



Archdiocese of Seattle, Office for Catholic Schools
THREATS OF SCHOOL COMMUNITY MEMBERS

Any threat to the safety and well-being of any member of the school community will be taken seriously and may result in the following actions:

- Person hearing the threat or notified of a threat is to notify the principal immediately.
- Principal or delegate will notify the following people immediately: **parents, police**, pastor, Catholic Schools Office.
- If it is a student who is involved, the custodial parents of the student who made the threat and of the student who was victimized will be notified.
- Students need to write down the circumstances of the incident. Principal and adult witness will talk with students involved separately.
- The student victimizer may be placed on an Intervention Suspension, or immediate Expulsion. If the student is placed on an Intervention Suspension, the student must see a mental health professional who is a medical psychologist or psychiatrist. An evaluation/risk report must be provided with recommendations before the student is admitted back into school. *Note: The parent chooses the mental health professional by contacting their medical doctor for a recommendation. The school counselor should not be utilized due to liability issues. Require a written release from the custodial parent to share and receive information with the mental health professional.*
 - The principal shall provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
 - The principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan from the mental health care professional stating the basis upon which she/he determined that the student is not/does not post a danger to self or others.
- Other consequences may be warranted by the welfare of the student victimizer and other members of the school community.
- When readmitted to school, place the student on a behavior plan. The plan should be reviewed every three weeks until the recommendations of the mental health professionals and/or the consequences of actions from the school have been met.
- **If adults in the community make the threats, a family's registration for the remainder of the school year or the following school year may be considered probationary until all recommendations or requirements are fulfilled to the satisfaction of the principal. Legal action may be taken by calling the police or seeking a restraining order.**
- School can adopt an immediate expulsion policy. Recommend the Intervention Suspension to better assist the student and family.

Note: Documentation from the mental health care professional concerning any student are to be placed in a separate, confidential file and should not be a part of the students academic/disciplinary file with access only by the principal and/or pastor. Keep documentation for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal, by parent/guardian, graduation or non-readmission before being destroyed.