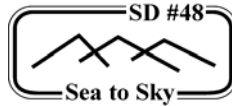


A SAFE SCHOOL



School: Don Ross Secondary

A SAFE SCHOOL is one in which members of the school community are free of the fear of harm, including potential threats from inside or outside the school. The attitudes and actions of students, staff and parents support an environment that is resistant to disruption and intrusion, and ensures a constant focus on student achievement.

In a safe school ...

PROCEDURES	SCHOOL ACTION PLAN 2010-2011
<ul style="list-style-type: none"> • What school policies do you have that address the goal that all members of the school community are safe at school? <ul style="list-style-type: none"> - Board Policy # - Code of Conduct 	
<ul style="list-style-type: none"> • Are your Safe School procedures consistent with Board of Education policies? <ul style="list-style-type: none"> - Yes 	
<ul style="list-style-type: none"> • How often are procedures in your school reviewed and revised as promising new practices emerge? <ul style="list-style-type: none"> - Annually - After each event: fired drills, lockdowns etc. - Each year at year end 	
<ul style="list-style-type: none"> • How often do you gather evidence to monitor how procedures in your school contribute to school safety? <ul style="list-style-type: none"> - Daily - After each event - Monthly Health & Safety Meetings 	

<ul style="list-style-type: none"> - Staff Meetings - Daily Admin, Tours of school - Student, Teacher, Parent reports - Surveys - Student Forums 	
<ul style="list-style-type: none"> • What emergency procedures are in place, in your school? <ul style="list-style-type: none"> - Six fire drills annually - Two earthquake drills annually - One to two lockdown drills annually - Evacuation 	
<ul style="list-style-type: none"> • What role does your school play in community emergency response plans? <ul style="list-style-type: none"> - Depending on circumstances, we could be evacuated or be a location of assistance 	
<ul style="list-style-type: none"> • What written responses does your school have to respond to critical incidents? <ul style="list-style-type: none"> - School safety Alert System documents - Staff Handbooks - WCB 	
<ul style="list-style-type: none"> • What written direction exists in your school to respond to alcohol and other prohibited substances? <ul style="list-style-type: none"> - District Policy - Code of Conduct #7 - Code of Ethics for Staff 	
<ul style="list-style-type: none"> • What written direction in your school exists where weapons are discovered? <ul style="list-style-type: none"> - District Policy - Code of Conduct #6 	
<ul style="list-style-type: none"> • What written direction exists in your school regarding search and seizure protocols? Are they consistent with legislation and best practices? <ul style="list-style-type: none"> - We ask permission from child and/or parent. 	

Parent is usually present.	
<ul style="list-style-type: none"> • What written procedures exist in your school that addresses communicable diseases and other health/medical alerts? <ul style="list-style-type: none"> - Ministry and District alerts as requested (H1N1) 	
<ul style="list-style-type: none"> • What written procedures in your school have been developed in consultation with community health professionals? <ul style="list-style-type: none"> - Verbal and email contact with School Health nurse as required: Jenn Bridge 	
<ul style="list-style-type: none"> • What written procedures exist in your school to address issues of child protection? <ul style="list-style-type: none"> - Document in Staff Handbook - Counsellors fully trained to call MCFD in an emergency 	
<ul style="list-style-type: none"> • How do you know that all staff members are familiar with child protection laws and procedures? <ul style="list-style-type: none"> - Review at Start-up Staff Meetings 	
<ul style="list-style-type: none"> • How can you show that reporting of unsafe conditions and actions is actively encouraged? <ul style="list-style-type: none"> - Annual schools start up review and reminder of reporting systems by Vice-Principal - Health & Safety Committee - Quick responses form Admin and Maintenance to any and all issues that arise 	
<ul style="list-style-type: none"> • What reporting system is in place in your school that is clear, accessible and non-threatening? <ul style="list-style-type: none"> - Students are told to go to any adult you feel you can trust 	
<ul style="list-style-type: none"> • How can you show that responses to reports are consistent and effective? <ul style="list-style-type: none"> - Promotion of school-wide use of Restitution and 	

Restorative practices	
<ul style="list-style-type: none"> • Are measures taken to resolve problems and recorded? Where? <ul style="list-style-type: none"> - WCB forms - Health & Safety Committee 	
<ul style="list-style-type: none"> • How do you know that students know who to approach for help in any school-related context? <ul style="list-style-type: none"> - Agendas - Grade meetings - School Assemblies - Counselling - Teaching Assistants 	
<ul style="list-style-type: none"> • What procedures are in place to address visitors to the school? <ul style="list-style-type: none"> - Visitors must sign in at Front Office - Visitors must have permission of Administration 	
<ul style="list-style-type: none"> • How do you know that visitors are aware of guidelines before visiting/entering the school? <ul style="list-style-type: none"> - Guests are referred to the office by students and staff alike 	
<ul style="list-style-type: none"> • Are protocols and relationships developed with local police and other agencies to establish how the school and community will partner to promote safety and address safety concerns? <ul style="list-style-type: none"> - RCMP Liaison Offer in place 	
<ul style="list-style-type: none"> • How can you show that Workers' Compensation Board Occupational Health and Safety regulations are met or exceeded? <ul style="list-style-type: none"> - Health & Safety Committee 	
<ul style="list-style-type: none"> • How can you show that staff members know WCB requirements and protocols? 	

- Review at annual school start-up meeting	
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In a safe school ...

PRACTICES	SCHOOL ACTION PLAN 2010-2011
<ul style="list-style-type: none"> • How many emergency drills were held in your school, this school year? <ul style="list-style-type: none"> - Five Fire Drills - One Earthquake - Two Lockdown Drills 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • How can you show that during emergencies and critical incidents - do individuals in your school carry out their responsibilities, do members of the school community feel supported and is a stable environment maintained? <ul style="list-style-type: none"> - Yes, all staff cooperate - Receive reports from RCMP - No complaints from parents 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • How can you show that school personnel in your school respond quickly and effectively to reports of 	<ul style="list-style-type: none"> •

<p>unsafe conditions or actions?</p> <ul style="list-style-type: none"> - Situation is addressed immediately - Work orders are completed by VP as soon as he/she is made of incidents - Maintenance Department &/or Custodians are on scene as fast as possible 	
<ul style="list-style-type: none"> • How can you show that all members of staff are capable and confident when they receive a report of an unsafe condition or activity? <ul style="list-style-type: none"> - Procedures are reviewed at start of school year - No incidents go unattended 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • How can you show that students and others feel supported in reporting unsafe conditions, actions or potential incidents, and they report when issues arise? <ul style="list-style-type: none"> - No complaints 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • How can you show that an effective school-wide strategy is in place to reduce the number of incidents of bullying, harassment and intimidation? <ul style="list-style-type: none"> - Discipline data in BCecis 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • How frequent do problems occur with prohibited items and substances? How can you show that when they occur, they are addressed in a way that does not negatively affect the safe operation of the school? <ul style="list-style-type: none"> - Rarely - All discipline is dealt with discreetly 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Can you show that offenders are treated fairly and are referred for counselling help when appropriate? <ul style="list-style-type: none"> - Lack of complaints from Parents & Families 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Can you show that communicable disease outbreaks 	<ul style="list-style-type: none"> •

<p>are controlled through good communication, clear roles and inter-agency collaboration?</p> <ul style="list-style-type: none"> - Protocols in place as needed (ie: hand-washing signs for H1N1) 	
<ul style="list-style-type: none"> • Can you show that post-outbreak follow-up occurs? <ul style="list-style-type: none"> - Email, posters, phone calls carried out - Feedback is requested - PAC meetings 	•
<ul style="list-style-type: none"> • What provisions for students with health alerts are made? How can you show that emergencies are handled appropriately? <ul style="list-style-type: none"> - Health Alert list given to all teachers and Staff at school start-up - Posted in Staff Workroom - Students with Alerts highlighted on BCesis 	•
<ul style="list-style-type: none"> • What records are kept of health emergencies and interventions? <ul style="list-style-type: none"> - Accident binder kept in Front Office 	•
<ul style="list-style-type: none"> • How can you show that suspected cases of abuse and neglect are reported promptly, in accordance with legislation and locally established protocols? <ul style="list-style-type: none"> - Counselling office reports all to MCFD as soon as incident is reported 	•
<ul style="list-style-type: none"> • How can you show that students are only released into the custody of persons who have appropriate authority? <ul style="list-style-type: none"> - BCesis Custody Alerts - Protocols checked with Superintendent if in doubt 	
<ul style="list-style-type: none"> • How can you show that suspicious persons are reported to police immediately? 	•

<ul style="list-style-type: none">- RCMP Liaison Officer is on cell phone and school calls without hesitation	
<ul style="list-style-type: none">• How can you show that visitors to the school are easily identifiable and their purpose and location are known to the school P/VP and secretary?<ul style="list-style-type: none">- They are introduced to the Principal	<ul style="list-style-type: none">•