

218.2-AR TERRORISTIC THREATS/ACTS

Guidelines:

The Muhlenberg School District will use the following procedures and guidelines for responding to terroristic threats/acts of violence. Violations of the Board's policy on terroristic threats/acts can result in suspension, expulsion, and/or referral to law enforcement agencies.

I. **Terroristic Threats** may be, come in the form of, or be communicated via:

Comments	Written
Gestures	Phone-calls
Pictures/Graphics	Answering machines
Third parties	Electronic communication (e.g. e-mail, blog, social network)
Singing (song lyrics)	Others

Threats may be against, between, or among:

Staff
Students
Parents
Visitors
Property

Types of Threats:

Bomb
Death
Extortion
Extreme Intimidation
Other

II. Procedures Related To Threats Of Violence

A. Reporting – Responsibility of Staff:

1. All terroristic threats must be taken seriously and actions taken accordingly until it is determined otherwise.
2. **ALL** terroristic threats/acts must be referred to the building principal. Discretion must be used regarding communications about/dealing with terroristic threats/acts

B. Investigation

1. It is the responsibility of the building principal and/or his/her designee to conduct an investigation into an alleged terroristic threat or act. Even idle threats can be considered to be a terroristic threat if the intent was to terrorize or the individual was acting with reckless disregard of the risk of terror.
 - a) The principal shall contact local law enforcement, as necessary.
 - b) The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.
 - c) The building principal or designee may search the student's person or property, including the student's locker, clothing, bookbag(s), vehicle or other school-issued or personal property. The principal or his/her designee shall conduct the search and another staff member should be present, if possible. If the student is available, the student shall be asked to consent to the search. However, if the student is not available or if the student objects to the search, the principal or designee may continue with the search. The principal shall promptly record in writing the reason for the search, what was searched, the persons present during the search and any objects found during the search. The principal shall be responsible for safekeeping of any substance, object or material found during the

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search that violates applicable law, Board policy or school rules and, where applicable, turning over said substance, object or material to the police.

- d) Consult with appropriate staff if necessary to make a determination if a threat was in fact made or an act committed.
- e) If the threat/act involves a group, separate them and meet with each individually.
- f) Interview the individual(s), discuss the incident with appropriate staff and others to gather information for the investigation.
- g) Gather facts concerning the incident to use to complete an incident report. This includes information relating to Who, What, When, Where, How, Why, and outcome information.
- h) Some additional issues to investigate may include:
 - (1) In how many previous incidents has this participant been involved? Provide details. Similarities of incident(s).
 - (2) What pertinent difficulties, if any, occurred within a few days prior to incident? (Does not have to include participant.)
 - (3) Source of conflict as reported by participants.

C. Actions

- 1. The building principal/appropriate supervisor will:
 - a) Ensure that a responsible adult is with the student/individual at all times. This involves the person making the threat and the person being threatened.
 - b) Follow the Student Discipline Code.
 - 1) Violations of the Board's policy on terroristic threats/acts of violence can result in suspension, expulsion, referral to law enforcement agencies.
 - c) Inform parents/guardians (including a mental health agency acting as guardian), students (if appropriate), in accordance with FERPA guidelines, of the manner in which the threat was investigated, and the results of the investigation regardless of action to be taken, or not taken, i.e. inform parents/guardians/students/ (when appropriate,) on both questionable or serious threats.
 - d) Report appropriate incidents to law enforcement agencies.
 - e) The individual may be released to the police, parent, legal guardian as appropriate.
 - f) Using discretion, inform appropriate staff. (Information will be released in accordance with FERPA.)

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2. A meeting involving all appropriate parties will be held before the individual returns to school/work.

D. Documentation

1. A disciplinary referral is made and a form completed and submitted to the principal/supervisor with supporting details/documentation by the individual reporting the incident.
2. The administrator/supervisor will complete an Incident Report.
3. For a student, a copy of the form will be filed in:
 - a) The principal's office, and
 - b) If determined to be a terroristic threat/act, a copy will be placed in the counselor's confidential file, and in the student's cumulative folder where it will remain until the records are destroyed after graduation via district procedures.
1. For an employee, all documentation will be turned over to the Superintendent.
2. A report of the incident and the outcome shall be submitted to the the Superintendent/designee.

E. Transfers

1. If a student transfers (moves out of the district), information will be given orally by the sending administrator to the receiving administrator. Information will also be forwarded via Act 26 forms as requested.
2. If the student transfers into the district, an Act 26 sworn parent/guardian statement is required. Act 26 disciplinary records are also requested from the school.
 - a) When Act 26 disciplinary information is received that indicates that a student has been suspended or expelled for threats/acts of violence, appropriate staff must be informed by the building principal.
 - b) The sending school district shall be contacted to gather additional information.

III. Procedures For Post Incident Responses

A. Disseminate facts and information using an established communication process.

1. All incidents require an explanation. Student(s) names should not be released except as permitted by FERPA.
 - a) Any incident, regardless of perceived seriousness, will have an impact on those involved and the environment in which it happened.

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- b) Facts about an incident should be quickly presented to the school personnel, student body, and other appropriate and concerned or interested parties, even if it is only to dispel rumors or keep the incident from getting blown out of proportion.
 - i. Caution staff concerning confidentiality issues. .
- B. If media become involved, the Superintendent and/or designee shall be the *one contact person* from the school district.
 - 1. Assign someone to watch TV news to monitor what is being reported.

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