



ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 9030

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CATEGORY: **Community Relations**

EFFECTIVE: **5-30-03**

SUBJECT: **Notification of Staff/Parents/Guardians of a
Violent Crime on a School Site**

REVISED: **NEW**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for notifying site staff, parents and guardians of the occurrence of a violent crime at a school site.
2. **Related Procedures:**

Employee name and address changes	7105
Employee personnel files	7100
Expulsion	6295
Release of student information	6525
Security, general	5000
Threats and violence	EP 11

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-1000, G-1001, G-2000; Education Code Sections 35294.1.(e), 48915 and 67381.(i)(2), Government Code Sections 6250 *et seq.*
2. State law allows a school site principal under certain circumstances to notify school site staff, parents and guardians of the occurrence of a violent crime on a school site.

C. GENERAL

1. **Originating Office.** Suggestions and questions concerning this procedure should be directed to the Office of General Counsel, Office of the Superintendent.
2. **Definition**
 - a. **Violent crime:** An act for which a pupil could be expelled, pursuant to Education Code Section 48915 *and* which meets the definition as set forth in Education Code Section 67381.(i)(2) and includes the following offenses:
 - (1) Willful homicide
 - (2) Forcible rape
 - (3) Robbery
 - (4) Aggravated assault

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The Uniform Crime Reporting Handbook of the FBI defines *aggravated assault* as “an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)”

3. Upon verification from the School Police Services or the San Diego Police Department of the occurrence of the violent crime on a school site, written notification *may* be provided by principal to site staff/parents/guardians of such occurrence and the general nature of the crime.
4. If it is determined that a notification is required, notification must be made no later than the end of business on the second regular workday after verification of the violent crime from the School Police Services or the San Diego Police Department.

If the School Police Services or the San Diego Police Department determine that such notification would hinder ongoing investigation of the occurrence, the notification shall be made within a reasonable period of time as determined by the School Police Services or the San Diego Police Department and the principal.

5. **Limitations.** Principals are cautioned that if any perpetrator or victim of the criminal act is a district student or staff member, no information that could lead to the identification of such student or staff member may be disclosed in said notification.

D. IMPLEMENTATION

1. **Principal**
 - a. Following the commission of a violent crime as defined in C.2.a., may begin the process to notify school site staff and parents/guardians of this act.
 - b. Drafts notification and submits to School Police Services, General Counsel, and Communications Department for review.
 - c. Notification must be made no later than the end of business on the second regular workday after verification of the violent crime from School Police Services or the San Diego Police Department.

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2. **School Police Services.** Indicates to school principal what notification is restricted due to an ongoing investigation. If notification is restricted due to ongoing investigation, notification may be made within a reasonable period of time as determined jointly by principal and School Police Services.
3. **General Counsel.** Reviews principal's draft of notification.
4. **Communications Department.** Reviews principal's draft of notification.

E. FORMS AND AUXILLIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education