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## THREAT ASSESSMENT TEAM REGULATIONS

In accordance with Va. Code § 22.1-79.4, the Superintendent establishes threat assessment teams located at each school.

Each school threat assessment team includes persons with expertise in counseling, instruction, school administration, safety and security, and law enforcement. The team leader is the principal or other senior administrator for the school.

Team members work collaboratively with each other, with other school staff, and (as appropriate) with community resources to support the purposes of the team and the safety of the school and its students and staff.

The threat assessment team leader may designate a subset of team members to screen cases reported to the team. This process serves to determine their appropriateness for review and/or action by the full team. If the team elects to implement a screening process, at least two members of the team will review initial reports of concern to determine if existing resources and mechanisms are sufficient to address those concerns, or whether the full team should further assess and manage the situation. All members of the team should have the opportunity to review screened cases to ensure they have been adequately addressed.

Unless it is not feasible to do so, all team members are involved with the assessment and intervention of individuals whose behavior poses a threat to the safety of school staff or students.

Although only some members may be involved in management of the crisis depending on the situation, team members actively, lawfully, and ethically communicate with each other; with school administrators; and with other school staff who have a need to know particular information to support the safety and well-being of the school, its students and its staff.

In fulfilling statutory responsibilities, school threat assessment teams:

- Provide guidance to students and staff regarding recognition of threatening behavior that may represent a threat by conducting presentations, broadly disseminating relevant information, and ensuring access to consultation from threat assessment teams;
- Clearly identify members of the school community to whom threatening behavior should be reported; and
- Implement Alexandria City Public Schools (ACPS) School Board policies in an effective manner for the assessment of and intervention with individuals whose behavior poses (or may pose) a threat to the safety of school staff or students, including (where appropriate) referrals to community services boards or health care providers for evaluation or treatment.

## PROCEDURES

### Identifying and Reporting Threats

- When an individual makes a threat or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation, the ACPS Threat Assessment

40 Guidelines are followed. The goal of the threat assessment process is to take appropriate  
 41 preventive or corrective measures to maintain a safe and secure school environment, to  
 42 protect and support potential victims, and to provide assistance, as needed, to the individual  
 43 being assessed.

- 44 ● Regardless of threat assessment activities, disciplinary action and referral to law enforcement  
 45 occur when required by Board policy or the Code of Virginia.
- 46 ● In accordance with the Code of Virginia, when threats of self-harm are accompanied by  
 47 threats to harm others, or investigation suggests the existence of a threat to others, the school  
 48 threat assessment team (and central office staff, if applicable) are notified and take  
 49 appropriate action to prevent acts of violence. The threat assessment team works  
 50 collaboratively with other entities involved in the case.
- 51 ● All school division employees, volunteers, and contractors are required to report immediately  
 52 to an administrator any expression of intent to harm another person, concerning  
 53 communications, or concerning behaviors that suggest an individual may intend to commit  
 54 an act of violence.

55 Anyone who believes that a person or situation poses a clear and immediate threat of serious  
 56 violence that requires containment must notify school security and/or law enforcement in  
 57 accordance with Policy EB.

58 Certain types of threats require immediate notifications. ACPS provides these notifications in  
 59 accordance with ACPS policies including CLA and KNAJ.

## 60 ASSESSING THREATS

61 When a threat is reported, the school administrator and/or threat assessment team leader initiates  
 62 an initial inquiry/screening and, in consultation with the threat assessment team, makes a  
 63 determination of the seriousness of the threat as expeditiously as possible in accordance with  
 64 ACPS Student Threat Assessment Guidelines.

65 Upon notification of threatening behavior or communications, the school administrator or threat  
 66 assessment team leader determines if an imminent threat is believed to exist. If the individual  
 67 appears to pose a clear and immediate threat of serious violence, the administrator notifies law  
 68 enforcement and school security in accordance with Policies EB and EBB.

69 If there is no reasonably apparent imminent threat present, or once such an imminent threat is  
 70 contained, the threat assessment team leader ensures that the situation is screened to determine if  
 71 the full threat assessment team needs to be involved. This screening may include (as necessary and  
 72 appropriate):

- 73 ● Review of the threatening behavior or communication;
- 74 ● Review of school and other records for any prior history or interventions with the individual(s)  
 75 involved; and
- 76 ● Conducting timely and thorough interviews (as necessary) of the person(s) who reported the  
 77 threat, the recipient(s) or target(s) of the threat, other witnesses who have knowledge of the  
 78 threat, and where reasonable, the individual(s) who allegedly engaged in the threatening  
 79 behavior or communication. The purpose of the interviews is to evaluate the individual's threat  
 80 in context, so that the meaning of the threat and intent of the individual can be determined.

81 If it is determined that the threat is not identifiable or a low threat of violence or harm to self  
82 or others, and threat assessment team determines that no further assessment, intervention, or  
83 monitoring is required at this time to prevent violence:

- 84 ● The threat assessment team leader ensures that the incident and review is adequately  
85 documented via the ACPS Threat Assessment Documentation Form. The threat assessment  
86 team maintains the documentation in accordance with Policy EBB.
- 87 ● If the individual (about whom the report was made) does not pose a threat but could benefit  
88 from or is in need of some other assistance, the threat assessment team leader ensures that the  
89 individual is referred to the appropriate school or community-based resources.

90 If it cannot be determined with a reasonable degree of confidence that the alleged threat is no/low  
91 threat, then a more in-depth assessment is undertaken by the threat assessment team to determine  
92 the nature and degree of any safety concerns and to develop strategies to prevent violence and  
93 reduce risk, as necessary. The assessment may include, but not be limited to, reviews of records;  
94 interview and consultation with staff, students or community who know the individual; and  
95 interviews of the individual and the target/recipient of the threat(s).

96 Based on the information collected, the school threat assessment team determines strategies to  
97 mitigate the threat and provides intervention and assistance to those involved, as needed.

98 Upon a determination that a student poses a threat of violence or physical harm to self or others,  
99 the school threat assessment team immediately reports its determination to the Superintendent or  
100 designee, including designated school administrators. The school-based administration  
101 immediately attempts to notify the minor student's parent or legal guardian.

102 In accordance with Virginia Department of Criminal Justice Services (DCJS) Threat Assessment  
103 Guidelines, in instances where the threat is deemed moderate risk or high risk, or requires further  
104 intervention to prevent violence or serious harm, the school administrator shall notify, in  
105 consultation with law enforcement, the parent and/or guardian of any student who is the  
106 target/recipient of a threat as well as the parent and/or guardian of any student who made the threat.  
107 Timing of notifications should be made in consultation with law enforcement.

108 In cases involving no/low risk threats, the school administrator may notify the parent/guardian of  
109 any student who is the target/recipient of a threat and/or may notify the parent/guardian of any  
110 student who made the threat.

### 111 **INTERVENING, MONITORING, AND RESOLVING THREATS**

112 If it is determined that an individual poses a threat of violence, the threat assessment team develops,  
113 implements, and monitors an individualized plan to intervene with, address and reduce the threat.  
114 The threat assessment team maintains documentation in accordance with DCJS Threat Assessment  
115 Guidelines.

116 The threat assessment team assists individual(s) within the school who engaged in threatening  
117 behavior or communication, and any impacted staff or students, in accessing appropriate school  
118 and community-based resources for support and/or further intervention.

119 For each case, a member of the threat assessment team is designated as a case manager to monitor  
 120 the status of the individual(s) of concern (in that case) and to notify the threat assessment team of  
 121 any change in status, response to intervention/referrals, or additional information that would be  
 122 cause for a re-assessment and changes in intervention strategies. Updates regarding the case are  
 123 documented in accordance with (DCJS) Threat Assessment Guidelines. These updates are  
 124 submitted regularly (e.g., at least every 30 days) until the case is resolved and is no longer assessed  
 125 to pose a threat to the school or its staff or students.

126 Resolution and closure of the case is documented in accordance with (DCJS) Threat Assessment  
 127 Guidelines.

128 Established: June 22, 2017

129 Revised: December 16, 2021

130

131 Legal Refs.: Code of Virginia, 1950, as amended, §§ 16.1-301, 18.2-83, 22.1-79.4,  
 132 22.1-272.1, 22.1-277.07, 22.1-279.3:1.

133

134 *Threat Assessment in Virginia Public Schools: Model Policies,*  
 135 *Procedures, and Guidelines*, Virginia Department of Criminal Justice  
 136 Services, 2nd Edition, 2016.

137

138	Policy Refs.:	CLA	Reporting Acts of Violence and Substance Abuse
139		EB	School Crisis, Emergency Management and Medical
140			Emergency Response Plan
141		EBB	Threat Assessment/threat assessment teams
142		JFC	Student Conduct
143		JFCD	Weapons in School
144		JFCF/JFCI	Alcohol and Other Drugs (AOD) in Schools
145		JGD/JGE	Student Suspension/Expulsion
146		JDGA	Disciplining Students with Disabilities
147		JFCE	Gang Activity or Association
148		JFCC	Student Conduct on School Buses
149		JHH	Suicide Prevention
150		JM	Management of Student Behaviors in Emergency Situations
151		JO	Student Records
152		KNAJ	Relations with Law Enforcement Authorities

~~THREAT ASSESSMENT/SAFETY TEAM REGULATIONS GOVERNING POLICY:~~

~~EBB: THREAT ASSESSMENT/SAFETY TEAMS~~

~~DIVISION-LEVEL THREAT ASSESSMENT TEAM~~

~~In accordance with Va. Code § 22.1-79.4, the Superintendent establishes a Threat Assessment Team, or “Safety Team,” to oversee Division-level threats and those pertaining to multiple facilities. In addition, the Division-level team oversees the individual threat assessment teams/Safety Teams located at each school. This Division-level team includes the Chief of Student Services and Equity, the Executive Director of Student Services, the Chief of Human Resources, the Chief of Facilities and Operations, the Director of Safety and Security Services, and the Coordinator of Security and Emergency Operations. It also includes other staff as appropriate.~~

~~The Division-level Safety team ensures that procedures are maintained for effective information sharing between the school division and community mental health and law enforcement agencies; assesses the effectiveness of the threat assessment process throughout the school division; and recommends changes to policies and procedures, as needed, to ensure an effective threat assessment process reflecting known best practices. The Division-level Safety Team oversees and provides support for school threat assessment teams/Safety Teams and works in consultation with designated representatives of the Community Services Board and the Alexandria Police Department.~~

Commented [MS1]: ACPS uses the term Threat Assessment Team

Commented [MS2]: ACPS has staff assigned to the work, but does not have a formal team.

~~SCHOOL THREAT ASSESSMENT TEAM/SAFETY TEAMS~~

~~Each school Safety Team/threat assessment team includes persons with expertise in counseling, instruction, school administration, safety and security, and law enforcement. The team leader is the principal or other senior administrator for the school.~~

~~Team members work collaboratively with each other, with other school staff, and (as appropriate) with community resources to support the purposes of the team and the safety of the school and its students and staff.~~

~~The threat assessment team/Safety Team leader may designate a subset of team members to screen cases reported to the team. This process serves to determine their appropriateness for review and/or action by the full team. If the team elects to implement a screening process, at least two members of the team will review initial reports of concern to determine if existing resources and mechanisms are sufficient to address those concerns, or whether the full team should further assess and manage the situation. All members of the team should have the opportunity to review screened cases to ensure they have been adequately addressed.~~

~~Unless it is not feasible to do so, all team members are involved with the assessment and intervention of individuals whose behavior poses a threat to the safety of school staff or students.~~

~~Although only some members may be involved in management of the crisis depending on the situation, team members actively, lawfully, and ethically communicate with each other; with school administrators; and with other school staff who have a need to know particular information to support the safety and well-being of the school, its students and its staff.~~

Commented [MS3]: Added to include current practice

In fulfilling statutory responsibilities, school ~~threat assessment teams~~Safety Teams:

- Provide guidance to students and staff regarding recognition of threatening behavior that may represent a threat by conducting presentations, broadly disseminating relevant information, and ensuring access to consultation from threat assessment teams;
- Clearly identify members of the school community to whom threatening behavior should be reported; and
- Implement Alexandria City Public Schools (ACPS) School Board policies in an effective manner for the assessment of and intervention with individuals whose behavior poses (or may pose) a threat to the safety of school staff or students, including (where appropriate) referrals to community services boards or health care providers for evaluation or treatment.

## PROCEDURES

### Identifying and Reporting Threats

- When an individual makes a threat or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation, the ACPS Threat Assessment Guidelines are followed. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe and secure school environment, to protect and support potential victims, and to provide assistance, as needed, to the individual being assessed.
- Regardless of threat assessment activities, disciplinary action and referral to law enforcement occur when required by ~~School~~Board policy or the Code of Virginia.
- In accordance with the Code of Virginia, when threats of self-harm are accompanied by threats to harm others, or investigation suggests the existence of a threat to others, the school ~~threat assessment team~~Safety Team (and ~~Division-level~~central office ~~Safety Team~~staff, if applicable) are notified and take appropriate action to prevent acts of violence. The ~~threat assessment team~~Safety Team works collaboratively with other entities involved in the case.
- All school division employees, volunteers, and contractors are required to report immediately to an administrator any expression of intent to harm another person, concerning communications, or concerning behaviors that suggest an individual may intend to commit an act of violence.

Anyone who believes that a person or situation poses a clear and immediate threat of serious violence that requires containment must notify school security and/or law enforcement in accordance with Policy EB.

Certain types of threats require immediate notification~~s.—to law enforcement.~~ ACPS provides these notifications in accordance with ACPS policies including Policies-CLA and ey-KNAJ. ~~the principal immediately reports to the local law enforcement agency.~~

~~● Assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person, on a school bus, on school property, or at a school-sponsored activity;~~

~~● Threats against school personnel while on a school bus, on school property or at a school-sponsored activity;~~

83 • ~~Illegal carrying of a firearm or pneumatic weapon onto school property;~~  
84 • ~~Illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, or~~  
85 ~~explosive or incendiary devices, or chemical bombs, on a school bus, on school property, or at a~~  
86 ~~school sponsored activity; and~~  
87 ~~Threats or false threats to bomb made against school personnel or involving school property or~~  
88 ~~school buses; In accordance with Policy CLA, the Superintendent, Designee or school~~  
89 ~~administrator also immediately reports any act noted above that may constitute a criminal offense~~  
90 ~~to the parents and/or guardians of any minor student who is alleged to have committed the act and~~  
91 ~~reports that the incident has been reported to local law enforcement, as required by law. The school~~  
92 ~~administrator informs the parents and/or guardians that they may contact local law enforcement~~  
93 ~~for further information, if they so desire. In addition, the school administrator may report other~~  
94 ~~threats to the local law enforcement agency as necessary and appropriate.~~

Commented [4]: Replaced duplicate language with breadcrumbs to ensure consistency.

## 95 ASSESSING THREATS

96 When a threat is reported, the school administrator and/or ~~threat assessment team~~Safety Team  
97 leader initiates an initial inquiry/screening and, in consultation with the ~~threat assessment~~  
98 ~~team~~Safety Team, makes a determination of the seriousness of the threat as expeditiously as  
99 possible in accordance with ACPS Student Threat Assessment Guidelines.

100 Upon notification of threatening behavior or communications, the school administrator or ~~threat~~  
101 ~~assessment team~~Safety Team leader determines if an imminent threat is believed to exist. If the  
102 individual appears to pose a clear and immediate threat of serious violence, the administrator  
103 notifies law enforcement and school security in accordance with Policies EB and EBB.

104 If there is no reasonably apparent imminent threat present, or once such an imminent threat is  
105 contained, the ~~threat assessment team~~Safety Team leader ensures that the situation is screened to  
106 determine if the full ~~threat assessment team~~Safety Team needs to be involved. This screening may  
107 include (as necessary and appropriate):

- 108 • Review of the threatening behavior or communication;
- 109 • Review of school and other records for any prior history or interventions with the individual(s)  
110 involved; and
- 111 • Conducting timely and thorough interviews (as necessary) of the person(s) who reported the  
112 threat, the recipient(s) or target(s) of the threat, other witnesses who have knowledge of the  
113 threat, and where reasonable, the individual(s) who allegedly engaged in the threatening  
114 behavior or communication. The purpose of the interviews is to evaluate the individual's threat  
115 in context, so that the meaning of the threat and intent of the individual can be determined.

116 If it is determined that the threat is not identifiable or a low threat of violence or harm to self  
117 or others, and ~~threat assessment team~~Safety Team determines that no further assessment,  
118 intervention, or monitoring is required at this time to prevent violence:

- 119 • The ~~threat assessment team~~Safety Team leader ensures that the incident and review is  
120 adequately documented via the ACPS Threat Assessment ~~Documentation Form and Response~~  
121 ~~Form~~. The threat assessment team maintains the documentation in accordance with Policy  
122 EBB.

123 • If the individual (about whom the report was made) does not pose a threat but could benefit  
124 from or is in need of some other assistance, the ~~threat assessment team~~~~Safety Team~~ leader  
125 ensures that the individual is referred to the appropriate school or community-based resources.

126 If it cannot be determined with a reasonable degree of confidence that the alleged threat is no/low  
127 threat, then a more in-depth assessment is undertaken by the ~~threat assessment team~~~~Safety Team~~  
128 to determine the nature and degree of any safety concerns and to develop strategies to prevent  
129 violence and reduce risk, as necessary. The assessment may include, but not be limited to, reviews  
130 of records; interview and consultation with staff, students or community who know the individual;  
131 and interviews of the individual and the target/recipient of the threat(s).

132 Based on the information collected, the school ~~threat assessment team~~~~Safety Team~~ determines  
133 strategies to mitigate the threat and provides intervention and assistance to those involved, as  
134 needed.

135 Upon a determination that a student poses a threat of violence or physical harm to self or others,  
136 the school ~~threat assessment team~~~~Safety Team~~ immediately reports its determination ~~to the~~  
137 ~~Division-level threat assessment team~~~~Safety Team, as well as~~ to the Superintendent or designee,  
138 including designated school administrators. The school-based administration immediately  
139 attempts to notify the minor student's parent or legal guardian.

140 In accordance with Virginia Department of Criminal Justice Services (DCJS) Threat Assessment  
141 Guidelines, in instances where the threat is deemed moderate risk or high risk, or requires further  
142 intervention to prevent violence or serious harm, the school administrator shall notify, in  
143 consultation with law enforcement, the parent and/or guardian of any student who is the  
144 target/recipient of a threat as well as the parent and/or guardian of any student who made the threat.  
145 Timing of notifications should be made in consultation with law enforcement.

146 In cases involving no/low risk threats, the school administrator may notify the parent/~~and/or~~  
147 guardian of any student who is the target/recipient of a threat and/or may notify the parent/~~and/or~~  
148 guardian of any student who made the threat.

#### 149 INTERVENING, MONITORING, AND RESOLVING THREATS

150 If it is determined that an individual poses a threat of violence, the ~~threat assessment team~~~~Safety~~  
151 ~~Team~~ develops, implements, and monitors an individualized plan to intervene with, address and  
152 reduce the threat. The ~~threat assessment team~~~~Safety Team~~ maintains documentation in accordance  
153 with DCJS Threat Assessment Guidelines.

154 The ~~threat assessment team~~~~Safety Team~~ assists individual(s) within the school who engaged in  
155 threatening behavior or communication, and any impacted staff or students, in accessing  
156 appropriate school and community-based resources for support and/or further intervention.

157 For each case, a member of the ~~threat assessment team~~~~Safety Team~~ is designated as a case manager  
158 to monitor the status of the individual(s) of concern (in that case) and to notify the ~~threat~~  
159 ~~assessment team~~~~Safety Team~~ of any change in status, response to intervention/referrals, or  
160 additional information that would be cause for a re-assessment and changes in intervention  
161 strategies. Updates regarding the case are documented in accordance with (DCJS) Threat



162 Assessment Guidelines. These updates are submitted regularly (e.g., at least every 30 days) until  
163 the case is resolved and is no longer assessed to pose a threat to the school or its staff or students.

164 Resolution and closure of the case is documented in accordance with (DCJS) Threat Assessment  
165 Guidelines.

166 Established: June 22, 2017

167 Revised: December 16, 2021

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173 *Procedures, and Guidelines, Virginia Department of Criminal Justice*  
174 *Services, 2nd Edition, 2016.*

175

176	Policy Refs.:	CLA	Reporting Acts of Violence and Substance Abuse
177		EB	School Crisis, Emergency Management and Medical
178			Emergency Response Plan
179		EBB	Threat Assessment/ <del>threat assessment team</del> <del>Safety Teams</del>
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181		JFCD	Weapons in School
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