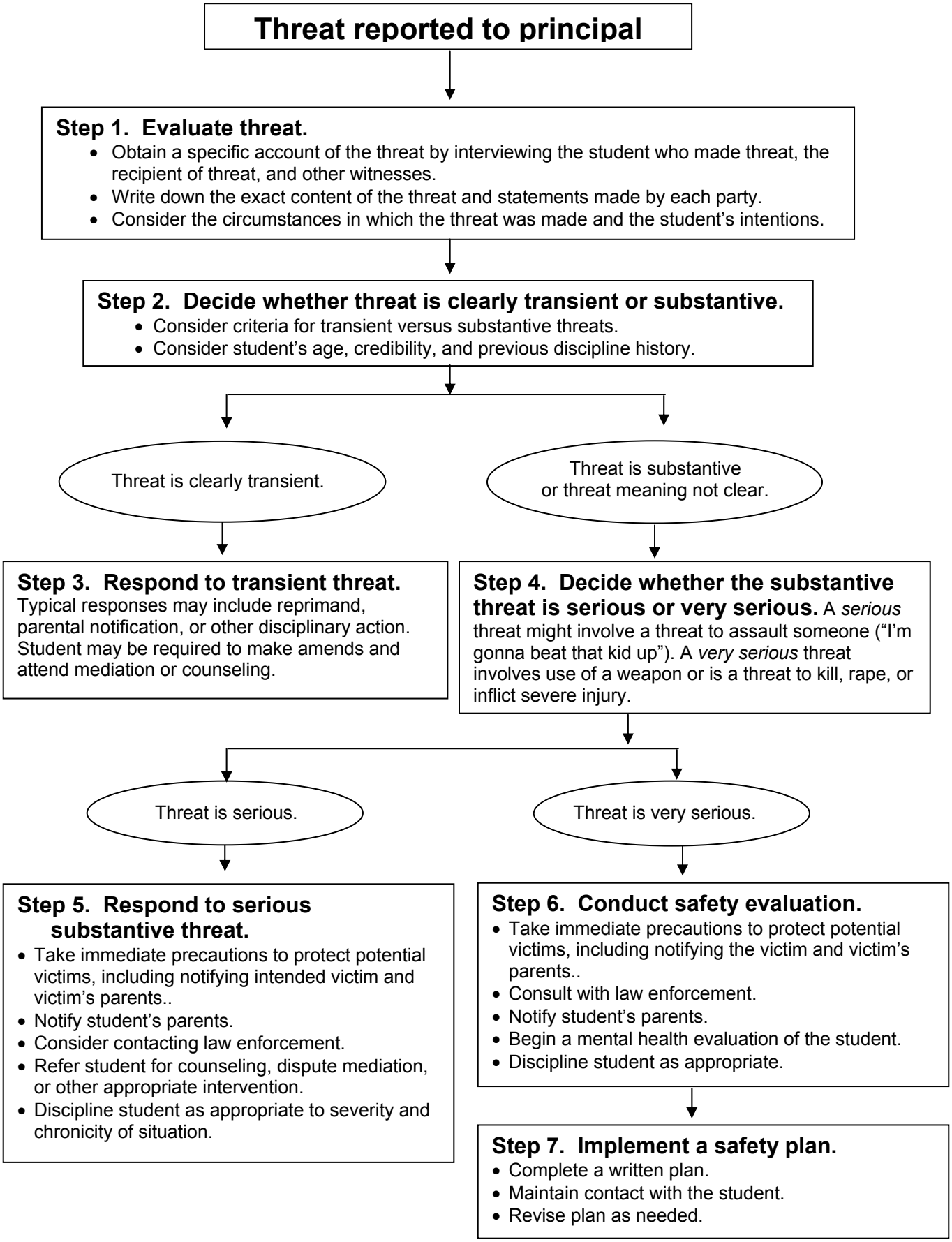
Threat reported to principal
Step 1. Evaluate threat.
• Obtain a specific account of the threat by interviewing the student who made threat, the recipient of threat, and other witnesses.
• Write down the exact content of the threat and statements made by each party.
• Consider the circumstances in which the threat was made and the student's intentions.
Step 2. Decide whether threat is clearly transient or substantive.
• Consider criteria for transient versus substantive threats.
• Consider student's age, credibility, and previous discipline history.
Threat is clearly transient.
Threat is substantive or threat meaning not clear.
Step 3. Respond to transient threat.
Typical responses may include reprimand, parental notification, or other disciplinary action. Student may be required to make amends and attend mediation or counseling.
Step 4. Decide whether the substantive threat is serious or very serious. A serious threat might involve a threat to assault someone ("I'm gonna beat that kid up"). A very serious threat involves use of a weapon or is a threat to kill, rape, or inflict severe injury.
Threat is serious.
Threat is very serious.
Step 5. Respond to serious substantive threat.
• Take immediate precautions to protect potential victims, including notifying intended victim and victim's parents..
• Notify student's parents.
• Consider contacting law enforcement.
• Refer student for counseling, dispute mediation, or other appropriate intervention.
• Discipline student as appropriate to severity and chronicity of situation.
Step 6. Conduct safety evaluation.
• Take immediate precautions to protect potential victims, including notifying the victim and victim's parents..
• Consult with law enforcement.
• Notify student's parents.
• Begin a mental health evaluation of the student.
• Discipline student as appropriate.
Step 7. Implement a safety plan.
• Complete a written plan.
• Maintain contact with the student.
• Revise plan as needed.