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| **Threat Assessment and Response Protocol** |
| **Identify and Evaluate Threat** |
| **A threat is an expression of intent to harm someone that may be spoken, written, or gestured. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to an actual or prospective victim and regardless of whether the actual or prospective victim is aware thereof, existing in any fashion, whether orally, visually, in writing, or electronically.** **This protocol does NOT address threats to damage property, threats made by non-students, fights with no threat, or language such as slurs, insults, or verbal abuse that does not constitute a threat.** **WHEN IN DOUBT, treat the expression as a threat.** **Student threats shall be reported to the school administrator if they cannot be easily and readily resolved by other staff. Criteria for reporting threats should include age of the child, and the context of the threat or remark.****The administrator makes a preliminary determination of the seriousness of the threat. If the threat has not been resolved, and the administrator determines it is potentially serious, then the Threat Assessment Documentation and Threat Assessment and Response Summary Sheet should be completed.**   * Upon completion of the **Threat Assessment Documentation and Threat Assessment and Response Summary Sheet,** the administrator will use Threat Assessment Response Procedures form and follow the prescribed response.   **The student, recipient of threat, and other witnesses shall be interviewed to obtain a specific amount of threat in context using the Threat Assessment Documentation form.** |

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| **Prior to releasing these documents to parents/guardians, all identifying information relating to other students shall be redacted.** |

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| **Threat Assessment Documentation Date:** |
| **Instructions**: This form should be completed by the school administrator when conducting a threat assessment. This form should be maintained in the cumulative file of the student’s record if the threat is determined to be substantive. If the threat is determined to be transient, the form may be maintained in the student’s record at the discretion of the administrator. Record specific account(s) of the threat made from the student making the threat **and** from the recipient(s) of the threat and witness(s) as applicable. |
| Administrator completing form: Position: |
| School: |
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| **Information on student making threat:** |
| Name of student Date of birth Grade |
| Address Home phone |
| Emergency contact Relationship |
| Is there a history of violent behavior in school? Yes No Unknown   Is there a history of violent behavior away from school? Yes No Unknown  |
| Is there a history of discipline referrals? Yes No Unknown  |
| Other information: |
| **Information about the threat:** |
| Date threat occurred: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ Date administrator learned of threat: \_\_\_/\_\_\_\_/\_\_\_\_\_\_ |
| Where the threat was made: |
| Who reported the threat: |
| What was reported (quote as possible; use quotation marks to identify direct quotes) |
| **Information on victim(s) or recipient(s) of threat:** |
| Has the intended target/victim(s) been identified? Yes No   Name(s) & grade of victim(s): |
| Primary recipient(s) of the threat (check all that apply):  🞎 Student 🞎 Teacher 🞎 Parent 🞎 Administrator 🞎 Other |
| Number of victim/recipients of threat: 🞎 one 🞎 two 🞎 three 🞎 four 🞎 five or more |
| **Threat Assessment Documentation Date:**  **Student Name: Administrator completing interview:** |
| **Student Interview Directions**: Use these questions as a guide to interview the student making the threat. Other questions should be asked, if appropriate and relevant. This should not be completed by the student. Use quotation marks to indicate student’s exact words when applicable. |
| 1. Do you know why I wanted to talk with you? Tell me. |
| 1. What happened today when you were [place of incident]? (record student’s exact words as possible) |
| 3. What exactly did you say? And what exactly did you do? |
| 4. What did you mean when you said or did that? |
| 5. How do you think [person who was threatened] feels about what you said or did? (Probe to see if the student believes it frightened or intimidated the person who was threatened.) |
| 6. What was the reason you said or did that? (Probe to find out if there is a prior conflict or history to this threat.) |
| 7. What are you going to do now? Do you intend to carry out the threat? |
| 8. Additional witnesses; Other relevant information: |
| **Threat Assessment Documentation Date:**  **Witness Name: Administrator completing interview:** |
| **Witness Interview Directions:** Use thesequestions as a guide for individuals who have direct or indirect knowledge of the threat; complete this form for each individual interviewed. Other questions should be asked, if appropriate and relevant. This should not be completed by the student. Write the student’s exact words as possible and use quotation marks to indicate student’s exact words. |
| Is the witness the 🞎 Recipient (target) of threat or 🞎 Witness to threat, but not recipient  If the witness is the recipient are they a 🞎 student or 🞎 staff member  Has the recipient been threatened before by this individual 🞎 Yes 🞎 No |
| 1. What exactly happened today when you were [place of incident]? |
| 1. What exactly did [student who made the threat] say or do? (Write the witness’s exact word.) |
| 1. What do you think he or she meant when saying or doing that? |
| 1. How do you feel about what he or she said or did? (Gauge whether the person who observed or received the threat feels frightened or intimidated.) Are you concerned that he or she might actually do it? |
| 1. Why did he or she say or do that? (Find out whether witness knows of any prior conflict or history behind this threat.) |
| 1. Additional witnesses; Other relevant information: |

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| **Threat Assessment and Response Summary Sheet** | | |
| **This summary sheet is used to determine the level of threat and to guide the response to the threat.** | | |
| Name of student: Date of threat: | | |
| Team members: | | |
| ***To your knowledge did the student making the threat:***  **Have or seek accomplices:** 🞎 Yes 🞎 No 🞎 Unknown  **Report the threat as a specific plan:** 🞎 Yes 🞎 No 🞎 Unknown  **Write plan(s) or a list:** 🞎 Yes 🞎 No 🞎 Unknown  **Repeat the threat over time:** 🞎 Yes 🞎 No 🞎 Unknown  **Mention weapon in the threat:** 🞎 Yes 🞎 No 🞎 Unknown  **Use weapon in the threat:** 🞎 Yes 🞎 No 🞎 Unknown  **Have prior conflict with recipient:** 🞎 Yes 🞎 No 🞎 Unknown  **Previously threaten the recipient:** 🞎 Yes 🞎 No 🞎 Unknown  **Experience being bullied by the recipient of the threat:** 🞎 Yes 🞎 No 🞎 Unknown  **Follow or approach the recipient of the threat:** 🞎 Yes 🞎 No 🞎 Unknown  **Have the ability to develop and carry out the threat:** 🞎 Yes 🞎 No 🞎 Unknown | | |
| **DETERMINE WHETHER THREAT IS TRANSIENT OR SUBSTANTIVE** | | |
| **Transient Threat**  **A transient threat meets one of more of the following:**   * Non-genuine expression * Non-sustainable intent to harm * Temporary feelings of anger * Tactic in argument * Intended as joke or figure of speech * Resolved on scene or office (time-limited) * Conflict is resolved and ends with apology, retraction, or clarification * WHEN IN DOUBT, consider threat as substantive and assess further | **Substantive Threat**  **A substantive threat meets one or more of the following:**   * Specific, plausible details such as a specific victim, time, place, and method * Threat has been reported over time or related to multiple persons * Threat is reported as a plan or planning has taken place * Recruitment of accomplices or invitation for an audience * Physical evidence of intent to carry out threat (e.g., lists, drawings, written plan)   ***Factors to consider in which substantive threats are more likely:***  Age of student Credibility of account Documented history of aggression   |  |  | | --- | --- | | **DETERMINE IF SUBSTANTIVE THREAT IS SERIOUS OR VERY SERIOUS** | | | **Serious**  A threat to assault | **Very Serious**  Threat to kill, rape, or inflict severe injury or involves use of weapons | |
| Based on the interviews and the responses above, determine the type of threat. Check appropriate box and once identified, follow the prescribed response.  🞎 Transient 🞎 Serious Substantive 🞎 Very serious Substantive | |
| **Threat Assessment Response Procedures**   |  |  |  | | --- | --- | --- | | RESPOND TO TRANSIENT THREAT | **RESPOND TO SERIOUS THREAT** | **RESPOND TO VERY SERIOUS THREAT** | | Contact student’s parents if necessary  Notify intended victim’s parents if necessary  See that threat is resolved through explanation, apology or making amends  Consult with safety and security specialist if necessary  Refer for conflict mediation or counseling, to resolve problem if appropriate  Follow discipline procedures as per school policy  Develop Behavior Intervention Plan/  contract as appropriate  Maintain threat assessment documentation in the cumulative file of the student’s record, if completed, as appropriate | Mobilize threat assessment team  members as needed  Notify student’s parents  Protect and notify intended victim and parents of victim  Caution the student about the consequences of carrying out the threat  Provide direct supervision of student until parents assume control  Consult with safety and security specialist  Refer for conflict resolution or counseling  Follow discipline procedures as per school policy  Develop Behavior Intervention Plan  Maintain threat assessment documentation in the cumulative file of the student’s record | Mobilize threat assessment team  Notify student’s parents  Protect and notify intended victim and parents of victim  Notify superintendent  Caution the student about the consequences of carrying out the threat  Provide direct supervision of student until parents assume control  Consult with safety and security specialist/police  Follow discipline procedures as per school policy  Refer for mental health assessment  Develop Behavior Intervention Plan/contract  Maintain threat assessment documentation in the cumulative file of the student’ record | | | |

Print name of administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature indicates agreement with identified level of threat indicated above)