

Student Safety Assessment System Building Level Checklist

The district should have the following in place (where applicable) prior to meeting with the county level assessment team:

Building Level report completed and given to NWESD

Case Manager assigned

Proper notifications made and documented where appropriate

- Document 4
- Document 8, page 2, Step 1:
- Document 8, page 2, Step 2:

Teacher/staff interview/questionnaire completed

Parent interview/questionnaire completed

Input provided by the following as appropriate:

- School Counselor
- Intervention Specialist
- Resource Officer
- Community: ARIS, Counselor, Probation Officer, etc. _____

- Other (Sp Ed) _____

Discipline record (including history)

Attendance record (including history)

Enrollment history provided (if known)

Supervision Plan developed

Interview with student making a threat

Interview with student being threatened

Plan to protect target student

Interview with witnesses (if any)

Copies of any material (drawings, writings, transcripts, etc.) from the student(s) involved in the incident.