



800.5(7) PROCEDURES

Policy 800.5: Safe and Caring Schools

800.5(7.1) Safe Arrival and Early Dismissal of Students

- 7.1.1 Nova Central School District schools shall establish a *Student Safe Arrival and Early Dismissal Program*. Each school program should take into account the ages of the students and clarify the timelines and steps to be taken when:
- a) A student is absent without notification to the school.
 - b) Students must be dismissed from school and sent home, outside of the school's scheduled dismissal time, due to emergency (e.g. fire) or other urgent matter (e.g. inclement weather).
- 7.1.2 A Student Safe Arrival and Dismissal Program should:
- a) Establish expectations for parents/ guardians with respect to notifying the school when a child is going to be absent.
 - b) Establish reasonable actions for follow up with parents/guardians, when a student is absent without notification.
 - c) Establish a protocol for notifying parents/guardians of students, when dismissing students outside of scheduled dismissal times.
 - d) Schools shall ensure that parents/guardians of K-7 students/students under 12 years of age are aware of the early dismissal, or that alternate arrangements are made.
- 7.1.3 Schools should communicate their safe arrival and early dismissal program to parents/guardians early in the new school year.
- 7.1.4 Schools should also make parents/guardians aware of supervision times at school and reinforce with them that students should not be dropped off at school prior to the regular supervision times.

800.5(7.2) Code of Conduct: Promoting Positive Student Behaviour

7.2.1 Each school is expected to establish an inclusive school-wide code of conduct for students, based on:

- a) Respect for learning;
- b) Respect for themselves, others and property;
- c) Tolerance for individuality and diversity, regardless of economic status, race, colour, national or ethnic origin, language group, religion, gender, sexual orientation, age or ability.

7.2.2 Schools shall identify a committee that will establish and oversee the implementation of the Safe and Caring Schools policy and an action plan to promote positive student behaviour.

(See Appendix A for suggested committee representation.)

7.2.3 NCSD has introduced *Positive Behaviour Interventions and Supports (PBIS)*, in line with the Department of Education's PBIS initiative. Schools are expected to incorporate PBIS strategies into the student code of conduct.

- a) The expectations of behaviour included in the code of conduct should be developed in consultation with the Safe and Caring Schools Committee and school council, as well as students, where possible.
- b) Clear expectations for behaviour, and consequences for inappropriate behaviour, shall be established, communicated and consistently practiced throughout the school.

(See Appendix B for Code of Conduct - Template)

- c) Behavioural expectations/codes of conduct shall be posted and visually prominent in the school.
- d) All school-sponsored activities, whether on or off school property, on-line or on school buses, are governed by the school's code of conduct.
- e) All district and school-sponsored sporting activities are governed by the **NCSD School Sport Code of Conduct.**
- f) Teachers and other staff members are expected to practice, teach and reinforce behavioural expectations and safety.

7.2.4 Dress codes can establish boundaries and help students to learn what attire is appropriate in certain situations. Schools are encouraged to develop guidelines for dress at school and during school-sponsored activities.

- 7.2.4(1) Employees are expected to dress professionally and to model appropriate attire for the workplace.
- 7.2.4(2) Guidelines for appropriate dress should be inclusive.
- 7.2.4(3) Hats and coats should be stored properly and not be worn during instructional time.

800.5(7.3) Intervention Strategies/Disciplinary Process

7.3.1 SCHOOL PROTOCOL

All schools shall clearly define the process for addressing student behavioural issues, including clarifying behaviours which are classroom-managed versus behaviours leading to an automatic office referral. The school protocol is expected to address:

- a) A range of consequences that is fair, progressive and related to the frequency and/or severity of an incident.
- b) A consistent system of record keeping and documentation.

7.3.2 PHYSICAL RESTRAINT

Physical restraint should only be used as a last resort, when it is determined that a student is a threat to him/herself or to others.

7.3.3 CORPORAL PUNISHMENT

In accordance with the *Schools Act, 1997*, corporal punishment is not permitted to be administered to a student.

7.3.4 STUDENTS WITH EXCEPTIONALITIES

Schools are expected to respect diversity and to acknowledge individual needs of students when providing positive behavioural supports. School administrators are also expected to exercise prudent judgement in the implementation of disciplinary measures for students with exceptionalities. Consultation with *Student Support Services* staff may be appropriate in some circumstances.

(See Appendix C for Code of Conduct – Process for Addressing Behavioural Issues)

(See Appendix D for Code of Conduct – Sample Office Referral)

800.5(7.4) Suspension

Suspensions are carried out in accordance with Section 36 of the *Schools Act, 1997* and NCSD board policy:

7.4.1 REASON FOR SUSPENSION

- a) A teacher may suspend a student from class in a situation where the student is a threat to the safety of

others, or the student seriously disrupts the teaching and learning process.

- b) A principal may suspend a student from class or school:
 - i) In a situation where the student is a threat to the safety of others,
 - ii) The student seriously disrupts the teaching and learning process,
 - iii) The student deliberately damages property of the school or others during school hours or when on school sponsored events, or
 - iv) The student refuses to abide by NCSD or school policies.

7.4.2 TYPE OF SUSPENSION

Suspensions may include a suspension from the school bus, a class, a course, in-school suspension, or an out-of-school suspension. In-school suspensions should be considered as an alternative to out-of-school suspensions whenever appropriate.

a) *Suspension from the Bus:*

The school administrator is the only person who can suspend a student from a school bus. This may be done after investigation and consultation with school bus drivers and taking into account conduct reports submitted by a bus driver.

b) *Suspension from Classroom Setting/ School-Sponsored Activity*

A teacher or school administrator may suspend a student from a class for one period, after using a variety of intervention strategies to correct the inappropriate behaviour.

- i) The student should be clearly informed as to why s/he was removed from the class.
- ii) A teacher shall report a student suspended from a class period to the school administrator as soon as possible, prior to the end of the school day.
- iii) The teacher or school administrator shall normally arrange to meet with the student regarding the incident within two business days.
- iv) Reasonable effort must be made by the teacher or school administrator to contact the parent/guardian and to discuss the incident and possible interventions.

c) *Course Suspension*

- i) Where a school administrator suspends a student from more than one class period, s/he

- shall inform the parents/guardians regarding the circumstances leading to the suspension.
- ii) The school administrator may suspend a student from a course for a period of time as determined necessary, in consultation with the teacher.
- d) *In-School Suspension*
- i) An in-school suspension may be assigned for a brief period of time, as an alternative to an out-of-school suspension.
 - ii) If the student is to remain in the school, the school administrator must ensure that the student is adequately supervised. Sitting in a private area and completing assigned work may be considered an in-school suspension.
 - iii) Parents/guardians must be notified when there is an in-school suspension.
- e) *Out-of-School Suspension*
- There are occasions when a student will need to be removed from the school premises entirely. A school administrator:
- i) May suspend a student for one to three days without the consent of the Director of Education.
 - ii) Shall make every reasonable effort to meet with the parent(s)/guardian(s) of a student regarding an out-of-school suspension.
- f) *Approval of Director*
- i) All out-of-school suspensions have to be reported to the Director of Education.
 - ii) Within three days of receiving the report, the Director shall uphold, alter the terms of, or cancel the suspension. If the Director cancels a suspension, the Director may strike the suspension from the student's record (even though the student may have already served the suspension).
 - iii) Suspension of more than three days must receive the prior consent of the Director of Education.
 - iv) A school administrator may extend an existing suspension with the prior consent of the Director of Education.
- g) *Programming and Provision of Materials*
- When a student is suspended from school, the school administrator or teacher(s) shall make available the materials to be covered in class and shall evaluate all work that is submitted. Parents/guardians should be made aware that class materials are available to the

student, and how it will be available (e.g. to be picked up at the office, available on school website).

h) *Total Suspensions*

As per Section 36(5) of the *Schools Act, 1997*, suspensions should total no more than 30 days in one school year, except where approved by the Director of Education.

800.5(7.5) Expulsion

7.5.1 In accordance with the *Schools' Act, 1997*, "if a student is persistently disobedient or defiant or conducts himself or herself in a manner that is likely to injuriously affect the proper conduct of the school" a school administrator may recommend that the student should be expelled from school. The principal shall:

- a) Warn the student, record the date and reason for the warning;
- b) Notify the student's parents in writing that the student has been warned, and copy the notification to the Director of Education and the Senior Education Officer (Student Support Services).
- c) Discuss with the student's parent the reason for the warning.

7.5.2 The school administrator shall consult with the Director of Education and other district employees as necessary in determining whether to recommend the expulsion of a student.

7.5.3 The Director of Education may expel a student in accordance with the *Schools Act, 1997*.

7.5.4 The Director of Education will notify, in writing, the parents/ guardians of the student, or the student (if 19 years of age or older) of the expulsion and the right to appeal.

7.5.5 The school may re-admit a student who has been expelled, and a student has the right to be re-admitted at the commencement of the next school year, as per Section 38 of the *Schools Act*.

800.5(7.6) Re-Entry/Transitional Plans

7.6.1 When a student is suspended or expelled from school, a re-entry or transitional plan shall be developed to facilitate the student's successful return to school.

7.6.2 Re-entry plans should include interventions to enable positive behavioural changes and details regarding any reduced school days (i.e. partial days) planned for the initial re-entry period. School administrators are expected to consult with specialists (e.g. guidance counselors) and

appropriate district office staff, prior to implementing a reduced school day for a student.

800.5(7.7) Behaviour Management Plan [BMP]

- 7.7.1 For serious, aggressive and repetitive discipline infractions, a Behavior Management Plan (BMP) should be considered, including a response protocol for future incidents. If a plan is established, a school team should meet regularly in order to support the plan.
- 7.7.2 A school administrator may decide to initiate a BMP for a student who is suspended or expelled from school, if there is not one already in place. Upon a third suspension, the school administrator should ensure that a plan to support the student is established and a team meeting is held.
- 7.7.3 The school administrator is encouraged to work in consultation with relevant district personnel, who may be able to assist in the remediation of unacceptable behaviours and in the development of a BMP and response protocol for future incidents.
- 7.7.4 From time to time, personnel from other agencies may need to be involved in the process for a student. This is normally done with the involvement and informed consent of the parents/guardians, or the student (if 19 years of age or older).

800.5(7.8) Documentation

- 7.8.1 The disciplinary process for any student, including suspension and/or expulsion, shall be thoroughly documented.
- 7.8.2 Reports should include:
 - a) The date/time of an incident,
 - b) The name and position of the person dealing with/reporting on the incident,
 - c) A description of the incident and inappropriate behaviour,
 - d) The investigative procedures followed, and
 - e) The action(s) taken by the teacher and/or school administrator.
- 7.8.3 The school administrator shall notify the parents/guardians in writing about the details of a suspension, and advise them of their right to appeal. School administrators are also encouraged to contact the parents/ guardians by phone to advise them of the suspension.
- 7.8.4 A copy of all suspension letters and the out-of-school suspension checklists shall be forwarded to the Director of Education, and copied to the Senior Education Officer (Student Support Services).

**(See Appendix E for Suspension Letter Template)
(See Appendix F for Out-of-School Suspension Checklist)**

800.5(7.9) Illegal Activity

When there is suspected illegal activity on school property, the school administrator will need to quickly determine a course of action. The nature of the incident will determine whether the school administrator conducts an initial investigation or immediately contacts police. The police would normally be contacted where a school administrator has reasonable suspicion that a student, employee or visitor is engaging in illegal activity on school grounds or during school-sponsored activities. The relevant SEO should also be notified in a timely fashion.

800.5(7.10) Student Searches

Student property searches and seizures are authorized in cases where it is suspected that a student is concealing illegal or prohibited substances, or other items which the school administrator feels may endanger other students or staff. Searches and seizures are to be carried out in accordance with [NCSD 800.8 Student Searches Policy](#).

800.5(7.11) Bullying Prevention and Intervention

Nova Central School District takes bullying behaviour very seriously. Bullying can impede student success, contribute to attendance problems and otherwise negatively impact the culture of a school.

7.11.1 Schools are expected to ensure that bullying prevention and intervention are appropriately addressed with students, staff and the broader school community.

7.11.2 Schools shall conduct surveys, as required by the district and/or Department of Education, to assess the extent of bullying behaviour and the effectiveness of bullying prevention and intervention activities.

7.11.3 The school's bullying response protocol should:

- a) Identify interventions and supports for use with the victim, bully and bystander.
- b) Clarify the reporting process for a parent/guardian, if his/her child is being bullied.
- c) Document bullying incidents that result in disciplinary action.

(See Appendix H for Bullying Response Protocol Template)

800.5(7.12) Student Supervision

Administrators and teachers are responsible for monitoring students to ensure safety and promoting positive behaviour.

7.12.1 SUPERVISION DURING THE SCHOOL DAY

- a) The supervising teacher has primary responsibility for student supervision and discipline during the school day.
- b) The school administrator shall construct a schedule of supervisory duties for the staff so that continual supervision of students within the school building and on school grounds can be maintained.
- c) The school administrator shall consider a number of factors, including but not limited to the following, when constructing the supervision schedule:
 - i) Location/areas of the school or grounds
 - ii) Facilities and equipment
 - iii) Age and abilities of students
 - iv) Number of students.
- d) Supervision will commence:
 - i) At least fifteen minutes before the am and pm sessions each school day or on arrival of the first bus.
 - ii) During the recess and lunch break (if students remain at school), and at the end of the instructional day, or until the last bus leaves the school grounds.
- e) Supervision duties shall clearly indicate the areas to be supervised and areas that pose elevated risks to students.
- f) The boundaries of the school property shall be defined and communicated to students.

7.12.2 SCHOOL PARKING LOTS AND THE LOADING AND UNLOADING OF BUSES

During the arrival and dismissal of students for the beginning and end of the instructional day, the school administrator shall ensure that supervision is provided for the loading and unloading of students from buses.

7.12.3 FIELD TRIPS

All field trips must be supervised by a lead teacher/teacher sponsor, and carried out in accordance with [**NCSD 800.7 Field Trips Policy.**](#)

- a) Supervision ratios of teaching staff to students shall be as follows, except where students are involved in downhill skiing or snowboarding, when the ratio will be a minimum of **1:15**, as per [**NCSD 800.1 Student Participation in Alpine Skiing/ Snowboarding Policy.**](#)

- b) The supervision ratio of teaching staff to primary-elementary students shall be a minimum of **1:20** teachers to students.
- c) The supervision ratio of teaching staff to intermediate students shall be a minimum of **1:29**.
- d) The supervision ratio of teaching staff to high school students shall be a minimum of **1:35** teachers to students.
- e) Supervision of students with exceptionalities will be in addition to the minimums established above and will reflect the needs of the students.

7.12.4 VOLUNTEERS SUPERVISING STUDENTS

- a) A teacher who is under current contract with the district shall be the lead supervisor for all school-sponsored events.
- b) The school administrator makes the final decision with respect to volunteers assisting teacher sponsors.

800.5(7.13) Student Attendance

In accordance with Section 19 of the *Schools Act, 1997* school administrators and the Director of Education shall make every reasonable effort to secure the regular attendance of all students to school. Attendance is compulsory for the entire school year for children who are six years of age or older on December 31 of a school year, and younger than 16 years of age on September 1 of a school year.

800.5(7.14) Safety Equipment

Students participating in sports and other activities are required to wear appropriate safety gear and to use appropriate safety equipment. Students participating in school-sponsored skiing, skating, bicycling and other such activities are required to wear a D.O.T. approved helmet.

800.5(7.15) Property and Physical Plant

7.15.1 The building and grounds of schools and other offices and work sites are the sole property of Nova Central School District. School administrators and managers have the authority to restrict access to district grounds and buildings, and may issue a *Petty Trespass Act Notice* to an individual as necessary, in accordance with provincial legislation.

7.15.2 All schools with 10 or more workers are required to establish an *Occupational Health and Safety Committee*. The Committee's role is specifically outlined in *Section 39* of the provincial *Occupational Health and Safety Act*.

Schools with fewer than 10 workers must identify a worker representative.

- 7.15.3 School administrators should ensure that lab safety protocols are followed, including:
- a) The wearing of lab coats
 - b) No food, drink or gum permitted in the lab
 - c) Long hair tied back
 - d) Demonstration, where appropriate, for eyewash stations, shower stations, fire extinguishers and fire blankets.
- 7.15.4 School administrators shall monitor the physical condition of the school building and grounds and report any safety concerns or necessary repairs in a timely fashion to the appropriate Manager of Operations (Maintenance and Facilities).
- 7.15.5 The Manager of Operations (Maintenance and Facilities) shall investigate concerns in a timely fashion, and explore options for remedial action, within the operational and capital priority planning process and budgets.
- 7.15.6 The use of schools and other district facilities by individuals and groups (e.g. gym rentals) shall be managed in accordance with [**NCSD 600.1 Use of District Facilities Policy.**](#)
- 7.15.7 Many students and staff members have scent sensitivities or allergies. Schools should promote scent-aware environments and restrict the wearing of scented products where there are known allergies.
(See Appendix I for OH & S Checklist)
(See Appendix J for Petty Trespass Act Notice Template)

800.5(7.16) Smoke Free School Grounds

As per NCSD board governance policy 5.33-5.34, all school buildings and grounds are designated as smoke free and should have signs indicating that smoking is not permitted.

800.5(7.17) Visitors

Visitors are welcome at schools and other district work sites. However, all individuals and groups are expected to behave in a respectful manner and to comply with established rules when visiting.

- 7.17.1 All visitors shall be required to immediately check in with reception/main office.
- 7.17.2 Visitors are not permitted to wander unsupervised through a school or other work site.
- 7.17.3 Threatening, harassing or abusive behaviour and language by any visitor will not be tolerated.

800.5(7.18) Travel

Student transportation for school-sponsored curricular, co-curricular and extra-curricular activities is expected to be carried out in accordance with relevant transportation policies.

7.18.1 The school bus or special transportation vehicle is considered an extension of school property and students are expected to take direction from the driver and to act in a safe manner during travel.

7.18.2 Drivers are responsible for maintaining order and control when students are getting on the bus or in a vehicle, riding in the bus/vehicle and getting off the bus or out of the vehicle.

7.18.3 Drivers should consult with the school administrator regarding issues involving students, and complete and submit conduct reports where appropriate. Behavioural issues on the bus or in a special transportation vehicle are to be addressed through the school's disciplinary process.

7.18.4 Transportation of students by private vehicle, including students driving themselves, shall follow relevant district policies and guidelines.

For more information on NCSD student transportation, please refer to [**NCSD Student Transportation Policies, Series 400.**](#)

800.5(7.19) Emergency Preparedness

Schools may need to respond to a variety of urgent situations and are expected to establish appropriate plans and protocols for specific situations. Depending on the situation, schools will need to involve local police/fire/emergency/health services in the development and implementation of such plans.

7.19.1 MEDICAL EMERGENCY

Schools shall establish a protocol for each student who may have a life threatening illness such as anaphylaxis, asthma or diabetes. Protocols for individuals with anaphylaxis should follow the protocol and emergency plan from the provincial anaphylaxis plan (draft).

[**Protocol: Life-Threatening Allergies \(Anaphylaxis\).**](#)

7.19.2 FIRE/OTHER EMERGENCY

All schools and district work sites shall ensure that an emergency protocol is in place for appropriate response in the event of fire or other such emergency. Such protocols may require consultation with local emergency personnel (fire/police/ ambulance).

a) As per Order of the Fire Marshall, 11 Fire/Emergency evacuation drills are required to be practiced by schools during each school year. Schools shall ensure that **2** of

the 11 drills take place in **September**, with 1 drill a month taking place between October and June.

- b) Schools are encouraged to have fire/emergency drills during different times/slots, to ensure that students are familiar with evacuation routes from different locations.
- c) School administrators are responsible for reporting all fire drills on the *Daily School Fire Inspection Form*, and submitting the form on a monthly basis to the Maintenance and Facilities Sub-Division. The forms are then summarized and reported to the Department of Education on a quarterly basis.
- d) The district shall establish *Memorandums of Understanding (MOUs)* as necessary with municipalities and other agencies, regarding the school district's role in responding to local area emergencies/crises.

7.19.3THREAT

All schools and district work sites shall establish an **EMERGENCY RESPONSE PLAN** that assesses and addresses threats to the school/work-site population or an individual in the school/workplace. All such threats or potential threats will be treated with due diligence.

- a) The RCMP has established the SAFE Plan (School Action for Emergencies). These are comprehensive plans prepared for individual schools that include information to assist the police in responding to a serious threat.
 - i. School administrators should consult with their local police detachment on an annual basis regarding the SAFE Plan for their school, to ensure that the police have the most updated information (e.g. floor plans, school administrators' names) available.
 - ii. Schools are also encouraged to ask the local police for feedback on the school's emergency response plan/lockdown procedures, and invite them to participate in a lockdown drill, in order to obtain feedback on areas for improvement.
- b) Schools should identify three clear components to their plan:
 - i. Shelter in Place (Students and staff stay inside due to potential danger outside such as a wild animal, severe weather, or explosion nearby).
 - ii. Hold and Secure (Students and staff stay inside and practice additional security precautions. This would be due to potential danger/threat from outside such as armed robber in area).
 - iii. Lockdown (Specific protocol initiated when there is a direct threat or serious potential of threat inside/outside the building or on school property). **The**

term 'Lockdown' should only be used for an immediate threat in or approaching the school.

- c) Lockdown drills are required to be practiced at least **3** times per year in schools, and must be reported to the Manager (Facilities and Maintenance), also on the *Daily School Fire Inspection Form*.
- d) Schools should never initiate a surprise lockdown drill.
[See Appendix K for Emergency Response Plan – Checklist for Development]

7.19.4 TRAUMATIC EVENT

Students and staff can be very much affected by trauma such as the death of a student or school employee. When there is a traumatic event at a school, guidance counselors and other district specialists can assist with trauma/grief counseling and support. Schools should contact the *Student Support Services Sub-Division* for more information, and inform the relevant Senior Education Officer.

800.7(7.20) Parent and Community Relations

The successful implementation of the district's and schools' Safe and Caring Schools policies is dependent on strong partnerships with parents/guardians, police services and other members of the school community.

7.20.1 Parents/guardians are key partners in establishing a positive school environment. Schools should clearly define their expectations for parents/guardians in supporting a safe and caring school environment.

7.20.2 Schools are expected to work with members of the school community to develop emergency response plans, promote positive student behaviour and prevent bullying and other types of inappropriate behaviour.

7.20.2 As per Section 21 of the *Schools Act, 1997*, a student and his/her parent may be liable to the board for any property that is destroyed, damaged or lost by the intentional or negligent act of the student.