

## **Student Dysregulation and Violence – Response and Communication with Administrators**

Workplace violence and threats of violence continue to increase in schools, due to lack of appropriate supports for students, ineffective plans to mitigate risk, and lack of communication and responses from administrators. As a response to many member complaints and concerns about violence in schools and concerns not being properly addressed, the Local has created written prompts to follow-up with administrators following violent incidents, address concerns about student supports, progressive discipline and restorative practices, and create and revise plans to be more effective following serious incidents of violence.

- Members are advised to use written emails to communicate with administrators from their board provided devices and email address. Members are advised not to use personal phones or texts to communicate with administrators.
- Use of the prompts and written communication with administrators should come from individual teachers, not a group of teachers.
- Remain professional in your language and tone in any written communication and ensure that you do not violate confidentiality and privacy of others.
- Not all prompts will be relevant to each situation. Prompts may be edited to fit your specific situation and incident.
- If you do not receive a response from your administrator in a timely manner, or you feel the response is inadequate, consider contacting your Local.
- If the administrator only provides a verbal response, you may wish to summarize the response in an email to confirm that you understood their response correctly.
- Suspension is one action that can be taken by administrators in certain instances. If your administrator claims that suspensions are not allowed, please contact your Local.

### **Communication Prompts to Administrators Following a Violent Incident**

#### **❖ Following an incident of student violence or aggression where an Employee Incident Report and Investigation Form (EIRIF) was submitted:**

Given the recent incident(s), please provide me with the result of your investigation, and share what preventative and corrective measures have been put in place to mitigate risk. When will a debrief meeting be scheduled with all staff who directly work with the student to discuss strategies, and update the Individual Behaviour Plan or Management of Aggressive Behaviour Safety Plan? I am concerned about my safety and that of my students and seek direction on how to contribute to the safety of the school, as well as provide supports for the student.

#### **❖ Following an incident of student violence or disruption where a Safe Schools Incident Reporting Form (SSIR) was submitted:**

Given the recent incident(s), please provide me with the results of your investigation. Please let me know if I can assist in any way, including my accounting of the incident, and share with me an

understanding of what actions will be taken and how these actions reflect the Board's policies and procedures on progressive discipline and restorative practices. I am concerned about the safety of students and staff as a result of the incident(s) and seek direction on strategies and plans that can be put in place to support the student and classmates.

❖ **Following an incident of student violence or aggression in which a student was suspended or excluded:**

Given the recent incident(s), please provide a time to debrief with all staff directly involved with the student to update Individual Behaviour Plans and Management of Aggressive Behaviour Safety Plans, as the current plans were not effective in addressing the violence and keeping staff or students safe. The plans need to be reviewed and updated and should include contingency plans for staff absences. I would ask that these plans be updated and discussed with the school team prior to student re-entry. I am concerned about the safety of students and staff and seek clarification on what new strategies will be put in place to mitigate risk and support the student.

❖ **Following an incident of student violence where there is a known history of violence and aggression from a student, but proper notification of risk was not provided to staff:**

Given the recent incident(s), please provide me with any updated Notification of Risk (first two pages of the Management of Aggressive Behaviour Safety Plan) that includes triggers and indicators for unsafe behaviour, and steps for staff response should I encounter the dysregulated student during my workday. Also, please share how the incident and follow-up investigation will be shared with all staff so we can work together to ensure the safety of students and staff in the school.

❖ **Following a violent incident where there was no plan to summon immediate assistance:**

Given the recent violent incident(s), please provide me with a written plan on how to summon immediate assistance, including what method will be used. Please include details on who will respond when assistance is required, and what alternate plans will be should there be staff absences.

❖ **Following incidents of violence, aggression and dysregulation, where there has been no opportunity for staff to discuss their concerns:**

Given the recent incidents of violence and aggression in the school, I am requesting that staff be provided with a time during monthly staff meetings to discuss concerns and appropriate staff responses and strategies to prevent violence or de-escalate students who become dysregulated. This could also include any updates to Management of Aggressive Behaviour Safety Plans or violence risk reassessments that have been completed.

❖ **Following an incident where a student elopes from school property putting themselves at risk:**

Given the recent incident(s) where a student has eloped from school property, please provide me with written communication on how to respond to ensure student and staff safety. This could include how to summon immediate assistance, who follows the student, how communication is maintained with the school when off-site, and when emergency services would be called. I would also request that the school team meet to create a Management of Aggressive Behaviour Safety Plan for the student to address the elopement concerns where the student may be put at risk.