

# CSD Emergency Safety Guide

## Student Threat Assessment & Management System



Updated 1/2020

Colton School District

## Student Threat Assessment & Management System

### THE INCIDENT

- A. Implied threat or act of aggression occurs (student(s) engaged in or considering aggression directed at other people.) **NOTE:** System is NOT to be used for students who are suicidal, acting out sexually, or setting fires, unless they are doing so as an act of aggression intending severe or lethal injury to others (violence).
- B. **If imminent danger exists notify Law Enforcement, and then Superintendent. Initiate a protective response using district guidelines.**

### NEED FOR LEVEL 1

- A. The Level 1 Assessment is initiated by the administrator with consultation from another member of the Site Team. The Site Team may be comprised of administrators, school counselors, campus monitor interventionist, district safety committee chair, and/or local law enforcement. (See ***Systems Flow Chart.***)
1. If after consultation between an administrator and either the school counselor or superintendent, it is determined that a Level 1 assessment is not necessary, this decision is documented using the ***Threat Response Dismissal Form.*** This form should be maintained in the administrator's working file.
- B. The Level 1 Protocol is recommended for investigation and documentation of concerns about dangerous student activities, behaviors, ideation, and / or statements. A direct threat (expressed or acted out) does not have to be clearly indicated in order to proceed with a Level 1 Assessment. Site Teams are encouraged to use the Level 1 Assessment to address concerns and document their review of potential danger or safety issues, even if dismissed as minor or unlikely. (The Level 1 Assessment process can be used as a reasonably short (20-30 minutes) review or a more extensive and lengthy assessment, depending upon the circumstances.)
- C. Consider completing an interview with the student of concern using the ***Student Interview*** form as a guide. Other students who were witnesses to the incident or who have pertinent information may be interviewed using the ***Student Witness Interview*** form as a guide.
- D. The following are our guidelines for considering a level 1:
1. Threat or aggression is specific to identified target with motive and plan.
  2. Weapon at school or attempt to bring a weapon to school.
  3. Threat or aggression is causing considerable fear or disruption to activity.
  4. There is continued intent to carry out threat.
  5. There is a history of threats or extreme aggression (violence).
  6. Staff, parent, or student perceives threatening circumstances.
  7. Administrator is unable to determine if a situation poses a risk to school personnel or the community.

## LEVEL 1

### A. Use the following process to conduct a Level 1 Assessment:

1. Schedule assessment as soon as Site Team can assemble. Make sure all students/staff are safe. If necessary take appropriate precautions such as detaining the student and restricting access to coats, backpacks, lockers, etc. If imminent danger exists, call law enforcement, then the superintendent and follow district safety guidelines. Administrator and/or campus monitor/interventionist (if appropriate) interview the student or students of concern regarding the threat, behavior related to the threat, motives, accelerating factors, and protective supports.
2. Include teachers who know student well (especially English, Humanities and Art teachers), Campus Monitor(s), and education case managers if student is on IEP or 504 Plan. The **Teacher Questionnaire** is available for education staff to complete if unable to attend meeting.
3. Also include community agency case managers if student is adjudicated or a Ward of the Court.
4. The parent/guardian should be notified that the assessment will be taking place and invited to participate if Administrator determines that parents/guardians will be constructive to the assessment process. Site Team may elect to complete the assessment without notification and/or inclusion of the parent if it is determined that the participation of the parent would compromise the process. Documentation for parental notification is on the Level 1 Assessment. The **Parent Interview** is available to complete by phone if parent does not attend meeting.
5. Through team discussion and information gathering (including interview information from the student/s of concern and information transferred from the **Student Interview, Student Witness Interview, Teacher Questionnaires** and **Parent Interview** (if completed), conduct the Level 1 assessment using **Level 1 Protocol**. The Level 1 Protocol includes demographics, assessment questions, supervision strategies to address risk factors, management needs and has recommended criteria for considering further assessment through the Level 2 process.
6. Use the **Companion to Level 1 Protocol** as a reference to assist the completion of the Level 1 assessment. (The Companion is an in-depth explanation of each question and risk factor noted in Step 3.)
7. Use the supervision strategies suggested in Step 4 to address the concerns and aggravating factors identified in Step 3. If the Site Team determines that more assessment is necessary (see step 5-Level 1 Protocol) contact Marla Conser, Clackamas Student Threat Assessment Coordinator, 503-702-1096, [MarlaCon@clackamas.us](mailto:MarlaCon@clackamas.us). The Clackamas Student Threat Assessment Coordinator will then schedule the Level 2 Investigation Team. Upon calling the coordinator, have the information available requested under step 5 of Level 1 Assessment Protocol. This will allow the coordinator to schedule the appropriate attendees (Juvenile Probations Officers, State Case Workers, Therapists, etc.) for the Level 2 Assessment.

### B. Use the following process to complete the Level 1 process:

1. Note the presence of a Confidential File on the "Student Notifications" screen in Synergy. Once you have noted the existence of the file (or if file already exists), a red/yellow "CF" alert will show up in the upper right corner of the student screen.

2. If other student(s) has been identified as a possible targeted victim notify his/her parents/guardians using the **Notification Log** and the **Notification Letter** (notification call is to be done within 12 hours; notification letter within 24 hours. See ORS. 339.327). Then consider completing a **Plan to Protect Targeted or Victimized Student** taking into consideration information from the targeted student and his or her parent/guardians.
3. **Maintain two copies of the Level 1 Protocol.** One in a letter-size manila envelope marked, Confidential Record placed in the student's regular academic or cumulative file and a second copy in the administrator's working file (available to counselor, and superintendent). The case is tracked and managed by the school administrator. Schedule follow up dates for review of supervision plan and risk factors as needed.

## LEVEL 2

- A. A Level 2 Assessment is conducted primarily at the school site by an investigative team comprised of a School Psychologist, Mental Health Worker, Law Enforcement Threat Assessment Specialist and other Case Workers as appropriate (such as Juvenile Probation Counselor, Oregon Youth Authority Counselor and/or DHS Case Manager). The investigative team represents the Clackamas Student Threat Assessment Team (or CSTAT) with membership from the following agencies: **Clackamas School Districts, Clackamas Education Services District, (CESD), Clackamas County Sheriff's Office, Oregon Judicial Department, Clackamas County Children's Mental Health, Clackamas County Juvenile Department, the Oregon Youth Authority, and Clackamas Community College.**
- B. After the assessment is conducted and management strategies are determined, the student's case will be scheduled for further Level 2 review and advisement with the entire Student Threat Assessment Team noted above. (See [Level 2 Flow Chart](#)). A member of the Site Team (the administrator in most cases) will also attend the staffing. Clackamas Level 2 Threat Assessment Team consultation will further advise on risk, management and intervention strategies, community resources and will support school and other agency professionals on the management of dangerous situations.
- C. Once a student is staffed, case management will be done from the school site by the building administrator and reviewed on a schedule determined at the time of the assessment or as needed if the situation escalates. Members of Level 2 team will provide follow-up and consultation as circumstances change and/or supervision needs increase. Student may be reviewed and re-assessed at any time upon the request of the Site Team.
- D. A Level 2 Assessment Summary documenting the risk factors and supervision strategies will be written and provided to the Site Team. Place copies of the Level 2 Assessment Summary in the *Confidential Record* noted above and update Synergy to note the presence of a Confidential Record.

# COMMUNICATING WITH STAFF AND FAMILIES

- A. After both a Level 1 and Level 2 Assessment, determine which school staff need to know that a threat assessment has been completed. Consider staff such as classroom teachers, administrators, transportation staff, secretarial staff, Special Education case managers, coaches, or others interacting regularly with the student. The parent(s)/guardian(s) of the assessed student, as well as the targeted student's parent(s)/guardian(s) (if applicable), should also be notified at the conclusion of the Level 1 or Level 2 assessment. Provide information regarding the severity of the threat and the supervision/management plan. Provide only the minimum amount of information that is necessary to ensure safety. Make sure that staff responsible for monitoring the plan understand and can fulfill their responsibilities.
  
- B. Provide staff and parents with the risk factors brochure and direct them to inform a member of the investigation team (Administrator, Campus Monitor Interventionist, Counselor etc.) should new concerns arise.

## Act of Violence or Implied Threat of Violence Follow Student Threat Assessment and Management System:

