

# Threat Assessment Protocol and Procedures – Fair Notice for Parents and Caregivers

The Richmond School District is committed to creating and maintaining safe school environments for students and staff. This represents fair notice that, in the event that any student makes a threat of violence or harm, Richmond schools will respond by initiating a threat risk assessment process.

## What Behaviors Warrant a Threat Risk Assessment to be Initiated?

A Threat Risk Assessment will be initiated for behaviors including, but not limited to: serious violence or violence with intent to harm or kill, verbal/written threats to harm or kill others, online threats to harm or kill others, possession of weapons (including replicas), bomb threats (making and/or detonating explosive devices), fire setting, sexual intimidation or assault, and gang related intimidation and violence.

## Duty to Report

To keep school communities safe, staff, parents/guardians, students, and community members must report all threat-related behaviors. There is zero tolerance for not responding to serious violence or threatening behaviours.

## What is a Threat?

A 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. Threats must be taken seriously, investigated, and responded to.

## What is a Threat Risk Assessment?

A multi-disciplinary threat risk assessment works to understand the situation and how to best respond to a threat. Typically, this process will include school-based administration, school district personnel, the RCMP, and may include mental health clinicians and Ministry of Child and Family Development (MCFD) representation.

## What is the Purpose of a Threat Risk Assessment?

The purposes of a student threat assessment are:

- To ensure the safety of students, staff, parents and others.
- To ensure a full understanding of the context of the threat.
- To understand factors contributing to the person of concern's behavior.
- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the person of concern.
- To promote the emotional and physical safety of all.

### **What Happens in a Student Threat Assessment?**

All threat-making behavior by a student shall be reported to the school's principal who will activate the protocol for the initial response. Once the team has been activated, interviews may be held with the student(s), the person of concern, as well as parents and staff to determine the level of risk and develop an appropriate response. Intervention plans will be developed and shared with parents, staff and students as required. If there is reason to believe that a situation presents serious and imminent risk, an immediate call is made to 911.

### **Can I Refuse to Participate in a Threat Assessment Process?**

It is important for all parties to engage in the process. However, if for some reason there is a reluctance to participate in the process by the person of concern or parent/caregiver, the threat assessment process will continue in order to promote a safe and caring learning environment.

### **What Parents and Students Need to Know:**

- Any threat must be reported to the school's principal.
- Investigations may involve the school counsellor, the police or other community agencies.
- Investigations may involve locker or personal property searches.
- Interviews may be held with the threat maker and other students or adults who may have information about the threat.
- Parents of students who are directly involved will be notified.
- Threatening behavior may result in disciplinary action.
- An intervention plan may be developed for the student making the threat and a support plan may be developed for any individuals targeted by threats.

### **Collection Notice**

Schools and School Districts are subject to personal information privacy laws and will undertake the collection of this information in compliance with the requirements of such laws. This will include limiting the collection to information that is relevant and necessary to address a risk or threat and by ensuring that information collected from an online source is only obtained from open-source sites. Schools and School Districts will not collect information as part of a threat assessment unless there is reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to police agencies in appropriate circumstances. Information collected will be retained and handled within current records management procedure and guidelines.

If you have any questions about the Fair Notice process, please contact the school's principal or the district ([questions@sd38.bc.ca](mailto:questions@sd38.bc.ca)).