



Tucson Preparatory School

Crime Reporting Policy
Pursuant to A.R.S. §15-153 and FERPA Compliance

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1. Purpose

The purpose of this policy is to ensure the prompt and appropriate reporting of crimes and safety threats occurring on school property or at school-sponsored events, in accordance with Arizona Revised Statutes §15-153 and the Family Educational Rights and Privacy Act (FERPA). This policy promotes a safe school environment while safeguarding student privacy rights.

2. Legal Authority

This policy is established under the authority of:

- **Arizona Revised Statutes §15-153**, which mandates the establishment of procedures to report criminal activity and threats to law enforcement.
 - **Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. §1232g; 34 CFR Part 99), which governs access to and disclosure of student education records.
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3. Scope

This policy applies to:

- All students, staff, and faculty of **Tucson Preparatory School**
 - All incidents occurring on school property, during school hours, or at school-sponsored activities or transportation
 - Any credible threat or actual crime reported to the school
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4. Definitions

- **Crime:** Any act in violation of local, state, or federal criminal law, including but not limited to assault, threats, weapons possession, drug/alcohol offenses, sexual offenses, theft, vandalism, and arson.
- **Threat:** Any written, verbal, electronic, or physical act that could reasonably be interpreted as intent to cause harm to students, staff, or the school community.
- **School Official:** Any employee or agent of the school district acting in an official capacity.

- **Directory Information:** Student information not generally considered harmful or an invasion of privacy if released (e.g., name, grade level), as designated by school board policy.
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5. Reporting Procedures

A. Mandatory Reporting to Law Enforcement

In accordance with A.R.S. §15-153:

1. **Crimes involving deadly weapons, serious physical injury, or threats of violence** must be immediately reported to **local law enforcement**.
2. Reports must be made by the **Director or designee** using the fastest available method (e.g., 911, direct police contact).
3. Any staff member who becomes aware of such incidents shall notify the administration immediately.

B. School Internal Reporting

1. All incidents must be documented using **Tucson Preparatory School's Incident Report Form**.
 2. Documentation must include the names of involved persons, date/time/location, description of the event, and action taken.
 3. Records shall be maintained in accordance with district retention policies and FERPA regulations.
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6. FERPA Compliance

- Disclosure of personally identifiable student information from education records to law enforcement or government agencies may occur **without prior consent**:
 - When required by a **health or safety emergency** (34 CFR §99.36)
 - When reporting to **juvenile justice system authorities** under specific provisions of state law
 - Any disclosure will be limited to information **necessary to address the emergency or crime**.
 - A record of each disclosure will be maintained in the student's file, including the date, reason, and parties who received the information.
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7. Protection for Reporters

- Any staff member who, in good faith, reports a crime or threat in compliance with this policy shall be immune from civil liability (A.R.S. §15-153).
 - Retaliation against anyone reporting in good faith is strictly prohibited.
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8. Annual Review and Training

- This policy will be reviewed annually and updated as necessary to remain in compliance with the law.
 - Annual training will be provided to all staff on identifying reportable incidents, proper reporting procedures, and FERPA limitations.
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9. Confidentiality and Records Access

- Incident records will be stored securely and accessed only by school officials with legitimate educational interest or as otherwise permitted by law.
 - Parents/guardians may request access to their student's education records under FERPA, subject to redaction of information concerning other students.
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10. Contact Information

School Director:

Mr. Joseph Lechuga

Phone: (520) 622-4185

Email: jlechuga@tucsonprepschool.org

Arizona Department of Child Safety (DCS):

Arizona Child Abuse Hotline – 24/7 Reporting

Phone: 1-888-SOS-CHILD (1-888-767-2445)

Website: <https://dcs.az.gov>

Tucson Police Department (Non-Emergency):

Phone: (520) 791-4444

Website: <https://www.tucsonaz.gov/police>

Emergency: 911