

**RECIPROCAL REPORTING AGREEMENT  
BETWEEN THE BOARD OF EDUCATION OF PALOS COMMUNITY  
CONSOLIDATED SCHOOL DISTRICT 118, COOK COUNTY, ILLINOIS AND  
THE VILLAGE OF PALOS PARK**

**THIS RECIPROCAL REPORTING AGREEMENT** (hereinafter, the "Agreement") is made and entered into by and between the Board of Education of Palos Community Consolidated School District No. 118, Cook County, Illinois (hereinafter, the "School District"), and the Village of Palos Park (hereinafter, the "Village") on the last date set forth in the execution page at the end of this Agreement.

**WHEREAS**, the Illinois School Code, 105 ILCS 5/10-20.14, requires the School District parent – teacher advisory committee, in cooperation with local law enforcement agencies, to work with the board of education to develop "policy guideline procedures" for the establishment and maintenance of a reciprocal reporting system between the School District and local law enforcement agencies regarding criminal offenses committed by students; and

**WHEREAS**, under the Illinois School Student Records Act, 105 ILCS 10/6, school student records are considered confidential and no school student records or information contained therein may be released, transferred or disclosed except as permitted by the Student Records Act; and

**WHEREAS**, under the Juvenile Court Act of 1987, 705 ILCS 405/1-7, law enforcement records are considered confidential and the inspection and copying of such records that relate to a minor who has been arrested or taken into custody before his or her 18<sup>th</sup> birthday are restricted to those exceptions in the Juvenile Court Act; and

**WHEREAS**, the Illinois School Student Records Act, 105 ILCS 10/6(a)(6.5), and the Family Educational and Privacy Rights Act, 20 U.S.C. 1232g, authorize school districts to release student records and information to law enforcement officers when necessary for the discharge of their official duties prior to adjudication of the student and upon written certification that the information will not be disclosed to any other party except as provided under law or order of court; and

**WHEREAS**, the Juvenile Court Act, 705 ILCS 405/1-7(A)(8), authorizes law enforcement agencies to allow appropriate school officials to inspect and copy law enforcement records under a reciprocal reporting system for certain offenses and under certain specified circumstances; and

**WHEREAS**, the School District and the Village agree that enhanced communication between these entities under a reciprocal reporting agreement would promote the safety and well-being of students and community residents; and

**WHEREAS**, the School District and the Village are authorized to enter into this Agreement pursuant to the Illinois School Code, 105 ILCS 5/10-20.14, the Illinois Constitution, art. VII, §10(a) et seq., and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq..

**NOW THEREFORE**, the School District and the Village hereby agree as follows:

1. **ESTABLISHMENT OF A REPORTING SYSTEM.** The School District and the Village hereby enter into this Agreement to establish and maintain a reciprocal reporting system between the School

District and the Village's Police Department (hereinafter, the "Police Department") regarding juvenile and criminal offenses involving students.

2. **REPORTING AND INFORMATION SHARING.** The School District and the Police Department acknowledge and agree to act in good faith to comply with the reporting responsibilities and limitations set forth herein, and as required by applicable law.
3. **DESIGNATED REPRESENTATIVES.** The School District's Superintendent shall provide the Police Department's Chief of Police (the "Police Chief") with a list of administrators to be contacted, as needed, containing regular and emergency telephone numbers, and identifying the particular types of problems for which particular administrators are to be contacted. The administrators identified in the list shall be considered the "Appropriate School Official" for purposes of subsection 1-7(A) (8) of the Juvenile Court Act, 705 ILCS 405/1-7 as amended, whom the School District has determined to have a legitimate educational or safety interest to protect the safety of students or employees in the school and aid in the proper rehabilitation of the child. The Police Chief will provide the Superintendent with a primary and two back-up contacts, who shall be considered the "Department Representatives".
4. **SCHOOL DISTRICT AUTHORITY TO REPORT STUDENT CRIMINAL ACTIVITY.** The Superintendent or School Principal, or their designee(s), may report any alleged or suspected criminal activities committed by a student enrolled in the School District (See 1996 Ill. Atty. Gen. Op. 96-040).
5. **SCHOOL DISTRICT DUTY TO REPORT STUDENT CRIMINAL ACTIVITY.** The Superintendent and/or School Principal(s), or their designees, must report certain incidents involving firearms, drugs and attacks on school personnel, as set out below. When a report may be required of both the Superintendent and Principal, a single report from one or the other shall meet the duty to report.
  - (a) **School Superintendent.** The School Superintendent (or his/her designee) is to immediately report the following to the Police Department:
    - (i) **Firearms.** Any verified incident involving a firearm in a school or on school-owned or leased property and on any transportation that is owned, leased or used by the school for its students or school personnel. See 105 ILCS 5/10-27.1A, as amended.
    - (ii) **Drugs.** Any verified incident involving drugs in a school or on school-owned or leased property or on any transportation that is owned, leased or used by the school for its students or school personnel. "Drugs" means "narcotic drug" as defined under subsection (aa) of Section 102 of the Illinois Controlled Substances Act, as amended [720 ILCS 570/102], "cannabis" as defined under Section 3 of the Cannabis Control Act, as amended [720 ILCS 550/3], or "methamphetamine" as defined under Section 10 of the Methamphetamine Control and Community Protection Act, as amended [720 ILCS 646/10]. See 105 ILCS 5/10-27.1B
  - (b) **School Principal.** The School Principal (or his/her designee) is to immediately report the following to the Police Department:

- (i) **Firearms.** Upon receiving a report from any school staff that they have observed any person in possession of a firearm on school grounds, an immediate report of the incident must be made. If the person in possession of a firearm on school grounds is a student, the principal or his/her designee shall also immediately notify the student's parent or guardian. See 105 ILCS 5/10-27.1A, as amended.
- (ii) **Attacks on School Personnel.** Upon receipt of a written complaint from any school personnel, all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel. See 105 ILCS 5/10-21.7, as amended.
- (iii) **Cannabis, Illegal Drugs or Controlled Substances on or Near School Grounds.** Within 48 hours of becoming aware, a report of any violation of the Cannabis Control Act or the Methamphetamine Control and Community Protection Act or the Illinois Controlled Substances Act in a school, on school property, or within 1,000 feet of the school, or on any transportation used, owned or leased by the School District to transport students. See 105 ILCS 127/1, as amended.

6. **SCHOOL DISTRICT RELEASE OF SCHOOL STUDENT RECORDS AND RECORD INFORMATION TO POLICE DEPARTMENT.** School officials shall follow state and federal laws regarding school student records, which are considered confidential, and no school student records or information contained therein may be released, transferred or disclosed except with parental consent or as otherwise permitted by the Illinois School Student Records Act, 105 ILCS 10/1 et seq., as amended. The following exceptions permit the release of student records and information to the Police Department without parental consent:

- (a) **Adjudication of Student by Juvenile Court.** School districts can release student records and information to the Police Department, upon the request of the Police Department, when necessary for the discharge of their official police duties, prior to adjudication of the student and upon written certification from the Police Department that the information or records disclosed by the school will not be disclosed to any other party, except as provided by law or order of court. 105 ILCS 10/6, as amended.
- (b) **Emergency Release of Information.** Records and information may be released to the Police Department if such information is needed by the Police Department to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of release, the fact that the information was shared with the Police Department, and the purpose of the release. The factors to be considered in determining whether an emergency exists requiring the release of student information include:
  - (i) **Degree of Threat.** Seriousness of threat to health/safety of student or others;
  - (ii) **Need.** Need for records to meet the emergency;
  - (iii) **Police Involvement.** Whether the Police Department is in a position to deal with the emergency; and
  - (iv) **Urgency.** Extent to which time is of the essence in dealing with the emergency. 105 ILCS 10/6, as amended; 23 Il.Admin.Code §375.60

(c) **Law Enforcement Records Not School Records.** It is recognized that the information maintained by law enforcement officers working in the school are not student records. 105 ILCS 10/2(d), as amended.

7. **POLICE DEPARTMENT TO SHARE LAW ENFORCEMENT DATA WITH SCHOOL DISTRICT.** The Police Department will comply with applicable state and federal law in implementing these procedures. In furtherance of the information-sharing hereunder, a Department Representative may:

(a) **Students Under 18 Years Old.** Provide copies of law enforcement records to, or permit inspection of those records by, the Appropriate School Official or Officials for minors enrolled in the School District if the minor has been arrested or taken into custody before his or her 18<sup>th</sup> birthday for the offenses listed below, **provided that the Police Department or officer believes that there is an imminent threat of physical harm to students, school personnel, or others who are present in the school or on school grounds.** Inspection and copying shall be limited to law enforcement records transmitted to the Appropriate School Official or Officials.

- (i) any violation of Article 24 of the Criminal Code of 1961, as amended;
- (ii) a violation of the Illinois Controlled Substance Act, as amended;
- (iii) a violation of the Cannabis Control Act, as amended;
- (iv) a violation of the Methamphetamine Control and Community Protection Act; as amended; and
- (v) a forcible felony as defined in Section 2-8 of the Criminal Code of 1961, as amended;
- (vi) a violation of Section 1-2 of the Harassing and Obscene Communications Act, as amended;
- (vii) a violation of the Hazing Act, as amended; or
- (viii) a violation of Section 12-1, 12-2, 12-3, 12-3.05, 12-3.1, 12-3.2, 12-3.4, 12-3.5, 12-5, 12-7.3, 12-7.4, 12-7.5, 25-1, or 25-5 of the Criminal Code of 1961, as amended.

The information derived from the law enforcement records shall be kept separate from and shall not become a part of the official school record of that child and shall not be a public record. The information shall be used solely by the Appropriate School Official or Officials to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school.

Any information provided to Appropriate School Officials whom the school has determined to have a legitimate educational or safety interest by the Police Department about a minor who is the subject of a current police investigation that is directly related to school safety shall consist of oral information only, and not written law enforcement records, and shall be used solely by the Appropriate School Official or Officials to protect the safety of students and employees in the school and aid in the proper rehabilitation of the child. The information derived orally from the Police Department shall be kept separate from and shall not become a part of the official school record of the child and shall not be a public record.

(b) **Students Over 18 Years Old.** Provide copies to, or authorize inspection by the School District, pursuant to 5 ILCS 140/2.15, as amended, of the following records for persons of 18 years of age or older, who are enrolled in the School District:

(i) **Arrest Information.** Chronologically maintained arrest and criminal history information, including (i) information that identifies the individual, including the name, age, address and photograph, when and if available; (ii) information detailing any charges relating to the arrest; (iii) the time and location of the arrest; (iv) the name of the investigating or arresting law enforcement agency; (v) if the individual is incarcerated, the amount of any bail or bond; (vi) if the individual is incarcerated, the time and date that the individual was received into, discharged from, or transferred to the arresting agency's custody; and

(ii) **Criminal History Records.** Information that may be maintained by the Police Department including, (i) court records that are public; or (ii) records that are otherwise available under State or local law.

**8. POLICE DEPARTMENT DUTY TO SHARE INFORMATION WITH SCHOOL DISTRICT.**

(a) **Report to School District That Student Has Been Detained.** The Police Department shall report to the School Principal of any school in the School District whenever a child enrolled in the school is detained for proceedings under the Juvenile Court Act of 1987, as amended, or for any criminal offense or violation of a municipal or county ordinance. This report shall include the basis for detaining the child, circumstances surrounding the events which led to the child's detention, and the status of proceedings. The report shall be updated as appropriate to notify the Principal of developments and the disposition of the matter. 105 ILCS 5/22-20, as amended.

(b) **Records Regarding Student Detention.** Any information provided pursuant to this paragraph 8 must be kept separate from and not become a part of the official school record of a child. Such records are not a public record, and can be used solely by the Appropriate School Official or Officials to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school. 105 ILCS 5/22-20, as amended.

**9. COOPERATION BETWEEN SCHOOL DISTRICT AND POLICE DEPARTMENT.** Nothing in this policy and procedure is intended to limit or restrict the duty and authority of the School District to request police services for disturbances or other emergencies occurring in or around any of its school buildings, nor is it intended to limit or restrict the duty or ability of any person attending or employed by the School District to provide information or otherwise cooperate in School District and law enforcement investigations, including but not limited to providing witness statements and testimony in juvenile or criminal adjudications, or in school discipline proceedings.

**10. MISCELLANEOUS.**

(a) Where an activity reportable under these guidelines poses an imminent threat to the safety of students or community members, the information will be shared as soon as possible.

- (b) The agreements, covenants, terms and conditions contained herein may be modified only through written mutual consent of the parties hereto. The Agreement between the parties dated November 16, 2010 is hereby terminated.
- (c) Any and all notices required hereunder to be sent to the School District shall be served in writing by the United States certified mail, postage prepaid, return receipt requested, at the following address:

Superintendent Anthony Scarsella  
 Palos Community Consolidated School District No. 118  
 8800 West 119<sup>th</sup> Street  
 Palos Park, Illinois 60464

or by personal delivery of any such notice delivered to an employee of the School District at its District Administration office during the regular business hours of said office.

Any and all notices required to be sent to the Village shall be served in writing by the United States certified mail, postage prepaid, return receipt requested, at the following address:


Chief Joe Miller  
 The Village of Palos Park  
 8999 West 123<sup>rd</sup> Street  
 Palos Park, Illinois 60464

or by personal delivery of any such notice delivered to an employee of the Village at its administration office during the regular business hours of said office.


- (d) Neither party may assign, transfer or otherwise convey its rights or obligations under this Agreement without the prior written consent of the other party.
- (e) All terms and conditions as set forth in this Agreement shall remain in full force and effect until either the Village or the School District officially votes to terminate this Agreement. This Agreement shall become effective when approved and executed by both parties.

IN WITNESS WHEREOF, the following officers have executed this Agreement pursuant to the lawful authority granted by their respective Boards.

VILLAGE OF PALOS PARK

By:   
 Title: Chief of Police  
 Date: 8-4-14

PALOS COMMUNITY CONSOLIDATED SCHOOL DISTRICT 118

By:   
 Title: President  
 Date: 7-16-14