

**School District #62 (Sooke)**

<b>SAFE SCHOOLS</b>	No. C-316
	Effective: May 26/98 Revised: Dec. 14/99; May 27/25 Reviewed: Mar. 1/22; Mar. 4/25; Mar. 11/25; May 27/25

**ADMINISTRATIVE REGULATIONS**

1. Definitions:

Threat: is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the internet, or made by gesture.

Intimidation: is a form of aggression which involves deterring or coercing an individual by threat of violence, where one or more individuals subject a victim to fear, bullying, or harassment of a physical or psychological nature.

Violence: means the attempted or actual exercise by a person of any physical force so as to cause injury, including any threatening statement or behaviour which gives reasonable cause to believe there is a risk of injury.

Bullying: is a pattern of repeated, aggressive behaviour with negative intent, directed from one student to another where there is a power imbalance. Bullying is a pattern of persistent, unwelcome, or aggressive behaviour intended to make others uncomfortable, scared or hurt.

Behavioural and Digital Threat Assessment (BDTA): is the process of determining if an individual is on the pathway to engage in serious violence and/or cause harm to self or others.

2. Procedures:

2.1 The Board expects that:

- a. Students will adhere to provisions of the Board's and School's policy on Codes of Conduct.
- b. Schools will include a statement on weapons, violence, bullying and intimidation in their Codes of Conduct.
- c. Fair Notice: Students, parents/caregivers and staff will be made aware that the district and its schools use a threat assessment process to reduce the risk of violence in the school.
- d. Police will be called immediately whenever there is a threat of death or bodily injury.
- e. Staff will conform to the Board's Learning Resources Policy (B-115) with respect to the portrayal of violence in learning resources and other materials.

2.2 Principals will:

- a. Distribute a SPEAC approved Parent Appeal Process pamphlet to all parents early in each school year.
- b. At the beginning of each school year Principals are expected to give students, parent/caregivers, and staff "Fair Notice" that the school will use a process to collect and assess information about threat of violence including:
  - Notice that violence and threat of violence will not be tolerated;

- General information about the BDTA process, and
  - Notice that the BDTA process is used provincially.
- c. Make all reasonable attempts, including securing the school environment to minimize risk of injury and/or death to any member of the school community when they reasonably believe that an act by a student is violent or intimidating. This may include procedures to limit student involvement and access of others to the school.
  - d. In the case of a staff member subjected to threats, violence, or intimidation, offer immediate support in a manner that will empower, rather than remove, the person's own ability to deal with the situation. In the case of a student subjected to threats, violence, or intimidation, provide support in a manner that will ensure the safety and security of the student.
  - e. Investigation:
    - i. Investigate and document all incidents of threats, violence or intimidation using the district Behavioural and Digital Threat Assessment (BDTA) protocol.
    - ii. Upon determining the initial level of risk, involve district staff, police and other related agencies as necessary to determine and mitigate any risk to the school community.
    - iii. In the case of threats involving death or serious bodily injury, the police must be notified.
    - iv. When the level of risk determined through the BDTA process is two or higher, the district BDTA team must be consulted.
  - f. Reporting:
    - i. Make an oral report to the Superintendent or designate when suspending a student for an act of violence, threat, or intimidation when the Principal/Vice-Principal considers the offence to be severely threatening to the safety of students and/or staff.
    - ii. If a student is suspended for greater than five days, the student must be referred to the District Student Review Committee.
    - iii. Inform the parents/caregivers of the student(s) involved in the incident.
    - iv. Consult with the district Safe Schools team regarding possible communications to the school community.
  - g. Intervention and Consequences:
    - i. Once the initial threat has been reduced, the Principal will follow direction outlined in policy C-309 "Codes of Conduct" and C-319 "Student Suspension" to determine appropriate consequences.
    - ii. While suspension is typically warranted in cases of threat, violence, or intimidation, it should be done in a way that takes into account increased justification for the perpetrator as well as diverse learning needs and cultural bias.
    - iii. Where the level of risk is significant, consultation with the district's Safe Schools team, policy and/or other agencies is necessary before determining consequences for the behaviour.

### 2.3 Duty to Report:

- a. In order to keep school communities safe and caring, staff, parents/care givers, students and community members must report all threat-related behaviours to the school Principal.

#### 2.4 Students With Diverse Needs:

- a. Safe School teams should utilize information related to baseline behaviours of students with diverse needs in assessing the level of risk posed. The same dynamics that can increase the risk of violence in the general student population can also contribute to the violence potential of students with diverse needs, independent of their diagnosis.

#### 2.5 Cultural Bias:

- a.** Safe School team members should be aware that some cultural groups may experience multiple stressors such as poverty, racism, discrimination, and language barriers. These factors, along with possible distrust for authority figures, may increase the level of perceived or actual risk. Every effort should be made to take into consideration the ethnic or cultural identity of the student.