

BURNABY
SCHOOL DISTRICT 41

POLICY STATEMENT

POLICY NUMBER:

5.10.00

*developed by the Board of School Trustees of School District 41 – Burnaby
in accordance with established procedures for policy development.*

POLICY TITLE: VIOLENCE AND INTIMIDATION

Date Adopted: 1990-06

Date(s) Revised: 1991-07

1993-06

1994-07

2002-04-23

CROSS REFERENCE(S)

Statutory : c.c.c. sec. 264; 265; S.A. sec. 6; 103; 191

Other: Policies 5.08.00; 5.09.00; 6.45.00

PREAMBLE

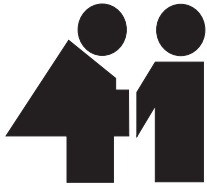
The Board recognizes its responsibility in ensuring a secure environment for students and staff in which they will be safe from violence and intimidation. The use of violence or any kind of intimidation within the school environment is a danger to all members of the school community.

POLICY

THE BOARD SHALL CONSIDER ANY ACT OF VIOLENCE OR INTIMIDATION ON SCHOOL PREMISES TO BE A SERIOUS THREAT TO THE SCHOOL ENVIRONMENT AND TO THE SAFETY OF BOTH STUDENTS AND STAFF. THE BOARD SHALL TAKE APPROPRIATE ACTION WHICH MAY INCLUDE CRIMINAL CHARGES BEING LAID.

OBJECTIVES

1. To provide a violence-free environment in all schools.
2. To indicate the seriousness and hence the non-acceptance of violence in schools.
3. To deter persons from using violence as an acceptable means of conflict resolution.



ADMINISTRATIVE REGULATIONS & PROCEDURES

REFERENCE POLICY NUMBER:

5.10.01

BURNABY
SCHOOL DISTRICT 41

established and revised by the Superintendent of Schools in Burnaby to ensure district implementation of Burnaby School Board policies and directives.

REFERENCE POLICY TITLE: **VIOLENCE AND INTIMIDATION**

Date Adopted: 1990-06	CROSS REFERENCE(S)
Date(s) Revised: 1991-07	Statutory : c.c.c. sec. 264; 265; S.A. sec. 6; 103; 191
1993-06	
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ADMINISTRATIVE PROCEDURES

- A. 1. When a principal is informed about an act of violence or intimidation that has occurred within the jurisdiction of the school, the principal shall conduct a thorough investigation of the circumstances, documenting all pertinent details.
- 2. When a principal has suspended a student for an act of violence or intimidation, and considers the offence to be of exceptional severity, the principal shall make an oral report of the situation immediately to the Superintendent or designate and seek authorization to make a referral to the Student Conduct Review Committee. The principal shall follow the oral report with a detailed written report.
- 3. When a principal, in consultation with the school-based resource team, determines that a student's history of violent behaviour creates a potential risk for staff, a student safety plan shall be created (see section D).

B. Administrative Guidelines for Student Conduct Review Committee

- I. The Student Conduct Review Committee will be chaired by the Coordinator of Youth Services or designate.

Referral Process

- 2. When a principal has suspended a student for an act of violence, intimidation or the possession or use of a weapon, and considers the offence to be of exceptional severity, the principal shall:

- a) At the moment of suspension, attempt to make telephone contact with one of the student's parents or guardian informing them of the circumstances of the suspension. (See Regulation 5.08.01 #3 School Process for Student Suspensions.)
 - b) Make an oral report of the situation immediately to the Superintendent or designate and seek authorization to make a referral to the Student Conduct Review Committee or to initiate the Student Conduct Review Committee Modified Process.
 - c) Follow the oral report of the situation with a written report in full detail to the Superintendent or designate. A copy of the written report should be sent to the chairperson of the Student Conduct Review Committee.
 - d) Send a letter to the parents' home address by double registered mail. The letter should include the provisions of the School Act relating to trespass and indicate that contact will be made by the chairperson of the Student Conduct Review Committee.
 - e) A copy should be sent to the Superintendent, the chairperson of the Student Retention Committee and the chairperson of the Student Conduct Review Committee.
 - f) A copy, if possible, should be given to the student to take home.
3. The Student Retention Committee may refer a suspension to the Student Conduct Review Committee after reviewing the case.
4. When the chairperson of the Student Conduct Review Committee is informed of the suspension of a student for an act of violence, intimidation or the possession or use of a weapon, he or she will call a meeting of the committee, ensuring that the principal or designate presents a detailed report of the student and incident to the committee meeting. The report by the principal shall include:
- a) identification of the student - birth date, address, telephone number, parents' or guardians' names, school and grade.
 - b) copies of relevant school records - permanent record card, medical report, attendance record, office mark card, office discipline card.
 - c) a list of agencies already involved with the student and family.
 - d) anecdotal record leading up to the suspension.
 - e) corrective action undertaken by school staff in regard to discipline matters.
 - f) past history of previous recommendations made by the school and rejected by the student.
 - g) copies of written or verbal statements provided by persons directly involved in the incident.

5. When a principal has suspended a student for possession of a weapon and the principal reasonably believes that the student possessed a weapon without any intent to use it for the purposes of intimidation or violence, the principal shall follow the referral process for the Student Conduct Review Committee (steps B2, a-f) and, in addition, initiate the **Student Conduct Review Committee Modified Process**.

The principal shall initiate the **modified process** by:

- a) sending all relevant data to the Chairperson of the Student Conduct Review Committee.
 - b) arranging a meeting at the school between the student, parents and local police.
 - c) arranging a meeting at the school between the student, parents, and Chairperson of the Student Conduct Review Committee within five school days of the suspension.
 - d) conducting a review of the student's progress and behaviour 30 days after the student is reinstated and reporting the findings to the Chairperson of the Student Conduct Review Committee.
6. When a principal reasonably believes that a student wishing to register at a school in the district has in the past been involved in an act of violence, intimidation or the possession or use of a weapon in any other district, the principal shall:
 - a) contact the Superintendent or designate and seek authorization to make a referral to the chairperson of the Student Conduct Review Committee.
 - b) refer the student and parent or legal guardian to the chairperson of the Student Conduct Review Committee for consideration of placement.
 - c) advise the chairperson of the Student Conduct Review Committee of the name, address, telephone number and pertinent details of the applicant.

Committee Operation

7. The committee shall give the student and parent or legal guardian an opportunity to appear before it to speak to the issues of suspension, admission or placement. The chairperson of the committee will facilitate this process.
8. The committee shall seek input of other agencies involved with the student prior to recommending to the Board an appropriate educational placement within the district.
9. Necessary correspondence resulting from the actions of the Student Conduct Review Committee shall be undertaken by the chairperson on behalf of the Superintendent and consist of:
 - a) notification of meeting to parents and student by registered mail.
 - b) agenda to committee members, including summary information on specific case files to be considered.
 - c) requests for assistance or information from other agencies involved with the student.

- d) report to the Board, through the Superintendent, of those cases requiring Board consideration for final disposition.
- e) when a disposition has been arranged, the parents of the student and the initiating principal or vice-principal will be notified in writing. Should a school transfer be involved, both the receiving school and the sending school will be informed.
- f) when a recommendation is made for placement of a student in a school, a member of the Student Conduct Review Committee will represent the committee at an intake meeting between the student, parent and receiving school and arrange for a subsequent review of the student's progress.

C. Special Needs Students

1. When a principal considers the act of violent or aggressive behaviour by a mentally challenged or psychiatrically disturbed student to be severely threatening to the safety of students and/or staff, the principal shall:
 - a) Make immediate telephone contact with the parent/ guardian to arrange for the student to stay at home until resolution.
 - b) Make immediate contact with the coordinator of District Services to arrange a meeting of concerned parties, including interministerial representation, to determine appropriate educational program and home / school support required.
 - c) Provide a letter for parent/guardian signature to document the terms of agreement under which the student is to remain at home until problem resolution. This letter will be given personally to the parent / guardian or sent by double registered mail, and will contain the following:
 - i) indication that the agreement is designed to avoid the normal discipline and suspension path in deference to the student's disability;
 - ii) a statement of home stay being the result of violent or aggressive student misconduct;
 - iii) parent acknowledgement and acceptance of the consequences of the student's educational plan;
 - iv) a description of how the home stay program is to be incorporated into the student's educational plan;
 - v) a description of the process of problem resolution.
 - d) Prepare a written report in full detail to be retained in office records. The record shall include:
 - i) identification of the student - birth date, address, telephone number, parents' or guardian's names, school and grade placement;
 - ii) copies of relevant school records - permanent record card, medical record, attendance record, disability designation record, office mark card, office discipline card, educational intervention record;
 - iii) a list of agencies previously involved with the student and family;

- iv) anecdotal record leading up to present action.
 - e) A copy of the letter of agreement and written report shall be sent to the superintendent or designate.
2. If a request for agreement by parent/guardian for home stay until resolution is denied by the parent, the principal will suspend the student under the authority of the School Act and contact the Superintendent or designate. The suspension will follow regular suspension regulations.
 3. When the act of violence is extreme, like the possession and/or use of a weapon, or sexual assault, the principal shall make a report immediately to the Superintendent or designate and seek authorization to make a referral to the Student Conduct Review Committee.

D. Student Safety Plans

If a staff member is likely to have direct, ongoing contact with a specific student in a situation that may pose a risk of violence to the staff member, the school principal, in consultation with district staff and staff members working directly with the student in question, shall create and communicate a safety plan

Creating a Student Safety Plan

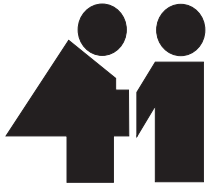
The safety plan shall outline:

1. The nature and extent of the behaviour that is creating the risk.
 - a) Only information arising from violent incidents that are part of the school's formal record can be shared with staff. This will generally include information regarding incidents occurring at school or while the student is under the jurisdiction of the Burnaby School Board.
 - b) Information from schools outside the district should only be included if it is documented in the student's permanent record and is considered to be still applicable.
 - c) Information about violent incidents directed at persons other than staff should only be shared if the nature of the previous violence indicates a potential risk to staff.
 - d) Information from other agencies can only be shared with permission of the agency and in response to specific safety concerns for members of the school community. Consultation with the agency providing the confidential information will determine what information may be shared.
2. The names of any staff member(s) likely to have direct, ongoing contact with the student.
 - a) Only the staff member(s) who will have direct, ongoing contact with the student in question shall be provided with information pertaining to the student's history of violent behaviour.
 - b) Staff who will have incidental contact with the student will be informed in cases where the student's tendency to violence is unpredictable and even incidental contact could put staff at risk.
3. A description of any personal safety considerations to be utilized when dealing with the student. Include a specific list of strategies for dealing with the student that minimize or control the risk of violence from that individual (reference the Burnaby School District's *Violence in the Workplace Program Manual*).

Communicating a Student Safety Plan

4. Upon completion of the plan, the principal or designate shall directly communicate the plan to all staff identified in the plan as having direct, ongoing contact with the student.

5. In the event that a teacher-on-call or other itinerant staff will have direct, ongoing contact with a student for whom there is a Student Safety Plan, the principal or designate shall directly communicate the plan to the teacher-on-call or itinerant staff.



ADMINISTRATIVE REGULATIONS & PROCEDURES

REFERENCE POLICY NUMBER:

5.10.02

BURNABY
SCHOOL DISTRICT 41

established and revised by the Superintendent of Schools in Burnaby to ensure district implementation of Burnaby School Board policies and directives.

REFERENCE POLICY TITLE: VIOLENCE AND INTIMIDATION - ADMINISTRATIVE GUIDELINES FOR VIOLENT OR AGGRESSIVE BEHAVIOUR BY MENTALLY CHALLENGED OR PSYCHIATRICALY DISTURBED STUDENTS

Date Adopted: 1993-06

CROSS REFERENCE(S)

Date(s) Revised:

Statutory : S.A. sec. 6; 103

Other:

POLICY

THE BOARD SHALL CONSIDER ANY ACT OF VIOLENCE OR INTIMIDATION ON SCHOOL PREMISES TO BE A SERIOUS THREAT TO THE SCHOOL ENVIRONMENT AND TO THE SAFETY OF BOTH STUDENTS AND STAFF. THE BOARD SHALL TAKE APPROPRIATE ACTION OR LAY CHARGES AGAINST ANY INDIVIDUAL SO INVOLVED.

ADMINISTRATIVE PROCEDURES

1. When a principal considers the act of violent or aggressive behaviour by a mentally challenged or psychiatrically disturbed student to be severely threatening to the safety of students and/or staff, the principal shall:
 - a) Make immediate telephone contact with the parent/guardian to arrange for the student to stay at home until resolution.
 - b) Make immediate contact with the coordinator of District Services to arrange a meeting of concerned parties, including interministerial representation to determine appropriate educational program and home / school support required.
 - c) Provide a letter for parent/guardian signature to document the terms of agreement under which the student is to remain at home until problem resolution. This letter will be given personally to the parent/guardian or sent by double registered mail, and will contain the following:
 - i) indication that the agreement is designed to avoid the normal discipline and suspension path in deference to the student's disability.
 - ii) a statement of home stay being the result of violent or aggressive student misconduct.
 - iii) parent or guardian acknowledgement and acceptance of the consequences of the student's

- iv) a description of how the home stay program is to be incorporated into the student's educational plan.
 - v) a description of the process of problem resolution.
- d) Prepare a written report in full detail to be retained in office records. The record shall include:
- i) identification of the student - birth date, address, telephone number, parents' or guardian's names, school and grade placement.
 - ii) copies of relevant school records - permanent record card, medical record, attendance record, disability designation record, office mark card, office discipline card, educational intervention record.
 - iii) a list of agencies previously involved with the student and family.
 - iv) anecdotal record leading up to present action.
- e) A copy of the letter of agreement and written report shall be sent to the Superintendent or designate.
2. If a request for agreement by parent/guardian for home stay until resolution is denied by the parent, the principal will suspend the student under the authority of the School Act and contract the Superintendent or designate. The suspension will follow regular suspension regulations.
3. When the act of violence is extreme, such as in a case involving the possession and/or use of a weapon, or sexual assault, the principal shall make a report immediately to the Superintendent or designate and seek authorization to make a referral to the Student Conduct Review Committee.