

## NOTIFICATION OF THREATS OF VIOLENCE OR HARM PROCEDURES

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 2007	Threats Violence Investigation

Staff, students, volunteers, and others involved in school activities have the responsibility to report any serious threats of violence or harm to administration, who shall notify the Superintendent. Administration shall assess the significance and credibility of the threat and, if needed, shall consult with internal and external professionals for their input. Administration shall report the threat to law enforcement based on that assessment.

Based on the assessment of the threat, administration will notify the person(s) threatened. In the case of students, parents/guardians will also be notified. It is up to the discretion of the administration as to the timeliness of notice.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the District may not, except under limited conditions, release student records to any party without parent/guardian or adult student permission. This includes any student information about any student involved in a threat of violence or harm. For that reason, the District will not identify students who have made threats of violence or harm, except for limited releases under the following conditions:

- The parent/guardian or adult student has given permission to disclose to the threatened person the identity of the student who made the threat and/or other information.
- The identity of the student and the details of the threat are being disclosed to relevant District staff who have been determined to have legitimate "need to know" educational interest in the information.
- The identity of the student who made the threat or the details of the threat are being released because the release of the information is necessary to protect the health, safety, or welfare of that student or other individuals. This exemption is to be strictly adhered to pursuant to applicable state and federal regulations.
- The District is responding to a court order or subpoena. Generally the District must make a reasonable effort to notify the parents of the student or adult student who made the threat of the subpoena in advance of complying, so that the family can seek protective action.

Relevant information about the threat that does not improperly identify a student shall be provided to the person who is the subject of the threat, and s/he shall be advised if law enforcement is involved in the matter. The law enforcement agency may have more information that may be shared with the person, as law enforcement personnel are subject to other statutes other than FERPA.

To promote the safety of all concerned, the principal shall determine if classroom teachers, school staff, and others working with or in proximity of the student(s) involved in making the threat, should be notified. Subject to the confidentiality provisions cited above the principal shall consider all available information when determining the extent of information to be shared

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including prior disciplinary records, official juvenile court records, and any documented history of violence.

When considering the appropriate discipline for a student who made a threat of violence or harm, the student's prior disciplinary records shall be taken into account. Supervision and/or expulsion shall be considered, based on the credibility and significance of the threat. Discipline shall only be imposed on students with disabilities consistent with policy and the legal requirements for special education.

If the threat made by a student is significant and credible enough to warrant expulsion, the student may only be readmitted to the District through the re-admission application process provided for in District policy. The readmission application process shall include meeting District readmission criteria established at the time of expulsion and should include completion of an assessment by an appropriate professional, at no cost to the District, with a report to the District when the District determines such an assessment is necessary.

Discipline against District staff for making threats of violence or harm shall be consistent with District policy and procedure regarding staff discipline, and any relevant collective bargaining requirements.

Administrators shall properly document all notifications of threats of violence or harm.