SOUTH WHIDBEY SCHOOL DISTRICT
STUDENT THREAT ASSESSMENT AND MANAGEMENT SYSTEM
SYSTEMS GUIDE

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, appropriate Level Office, and Safety and Risk Management Department. 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 is comprised of administrators, school counselors and school resource officers. (***See Systems Flow Chart***.)

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 minute's) 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, level office and follow district safety guidelines. Administrator interview the student or student's 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 SWSD Superintendent at 360-221-6808 ext 2245. The Superintendent will then schedule the Level 2 Investigation Team. Upon calling Superintendent, have the information available requested under step 5 of Level 1 Assessment Protocol. This will allow Dispatch 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. Student Cumulative files containing Confidential Files previously noted in SASI have had that notation transferred to Synergy.
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). 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/CDS). 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 and/or CPS Case Manager). The investigative team represents the SWSD Student Threat Assessment Team (or STAT) with membership from Island County Mental Health.

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 STAT staffing. STAT 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 situation escalates. Members of STAT 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.) should new concerns arise.

Josephine P. Moccia, Ed.D
Superintendent of Schools

Board of Directors
Andrea Downs
Damian Greene
Dr. Julie Hadden
Linda Racicot
Shawn Nowlin

STUDENT THREAT ASSESSMENT AND MANAGEMENT SYSTEM

Notification Letter

(Use as written communication to legal guardians of threatened or victimized students)

Certified mail is recommended

DATE

ADDRESS OF PARENT / GUARDIAN

Dear *Parent/Guardian:*

This letter is a follow-up to our phone conversation of (*date of phone call*). To further ensure the safety of all our students, the Washington Statutes requires written notification to the parent of a student whom may be at risk for potential harm.

This matter has been referred to the (*police agency*). The contact officer will be the Officer (*name of officer*) who may be reached at *(phone number*) for information regarding the law enforcement investigation.

The validity of this threat will be investigated by a multi-disciplinary team, which will include law enforcement, school administration and guidance counseling, as well, other disciplines and community agencies as needed. This team is currently assessing risk and implementing safety measures for your student. If you have any further questions, I am the contact person for this team and you may call me at the above number.

Sincerely,

ADMINISTRATOR

South Whidbey School District
Student Threat Assessment and Management System
Student-Witness Interview - Level 1

Step 1: Directions for Case Manager:

This interview is only to be conducted by an administrator or school counselor as a supplement to the Level 1 Screening Protocol. Address the following questions through an interview or open-ended inquiry with the student or students of concern (who is/are in a situation that poses a threat).

Do NOT ask the student to read and complete the questions by themselves.

Although the student can provide crucial information regarding a situation, do not delay the Level 1 Assessment if the student is not available or is unwilling.

The following is an examination of current circumstances and as these circumstances change, so too does risk potential; therefore, review the results of this interview while being mindful of supervision, intervention, and the passage of time. Each question is a prompt for exploration of circumstances that may involve the escalation of violence.

Student's Name: _____ **Date:** _____

Administrator / Case Manager's Name: _____

Person conducting the Interview: _____

Address the student and describe the perceived threat, dangerous situation or violent action that has brought this situation to your attention. Explain our obligation and responsibility to investigate and assess all situations that may be dangerous for the student, other students, and/or staff.

Step 2: Ask the following questions through conversation or direct inquiry.

1. It has been reported that you witnessed a threat.....tell me what happened.

2. When did this happen? Who is/are involved in the threat/situation? How are they involved?

3. What exactly was said (written, posted, drawn, filmed or otherwise communicated)?

4. Who was threatened? Who are they wanting to harm?

Attach copy with Level 1 Protocol
Place copy in envelope marked "Confidential Record"

5. What reasons, if any, were given for the threatened behavior?

6. Is there a plan to hurt anyone?

7. Do any of the students who are involved with the threat have weapons or have access to weapons (including knives, swords, bats, explosives, etc.)?

8. Have any of the students involved done anything that would make you think they are practicing or preparing to follow through on the threat and harm someone?

9. Who is in control of the situation? Is there a leader?

10. What do you think of this situation?

11. Is there anything else we should know about this situation?

12. What can we do to help?

Step 3:

1. **What is interviewers relationship with student:**

   ☐ **difficult, or** ☐ **neutral, or** ☐ **positive relationship with this student?**

2. **In your opinion, was the student:**

   ☐ **guarded or** ☐ **defensive or** ☐ **communicative in a manner that appeared open and honest?**

South Whidbey School District
Student Threat Assessment and Management System
Parent/Guardian Interview - Level 1

Step 1: Directions for Case Manager:

This interview is only to be conducted by a school counselor or administrator as a supplement to the Level 1 Screening Protocol (by phone or in person) if a parent/guardian does not attend the Level 1 Screening. Address the following questions through an interview or conversation with open-ended inquiry. Do NOT ask the parent/guardian to read and complete the questions by themselves.

Although a parent/guardian can provide crucial information regarding a situation, do not delay the Level 1 Screening if the parent is not available, is unwilling, or if the Site Team determines that the parent should not be included at this time.

The following is an examination of current circumstances and as these circumstances change, so too does risk potential; therefore, review the results of this interview while being mindful of supervision, intervention and the passage of time. Each question is a prompt for exploration of circumstances that may involve the escalation of violence.

Student's Name: _____ **Date:** _____

Administrator / Case Manager's Name: _____

Parent / Guardian's Name: _____

Person conducting the Interview: _____

Contact parent / guardian and describe threat, dangerous situation or violent action that has brought this student to your attention. Explain our obligation and responsibility to investigate and assess all situations that may be dangerous for the student, other students, and/or staff.

Step 2: Ask the following questions through conversation or direct inquiry.

The numbers in parenthesis at the end of each question refer to the corresponding Level 1 Protocol questions that are to be addressed in accordance with the information collected in this questionnaire.

1. Does the parent / guardian (or other family / community members) have concerns about behavior, potential violence, or issues: specific to the incident? (1,2,13,18,19)

2. Has the student communicated any threats, ideas of violence, or wishes / intentions to harm anyone (at school, at home, in the community, or himself / herself)? (2,3,4,5)

Attach copy with Level 1 Protocol
Place copy in envelope marked "Confidential Record"

3. Are there any fascinations, identifications with violence (especially vindictive or revengeful acts of violence through movies, music, video games, literature, Internet usage)? Does the student justify the use of violence to solve problems? (7,8,11)

4. Has the student become increasingly focused or agitated about a particular issue (such as social problems, girlfriend / boyfriend, justice, bullying, revenge, etc.)? (7,8,10,11,15)

5. Are there certain situations that agitate the student or his / her inclination to violent or aggressive activity, ideas, or communication? Have there been any changes at home that may have increased stress? Have there been any relationship changes (peers, family) or belief changes? (7,8,9,15, 17)

6. What is the student's self-perception? (Leader, follower, victim, outcast, etc.) (9,11,17)

7. Are there drug / alcohol issues with the student, family, or friends? (17)

8. Is the student involved with the Juvenile Department, Police, SCF, Mental Health, or other agencies? Is communication with these agencies possible? (20)

9. What are student's positive activities, interests, relationships, (Scouting, church, sports, clubs, recreation, pets, family, friends, community)? (16)

Attach copy with Level 1 Protocol
Place copy in envelope marked "Confidential Record"

10. Are firearms or other weapons accessible? Are firearms available anywhere in your house or within the houses of regularly visited relatives or friends? Has the student attempted or communicated a desire to obtain a firearm or weapon? If needed, is the parent able to search the student's room or possessions? (6)

11. Does the student have access to a smartphone (active or inactive)? To your knowledge, does the student use social media (e.g. Snapchat, Instagram, Twitter, Kik, etc.)? What method do you use to monitor the student's social media use? Have you ever concerned by a post, link, or comment?

12. Are there any other concerns not addressed by these interview questions? (19,20)

13. What is parent's relationship with the student? ☐ difficult, ☐ neutral, or ☐ positive relationship with this student? (16)

STUDENT THREAT ASSESSMENT AND MANAGEMENT SYSTEM

Notification Log

(Use as documentation for notification to legal guardians of threatened or victimized students)

An interpreter was used for non-English communication
Attached Copy of District Incident Report

School: _____ **Student Name:** _____ **Student #:** _____

Date /Time of Incident: _____ **Name of Administrator completing this Form:** _____

Parent/Guardian Name: _____ Home #: _____ Work #: _____

Parent/Guardian Name: _____ Home #: _____ Work #: _____

****#1 Emergency Name:** _____ **Home #:** _____ **Work #:** _____

****#2 Emergency Name:** _____ **Home #:** _____ **Work #:** _____

****NO INFORMATION REGARDING INCIDENT SHOULD BE GIVEN TO THE EMERGENCY CONTACT PERSON – ONLY PARENT/GUARDIAN.**

DOCUMENT CONTACT OR ATTEMPTS TO CONTACT IN LOG BELOW

Name	Number Used	Attempted Date and Time	Message Left

- ☐ Described incident to parent/guardian – parent/guardian's comments (attach additional sheet if necessary): _____
- ☐ Informed the parent/guardian that South Whidbey School District personnel, law enforcement, and other agencies as necessary are investigating the validity of this threat.
- ☐ Described to parent/guardian any immediate safety measures that have been taken - parent/guardian's comments (attach additional comment sheet if necessary): _____
- ☐ Notified parent/guardian that a follow-up letter to this conversation will be arriving within a couple of days as required by Statutes.
- ☐ Identified myself as the contact person regarding the school's investigation of this incident and provided the name of the Officer for the Law Enforcement portion of the investigation (provided officers contact information.)
- ☐ Notified parent/guardian of meeting scheduled on _____ (date) to develop a Plan to Protect their student from harm.

SOUTH WHIDBEY SCHOOL DISTRICT

STUDENT THREAT ASSESSMENT and MANAGEMENT SYSTEM

Systems Flow Chart

