

ADMINISTRATIVE PROCEDURE # 308

SAFE SCHOOLS

Administrative Application	
Initiated by:	
References:	
Related Directives:	
Reviewed & Approved:	February 2012

Background

Students are entitled to a safe and secure learning environment.

Specifically

1. The staff shall treat all students equally and fairly.
2. The school staff have the right to search persons and lockers only when there are reasonable and probable grounds to do so and in accordance with the following guidelines:
 - a. Searches of a student should be avoided and conducted only in extreme circumstances and when the staff perceives that there is an immediate risk to students and/or staff. In such cases the staff member may request the student to empty all pockets and remove outer clothing such as a coat or jacket.
 - b. Should the staff of a school receive reliable information that a student may be in possession of unlawful material, the RCMP should be contacted.
 - c. A general inspection of lockers may be conducted to determine the cleanliness or state of repair without prior notice and without the students being present where:
 - i. school rules provide for such inspections, and
 - ii. students have been clearly informed of the rules of inspection
 - d. The inspection of a specific student's locker should only be conducted when there is reasonable evidence that the locker may contain material that could result in risk to students or staff, is unlawful, or is prohibited by the school rules. In such cases the following guidelines should be followed:
 - i. the student is present when the locker is opened, or
 - ii. there is significant urgency in the opinion of the school staff

3. Student property maybe seized if the property violates school rules. For example: cell phones, skateboards in the school, or any item that disrupts the learning environment. Any property seized shall:
 - a. Be kept in a safe place.
 - b. Be kept for such periods as defined by school administration.
4. If a motor vehicle is involved in threatening the safety of students and/or staff, the staff will contact the RCMP.
5. In order to establish and ensure a safe learning environment for all students, appropriate early, proactive and ongoing intervention methods will be utilized.
6. In the event of serious violations, expulsion may be considered and will be conducted in accordance with the Education Act, Board Policy and Administrative Procedures.
7. The school staff shall make every effort to provide assistance and support to any victim of violence.
8. The principal shall investigate the circumstances surrounding any serious incidents and provide a report to the Superintendent within 48 hours of the incident. All documentation related to the situation must be retained in an orderly principal file.
9. The Superintendent shall be notified immediately by the school in the event of a serious incident.
10. The school staff shall attempt to intervene appropriately when it is determined that a student is at risk of injuring himself or herself. The school principal in cooperation with staff and Central Services shall develop and provide guidelines to staff members that would assist in dealing with incidents that may arise. The guidelines should identify behaviors that may reflect students at risk as well as strategies to deal with specific circumstances.