

## **Operational Services**

### **Administrative Procedure - Targeted School Violence Prevention Program**

Use this procedure to establish a Targeted School Violence Prevention Program (Program). It defines terms important to the Program, outlines actions for specific staff members to execute, and is adapted from the premier best practice model as of this publication: *Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines*, Fifth Edition (July 2023), Virginia Center for School and Campus Safety, Virginia Dept. of Criminal Justice Services, at: [www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/k-12\\_threat\\_assessment\\_management\\_mppg\\_mpd.pdf](http://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/k-12_threat_assessment_management_mppg_mpd.pdf).

This administrative procedure contains three sections as follows:

1. Glossary of Terms
2. Establishment and Function of Targeted School Violence Prevention Plan
3. Preparedness for a Targeted School Violence Crisis, Response, and Recovery

#### **Glossary of Terms**

**Aberrant Behavior** – Behavior that is atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior involves actions, statements, communications, or responses that are unusual for the person or situation; actions that could lead to violence toward self or others; or actions that are reasonably perceived as threatening or causing concern for the well-being of the person. These can include (but are not limited to):

- Unusual withdrawal or isolation of subjects from peers and family members;
- Sullen or depressed behavior from an otherwise friendly and positive person;
- Atypical or out-of-context outbursts of verbal or physical aggression;
- Increased levels of agitation, frustration, or anger;
- Confrontational, accusatory, or blaming behavior;
- An atypical interest in or fascination with weapons or acts of violence; and/or
- Fixation on violence as a means of addressing a grievance.

**District Environment** – Broadly characterized as the District’s learning and working environment; it includes the physical environment of school buildings and grounds, all services and programs provided by the District, and the overall school climate.

**Pose a Threat** – To pose a threat means an individual has, or is in the process of obtaining, the intent and capability to cause harm to self or others through planning and preparation.

**Protective Factors** – Characteristics or resources that make it less likely that an individual will engage in violence.

**Risk Factors** – Characteristics that make it more likely that an individual may engage in violence. Risk factors are usually stable over time.

**School Climate** – A part of the District environment, school climate is the quality and character of school life. School climate is based on patterns of students’, parents’/guardians’, and school personnel’s experience of school life; it also reflects norms, goals, values, interpersonal relationships, teaching and learning practices, and organizational structures.

**Targeted School Violence** – Includes school shootings and other school-based attacks where a school or a member of the school community was deliberately selected as the target of the attack and was not simply a random target of opportunity.

**Targeted School Violence Prevention Plan (TSVP Plan)** – For purposes of policy 4:190, *Targeted School Violence Prevention Program*, and this procedure, a District-wide plan that is incorporated

into each School Emergency Operations and Crisis Response Plan (SEOCR) in 4:170-AP1, *Comprehensive Safety and Security Plan*. A TSVP Plan is collectively implemented by local school officials, District staff, students, families, and the community with the goal of preventing and identifying threats and targeted school violence. Under a properly implemented TSVP Plan, schools can respond to individuals/situations that raise safety concerns.

**Threat** – A concerning communication or behavior that indicates that an individual may pose a danger to the safety of school staff or students through acts of violence or other behavior that could cause harm to self or others. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means; it is considered a threat regardless of whether it is observed by or communicated directly to the target of the threat or observed by or communicated to a third party, and regardless of whether the target of the threat is aware of the threat. For more information on types of threats, see the subheads **Glossary of Terms** and **Assessing and Classifying Threats** in 4:190-AP2, *Threat Assessment Team (TAT)*.

**Threat Assessment** – A systematic, fact-based process emphasizing an appraisal of observed (or reasonably observable) behaviors to identify potentially disruptive, dangerous, or violent situations, to assess them, and to manage/address them.

**Threat Assessment Team (TAT)** – A multidisciplinary Building-level team lead by the Building Principal to perform specific threat assessments. For information about TAT members, the function of TATs, and their procedures, see 4:190-AP2, *Threat Assessment Team (TAT)*.

**Warning Signs** – Characteristics or behaviors that are associated with a current or escalating risk of violence. These tend to be dynamic, acute, and often associated with new stresses, events, losses, or failures.

Establishment and Function of Targeted School Violence Prevention Plan

Following are the strategic procedures to integrate a TSVP Plan into the District’s existing policies and procedures.

Actor	Action
Superintendent	Selects School Violence Prevention Team (SVP Team) members from throughout the community to include: Building Principals (Building Principals are mandatory for successful implementation of a TSVP Plan). District Safety Coordinator (see 4:170-AP1, <i>Comprehensive Safety and Security Plan, Part C, District Safety Coordinator and Safety Team; Responsibilities</i> ) Teachers Law enforcement representatives Board Attorney District psychologist(s), social worker(s), and/or counselor(s) Other mental health workers and/or social service agencies Faith leaders Community members Students Chairs and convenes SVP Team meetings for the purpose of developing a TSVP Plan. Determines whether to recommend that the Board assess the

Actor	Action
	<p>District's conditions for development and learning (see 7:180-API, <i>Prevention, Identification, Investigation, and Response to Bullying</i>, for resources and more discussion).</p> <p>Informs the Board of the SVP Team's progress, needs, and recommendations by adding information items to the Board's agendas as needed.</p> <p>Prior to the start of each school year, files 4:190-AP2, <i>Threat Assessment Team (TAT)</i>, and a list identifying the members of all TATs with: (1) a local law enforcement agency, and (2) the Regional Office of Education or Intermediate Service Center, as applicable. 105 ILCS 128/45(b), amended by P.A.s 102-791 and 103-175. Informs the Board that this filing was completed.</p>
<p>SVP Team</p> <p>SVP Team, cont'd</p>	<p>Meets when called by the Superintendent for the purpose of: (1) developing a TSVP Plan, and (2) creating, implementing, and monitoring TATs.</p> <p>For more information about the function of TATs, see 4:190-AP2, <i>Threat Assessment Team (TAT)</i>. See Recommendation #1 from the <i>Recommendations of the Illinois Terrorism Task Force School Safety Working Group</i>, encouraging districts to establish TATs, at <a href="http://www.iasb.com/IASB/media/School-Safety/ITTFSchoolSafetyRecommendations.pdf">www.iasb.com/IASB/media/School-Safety/ITTFSchoolSafetyRecommendations.pdf</a>.</p> <p>Ensures that the District's TSVP Plan complies with applicable civil rights statutes and other State and federal laws.</p> <p>Ensures that all District staff are annually trained and understand the TSVP Plan, the role of the SVP Team, and the role a TAT.</p> <p>Ensures that procedures are maintained for effective information sharing between the District and local law enforcement agencies and community services agencies, including defining the threshold for law enforcement intervention.</p> <p>Regularly assesses the effectiveness of the TSVP Plan throughout the District, including the establishment of resources for central reporting mechanisms at the District-wide and school-building level.</p> <p>Identifies Board policies and procedures or equivalent topics that possibly affect a TSVP Plan, including but not limited to:</p> <ul style="list-style-type: none"> <li>1:20, <i>District Organization, Operations, and Cooperative Agreements</i></li> <li>2:150, <i>Committees</i></li> <li>2:240, <i>Board Policy Development</i></li> <li>2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i></li> <li>3:40, <i>Superintendent</i></li> </ul>

Actor	Action
<p data-bbox="284 327 496 359">SVP Team, cont'd</p> <p data-bbox="284 1157 496 1188">SVP Team, cont'd</p>	<p data-bbox="693 243 1339 310">3:60, <i>Administrative Responsibility of the Building Principal</i></p> <p data-bbox="693 319 1406 386">4:165, <i>Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors</i></p> <p data-bbox="693 394 898 426">4:170, <i>Safety</i></p> <p data-bbox="693 434 1375 466">4:190, <i>Targeted School Violence Prevention Program</i></p> <p data-bbox="693 474 1268 506">5:90, <i>Abused and Neglected Child Reporting</i></p> <p data-bbox="693 514 1154 546">5:100, <i>Staff Development Program</i></p> <p data-bbox="693 554 1406 585">5:130, <i>Responsibilities Concerning Internal Information</i></p> <p data-bbox="693 594 1195 625">5:230, <i>Maintaining Student Discipline</i></p> <p data-bbox="693 634 1323 665">6:65, <i>Student Social and Emotional Development</i></p> <p data-bbox="693 674 1289 705">6:120, <i>Education of Children with Disabilities</i></p> <p data-bbox="693 714 1183 745">6:235, <i>Access to Electronic Networks</i></p> <p data-bbox="693 753 1224 785">7:20, <i>Harassment of Students Prohibited</i></p> <p data-bbox="693 793 1242 825">7:130, <i>Student Rights and Responsibilities</i></p> <p data-bbox="693 833 1052 865">7:140, <i>Search and Seizure</i></p> <p data-bbox="693 873 1174 905">7:150, <i>Agency and Police Interviews</i></p> <p data-bbox="693 913 951 945">7:170, <i>Vandalism</i></p> <p data-bbox="693 953 1295 1020">7:180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i></p> <p data-bbox="693 1029 1214 1060">7:185, <i>Teen Dating Violence Prohibited</i></p> <p data-bbox="693 1068 1029 1100">7:190, <i>Student Behavior</i></p> <p data-bbox="693 1108 1101 1140">7:200, <i>Suspension Procedures</i></p> <p data-bbox="693 1148 1086 1180">7:210, <i>Expulsion Procedures</i></p> <p data-bbox="693 1188 1302 1220">7:230, <i>Misconduct by Students with Disabilities</i></p> <p data-bbox="693 1228 1117 1260">7:250, <i>Student Support Services</i></p> <p data-bbox="693 1268 1016 1299">7:340, <i>Student Records</i></p> <p data-bbox="693 1308 1188 1339">8:10, <i>Connection with the Community</i></p> <p data-bbox="693 1348 1066 1379">8:95, <i>Parental Involvement</i></p> <p data-bbox="693 1388 1406 1419">8:100, <i>Relations with Other Organizations and Agencies</i></p> <p data-bbox="693 1428 1455 1541">Recommends, through the Superintendent, proposed policy changes to the Board for consideration. See Board policy 2:240, <i>Board Policy Development</i>.</p> <p data-bbox="693 1549 1419 1581">Recommends and procures resources for stakeholder training.</p>
<p data-bbox="284 1623 501 1654">Building Principal</p>	<p data-bbox="693 1623 1455 1719">Ensures 4:170-AP1, <i>Comprehensive Safety and Security Plan, Part G, School Emergency Operations and Crisis Response Plan (SEOCR)</i>, is:</p> <ul style="list-style-type: none"> <li data-bbox="743 1730 1370 1761">Available throughout schools (do <b>not</b> limit to office);</li> <li data-bbox="743 1772 1409 1803">Distributed to and discussed with local law enforcement;</li> <li data-bbox="743 1814 789 1845">and</li> <li data-bbox="743 1856 1203 1887">Regularly reviewed with building staff.</li> </ul>

Actor	Action
	<p>Notifies and educates all staff, volunteers, and contractors of their duty to immediately report to the Building Principal or designee any expression of intent to harm another person, concerning communication, or concerning behavior that suggests an individual may intend to commit an act of violence.</p> <p>Notifies and educates staff, parents/guardians, students, and community members: (1) to report individuals and situations of concern to any school administrators or other authorities, i.e., local law enforcement, or the Safe2Help Illinois helpline (<a href="http://www.safe2helpil.com">www.safe2helpil.com</a>), and (2) how school officials will address these concerns.</p> <p>Distributes Board policy 4:190, <i>Targeted School Violence Prevention Program</i>; 4:190-AP2, E6, <i>Targeted School Violence Prevention and Threat Assessment Education</i>; and 7:180-AP1, E2, <i>Be a Hero by Reporting Bullying</i>; and discusses what TATs are and what they do when they learn of threats and/or school violence.</p> <p>Assesses the feasibility of forming a local anonymous tip line and organizing its management. Any locally operated school violence helpline must work in conjunction with Safe2Help Illinois as needed. 5 ILCS 860/10(d), added by P.A. 102-752.</p> <p>When a tip or concern is raised, ensures TATs are trained to engage in their work. See 4:190-AP2, <i>Threat Assessment Team (TAT)</i>.</p>
All District staff, volunteers, and contractors	<p>Read 4:190-AP2, E6, <i>Targeted School Violence Prevention and Threat Assessment Education</i>.</p> <p>Immediately report to the Building Principal or designee any expression of intent to harm another person, concerning communication, or concerning behavior that suggests an individual may intend to commit an act of targeted violence.</p> <p>Upon belief that an individual/situation poses a clear and immediate threat of serious violence that requires containment, notify school security and/or law enforcement in accordance with the SEOCR. See 4:170-AP1, <i>Comprehensive Safety and Security Plan</i>.</p>
School Board	<p>Monitors 4:190, <i>Targeted School Violence Prevention Program</i>, and considers adopting changes recommended by the SVP Team. See Board policy 2:240, <i>Board Policy Development</i>.</p> <p>Ensures that prior to the start of each school year, the Superintendent files 4:190-AP2, <i>Threat Assessment Team (TAT)</i>, and a list identifying the members of all TATs with: (1) a local law enforcement agency, and (2) the Regional Office of Education or Intermediate Service Center. 105 ILCS 128/45(b), amended by P.A.s 102-791 and 103-175.</p> <p>Provides both the SVP Team and TATs with appropriate resources, which may include providing resources and access</p>

Actor	Action
	for staff professional development opportunities. These opportunities should train staff to properly respond to individuals who provide them with information about a threat or school safety concern.
Superintendent/Building Principal	<p>Ensures the student behavior policies referred to in student handbooks notify students that threatening behavior could subject a student to disciplinary consequences. See Board policies 2:270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>, 7:20, <i>Harassment of Students Prohibited</i>, 7:180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i>, and 7:190, <i>Student Behavior</i>.</p> <p>Ensures that staff responds to students who provide them with information about a threatening or concerning individual/situation.</p>

Preparedness for a Targeted School Violence Crisis, Response, and Recovery

Following is an extension of 4:170-AP1, *Comprehensive Safety and Security Plan*. It outlines additional tasks for the Superintendent, District Safety Coordinator, and Building Principal(s) preparing for a targeted school violence crisis that school officials can incorporate into training related to each existing SEOCRPs.

Actor	Action
Superintendent, Building Principal, and SVP Team	Examine 4:170-AP1, <i>Comprehensive Safety and Security Plan</i> , and recommend any changes to existing procedures to the Superintendent or District Safety Coordinator.
District Safety Coordinator	<p>Meets with SVP Team to foster an understanding of what additional items each 4:170-AP1 Safety Team (see 4:170-AP1, <i>Comprehensive Safety and Security Plan, Part C, District Safety Coordinator and Safety Team; Responsibilities</i>) might add to its procedures to accomplish a response and recovery.</p> <p>Adds an agenda item to the 4:170-AP1 Safety Team meetings specific to Targeted School Violence; considers inviting the Board Attorney and local law enforcement and emergency responders to this meeting.</p> <p><b>Note:</b> During a crisis, legal counsel will be a crucial part of crisis response and management (but not necessarily public relations and communication) because school officials must make split-second decisions, often with legal consequences to the District. Local law enforcement’s familiarity with the identity of the District’s legal counsel <i>before</i> a crisis occurs will assist with a faster connection between legal counsel and the school officials involved in the early stages of a Targeted School Violence Crisis and the immediate response to it.</p> <p>Considers designating a trained public relations and communication manager to inform parents/guardians and the community during a crisis and to keep pace with social media information.</p>

Actor	Action
Superintendent and Building Principal(s)	<p>For crisis preparedness and response, ensure that:</p> <p>4:170-AP1, <i>Comprehensive Safety and Security Plan, Part G, School Emergency Operations and Crisis Response Plan (SEOCRCP)</i>, reflects each individual building’s needs.</p> <p>4:170-AP1, <i>Comprehensive Safety and Security Plan, Part F, School Safety Drill Plan</i>, supports a TSVP Plan.</p> <p>4:170-AP1, <i>Comprehensive Safety and Security Plan, Parts G and H</i>, reflects each building’s needs. Also ensure that multiple copies of these plans exist, and direct that appropriate persons have access to the plans, e.g., local law enforcement authorities, etc. One copy in the Building Principal’s office is insufficient.</p> <p>For crisis recovery, ensure that 4:170-AP1, <i>Comprehensive Safety and Security Plan, Parts I, J, and K</i>, reflects District needs and that the Board Attorney is aware of the plans.</p> <p>Recommend to the District Safety Coordinator any other additional crisis recovery items that the 4:170-AP1 Safety Team deems necessary.</p>

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