



Threat Level Review Administrative Procedure 8.40B

8.0 Safe Schools

Purpose:

This form is a preliminary step to help determine school-level action following a perceived or actual threat or act of violence. It must be completed by the school administrator (or designate) in consultation with the school-based team.

⚠ Note: *This review is not a substitute for professional judgment and should be considered alongside the expertise and discretion of the team.*

Instructions: *Circle or check only ONE number in each category that best describes the incident. Add the scores together to determine the general level of concern.*

Review Completed by: _____

In consultation with: _____

Date Review Completed: _____

Guidelines:

- Under 10 → Generally a lesser level concern
- 10–19 → Generally an elevated concern
- 20+ → Generally an immediate risk

Threat Modality ☐ Suspicion – 1 ☐ Spoken – 3 ☐ Written – 3 ☐ Internet – 3 ☐ Documents Found – 3	Victim ☐ Unnamed – 1 ☐ Named – 2 ☐ Multiple Victims – 3	Victim Type ☐ Public – 1 ☐ Relative – 1 ☐ Student – 2 ☐ Teacher/Administrator – 2
Weapons ☐ Gun seen (call 911 immediately) – 20 ☐ Other weapon seen – 10 ☐ Access – 3 ☐ Gun mentioned – 2 ☐ Other weapon mentioned – 2 ☐ None – 1	Student Discipline History ☐ None – 1 ☐ Some (2–3 incidents) – 2 ☐ Extensive (3+ incidents) – 3	Hate Language Used ☐ None – 0 ☐ Hate language – 2 ☐ Racial – 2 ☐ Gender/sexual orientation – 2
Threat Timeline ☐ No date – 1 ☐ Within 3 days – 2 ☐ Within 24 hrs – 3	Corroboration ☐ Not corroborated – 0 ☐ Parent – 1 ☐ Teacher/Admin – 2 ☐ Close Friend – 3 ☐ By self – 3 ☐ Social media – 3	Threat Plan ☐ Unrealistic – 0 ☐ Realistic – 1 ☐ Detailed (time/place) – 2 ☐ With means – 3
Recent Incident (media) ☐ None – 0 ☐ Month – 1 ☐ Two weeks – 2 ☐ Week – 3	Recent Status Change ☐ None – 0 ☐ Failing grades – 2 ☐ Loss of status – 2 ☐ Loss of partner – 2 ☐ Victim of bullying – 2 ☐ Retaliation threat – 2	Student Behaviour/Appearance ☐ No change – 0 ☐ Minor changes – 2 ☐ Significant changes – 2 ☐ Troubling/worrisome – 3

Total Score: _____