

when the threat/threat-related behaviour(s) is assessed to be substantive. When the threat/threat-related behaviour(s) is assessed to be transient, consultation with one or more members of the T.A.T. may be sufficient. The school principal/designate shall document all relevant information using the Threat Assessment Documentation (*Appendix A*) in cases where the threat/threat-related behaviour(s) is assessed to be substantive. When the threat/threat-related behaviour(s) is assessed to be transient, the information shall be documented as a disciplinary measure, i.e. entry in WinSchool. The school principal/designate shall contact the Director of Education when appropriate.

- 712.5 **Responding to a Threat:** The Threat Assessment Team shall pursue the threat assessment and determine follow-up recommendations. The response to the threat/threat-related behaviour(s) shall be guided according to the level of threat, i.e. transient threat or substantive threat. The Threat Assessment Team shall support the school principal/designate during the completion of the interview process. The recording of all relevant information gathered during the interview process shall be included in the Threat Assessment Documentation. The school principal/designate shall provide disciplinary responses and/or ensure interventions and precautionary measures as deemed appropriate, according to the level of threat, the context of the threat/threat-related behaviour(s), and the actions needed to resolve the threat/threat-related behaviours. The recording of the information shall be included in the Threat Assessment Documentation.
- 712.6 **Duty to Recipient(s) of Threat and Others:** The Threat Assessment Team shall ensure that appropriate support is provided to those against whom threats have been made, i.e. recipient(s) of threat. The school principal/designate shall notify all school staff, and parents if necessary, within a reasonable time period, when the protocol has been activated as a result of threat/threat-related behaviour(s).
- 712.7 **Students Requiring Special Circumstances:** When dealing with students under the age of twelve, students with disabilities or other exceptionalities, accountability and/or maturation issues as well as cognitive abilities shall be taken into consideration for the purpose of disciplinary responses and interventions. The school principal/designate shall always be consulted and shall provide disciplinary responses and/or ensure interventions and precautionary measures as deemed appropriate, according to the level of threat/threat-related behaviours. The school principal/designate shall determine the necessity for law enforcement to be involved.
- 712.8 **Contact with Parents/Guardians of Student and Recipient(s) of Threat:** When a threat is assessed to be transient, the school principal/designate shall notify the parents of the student at the earliest opportunity. When a threat is assessed to be substantive, the school principal/designate shall consult with the Community Police Officer to determine when the parents/guardians of the student shall be notified and who (i.e. school authority versus law enforcement) shall make this contact. The school principal/designate shall notify the parents of the recipient(s) of threat at the earliest opportunity. Whenever possible, the parents of the student and recipient(s) of threat shall be an integral part of the threat assessment.
- 712.9 **Threat Assessment Documentation and Storage:** The Threat Assessment Team leader/school principal shall be responsible for completing a Threat Assessment Documentation (*Appendix A*). The original Threat Assessment Documentation shall be submitted to the Director of Education who will ensure that this document is kept on file at the District Office.

712.10 **Media Coverage:** Upon notification of a threat/threat-related behaviour(s), the Director of Education shall guide all responses to the media accordingly.

712.11 **Definitions:**

Threat: An expression or statement suggesting intent to inflict harm or injure someone. A threat may be spoken, written, or expressed in some other way, such as through gestures. A threat may be direct, indirect, conditional or veiled.

Transient threat: A statement that does not express a lasting intent to harm someone. It is either intended as a figure of speech or reflects feelings that dissipate in a short period. A transient threat does not require protective action because there is no sustained intent to carry out the threat.

Substantive threat: A statement that expresses a continuing intent to harm someone. It may express emotions like a transient treat, but it also indicates a desire to harm someone that extends beyond the immediate incident or argument.

Threat assessment: The process of determining if a threat maker actually poses a risk to the recipient(s) of threat they have threatened.

Threat Assessment Team (T.A.T.): The treat assessment team is a school-based team committed to the assessment, prevention and resolution of potential acts of violence. It is composed of a leader, usually the principal of the school, a vice-principal, a guidance counselor, a psychologist, and a community police officer.

Immediate risk situation: An immediate risk situation involves high risk circumstances where immediate police intervention is required, such as when a person is making a threat while holding a weapon.

Student: The student who poses a threat or who has made a threat/threat-related behaviour(s).

Reporter: The individual (i.e. a peer, a teacher, etc..) who has reported the presence of a threat/threat-related behaviour(s).

Witness: Any individual (i.e. a peer, a teacher, etc..) who has valuable information to share during the interview process of a threat assessment.