

Related Entries: Policy 2.11 and 2.14

Threat Assessment Team

(1) The Superintendent, or his or her designee, shall develop administrative procedures for the prevention of violence on school grounds, including coordination of resources, and the assessment and intervention with individuals whose behavior poses a threat to the safety of the school community. This policy is adopted for the establishment of Threat Assessment Teams at each school. Employee and visitor behavior may at times pose a threat to the safety of students and staff. School-based Threat Assessment Teams are not best-suited to handle those types incidents, which may include workplace violence, domestic violence, harassment, stalking, Injunctions (protection orders) etc.

(2) The purpose of the Threat Assessment Team is to establish a process focusing on behaviors that pose a threat to school safety while serving as a preventative measure to identify needs and provide support to students. This process is also known as a care assessment. Threat Assessment Teams are responsible for the coordination of resources and assessment and intervention with individuals whose behavior may pose a threat to the safety of school staff or students consistent with the model policies and procedures developed by the Office of Safe Schools which addresses early identification, evaluation, early intervention, and student support.

This District team has oversight of school-based teams ensuring that procedures are maintained for effective information sharing between the school District and community mental health and law enforcement agencies; to assess and ensure the effectiveness of the threat assessment process throughout the district; and recommend changes to policies and procedures, as needed, reflecting known best practices.

The duties of the Threat Assessments Teams shall be consistent with the model policies developed by the Florida Department of Education, Office of Safe Schools, which shall include procedures for referrals to mental health services identified by the District.

(3) Location and Membership

(a) Threat assessment teams are located at each school in the District and composed of individuals with expertise in counseling, instruction, school administration, and law enforcement. All members of the threat assessment team must be involved in the threat assessment process and final decision-making.

i. The counseling team member must be a school-based mental health

- 46 services provider who is able to access student mental health records.
47
48 ii. The law enforcement team member must be a sworn law enforcement
49 officer, as defined by F.S. 943.10, including a School Resource Office,
50 school-safety officer, or other active law enforcement officer. At a minimum,
51 a law enforcement officer serving on a threat assessment team must have
52 access to local Records Management System information, the Criminal
53 Justice Information System, and the Florida Crime Information Center and
54 National Crime Information Center databases. Officers serving on school-
55 based threat assessment teams must also have clearance to review
56 Criminal Justice Information and Criminal History Record Information.
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58 (b) The Board authorizes the Superintendent to create procedures for the purpose
59 of:
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61 i. identifying team participants by position and role in accordance with this
62 policy;
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64 ii. designating the individuals (by position) who are responsible for gathering
65 and investigating information; and
66
67 iii. identifying the steps and procedures to be followed from initiation to
68 conclusion of the threat assessment inquiry or investigation.
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70 Each Threat Assessment Team shall include persons with expertise in:

- 71
72 (c) Counseling
73 (d) Instruction
74 (e) School Administration
75 (f) Law Enforcement
76 (g) Others on an Ad Hoc basis
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78 The District Threat Assessment Team includes District personnel and designated law
79 enforcement supervisors:
80

- 81 (a) Director, ESE Education
82 (b) Director, Student Engagement, Positive Prevention
83 (c) Health Services
84 (d) Director, Psychological and Social Work Services
85 (e) Assistant Director, School Counseling Services
86 (f) Attorney
87 (g) Director, Safety and Security
88 (h) Director, Professional Standards
89 (i) Law Enforcement SRO supervisor by jurisdiction affected
90 (j) Others on an Ad Hoc basis
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- 92 (4) Each school principal shall select a school administrator to serve as a member of the

93 school's Threat Assessment Team. The school's mental health professionals,
94 including school counselors, school social workers and school psychologists shall be
95 part of each school team its law enforcement representative should be the school
96 resource officer unless otherwise designated. For continuity, the same personnel will
97 serve each time the Threat Assessment Team is convened. The adopted procedures
98 will:

- 99
- 100 (a) Identify any additional team participants by position and role;
 - 101 (b) Designate the individuals (by position) who are responsible for gathering and
102 investigating information; and
 - 103 (c) Identify the steps and procedures to be followed from initiation to conclusion of
104 the threat assessment inquiry or investigation.

- 105
- 106 (5) The Threat Assessment Teams shall identify members of the school community to
107 whom threatening behavior should be reported and provide guidance to students,
108 faculty, and staff regarding recognition of threatening or aberrant behavior that may
109 represent a threat to the community, school, or self.

- 110
- 111 (6) Responsibilities and Activities of Threat Assessment Teams

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113 The responsibilities and activities of threat assessment teams include but are not
114 limited to, the following:

- 115
- 116 a) identification of individuals in the school community to whom threatening
117 behavior should be reported and provide guidance to students, faculty, and staff
118 regarding recognition of threatening or aberrant behavior that may represent a
119 threat to the community, school, or self;
 - 120
 - 121 b) utilizing the Department's behavior threat assessment instrument developed
122 pursuant to F.S. 1001.212;
 - 123
 - 124 c) consult with law enforcement when a student exhibits a pattern of behavior,
125 based upon previous acts or the severity of an act, that would pose a threat to
126 school safety;
 - 127
 - 128 d) consult with law enforcement when a student commits more than one (1)
129 misdemeanor to determine if the act should be reported to law enforcement;
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 - 131 e) if a preliminary determination is made by the threat assessment team that a
132 student poses a threat of violence or physical harm to himself/herself or others,
133 the threat assessment team will report its determination to the Superintendent
134 or designee;

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136 The Superintendent or designee shall immediately attempt to notify the student's
137 parent or legal guardian. However, nothing in this paragraph shall preclude
138 District personnel from acting immediately to address an imminent threat.

140 f) if a preliminary determination is made by the threat assessment team that a
141 student poses a threat of violence to themselves or others or exhibits significantly
142 disruptive behavior or need for assistance, authorized members of the threat
143 assessment team may obtain criminal history record information pursuant to
144 F.S. 985.04(1);
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146 Members of the threat assessment team may not disclose any criminal history
147 record information obtained pursuant to this paragraph or otherwise use any
148 record of an individual beyond the purpose for which such disclosure was made
149 to the threat assessment team.
150

151 g) create procedures related to engaging behavioral health crisis resources.
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153 All reported threats, even those determined not to be a threat, must be documented
154 by the threat assessment team. Documentation must include the evaluation process
155 and any resultant action.
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157 (7) Notwithstanding any other provision of law, all state and local agencies and programs
158 that provide services to students experiencing or at risk of an emotional disturbance
159 or a mental illness, including the District, school personnel, state and local law
160 enforcement agencies, the Department of Juvenile Justice, the Department of
161 Children and Families, the Department of Health, the Agency for Health Care
162 Administration, the Agency for Persons with Disabilities, the Department of
163 Education, the Statewide Guardian Ad Litem Office, and any service or support
164 provider contracting with such agencies, may share with each other records or
165 information that are confidential or exempt from disclosure under Chapter 119, F.S.,
166 if the records or information are reasonably necessary to ensure access to
167 appropriate services for the student or to ensure the safety of the student or others.
168 All such state and local agencies and programs shall communicate, collaborate, and
169 coordinate efforts to serve such students.
170

171 (8) Each school-based threat assessment team must meet as often as needed to fulfill
172 its duties of assessing and intervening with persons whose behavior may pose a
173 threat to school staff or students, but no less than monthly. Threat assessment teams
174 shall maintain documentation of their meetings, including meeting dates and times,
175 team members in attendance, cases discussed, and actions taken. Threat
176 Assessment Teams are not precluded from acting immediately to address an
177 imminent threat.
178

179 (9) Immediate Mental Health or Substance Abuse Crisis
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181 If an immediate mental health or substance abuse crisis is suspected, school
182 personnel shall follow policies established by the threat assessment team to engage
183 behavioral health crisis resources. Behavioral health crisis resources, including, but
184 not limited to, mobile crisis teams and school resource officers trained in crisis
185 intervention shall provide emergency intervention and assessment, make
186 recommendations, and refer the student for appropriate services. Onsite school

187 personnel shall report all such situations and actions taken to the threat assessment
188 team, which shall contact the other agencies involved with the student and any known
189 service providers to share information and coordinate any necessary follow-up
190 actions. Upon the student's transfer to a different school, the threat assessment team
191 shall verify that any intervention services provided to the student remain in place until
192 the threat assessment team of the receiving school independently determines the
193 need for intervention services.

194
195 (10) Behavior Threat Assessment Instrument Training

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197 All threat assessment team members must be trained on the Department's behavior
198 threat assessment instrument in accordance with Florida law.

199
200 (11) Office of Safe Schools Reporting

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202 Each threat assessment team shall report quantitative data on its activities to the
203 Office of Safe Schools, including all activities during the previous school year, and
204 shall utilize the threat assessment database developed pursuant to F.S.1001.212.
205 The School Safety Specialist will report this information to the Office of Safe Schools.

206
207 Beginning in the 2022-2023 school year, the total number of threat assessments
208 conducted, disaggregated by the total number of non-threats, the total number of
209 transient threats, the number of substantive threats, and the sex, race, and grade
210 level of all students assessed by the threat assessment team.

211
212 (12) Threat Assessment Records

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214 a. Transient or Substantive Threats

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216 Threat assessments determined to be transient or substantive, as defined in
217 F.A.C. 6A-1.0018, are Category B records and shall be maintained in a student's
218 file as long as determined useful by a threat assessment team, pursuant to F.S.
219 1006.07 and F.A.C. 6A-1.0018.

220
221 b. Non-Threats

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223 In order to protect students from stigma and unintended consequences, reported
224 threats which are determined by threat assessment team not to be a threat at
225 all, meaning the threat does not rise to the level of transient or substantive, may
226 be maintained by the threat assessment team, but must not be maintained in a
227 student's file, unless one of the following conditions are met:

228
229 a) The parent of the student who was the subject of a non-threat finding
230 requests that the record be retained in the student's file; or

231

232 b) The threat assessment team has made a determination that the non-threat
233 finding must be retained in order to ensure the continued safety of the
234 school community or to ensure the well-being of the student.
235

236 Such determination and reasoning for maintaining the record must be
237 documented with the non-threat finding. Where such a determination is
238 made, the threat assessment team must re-evaluate the decision on an
239 annual basis to determine if the record is no longer useful. The student's
240 age and length of time since the original assessment must be considered
241 in those evaluations.
242

243 **STATUTORY AUTHORITY:** 1001.41, 1006.07, 1006.13, and 1006.1493, F.S.; Florida Safe
244 Schools Assessment Tool; Threat Assessment in Schools: A Guide to Managing
245 Threatening Situations and to Creating Safe School Climates (U.S. Secret Service and U.S.
246 Department of Education); and 6A-1.0018, F.A.C.
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