Department and School District will inform the designated Town officials of the event and its resolution. No student names will be used in this level 1 exchange of information between the Police/School officials and the town Officials.

Level 2: Immediate Threat Communication

At the onset of an event that has safety concerns for school zones and/or community Activity areas, the Threat Assessment Team, Police Chief (or designee), the Director of Emergency Management (or designee) and the Superintendent (or designee) will name the LIMITED list of individuals who need to be informed of the situation in order to extend the assurance of safety in appropriate areas. The Threat Assessment Team will also assign communication responsibilities and the communications will be carried out according to the procedures outlined in Section D.3.

Level 3: Extended Danger Exchange

In the event that a professional's student safety assessment results in the finding that a student remains a safety risk if he/she returns to the school environment, the Threat Assessment Team will review the findings and will name the LIMITED list of individuals who need to be informed of the situation in order to extend the assurance of safety in appropriate areas. The Threat Assessment Team will also assign communication responsibilities to assure notification is accomplished.

D. Definitions:

- 1. Threat Assessment Team:** The Threat Assessment Team shall include at a minimum, the Town Manger/School Superintendent, the Police Chief, fire chief from the jurisdiction where the threat occurred, and the Emergency Management Coordinator or their representatives. Other individuals with particular medical/safety expertise may be consulted.
- 2. Imminent Threat:** An imminent threat is direct, specific, and plausible and there is evidence to suggest that concrete steps have been taken towards carrying it out.
- 3. Imminent Threat Communication: Initial** Imminent threat communications (ITC) may initially be verbal. Within a reasonable time, all ITCs shall be recorded in writing and shall be clearly marked "Confidential: Limited Release Information". All ITCs shall contain at least the following information:

- Routing Information
- Date and Time of Initial ITC
- Date and Time of Written ITC
- Disclosure of Threat Assessment Team's Involvement
- Acknowledgement of parental notification if required by FERPA
- Information that has been deemed appropriate to release

E. Development of Procedures:

The Superintendent, with the advice and consent of the Conway Town Manager, shall develop and maintain procedures for the implementation of this policy. The Superintendent shall provide the initial procedures and all subsequent modification to the Conway School Board and the Conway Town Manager, who will provide the same to the Conway Board of Selectmen.

F. Emergencies:

Nothing in this policy shall read to prohibit a town or school official from taking necessary emergency action to protect persons from personal injury or property from substantial damage. The failure to adhere to this policy shall not itself create liability or expose town or school officials to claims of damage from any person.

Adopted by Conway School Board – January 9, 2006

Reviewed by Policy Committee with procedures added – August 11, 2006