District and Campus Safety

1. STUDENT DISCIPLINE: REDUCING LAW ENFORCEMENT CONTACT AND ARRESTS

SPS administrators have the primary responsibility to ensure consistent enforcement of school rules and policies. The standard approach to student behavior is to utilize restorative practices and seek to ensure that students remain connected to the learning environment and school community. Specific circumstances involving student behavior issues may require additional support in the form of discipline. The vast majority of student behavior issues should be addressed at the classroom level by teachers. No law enforcement officer or campus safety specialist will be requested to act as a school disciplinarian. Disciplining students is the responsibility of the school building administrator.

Law enforcement officers and campus safety specialists will not be requested to interview students or collect evidence for SPS disciplinary purposes, including for expulsion matters.

SPS administrators will prioritize and document alternatives to police involvement, such as the use of restorative practices, and use law enforcement only as the absolute last resort and only for incidents for which law enforcement is necessary to address a serious threat to school safety, as identified in Procedure No. 3225.

2. OFFICER ENTRY ON SCHOOL CAMPUSES

Absent exigent circumstances, when any law enforcement officer enters school premises, the principal or designee will request the officer’s identity, their official capacity, and the legal authority upon which the officer relies to enter the school site. The principal or designee will communicate to the Director of Campus Safety or School Area Director, who will provide guidance on how to proceed and direct the building administrator, as necessary. If the building administrator is unable to contact the Director of Campus Safety or School Area Director, they will proceed as determined reasonable and appropriate within the parameters of district policy and procedure. The Director of Campus Safety will maintain a record of all documentation relative to law enforcement activities on school sites. In cases where exigent circumstances required that an officer enter school premises, absent the above referenced protocol, the Director of Campus Safety will review to ensure that the exigent circumstances definition was applied appropriately and follow up with the principal if it should be applied differently in the future. The data from this documentation will be part of the quarterly report to the Board of Directors outlined in Section of this Procedure.

Circumstances that are not exigent include a court requested child protected services well-check, consultation on a crisis preparation, court requested parental custodial intervention, and safety risks in the neighborhood. It will be requested that law enforcement make every reasonable effort to inform building administrators prior to arrival to communicate purpose and timing.

Exigent circumstances will be defined as an emergency requiring swift action to prevent imminent danger to life or serious damage to property, or to forestall the imminent escape of a suspect or destruction of evidence. Such circumstances could include, but not be limited to officers entering school premises in urgent pursuit of a suspect, or ongoing investigation of a serious nature or felony, or for child abuse investigation, or in response to an emergency or crime being committed on school property (as referenced in Section 4-A below)
Law enforcement officers will not be welcome on campus for the purpose of the enforcement of immigration law.

3. ARREST OR QUESTIONING OF A STUDENT

Any arrest, questioning, or request for consent to search a student on school premises by a commissioned police officer must occur within the requirements of Section 2 of this Procedure. SPS will abide by RCW 13.40.740, which requires that any commissioned law enforcement will provide a juvenile with access to an attorney before any custodial interrogation, detention, or request for a search of the juvenile.

If any law enforcement officer arrests a juvenile student at school, the building administrator or their designee must immediately notify a parent/guardian, except when the child is taken into custody as a suspected victim of child abuse. Reasonable efforts to contact parents/guardians by SPS officials must include calling all numbers listed as an emergency contact including work numbers, cell phone numbers, and any numbers supplied by the student, as well as email addresses. Conducting a home visit will be considered if all other contact attempts are unsuccessful.

In addition to ensuring that RCW 13.40.740 is followed, a school official must take immediate steps to contact a parent/guardian to get oral consent to permit any police interrogation of the minor on school premises, unless the child is a suspected victim of child abuse. If the parent or guardian requests that the pupil not be questioned until they can be present, the pupil may not be made available to the officer for questioning until the parent or guardian is present.

Pursuant to Washington Juvenile Court Rule 7.16, warrants for violation of court order or failure to appear at juvenile offense hearings will neither be issued nor served unless the Court has found a serious threat to public safety. If a warrant is validly issued, and law enforcement seeks to serve it on SPS premises, refer to section 5 of this Procedure.

4. REQUESTS FOR LAW ENFORCEMENT INTERVENTION

SPS employees will not summon law enforcement officers for the commission of non-urgent low-level school-based offenses, such as possession of alcohol or marijuana or physical altercations. SPS staff should exhaust all other alternatives, such as issuing a warning, admonishing, and counseling, and referring to restorative practices or mediation.

If, in a building administrator’s opinion, the non-urgent, low-level situation calls for additional support, they should request support from the Director of Campus Safety or School Area Director.

If there is a medical emergency or imminent and serious threat to students or staff, SPS employees should call 911.

A. Law enforcement will be notified and lead the investigation of the following incidents:

1. Death;
2. Rape in any degree as promulgated in Chapter 9A.44 RCW and/or sexual intercourse or sexual contact with another by means of forcible compulsion as defines in chapter (9A.44 RCW);
3. Arson in any degree as promulgated in Chapter 9A.48 RCW or a verbal or written threat of physical damage to another’s property by arson as to constitute harassment under (RCW 9A.46);
4. Possession or control of any shell, bomb, or similar device, charged with one or more explosives, with the intent to use it or cause it to be used for an unlawful purpose (RCW 70.74.180);
5. Malicious placement of an explosive *(RCW 70.74.270)*;
6. Malicious placement of an imitation device *(RCW 70.74.272)*;
7. Intimidation or harassment with an explosive *(RCW 70.74.275)*;
8. Malicious explosion of a substance *(RCW 70.74.280)*;
9. Threats to bomb or injure property *(RCW 9.61.160)*;
10. Robbery in any degree as promulgated in chapter 9A.56 RCW or the attempt thereof pursuant to *(RCW 9A.28.020)*;
11. Knowingly carrying onto or possession of a firearm or other weapon enumerated in *(RCW 9.41.280)(1)(a)-(f)* on public or private elementary or secondary school premises, school-provided transportation, areas of facilities while being used exclusively by public or private schools or areas of facilities while being used for official meetings of a school district board of directors *(https://app.leg.wa.gov/rcw/default.aspx?cite=9.41.280)*;
12. Aiming or discharging a firearm or other dangerous weapon under *(Chapter 9A.36 RCW)* or *(RCW 9.41.230)*; or
13. Delivery, manufacture, or possession with intent to manufacture or deliver a controlled substance *(RCW 69.50.401)*, exclusive of alcohol or marijuana.

**B. The following incidents will result in the initiation of a threat assessment.** *(Policy No. 3225 – School-Based Threat Assessment)*. After completion of the team threat assessment process, law enforcement may be contacted pending consultation with the Director of Campus Safety or School Area Director.

1. Physical attack on another that results in major injury requiring medical attention outside of the school health room;
2. Any known threat to cause bodily injury immediately or in the future to the person threatened or to any other person under *(RCW 9A.46.020)*;
3. Serious incident of harassment, intimidation, or bullying related to race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory disability of the individual(s) that are harmed *(RCW 9A.36.080)*;

**5. ARREST UNDER WARRANT, PRIVACY OF STUDENT, AND CONSIDERATIONS OF CAMPUS CLIMATE**

If an arrest is permitted of a student on campus by law enforcement with a valid warrant, the officer enforcing the warrant will contact and inform the Director of Campus Safety. The Director of Campus safety will connect with the principal to inform them of the warrant and process. Principal or designee must attempt to notify the parent and arrange for a private location out of sight and hearing of other students for the arrest of a student, where practicable, that will help avoid invasion of the student's privacy, jeopardizing the safety and welfare of other students, and further disruption of the school campus. With the student's approval, the principal, counselor, or designee will request to be present during the interview of the student and during any subsequent arrest. Pursuant to *(RCW 13.40.740)*, a student must be given access to an attorney before the arrest.

**6. INFORMATION SHARING AND NOTIFICATION**

District staff will not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members or aid immigration enforcement at district schools. Refer to the law enforcement request for immigration in this procedure. *(RCW 43.10, RCW 10.93)*
District staff will not voluntarily disclose any accidental discovery or admittance of immigration status of students or families.

Immigration law enforcement will not be asked to interpret for non-English speaking families or students. A trained, independent translator will be brought in for interpretation services if they are necessary.

No student will be denied equal rights and opportunities nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities based on his/her immigration status.

The superintendent or designee will notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement.

The superintendent or designee will report to the Board in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws. Such notification will be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information.

7. PROBATION AND TRUANCY

Recognizing removing students from class for meetings with their probation counselors is disruptive to students' ability to focus on school, visits by probation counselors should be pre-arranged with the Director of Student Services in the limited circumstances where they must occur at school. The probation counselor should contact the Director of Student Services and discuss the reasons the probation counselor has for the meeting needing to occur at school. The Director of Student Services should then coordinate with the school counselor at the student's school to arrange the meeting. If the Director of Student Services receives a third request for a probation meeting with a single student during a single school year or they have concerns regarding the reasoning for the meeting needing to occur at school, they should discuss with the Campus Safety Director whether other arrangements can be made. The student's input should be sought for this brainstorm.

Any probation meeting on school premises should be set at the least disruptive time of the student's school day, with the student's input as part of that determination, and with before- or after-school meetings on the school premises as the preferred option. The principal or designee will arrange for a private location out of sight and hearing of other students and staff to avoid invasion of the student's privacy, jeopardizing the safety and welfare of other students, and further disruption of the school campus.

8. DE-ESCALATION, USE OF FORCE AND TRAINING

The Spokane Public Schools Department of Campus Safety is committed to protecting people, their property, and their rights. The use of appropriate and safe de-escalation techniques and objectively reasonable force by campus safety specialists and campus response specialists is a matter of critical concern, both to the public and to the SPS community. Campus safety employees are involved in numerous and varied interactions daily and must remain mindful that they are charged with the protection of students, staff, and property.

Spokane Public Schools and the Department of Campus Safety recognize and respect the value
of all human life and dignity without prejudice to anyone.

A. Duty to Intercede/Ethical Intervention

Any employee who observes another employee using force that is clearly beyond that which is objectively reasonable under the circumstances will, when in a position to do so, intercede to prevent the use of unreasonable force. An employee who observes another employee use force that exceeds the degree of force permitted by law or policy should promptly report these observations (in writing) to a supervisor or director of Campus Safety immediately.

B. De-Escalation Tactics

1. General Guidelines

Pursuant to RCW 28A.600.485, except where reasonably necessary to control spontaneous behavior that poses an imminent likelihood of serious physical harm, no school staff may use physical force to restrain a student. Procedure 3246 defines this standard in greater detail and applies to all SPS staff.

Campus safety specialists are also required to follow the reporting requirements regarding use of restraint found in Procedure 3246. When the Campus Safety Director becomes aware of an incident in which there has been a reported application of force, the director will complete a Use of Force Report. Even if the director is unable to respond to the scene of an incident involving the reported application of force, the director is still required to complete a Use of Force Report.

When a principal or designee becomes aware of an incident in which there has been a reported application of force that involves a student, the school administrator or designee will comply with the post-incident notification and review with parent/guardian provisions in district Procedure 3246.

Campus safety specialists should use specific intervention strategies designed to diffuse the situation by addressing students’ emotional needs and de-escalation the immediate behavior. The intent of de-escalation is to restore the student's capacity to control his or her immediate impulse or behavior and to move toward safer or more constructive resolution of the immediate problem situation.

De-escalation tactics and techniques will be used to minimize the likelihood of the need to call law enforcement during an incident and to increase the likelihood of voluntary compliance. When safe and feasible under the totality of circumstances, Campus Safety employees will attempt to slow down or stabilize the situation so that more time, options, and resources are available for incident resolution. When time and circumstances permit, campus safety specialists will consult with school staff to identify whether a student's lack of compliance is a deliberate attempt to resist or an inability to comply based on factors including, but not limited to:

- Medical conditions
- Mental impairment
- Disability
- Physical limitation
• Language barrier
• Drug interaction
• Behavioral crisis
• Traumatic experiences

2. Students under the Influence of Drugs or Alcohol

Persons may act aggressively under the influence of a drug. De-escalation techniques described in this procedure may not work on a person under the influence of drugs or alcohol. De-escalation techniques require a degree of cognitive ability that may not exist in a student under the influence of a drug or alcohol and, therefore, de-escalation techniques are not recommended.

Campus Safety employees' awareness of these possibilities, when time and circumstances permit, will then be balanced against the facts of the incident when deciding the most appropriate method to bring the situation to a safe resolution. Mitigating the immediacy of the threat gives Campus Safety employees time to utilize extra resources and increases time available to call the Director of Campus Safety.

If, in a campus safety specialist’s opinion, the situation calls for additional support, they should first call support from school administration or the Director of Campus Safety. If there is a medical emergency or imminent safety threat to students or staff, SPS employees should call 911 and request medical assistance be sent.

3. Students with Disabilities

Campus Safety employees should expect that a portion of the students they interact with have disabilities, and that disabilities may not be immediately visible. Campus Safety employees who are assigned to a particular school building or buildings will, at the beginning of the school year, confer with the building administrator/designee regarding students who are identified as having disabilities and who may interact with safety staff. At that meeting, the administrator or designee will share information about best practices for interacting with the student. The purpose of the meeting is for the administrator to share information with the Campus Safety employees about best practices when working with individual students that have a specific disability in general, and any individual student based on the best judgement of the administrator.

The building administrator/designee will, within 90 days of the beginning of the school year, invite parents of students with known disabilities including IEP’s and 504 Plan to contact the Campus Safety employee to discuss the student's disability and best practices for interacting with the student.

School staff who call a Campus Safety employee to respond to an incident involving a student with a disability should inform the employee of the student's disability and Behavior Intervention Plan. The school staff who calls Campus Safety should also call a staff member who works with students with disabilities to the incident.

Unless absolutely required by the student's spontaneous behavior that poses an imminent likelihood of serious physical harm, Campus Safety employees will use de-escalation techniques rather than physical force. Procedure 3246 defines this standard in greater
detail and applies to all SPS staff.

C. Medical Consideration

Medical assistance will be provided to any person who requests it, who is rendered unconscious, exhibits signs of physical distress, or who claims an injury. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the subject can be assessed by medical personnel.

Based upon the Campus Safety employee's initial assessment of the nature and extent of the subject's injuries, medical assistance may consist of examination by an SPS nurse, fire personnel, paramedics, hospital staff or medical staff. Any refusal of medical attention will be fully documented in related reports and, whenever practicable, should be witnessed by more than one school district employee and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The Campus Safety employee will make all reasonable attempts to provide information, as time allows, to assist medical care providers. This notification should include a description of the force used and any other relevant circumstances (e.g., prolonged struggle, extreme agitation, impaired respiration).

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and who appear impervious to pain (sometimes called excited-agitated delirium), or who require a protracted physical encounter with multiple employees to be brought under control, may be at an increased risk of sudden in-custody death (postmortem diagnosis of death: excited delirium). Calls involving these persons should be considered medical emergencies. Personnel who suspect a medical emergency exists should request medical assistance as soon as practicable by calling 911.

D. Investigation, Documentation and Notification

When completing a Use of Force Report, the director will take the necessary steps to conduct a thorough investigation. The director will:

1. Respond to the scene, when possible.
2. Review all documentation of the incident and make every reasonable effort to contact all involved employees.
3. Ensure identification of witnesses and other involved parties. When possible, conduct interviews of those subjects, including the subject to whom the force was applied.
4. Ensure the collection of any appropriate evidence when applicable.
5. Ensure photographs are taken of all injuries and relevant items such as dirt stains on clothing, tears in clothing, damage to equipment, etc.
6. Attach all incident reports.
7. Enter force options used by any employee who used reportable force. List other employees present as witness.
8. Provide a summary of the incident and attach the Use of Force Report form with all other information.

9. Provide a brief statement stating whether the use of force was within policy and any training issues or suggestions. If more detailed analysis is needed, include it in the Use of Force report.

E. Referral to Director of Campus Safety and Chief Human Resources Officer

When there is an allegation, complaint, or concern that a violation may have occurred, the director will note that fact in their comments on the Use of Force report. The Director of Campus Safety will forward a copy of the Use of Force report to the Chief Human Resources Officer.

The Director of Campus Safety will evaluate the incident to consider training, equipment needs, and policy and standard operating procedures (SOPs) in place or practiced department wide.

9. TRAINING ON AND DISTRIBUTION OF PROCEDURE

Within three months of this procedure’s approved amendments, SPS will ensure that it is distributed to all SPS school site staff, school directors, and the entire Campus Safety Department, and that training about how to implement this policy is provided at least once per year and at the point of hire.

SPS will also ensure that this policy is included in the parent-student handbook and posted on the district website.

In addition to training on this procedure, campus safety specialists will actively engage in regular in-service trainings on de-escalation strategies, culture response, implicit bias, working with students with disabilities, and other trainings deemed to be necessary by the Director of Campus Safety.

10. DATA COLLECTION

SPS staff will collect, and report data related to law enforcement activities on school premises, including:

Number of arrests or referrals for prosecution of students made:

A. On SPS school sites for school-related offenses.

B. On SPS school sites for non-school-related offenses.

C. Off SPS school sites for school-related offenses (if SPS staff is made aware of the arrest).

Such data will be disaggregated by offense, age, race, ethnicity, gender, and whether a student with an Individualized Education Plan or Section 504 Plan was arrested or cited.

For purposes of this section, “school-related offenses” are defined as criminal offenses occurring or originating on an SPS school site during hours the school site is regularly open to the public or its students for school-related business. SPS staff will provide this data to the Board of Directors at a regularly scheduled Board meeting on a bi-annual basis.

The Director of Campus Safety will compile a quarterly report of Campus Safety employee responses to situations within the district’s jurisdiction. These written reports will be filed with the
School Board and will include:

A. Number of times a campus safety specialist responds to a school site and include for each incident: the type of call, related offense (e.g., trespassing, disruption, assault, possession of a weapon), and resolution of the call.

B. Number of times the Director of Campus Safety referred a student for prosecution.

C. Number of times the Director of Campus Safety referred a student for diversion, mediation, or other restorative practice approaches.

D. Number of times a campus safety specialist restrained or used physical force (restraint and physical force are defined in Procedure 3246) against a student on campus and the basis for each incident.

E. Number of times a law enforcement officer was called to a school site and include for each incident: the type of call, related offense (e.g., trespassing, disruption, assault, possession of a weapon), and resolution of call.

District-level data will be disaggregated by school levels, grade levels, offense, and student subgroup, including age, race, ethnicity, student English learner status, foster youth status, homeless status, gender, and disability (if applicable), whether the student has an Individualized Education Plan or Section 504 Plan, free/reduced lunch, unaccompanied youth status, and the disposition of the matter.

School-level data will be reported by raw numbers of campus safety employee calls, use of force, referrals to juvenile court, and involvement of the Spokane Police Department, Sheriff’s Department, and other law enforcement. School-level data will also be disaggregated by race and disability.

11. COMPLAINTS

Any complaint regarding students/families’ interaction with any SPS staff including campus safety specialists may first be made to the building principal where the student attends or to the Director of Campus Safety. This optional complaint does not restrict any other legal remedy a complainant may have but may provide more expeditious and restorative relief.

Email at: campussafetycomplaints@spokaneschools.org; or

US mail at: Spokane Public Schools, Department of Campus Safety, 200 N. Bernard, Spokane WA 99201.

Website link: https://www.spokaneschools.org/Page/2643

A. Response to Complaint

1. Timing: The Director of Campus Safety will review every complaint and provide a written response to the complainant within 30 days of the date the complaint is made.

2. Substance of Response: Each response should include whether the complaint was substantiated and next steps for appeal.

3. Appeals: If a complainant disagrees with the outcome of the complaint, they will have the right to an informal meeting with the superintendent within 10 days of receiving the
decision. The superintendent will respond with their decision in writing within 30 days. The superintendent’s decision is final, and no further appeal is available.

12. COMPREHENSIVE SAFETY PLAN

The Board of Directors and superintendent recognize that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The district is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

Each district school will develop a comprehensive school safety plan relevant to the needs and resources of that school that considers this policy along with the other district policies that also encompass safety measures. New school campuses will develop a safety plan prior to initiating operations. These plans should include trauma informed practices.

The school safety plan will consider the school's staffing, available resources and building design, as well as other factors unique to the site.

The comprehensive safety plan(s) will be reviewed and updated each year and forwarded to the Area Director for the school. The superintendent and the Director of Campus Safety will review the comprehensive safety plan(s) to ensure compliance with state law, board policy, and administrative regulation and will approve the plan(s) or suggest appropriate changes before approval.

The superintendent or Director of Campus Safety will ensure that updated safety related plans and materials are available on the website.

The superintendent or Director of Campus Safety will share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities as needed.

The district maintains additional policies that will contain additional information that may not be directly listed in this procedure or is just referenced as part of this procedure. Below is the list of policies for the district related to safety that should be referenced to support Policy and Procedure No 6514.

Cross References:
- Policy 1350 Equity Policy
- Policy 2022 Electronic Resources and Internet Safety
- Policy 3124 Removal/Release of Student During School Hours
- Policy 3143 Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm
- Policy 3205 Sexual Harassment of Students Prohibited
- Policy 3207 Prohibition of Harassment, Intimidation and Bullying
- Policy 3210 Nondiscrimination
- Policy 3225 School-Based Threat Assessment
- Policy 3226 Interviews and Interrogations of Students on School Premises
- Policy 3240 Student Behavior, Rules of Conduct, Restorative Practices and Discipline
- Policy 3245 Students and Telecommunication Devices
Policy 3246  Restraint, Isolation and Uses of Reasonable Force
Policy 3432  Emergencies
Policy 4200  Safe and Orderly Learning Environment
Policy 4210  Regulation of Dangerous Weapons on School Premises
Policy 4310  District Relationships with Law Enforcement and Other Government Agencies
Policy 4315  Release of Information Concerning Sexual and Kidnapping Offenders

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