

Board Directive:

**Direct all staff to immediately report any threats, substantiated or unsubstantiated, to law enforcement with parent communication as soon as possible.**

Administrative Procedure:

**Definitions**

- **Threat:** A threat is the expression of intent to harm one's self, another person or property that will compromise the safety of the school as a whole or a substantial number of students. A threat can be spoken, written or symbolic (e.g. a gesture). A threat can be direct, indirect, veiled or conditional. A threat may be a crime.
- **Immediate:** A threat is consider *immediate* when harm is imminent and the individual(s) making the threat has the present ability and/or means to complete the act.

**Reporting**

All threats must be taken seriously and evaluated to address imminent danger and determine course of action.

- **Staff**
  - If the threat is immediate, staff should contact law enforcement directly and immediately (by calling 911)
  - If the threat is not "immediate," staff should report the threat to school administration (or designee).
- **Administration**
  - In determining the need to contact local law enforcement, the administrator will consider the following factors:
    - Age of student
    - Threat involving use of weapon
    - Totality of the Circumstances (refer to the District Safety Flip Chart and/or District Disciplinary Protocols and Procedures)

**Parental Communication**

A threat that has been reported to the police will be communicated to parents when administration, in conjunction with law enforcement, determines there is a threat to the school community. The timing of the communication will be dependent on the circumstances of the threat and will include consideration that parental communication does not impede a police investigation.

References

- Iowa City Community School District Safety Flip Chart
- District Disciplinary Protocols and Procedures