



Background

As per *Board Policy 2 Welcoming, Caring, Respectful and Safe, Learning and Work Environments*, all schools are to ensure that students and staff have safe and caring learning environments. In accordance with this Administrative Procedure, threats will be treated seriously. All statements or actions suggesting intent to inflict harm or injury on a student (self or other) or staff member will be considered a threat and will be assessed in accordance with this Administrative Procedure. A school and/or a Division threat assessment team will assess the context and the level of the threat, the likelihood of its enactment, the level of injury or resultant harm if carried out and any mitigating and/or harm–reduction actions that need to be taken to prevent or respond to a threat. Such actions will be in accordance with *Administrative Procedures—AP215 Student Code of Conduct, AP218 Student Harassment and AP219 Student Suspension and Expulsion*.

Definitions

Assault is any willful action that inflicts injury upon another student or staff member.

Risk is the level and frequency of ideation or behaviours suggestive of violence. Risk may be low, medium or high.

- Low Risk—Vague, indirect, minimal threats that lack detail, realism and intent.
- Medium Risk—Pre-meditated, plausible, concrete threats of violence that could be carried out by the person(s) making the threats. No evidence of preparatory steps taken to carry out the threat, but some lingering concern remains regarding the person's potential and commitment to carry through.
- High Risk—Contains imminent and/or serious danger to the safety of others, is plausible, has an identified target(s), and is within the person's capacity to act. Plans have been made and concrete steps taken to carry out the threat.

Violence relates to intentional words or actions that are meant to provoke or retaliate and that can escalate and result in injury, including threats of suicide.

Threat is a statement suggesting intent to inflict harm or injury on a student or staff member. Threats also include words or actions used to intimidate, harass or bully other persons.

Threat Assessment is the process of determining if a threat maker actually poses a risk to the target(s) or the school community they have threatened.

Procedures

1. Each school year, as per the Principals' work plan, Principals will familiarize their school communities with this Administrative Procedure. Principals are to ensure
that students and parents/guardians understand that all threats will be taken seriously, assessed and followed up on by the school.
2. Students and staff who become aware of a threat are to immediately inform the Principal. Failure to do so may be considered a form of participation in any resulting harm.
3. Principals are expected to secure the school environment and take any action deemed necessary to ensure student and staff safety; notify parents/guardians of student(s) involved; and implement School Discipline Policy as appropriate to each situation.
4. The Superintendent is to be notified of any threats to student or staff safety.
5. In consultation with the Superintendent and as deemed necessary, the Principal will form a multidisciplinary threat assessment team to assess all threats that appear to have a medium to high risk factor.
6. The multidisciplinary team will gather evidence, review history and assess the level of threat. The team will recommend to the Principal interventions needed to mitigate and/or protect against any threat deemed to be substantive. Recommendations will be in accordance with Board Policy and Administrative Procedures
7. Parents/guardians of students involved will be notified of the threat assessment process and may be invited to take part in any threat assessment interaction as deemed appropriate by the threat assessment team.
8. Suspension of students for engaging in threatening or violent acts will be in accordance with *AP219 Student Suspension and Expulsion* and may be enacted as part of a threat assessment process and in response to a threat as deemed appropriate by the Principal.
9. Following any threat assessment the Principal will file a threat assessment report with the Superintendent that outlines the following:
 - 9.1 Details of the threat.
 - 9.2 Steps taken to ensure student and staff safety.
 - 9.3 The likelihood that the threat will be enacted (high, medium or low risk).
 - 9.4 The intervention plan developed to mitigate any low to medium risk.

- 9.5 A recommendation of expulsion (and the reasons for such) for any medium to high risk that cannot be mitigated through an in-school intervention plan.
10. Principals will provide the Superintendent with progress reports on all in-school intervention plans for threats deemed to be of a medium to high risk.
11. All threats deemed to be of a high risk will be dealt with as per *AP219 Student Suspension and Expulsion*.
12. All threats of a criminal nature or of a medium to high risk will be referred to the RCMP and/or medical authorities.

References: Section 16, 31, 32, 33 and 197 *Education Act*
Board Policy 2 Welcoming, Caring, Respectful and Safe, Learning And Work Environments
AP215 Student Code of Conduct
AP218 Student Harassment
AP219 Student Suspension and Expulsion.

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