

Department: Programs and Services
Section: Special Education

Scope	This policy applies to all staff, volunteers, and students.
Responsibility	It is the responsibility of the Director of Programs and Services to ensure that this policy is implemented.
Implementation	This policy will be implemented by the Superintendent of Schools, the Regional Leadership Team, the Coordinator of Student Services, regional Student Services staff, principals, classroom and specialist teachers, the Coordinator of Transportation, Transportation staff, bus contractors, bus drivers, the Coordinator of Property Services, Property Services staff, and school cleaning contractors.
Procedure	<ol style="list-style-type: none">1. The Director of Programs and Services shall designate the Coordinator of Student Services to be responsible for planning and response related to school based crises, the Coordinator of Transportation for transportation related crises, and the Coordinator of Property Services for crises relating to physical facilities.2. The Coordinator of Student Services shall ensure that a Crisis Intervention Activation Guide is developed to facilitate rapid, positive response to a variety of school-impacting crises that may occur anywhere in the region.3. The Coordinator of Student Services shall review the contents of the Crisis Intervention Activation Guide with the members of the Regional Leadership Team and with the Coordinators of Transportation and of Property Services.4. <ol style="list-style-type: none">(a) The Superintendent of Schools shall be the media spokesperson for the region.(b) The Director of Programs and Services shall serve as media spokesperson in the absence of the Superintendent.5. <ol style="list-style-type: none">(a) The Coordinator of Transportation shall review the Crisis Intervention Activation Guide and develop any additional crises procedures which relate specifically to transportation staff and situations.(b) The Coordinator of Transportation shall review all transportation related crisis procedures with supervisory staff, bus contractors, and bus foremen before the opening of each school year(c) Bus foremen shall review transportation related crisis response procedures with all bus drivers before completion of the second

full week of each school year, and with all new drivers before they begin service.

6. (a) The Coordinator of Property Services shall review the Crisis Intervention Activation Guide and develop any additional crises procedures which relate specifically to maintenance and/or janitorial staff and situations.
- (b) The Coordinator of Property Services shall review all maintenance and/or janitorial related crisis procedures with supervisory staff, maintenance foremen, and cleaning contractors before the opening of each school year.
- (c) Maintenance foremen shall review related crisis response procedures with all centrally-based maintenance staff before completion of the second full week of each school year, and with all new maintenance staff before they begin service.
7. (a) The Coordinator of Student Services shall meet with all principals to review the contents of the Crisis Intervention Activation Guide.
- (b) The Coordinator of Student Services shall review the Crisis Intervention Activation Guide on an annual basis and shall forward any revisions to principals prior to August 1 of each school year.
8. (a) The principal shall serve as the School Crisis Team leader and, if required, as media spokesperson.
- (b) The principal shall designate a staff member as alternate School Crisis Team leader and media spokesperson, to serve (if required) in the absence of the principal.
9. The principal shall establish a School Crisis Team with membership as outlined in the Crisis Intervention Activation Guide.
10. The School Crisis Team shall customize the Crisis Intervention Activation Guide to develop a school crisis response plan.
11. The School Crisis Team shall review the school crisis response plan with all site based staff and regular volunteers no later than the end of the second full week of school in each school year.
12. The principal shall decide when to activate a school-based crisis intervention response, and shall inform the Superintendent immediately upon doing so.
13. The principal shall ensure that the school crisis response plan is updated before the opening of each school year.
14. The principal shall complete *Form AP403.u - School Crisis Team Membership* and forward it to the Coordinator of Student Services no

later than the end of the second full week of school in each school year.

15. The Coordinator of Student Services shall maintain a file of school crisis team membership information and shall provide that information to the Superintendent as requested.
16. As soon as possible after a crisis has been handled, a complete written report shall be sent to the Superintendent by:
 - (a) the principal
 - (b) the Coordinator of Transportation
 - (c) the Coordinator of Property Services, as appropriate.

Related Guidelines AVRSB Crisis Intervention Activation Guide

Associated Forms *Form AP403.u - School Crisis Team Membership*

Monitoring Procedure

It is the responsibility of the Director of Programs and Services (or his/her designate) to have this administrative procedure reviewed on an annual basis.

The AVRSB Education Committee, Board Members, principals, classroom and resource teachers, parental organizations and other appropriate groups/individual(s) will be consulted when revisions of major significance are made to this policy and administrative procedure.

Sufficient time will be provided to ensure that persons, as above, have appropriate opportunity to react to such recommended revisions.

The Director of Programs and Services shall ensure the results of the monitoring of the policy and administrative procedures are recorded, in writing, and forwarded to the Superintendent of Schools for review.

It is the responsibility of the Superintendent of Schools to report results of the monitoring process to the Board.

This Administrative Procedure will be monitored on an annually.

Superintendent Approved: March 28/02
Ref: BP 403.16, Appendices Form: AP403.u
Monitoring Date: Annually
Revised: