

School District #62 (Sooke)

BREACHES OF PEACE AND ORDER	No. C-316
	Effective: May 26/98 Revised: Dec. 14/99

ADMINISTRATIVE REGULATIONS

1. Board Expectations

The Board expects that:

- Schools will adhere to provisions of the Board's policy on Codes of Conduct.
- Administrators will distribute a SPEAC approved Parent Appeal Process pamphlet to all parents early in each school year.
- Parents will follow steps outlined in the SPEAC approved Parent Appeal Process pamphlet in order to resolve any disagreement.
- The District Violent Incident Report Form will be completed and sent to the appropriate authorities when serious incidents of aggression occur.
- Police will be called immediately whenever there is a threat of death or bodily injury.

2. Level 1 Aggression

Level 1 aggression means personal harassment involving verbal abuse (such as name calling, racial or ethnic epithets, taunting), personal character attack, persistent loud accusations, or threats to do something one is entitled to do, such as "go to the press about this". This level includes phrases such as "you are a . . .", "you haven't heard the last of . . .", "you deserve to be . . .".

Supervisory Responsibilities

- Investigate each reported incident and report to persons with a need to know in a timely manner.

Personal Responsibilities

- Behave in a manner which encourages the person to calm down.
- Get help or support if needed.
- Request that any accusation be put in writing.
- Refer to the school's Code of Conduct and seek agreement to resolve the conflict within the behaviours affirmed by the code.
- In the case of a second or escalated incident, talk only in the presence of a third party.
- In the case of a second or escalated incident, seek advice from a union representative or other supportive person.
- Notify supervisor/administrator of the incident as soon as possible.
- Record the incident in personal or school records.

3. Level 2 Aggression

Level 2 aggression means intimidation or threats that involve potential risk to person or property.

These may include phrases such as "I'm going to get . . . ", "I'll be sure that", "If you don't then I will ".

Supervisory Responsibilities

- In the case of a staff member subjected to aggression, 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 aggression, provide support in a manner that will ensure the safety and security of the student.
- After the incident, consult with the victim.
- Ensure that the Violent Incident Report Form is completed and filed. (NOTE: This must NOT be put into a student's file, but rather in a confidential file kept secure by the supervisor or administrator.)
- Send a letter to the offending person indicating that the incident has been documented for the School board, and sent to the RCMP if appropriate.
- In the case of threats involving death or serious bodily injury, the police must be notified.
- When the aggressor is a member of the public, consider use of the School Act Section 177 to assist in removing the aggressor from the school.
- When the aggressor is under the school district jurisdiction as an employee or student, follow appropriate disciplinary measures including notification of a student aggressor's parents/guardians.

Personal Responsibility

- Be aware of laws and policies that protect people from aggression.
- Be calm. Refer to the school's Code of Conduct and seek agreement to resolve the conflict within the behaviours affirmed by the code.
- Point out channels whereby the person could redirect her or his hostility.
- Get help or support if needed.
- Tell the aggressor that this incident will be recorded and reported to a supervisor/administrator.
- Remove oneself from the situation as soon as possible.
- Fill out the Violent Incident Report Form and file it with supervisor.

4. Level 3 Aggression

Level 3 aggression means hostile physical contact (including pushing, shoving, slapping, punching), or menacing gestures that clearly imply hostile physical action. It includes any use of a weapon (anything used or intended for use in causing death or injury to persons whether designed for that purpose or not, or anything used or intended for use in threatening, endangering or intimidating any persons. Possession of "toy guns", "replicas", laser pointing devices, ammunition, explosives and noxious substances will be dealt with under the provisions of this policy as weapons.

Supervisory Responsibilities

- If a weapon is involved, minimize risk or injury to all persons.
- Intervene as appropriate to reduce or remove the threat.
- Notify police (**911**) if not already done.
- If a weapon is found, secure it, and keep it available for police.
- Consult with the staff member or student. Consider critical incident stress debriefing. Discuss Employee Assistance Plan options if appropriate.

- Notify the Superintendent of Schools.
- Ensure that the Violent Incident Report Form is completed and filed. (NOTE: This must NOT be put into a student's file, but rather in a confidential file kept secure by the supervisor or administrator.)
- When the aggressor is a member of the public, send a Registered Letter to the aggressor banning him or her from school district property until the issue has been resolved and he or she is notified in writing that permission to return has been granted. Utilize School Act Section 177 in the letter. State that the incident has been documented for the School Board, and a report made to the police.
- When the aggressor is under school district jurisdiction, appropriate disciplinary measures will be followed including notification of a student aggressor's parents/guardians.
- Encourage police to pursue the incident through the courts and support their efforts to do so.

Personal Responsibility

- If a weapon is involved, minimize risk or injury to students and adults.
- Remove oneself from the situation as soon as possible
- Call for help as vigorously as possible.
- **Call 911** if possible.
- Report incident to a supervisor/administrator immediately.
- Fill out the Violent Incident Report Form.
- Take time to debrief and regain calm.
- Cooperate in legal proceedings initiated by the police.

5. Students as Aggressors

If the aggressor is a student of the school district, the student shall be subject to action which could include, as appropriate, any combination of the following:

- school-based corrective action.
- participation in short term or extended counselling.
- suspension from school for up to ten days.
- suspension from school for an indefinite period and appearance before the District's Disciplinary Committee.
- expulsion from school.
- criminal charges being laid by the Crown.

6. Students as Victims

When a student has been the victim of violence or aggression, the district will provide support and assistance for the victim.