 <p>SEATTLE PUBLIC SCHOOLS</p>	THREAT NOTIFICATION PROCEDURE	F43.01 Adopted July 2003 Page 1 of 3
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## **PROCEDURE**

### I. INTRODUCTION


The safety of students and school employees is crucial to a safe and effective learning and working environment. One way to do this is to inform students and school employees if they are the subject of a credible threat of violence or harm.

### II. DEFINITIONS

- A. A "threat of violence or harm" means a communication that creates fear of physical harm.
- B. A "personal threat of violence or harm" means a threat of violence or harm either directly or indirectly communicated to one or more specific individuals.
- C. A "building threat of violence or harm" means a directly or indirectly communicated threat of violence or harm about the intention to cause damage to Seattle Public Schools property (such as a bomb threat).
- D. A "credible" threat of violence or harm means a communication that, after an initial review and investigation, appears reasonably plausible of being carried out.

### III. REPORTING REQUIREMENT

Students, staff, volunteers, and others in the school community have the responsibility to report in a timely manner all threats of violence or harm to the Principal, building security specialist, and/or the Seattle Public Schools Safety & Security Department. The Safety & Security Department (through its Threat Assessment Team) will collaborate with building administrators in the internal investigation of the threat and the development of a safety plan. Based on the significance and credibility of the threat, the Principal or the Safety & Security Department may report the threat to law enforcement.

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IV. NOTIFICATION REQUIREMENT

Students and school employees who are the subject of credible threats of violence or harm shall be notified of these threats in a timely manner. Timing and details of the notice will be as extensive as permitted by FERPA, other legal limitations, and the circumstances. Ordinarily a Building Administrator or designee will notify the subject of the threat.

A. General Requirements

Relevant information about credible threats will be released to the person who was the subject of the threat. If law enforcement has been involved, the subject of the threat should be informed of that, and told that law enforcement may be able to give more information.


B. FERPA Requirements—Threats Made by Students

Seattle Public Schools may only release student records, including records of violence or harm, in certain circumstances. While the District will inform students and school employees if they are the subject of a credible threat of violence or harm, before the District can release personally identifiable information about a student who makes a threat, one of the following circumstances must be met:

- The parent or adult student has given permission to disclose the personally identifiable information;
- The information is being disclosed to school officials who have a legitimate educational interest in the information;
- There is a health or safety emergency that requires the information to be released;
- The District is responding to a court order or subpoena.

C. Notification to Others

While the student or school employee who was the subject of the credible threat should be notified of the threat, there may be others in the school community who should also be informed in order to help ensure overall school safety. If the Principal determines that other people in the building need to be informed about the threat, the amount of information provided to inform others in the building should be consistent with the confidentiality provisions outlined above.

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V. INVESTIGATION

Before any student or school employee is notified about a threat made against them, the threat must be investigated. The investigation is designed to determine the credibility of the threat. The Principal or designee, in collaboration with the Seattle Public Schools Threat Assessment Team will investigate threats made by students; the Human Resources Department will investigate threats made by staff members.

VI. DISCIPLINE

A threat of violence or harm may result in discipline or remedial action, including emergency exclusion of a student for immediate safety reasons. When considering discipline, the student's or staff member's disciplinary history shall also be taken into account. The degree of discipline or remedial action shall depend on the severity and credibility of the threat. All due process procedures as outlined in the Student Rights and Responsibilities or in the appropriate bargaining agreement shall be in effect.

VII. IMMUNITY

Seattle Public Schools, the Board of Directors, school officials and school employees who provide notice in good faith pursuant to this Policy and Procedure are immune from any liability rising out of such notification.

VIII. FALSE REPORTS

A person who intentionally and in bad faith or maliciously, knowingly makes a false notification of a threat under this section is guilty of a misdemeanor.

Reference: 20 U.S.C. §1232g (Family Educational Rights Privacy Act)  
H 38.00—H 38.13 Student Records Policy & Procedure  
H 21.01 Student Rights and Responsibilities  
RCW 28A.320.128

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