GRANT COUNTY

***PREVENTIVE STUDENT BEHAVIORAL SAFETY ASSESSMENT AND MANAGEMENT SYSTEM***

*SYSTEMS GUIDE*

**THE INCIDENT**

1. 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).
2. **If imminent danger exists, notify law enforcement. Initiate protective responses using the district guidelines.**

**NEED FOR LEVEL 1**

1. The Level 1 Assessment is initiated by the administrator with consultation from another member of the Level 1/Site Team. The Level 1/Site Team is composed of administrators, school counselors, and school resource officers. (*See* [***Systems Flowchart****.*](https://docs.google.com/document/d/16kEhS91eNXMOJSPrBuHIzlJ9h2PRau2uQsmuxqCCBzg/edit?usp=sharing))
2. 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 on the [***Dismissal Form***](https://docs.google.com/document/d/1vQ1c_r6Kt3wOxN1Ptz9UqR0LtHsN15GT6bgG5NbJvrE/copy).
3. 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. Level 1/ 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.)
4. Consider completing an interview with the student of concern using the [***Student Interview***](https://docs.google.com/document/d/1rHqv2GGI9k43pGpuKJsTMH968nknnleH8hIxh64zV_o/copy) form as a guide. The following are our guidelines for considering a Level 1:
5. Threat or aggression is specific to the identified target, and there is a motive and a plan.
6. There is a weapon at school or an attempt to bring a weapon to school.
7. Threat or aggression is causing considerable fear or disruption to normal activity.
8. There is continued intent to carry out a threat.
9. There is a history of threats or extreme aggression (violence).
10. Staff, a parent, a community member, or a student perceives threatening circumstances.
11. An administrator is unable to determine if a situation poses a risk to school personnel or the community.

**LEVEL 1**

1. Use the following process to conduct a Level 1 Assessment:
2. Schedule an assessment as soon as the Level 1/ 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 follow the district’s safety guidelines. **An administrator and/or counselor and/or SRO (if appropriate) interviews** the student or students of concern regarding the threat, behavior related to the threat, motives, accelerating factors, and protective supports. It is best to use a team approach so that one person is not responsible for all the interviews.
3. **Include teachers who know the student well** (especially English, Humanities, and Art teachers), campus cv security(s), and education case managers if the student is on an IEP or 504 Plan. The [***Teacher Questionnaire***](https://docs.google.com/document/d/1YvoYof88DZiGEEhqScanGMZDrMN7gY1GFK7puz6KvSI/copy) is available for education staff members to complete if they are unable to attend the meeting. Also include community agency case managers if the student is adjudicated or a ward of the state.
4. 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 Level 1/ 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/Caregiver***](https://docs.google.com/document/d/1TC0DtJLyaIvBE9Hiv7L_w67rwwHUgtWp7hzQecvyNj0/copy) 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***](https://docs.google.com/document/d/1rHqv2GGI9k43pGpuKJsTMH968nknnleH8hIxh64zV_o/copy), [***Student Witness Interview***](https://docs.google.com/document/d/1jeyxA9ncsFA1ec37m8vZHCvUFCpZKadAJ6Kn4M6lBEo/copy), [***Teacher Questionnaires***,](https://docs.google.com/document/d/1YvoYof88DZiGEEhqScanGMZDrMN7gY1GFK7puz6KvSI/copy) and [***Parent Interview/Caregiver***](https://docs.google.com/document/d/1TC0DtJLyaIvBE9Hiv7L_w67rwwHUgtWp7hzQecvyNj0/copy)[**,**](https://docs.google.com/document/d/1TC0DtJLyaIvBE9Hiv7L_w67rwwHUgtWp7hzQecvyNj0/edit?usp=sharing) (if completed), conduct the **Level 1 assessment** using the [***Level 1 Protocol.***](https://docs.google.com/document/d/1ABi_NxYKZsyAcr5eOyTy2PTDkowyANxanvQOP-1gFtY/copy) 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 to address the concerns and aggravating factors identified in Step 3. If the Level 1/ Site Team determines that more assessment is necessary (see Step 5 - Level 1 Protocol), contact Level 2 BSACT (Behavioral Safety Assessment Community Team) coordinator, Wendy Burril, at (541 575-1349). If Kevin is not available, please contact Gordon Larson (larsong@grantesd.k12.or.us ) through email and request a call back.
7. Use the following process to complete the Level 1 assessment:
8. 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.
9. If other students have been identified as a possible targeted victim, notify their parents/guardians using the [***Notification Log***](https://docs.google.com/document/d/1uEOzptxsiBZO0YMkTzwLEYxJCzOeNA3HsQCAEsb3YMk/copy)*and* the[***Notification Letter.***](https://docs.google.com/document/d/1l43jfUela1uOxTfoCKpJzsJZXbYxaTYoirYuztzP3bg/copy) (A notification call is to be done within 12 hours; a notification letter should be issued within 24 hours. (See ORS. 339.327 or State statute.) Then, consider completing a [***Plan to Protect Targeted or Victimized Student,***](https://docs.google.com/document/d/1TMPbCA4JljgLq9gGUG9Mjd5ZaFWDchtaf0S7YWDXaYM/copy)taking into considerationinformation from the targeted students and their parents/guardians.
10. **Maintain Confidential Level 1 Protocol.**  Place a copy of level 1 protocol in the Administrator's working file (available to counselor 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.
11. Update **Synergy** to note the presence of a Confidential Record.

**LEVEL 2**

1. A Level 2 Assessment is conducted primarily at the school site by an investigative team comprised of a school safety specialist, or other education lead, mental health worker, law enforcement, 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 **Grant County School Based Behavioral Safety Assessment Community Team (BSACT), with membership from the following agencies: Grant School District 3, Prairie School District, Long Creek School District, Dayville School District, Monument School District, Grant County Education Service District, Grant County** **Sheriff’s Office, Community Counseling Solutions, Grant County Juvenile Department, and Grant County Department of Human Services (Child Welfare and Self Sufficiency).**
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 Student Behavioral Safety Assessment Community Team (BSACT) noted above. *(See* [***Level 2 Flowchart***](https://docs.google.com/document/d/1JF1l56XIZhsUhOtGP7KPXOUeFXkLIPJxH8HIIB-2imA/edit)***.***) A member of the Level 1/Site Team (the administrator and counselor in most cases) will also attend the BSACT staffing. BSACT 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 building administrator and reviewed on a schedule determined at the time of the assessment, or as needed if situation escalates. Members of BSACT 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, supervision strategies, and recommendations for support, will be written and provided to the Level 1/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**

1. After both a Level 1 and Level 2 Assessment have been conducted, determine which school staff members need to know that a behavioral safety 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 additions 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.
2. Provide staff members and parents with the [risk factors brochure](https://drive.google.com/file/d/1C6o_MEmnUHVWbdlcuhHR0NThy9kWxi3S/view?usp=drive_link) and direct them to inform the school administrator should new concerns arise.