

SD42 PROCEDURE 5700.4

SHARING OF STUDENT INFORMATION WITH RCMP/POLICE

PURPOSE

The purpose of this procedure is to establish clear protocols for the sharing of information between School District No. 42 and the RCMP/Police in both emergency and non-emergency situations. It ensures that requests for and disclosure of personal information are managed lawfully, consistently, and appropriately to support student safety, protect privacy, and maintain accurate documentation and accountability.

INFORMATION SHARING REQUESTS FROM RCMP/POLICE

Non-Emergency Requests:

In a non-emergency situation, where a potential school safety issue is a concern, (this includes threat assessments, open RCMP/Police files, and other matters such as critical incident support) the RCMP/Police may request access to school district and student data. Access to personal information for students of the Maple Ridge Pitt Meadows School District must be obtained from the Safe and Caring Schools District Principal or District Vice Principal via written communication.

The request must include:

- RCMP/Police File Number
- Student name
- Information required
- Officer requesting the information

Emergency Requests:

In emergency situations information may be immediately disclosed at the school level by the school administrator. The school administrator will notify the Zone Lead/Safe and Caring schools designate. Following the incident, the school administrator will document the information provided on the "[RCMP/Police Form](#)" and send original copy to Safe and Caring Schools.

The "RCMP/Police Form" includes:

- Date of Report/Request
- School
- Person Completing the Form
- Student(s) Name
- Student(s) DOB
- RCMP/Police File Number
- RCMP/Police Member on File
- Context of Report
 - School made 911 or Non-Emergency Call
 - RCMP/Police requested information (Emergent/Timely Request)

APPROVED: October 1, 2026