

NWESD / SKAGIT COUNTY STUDENT SAFETY ASSESSMENT AND MANAGEMENT SYSTEM GUIDE

THE INCIDENT

Act of violence/implied threat of violence occurs. **If imminent danger exists notify Law Enforcement, appropriate District Office and Security Department. Initiate a protective response using district guidelines.**

NEED FOR BUILDING LEVEL

A Building Level Assessment is initiated by any two members of the **Building Level Team**. This Building Level Assessment is recommended for investigation and documentation of concerns about dangerous student activities, behaviors, ideation, and/or statements. A direct threat (expressed or acted out) does not have to be clearly indicated in order to proceed with this Assessment. **Building Level Teams** are encouraged to use the Building Level Assessment to address concerns and document their review of potential danger or safety issues, even if dismissed as minor or unlikely.

BUILDING LEVEL

The Building Level Assessment process can be used as a reasonably short (20-30 min.) review or a more extensive and lengthy screening (depending upon the circumstances).

1. The Site Team includes an Administrator, Counselor, SRO, and Teacher/s who knows the student well, an agency case manager (if the student is adjudicated or a ward of the court), and a parent if circumstances allow. The **Parent Questionnaire** is available to complete **by phone or face to face interview** if parent cannot or should not attend the meeting. Other Site Team members may include Campus Monitors, other Teachers (especially English, Humanities, Art), and education program Case Managers if the student is on an IEP or 504 plan. The **Teacher Questionnaire** is also available for staff to complete if unable to attend meeting.
2. Parent / guardian should be notified that the assessment will be taking place and invited to participate if the Building Team determines that it would benefit the assessment. The Building Team may elect to complete the assessment without notification and/or inclusion of the parent if determined that the participation of the parent would compromise the process. Documentation for parental notification is on the Building Level Assessment.
3. Using **Building Level Protocol**, the Building Team addresses risk factors and management needs through a **Student Supervision Plan** (Included in the Building Level Student Assessment). The case is tracked and case managed by the school Administrator (AKA. Case Manager). Follow-up dates are scheduled as needed.
4. If another student has been identified as a possible targeted victim, document safeguards on **Plan to Protect Targeted Student** and notify his/her guardian using the **Parent Notification of Threat By or From Student** form. **Maintain one copy of the Building Level Assessment in a letter-size manila envelope marked "Confidential Law Enforcement Unit Record" placed in a locking file cabinet within the Administrator's or Case Manager's office.**

COUNTY LEVEL	<p>If the Site Team determines that more assessment is necessary (See Step 4-Building Level Protocol) contact NWESD Dispatch at 360-299-4066. Dispatch will then schedule the County Level Consultation / Investigation Team (noted below <i>and</i> on the Flow Charts) for further assessment. At the time of the referral to NWESD Dispatch, the Site Team should have the information requested on page 6 of the Building Level Assessment so that Dispatch can schedule the appropriate people for the County Level Assessment. The Site Team will also participate in County Level Assessment and should have most convenient times for meeting available at time of call to Dispatch.</p>
COUNTY LEVEL CONTINUED	<ol style="list-style-type: none"> 1. A County Level Assessment is conducted primarily at the school site by an investigative team composed of a representative of mental health (school psychologist, mental health worker), education, law enforcement and a facilitator from the NWESD. This team meets with the Building Level Team. Other case workers (juvenile probation counselor, Skagit County YFS, etc.) may be invited as appropriate. At this meeting additional or updated information will be provided by the building level team and requests for additional information and clarification may be made by the county level team members. After the meeting the county level team determines the degree of risk for targeted and reactive violence and makes recommendation for case management which will be presented to the school district in a timely manner. 2. The full County Student Safety Assessment Team will staff the case at the monthly meeting held at Skagit County Youth and Family Services. As long as the case is active it is preferable to have the case manager present at these meetings. If that is not possible the facilitator should receive an update on the case prior to the meeting. 3. Once a student is staffed, case management will be done from 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. 4. File management will be done through the district according to their protocols. <p>Maintain one copy of the County Level Assessment in a letter-size manila envelope marked “Confidential Law Enforcement Unit Record” placed in a locking file cabinet within the Administrator’s or case manager’s office.</p>