

# Principals' and Vice Principals' Fall 2018 Safe and Caring Schools "To Do" List

School: \_\_\_\_\_

Completed by: \_\_\_\_\_

**TASKS:**

**1. Update School Code of Conduct**

- Plan to complete an **annual review** of your school's Code of Conduct as per *Schools Act, Sections 85(1.1) 168(2) (s.1), Ministerial Order 276/07 Provincial Standards for Codes of Conduct Order, Policy 310-Student Code of Conduct, Safe, Caring and Orderly Schools Guide* (2004). **Ensure that your school's Code of Conduct meets all the legislated requirements.** See **Codes of Conduct Checklist 2018-19** and see <http://www.bced.gov.bc.ca/sco/resources.htm> for *Safe, Caring and Orderly Schools Guide* that lists requirements and offers additional resources. Ensure that prohibited grounds of discrimination are included.
- Ensure that the **current, updated and "in-compliance" Code of Conduct** is available on your **school website**.
- Forward updated/current School Codes of Conduct (2018-2019) in electronic format** together with a completed Codes of Conduct Checklist to Lorna J. Newman, Director of Learning & Safe Schools Coordinator, ([lorna.newman@sd10.bc.ca](mailto:lorna.newman@sd10.bc.ca)) with cc'd to ([michelle.grenier@sd10.bc.ca](mailto:michelle.grenier@sd10.bc.ca)).

**2. Establish and/or re-affirm commitment to School VTRA Team and convene a meeting of your team to review process for initiating a school response. Please note that School VTRA Team also responds to School Critical Incidents such as Tragic Events. (works with the District CIRT to assist your school in responding to a crisis by shaping or guiding immediate response and follow-up, to return normal functioning.)**

**Violence Threat Risk Assessment (VTRA)**

*(Your School Violence Threat Risk Assessment (VTRA) team participates in the process of responding to student violence/threat-making behaviour, determining level of risk, and developing a plan for response and follow-up, guided by and with support from the District Violence Threat Risk Assessment (VTRA) Team.)*

**Note:** All members of the School VTRA Team need to have participated in level 2 training; if training is needed, please let you Safe Schools Coordinator know.

- Confirm membership of your School's Violence Threat Risk Assessment Team (VTRA):**

Principal/VP(s) \_\_\_\_\_

**Names of members who need Level 2 training:**

Counsellor(s) \_\_\_\_\_

MCFD SWs \_\_\_\_\_

SLO (Police) \_\_\_\_\_

- Review, with team, the **Emergency Management Procedures for Schools** for sections on **School Community Threat Checklist** and **Threats**. Ensure all team members know the location of and are familiar with the *Threatening Behaviour Flow Chart, Violence Threat Risk Assessment (VTRA) Protocol & Strategic Interview Guide Threat Assessment, When Words Are Not Enough Precursors to Threat: An Early Warning System for School Counsellors*.

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Safe and Caring Schools "To Do" List**  
(continued)

**3. Inform Staff about Child Abuse Prevention and Response**

- Plan to **review SD 10 Child Abuse Protocol at a staff meeting**, including the **requirement to complete the Record of Verbal Report to MCFD Child Protection** or Duty to Report for **every** child abuse report;
- Bring the **Staff Guidelines for Intervening with Potentially Suicidal Students** document to the attention of **all** staff members.

**4. Review Important Safety Documents with Staff**

- Remind staff that if they become aware of any student expressing **suicide ideation, threat of suicide, or self-harm**, including statements, writings, drawings; or they become aware of a report about any of these from other students, the staff member **must report** to Counsellor, and Principal or Vice Principal.
- Review **Emergency Management Procedures for Schools** and what to do in the event of: **Intruder on School Grounds** and **School Community Threat** and the procedures for initiating **School-Wide Security Alert System** with staff, including the importance of communicating student safety concerns in a timely manner to District Board Office Staff.

# Safe, Caring and Orderly Schools CODE OF CONDUCT CHECKLIST

## School Year 2018-2019

Use this checklist to be sure that your school's Code of Conduct **complies with** the Ministry of Education requirements which are legislated in the *Schools Act*, Sections 85(1.1) 168 (2) (s.1).

### The school must undertake the following actions:

- Consult** with representatives of **staff, parents, and students** in the development and **annual review** of the school's Code of Conduct;
- Make Codes of Conduct **available to the public**. (Ensure that the current Code of Conduct is on your **school's website**);
- Distribute** the Codes of Conduct at the beginning of the school year to:
  - **Employees** of the Board at the school,
  - **Parents/guardians** of students attending the school, and
  - **Students** attending the school (at secondary schools include in student agenda).
- Provide** Codes of Conduct to employees who are assigned to a school during the school year;
- Provide** Codes of Conduct to students (and their parents/guardians) who start attending a school during the school year;
- Display** the Code of Conduct in a prominent area of the school.

### The following statements must appear within each school's Code of Conduct:

- A statement of **purpose**, providing a rationale for the Code of Conduct.
- A statement making explicit reference to **BC Human Rights Code**. The School Code of Conduct must explicitly address the prohibited grounds of discrimination set out in the BC Human Rights Code (Sections 7 & 8) and specific July 2016 amendments in respect of discriminatory publication and discrimination in accommodation, services, facility, or school environment.

A sample statement to include in the Statement of Purpose or elsewhere in the Code of Conduct: *The \_\_\_\_\_ school promotes the values expressed in the **BC Human Rights Code** respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation and gender identity or expression or age – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.*

A sample statement for inclusion in "Unacceptable Behaviour" or "Consequences Section": *The \_\_\_\_\_ school will treat seriously behaviour or communication that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation, and age (prohibited grounds set out in the BC Human Rights Code). The Human Rights Code is available online at:*

[http://www.bclaws.ca/civix/document/id/complete/stratreg/96210\\_01](http://www.bclaws.ca/civix/document/id/complete/stratreg/96210_01)

- A statement about what constitutes:
  - **Acceptable behaviour**  
Note that these expectations apply to behaviour at school, during school-organized or sponsored activities, and behaviour beyond these times (including on-line behaviour) that negatively impacts the safe, caring or orderly environment of the school, and/or student learning.
  - **Unacceptable behaviour** (including reference to aggressive behaviour such as bullying behaviours) while at school, at a school-related activity or in other circumstances where engaging in the activity will have impact on the school environment.
- A statement regarding **consequences of unacceptable behaviour**, which takes into account the **student's age, maturity, and special needs, if any**.

Reference should also be made to:

  - **a focus on consequences that are restorative**, rather than punitive, wherever possible and appropriate;
  - an explanation that **special considerations may apply to students with special needs**, if these students are unable to comply because of having a disability, and
  - an explanation that the school will take all reasonable steps to **prevent retaliation** against a student who has made a complaint of a breach of a code of conduct.

**Note:** For support or assistance with development, implementation, or annual review of Code of Conduct, contact Lorna Newman, Director of Learning & Safe Schools Coordinator at [lorna.newman@sd10.bc.ca](mailto:lorna.newman@sd10.bc.ca) or 250-265-3638 Ext. 3320.

Adapted from VSB – Safe, Caring and Orderly Schools CODE OF CONDUCT CHECKLIST 2012-13 Social Responsibility & Diversity Team  
**Once this checklist is completed, please keep a copy at the school and return these completed forms to:**  
Lorna Newman, Director of Learning & Safe Schools Coordinator at [lorna.newman@sd10.bc.ca](mailto:lorna.newman@sd10.bc.ca).