Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Risk Management and Threat Assessment Team	**3.204**	**04/08/24**
		Rescinds: **3.204**	Issued: **03/07/22**

It shall be the responsibility of the director of schools to develop an appropriate safety program for the school system. The Board shall provide sufficient staff and budget for its implementation.

The Board shall designate a professional staff person who shall be responsible for the promotion and development of a prevention and safety education program for students and personnel employed by the school system. This person shall be given authority and title commensurate with the task and shall answer directly to the director of schools. The general areas of responsibilities include, ***but are not limited to***, in-service training, development of accident prevention procedures, accident record keeping and facility inspection.

General[1]

A threat assessment team shall be created within the school district to develop intervention-based approaches to prevent violence, manage reports of potential threats, and create a system that fosters a safe, supportive, and effective school environment. The Director of Schools shall appoint the members of the threat assessment team.

The Director of Schools shall develop administrative procedures regarding the training and operations of the team to comply with state law and State Board of Education rules and regulations.

TEAM MEETINGS

All threat assessment team meetings shall be closed to the public.[2]

RECORDKEEPING[3]

The team shall document all behaviors and incidents deemed to pose a risk to school safety or that resulted in intervention and shall provide the information to the Director of Schools.

A report of the activities of the threat assessment team will be compiled and shared with the Board before each regular meeting.

Documents produced or obtained regarding these assessment activities will not be open for public inspection.

REPORTING[4]

The Director of Schools shall develop a process for providing parent(s)/guardian(s) information on credible threats of violence or significantly disruptive behavior directed toward or occurring on the

grounds of the school their student attends. Such reports shall include incidents that are reported to a state or local law enforcement agency. These reports must be made within forty-eight (48) hours of the district's report to law enforcement.

At least once per quarter, the Director of Schools shall provide the Board with a report listing the total number of incidents reported to state and local law enforcement agency requiring notice to parent(s)/guardian(s) for the respective quarter as well as total for the year to date.

Legal References

1. TCA 49-6-2701 *et seq.*
2. TCA 49-6-2701(f)
3. TCA 49-6-2702
4. Public Acts of 2025, Chapter No. 215

Cross References

School District Records 1.407
Safety 3.201
Security 3.205
Student Records 6.600

Hickman County School System

Risk Management and Threat Assessment Team	3.204AP

Risk Management

Risk Management is being committed to providing Hickman County Schools students, employees, and the community with an environment that is safe, healthy, and comfortable. The primary purpose is to assure so far as possible that all Hickman County School sites are free from recognized hazards.

Back Injury Prevention

Use proper lifting techniques:

- Squat close to the object
- Bend your knees
- Hold object close to the body
- Keep back straight
- Lift with your legs, not your back

Before lifting an objects, ask for help if it is needed. Use carts and dollies to move objects.

Do not overload boxes and trash cans (if you cannot lift it, someone else does not need to lift it.) New Employees

Employees new to the district will have safety orientation before they begin work: Discuss safety policies and procedures with the new employee.

- Review accident reporting procedures and stress prompt reporting.
- Demonstrate safe handling of any hazardous materials. Demonstrate lockout/tagout procedures on equipment the new employee will use.
- Review personal protective equipment and its proper use.
- Impress upon the new employee the organization's commitment to safety, the fact that accidents can be prevented, and what to do when unsafe conditions are observed.

Outdoor Playgrounds/Bleachers/Grandstands

Yearly inspection of bleachers and grandstands by a qualified person is required. A qualified person must be trained (employed by the manufacturer), a professional engineer, or an architect.

If you have any questions about your playground equipment/bleachers/grandstands, please contact Bill Lynch at 729-3391, ext. 2240.

Tennessee Risk Management Trust can also assist by sending loss control staff to look at your playground equipment/bleachers/grandstands. Mark Bilyeu and Chris Stites serve as a safety engineer and will provide a detailed inspection.

TNRMT/SEC loss control staff: Chris Stites --Middle Tennessee, (615) 289-4101, cstites@sectn.com

Safety Concerns

At any time a safety concern arises, anyone may make a report to School Administration (building level or Central Office). All reports will be investigated promptly.

The maintenance department has an online work order procedure to follow to report minor problems (non-working lights, broken fixtures, etc.)

Custodial issues (spills, breakage, etc.) should be reported as directed by School Administration. Custodies will then be notified and expected to respond promptly.

BLOOD is considered a hazard and must be cleaned up in the appropriate, approved manner. Report all cases of exposed blood immediately and keep students, staff, and others away from the area until custodial assistance arrives. Coordinated School Health may be able to provide additional staff training if needed.

Student Athletes

Hickman County Schools are part of the TSSAA and abide by their rules and regulations. Part of the TSSAA's safety concern is for student athletes who participate in outdoor activities. Please consult the TSSAA heat policy to ensure the safety of our students.

http://tssaa.org/compliance-publications/heat-policy/

Transportation

Hickman County students should not be transported to school activities in Hickman County employee personal vehicles unless approval has been given by School Administration. School Administration should verify proper licensing and insurance coverage.

No Hickman County employee should drive students in approved Hickman County vehicles without approval from School Administration. School administration should verify proper licensing and insurance coverage.

Any Hickman County employee driving an approved school use vehicle should be properly licensed and placed on the Hickman County Schools list of approved drivers for insurance purposes.

Under no circumstances should students transport other students.

Threat Assessments

Hickman County Schools	
Operations of the Threat Assessment Team	**3.204.1**

The following members have been appointed to the threat assessment team for the school district:

Student Safety & Support Supervisor
Hickman County Sheriff's SRO Sergeant
Centerville City Police SRO Sergeant
Department of Homeland Security, Hickman County Agent
Juvenile Justice Youth Service Office
Hickman County Schools Behavioral Health
Other District Safety Personnel

TRAINING

The Student Safety & Support supervisor will be responsible for overseeing the training of the team. This training will be facilitated by the local law enforcement agency and mental health service providers (when available) on how to assess individuals exhibiting threatening or disruptive behavior and how to develop interventions for these individuals.

OPERATIONS

The school team will conduct threat assessments based on the dangerous or threatening behavior of individuals in the school, home, or community setting who present a threat to the health or safety of that individual or to others.

The assessment will take place in the following order:

1. Evaluate the threat – this includes collective information and conducting interviews;
2. Decide whether the threat is substantive – the threat will be considered and categorized as a certain level of risk;
3. If not substantive, respond to the threat – this doesn't require a complete threat assessment; and
4. If deemed as substantive, assess the seriousness of the threat – this is determined by examining the severity of the threatened injury/action.
5. If deemed as substantive, the district threat assessment team will determine the appropriate method of intervention, diversion, and de-escalation of threats.

The response to the threat shall be handled in an appropriate manner, which would include notifying and protecting all potentially involved individuals, cautioning the individual who may

carry out the threat of the consequences; and determine the appropriate management and discipline considerations to resolve the problem. Hickman County Schools district threat assessment team meets monthly to discuss, evaluate, and update regarding each individual situation.

Special Education Students & Threat Assessment

The use of a threat assessment is not intended to override the rights available to students with disabilities under federal law, including the right to a free appropriate public education and the right to a manifestation determination review.

To the extent possible, the district shall continue to provide a general education curriculum and services to students with disabilities as listed in their Section 504 plan or individualized education program (IEP) until the threat assessment is complete.

Guidance and Best Practices

During the school year, guidance will be provided to students, faculty, and staff on how to recognize, address, and report threatening or dangerous behavior. This guidance will also include best practices for the intervention and prevention of violence and will be in the form of student and teacher handbooks and shared at faculty meetings.

If someone within the school district becomes aware of this type of behavior, the following procedures shall be followed:

Step by step procedures are in place in individual school EOP's.

Once a report is submitted to the team, the team will develop the appropriate course of action. Courses of action include, but are not limited to, the following: referrals to community services or healthcare providers, notification to the individual's parent(s)/guardian(s), notification of law enforcement and emergency medical services, referral to support service, and monthly touchpoint meetings with the district threat assessment team.

Post-Incident Assessment

After an assessment or report has been resolved, the team will develop a post-incident assessment and evaluate the effectiveness and response of the school district to the incident.

The findings of this evaluation and the post-incident assessment shall be reported to the Director of Schools and will be taken into consideration when developing/modifying the district-wide school safety plan. If the assessment and evaluation are applicable to a specific school, the principal will be notified and will take these findings into consideration when developing/modifying the building-level school safety plan.