BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

ADMINISTRATIVE PROCEDURE #405

VIOLENCE, THREAT AND INTIMIDATION

BACKGROUND

The Burnaby School District recognizes its responsibility in ensuring a secure environment for students and staff in which they will be safe from violence, threat and intimidation. These procedures are intended to provide an environment free of violence, threat and intimidation as outlined in the Burnaby School District Code of Conduct.

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. The principal will check to see if the student has a Ministry Designation. Consideration of a student's cognitive ability and comprehension as to the effects of their behaviour is required. The principal will consult with District Inclusive Education staff as required.

3. 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.

4. When a principal, in consultation with the school-based resources team, determines that a student with a disability or diverse ability, or a student with a serious mental health diagnosis creates a potential risk for students and/or staff, a student Behavioural Risk Assessment, Safety Plan and Positive Behaviour Support Plan shall be created.

5. 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.

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.

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 behaviour 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 Safe and Caring Schools staff and will consider the environment, the frequency and the intensity of this or any previous incidents. The results of the Behavioural Risk Assessment will 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:

1. description of signs related to escalation of behaviour;

2. strategies for early intervention, prevention, de-escalation, and appropriate responses to escalating behaviours;

3. signature of all staff involved in the development of the Safety Response Plan, and,

4. a review or termination date.

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.

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