

School District No. 82 (Coast Mountains)

Educational Administration

2110: Student Conduct and Safety

Date Adopted: Nov. 1997

Date Revised: Dec. 5, 2001

Policy

The Board of School Trustees is committed to providing safe school environments for all persons.

To this end, the Board of School Trustees has zero tolerance for acts of aggression, violence or the threat of violence. All persons who engage in aggressive or violent behaviour or who arm themselves with weapons, or potential weapons, will be dealt with immediately, will be deprived of the opportunity to attend school as appropriate, and may face criminal charges where warranted.

A safe school environment is conducive to the development of positive interpersonal interactions among students, employees, parents and community.

Such positive interpersonal interactions are guided by law and are characterized by courtesy and respect for one another.

Clear policies and regulations at the school and district level are necessary to ensure that each school develops and maintains a safe and orderly environment where the rights and responsibilities of students, parents, employees and the community are respected.

Disciplinary measures must be taken to ensure that the environment promotes acceptable social behaviour and assists the student in that regard.

Prompt notification of parents or guardians is essential in dealing with matters related to student conduct, discipline and safety.

Schools should develop and implement initiatives or programs designed to assist students in learning acceptable coping behaviors for dealing with anger, fear and peer pressure. Schools should also promote the development of healthy self-concepts and positive school environments.

1. CODE OF STUDENT CONDUCT

Administrative Officers at each school shall establish statements of expectations regarding student attendance and deportment.

Such statements are to be consistent with the School Act, Regulations, Board Policy and should be mindful of the intended audience in clearly outlining a code of conduct based on

positive attitudes towards schools, respect for the dignity of others, their rights and property and regular school attendance.

It is expected that students will abide by the school's code of conduct going to and from school, on school buses, at school, and at school functions wherever held.

The school's code of conduct will be communicated to students and parents in written form as early as practical at the beginning of the school year.

Disciplinary actions arising as a result of students not adhering to the code of conduct will be based on the notion of progressive discipline with the least possible erosion of instructional time depending on the severity of the infraction.

2. STUDENT SAFETY AND SECURITY

Incidents which affect the safety of students and negatively affect the school environment must be recorded at the school level and reported to Central office to facilitate appropriate level and/or district interventions as necessary.

Administrative Officers have the right to conduct searches and interviews following protocols established between the school district and the police, especially in areas where the health, safety and security of any person is threatened.

Suspending a student's right to attend a school or school program is an appropriate consequence in the promotion of acceptable social behavior in certain circumstances.

Regulation

1. **DEFINITIONS**

Zero Tolerance:

The foundation of zero tolerance rests on defining what constitutes unacceptable behavior, in the areas of violence and weapons, and clearly outlining the consequences for those who transgress. The success of such an approach, as deterrent to violent behavior, lies in the absolute certainty that specific behaviors will have predictable consequences.

Within the policy on Student Conduct, Discipline and Safety, zero tolerance carries the message that incidents or threats involving violence, aggression and weapons will neither be ignored nor treated lightly. Such behaviors will be responded to in a manner that recognizes the severity of the offence, the nature of the incident and takes into consideration the student's age, discipline record and other pertinent factors.

Violence:

Violence is the actual or threatened use of physical, verbal or emotional power, intimidation, or harassment, by or against individuals or groups which result in physical and/or psychological harm, or is harmful to the social well-being of an individual or group of individuals.

Aggression:

Aggression is any hostile, injurious, or threatening behaviors intended to dominate.

Weapon:

A weapon is defined as any instrument designed to inflict injury or intimidate another person, or any instrument that is used in this manner. A replica weapon is any facsimile of an authentic weapon, including toys.

Serious Incident:

Serious incidents are defined as those incidents that fall outside the typical kinds of conflict that are usually dealt with by school staff without recourse to outside agencies.

Intruder:

An intruder is defined as any person who does not have authority to be in a school building or on school property or refuses to satisfy a reasonable request to show that he/she has legitimate business to conduct on school property.

2. **CODE OF STUDENT CONDUCT**

2.1 Each school will establish a Code of Conduct through a consultative process involving staff, students and parents as deemed appropriate.

2.2 The Administrative Officer will submit his/her school's Code of Conduct to the Assistant Superintendent to ensure that a centralized file is current and available to the District Staff and the public.

2.3 The Code of Conduct will include statements on the following:

- a) General Student Behaviour Expectations
- b) School Attendance
- c) Smoking
- d) Illicit Substance
- e) Student Behaviour
 - i) to and from school
 - ii) in classrooms

- iii) in the school building and grounds
- iv) at school functions
- v) on school buses
- f) Sexual and Personal Harassment
- g) Violence or threats of violence (intimidation, harassment or bullying)
- h) Weapons or replicas
- i) Acts of discrimination
- j) Other - as deemed important to the school

3. STUDENT SAFETY AND SECURITY

3.1 Intruders on school property:

- a) Each school building will be provided with a sign to be posted directing visitors to report to the school office. Signs will read *"All visitors to report to the school office."* Posted notices will apply to visitors except:
 - i) students enrolled and in good standing at the school
 - ii) the current school staff
 - iii) students and staff from other schools participating in school sponsored/sanctioned activities;
 - iv) members of the public attending school sponsored or sanctioned events open to the public.
 - v) School District employees subject to established protocols and/or operational guidelines
 - vi) law enforcement officers in exercise of their duties
- b) The following procedures 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 both school sites and other School District locations.

Procedure:

Where a School District employee has cause to believe that a person is on School Board property without authorization, the following procedures are to be followed:

- i) Identify yourself and your position in the School District.
- ii) Determine the status of the person:
 - 1) Request identification
 - 2) What is the nature of the person's visit?
 - 3) Has the person checked in at the office?

- iii) Where the person refuses to answer any on of 1), 2) or 3) above or you suspect the person's status, request that he/she accompany you to the office.
- iv) Where the person refuses to comply with your request, issue the Standard Warning Statement:

"Pursuant to Section 177 of the School Act, you (Intruder Name) are hereby directed to immediately leave the lands and premises at this school and you are not to enter upon these lands and premises again before (date required - last day of school). Failure to comply with this order constitutes an offense under the School Act. "

- v) Where the person leaves - record as much detail as you can (description, clothing, vehicle).
- vi) Where the person refuses to leave - notify the school office. Office personnel will notify the RCMP and record the outcome.
- vii) Where the person complies with your request to report to the office - refer the person to the Administration.

The Administration will:

- 1) determine the status of other person
- 2) gather information
 - (a) file in the office
 - (b) make available to RCMP as appropriate
- viii) Where the person fails to comply as a result of the standard warning and a second intrusion occurs, the Administrative Officer will:
 - 1) register a complaint with the RCMP
 - 2) proceed with charges where the person's identification is established.
- ix) Where the person's intrusion involves a violent or threatening act, contact the RCMP immediately.

3.2 Weapons

Replicas of weapons including toy weapons are by their very nature intimidating and therefore should not be allowed on school premises. Intimidation with a toy weapon, replica of a weapon, or potential weapon should be treated as a serious matter since the intimidation and fear is very real in most circumstances.

It is expected that:

- a) The Board's policy statement on weapons will be communicated to students and parents at the start of the year.
- b) Where an Administrative Officer reasonably believes that a person on school premises is in possession of a weapon or has used a weapon, the Administrative Officer shall:
 - i) immediately notify the police and Superintendent or Assistant Superintendent;
 - ii) make reasonable attempts to minimize risk of injury to any person;
 - iii) ensure that the weapon is removed from school premises; and
 - iv) contact parent/guardian.

Infractions in this area shall result in a severe consequence that will range from school disciplinary action to charges being laid depending on the circumstances of the case. Consultation with the Superintendent or Assistant Superintendent and the police is encouraged in these matters.

3.3 Conducting Searches and Interviews:

a) SEARCH AND SEIZURE

An Administrative Officer may conduct or authorize a teacher to conduct a search of a student, personal property or locker if there are reasonable grounds to believe that a school regulation 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 minimal intrusive.

The following may constitute reasonable grounds in this context:

- i) information received from one student considered to be credible
- ii) a teacher's or Administrative Officer's own observation
- iii) any combination of these pieces of information which the relevant authority considers to be credible in the context of the circumstances existing at that particular school.

Where there is reasonable cause for a search of an individual, personal property, or locker and there is a possibility of prosecution as a result of evidence found, it is advisable that the police be contacted to conduct the search. The police are much more experienced in conducting searches of this nature and can better ensure that the evidence gathered will be admissible in court. Administrative Officers have an obligation to cooperate with the police on such matters and ensure that the individual rights of the student are protected.

Where the Administrative Officer or designate conducts a search or interview with a student and the student is subject to school initiated disciplinary action only, the following guidelines are in effect:

- i) The search or interview should be conducted in a respectful manner which recognizes the right to a fair hearing and avoids threat/duress.
- ii) The reason and purpose of the search or interview should be clearly stated.
- iii) All searches must be conducted in the presence of another adult.

b) INTERVIEWS/INVESTIGATIONS

Where the police wish to conduct an interview with a student on the school premises the following guidelines are in effect:

- i) The Administrative Officer, in consultation with the police, determines the appropriateness of conducting such an interview on school premises. Where possible, the parent/guardian should serve as the student's advocate.
- ii) Call the parent/guardian and request that he/she be present at the interview.
- iii) If the parent/guardian refuses or is unavailable, ask the student to name any other adult he/she prefers as an advocate. The student may waive this right.

Where the "other adult" is an Administrative Officer, he/she has an obligation to represent the "parent" and as such is entrusted to protect the student's rights under the circumstances.

Provide consultation time for the student and the advocate prior to the interview.

Where the police wish to conduct an interview with a witness/potential witness on the school premises, it is not necessary to follow the procedure outlined above. Witnesses/potential witnesses are not suspects and therefore do not run the risk of having rights violated. However, it is still expected that parents/guardians be contacted. It is advisable for the Administrative Officer to be present at such an interview if it is deemed desirable that it be held on school premises. Where a serious crime is involved, an alternate location for the interview, determined in consultation with the parent/guardian, may be more appropriate.