

Students

Staff Notification of Violent Behavior of 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 work with the student and manage the behavior.

This policy addresses the circumstances under which data should be provided to classroom teachers and other school district staff members about students with a history of violent behavior, and establishes a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. General Statement of Policy

- A. 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 will immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notification and to determine how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. Definitions

For purposes of this policy, the definitions included in this section apply.

- A. "Administration" means the superintendent, building principal, or other designee.
- B. "Classroom teacher" means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.
- C. "District 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;
 3. A person employed by the school board as a temporary substitute in a professional position for the period of their performance as a substitute; and
 4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of their performance as an employee or contractor.
- D. A “history of violent behavior” will be attributed to a student if any incident of violence has occurred during the current or previous school year.
- E. “Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to a district employee, regardless of whether related to a disability or whether discipline was imposed.
- F. “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 district 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;
 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; or
 4. Perform a task directly related to responding to a request for data.
- G. “Responsible authority” means superintendent or designee.

IV. Procedure for Staff Notification of Students with Violent Behavior

A. 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 district will immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see section IIID, above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other district 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 will provide notice to anyone substituting for the classroom teacher or district staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

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

C. Determination of Who Receives Notice

The determination of which classroom teachers and district staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the district's responsible authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the responsible authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and district staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in section III of this policy;
4. 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; and
5. Reminder of the private nature of the data provided.

E. Record of Notice

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

2. Retention of the written notice or other documentation provided to classroom teachers and district staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in their discretion, that the classroom teacher and/or district 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.
2. The persons present at the meeting may have access to the data described in section IV.D, above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the district in accordance with district policy. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a notification of violent behavior given pursuant to Section IV.D. above.

V. 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 district policy.

VI. Parental Notice

- A. The administration will notify parents or guardians annually that the school district gives classroom teachers and other district 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 district staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents or guardians 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 district policy.

VII. Training Needs

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.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (Compulsory Instruction – Education Records)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification: Teachers’ Legitimate Educational Interest)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Rules Parts 1205.0100–1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1–99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53 (Policy on Students with a History of Violent Behavior)

Cross Reference:

Policy 515 (Protection and Privacy of Student Records)
Policy 719 (Records Retention)

Policy

adopted: 01/22/08
reviewed: 04/09/12
revised: 12/15/14
revised: 09/25/17
reviewed: 08/10/20
revised: 06/09/25

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota