THE INCIDENT

A. Implied threat or act of aggression occurs (i.e., 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, the Level Office, and the Safety and Risk Management Services Department. Initiate protective responses using the 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 Flowchart**.)

   1. If after consultation between an administrator and either the school counselor or school resource officer, it is determined that a Level 1 Assessment is not necessary, document the decision, maintaining notes 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 (either expressed or acted out) does not have to be clearly indicated 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 as a more extensive and lengthy assessment, depending on 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, and there is a motive and a plan.
   2. There is a weapon at school or an attempt to bring a weapon to school.
   3. Threat or aggression is causing considerable fear or disruption to normal activity.
   4. There is continued intent to carry out a threat.
   5. There is a history of threats or extreme aggression (violence).
   6. Staff, a parent, a community member, or a student perceives threatening circumstances.
   7. An 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 an assessment as soon as the 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 and the security department, and follow the district's safety guidelines. An administrator and/or SRO (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 the student well (especially English, Humanities, and Art teachers), campus security(s), and education case managers if the student is on an IEP or 504 Plan. The Teacher Questionnaire is available for education staff members to complete if they are unable to attend meeting. Also include community agency case managers if the student is adjudicated or a ward of the state.

3. The parent/guardian should be notified that the assessment will be taking place and invited to participate if the administrator determines that parents/guardians will be constructive to the assessment process. The site team may elect to complete the assessment without notification and/or inclusion of the parent(s) if it is determined that their participation would compromise the process. Documentation for parental notification is on the Level 1 Assessment. The Parent Interview is available to complete by phone if a parent does not attend the meeting.

4. 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 the Level 1 Protocol. The Level 1 Protocol includes demographics, assessment questions, supervision strategies to address identified concerns, and management needs, and it has recommended criteria for considering further assessment through the Level 2 process.

5. 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 Level 2 STAT (Student Threat Assessment Team) Dispatch at (phone number). STAT Dispatch will then schedule the Level 2 Investigation Team. Upon calling STAT Dispatch, have the information available requested under Step 5 of the Level 1 Assessment Protocol. This will allow Dispatch to schedule the appropriate attendees (e.g., juvenile probation officers, state case workers, mental health practitioners, etc.).

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 (or other student information system). 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-hand corner of the student screen.

2. If other students have been identified as a possible targeted victim, notify their parents/guardians using the Notification Log and the Notification Letter. (A notification call is to be done within 12 hours; a notification letter should be issued 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 students and their parents/guardians.

3. Maintain two copies of the Level 1 Protocol. One should be kept in a letter-size manila envelope marked Confidential Record and placed in the student’s regular academic or cumulative file, and a second copy should go in the administrator’s working file (available to counselor/CDS and SRO). The case is tracked and managed by the school administrator. Schedule follow-up dates for a review of the supervision plan and concerns for aggression 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 or other education lead, mental health worker, law enforcement threat assessment specialist, and other case workers as appropriate (e.g., juvenile probation officer, an Oregon Youth Authority officer, and/or a Department of Health Services case manager). The investigative team represents the Mid-Valley Student Threat Assessment Team (or STAT), with membership from the following agencies: Salem-Keizer School District, Willamette Education Services District, (WESD), Marion County Sheriff’s Office, Salem Police Department, Keizer Police Department, Oregon Judicial Department, Marion County Children’s Mental Health, Polk County Children’s Mental Health, Marion County Juvenile Department, Polk County Juvenile Department, Oregon Youth Authority, and Chemeketa Community College.

B. After the assessment has been 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 Flowchart). A member of the Site Team (the administrator in most cases) will also attend the STAT staffing. STAT consultation will further advise on concerns for aggression, management and intervention strategies, community resources, and supports for school and other involved agencies on the management of dangerous situations.

C. Once a case is staffed, case management will be performed by 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. The situation may be reviewed and re-assessed at any time upon the request of the Site Team.
D. A Level 2 Assessment Summary documenting the identified concerns for aggression 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 have been conducted, determine which school staff members need to know that a threat assessment has been completed. Consider classroom teachers, administrators, transportation staff, secretarial staff, special education case managers, coaches, or others interacting regularly with the student. The parents/guardians of the assessed student, as well as the targeted student’s parents/guardians (if applicable), should also be notified at the conclusion of the Level 1 or Level 2 assessment. Provide the parents of the assessed student with information regarding the severity of the threat and any changes or adds to the supervision/management plan. Provide the parents/guardians of the targeted student(s) with the minimum amount of information that is necessary to ensure safety and compliance to supervision needs. Make sure that staff members responsible for monitoring the plan understand and can fulfill their responsibilities.

B. Provide staff members and parents with the risk factors brochure and direct them to inform the school administrator should new concerns arise.