

STUDENT THREAT ASSESSMENT PROGRAM

“QUICK GUIDE”: How to Conduct a Threat Assessment

THE INCIDENT	<p style="text-align: center;">Always follow district emergency procedures and policy.</p> <p style="text-align: center;">Act of Violence, Implied or Direct Threat, Sexual Incident is identified.</p> <p>If imminent danger exists, notify Law Enforcement, appropriate level District Operations, and Risk Management. Initiate a protective response as determined by law and district policy.</p>
LEVEL I Preparation	<p>A <u>Level I Assessment</u> is initiated by any two members (a building administrator and at least one other member) of the Site (school) Team. This <u>Level I Assessment</u> is recommended for investigation and documentation of concerns about dangerous student activity, behavior, ideation, and/or communication. A threat does not have to be clearly indicated or direct in order to proceed with a <u>Level I Assessment</u>. Site Teams are encouraged to use the <u>Level I Assessment</u> to address concerns and document their review of potential safety issues, even if the concerns are minor, unlikely, or unfounded.</p>
LEVEL I	<p>The <u>Level I Assessment</u> can be used as a reasonably short (60-90 minute) review or a more extensive and lengthy screening (depending upon the circumstances). Reminder: Site Teams are encouraged to use direct consultation from the Threat Assessment Coordinator at <u>Level I Assessments</u> in cases of sexual incidents. Administrators new to the threat assessment process are encouraged to consult on all <u>Level I Assessments</u>.</p> <ol style="list-style-type: none"> 1. The Site (school) Team includes an administrator, counselor, SRO, teachers and others who know the student well. Other Site Team members may include campus monitors/security, other teachers, and education program case managers if the student is on an IEP or 504 plan. Note: The Site Team should have a minimum of three participants. Parents and community agencies involved directly with the family (if applicable) should be involved in the <u>Level I Assessment</u> whenever possible. 2. Distribute <u>Teacher/Staff Questionnaires</u> to any relevant staff who will not be attending the <u>Level 1 Assessment</u> and ask that they be returned to administrator prior to the <u>Level I Assessment</u>. <u>The Parent Questionnaires and Student Interviews</u> should also be completed (when possible) before the <u>Level I Assessment</u>. These should be conducted by an administrator or other assigned staff and can be done on the phone if necessary. Note: Do not delay assessment if unable to engage parents/guardians or student. 3. Parent/guardian must be notified that a <u>Level I Threat Assessment</u> will be taking place and should be invited to participate. The school site team MAY elect to complete the assessment without the inclusion/attendance of the parent if such inclusion/attendance would serve to compromise the process, or if the parent refuses to attend/participate. 4. Using the <u>Level I Protocol</u>, the Site Team documents warning signs, risk factors and student management needs on the protocol and a <u>Student Supervision Plan</u> is developed. The plan is tracked and case managed by the building administrator. Follow-up dates may be scheduled as needed to monitor the plan. 5. If a student or staff member has been identified as a possible target, document the steps taken to protect the identified target. This can be documented in <u>Step 4</u> on the <u>Level I Protocol</u>. 6. The building administrator leads the Site Team in determining the need to move to a <u>Level II Assessment</u>.

LEVEL II

1. If the **Site Team** determines that more assessment is necessary, a building administrator or designee contacts the **Threat Assessment Coordinator**. The coordinator will schedule the **Level II Assessment**.
Level I Protocol, Teacher/Staff Questionnaires, Parent Questionnaires and Student Interviews must be completed prior to requesting a **Level II Assessment**.
2. When the **Level II Assessment** is requested, the site team (a building administrator or designee) should scan the completed **Level I Protocol, Teacher/Staff Questionnaires, Parent Questionnaires, and Student Interviews** to the **Threat Assessment Coordinator**. **Site Team** members will participate in the **Level II Assessment**. The **Threat Assessment Coordinator** will schedule the **Level II Assessment** with the **Site Team** and community partners.
3. A **Level II Assessment** is conducted with a **Threat Assessment Coordinator** and any combination of the following: **Mental Health Consultant, Law Enforcement, Children's Services Social Worker or Supervisor, and Juvenile Probation Counselor**.

TA Coordinator Contact Information:

Travis Effinger
travis.effinger@esd112.org
360-209-8879

Don Lawry
don.lawry@esd112.org
360-952-3336

LEVEL II- CONTINUED

1. Once a **Level II Assessment** is complete, **plan management and monitoring will continue at the school site** by the building administrator. The management plan should be reviewed on a schedule determined at the time of the assessment or as needed.
2. File management and maintenance will be done at **the school site** and district. A summary of the **Level II Assessment** will be provided in **draft form** to the building administrator and district office (if applicable). The drafted document may be modified by the building administrator in conjunction with the **Threat Assessment Coordinator**. The finalized **Level II Assessment** will be sent to the building administrator and district office (if applicable).
3. **Maintain two copies of the Level II Assessment: One copy should be in a sealed envelope marked "CONFIDENTIAL" and placed in the student's cumulative file. A second copy should be kept in a working file in the administrator's office.**
4. After the **Level II Assessment** is complete and management strategies are developed, an assessment may be scheduled for additional follow-up at a later **Level II Assessment**.