

M'Chigeeng First Nation Education Department

LAKEVIEW SCHOOL - SAFE SCHOOL POLICY



Approved by Education Committee, 2005 - Motion #039/05

Approved by MFN Chief & Council, Motion #

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SAFE SCHOOL POLICY

Policy Statement

The M'Chigeeng Board of Education supports the provision of a safe and orderly learning environment within its schools.

The M'Chigeeng Board of Education recognizes that students enjoy rights under the Canadian Charter of Rights and Freedom. In recognition of this fact, the Board shall treat all students equally and fairly.

It is the policy of M'Chigeeng Board of Education to prohibit the use of violence involving staff/students while on M'Chigeeng First Nation property and at M'Chigeeng Board of Education sponsored events. It is the Board's aim to encourage a "safe learning environment" through the provision of appropriate early and ongoing intervention measures and, when deemed necessary, the administration of disciplinary action in accordance with The Education Act.

Under the M'Chigeeng Board of Education Safe School Policy each community member has the right to appeal a decision to the M'Chigeeng Board of Education.

Administrative Procedures

The Director of Education will implement the policy in conjunction with the Principal or Vice Principal (VP) and the M'Chigeeng Board of Education supervisory staff.

The Principal or Vice Principal and M'Chigeeng Board of Education supervisory staff will administer the policy and ensure awareness of the policy and its procedures by staff, students and parents on an annual basis.

The Principal or Vice Principal and M'Chigeeng Board of Education supervisory staff will establish a Code of Student Behavior that will be communicated to student and parents on an annual basis. The Board reserves the right to supersede one or all steps depending on the severity of each situation. Each teacher will review the policies with their classes at the beginning of the school year.

Disciplinary action will be taken according to procedures set out under the following specific headings:

- Intimidation, Harassment and Threats
- Assault: Physical and Sexual
- Vandalism, Theft, Fire Alarm
- Weapons/Replicas
- Student Behavior – Co-curricular Events
- Trespassing
- Possession of Illicit Drugs, Unauthorized Substances, Alcohol at School
- Tobacco Use on School Property

INTIMIDATION, HARASSEMENT, THREATS

Policy Statement

In keeping with the Board commitment to provide a safe environment in its schools, behavior, which jeopardizes the emotional well-being or physical safety of student or staff, will not be tolerated. Therefore, it is the goal of the Board to eliminate intimidation, harassment and threats from every aspect of school life. In recognition of this, the Board adopts the following as working definitions:

Intimidation: to frighten, discourage or inhibit by the use of verbal or non-verbal actions in order to influence conduct.

Harassment: systematic or persistent actions such as taunts, insults, annoyances, demands, etc. designed to inflict distress.

Threats: verbal promise or overt action forewarning trouble, worry or harm.

Racial/ethno-cultural harassment perpetrated by anyone in school, whether intentional or unintentional, shall be condemned as unacceptable.

Administrative Procedures

In order to ensure appropriate early and ongoing intervention measures the following steps are advised for teaching staff:

When a teacher, Principal/Vice Principal is made aware by a student that another student is in violation of this policy the teacher, Principal/Vice Principal will:

- Investigate the violation and resolve if possible
- If warranted, address the violation with the student in question with a verbal warning
- If warranted, after procedure an in-school detention may be imposed.

Any steps can be superseded if the Principal/Vice Principal deems necessary.

The following procedures may be superseded depending upon the seriousness of the violation and, where warranted, could ultimately lead to expulsion.

When a student for the first time acts in violation of the policy, the principal or VP will:

- Communicate with a parent or guardian
- Inform the student of the behavior that is in violation of the policy and inform the student that further disciplinary action may be taken if there is another violation.
- Recommend counseling; and
- Impose in-school sanction (i.e. detention, in-school suspension etc.)

When a student for the second or subsequent time acts in violation of the policy, the principal or VP will:

- Communicate with a parent or guardian and request a meeting
- Inform the student of the behavior that is in violation of the policy and inform the student that further disciplinary action may be taken if there is another violation;
- Recommend counseling
- Consider a suspension from school for a minimum of one day; and
- Consider alternative learning placement and/or programs for such student and facilitate where required.

ASSAULT: PHYSICAL, SEXUAL

Policy Statement

Behavior, which jeopardizes the emotional well-being or physical safety of students, will not be tolerated. It is the goal of the Board to eliminate assault (physical and sexual) from every aspect of school life.

The Board adopts the following as a working definition of Assault: an unlawful personal attack (including menacing words or gestures), an attempt to cause injury.

If one or more members of a group violate this policy, all members of the group shall be subject to disciplinary procedures.

Administrative Procedures

The following procedures may be superseded depending upon the seriousness of the violation and, where warranted, could ultimately lead to expulsion.

When a teacher or Principal or Vice Principal is made aware by a student that another student is in violation of this policy the teacher or Principal or Vice Principal will:

- Investigate the violation
- If warranted, the teacher is to address the violation with the student in question with a verbal warning not to proceed
- If warranted after procedure an in school detention may be imposed (homework or other assignment).

When a student for the first time, acts in violation of the policy, the principal or vice principal will:

- Communicate with a parent or guardian
- Inform the student of the behavior that is in violation of the policy and record the violation for future reference: inform the student that further disciplinary action may be taken if there is another violation
- Recommend counseling
- Suspend the student from school for one to three days if the assault was spontaneous, and three days or longer if the assault was premeditated; and

- Inform a parent or guardian and the student of the possibility of legal action; inform the appropriate authorities (Kina Gbezhgomi Child and Family Services) and police of assault
- Inform the parent or guardian of the assaulted child of the occurrence

When a student for the second time acts in violation of the policy, the principal or VP will:

- Communicate with a parent or guardian and request a meeting
- Inform the student of the behavior that is in violation of the policy and inform the student of further disciplinary action that may be taken if there is another violation
- Contact police where appropriate
- Contact the Kina Gbezhgomi Child and Family Services and the police of the assault
- Recommend counseling

The following procedures may be exercised with discretion:

- Suspend from school for a maximum of ten days
- Consider alternative learning placements and/or programs for such student and facilitate where required

When a student for the third time or subsequent time acts in violation of the policy the principal or VP will:

- Communicate with a parent or guardian
- Inform the student of the behavior that is in violation of the policy and inform the student of further disciplinary action that may be taken if there is another violation and request the student to acknowledge in writing that the student understands
- Contact police
- Contact the Kina Gbezhgomi Child and Family Services and the police to inform them of the assault
- Recommend counseling

With discretion the following procedures may be exercised with M'Chigeeng Board of Education approval:

- Suspend from school for minimum ten days, maximum twenty days
- Recommend alternative learning placement

When a student commits an assault, be it physical or sexual, on a teaching or non teaching staff member, the principal or VP will:

- Communicate with parent or guardian
- Inform the student that the behavior violates the policy and inform the student of further disciplinary action which may be taken for further violation of the policy and request the student to acknowledge in writing that the student understands
- Contact police
- Recommend counseling

With discretion, the following procedures may be exercised with M'Chigeeng Board of Education approval:

- Suspend from school for a minimum of ten days. The actual length of the suspension will be determined in consultation with the Director. If the assault was committed on a teacher, the student will be removed from the teacher's class upon return to the school; and
- Recommend alternative learning placement

VANDALISM / THEFT / FIRE ALARM

Policy Statement

The M'Chigeeng Board of Education will not tolerate vandalism or theft on its property in its buildings or at the Board sponsored activities.

Administrative Procedures

The following procedure may be superseded depending upon the seriousness of the violation and, where warranted, could ultimately lead to expulsion.

The principal or M'Chigeeng Board of Education supervisory staff will take the following steps to ensure a safe school environment:

- Money and valuables will be stored in a safe place and money will be deposited in the bank as soon as possible
- Where feasible, all valuable equipment will be coded for identification; and
- There will be judicious supervision of all areas prone to vandalism or theft. It is the duty of all staff to ensure correct student behavior in school, on school property, and at Board sponsored events

When a student for the first time acts in violation of the policy, the principal or VP will:

- Inform a parent or guardian of the violation
- Inform police of the violation
- In a case of theft, the student will return the item to its owner or the parent/guardian will be responsible to pay full compensation for it; in the case of vandalism, the student's parent/guardian will be responsible to pay all costs to restore or replace the vandalized property to the condition in which it was before it was vandalized.

With discretion the following procedures may be exercised:

- Suspend from school for a minimum of one day; and
- Recommend alternative learning placement; and

When a student for the second or subsequent time acts in violation of the policy, the principal or VP will:

- Inform a parent or guardian of the violation
- Inform police of the violation
- Ensure that the student makes restitution

With discretion, the following procedures may be exercised:

- Suspend the student for a minimum of three days
- Recommend that the student receive counseling

False Fire Alarm – Deliberate setting off of alarm for reasons other than indicating emergency. When a student for the first time acts in violation of this policy, the principal or VP will:

- Inform parent/guardian
- Inform police of mischief
- Suspend student for minimum of one day
- Hold student/family responsible for \$350 resetting and admin fee for alarm resetting

WEAPONS/REPLICAS

Policy Statement

The M'Chigeeng Board of Education will not tolerate the possession of weapons, or replicas thereof, by any unauthorized person on its property or in its buildings or at Board sponsored activities. The Board will not tolerate the presence of weapons, or replicas thereof, in lockers or in any other place on its property. The board condemns the use of weapons or replicas thereof or the threat of the use of weapons or replicas therefore by any person on its property, in its buildings or at Board-sponsored activities.

The Board adopts the following definitions of "weapon".

- Anything used or intended for use in causing death or injury to persons whether designed for that purpose or not
- Anything used or intended for use for the purpose of threatening or intimidating any person

Administrative Procedures

The following procedures may be superseded depending upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.

Threat of Use of Weapons/Replicas

When a student for the first time acts in violation of the policy, the principal or VP will:

- Inform the student that such behavior is in violation of the Board policy; and record the violation for future reference
- Inform the student of the further disciplinary action which will be taken for a subsequent violation, and request the student to acknowledge in writing that the student understands
- Inform a parent or guardian
- Inform police of the violation
- Inform the Education Director
- Suspend the student for a minimum of three days and a maximum of 20 days
- Remove the student from the class of any teacher that the student has threatened
- Refer the student to a counselor a psychologist or a psychiatrist

When a student for the second or subsequent time, acts in violation of the policy, the Principal or Vice Principal will:

- Inform the student that the behavior is in violation of Board policy, and record the violation for future reference
- Inform a parent or guardian
- Inform the police and Director of Education
- Suspend the student for a minimum of 10 days and a maximum of twenty days
- Remove the student from the class of any teacher that the student has threatened
- Refer the student to a school counselor, a psychologist or a psychiatrist and Board of Education review

Possession of a Restricted or Prohibited Weapon or Replica

When a student for the first time, acts in violation of the policy, the Principal or Vice Principal will:

- Inform the police immediately of the violation
- Inform a parent or guardian
- Inform the Director of Education
- Inform the student that the behavior is in violation of Board policy, and record the violation for future reference
- The weapon will be confiscated (if the confiscation can be done safely) and turned over to the police. Records of seizure and disposal will be maintained in the school office
- Inform the student that further disciplinary action will be taken for subsequent violation and request the student to acknowledge in writing that the student understands
- Suspend the student for a minimum of five days to a maximum of twenty days
- Refer the student to a school counselor, a psychologist or a psychiatrist and Board of Education review

Possession of a Non-restricted Weapon/Replica

When a student for the first time, acts in violation of the policy, the Principal or Vice Principal will:

- Inform the student that such behavior is in violation of Board policy, and record the violation for future reference
- The weapon will be confiscated (if the confiscation can be carried out safely). Records of seizure and disposal will be maintained in the school office;
- Inform the student that further disciplinary action will be taken for a subsequent violation and request the student to acknowledge in writing that the student understands
- Inform parent or guardian;
- Refer the student to a school counselor, a psychologist or a psychiatrist.

When a student for the second or subsequent time acts in violation of the policy, the principal or VP will:

- Inform the student that such behaviors is in violation of Board policy, and record the violation for future reference
- Inform the police of the violation
- The weapon will be confiscated (if the confiscation can be carried out safely) and turned over to the student's parent or guardian. Records of seizure and disposal will be maintained in the school office
- Inform a parent or guardian that the student has repeated a violation of Board policy
- The student may receive a suspension up to twenty days
- The student may be referred to a school counselor, a psychologist or a psychiatrist and Board of Education review

Use of Weapons of a Replica thereof:

If a student in any way uses a weapon of replica thereof, the Principal or Vice Principal will:

- Inform the student that such behavior is in violation of Board policy, and record the violation for future reference
- Confiscate the weapon of the replica thereof (if the confiscation can be carried out safely) and turn the weapon of replica thereof over to the police. Records of seizure and disposal will be maintained in the school office
- Inform a parent or guardian
- Inform the police of the violation
- The student may receive a suspension up to twenty days or more with consideration for expulsion dependent upon the severity of the violation
- Remove the student from the class of any teacher that the student has threatened
- Inform the student, and a parent or guardian of the student, in writing, that subsequent violation will result in a recommendation to the Board that the student be expelled
- The student may be referred to a school counselor, a psychologist or a psychiatrist.

STUDENT BEHAVIOUR: CO-CURRICULAR EVENTS

Policy Statement

The M'Chigeeng Board of Education shall endorse the following guidelines in relation to Interscholastic/School Club Events and Student Behavior on Field Trips.

- School dances may be held during the school year for the school's students
- Such dances shall be arranged with the approval of the school's principal
- Behavioral expectations as outlined in the school's Code of Student Behavior shall be applicable
- Students may represent the school at interscholastic/school club events as a member of a school team or a club
- Students participating as member of such teams and clubs shall comply with the behavioral expectations as outlined in the Code of Student Behavior and Board Policy
- Student participating in field trips beyond the school boundaries shall be expected to comply with the school's code of Student Behavior

Administrative Procedures

The following procedures may be superseded depending upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.

The principal or VP will take the following steps to ensure a safe school environment:

School Dances

- School dances will be open only to students in good standing and their guests(s), when permitted
- Guests will have guest passes. These passes will be authorized through the school office.
- Expectations of behavior will be clearly indicated to the student body prior to the dance and will be posted in a prominent place
- Expectations of supervisors will be clearly indicated in writing prior to the dance and will be posted in a prominent place
- A member of the school's administration or designate will be present during the dance
- The hours of the dance(s) will be clearly defined
- All school rules will be applicable during the dance. Any violation of the school rules will be dealt with in a way consistent with Board policy
- Students and guests will remain within the defined area of the dance
- Students who leave prior to the end of the dance will not be permitted to return
- Students who do not comply with the above behavioral expectations may forfeit their right to attend future school dances.

Interscholastic/School Club Events

- Students will be expected to travel to and from the event on transportation approved by the school principal or M'Chigeeng Board of Education supervisory staff
- All school rules will be applicable during an interscholastic event. Any violation of the school rules will be dealt with in a way consistent with Board policy
- Any violation may lead to suspension from the school team or club

Field Trips

- A student's participation in a field trip will be subject to the approval of the school principal or M'Chigeeng Board of Education supervisory staff
- Written permission to participate in a field trip will be provided by a parent or guardian where warranted
- All school rules will be applicable during a field trip. Any violation of the school rules will be dealt with according to Board policy
- In addition to the above, any student who has committed a serious violation while on an extended field trip may be required to return home, at cost to, and responsibility of, a parent or guardian

TRESPASSING

Policy Statement

In order to provide a safe school environment for students and staff, visitors to Board property and facilities shall be regulated in accordance with the Trespass to Property Act and policies of the Board regarding visitors to Schools. Trespassing and Unauthorized Motor Vehicles.

School Board personnel shall be authorized to take necessary preventative and reactive measures to safeguard persons and property from trespassers.

Administrative Procedures

The following procedures may be superseded depending upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.

Problems may arise when persons who are not students or staff of the particular school enter the grounds of the buildings without the permission of the School Board or principal. The following measures will be implemented:

- Signs will be displayed at all entrances notifying visitors that they must report to the main office for authorization to visit. Signs to prohibit unauthorized vehicles will be displayed on the school grounds.
- A visitors' book will be maintained in each school. Visitors will be required to sign the visitors' book.
- Unauthorized visitors to the school will be questioned and, if permission to remain on the premises is not granted, they will be asked to leave.

- If the subject refuses to comply, the police will be called.

In such an event those involved will records the following information:

- The name and address of the trespasser, if known
- A description of the individual i.e. hair, size, clothing etc.
- Details of the incident
- The names of witnesses
- License and description of any vehicle used by the trespasser
- If feasible, a camera may be used to photograph the trespasser

Persistent trespassers will be issued a written notification prohibiting entry to the premises. This notification will be either hand delivered in the presence of witnesses or will be delivered by registered mail, with copies of the notification sent to the police. Subsequent incidents of trespassing will result in charges being laid:

- When deemed necessary by the principal/designate, appropriate Board supervisory personnel will be informed in incidents of trespassing; and
- Former students of the school will be advised that they are no longer registered students of the school and, as such, they are required to follow the rules for visitors to that school.

POSSESSION OF ILLICIT DRUGS, UNAUTHORIZED SUBSTANCES, ALCOHOL AT SCHOOL

Policy Statement

In order to provide a safe school environment for students and staff, school property will be designated as being 'drug free'. Staff, students, and guests will not be permitted to remain on school property while under the influence of any drug or illicit substance that jeopardizes the safety of students and employees.

School Board personnel shall be authorized to take necessary preventative and reactive measures to safeguard persons and property from persons who violate or are believed to be violating this policy statement.

Administrative Procedures

Definition - Suspicion of use: persons believed to be under the influence of an illicit substance that may jeopardize the well being of students/staff.

Definition – Illicit Substance Use: persons who are under the influence of an illicit substance that may jeopardize the well being of students/staff.

Illicit Substance - Suspicion of Use:

When a student violates this policy for the first time the Principal or VP will:

- Suspend the student for the remainder of the day
- Contact the police for advice and/or assistance, if required
- Contact the parent or legal guardian to advise them of the situation, the disciplinary procedures and if the police have been called
- Arrange for safe departure of the student from the school property by either the parent, legal guardian or police
- Supervise the search of the student's locker/desk
- Arrange a meeting with the parent or legal guardian to share further information regarding the student's educational program, and to discuss available school based and/or counseling services
- Advise the student of the consequences should there be a subsequent incident
- Record the student's infraction of Board Policy

When a student violates this policy for the second time the Principal or VP will:

- Suspend the student for up to 5 days.
- Contact the police for advice and/or assistance, if required;
- Contact the parent or legal guardian to advise them of the situation, the disciplinary procedures and if the police have been called;
- Arrange for safe departure of the student from the school property, if required, by either the parent, legal guardian or police;
- Supervise the search of the student's locker, if required;
- Arrange a meeting with the parent or legal guardian to share further information regarding the student's educational program, and to discuss available school based and/or counseling services;
- Advise the student of the consequences should there be a subsequent incident;
- Record the student's infraction of Board Policy;

Illicit Substance Use:

First Incident

When a student violates this policy for the first time the Principal or VP will:

- Suspend the student for up to 5 days.
- Contact the police for advice and/or assistance, if required;
- Contact the parent or legal guardian to advise them of the situation, the disciplinary procedures and if the police have been called;
- Arrange for safe departure of the student from the school property, if required, by either the parent, legal guardian or police;
- Supervise the search of the student's locker, if required;
- Arrange a meeting with the parent or legal guardian to share further information regarding the student's educational program, and to discuss available school based and/or counseling services;
- Advise the student of the consequences should there be a subsequent incident;
- Record the student's infraction of Board Policy;

Second Incident

When a student violates this policy for the second time the Principal or VP will:

- Follow first incident procedures
- Suspend the student for up to twenty days;

Third and Subsequent Incident

When a student violates this policy for the third and subsequent time the Principal or VP will:

- Follow second incident procedures
- Suspend the student up to twenty (20) days
- Contact the police to recommend court enforced rehabilitation
- Advise the student that substance abuse counseling is mandatory before the student may return to school

Supply/Trafficking of illicit drugs or alcohol

First incident

When a student violates this policy the Principal or VP will:

- Contact the police
- Contact the parent or legal guardian to advise that the police have been called and of disciplinary procedures
- Arrange for the safe departure of the student from the school property by the police
- Confiscate any substance present
- Supervise a search of the student's locker, if required
- Arrange a meeting with the student, parent or legal guardian to share further information regarding the student's education program and to discuss available school based and/or community based counseling services
- Advise the student of the consequences should there be a subsequent incident
- Records the student's infraction of the Board Policy
- Suspend the student up to twenty (20) days.

Second Incident

When a student violates this policy the Principal or VP will:

- Follow the first incident procedures
- Suspend the student for twenty (20) days and initiate alternative educational placement.

TOBACCO USE ON SCHOOL PROPERTY

Policy Statement

The M'Chigeeng Board of Education will not tolerate Tobacco Use on its property or in its buildings or at Board-sponsored activities.

Administrative Procedures

Use includes possession, use, distribution and/or selling.

First Incident

- A student found smoking on school property might receive a 1 day suspension. The parents or legal guardian will be notified
- Tobacco products will be confiscated

Second Incident

- A Student who continues to smoke on school property may receive a two (2) day out of school suspension. The parents or legal guardian will be notified of the infraction and the disciplinary consequences of this and further defiance of school rules
- Tobacco products will be confiscated

Third and Subsequent Incidents

- A third and any subsequent incident during one school year may result in a three (3) day minimum out of school suspension. The parents and legal guardians would be informed that they must arrange a meeting with the Principal to decide on a course of appropriate corrective action
- Tobacco products will be confiscated
- Where appropriate, in-school resources or outside agencies may be employed to assist the student