



Portland Public Schools

Student Threat Assessment System

10-Step Guide to the Level 1 Process

A Guide for the School Administrator

1. **Investigate incident** (interview student(s), others as needed).
2. **Determine an initial course of action** (e.g. emergency procedures, parent contact, notification to parents of targeted student, etc.).
3. **Consult with another trained team member** (admin, SRO, counselor) to determine whether to proceed with a Level 1 and schedule a 30-60 minute meeting (typically for that afternoon or the following day, depending on lead time and level of concern).
4. **Determine who should attend the Level 1.** In addition to trained team members, also include others who would be important to gathering information: the parent/guardian and teachers who know the student well (Note: if the student of concern is on an IEP please include the case manager). Also include agency case managers (e.g. juvenile justice, child welfare, OYA etc.). *Firesetting: deputy fire marshal may have verbal input.*
5. **If the parent can't or won't attend, schedule a time to complete the parent interview** (admin or counselor).
6. **Send out teacher questionnaires to any relevant staff** who will not be attending the meeting and ask that they be returned to administrator prior to the Level 1 meeting.
7. **At the meeting, announce that the purpose of the meeting is for the safety of the student and others involved and the agenda is:** to collect information about the situation of concern, decide whether a safety plan is needed, make the safety plan and determine whether to request a follow-up Level 2 investigation.
8. **As a team, complete the Level 1 protocol,** determine whether the team's level of concern is reduced, confirmed or heightened and decide whether a Level 2 investigation will be requested.
9. **Complete the safety and supervision plan.** Identify a date to review the plan.

10. Submit the completed Level 1 protocol

Scan: studentservices@pps.net **Original:** School Administrator working file **Copy:** Mental Health Provider (if appropriate) **Copy:** MESD School Nurse (if appropriate)

Please remember to note on the Student Services Record on File (SSRF) in the cumulative file that a threat assessment was completed.

MUST include a signed PPS Permission to Release or Exchange Information form in order to share info with providers outside of PPS