

Administrative Procedure 3005

Reporting of Major and Minor Incidents

When an incident occurs within the confines of School District No. 71 (Comox Valley) property and is such as to arouse public questions or indignation, the administrators of the area or school involved are to convey the complete facts immediately to the district superintendent of schools or the secretary-treasurer. The district superintendent or the secretary-treasurer will immediately advise at least two (2) trustees (preferably chairmen of committees) who in turn will advise the trustees on their respective committees.