

A.W. BEATTIE CAREER CENTER

SECTION: PUPILS
 TITLE: THREAT ASSESSMENT
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	236.1 THREAT ASSESSMENT
1. Purpose 24 P.S. 1302-E	The Joint Operating Committee (JOC) is committed to protecting the health, safety and welfare of its students and the community and providing the resources and support to address identified student needs. The JOC adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, Career Center employees, Career Center facilities, the community and/or others.
2. Authority 24 P.S. 1302-E	The JOC directs the Executive Director or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, Career Center employees, Career Center facilities, the community and/or others.
24 P.S. 1302-E 20 U.S.C. 1232g 34 CFR Part 99	The established procedures must include protocols for the timely consultation between the team and law enforcement, juvenile justice agencies, county agencies, health care providers or behavioral service providers, as appropriate, to refer students who behavior indicates a potential threat for additional interventions or supports, including the exchange of relevant information in accordance with federal and state law.
3. Definitions 24 P.S. 1301-E	Behavioral service providers – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency. Bias – the attitudes or beliefs we have about a person or group that affects our understanding, actions and decisions in a conscious or subconscious manner. Individualized Management Plan – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team’s attention, as well as the resources and supports a student might need based on the information gathered during the assessment.

	Threat assessment – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student other students, Career Center employees, Career Center facilities, the community and/or others.
4. Delegation of Responsibility	The Executive Director or designee, in consultation with the School Safety and Security Coordinator, shall appoint individuals to a Career Center threat assessment team.
24 P.S. 1302-E	The Executive Director or designee shall designate a member of the team as team leader for the threat assessment team.
24 P.S. 1302-E	The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education and Career Center administration. The Executive Director or designee may assign additional staff members or designated community resources to the threat assessment team for assessment response support. The Executive Director or designee shall develop and implement administrative regulations to support the threat assessment process.
5. Guidelines	<u>Training</u>
24 P.S. 1302-E	The School Safety and Security Coordinator shall ensure that threat assessment team members are provided individual and/or group training on:
Pol. 832, 103 Pol. 207, 216, 236, 805 Pol. 236 Pol. 819 Pol. 805	1. Responsibilities of threat assessment team members. 2. Process of identifying, reporting, assessing, responding to and intervening with threats. 3. Identifying and avoiding racial, cultural or disability bias. 4. Confidentiality requirements under state and federal laws and regulations, and Joint Operating Committee policies. 5. Student Assistance Program process. 6. Youth suicide awareness, prevention and response. 7. Trauma-informed approach. 8. Safe2Say Something procedures. 9. Positive Behavioral Intervention and Support. 10. Multi-tiered Systems of Support.
24 P.S. 1302-E, 1205.2, 1205.5, 1310-B Pol. 805, 333	Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law and Joint Operating Committee policy. <u>Information for Students, Parents/Guardians and Staff</u> The Career Center shall notify students, staff and parents/guardians about the existence and purpose of the threat assessment team through posting information on the Career Center website, publishing in handbooks and through other appropriate methods.

24 P.S. 1302-E Pol. 103, 104, 105.1, 249, 819	The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, Career Center employees, Career Center the facilities community and/or others and how to report concerns, including through the Safe2Say Something program and other Career Center reporting hotlines or methods. Informational materials shall be available for review by parents/guardians.
24 P.S. 1302-E Pol. 103, 104, 249, 819	The threat assessment team shall make available informational materials for employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, Career Center employees, Career Center facilities, the community and/or others and how to report concerns, including through the Safe2Say Something Program and other Career Center reporting hotlines or methods. Information for Career Center employees shall include a list of the staff members who have been appointed to the threat assessment team.
Pol. 805 24 P.S. 1310-B	The Career Center shall annually provide mandatory training for Career Center staff on identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, Career Center employees, other individuals, Career Center facilities or the community, in accordance with law, Joint Operating Committee policy and the standards specified by the state's School Safety and Security Committee.
	<u>Reporting and Identification</u>
24 P.S. 1302-E	The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, Career Center employees, Career Center facilities, the community and/or others.
24 P.S. 1302-E Pol. 805	The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.
24 P.S. 1302-E Pol. 819	The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm, suicide risk factors or warning signs, as identified in accordance with applicable law and Joint Operating Committee policy.
24 P.S. 1302-E	When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, Career Center employees, Career Center facilities, the community and/or others, the team shall immediately take the following steps: 1. Notify the Executive Director or designee and School Safety and Security Coordinator of the reported threat. 2. Notify the building administrator of the school building the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat.

24 P.S. 1302-E Pol. 805	When a reported student's behavior indicates that there may be an imminent threat to the safety of the student, other students, Career Center employees, Career Center facilities, the community and/or others or any emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and Career Center administration.
24 P.S. 1302-E 23 Pa. C.S.A. 6311 Pol. 806	Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Joint Operating Committee policy.
Pol. 103, 104 Pol. 249 Pol. 819 Pol. 847	<u>Inquiry and Assessment</u> In investigating, assessing and responding to threat reports, the threat assessment team shall make a determination if the report should be addressed under one or more specific Joint Operating Committee policies or administrative regulations, based on the subject matter of the report and the requirements of law, regulations and Joint Operating Committee policy, including, but not limited to, reports involving: 1. Discrimination/Title IX Sexual Harassment. 2. Bullying/Cyberbullying. 3. Suicide Awareness, Prevention and Response. 4. Hazing. 5. Dating violence.
Pol. 226	Members of the threat assessment team, in coordination with the student's school district of residence, shall engage in an assessment of the reported student behavior that may indicate a threat, in accordance with training and established procedures. This process may include, but is not limited to: 1. Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat. 2. Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report. 3. Conducting searches of lockers, storage spaces, and other possessions on Career Center property as applicable, in accordance with applicable law, regulations and Joint Operating Committee policy. 4. Examining outside resources such as social media sites, in coordination with law enforcement, or contacting law enforcement, juvenile probation or community agencies to request additional information about the subject(s) of the report, in accordance with law, regulation and Joint Operating Committee policies.

Pol. 103.1, 113, 113.1, 113.2, 236	5. Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team, or others.
Pol. 805	The threat assessment team shall establish and implement procedures, in accordance with the Career Center's Memorandum of Understanding with the Town of McCandless Police Department to address situations where the investigation of a reported threat shall be transferred to the appropriate law enforcement agency.
24 P.S. 1302-E	The threat assessment team may request that the county agency or juvenile probation department consult and cooperate with the team in assessing the student who is the subject of a preliminary determination regarding a threat When assessment of a student's behavior determines that it is not a threat to the student, other students, Career Center employees, Career Center facilities, the community and/or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as a child study team, the Student Assistance Program team, an IEP or Section 504 Team or other Career Center supports and services. <u>Response and Intervention</u> The threat assessment team, in coordination with the student's school district of residence, shall develop an Individualized Management Plan for each student identified and assessed as posing a threat to the student, other students, Career Center employees, Career Center facilities, the community and/or others. The plan should document the team's evaluation of the threat and recommendations for disposition of the threat, including the information gathered during the assessment and recommendations for response and intervention.
24 P.S. 1302-E	Following notification to the student's parent/guardian, the threat assessment team, in coordination with the student's school district of residence, may refer the student to an appropriate program or take action to address the reported situation in accordance with applicable Joint Operating Committee policy, which may include, but is not limited to:
Pol. 236	1. A referral to the Student Assistance Program.
Pol. 805	2. A referral to the appropriate law enforcement agency.
Pol. 103.1, 113	3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Joint Operating Committee policy.

Pol. 113, 113.1, 113.2	4. A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Joint Operating Committee policy.
Pol. 103.1	5. A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan.
	6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.
Pol. 218, 218.1, 218.2, 233	7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct.
	8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate personnel.
Pol. 709, 805	9. Taking steps to address the safety of any potential targets identified by the reported threat.
	<i>Safe Schools Incident Reporting</i>
Pol. 805 22 PA Code 10.2 24 P.S. 1303-A 35 P.S. 780-102	For Safe Schools reporting purposes, the term incident means an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.
Pol. 218, 805 22 PA Code 10.2 24 P.S. 1303-A 22 PA Code 10.21, 10.22 24 P.S. 1302.1-A	When a reported threat also meets the definition of an incident under the Safe Schools Act, in accordance with reporting requirements, the Assistant Director shall immediately report required incidents, if not previously reported by Career Center staff, and may report discretionary incidents committed by students on Career Center property, at any Career Center sponsored activity or on a conveyance providing transportation to or from the Career Center or a Career Center sponsored activity to the local police department that has jurisdiction over the Career Center's property, in accordance with state law and regulations, the procedures set forth in the Memorandum of Understanding with local law enforcement and Joint Operating Committee policies.
Pol. 805 22 PA Code 10.2 22 PA Code 10.25	The Assistant Director or designee shall notify the parent/guardian, if not previously notified by Career Center staff, of any student directly involved in an incident on Career Center property, at any Career Center sponsored activity or on a conveyance providing transportation to or from the Career Center or a Career Center sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The

Pol. 216 20 U.S.C. 1232g 20 U.S.C. 1415 34 CFR Part 330 34 CFR Part 99	Assistant Director or designee will inform the parent/guardian whether or not the local police department that has jurisdiction over the Career Center property has been or may be notified of the incident. The Assistant Director or designee will document attempts made to reach the parent/guardian. <i>Students with Disabilities</i> When reporting an incident committed by a student with a disability or referring a student with a disability to a law enforcement agency, the Career Center shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The Career Center shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records. <u>Monitoring and Management</u> If a student has an Individualized Management Plan, the threat assessment team shall monitor the Individualized Management Plan and coordinate with the designated team or resource to provide support and follow-up assessment as necessary. Follow-up assessments, referrals, re-entry plans and other supports shall be documented as part of the student's Individualized Management Plan.
Pol. 103.1, 113.1, 216, 236, 819	The threat assessment team, in coordination with the student's school district of residence, other appropriate teams and supports, shall determine when the student's Individualized Management Plan is no longer needed for disposition of the threat(s), and may transfer appropriate information in accordance with applicable law, regulations and Joint Operating Committee policy.
24 P.S. 1302-E 24 P.S. 1409, Pol. 209 Pol. 216, 216.1 Pol. 216.1, 218.3 24 P.S. 1304-A, 1305-A, 1307-A, 42 Pa. C.S.A. 6341	<u>Records Access and Confidentiality</u> In order to carry out their duties and facilitate the timely assessment of and intervention with students whose behavior may indicate a threat, the threat assessment team shall have access to the following student information to the extent permitted under applicable law and regulations: 1. Student health records. 2. Prior school disciplinary records. 3. Records related to adjudication under applicable law and regulations.

24 P.S. 1302-E Pol. 207, 216, 216.1, 237, 249, 819 20 U.S.C. 1232g 20 U.S.C. 1415 24 P.S. 1304-D Pol.207 22 PA Code 12.12 42 Pa. C.S.A. 5945 42 Pa. C.S.A. 8337 42 CFR Part 2 24 P.S. 1302-E Pol. 805 24 P.S. 1302-E Pol.805 24 P.S. 1309-B	4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the school entity. 5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the school entity. The threat assessment team shall use all information or records obtained in fulfilling the team's duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not redisclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law. The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Joint Operating Committee policy, the Student Records Plan and the Career Center's legal and investigative obligations. Threat assessment members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Joint Operating Committee policy and administrative regulations. <u>Annual Joint Operating Committee Report</u> The annual threat assessment report shall be presented as part of the annual report to the Joint Operating Committee by the School Safety and Security Coordinator on school safety and security practices. The threat assessment team's information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in the Career Center and their composition, the total number of threats assessed that year, and any additional information required by the Executive Director or designee shall be included in the School Safety and Security Coordinator's annual report on school safety and security practices that is submitted to the state's School Safety and Security Committee.
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References:

24 P.S. 1205.2, 1205.5, 1301-E, 1302-E, 1302.1-A, 1303-A, 1304-A, 1304-D,
1305-A, 1307-A, 1309-B, 1310-B, 1409

35 P.S. 7601 et seq, 780-102

22 PA Code 10.2, 10.21, 10.22, 10.25, 12.12

23 Pa. C.S.A. 6311

42 Pa. C.S.A. 5945, 6341, 8337

20 U.S.C. 1232g, 1400 et seq, 1415

34 CFR Part 99 and 300

42 CFR Part 2

Board Policies:

103, 103.1, 104, 105.1, 113, 113.1, 113.2, 207, 209, 216, 216.1, 218, 218.1, 218.2, 218.3,
226, 236, 247, 249, 333, 709, 805, 806, 819

PA Commission on Crime and Delinquency, School Safety and Security Committee
Model K-12 Threat Assessment Procedures and Guidelines

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