



ADMINISTRATIVE PROCEDURE 310

SAFE AND CARING SCHOOLS

Background

Grande Yellowhead Public School Division administrative and educational activities must be directed to the attainment of its statutory responsibilities to provide all students with a safe and caring environment that fosters and maintains respectful and responsible behaviors and to ensure that all students have the opportunity to meet the standards of education set by the Minister. The Division, therefore, desires that measures be put in place that provide for the physical, emotional and psychological safety of all participants in the educational process.

Procedures

1. Schools shall foster and maintain a safe, secure and caring school environment.
 - 1.1 The objective of schools shall be the provision of a safe and caring school environment where student behavior and conduct is characteristic of a socially responsible citizen. Basic standards of student behavior and conduct are to be expected and achieved while students are involved in any school or school-sponsored activity.
 - 1.2 Students and parents or guardians shall be made aware of the provisions through School Handbooks, newsletters or other methods of communication of Administrative Procedure 350 – Student Conduct, and in particular:
 - 1.2.1 Procedure 1.1, which identifies the student’s accountability, his/her behavior and conduct;
 - 1.2.2 Procedure 4.3 which lists possible consequences for inappropriate behavior; and
 - 1.2.3 Procedure 4.5 which identifies behaviors for which a student may be suspended or expelled.
 - 1.3 The Principal shall respond to behavior that threatens or breaches school safety and security.
 - 1.4 The Principal shall apply the provisions of Administrative Procedure 350 – Student Conduct as one means of responding to threats of violence, violence, harassment, and possession of weapons by any student in the school and shall pursue with the police the pressing of charges against non students who may be involved in such incidents.

- 1.5 A safe and secure school environment is one that is physically, emotionally and psychologically safe. Such an environment may be characterized by:
 - 1.5.1 Caring;
 - 1.5.2 Respect for law and order;
 - 1.5.3 Respect for rights and responsibilities;
 - 1.5.4 Respect for democratic values;
 - 1.5.5 Respect for diversity (e.g. gender, religion, race, etc);
 - 1.5.6 Community, family, student and staff involvement;
 - 1.5.7 Appropriate modeling by staff, students and other adults in the school;
 - 1.5.8 Clear and consistent expectations for behavior;
 - 1.5.9 The provision of appropriate consequences for misconduct; and
 - 1.5.10 The clear communication of behavior expectations and the consequences for misbehavior to students, staff and parents or guardians.

- 1.6 Schools shall foster and maintain a safe and secure environment through measures that include:
 - 1.6.1 The establishment of a school environment where appropriate behavior is valued, taught and modeled by all staff and students;
 - 1.6.2 The development of positive student attitudes toward the school and its environment;
 - 1.6.3 The provision of appropriate student supervision at school-sponsored or approved activities;
 - 1.6.4 Making all participants in school-sponsored or approved activities (students, staff and parents) aware of the school's expectations with regard to their conduct and language;
 - 1.6.5 Making students, parents or guardians, and staff aware of the school's expectations for conduct and the consequences established for serious or repeated misconduct; and
 - 1.6.6 Developing plans for action to be taken in response to perceived threats or to breaches of the security and good order of the school.

- 1.7 Schools shall strive to develop positive student attitudes that are conducive to a safe and secure school environment,
 - 1.7.1 By providing students with an environment that:

- 1.7.1.1 Is caring;
 - 1.7.1.2 Provides opportunities for success;
 - 1.7.1.3 Provides opportunities for the recognition of success; and
 - 1.7.1.4 Fosters self-esteem, self-discipline and a sense of responsibility.
- 1.7.2 By taking advantage of opportunities afforded by the provincial curriculum and curricular activities to develop Division held values, such as:
- 1.7.2.1 A passion for learning (awakening the joy and excitement of learning);
 - 1.7.2.2 Caring for others (genuine concern for and healthy relationships with others);
 - 1.7.2.3 Respect (holding self, others and the environment in high esteem);
 - 1.7.2.4 Excellence (pursuing personal excellence through continuous life-long improvement);
 - 1.7.2.5 Integrity (striving for fairness, sincerity and honor in all interactions);
 - 1.7.2.6 Honesty (striving for truthfulness, sincerity);
 - 1.7.2.7 Work ethic (values based on the moral virtues of hard work and diligence);
 - 1.7.2.8 Adaptability (dynamically and progressively responding to change);
 - 1.7.2.9 Creativity (nurturing originality and innovation); and
 - 1.7.2.10 Collaboration (working or acting jointly).
- 1.7.3 By assisting students in developing appropriate approaches to solving problems and resolving conflict.
- 1.8 All visitors to the school shall be required to report to the school office for authorization to enter the school proper. Such authorization shall at least take the form of issuing a visitor's identification tag as set out in this administrative procedure. Signs requiring visitors to report to the office must be posted in the school.
- 1.9 The school shall have in place Critical Response Plans that include safety procedures that can be implemented when individuals or groups who pose a

threat to students and staff are identified or when conditions arise that pose a danger to students and staff. These safeguards may include:

- 1.9.1 Requiring visitors to the school to report to the office;
 - 1.9.2 Having in place procedures to be used by staff in the event that an unauthorized person is in the school;
 - 1.9.3 Having in place procedures to be used by staff in the event that a person or group that pose a threat to school safety is in the school;
 - 1.9.4 Lockdown procedures to be used if there is an intruder (inside or outside of the school building) who is armed or there is reason to believe the intruder is armed or dangerous; and
 - 1.9.5 Emergency procedures to be used when conditions arise that pose a danger to students and staff.
- 1.10 The Principal shall ensure that the protocols adopted for “Threat and High Risk Incidents” are used in their school for any incident identified in the protocol. The protocol for “Threat and High Risk Incidents” is to be found in the Appendix 310A. Schools may, with the approval of the Superintendent, adopt a similar protocol or program that may better fill the needs of the school.
 - 1.11 All staff and students shall report all threats and incidents of violent behavior to the appropriate school staff member as identified in the school’s internal procedures. Parents are urged to follow the same procedure in the event that they witness or are informed about a threat or incident of violent behavior.
 - 1.12 Each school shall identify a “Crisis Response Team” or a “Threat/Incident Response Team” to lead the school in its response to a critical incident, a threat or a high risk incident.
 - 1.13 A Threat/Incident report form (Form 310-1) shall be transmitted to the Threat/Incident Response Team Leader by the school’s administration or according to the school’s internal procedures. The Threat/incident Response Team Leader shall work with the school in deciding on a plan of action.
 - 1.14 The Superintendent or designate has the responsibility to provide periodic in-service training sessions for appropriate school personnel in the application of the protocol for “Threat and High Risk Incidents.”
 - 1.15 The Principal shall ensure that during school hours, or while engaging in school related activities, students are released into the custody of the parents or guardians or other adults identified by the parents or guardians.
 - 1.16 The Principal shall ensure that during school hours, or while engaging in school related activities, persons wishing to contact a student have a legitimate reason and the right to do so before permitting such contact.

- 1.17 While schools will remain open during inclement weather, as stated in Administrative Procedure 130 – Emergency Closure of Schools, even when conditions prevent buses from operating, the Principal shall ensure that inclement weather procedures are in place. Such inclement weather procedures shall:
 - 1.17.1. Permit access to the school building during operating hours;
 - 1.17.2 Identify the weather conditions that prohibit students from exiting the school during operating hours. In towns with more than one school the Principals shall collaborate to ensure that similar procedures are in place for all the schools.
- 1.18 Administrative Procedure 131 – Emergency Closure of Schools and/or School Bus Transportation identifies the conditions under which school buses will not operate or under which a school or schools will be closed.
2. All administrative departments are expected to support schools in their efforts to foster and maintain a safe and secure school environment.
3. All staff members, contract custodians and their employees, contract bus drivers and their employees, and visitors must wear a Grande Yellowhead photo identification tag to verify their authority to be in a school or Grande Yellowhead building.
 - 3.1 All staff members, contract custodians and their employees, and contract bus drivers and their employees shall wear their photo identification tags, suspended from their neck on a lanyard or clipped to the front of their clothing, in a clearly visible and respectful manner while they are on duty in a facility, while operating a Division or contract bus, or while conducting co-curricular or extra-curricular activities.
 - 3.2 The Department Head concerned or the Principal shall ensure retrieval of all photo identification tags issued to staff members, contract custodians and their employees, and contract bus drivers and their employees when such individuals have been transferred to another facility or are no longer employed. The Director of the department concerned or the Principal may, at their discretion, authorize a long-term employee to keep their photo identification tag as a memento of their service.
 - 3.3 The Department Head concerned or the Principal shall ensure immediate retrieval of all keys issued to staff members and contract custodians and their employees when such individuals have been transferred to another facility or are no longer employed.
 - 3.4 The Payroll Officer shall ensure that all persons who are no longer employed are reported to the Education Services Centre office receptionist in order to remove those persons from the data bank.
 - 3.5 All substitute teachers and substitute support staff shall be issued photo identification tags identifying the zone or the school in which they act as substitutes and they shall wear their photo identification tags suspended from

their neck on a lanyard or clipped to the front of their clothing in a clearly visible and respectful manner.

- 3.6 All visitors and volunteers working in schools or who are to be involved in student activities in Grande Yellowhead schools shall wear school volunteer identification tags, suspended from their neck on a lanyard or clipped to the front of their clothing, in a clearly visible and respectful manner.
 - 3.7 The Principal shall ensure that procedures are in place that maintain control of the issuance and retrieval of all visitor and volunteer identification tags are in place.
4. All agencies leasing space in Grande Yellowhead buildings will, while Grande Yellowhead staff and students are in the building, direct their employees to wear photo identification acceptable to the Superintendent.
- 4.1 The agency leasing space in a Grande Yellowhead building shall ensure that all their employees, contracted personnel, substitutes, volunteers and visitors shall wear identification tags acceptable to the Superintendent while Grande Yellowhead staff and students are in the building.
 - 4.2 The agency leasing space in a Grande Yellowhead building shall ensure that all adults are issued with an identification tag acceptable to the Superintendent that is worn while Grande Yellowhead staff and students are in the building.
 - 4.3 The agency leasing space in a Grande Yellowhead building shall ensure that all persons who are no longer employees of the agency are reported to the Superintendent or Assistant Superintendent – Business Services in order to remove those persons from the data bank.
 - 4.4 The agency leasing space in a Grande Yellowhead building shall ensure that procedures are in place to maintain control of the issuance and retrieval of all identification tags.

Reference: Section 8, 12, 18, 20, 22, 24, 25, 27, 45, 60, 61, 113 School Act
Supporting Safe, Secure and Caring Schools in Alberta (1999)
A Safe Place: Creating Peaceful Schools (1994)

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