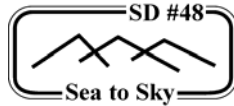


A SAFE SCHOOL



School: Garibaldi Highlands Elem.

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"> - Emergency Preparedness Procedures - Student Code of Conduct -2010-2011 - Call home procedure when reason for student absence is unknown - Medical Alerts - School Closure Procedures - Critical Incidents Handbook - Student Agenda Books
<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"> - yearly with students, staff, parents - reviewed first week of September with students and at October PAC meeting with parents - Emergency Preparedness Committee meets once every two months or as needed
<ul style="list-style-type: none"> How often do you gather evidence to monitor how 	<ul style="list-style-type: none"> - monthly Health and Safety

procedures in your school contribute to school safety?	meetings - emergency drill procedures are reviewed at staff meetings - student discipline data is reviewed on a bi-weekly basis
✚ What emergency procedures are in place, in your school?	- Fire drills, Earthquake drills - Playground evacuation (yellow alert) - Medical Alerts, Specific student emergency care- i.e. procedures for emergency care for students with Diabetes, as well administration of epi-pen for Anaphylaxis - School closure (District policy) - Critical Incidents and Tragic Events Plan
✚ What role does your school play in community emergency response plans?	- unknown at this time
✚ What written responses does your school have to respond to critical incidents?	- templates and guidelines from the SD#48 Tragic Events Plan - templates and guidelines from the Ministry of Education, "Responding to Critical Incidents", A Resource Guide for Schools
✚ What written direction exists in your school to respond to alcohol and other prohibited substances?	- Student Code of Conduct 2010-2011
✚ What written direction in your school exists where weapons are discovered?	- Student Code of Conduct 2010-2011
✚ What written direction exists in your school regarding search and seizure protocols? Are they consistent with legislation and best practices?	- none at this time

<p>✚ What written procedures exist in your school that addresses communicable diseases and other health/medical alerts?</p>	<ul style="list-style-type: none"> - School Health Resource Binder - follow directives of Superintendent
<p>✚ What written procedures in your school have been developed in consultation with community health professionals?</p>	<ul style="list-style-type: none"> - individual student health/medical plans - School Health Resource Binder
<p>✚ What written procedures exist in your school to address issues of child protection?</p>	<ul style="list-style-type: none"> - the B.C. Handbook for action on Child Abuse and Neglect - staff are provided with a summary document regarding legislation, guidelines and protocols
<p>✚ How do you know that all staff members are familiar with child protection laws and procedures?</p>	<ul style="list-style-type: none"> - summary document re. legislation, guidelines and protocols is reviewed with each year at September staff meeting
<p>✚ How can you show that reporting of unsafe conditions and actions is actively encouraged?</p>	<ul style="list-style-type: none"> - Health and Safety minutes - staff are notified all H&S meetings and advised to report any concerns to committee members (CUPE rep., SSTA rep., admin. rep.) - Facilities Inspection done twice per year
<p>✚ What reporting system is in place in your school that is clear, accessible and non-threatening?</p>	<ul style="list-style-type: none"> - students are taught to report any concerns to classroom teacher, support staff, supervision attendants, or school principal - parents receive weekly e-mail from principal and invited to contact principal via return e-mail if they have questions or concerns - all staff are made aware of accident/incident reporting procedures - all staff are also made aware student misbehaviour reporting procedure
<p>✚ How can you show that responses to reports are consistent and effective?</p>	<ul style="list-style-type: none"> - minutes are kept of all PAC meetings and committee meetings outlining follow up procedures - notes are kept of all meetings

	with parents and students
<p>✚ Are measures taken to resolve problems and recorded? Where?</p>	<ul style="list-style-type: none"> - Health and Safety Committee follow-up on safety concerns -Easy Discipline (student behaviour data) is used to track incidents – Teachers, Councillors, Parents are given copies for their own follow-up
<p>✚ How do you know that students know who to approach for help in any school-related context?</p>	<ul style="list-style-type: none"> - supervision staff are introduced at the beginning of the year and actively cultivate trust among students - staff use a variety of strategies including the Care Program, Second Step, Friends, Tribes - all playground supervision staff wear orange safety vests so that they are easily identified on school grounds
<p>✚ What procedures are in place to address visitors to the school?</p>	<ul style="list-style-type: none"> - visitors report to the school office - supervision staff are required to report to principal anyone on our school grounds who may be unfamiliar
<p>✚ How do you know that visitors are aware of guidelines before visiting/entering the school?</p>	<ul style="list-style-type: none"> - we don't at this time
<p>✚ 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?</p>	<ul style="list-style-type: none"> - Constable Shostak, district liaison officer, provides assistance when required - Squamish Fire Department conducts Safety program for primary students (K-3) each year
<p>✚ How can you show that Workers' Compensation Board Occupational Health and Safety regulations are met or exceeded?</p>	<ul style="list-style-type: none"> - Health and Safety committee minutes and twice yearly School Facilities Inspection - procedures for reporting are reviewed each September with staff
<p>✚ How can you show that staff members know WCB</p>	<ul style="list-style-type: none"> - each September all new staff complete a WCB Health and

requirements and protocols?	Safety Orientation checklist
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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"> - 6 Fire evacuation - 3 Earthquake drills - 2 Lockdown drills
<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"> - all emergency procedures are reviewed at following staff meeting
<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"> - no tracking mechanism currently in place for this

unsafe conditions or actions?	
<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"> - no tracking mechanism currently in place
<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"> - question on Ministry of Education Satisfaction Survey: "Do you feel safe at school?" is an indicator - no other tracking mechanism exists at this time
<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"> - behaviour expectations for students are reviewed with students, staff, and parents annually and posted in school, in student planner, and on school website - Easy Discipline (student behaviour data) specifically show the number any type of each behaviour incidents
<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"> - Easy Discipline records specifically show the number of such incidents - student files contain records of intervention such as counseling, restorative justice practices
<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"> - student files contain records of all meeting with parents as well as interventions such as counseling, restorative justice practices
<ul style="list-style-type: none"> Can you show that communicable disease outbreaks are controlled through good communication, clear roles and inter-agency collaboration? 	<ul style="list-style-type: none"> - in consultation with the Superintendent, all mechanisms of communication would be employed: letters home, email, newsletters, PAC phone trees

<ul style="list-style-type: none"> • Can you show that post-outbreak follow-up occurs? 	<ul style="list-style-type: none"> - feedback from staff and parents would be an indicator - no formal mechanism in place
<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"> - training of teachers and TA's is provided each year by the Public Health Nurse - annual review of all student health alerts is conducted by Public Health Nurse in conjunction with School Based Team. - Student Medical Alert Plans are updated and kept: in the staff room on the Health Alert Board, in school medical room, and in the office. - Public Health Nurse and case managers conduct debriefs with staff following emergencies.
<ul style="list-style-type: none"> • What records are kept of health emergencies and interventions? 	<ul style="list-style-type: none"> - staff Accident/Incident Report Book - Student Incident Reports completed when necessary and sent to School Board 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"> - protocol is that staff are to inform school administrator after they have made report to Child Protection agency or RCMP - administrator keep a record of all instances in which notification is provided
<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"> - no formal mechanism currently in place
<ul style="list-style-type: none"> • How can you show that suspicious persons are reported to police immediately? 	<ul style="list-style-type: none"> - administrator keeps a record of any communications with RCMP

<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"> - any unfamiliar persons on the school grounds or in the school are reported to school administrator - staff are to inform school administrator and school secretary of any visitors/presenters prior to arrival