

Lane County School District No. 4J
Eugene, Oregon 97402

Notice of Threats of Violence to Students and Staff
Guidelines to Comply with House Bill 3444

1) Threats to students

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 known, 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.

2) Threats to school district staff

When a district staff member's name appears on a targeted list that threatens violence or harm, the school administrator shall notify the staff member who is the recipient of the threat as specified below:

- a) **Within twelve (12) hours** of discovering the targeted list, the school administrator or designee shall, in person or by telephone, attempt to inform the staff member of the nature of the threat, the name of the person who made the threat, if known, and the action the school administrator is taking to respond to the threat. The administrator will keep a record of these attempts.
- b) The school administrator or designee shall attempt to notify the student who made the threat and his or her parent, if it was a student who made the threat, that he or she has informed the staff member of the threat and who made the threat.
- c) The school administrator or designee shall follow-up this oral notice by hand-delivering, or mailing, a written notice of the threat to the staff member **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.

Sample Notice of Threat: To the parent whose student received the threat.

Date

Name of Parent

Address

Dear

When we spoke on (date), I informed you that your (son or daughter), (name of the student who received the threat) name appeared on a list threatening violence or harm, or was threatened by another student here at school. We also spoke about who made the threat, the nature of the threat, and the action that we are taking to respond to it.

Please let me know if you would like to have additional information, or if you would find it helpful to meet to discuss this situation in more detail.

Sincerely,

Name

Principal, Name of School

Cc: Parent of student who made the threat (do not use the student's name)

Sample Notice of Threat: To the staff person who received the threat.

Date

To: Name of staff member

From: Name of administrator

Re: Student Threat

When we spoke on (date), I informed you that your name appeared on a target list threatening violence or harm. We also spoke about who made the threat, the nature of the threat, and the action that I am taking to respond to it.

Please let me know if you would like to have additional information, or if you would find it helpful to meet to discuss this situation in more detail.

Sincerely,

Name

Principal, Name of School

Cc: Parent of student who made the threat (do not use the student's name)

AN ARTICLE FOR SCHOOL NEWSLETTERS

School to inform parents if their student receives a threat.

It has always been our practice to keep parents informed if their son or daughter receives a serious threat of violence or harm at school, but it is important for you to know about a new set of procedures we are implementing to comply with changes in state law.

Oregon law now requires schools to inform parents if their son or daughter's name appears on a targeted list (i.e., a "hit list") that threatens violence or harm, or when he or she receives a threat of violence or harm from another student. We will be using the following procedure to inform you if your student either receives or makes a serious threat of violence or harm.

If your son or daughter's name appears on a list threatening violence or harm, or if he or she receives other threats of violence or harm by another student, we will attempt to meet with you personally, or talk by telephone, within 12 hours of learning about the threat. We will tell you about the threat, who made the threat (if we know), and the action we are taking to respond to it. We will also send you a notice within 24 hours, stating that your son or daughter did receive a threat. Our number one priority will be to make sure that school is safe for your children.

If your son or daughter made the threat, we will let you know that he or she made the threat and the action we are taking, including informing the parents of the student who received the threat that your student made.

We are also following a similar process for informing staff when they receive a threat from a student, and are required by the district's Student Rights and Responsibilities Handbook to inform the police.

Please call (name of principal) at (phone number) if you have questions about this new process.