

---

## SAFE AND CARING SCHOOLS

### Background

Staff and students of Grande Yellowhead Public School Division will be provided with a welcoming, caring, respectful and safe learning environment.

The Division affirms the rights of each staff and student as provided for in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*.

Staff and students are expected to model welcoming, caring, respectful and safe learning environments.

### Procedures

1. Principals will foster and maintain a welcoming, caring, respectful and safe learning environment.
  - 1.1 Students and parents will be made aware of the provisions through the of Administrative Procedure 350 Division Student Conduct, school handbooks, newsletters or other methods of communication:
  - 1.2 A welcoming, caring, respectful and safe learning environment is one that is physically, emotionally and psychologically safe. Such an environment may be characterized by:
    - 1.2.1 Respect for law and order;
    - 1.2.2 Respect for rights and responsibilities;
    - 1.2.3 Respect for democratic values;
    - 1.2.4 Respect for diversity (e.g. gender, religion, race, etc.);
    - 1.2.5 Community, family, student and staff involvement;
    - 1.2.6 Appropriate modeling by staff, students and other adults in the school; and
    - 1.2.7 The clear communication of behaviour expectations and the consequences for misbehaviour to students, staff and parents.
2. When requested by one or more students, the principal will support the formation of student organizations and activities in accordance with the Education Act.
  - 2.1 If one or more students attending a school operated by a board request a staff member for support to establish a voluntary student organization, or to lead an activity intended to promote a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging, the principal of the school will:
    - 2.1.1 Immediately grant permission for the establishment of the student organization or the holding of the activity at the school, and
    - 2.1.2 Within a reasonable time from the date that the principal receives the request designate a staff member to serve as the staff liaison to facilitate the

- establishment, and the ongoing operation, of the student organization or to assist in organizing the activity.
- 2.1.3 The students may select a respectful and inclusive name for the organization or activity, including the name gay-straight alliance or queer-straight alliance, after consulting with the principal.
  - 2.1.4 For greater certainty, the principal will not prohibit or discourage students from choosing a name that includes gay-straight alliance or queer-straight alliance.
  - 2.1.5 The principal will immediately inform the Office of the Superintendent if no staff member is available to serve as a staff liaison. If so informed, the Minister will appoint a responsible adult to work with the requesting students in organizing the activity or to facilitate the establishment, and the ongoing operation, of the student organization at the school.
  - 2.1.6 The principal is responsible for ensuring that notification, if any, respecting a voluntary student organization or an activity is limited to the fact of the establishment of the organization or the holding of the activity and is otherwise consistent with the usual practices relating to notifications of other student organizations or activities.
3. Grande Yellowhead Public School Division is a public body under the *Freedom of Information and Protection of Privacy Act*. Disclosure of any personal information must be in accordance with this Act.
- 3.1 The provision of appropriate student supervision at school-sponsored or approved activities;
  - 3.2 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;
  - 3.3 Making students, parents, and staff aware of the school's expectations for conduct and the consequences established for serious or repeated misconduct; and
  - 3.4 Developing plans for action to be taken in response to perceived threats or to breaches of the security and good order of the school.
  - 3.5 All visitors to the school will be required to report to the school office for authorization to enter the school proper.
    - 3.5.1 Visitors will be issued an identification tag.
    - 3.5.2 Signs requiring visitors to report to the office must be posted in the school.
  - 3.6 The Principal will have in place a *Critical Response Plan* that includes:
    - 3.6.1 Safety procedures that will be implemented when individuals or groups pose a threat to students and staff.
    - 3.6.2 Having in place procedures to be used by staff in the event that an unauthorized person is in the school;
    - 3.6.3 Lockdown procedures when there is an intruder(s) (inside or outside of the school building) where there is a reason for concern; and
  - 3.7 The Principal will ensure that protocols are adopted for *Threat and High Risk Incidents* as per Administrative Procedure 165 Emergency Response Appendix A.
  - 3.8 Staff and students must report all threats and incidents of violent behaviour to the school principal or the Office of the Superintendent. Parents are urged to follow the

- same procedure in the event that they witness or are informed about a threat or incident of violent behaviour.
- 3.9 Each Principal will identify an Emergency Response Team or a Threat Assessment Team to lead the school in its response to a critical incident, a threat or a high-risk incident.
  - 3.10 The Principal will send a Threat/Incident Report to the Threat/Incident Response Team Leader who will work with the principal in deciding on a plan of action.
  - 3.11 The Office of the Superintendent 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.
  - 3.12 The Principal will ensure that during school hours, or while engaging in school related activities, students are released into the custody of the parents or other adults identified by the parents.
  - 3.13 The Principal will 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.
  - 3.14 While schools will remain open during inclement weather, as stated in Administrative Procedure 132 – Emergency Closure of Schools and/or School Bus Transportation, even when conditions prevent buses from operating, the principal will ensure that inclement weather procedures are in place. Such inclement weather procedures will:
    - 3.14.1 Permit access to the school building during operating hours;
    - 3.14.2 Identify the weather conditions that prohibit students from exiting the school during operating hours. In towns with more than one (1) school, the principals will collaborate to ensure that similar procedures are in place for all the schools.
  - 3.15 Administrative Procedure 132 – 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.
4. All administrative departments are expected to support schools in their efforts to foster and maintain a safe and secure school environment.
  5. All staff members, contract custodians and their employees, contract bus drivers and their employees, and visitors must wear a Division photo identification tag to verify their authority to be in a school or Division building.
    - 5.1 All staff members, contract custodians and their employees, and contract bus drivers and their employees will 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.
    - 5.2 The Principal will 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.
    - 5.3 The Principal will 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.

- 5.4 The Secretary-Treasurer will ensure that all persons who are no longer employed are reported to the appropriate departments.
  - 5.5 All substitute teachers and substitute support staff will be issued photo identification tags identifying the zone or the school in which they act as substitutes and they will 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.
  - 5.6 All visitors and volunteers working in schools or who are to be involved in student activities in Division schools will 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.
  - 5.7 The principal will ensure that procedures are in place that maintain control of the issuance and retrieval of all visitor and volunteer identification tags are in place.
6. All agencies leasing space in Division buildings will, while Division staff and students are in the building, direct their employees to wear photo identification acceptable to the Superintendent.
    - 6.1 The agency leasing space in a Division building will ensure that all their employees, contracted personnel, substitutes, volunteers and visitors will wear identification tags acceptable to the Superintendent while Division staff and students are in the building.
    - 6.2 The agency leasing space in a Division building will ensure that all adults are issued with an identification tag acceptable to the Superintendent that is worn while Division staff and students are in the building.
    - 6.3 The agency leasing space in a Division building will ensure that all persons who are no longer employees of the agency are reported to the Director – Facility Services in order to remove those persons from the data bank.
    - 6.4 The agency leasing space in a Division building will ensure that procedures are in place to maintain control of the issuance and retrieval of all identification tags.

Reference: Sections 31, 32, 33, 35.1, 197 Education Act  
Supporting Safe, Secure and Caring Schools in Alberta  
A Safe Place: Creating Peaceful Schools

Approved: November 2005  
Amended: January 13, 2010; March 21, 2018; July 1, 2018, July 16, 2018; April 30, 2020