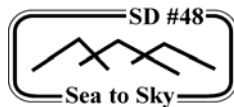


## A SAFE SCHOOL



### Whistler Secondary School

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"> <li>• What school policies do you have that address the goal that all members of the school community are safe at school?</li> </ul>	Student Agenda Code of Conduct Staff Handbook
<ul style="list-style-type: none"> <li>• Are your Safe School procedures consistent with Board of Education policies?</li> </ul>	Yes
<ul style="list-style-type: none"> <li>• How often are procedures in your school reviewed and revised as promising new practices emerge?</li> </ul>	At least once/school year. More often as new practices come to light and are presented.
<ul style="list-style-type: none"> <li>• How often do you gather evidence to monitor how procedures in your school contribute to school safety?</li> </ul>	Formally twice/year. Satisfaction Survey results. Student Forum Results. Feedback to staff after each emergency drill to monitor effectiveness.
<ul style="list-style-type: none"> <li>• What emergency procedures are in place, in your school?</li> </ul>	See attached: Critical Incidents Response Guide. Fire, earthquake, lock down drills
<ul style="list-style-type: none"> <li>• What role does your school play in community emergency response plans?</li> </ul>	As outlined in District Emergency response plan.

<ul style="list-style-type: none"> <li>• What written responses does your school have to respond to critical incidents?</li> </ul>	<p>See attached: Critical Incidents Response Guide.</p>
<ul style="list-style-type: none"> <li>• What written direction exists in your school to respond to alcohol and other prohibited substances?</li> </ul>	<p><b><u>School Code Of Conduct</u></b>  Expected behaviour:</p> <p><b>A. I have a right to:</b>  Work in an environment free of drugs, alcohol, and smoke.</p> <p><b>Therefore, I have the responsibility to:</b>  Avoid any contact with drugs and alcohol.  Recognize that Whistler Secondary School is a smoke free environment.</p> <p>Suggestions to implement this:  Stay clear of anyone in possession of, or using, drugs and/or alcohol.  Refer people using or in possession of drugs and/or alcohol to the counselor or administration.  Report to the proper authorities any person selling drugs and/or alcohol.  Seek counseling to quit smoking.  Be respectful of other people by not smoking on or around school property.</p>

	<p>Violations of the School Code of Conduct may result in disciplinary consequences such as community service, in-school suspension or out of school suspension.</p> <p>Whistler Secondary School and the staff is committed to providing students with an opportunity for dialogue and restitution through restorative justice practices that respect the rights and needs of an individual. To this end conflicts will be resolved in this manner whenever appropriate and possible to do so.</p> <p>Retaliation for reporting breaches of the conduct code will be actively investigated and if fault is determined, appropriate discipline or legal action will be pursued.</p> <p>Parents will be notified of any breaches of conduct resulting from their children's behaviour that result in disciplinary action in a prompt and responsible manner.</p>
<ul style="list-style-type: none"> <li>• What written direction in your school exists where weapons are discovered?</li> </ul>	<p>NO weapons! Under no circumstances may a student possess a weapon on school property. The police will be called and immediate suspension as per Board policy will result. This ruling covers possession of weapons or any object used as or meant to simulate the appearance of a weapon.</p>

<ul style="list-style-type: none"> <li>• What written direction exists in your school regarding search and seizure protocols? Are they consistent with legislation and best practices?</li> </ul>	<p>No written direction. If administration determines that circumstances warrant search and seizure Superintendent is contacted for direction.</p>
<ul style="list-style-type: none"> <li>• What written procedures exist in your school that addresses communicable diseases and other health/medical alerts?</li> </ul>	<p>Policies and procedures developed at the district level are adhered to at the school level. Pandemic Response Plan</p>
<ul style="list-style-type: none"> <li>• What written procedures in your school have been developed in consultation with community health professionals?</li> </ul>	<p>H1N1, HPV immunization, Mental Health Procedures. Policies and Procedures developed at District Level adhered to at the school level.</p>
<ul style="list-style-type: none"> <li>• What written procedures exist in your school to address issues of child protection?</li> </ul>	<p>Staff Handbook Section 3. Summary of BC Handbook for Action on Child Abuse and Neglect.</p>
<ul style="list-style-type: none"> <li>• How do you know that all staff members are familiar with child protection laws and procedures?</li> </ul>	<p>Covered at the beginning of each year with staff at staff meeting.</p>
<ul style="list-style-type: none"> <li>• How can you show that reporting of unsafe conditions and actions is actively encouraged?</li> </ul>	<p>Health and safety minutes. Work orders sent to vp and passed on to maintenance for remediation.</p>
<ul style="list-style-type: none"> <li>• What reporting system is in place in your school that is clear, accessible and non-threatening?</li> </ul>	<p>Several Options:</p> <ul style="list-style-type: none"> <li>• Report to Health and Safety Rep</li> <li>• Directly to vp for remediation</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that responses to reports are consistent and effective?</li> </ul>	<p>List reviewed monthly at Health and Safety Meetings. Minutes reflect remediation and action items.</p>
<ul style="list-style-type: none"> <li>• Are measures taken to resolve problems and recorded? Where?</li> </ul>	<p>Yes. See above. Also in Health and Safety Reporting book.</p>
<ul style="list-style-type: none"> <li>• How do you know that students know who to approach for help in any school-related context?</li> </ul>	<p>Students are informed through student agenda and at grade meetings at</p>

	the beginning of the year. Parents of new students informed at new parent meeting in Sept.
<ul style="list-style-type: none"> <li>• What procedures are in place to address visitors to the school?</li> </ul>	All visitors are directed to report directly to the front office. Visiting students are required to have a visitors pass.
<ul style="list-style-type: none"> <li>• How do you know that visitors are aware of guidelines before visiting/entering the school?</li> </ul>	Signs are posted on all entrance doors.
<ul style="list-style-type: none"> <li>• 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?</li> </ul>	<ul style="list-style-type: none"> <li>• Yes – particular concerns: RCMP will come and address staff and parents at events such as Info night.</li> <li>• Fire Dept. will come and do extinguisher demos etc.</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that Workers' Compensation Board Occupational Health and Safety regulations are met or exceeded?</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Health and Safety Reports/minutes</li> <li>• Twice Yearly Site Inspections</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that staff members know WCB requirements and protocols?</li> </ul>	<ul style="list-style-type: none"> <li>• Posted Health and Safety minutes</li> <li>• Staff H&amp;S reps inform staff on an ongoing basis</li> <li>• WCB incident book filled in</li> <li>• Form 7's filled in whenever workers compensation claim is warranted.</li> </ul>

*In a safe school ...*

	<b>SCHOOL</b>
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PRACTICES	ACTION PLAN 2010-2011
<ul style="list-style-type: none"> <li>• How many emergency drills were held in your school, this school year?</li> </ul>	<ul style="list-style-type: none"> <li>• 6 Fire</li> <li>• 3 Intruder</li> <li>• 2 Earthquake</li> </ul>
<ul style="list-style-type: none"> <li>• 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?</li> </ul>	<ul style="list-style-type: none"> <li>• Red Emergency folders in each classroom with attendance lists and emergency procedures.</li> <li>• Debrief after each drill and supervision of admin to make sure appropriate procedures are followed.</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that school personnel in your school respond quickly and effectively to reports of unsafe conditions or actions?</li> </ul>	<ul style="list-style-type: none"> <li>• Reports to admin and health and safety rep (CUPE/SSTA)</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that all members of staff are capable and confident when they receive a report of an unsafe condition or activity?</li> </ul>	<ul style="list-style-type: none"> <li>• Monitored by health and safety rep.</li> <li>• Feedback from staff, parents, community members when unsafe conditions arise.</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that students and others feel supported in reporting unsafe conditions, actions or potential incidents, and they report when issues arise?</li> </ul>	<ul style="list-style-type: none"> <li>• Surveys</li> <li>• Feedback from staff, students, parents.</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that an effective school-wide strategy is in place to reduce the number of incidents of bullying, harassment and intimidation?</li> </ul>	<ul style="list-style-type: none"> <li>• Staff meetings</li> <li>• Student assemblies</li> <li>• PAC and new parent meetings</li> <li>• Code of Conduct in agendas-reporting procedures</li> </ul>
<ul style="list-style-type: none"> <li>• 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?</li> </ul>	<ul style="list-style-type: none"> <li>• Not had an incident yet of prohibited item except for 1 or 2 yearly laser pointer incidents. Items are confiscated.</li> <li>• Prohibited substances usually documented by suspensions through office. 3 or 4/year</li> </ul>

<ul style="list-style-type: none"> <li>• Can you show that offenders are treated fairly and are referred for counselling help when appropriate?</li> </ul>	<ul style="list-style-type: none"> <li>• Yes. Automatic referral to D&amp;A counselor for drug or alcohol infractions</li> <li>• Referral to Mental Health professionals if warranted</li> </ul>
<ul style="list-style-type: none"> <li>• Can you show that communicable disease outbreaks are controlled through good communication, clear roles and inter-agency collaboration?</li> </ul>	<ul style="list-style-type: none"> <li>• Yes-Ministry and District Policies are strictly adhered to</li> </ul>
<ul style="list-style-type: none"> <li>• Can you show that post-outbreak follow-up occurs?</li> </ul>	<ul style="list-style-type: none"> <li>• Yes-according to standard Ministry and District Policies</li> </ul>
<ul style="list-style-type: none"> <li>• What provisions for students with health alerts are made? How can you show that emergencies are handled appropriately?</li> </ul>	<ul style="list-style-type: none"> <li>• In BCeSIS-class lists are flagged</li> <li>• List of medical alerts kept in medical room and office</li> <li>• WSS first aid teacher attends to student</li> <li>• Parent contacted immediately</li> <li>• Student taken to clinic if needed for further treatment-ambulance for dire emergencies.</li> <li>• Follow-up with parents after incident.</li> </ul>
<ul style="list-style-type: none"> <li>• What records are kept of health emergencies and interventions?</li> </ul>	<ul style="list-style-type: none"> <li>• School Protection Forms on file in office</li> <li>• BCeSIS</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that suspected cases of abuse and neglect are reported promptly, in accordance with legislation and locally established protocols?</li> </ul>	<ul style="list-style-type: none"> <li>• Staff report any cases of suspected abuse immediately to MCFD and tell Principal report has been made.</li> <li>• Staff are briefed yearly on the procedure.</li> </ul>
<ul style="list-style-type: none"> <li>• How can you show that students are only released into the custody of persons who have appropriate authority?</li> </ul>	<ul style="list-style-type: none"> <li>• Custodial orders followed as per BCeSIS documentation.</li> <li>• Students sign out only with permission of legal guardian.</li> </ul>

<ul style="list-style-type: none"> <li>• How can you show that suspicious persons are reported to police immediately?</li> </ul>	<ul style="list-style-type: none"> <li>• Staff/students report any suspicious persons to admin immediately and admin investigate and call police if warranted.</li> </ul>
<ul style="list-style-type: none"> <li>• 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?.</li> </ul>	<ul style="list-style-type: none"> <li>• Guest pass for all visitors and sign in at office.</li> </ul>