

VIOLENCE, THREAT AND INTIMIDATION

PREAMBLE:

The Board recognizes its responsibility in ensuring a secure environment for students and staff in which they will be safe from violence, threat and intimidation. The use of violence, threat 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, THREAT OR INTIMIDATION THAT IMPACTS A SCHOOL'S ABILITY TO FUNCTION SAFELY TO BE A SERIOUS RISK 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 an environment free of violence, threat and intimidation in school as outlined in the Burnaby School District Code of Conduct.

Date Adopted: 1990-06
Date(s) Revised: 1991-07
1993-06
1994-07
2002-04
2018-02
2019-06

Cross References:
Statutory: c.c.c sec. 264; 265 S.A. sec. 6: 103; 191
OHS. 4; 27-431
Other: Policies 5.08.00; 5.09.00; 6.45.00

REGULATIONS AND PROCEDURES

POLICY #5.10.01

VIOLENCE, THREAT AND INTIMIDATION

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A. Administrative Procedures

1. When a principal is informed about an act of violence, threat 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, threat or intimidation, and considers the offence to be severely threatening to the safety of students and/or staff, the principal will make an oral report of the situation to the Superintendent or designate and will make a referral to the District Student Intervention Committee. The principal shall follow-up with a detailed written report.
3. When a principal, in consultation with the school-based resources team, determines that a student with an intellectual or developmental disability, or a student with a serious mental health diagnosis creates a potential risk for students and/or staff, a student Behavioural Risk Assessment & Safety Response plan shall be created (see Policy #5.10.02).
4. Information and names of individual student(s) will be held in confidence, except when the individual(s) or community safety is at risk, or when pertinent information is released by RCMP.

B. Administrative Guidelines for District Student Intervention Committee

The District Student Intervention Committee is defined in Policy #5.08.01 Positive School and Work Climate.

Investigation and Referral Process

1. When a principal has been informed that a student poses a potential safety risk to the school or members of the school community, the principal shall initiate an investigation to determine if there are safety risks. A student may be required to remain at home during an investigation, prior to formal suspension. When a principal has suspended a student for an act of violence, threat or intimidation or the possession or use of a weapon, and considers the offence to be severely threatening to the safety of students and/or staff, the principal shall:
 - a) Initiate an investigation, make telephone contact with the student's parent/guardian informing them of the circumstances of the investigation. (See Regulation 5.08.01 #2 School Process for Student Suspensions).

- b) Report the situation to the Superintendent or designate and make a referral to the District Student Intervention Committee or initiate the District Student Intervention Committee Modified Process.
 - c) Referrals to the District Student Intervention Committee require a written report, sent to the Superintendent or designate. A copy of the written report should be sent to the Chairperson of the District Student Intervention Committee.
 - d) Should a suspension be required, the principal or vice-principal will contact the parent/guardian by phone and send a letter of suspension to the home address. If no phone contact is possible, a letter of suspension will be sent by registered mail, signature required.
 - e) A copy should be sent to the Superintendent and the Chairperson of the District Student Intervention Committee.
 - f) If possible, a copy should be given to the student to take home.
2. When the Chairperson of the District Student Intervention Committee is informed of the suspension of a student for an act of violence, threat or intimidation or the possession or use of a weapon, they 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. The report by the principal or designate shall include:
- a) Identification of the student – birth date, address, telephone number, parents/guardian name(s), school and grade.
 - b) Copies of relevant school records – permanent record card, medical report, attendance record, office mark card, office discipline card.
 - c) If the school is aware of a list of agencies already involved with the student and family, a list of those agencies will be provided.
 - 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 to the student/family by the school and current progress on those recommendations.
 - g) Copies of written or verbal statements provided by person(s) directly involved in the incident.
 - h) Summary of investigation, including statement of impact on greater school community.
3. When a principal has investigated 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 violence, threat or intimidation, the principal shall follow the referral process for District Student Intervention Committee (steps B.2; a-h). The principal may initiate the modified process by:
- a) Sending all relevant data to the Chairperson or designate of the District Student Intervention Committee.
 - b) Arranging a meeting at the school between the student, parent/guardian and in some cases local police.
 - c) Arranging a meeting at the school between the student, parent/guardian, and Chairperson or designate of the District Student Intervention Committee where possible within five school days of the suspension.
 - d) Conducting a review of the student's progress and behavior 30 days after the student is reinstated and reporting the findings to the Chairperson of the District Student Intervention Committee.
4. 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, threat or intimidation or the possession or use of a weapon in any other district, the principal shall:
- a) Contact the Superintendent or designate and make a referral to the Chairperson of the District Student Intervention Committee.
 - b) Refer the student and parent/guardian to the Chairperson of the District Student Intervention Committee for consideration of placement.
 - c) Advise the Chairperson of the District Student Intervention Committee of the name, address, telephone number and pertinent details of the applicant.

REGULATIONS AND PROCEDURES

POLICY #5.10.02

VIOLENCE, THREAT AND INTIMIDATION ADMINISTRATIVE GUIDELINES FOR VIOLENT OR AGGRESSIVE BEHAVIOUR BY A STUDENT WITH AN INTELLECTUAL OR DEVELOPMENTAL DISABILITY, OR A STUDENT WITH A SERIOUS MENTAL HEALTH DIAGNOSIS.

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ADMINISTRATIVE PROCEDURES

A. Students with Special Needs

1. When a principal considers the act of violent or aggressive behavior by a student with an intellectual or developmental disability, or a student with a serious mental health diagnosis to be severely threatening to the safety of themselves, students and/or staff, the principal shall:
 - a) Make immediate telephone contact with the parent/guardian to arrange for the student to remain at home until resolution and inform the parent/guardian if seclusion or restraint was used. Arrange a meeting of concerned parties; including inter-ministerial representation where appropriate, to review the incident and to identify key actions required to provide an educational program.
 - b) Make an oral report of the incident to the Assistant Superintendent or designate.
 - c) When the incident involves a student who has any of the following comprehensive behavioural support plans in place; (Functional Behavioural Assessment, Positive Behavioural Support Plan and/or a Safety Response Plan), arrange to meet with all appropriate staff as soon as possible to review all components of the plan and relevant behavioural data.
 - d) Meet with the parent/guardian to discuss the terms of agreement under which the student is to remain at home until a Safety Response Plan is completed, or modified. The meeting will outline:
 - e) That the agreement is designed to avoid the normal discipline and suspension path in deference to the student's disability;

- a) That the home stay is the result of violent or aggressive student misconduct;
- b) Parent/guardian acknowledgement of home stay and educational plan;
- c) The date of any agreed upon meetings and a description of the process and plan development.
- f) Prepare a written report to be retained in office records. The record shall include:
 - a) Identification of the student – birth date, address, telephone number, parent/guardian names, school and grade placement;
 - b) The date, time and location of the incident;
 - c) Name of staff assisting in the incident;
 - d) The name of any non-student who witnessed the incident;
 - e) A list of agencies currently/previously involved with the student and family;
 - f) A description of the incident to include the context in which the incident occurred, behavioural escalation, positive behavioural strategies used to prevent or de-escalate the behavior, evaluation of the Safety Response Plan and evidence of steps taken to notify parent/guardian;
 - g) Copy of recent behavioural data;
 - h) Anecdotal record and/or
 - i) Statement of impact on greater school community.
- g) A copy of the 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/guardian, the principal will suspend the student under the authority of the *School Act* and contact the Superintendent or designate as per Policy No. 5.10.01, section B: Administrative Guidelines for District Student Intervention Committee.

REFERRAL TO DISTRICT STUDENT INTERVENTION COMMITTEE

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 to the Superintendent or designate and make a referral to the District Student Intervention Committee.

APPEAL OF COMMITTEE PROCESS OR DECISIONS

- a) Should a parent disagree with the decision of the District Student Intervention Committee they may appeal the decision according to Policy No. 1.20.00 Appeal of Decision Bylaw.
- b) A written report from the chair person or designate of the District Student Intervention Committee will be provided.

B. Behavioural Risk Assessment & Safety Response Planning

When a concern is raised through a violent incident or from a file review that a student is likely to engage in violent/unsafe behavior the administrator will initiate an investigation including a Behavioural Risk Assessment to determine the level of risk.

The Behavioural Risk Assessment will be conducted in consultation with staff and will consider the environment, and the frequency and intensity of this or any previous incidents. The results of the Behavioural Risk Assessment determine the necessity of a Safety Response Plan. The Behavioural Risk Assessment must be dated and filed in the student's file.

In some cases there may be an investigation in consultation with the district's Safe and Caring Schools team.

When a Safety Response Plan is warranted the administrator must ensure that any staff who work directly with the student participate in the development of the plan. The Safety Response Plan must include:

- a) Description of signs related to escalation of behavior.

- b) Strategies for early intervention, prevention, de-escalation, and appropriate responses to escalating behaviours.
- c) Staff signature with date of plan.
- d) A review or termination date.

Communicating a Safety Response Plan

All persons who attended the Safety Response Plan meeting must sign the document.

A copy of the Safety Response Plan must be kept in the administration office, with copies in the student's file, and with all personnel who work with the student. The principal is responsible to ensure that any on-call staff who work with the student are aware of the plan and if appropriate understand their role in the plan.

Date Adopted: 1993-06
Date(s) Revised 2018-02
2019-06

Cross References:
Statutory: S.A. sec. 6: 103
Other:

District Student Intervention Committee Operation

5. The school district shall give the student and parent/guardian an opportunity to appear before the committee to speak to the issue(s) of suspension, admission or placement. The Chairperson of the committee will facilitate this process.
6. The committee shall seek input of other agencies involved with the student prior to recommending an appropriate educational placement within the district.
7. Necessary correspondence resulting from the actions of the District Student Intervention Committee shall be undertaken by the Chairperson on behalf of the Superintendent and consist of:
 - a) Parent/guardian and the student being notified by telephone or in person of the intervention process and the intervention meeting date. Agenda to committee members, including summary information on specific case files to be considered.
 - b) Requests for assistance or information from other agencies involved with the student.
8. When a decision has been made, the parent/guardian of the student and the initiating principal or vice-principal will be notified verbally and in writing. Should a school transfer be involved, both schools will be informed. When a recommendation is made for placement of a student in a school, a member of the District Student Intervention Committee may represent the committee at an intake meeting between the student, parent/guardian and receiving school and arrange for a subsequent review of the student's progress.

APPEAL OF COMMITTEE PROCESS OR DECISIONS

- a. Should a parent/guardian disagree with the decision of the District Student Intervention Committee they may appeal the decision according to Policy No. 1.20.00 Appeal of Decision Bylaw.
- b. A written report from the Chairperson or designate of the District Student Intervention Committee will be provided.

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