

Intradistrict Communication

DATE: September 23, 2021

TO: Principals
Assistant Principals

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Sharon Jensen, Student Support Consultant

SUBJECT: Comprehensive School Threat Assessment Guidelines (CSTAG) – Assessment and Response

A threat is a behavior or communication of intent to harm that may be spoken, written, gestured, or expressed in some other form, such as text messaging, email, or other digital means. Expressions of intent to harm is considered a threat regardless of whether it is communicated to the intended target or if the intended target is aware of the threat. When in doubt, treat all communication or behavior as a threat and conduct a threat assessment.

When conducting a threat assessment, the communication or behavior is assessed to determine the level of response and/or intervention required. A **transient** threat means that there is no sustained intent to harm (exclusionary practices would not typically be used) and a **substantive** threat means the intent is present (or not clear) and therefore requires action (that may include exclusionary practices).

Schools are encouraged to use CSTAG assessment and response protocols for any threatening behavior or communication that is serious enough to generate an office referral or enough concern that the student may intend to harm someone in the future. Threat assessments do not need to be conducted for minor incidents or situations that are immediately resolved. All CSTAG assessment and response protocols/forms are documented and retained by the school according to the records retention schedule for student records and are administered according to FERPA.

The CSTAG Forms are available on the Student Support Services website at:

<https://studentsupport.jordandistrict.org/cstag-forms/>

All forms are for your use and Jordan District has the necessary permissions allowing you to adapt them to your needs (the word version is also available online at www.SchoolTA.com). Please note that the administration of the Mental Health Assessment requires prior written parent/legal guardian consent (AA441-Privacy Rights-Students and Family).

It is important to remember that threat assessment **is not** a crisis response. If there is an indication that violence is imminent (e.g., person has a firearm at school or is on the way to school to attach someone), a crisis response is appropriate. Take immediate action such as calling 911 and follow the school crisis response plan.

Additional CSTAG manuals (\$50) and/or Level 1 trainings (\$85) are available at school cost. Please contact Travis Hamblin (801.567.8439) in Student Services should you have any questions or want any additional CSTAG manuals or Level 1 trainings for your staff.

All questions regarding threatening communication and behavior should be directed to Sharon Jensen (801.567.8187) in Student Support Services.