

## **SPECIAL SERVICES**

### **Health and Welfare**

#### **Procedures for Conducting a Threat Assessment**

##### **I. PURPOSE**

To establish procedures for conducting threat assessments in response to student threats of violence.

##### **II. DEFINITIONS**

- A. 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 victim or to a prospective victim and regardless of whether the actual victim or to a prospective victim is aware of the threat existing in any fashion, whether orally, visually, in writing, or electronically. A threat assessment is a procedure to identify potentially dangerous or violent situations and resolve them.
- B. A transient threat is a threat that does not express a lasting intent to harm someone. A threat is transient only if it can be quickly and easily resolved and then no longer exist.
- C. A serious substantive threat is a threat that expresses a continuing intent to assault someone.
- D. A very serious substantive threat is a threat that involves using a weapon or a threat to kill, rape, or inflict severe injury upon someone.

##### **III. PROCEDURES**

- A. A threat assessment may be conducted if a student makes an explicit or implicit threat, or if the student's behavior indicates that a threat is reasonably likely. The goal of the threat assessment is to provide assistance to the student being assessed, to support victims or potential victims, and to take appropriate preventive or corrective measures to maintain a safe and secure school environment. A threat assessment is not a disciplinary action and is not a prerequisite to disciplinary action. Documents completed as part of a threat assessment may or may not be used in a disciplinary proceeding.
- B. Student threats shall be reported to the school administrator (principal, assistant principal, or principal designee) if they cannot be easily and readily resolved by

other staff members. Criteria for reporting threats should include the age of the child and the context of the threat or remark.

- C. The student who communicated the threat, the recipient(s) of the threat, and witnesses shall be interviewed to obtain specific information regarding the threat, in accordance with the FCPS Threat Assessment Guidelines. The guidelines can be found at <http://fcpsnet.fcps.k12.va.us/it/records/forms/se233.pdf>.
- D. When a threat is reported to the administrator, the school administrator makes a preliminary determination of the seriousness of the threat. If it can be determined that the threat is a transient threat and has been resolved, the FCPS Threat Assessment Documentation may be completed at the administrator's discretion. If the threat has not been resolved, the FCPS Threat Assessment Documentation and FCPS Threat Assessment and Response Summary Sheet forms shall be completed.
- E. In every instance in which a threat against a student is not immediately resolved, the school administrator shall notify the parent or guardian of the student who is the recipient of the threat and the parent or guardian of the student who made the threat.
- F. Threat assessment and disciplinary procedures are separate processes. Disciplinary procedures for students who communicate threats are included in Regulation 2601, Student Responsibilities and Rights. Regardless of whether a threat is determined to be a transient threat, a serious substantive threat, or a very serious substantive threat, appropriate disciplinary procedures shall be followed.
- G. If the threat is determined to be a serious substantive threat or a very serious substantive threat, the FCPS Threat Assessment Documentation and the FCPS Threat Assessment and Response Summary Sheet forms and other relevant documents regarding the threat shall be maintained in the cumulative file of the student's scholastic record. If the threat is determined to be a transient threat and the forms were completed, they may be maintained in the student's scholastic record at the administrator's discretion.

See also the current versions of: Regulation 2601, Student Responsibilities and Rights  
Regulation 2608, Reporting Serious and Unusual Incidents  
Regulation 2610, Removal (Suspension, Expulsion, or Exclusion) of Students From School  
Regulation 2616, Questioning of Students by Police  
Regulation 2701, Student Personal Data  
Regulation 4411, Student Exclusion Because of Assault or Threatened Assault Against a Teacher or Other Employee  
Regulation 7320, School Evacuation  
Regulation 7330, Security of Students and Others at School