

Hartland Consolidated Schools
Student Threat Assessment Management and Protocol
Updated 1-25-2023

1. Evaluate threat

- a. Obtain a specific account of the threat
- b. Take immediate precautions to protect potential victim(s)
- c. Contact Law Enforcement if threat is deemed substantive or rises to a criminal complaint
- d. Interview the student(s) who made the threat, the recipient of the threat, and other witnesses using the HCS Threat Assessment Documentation template and include law enforcement if the threat is deemed substantive or criminal
- e. If applicable, engage the Threat Assessment Team (admin, school psychologist, school counselor, school social worker, security director, others as deemed necessary/appropriate)

2. Determine if threat is clearly transient or substantive

- a. Consider the circumstances for which the threat was made and the student's intentions as well as the source/direct knowledge
- b. Consider student's age, credibility, and previous discipline/behavior history
- c. Consider the Board adopted student code of conduct and the serious violations of the student code of conduct that may result in a recommendation for expulsion, long term suspension, or an interim alternative educational placement
- d. When in doubt, consider threat as substantive and assess further

3. Respond to transient threat

- a. Typical responses may include reprimand, parental notification, or other disciplinary action in accordance with the student code of conduct
- b. Contact Law Enforcement if threat is deemed substantive or rises to a criminal complaint
- c. Student may be required to participate in a Restorative Practice or counseling
- d. Consider a behavior intervention plan/contract
- e. Maintain threat assessment documentation in cumulative file of the student's scholastic record (CA-60)

4. Respond to a substantive threat

- a. A substantive threat may be deemed **serious or very serious** depending on the context of the threat relative to implications for the recipient of the threat and/or the violation of the student code of conduct
- b. Contact Law Enforcement to determine if the threat rises to a criminal complaint
 - i. A serious threat might involve a threat to assault someone (harm, punch, beat up, etc)
 - ii. A very serious threat involves the use of a weapon (gun, bomb, knife, other objects) and/or a threat to kill, rape, or inflict severe injury

5. Respond to a serious substantive threat

- a. Take immediate action to protect/safeguard potential victim(s), including notifying intended victim(s) parents
- b. Contact Law Enforcement and determine if threat rises to a criminal complaint
- c. Notify parents of the respondent and complainant
- d. Discipline student as appropriate to severity, chronicity of situation, and student code of conduct
- e. Develop a behavior intervention plan pending student's enrollment status
- f. Maintain threat assessment documentation in the cumulative file of the student's scholastic record (CA-60)
- g. Consider if it's necessary to complete an Office of School Safety Incident Report in accordance to Public Act 551 of 2018

6. Respond to a very serious substantive threat

- a. Take immediate action to protect/safeguard potential victim(s), including notifying parents of the complainant and respondent
- b. Contact Law Enforcement who may:
 - i. Interview students and staff
 - ii. Conduct a search of student, belongings, and vehicle if applicable
 - iii. Visit the home to assess for threat credibility
 - iv. Arrest individuals involved in making the threat
 - v. File charges on individuals making the threat
- c. Discipline student as appropriate to severity, chronicity of situation, and student code of conduct
- d. Develop a behavior intervention plan pending student's enrollment status
- e. Maintain threat assessment documentation in the cumulative file of the student's scholastic record (CA-60)
- f. Complete an Office of School Safety Incident Report in accordance to Public Act 551 of 2018

7. Situations for which Law Enforcement will be contacted

- a. Gun or Bomb threat
- b. Arson
- c. Assault/Battery (dating relationship past or present)
- d. Title IX Investigation
- e. Sexual Assault of any kind
- f. Injury accidents on school property
- g. Bus accidents
- h. Stalking
- i. Incidents deemed "stranger danger."
- j. Trespassing

The school district will endeavor to include law enforcement at the onset of an investigation, including interviews with respondents and complainants. This protocol was developed in collaboration with the Livingston County Sheriff's Office.