

REGULATION #9410.1

SAFE & CARING SCHOOLS

The effective management of student behaviour is a necessity to establish safe and caring environments that foster student learning needs. Prevention and intervention strategies applied at the school level and supported at the district level are the foundations of a successful discipline program. Clear policy, regulations and procedures are essential to set standards and provide for consistency among all schools and for all students.

1. RESPONSIBILITIES

1.1. District Responsibilities

The superintendent or designate shall:

- a) Provide opportunities for district and school staff to acquire the knowledge and skills necessary to develop and maintain a welcoming and safe school environment free of violence, bullying, cyberbullying, harassment, threats, intimidation, verbal or written abuse, discrimination of any kind, including but not limited to, real or perceived socio-economic status, race, skin colour, appearance, ethnicity, sex, gender, disability, sexual orientation, gender identity or expression, religion, culture, age or any other distinguishing characteristic, or if based on an association with an individual or group with any of aforementioned characteristics.
- b) Support schools in developing proactive and responsive interventions to discipline concerns.
- c) Support adherence to a defined range of consequences, including suspension, for offenses outlined in the *Safe and Caring Schools Handbook of Procedures*.
- d) Support and encourage adherence to district and school Codes of Conduct.
- e) Implement the *District Threat Assessment Protocol* as necessary.
- f) Provide a variety of supports and programs for students who require proactive intervention to address behavioural needs.
- g) Take all reasonable steps to prohibit racism, homophobia and other acts of discrimination or intolerance in the school environment.
- h) Provide training and support to Principals and Vice Principals regarding legal requirements for search, seizure and securing evidence; and

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- i) Maintain and update, as required, the *Critical Incident Resource Guide*, the *Critical Incident Quick Reference* flip chart; and the *Safe and Caring Schools Handbook of Procedures*.

1.2. School Responsibilities

Schools shall:

- a) Promote programs that emphasize early intervention, conflict prevention and intervention, counselling, and human and social skills development.
- b) Establish a Safe School Committee to ensure that school practices and procedures are in place to respond to serious incidents in the school.
- c) Develop guidelines for supervision to ensure the safety of staff, students and visitors at all school-sponsored activities.
- d) Adopt a School Code of Conduct which has been developed co-operatively with staff, students, parents/guardians and is reflective of and consistent with the *Safe & Caring Schools Policy* and the district Code of Conduct.
- e) Distribute, display, review and implement the School Code of Conduct in accordance with the procedures and guidelines specified in the *Safe and Caring Schools Handbook of Procedures*.
- f) Establish clear and fair consequences for behaviours in keeping with the code of conduct discipline guide contained in *the Safe and Caring Schools Handbook of Procedures* and take appropriate action based on the circumstances of each incident.
- g) Investigate underlying causes of behavioural incidents and develop a plan to respond to such issues.
- h) Complete Incident Report Forms to record serious incidents.
- i) Review safety alert system procedures on a regular basis (not less than twice per year) with students, all staff and parents/guardians.
- j) Implement the *District Threat Assessment Protocol* as needed and complete Threat Assessment Report Forms.
- k) Take appropriate steps to prohibit racism, homophobia and other acts of discrimination or intolerance; and

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- l) Provide opportunities for school staff to acquire the knowledge and skills necessary to develop and maintain a welcoming and safe school environment free of violence, bullying, cyberbullying, harassment, threats, intimidation, verbal or written abuse, discrimination of any kind, including but not limited to, real or perceived socio-economic status, race, skin colour, appearance, ethnicity, sex, gender, disability, sexual orientation, gender identity or expression, religion, culture, age, or any other distinguishing characteristic, or if based on an association with an individual or group with any of aforementioned characteristics.

2. STUDENT SAFETY AND SECURITY

2.1. Weapons

Students shall not possess or use any weapon on any school premises or at any activity off school premises that is organized or sponsored by a school.

Students shall not possess or use any replica or toy weapon, on any school premises or at any activity off school premises that is organized or sponsored by a school, except as a prop in a theatrical production. If the replica or toy weapon is used in a school theatrical production, it shall be stored appropriately when not required for the production.

Offences involving weapons shall result in severe consequences being imposed consistent with the District-Wide Code of Conduct Disciplinary Guide. Any weapons seized will be considered forfeited and may be provided to the police. When dealing with incidents involving weapons or replicas, principals and vice principals are referred to the *Safe and Caring Schools Handbook of Procedures*.

2.2. Intoxicating or Controlled Substances

Persons under the influence of intoxicating, banned or controlled substances and persons using, marketing or distributing intoxicating or controlled substances are not allowed on school premises or at any school-sponsored event. A student who is under the influence of, or using, an intoxicating or controlled substance during school hours or at a school-sponsored event is subject to disciplinary procedures as outlined in the *Safe and Caring Schools Handbook of Procedures*.

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Any person who is using, marketing or distributing an intoxicating or controlled substance at school or at school-sponsored events will be subject to a wide range of disciplinary actions, including search and seizure and the possibility of criminal charges being laid, depending on the circumstances of the case.

2.3. Authorized School Visitors

The principal, vice principal or board-approved designate will exercise their right as occupants of school premises under the provisions of *School Act s. 177 Maintenance of Order*. Access to school premises during and after school hours will be governed by [Policy #6513 – Long Term Use and Lease of Active School District Buildings and Sites](#) and [Policy # 7260 – Employees’ & Visitors’ Identification Badges](#).

- a) Schools will prominently display a sign at major entrances directing all visitors to report to the office.
- b) Authorized visitors are required to report their presence to the office and to wear a district authorized visitor identification badge while on school board premises. All schools will be provided with a sufficient number of district authorized visitor identification badges. Further clarification regarding authorized visitors is provided in the *Safe and Caring Schools Handbook of Procedures*.

2.4. Intruders or Trespassers on School Property

The procedure for dealing with intruders will apply to all school district employees and may be adapted as necessary to ensure that the safety and security of students, staff and property is maintained at school sites and other district locations. Further clarification on dealing with intruders/trespassers is provided in the *Safe and Caring Schools Handbook of Procedures*.

2.5. Conducting Searches

A principal or vice principal may conduct or authorize a search of a student, personal property or locker if there are reasonable grounds to believe that policy has been or is being violated and that evidence of the violation will be found in the location or on the person of the student searched. The search should be conducted in a sensitive manner and be minimally intrusive.

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Reasonable grounds for search and seizure and process guidelines are provided in the *Safe and Caring Schools Handbook of Procedures*.

2.6. Police or Other Public Safety Agencies' Involvement in Student Interviews/Investigations

The principal or vice principal will encourage Law Enforcement Agencies to avoid conducting interviews or investigations at schools.

However, it is acknowledged that there will be some situations when interview procedures must take place at the school as a result of specific circumstances including but not limited to concern for the student's safety, need to gather information from a student witness and/or need to interview a student who may be a suspect in a criminal investigation. In such cases, the school will strive to maintain respectful and low profile interactions between students and police/public safety personnel.

Procedures for involving police or other public safety agencies in student interviews/investigations are specified in the *Safe and Caring Schools Handbook of Procedures*.

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