



POLICY:

REGULATION: EBCE – THREAT MANAGEMENT

EXHIBIT:

Threat Management Protocol - Recommendations

- Implemented across all Divisional schools, shared with principals
- All threats managed (not treated) similarly, following same steps, giving consistent message to staff, students, community
- Student body informed at beginning of year how threats/harassment will be uniformly managed
- Protocol shared with: law enforcement, mental health, staff, all new staff, administration, students
- Training for counsellors early in September: 4 pronged assessment
- 2 critical expectations mandated from Central Administration:
 - 1) That protocol be followed by all schools
 - 2) That proactive programming plan is in place in all schools: bullying, harassment, non-threatening school climate, school wide behaviour management
- Students should also be taught to recognize and report “leakage” from peers and other signs of potential violence
- Protocol reviewed regularly with administration, particularly in aftermath of threatening incidents
- Consideration should be given to preparing an inter-agency agreement (schools, law enforcement agencies) outlining responsibilities and actions to be taken in the event of a threat or an actual incident.

Emergency Response Plan
Investigative Response Plan

APPROVED: September 2001

REVISED:

SOURCE:

OTHER REFERENCE:



POLICY:

REGULATION: **EBCE – THREAT MANAGEMENT – USE OF VIDEO SURVEILLANCE EQUIPMENT**

EXHIBIT:

1. Video cameras may be used to monitor and/or record.
2. Video surveillance camera locations must be authorized by the Superintendent of Schools. Any change in camera location must be authorized in the same manner. In accordance with the Freedom of Information and Protection of Privacy Act, appropriate signage must be placed in a conspicuous location(s) in areas where video surveillance may be used.
3. Before video surveillance is introduced at a new site, a report must be provided to the Superintendent of Schools describing the circumstances that indicate the necessity of having surveillance at that site, including a discussion of less invasive alternatives.
4.
 - a) Video surveillance may only be used at times and places where vandalism, safety or security issues are likely to occur. The Superintendent of Schools shall determine the periods of surveillance of public areas for a specified period of time.
 - b) The use of video surveillance equipment will be reviewed on an annual basis. The decision to continue or terminate any surveillance equipment will be communicate as part of the annual report to the Board as described under Review of Policy, #2 below.
5. Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to video surveillance.
6. Where a video camera system is in place in the district's school buses, the school district shall advise the students and parents. On any bus equipped for video camera operation, there must be one or more decals advising that a camera system is in place. The decal(s) must be prominently displayed on the interior of the bus. Students shall also be advised verbally by the bus driver. On any route where the regular assigned bus has been equipped for video camera operation, parents shall be advised by bulletin prior to the camera being utilized.
7. Video surveillance is not to be ordinarily used in locations where appropriate confidential or private activities or functions are routinely carried out (e.g. bathrooms, private conference/meeting rooms). Any exception to these locations must be authorized by the Superintendent of Schools on the grounds that no other supervision option is feasible, and the need is pressing and outweighs the privacy interest of the student or other person likely to be observed. In the case of bathrooms, video surveillance will only be authorized for use when there is an expectation of serious misconduct impacting the safety and security of students, staff or volunteers. Surveillance of such locations may not be authorized on an ongoing basis but must be for a specified period of time as approved by the Superintendent of Schools.

APPROVED: October 10, 2006

REVISED:

SOURCE:

OTHER REFERENCE:



POLICY:

REGULATION: EBCE – THREAT MANAGEMENT – USE OF VIDEO SURVEILLANCE EQUIPMENT

EXHIBIT:

Security of Video Recordings

1. Only a designated employee or agent of the school district, as approved by the Superintendent of Schools, shall install video cameras. Only Board employees as designated by the Superintendent of Schools shall have access to the key that opens the camera boxes. Only these employees shall handle the camera or recording.
2. Video recordings shall be removed from school buses immediately after completion of the bus run.
3. Video recordings shall be stored in a locked filing cabinet in an area to which students and the public do not normally have access. It is the responsibility of the School Principal to ensure that these tapes are safely secured.

Viewing of Recordings

1. Monitors used to view recordings shall be located in a position that enables viewing only by an employee or agent of the school district as designated by the Superintendent of Schools.
2. Recordings may only be viewed by the individual who authorized the installation of the cameras; by parents and students as outlined in Paragraph 3 below; by school district staff with a direct involvement in the recorded contents of the specific recording; or by employees or agents responsible for the technical operation of the system (for technical purposes only). If an employee or student is facing any disciplinary action, they may authorize their union representative or other advocate to also view the recording.
3. Parents or guardians may be permitted to view a segment of a recording that includes their child/children. Students may view segments of a recording relating to themselves if they are capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act. Viewing by parents, guardians and students must be done in the presence of an administrator. A parent, guardian or student has the right to request an advocate to be present.
4. Viewing may be refused or limited where it is an unreasonable invasion of a third party's personal privacy; would give rise to a concern for a third party's safety; or on any other grounds recognized in the Freedom of Information and Protection of Privacy Act.

APPROVED: October 10, 2006

REVISED:

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POLICY:

REGULATION: **EBCE – THREAT MANAGEMENT – USE OF VIDEO SURVEILLANCE EQUIPMENT**

EXHIBIT:

Retention of Recordings

1. Where an incident raises the prospect of a legal claim against the School Board, the recording, or a copy of it, shall be sent to the School Board's insurers.
2. Recordings shall be erased within one month unless they are being retained at the request of the School Principal, Board officer, employee, parent or student for documentation related to a specific incident, or are being transferred to the Board's insurers.
3. Recordings so retained shall be erased as soon as the incident in question has been resolved, except that if the recording has been used in the making of a decision about an individual, the tape must be kept for a minimum of one year as required by the Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.

Review of Policy

1. Each School Principal is responsible for the proper implementation and control of the video surveillance system.
2. The Superintendent of Schools or his designate shall provide a report annually to ensure that the Policy and Regulations are being adhered to, and shall make a report to the School Board on the use of video surveillance in the school district. The report will include a list of those sites where video surveillance has been carried out, a description of the problem being addressed, consideration of alternate measures, the scope of the use of video surveillance and the effectiveness of the surveillance in addressing the problem.

Improper Use

1. Video surveillance is to be restricted to the uses indicated in these Regulations. The Board will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of this policy.

APPROVED: October 10, 2006

REVISED:

SOURCE:

OTHER REFERENCE:



**STAFF
REFERS
TO PRINCIPAL
OR VICE-PRINCIPAL**

PRINCIPAL OR VICE-PRINCIPAL
1. ASSESSES THREAT:

A. TYPE:

- DIRECT
- INDIRECT
- VEILED
- CONDITIONAL

B. LEVEL:

- LOW
- MEDIUM
- HIGH

**2. INFORMS
(FOR ALL CASES)**

**3. IF LEVEL IS HIGH
INFORMS**

- CENTRAL ADMINISTRATION
- STUDENT SERVICES
- COUNSELLOR
- STAFF

**COUNSELLOR
CONDUCTS FOUR-PRONGED ASSESSMENT:**

- PERSONALITY (STAFF QUESTIONNAIRE & STUDENT INTERVIEW)
- FAMILY DYNAMICS (TELEPHONE INTERVIEW)
- SCHOOL DYNAMICS & STUDENT'S ROLE (COUNSELLOR'S KNOWLEDGE)
- SOCIAL DYNAMICS (STAFF QUESTIONNAIRE, (COUNSELLOR'S KNOWLEDGE)
- RESULTS USED TO RE-EVALUATE LEVEL OF THREAT
- PRINCIPAL/VICE-PRINCIPAL INFORMED

**R.C.M.P./POLICE
MENTAL HEALTH
PARENTS
VICTIMS**

- CONSULTATION WITH STUDENT SERVICES
TO CONSIDER POSSIBLE:**
- MEDIATION?
 - COUNSELLING?
 - DISCIPLINARY ACTION?
 - REFERRAL FOR PSYCHIATRIC ASSESSMENT?
 - LAW ENFORCEMENT ACTION?
 - OTHER?

**SHARING OF PLAN WITH STUDENT,
PARENTS, CENTRAL ADMINISTRATION
& SCHOOL STAFF**