

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Violence and Threats in Schools

Procedure Type:	School Operations	Implementation Date:	NOV 10, 2010
Procedure Number:	4.25	Last Revised:	DEC 4, 2023
AP Owner:	Superintendent of Learning	Last Reviewed:	NOV 21, 2025
Legal Reference(s):	<i>The Education Act, 1995, s. 175, 231</i> <i>The Education Regulations, 1998, s. 29(12)</i>		

Background

Living Sky School Division (LSKYSD) believes it is vital to foster and maintain a safe environment for students, staff and community through the implementation of effective measures to deal with violence in schools. These measures include the establishment of preventative procedures, the provision of appropriate early intervention procedures, and the administration of disciplinary action in accordance with *The Education Act, 1995* and the Board of Education (Board) policies and procedures.

Scope

This procedure applies to school administration, school staff, as well as students throughout the Division.

Definitions

Violent activity is characterized by verbal or written threats; physical, emotional, sexual abuse/harassment, or racial harassment by an individual or group of individuals that has the effect of impairing, or might have the effect of impairing, the health and welfare of any student or staff member.

Youth gang/group is composed of three or more persons who, while acting or congregating, display a pattern of inappropriate behaviour which may result in violent or threatening activities.

Weapons (as defined by the Criminal Code):

- any item that is designed to be used as a weapon, specifically designed to be used in combat or to inflict pain and/or injury (firearms, knives, ammunition, explosives, and other offensive weapons).
- any item a person uses or intends to use as a weapon that is not normally intended to be used in combat or to inflict pain and/or injury but becomes a weapon in certain circumstances.

Procedures

General

1. The following actions are intended to apply to middle level and secondary students. These actions are not necessarily listed in order of priority. In cases of kindergarten to grade five students, similar actions may apply, or the principal, in consultation with the parent/guardian and the school superintendent may select more suitable disciplinary action.

Verbal Threats, Racial, Physical, and/or Sexual Harassment or Abuse

2. Where school administration determines that a student has engaged in violent activity towards other individuals, school administration will respond with the most appropriate process in the situation using the following guides:
 - a. AP 5.32 *Personal, Discriminatory, and Sexual Harassment*,



- b. 4.42A Student Harassment Protocol, or
- c. the VTRA process.

Possession of Weapons

3. When a student is found to be in possession of a weapon, as defined in this policy, the administration shall:
 - a. if safe, confiscate the weapon and release it either to the police, as required by law, or to the parent/guardian;
 - b. communicate with the student's parent/guardian; and
 - c. undertake the VTRA process as soon as it is possible to do so.
4. Administration may contact the school superintendent to advise of the incident.
5. In addition to the above and depending on the nature and severity of the situation and in consultation with the director of education or designate, the administration may take actions including, but not limited to, the following:
 - a. determine an alternative learning placement for the student with the approval of the director of education or designate;
 - b. recommend the student participate in a counselling program;
 - c. contact the police; or
 - d. suspend the student.

Threats to Use a Weapon or Using a Weapon

6. When a student is found to be in possession of a weapon and threatens to use the weapon, or uses a weapon, the administration shall:
 - a. communicate with the student's parent/guardian;
 - b. contact the director of education or designate;
 - c. suspend the student for a minimum of one day and a maximum of ten days, depending on the severity of the situation; and
 - d. undertake the VTRA process as soon as it is possible to do so.
7. In addition to the above and depending on the nature and severity of the situation and in consultation with the director of education or designate, the administration may take actions including, but not limited to, the following:
 - a. determine an alternate learning placement for the student with the approval of the director of education or designate;
 - b. recommend the student participate in a counselling program;
 - c. contact the police; or
 - d. recommend the involvement of the Board of Education Discipline Committee.

Related

5.32 Personal, Discriminatory, and Sexual Harassment
Safe Schools Handbook (*internal document*)
Student Harassment Protocol (*internal document*)
Suspension Protocol (*internal document*)