

# Notice of Threats of Violence to Students

## Guidelines to Comply with House Bill 3444

When a student's name appears on a targeted list that threatens violence or harm to students, or when threats of violence or harm are made to a student by another student, the school administrator shall notify the parents of the student who is the recipient of the threat as specified below:

- a) **Within twelve (12) hours** of discovering the targeted list or threat, the school administrator or designee shall, *in person or by telephone*, attempt to inform the parent of the nature of the threat, the name of the person, if know, who made the threat, and the action the school administrator is taking to respond to the threat. The administrator will keep a record of these attempts.
- b) Prior to informing the parent of the threat, the school administrator or designee shall attempt to notify, in person or by telephone, the student who made the threat, if it was a student who made the threat, and his or her parent, that he or she will be informing the other parent(s) of the threat, who made the threat, and the action the school administrator is taking to respond to the threat.
- c) The school administrator or designee shall follow-up this oral notice by *mailing a written notice* to the parent of the student who has been threatened, **within 24 hours** of discovering the threat, using the sample written notice provided by the school district.
- d) Consistent with the district Student Rights and Responsibilities Handbook, the school administrator or designee will inform a law enforcement agency (i.e., the resource officer assigned to the school) when a student makes a threat of violence or harm.

Name of Student Who Made a Threat: \_\_\_\_\_

Name of Student Threatened: \_\_\_\_\_

Date and Time of Threat: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Description of Threat:

Parents Called: Perpetrator's Parent – Name: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Victim's Parent - Name: \_\_\_\_\_

Date and Time: \_\_\_\_\_

*Reminder: The Victim must receive a letter (there are templates) that is mailed within 24 hours also.*