

SANTA ROSA COUNTY TARGETED SCHOOL VIOLENCE THREAT ASSESSMENT PROCEDURES

A potential threat is brought to the attention of school staff.
Building administration is notified of the concern.

School administrator gathers relevant parties and collects information regarding potential threat.
In the event of immediate threat, call Law Enforcement and Grade Level Director.

Building level team determines there is no need to contact Student Services Director.
TSVTA Team Tip Sheet

Building level team determines there is significant concern, and contacts Student Services Director.

School Administrator:

- Takes appropriate disciplinary action if necessary.
- Determines need for student interventions

Intervention Suggestions

School Psychologist will:

- Schedule threat assessment evaluation meeting with appropriate team members (team may include: administrator, teacher(s), counselor, dean, SRO)
- Schedule parent and student interview
- Gather relevant background information
- Complete CARE-2 threat assessment protocol
- Alert Director of Special Education of Threat Assessment and need for possible additional evaluation

School Administrator will:

- Alert grade level director that a Threat Assessment will be completed
- Notify parents that Threat Assessment is needed and complete ***Parent Disclosure Letter***
- Take disciplinary action as specified in the Code of Student Conduct
- Ensure relevant staff members are available for team meeting

- Threat Assessment results meeting is held with school based team and level of risk is determined.
- The school based team determines appropriate interventions, as needed.
- School Administrator contacts parent to inform them of outcome of Threat Assessment.
- School psychologist writes report to be maintained by school administration – NOT IN CUMULATIVE RECORD.
- Threat Assessment Team completes ***Success and Safety Plan*** and secures parent signature.

School Psychologist:

- Distributes report of Threat Assessment to: School Administrator, Director of Student Services, Grade Level Director, and Director of Exceptional Student Education.
- When warranted, notify Elementary or MS/HS Behavior Facilitator

Follows up with School Administration in 30 days.

School Administrator (or appropriate designee):

- Supervises and enforces the implementation of interventions
- Ensures that all relevant parties are informed of outcome

Student Services Director:

- Maintain confidential Threat Assessment file
- Ensure documentation of Threat Assessment in 3270.