

## STUDENT THREAT ASSESSMENT PROGRAM

### “QUICK GUIDE”: How to Conduct a Threat Assessment

<b>THE INCIDENT</b>	<p style="text-align: center; color: red;"><b>Always follow district emergency procedures and policy.</b></p> <p><b>Act of Violence, Implied or Direct Threat, Self-harm, Sexual Incident is identified. If imminent danger exists notify Law Enforcement, appropriate level District Operations, and Risk Management. Initiate a protective response as determined by law and district policy.</b></p>
<b>LEVEL I Preparation</b>	<p>A <b><u>Level I Screening</u></b> is initiated by any two members (a building administrator and at least one other member) of the <b>Site (school) Team</b>. This <b><u>Level I Screening</u></b> is recommended for investigation and documentation of concerns about dangerous student activities, behaviors, ideation, and / or communication. A threat does not have to be clearly indicated or direct in order to proceed with a <b><u>Level I Screening</u></b>. Site Teams are encouraged to use the <b><u>Level I Screening</u></b> to address concerns and document their review of potential safety issues, even if the concerns are unfounded or founded as minor or unlikely.</p>
<b>LEVEL I</b>	<p>The <b><u>Level I Screening</u></b> process can be used as a reasonably short (20-30 minutes) review or a more extensive and lengthy screening (depending upon the circumstances). <b>Reminder: Site Teams</b> are encouraged to use direct consultation from the <b>Threat Assessment Coordinator</b> at <b><u>Level I</u></b> in cases of <b><u>Sexual Incidents and Self-harm</u></b>. Administrators new to the threat assessment process are encouraged to consult on all <b><u>Level I Screenings</u></b>.</p> <p>1. The <b>Site (school) Team</b> includes an administrator, counselor, SRO, teachers and others who know the student well. Other <b>Site Team</b> members may include campus monitors/security, other teachers, and education program case managers if the student is on an IEP or 504 plan. Parents and community agencies involved directly with the family (if applicable) should be involved at <b><u>Level I</u></b> whenever possible.</p> <p>The <b><u>Parent Questionnaire</u></b> must be completed with the parent by a building administrator or designee BEFORE the <b><u>Level I</u></b> meeting. The <b><u>Teacher/Staff Questionnaire</u></b> must be completed BEFORE the <b><u>Level I Screening</u></b> meeting is held. The <b><u>Parent Questionnaire</u></b> and <b><u>Teacher /Staff Questionnaire</u></b> should be completed whether or not the parent and teacher/staff member attend the <b><u>Level I</u></b> meeting.</p> <p>2. Parent / guardian should be notified that a screening meeting will be taking place and should be invited to participate unless the Site Team determines that parent participation in the meeting will compromise the process. Site Team MAY elect to complete the screening without notification and/or inclusion of the parent. <b>Please note:</b> It is a RARE case when a parent is <b><u>not notified</u></b>. Consult with DISTRICT ADMINISTRATION and Threat Assessment Coordinator if you are <b><u>not notifying</u></b> a parent that a <b><u>Level I Screening</u></b> is being conducted.</p> <p>3. Using <b><u>Level I Protocol</u></b>, the Site Team documents warning signs, risk factors and student management needs on the protocol and a <b><u>Student Supervision Plan</u></b> is developed. The plan is tracked and case managed by the building administrator. Follow-up dates may be scheduled as needed to monitor the plan.</p> <p>4. If a student or staff member has been identified as a possible target, document the steps taken to protect the identified target. (This can be documented in <b><u>Step 4</u></b> on the <b><u>Level I Screening Protocol</u></b>.)</p> <p>5. The building administrator leads the <b>Site Team</b> in determining the need to move to a <b><u>Level II assessment</u></b>.</p>

LEVEL II

1. If the Site Team determines that more assessment is necessary, a building administrator or designee contacts the **Threat Assessment Coordinator**. The coordinator will schedule the **Level II Assessment / Investigation Team** for further assessment.

**Level I Screening Protocol, Teacher/Staff Questionnaires and Parent Questionnaires and Level I meeting** must be completed prior to requesting a **Level II Assessment**.

2. When the **Level II Assessment** is requested, the Site Team (a building administrator or designee) should FAX or scan the completed **Level I Screening Protocol, Teacher/Staff Questionnaire and Parent Questionnaire** to the **Threat Assessment Coordinator**. Site Team members will participate in **Level II Assessment** and should identify the most convenient times for a meeting at time of the **Level II** request. The **Threat Assessment Coordinator** will schedule the **Level II Assessment** with the Site Team and Community Partners at a mutually agreed upon time.

3. A **Level II Assessment** is conducted primarily at the school site by an investigative team composed of the **Threat Assessment Coordinator** and any combination of the following: **Mental Health Consultant, Law Enforcement, Children’s Services Social Worker or Supervisor and Juvenile Probation Counselor**.

**Contact information:**

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LEVEL II- CONTINUED

1. Once a **Level II** assessment is complete, **plan management and monitoring will continue at the school site** by the building administrator. The management plan should be reviewed on a schedule determined at the time of the assessment or as needed.

2. File management and maintenance will be done at **the school site** and district. A summary of the **Level II** meeting will be provided in **draft form** to the building administrator and district office (if applicable). The drafted document may be modified by the building administrator in conjunction with **Threat Assessment Coordinator**. The final **Level II Summary** will be sent to the building administrator and district office (if applicable).

**Maintain two copies of the Level II Assessment Summary: One copy should be in a sealed envelope marked “CONFIDENTIAL”, and placed in the student’s regular academic or cumulative file. A second copy should be kept in a working file in the administrator’s office.**

3. After **the Level II Assessment** is complete and management strategies are developed, an assessment may be scheduled for additional follow-up at the **Student Threat Assessment Team (STAT)** meeting. STAT is a consultation team of community agencies much like the **Level II team**. A member of the Site Team (the administrator in most cases) will also attend the **STAT** meeting as case manager for the **Site Team**. The **STAT** meeting is available to extend the consultation of the **Level II Assessment** and support schools with additional strategies, resources and updates on high risk students and circumstances.

**STAT** meetings for Clark County schools are held at ESD #112, generally on the 1<sup>st</sup> Wednesday of each month at 3:00pm. **STAT** meeting dates for Skamania County schools are to be determined as needed.