Administrative Procedure 172

SERIOUS INCIDENT REPORTING AND RESPONSE

Background

Aspen View Public Schools is committed to ensuring a safe, respectful, and lawful environment for all students, staff, and stakeholders. In cases where actions of a serious and potentially criminal nature occur or are suspected — including but not limited to assault, harassment, theft, abuse, or threats — it is critical that school and system leaders respond immediately and in alignment with legal obligations and system protocols.

This Administrative Procedure outlines the mandatory steps for reporting and responding to serious wrongdoing or alleged criminal activity involving students, staff, or external stakeholders. It establishes the Superintendent as the initial point of contact to ensure a coordinated, legally compliant, and appropriately escalated response.

The purpose of this Administrative Procedure is to provide clear, consistent direction for the immediate reporting, handling, and documentation of serious incidents that may involve criminal activity, including engagement with police authorities. This procedure ensures that the Superintendent is informed at the earliest opportunity and is positioned to lead or delegate the appropriate internal and external response.

Definitions

Serious Wrongdoing: Any act or omission that may be criminal in nature or cause significant harm to the safety, dignity, or rights of any individual within the jurisdiction of Aspen View Public Schools

Stakeholders: Includes staff, students, volunteers, contractors, parents/guardians, and visitors who interact with Aspen View Public Schools.

Designated HR Representative: The senior Human Resources official assigned by the Superintendent to manage investigations involving employees.

Examples of Reportable Incidents

The following are examples (not exhaustive) of incidents requiring immediate reporting under this procedure:

- Physical or sexual assault (including peer-to-peer incidents)
- Threats to safety, including bomb threats or threats of violence
- Possession or trafficking of drugs or weapons on school property
- Child abuse or neglect (reporting also required to Child and Family Services)
- Significant theft or vandalism
- Hate crimes, criminal harassment, or cybercrime (e.g., distribution of non-consensual images)
- Breach of professional boundaries or ethics with criminal implications
- Serious workplace misconduct that may lead to criminal charges

Procedures

All school principals and administrative supervisors **must follow the steps outlined below without exception:**

1. Immediate Safety Response

    1.1. If the situation presents a clear and immediate threat to safety at the work site, ensure emergency services are called (911).

    1.2. Secure the scene and ensure the safety of all students and staff.

    1.3. Isolate individuals involved if safe to do so. Do not attempt to investigate

2. Duty to Report

    2.1. Nothing in this procedure overrides an individual's legal duty to report suspected child abuse or neglect under the Child, Youth and Family Enhancement Act. Where such concerns arise, staff must report directly to Child and Family Services without delay. The Superintendent must also be informed as soon as practicable.

3. Notify the Superintendent (First Line of Contact)

    Except where legislation requires immediate reporting to an external authority or where emergency services are required, the Superintendent is the first point of contact for serious incidents under this procedure.

    3.1. Contact the Superintendent of Schools immediately by phone to report the incident.

    3.2. Provide a brief summary of the event, the individuals involved, immediate actions taken, and any known or suspected criminal elements.

    3.3. Do not proceed with contacting Human Resources, legal counsel, police, or other agencies until you have discussed with the Superintendent – unless the threat is immediate as per Section 1 or where legislation requires direct reporting to an external authority.

    3.4. Follow-up to Superintendent in an email outlining the aforementioned.

4. Documentation

    4.1. Record all known facts using the Aspen View Incident Reporting Form (or equivalent internal reporting tool).

    4.2. Do not include speculation or opinion—only facts, names, times, and direct statements.

5. Direction from Superintendent

    5.1. The Superintendent will assess the severity and determine:

        5.1.1. Whether to recommend the involvement of the RCMP/police

        5.1.2. Whether to assign the matter to the Human Resources representative

        5.1.3. Whether to notify legal counsel or external investigators

        5.1.4. Whether to notify the Board Chair

5.1.5. How and when to communicate with families, media, or the broader school community

6. Engagement with Human Resources

6.1. If the matter involves employee conduct, and once approved by the Superintendent, the designated HR representative will assume responsibility for internal investigation and liaison with law enforcement as required.

6.2. HR will coordinate with the school principal on matters of suspension, leave, or administrative reassignment if required.

7. Communications

7.1. Principals and admin staff must not initiate contact with the media, parents (beyond basic safety notifications), or law enforcement without direction from the Superintendent.

7.2. All formal communications will be developed and/or reviewed by the Superintendent's Office – Communications Officer.

8. Records and Confidentiality

8.1. All reports, documentation, and correspondence must be marked Confidential and shared only with authorized personnel.

8.2. Any release of information is subject to FOIP regulations and the direction of the Superintendent.

9. Follow-up and Debrief

9.1. The Superintendent or designate will lead a formal debrief with relevant parties once the situation has been resolved or stabilized.

9.2. A review of the response process will occur to inform future practice and training.

Responsibilities

Superintendent: Oversight, triage, and response coordination.

Principals and Site Administrators: Initial reporting and secure containment of the situation.

Human Resources: Lead investigations as directed.

All Staff: Cooperate fully with directives and maintain confidentiality.

Reference: Education Act
Freedom of Information and Protection of Privacy Act (FOIP)
Child, Youth and Family Enhancement Act
Criminal Code of Canada
Aspen View Public Schools Administrative Procedures
(Code of Conduct, Student Discipline, Employee Conduct)