

INDEPENDENT SCHOOL DISTRICT 719  
PRIOR LAKE - SAVAGE AREA SCHOOLS**529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS****I. PURPOSE**

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

**II. DEFINITIONS**

For purposes of this policy, the following terms have the meaning given them.

**A. Administration**

“Administration” means the superintendent, building principal, or other designee.

**B. Classroom Teacher**

“Classroom Teacher” means the instructional personnel responsible for the course or room to which a student is assigned.

**C. History of Violent Behavior**

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student have occurred during the current or previous school year.

2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

**D. Incident(s) of Violence**

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

**E. Legitimate Educational Interest**

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;

2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

"School Staff Member" includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;

### III. **GENERAL STATEMENT OF POLICY**

Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.

The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.

Only staff members who have a legitimate educational interest in the information will receive notification.

#### **A. Procedure for Reporting**

1. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

2. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive notification from the administration prior to placement of the student in the teacher's classroom. In addition, notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior.

3. Notice

The notice given to classroom teachers and school staff members will include the following:

- a. Name of the student;
- b. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III of this policy; and
- c. Reminder of the private nature of the data provided.

4. Record of Notice

The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.

5. Meetings Regarding Students with a History of Violent Behavior

If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.

6. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with data privacy laws. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a notification of nonviolent behavior.

**B. Maintenance and Transfer of Records**

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with data privacy laws.

**IV. TRAINING**

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

**V. PARENTAL NOTICE**

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

**VI. GOOD FAITH EFFORT**

A good faith effort will be made to notify staff of students with a history of what administration deems violent behavior as defined by this policy while at the same time protecting and respecting the privacy rights of students.

School Board Adoption: April 9, 2018

An Equal Opportunity School District



## STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS (For optional use)

To: (Staff Name)

From: (Administrative Official)

Date of Notice:

This notice is sent to inform you that the following student has a history of violent behavior. The notice is sent to assist you in helping this student to be successful and ensuring the safety of students and staff.

You can use what you have learned about the student's history of violent behavior only to the extent allowed by school district policy. The data on this form are private data under state and federal law, and the student's privacy rights must be protected.

Student's name:

Incident(s) of violence:

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**If staff have a legitimate educational interest, provide the following information.**

Description/Explanation of incident(s) if known (Specifically include any mitigating factors, e.g. self-defense, defense of others, medication issues):

The types of situations that might trigger violent behavior by this student, if known (e.g. triggers for frustration or anger):

Strategies or interventions that are successful with this student, if known:

The following documents may be available for you to review regarding this student:

- \_\_\_\_\_ IEP
- \_\_\_\_\_ §504 Plan
- \_\_\_\_\_ Functional Behavioral Assessment
- \_\_\_\_\_ Reports or statements by school staff
- \_\_\_\_\_ Information provided by the parent or guardian

Additional information may be available to you based on your legitimate educational interest.