



FCSS Student Threat Assessment & Management System

based on the Salem-Keizer Cascade Model

SYSTEMS GUIDE

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, and follow the local education agency's (LEA) guidelines and school safety plan. Initiate protective responses using the LEA guidelines.**

NEED FOR LEVEL 1

- A. The Level 1 Assessment is initiated by the school site administrator with consultation from another member of the Site Team. The Site Team may be comprised of administrators, school counselors, school psychologists, school mental health professional, school resource officers and/or law enforcement. (See [Systems Flowchart](#).)
- 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. FCSS Pupil Personnel Services (PPS) staff are available to assist the LEA if needed.
- 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 site, students, school personnel or the community.

If after consultation between an administrator and either a school mental health professional or school resource officer, it is determined that a Level 1 Assessment is not necessary, document the decision on the [Threat Assessment Response Dismissal Form](#).

LEVEL 1

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

1. **Make sure all students/staff are safe. If imminent danger exists, call law enforcement and follow the LEA's guidelines and safety plan.** If necessary, take appropriate precautions, such as detaining the student and restricting access to coats, backpacks, lockers, technology, etc.
2. A school-based member of the Level 1 Site Team (cannot be conducted by law enforcement unless law enforcement follows the rules related to an interview (See e.g., California Welfare & Institutions Code section 625, *et seq.*, especially section 625.6., but law enforcement may be present) interview the student or students of concern regarding the threat, behavior related to the threat, motives, accelerating factors, and protective supports.
3. Schedule an assessment with the Site Team. Include teachers who know the student well and case managers if the student is on an IEP or Section 504 Plan. The **Teacher/Staff/Other Service Provider Questionnaire** is available for teachers/staff/other service providers (including outside service providers if parent/guardian consent was obtained) to complete.
4. If the administrator/Site Team determines that parents/guardians will be constructive to the assessment process, the parent/guardian should be notified that the assessment will be taking place and invited to participate. 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.
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 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.
6. Use the supervision strategies suggested in Step 4 Level 1 Protocol (Develop a Plan) to address the concerns and aggravating factors identified in Step 3 Level 1 Protocol.
7. If other students have been identified as a possible targeted victim, notify their parents/guardians using the **Notification Log**. Then consider completing a **Plan to Protect Targeted or Victimized Student**.
8. If the Site Team determines that more assessment is necessary (see Step 5- Level 1 Protocol), follow the districts guidelines and procedures for pursuing a Level 2 assessment.
9. Follow the LEA records process for maintaining copies of the Level 1 Protocol and supporting documents.

LEVEL 2

1. A Level 2 Assessment is conducted primarily at the school site by an investigative team comprised of appropriate school and community related staff.)
2. 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 assigned threat assessment team (See [Level 2 Flowchart](#).) A member of the Level 1 Site Team (the Threat Assessment Case Manager in most cases) will also attend the Level 2 staffing. Level 2 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.
3. Once a case is staffed, case management will be performed by the school site by the threat assessment case manager and reviewed on a schedule determined at the time of the assessment, or as needed if situation escalates. Members of the Level 2 team 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 Level 1 Site Team.
4. A Level 2 Assessment Summary documenting the identified concerns for aggression and supervision strategies will be written and provided to the Level 1 Site Team. Follow the LEA policies on procedures for maintaining Level 2 records.

COMMUNICATING WITH STAFF AND FAMILIES

1. After a Level 1 and/or Level 2 Assessment has 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. Keep in mind that only those with a legitimate educational interest (which can include campus safety) should be provided with/have access to this information.
2. The parents/guardians of the assessed student should also be notified at the conclusion of the Level 1 and/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.
3. The parents/guardians of the target student (if applicable) should also be notified at the conclusion of the Level 1 and/or Level 2 Assessment. 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.
4. Make sure that staff members responsible for monitoring the supervision/management plan understand their role and can fulfill their responsibilities.
5. Provide staff members and parents with the one-pager and direct them to inform the school administrator should new concerns arise.