

Protection of Students and Violence Prevention**Policy No. 302.10R****REGULATIONS**

Every school/site will have a process in place to record violent incidents between students.

Responsibility of Employees/Supervisors:

It is the responsibility of employees within this district to take immediate and appropriate action based on current protocol to report or deal with incidents of student threats or violence whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint or disclosure be dismissed, downplayed or the complainants told to deal with it themselves.

1. Responding to Incidents Involving Students

1.1. When an employee believes that a student is a risk to himself or to others, the employee shall:

- 1.1.1. Do what is necessary to remove themselves and/or his/her students from the difficult situation(s);
- 1.1.2. Immediately inform their principal/supervisor of the situation and provide the support required;
- 1.1.3. Ensure within reasonable limits the safety of students under their supervision; and,
- 1.1.4. Complete a written account as soon as possible after the incident and should fill out a Violence Incident Report Form. This report should be kept at the school and district office.

1.2. Upon being informed of an incident, the principal/supervisor shall:

- 1.2.1. Ensure within reasonable limits, the employee(s) is no longer at risk;
- 1.2.2. Ensure within reasonable limits, the safety of the students under their supervision;
- 1.2.3. Ensure within reasonable limits, the safety of the student making the threat.
- 1.2.4. If deemed necessary, report the incident to the local law enforcement authority seeking appropriate assistance to eliminate the immediate risk;
- 1.2.5. Inform the Superintendent of Schools, or designate, of the incident. Where deemed appropriate, a community response/threat assessment team may be formed following

the School District No. 91 Threat Assessment Protocol found in the Administrative Guideline.

- 1.2.6. Submit a written report detailing the investigation of the incident and any action that has taken place as a result of the incident. This report should be filed at the school as well as the district office.
- 1.2.7. Ensure that the student reporting trauma or an injury as a result of a school violence incident, has access to counseling or medical services as required;
- 1.2.8. Ensure that the student initiating the violent or threat making behavior has access to counseling or medical services as required. This may occur in conjunction with the Threat Assessment Protocol.