



Safe and Caring Learning Environments Procedure

INCIDENT RESPONSES

STUDENT TO STUDENT OR STAFF

- i. This section provides direction on responding to situations where there is a concern or complaint about the behaviour of a student toward another student or a staff member.
- ii. In all incidents, school administration and/or Student Services will ensure that appropriate support is made available to all parties.
- iii. Staff are expected to sufficiently document concerning student behaviour toward another student or staff when observed or brought to their attention.
- iv. Where appropriate, the Public Schools Branch Board of Directors may expel a student in accordance with the *Education Act*, its regulations, and Public Schools Branch policy.

STAFF TO STUDENT

- i. This section provides direction on responding to situations where there is a concern or complaint about the behaviour of a staff member toward a student.
- ii. In all incidents, the school administration/supervisor, and/or Student Services, and/or Human Services will ensure that appropriate support is made available to all parties.
- iii. Supervisors are expected to sufficiently document concerning staff behaviour toward a student when observed or brought to their attention.
- iv. A staff member may be placed on administrative leave while an allegation of an incident is being investigated, in accordance with the *Education Act*, applicable collective agreements, and labour laws.
- v. A concern or complaint about the behaviour of a volunteer will be addressed in accordance with the *Volunteers in Schools* policy and procedure and applicable legislation.

INCIDENT	STUDENT TO STUDENT OR STAFF	STAFF TO STUDENT
Bullying or Harassment (This includes cyber bullying) Discrimination Threat Verbal Abuse	<ol style="list-style-type: none"> a) A student who believes they have been bullied, harassed, discriminated against, threatened, or verbally abused by a student should report it to a teacher or the principal for investigation. b) A staff member who believes they have been bullied, harassed, discriminated against, threatened, or verbally abused by a student should report it to the principal for investigation. c) Allegations will be resolved at the school level, where possible. d) The parent/guardian of the student(s) involved will be contacted by the teacher or principal if the situation suggests it is necessary. e) The principal will contact the Director of Student Services if the incident is of a serious or persistent nature. f) Police will be contacted where it is determined that the student's conduct is serious enough to warrant police involvement. g) Acts of bullying, harassment, discrimination, threats, and/or verbal abuse may result in disciplinary action and may include progressive discipline and/or suspension as outlined in Student Suspension Policy and <i>Education Act</i>. 	<ol style="list-style-type: none"> a) A student who believes they have been bullied, harassed, discriminated against, threatened, or verbally abused by a staff member, should report it to a teacher or the principal for investigation. b) The parent/guardian of the student involved will be contacted by the teacher or principal if the situation suggests it is necessary. c) The principal will contact the Director of Student Services if the incident is of a potentially serious or persistent nature. The Director of Student Services will involve the Director of Human Resources. d) Police will be contacted where it is determined that the staff member's conduct is serious enough to warrant police involvement. e) An act noted above may result in disciplinary action against the staff member which may include, oral reprimand, written reprimand, suspension, or dismissal, in accordance with the <i>Education Act</i>, applicable collective agreements and labour laws.
Sexual Misconduct	<ol style="list-style-type: none"> a) A student who believes they are a victim of sexual misconduct by a student should report it to a teacher or the principal. b) A staff member who believes they are a victim of sexual misconduct by a student should report it to the principal. c) In all cases of suspected sexual abuse against a student, the provincial Child Sexual Abuse Protocol will be followed. d) Allegations of sexual misconduct will be reported to the Director of Student Services by the principal. e) Police will be contacted where it is determined that the student's conduct is serious enough to warrant police involvement. The Public Schools Branch will conduct their own investigation at an appropriate time. f) The parent/guardian of the student(s) involved will be contacted by the principal if the situation suggests it is necessary. g) An act of sexual misconduct may result in disciplinary action, which may include a threat assessment, progressive discipline and/or suspension, in accordance with the Student Suspension Policy and <i>Education Act</i>. 	<ol style="list-style-type: none"> a) A student who believes they are a victim of sexual misconduct by a staff member, should report it to a teacher or the principal. b) In all cases of suspected sexual abuse against a student, the provincial Child Sexual Abuse Protocol will be followed. c) The principal will notify the Director of Student Services of the allegation. The Director of Student Services will notify the Director of Human Resources. d) Police will be contacted where it is determined that the behaviour conduct is serious enough to warrant police involvement. The Public Schools Branch will conduct their own investigation at an appropriate time. e) The parent/guardian of the student involved will be contacted if the situation suggests it is necessary. f) An act of sexual misconduct may result in disciplinary action against the staff member, which may include oral reprimand, written reprimand, suspension, or dismissal, in accordance with the <i>Education Act</i>, collective agreements and applicable and labour laws.
Theft or Vandalism	<ol style="list-style-type: none"> a) A student who believes they are a victim of theft or vandalism by a student should report it to a teacher or the principal for investigation. b) A staff member who believes they are a victim of theft or vandalism by a student should report it to the principal for investigation. c) Allegations will be resolved at the school level, where possible. d) The parent/guardian of the student(s) involved will be contacted by the teacher or principal if the situation suggests it is necessary. e) The principal will contact the Director of Student Services if the incident is of a serious or persistent nature. f) Police will be contacted where it is determined that the student's conduct is serious enough to warrant police involvement. g) In the case of theft, the student/parent will be responsible to return the item and/or provide full compensation to the owner. h) In the case of vandalism, the student/parent will be responsible for fully compensating either the Public School Branch or the owner of the damaged property for the damages incurred. i) An act of theft or vandalism may result in disciplinary action which may include progressive discipline and/or suspension in accordance with the Student Suspension Policy and <i>Education Act</i>. 	<ol style="list-style-type: none"> a) A student who believes they are a victim of theft or vandalism by a staff member should report it to a teacher or the principal for investigation. b) The parent/guardian of the student involved will be contacted if the situation suggests it is necessary. c) The principal will contact the Director of Student Services if the incident is of a potentially serious or persistent nature. The Director of Student Services will involve the Director of Human Resources. d) Police will be contacted where it is determined that the behaviour conduct is serious enough to warrant police involvement. e) In the case of theft or vandalism, the staff member will be responsible to return the item and/or provide full compensation to the owner. f) An act of theft or vandalism may result in disciplinary action against the staff member, which may include oral reprimand, written reprimand, suspension, or dismissal, in accordance with the <i>Education Act</i>, collective agreements and applicable and labour laws.
Violence	<ol style="list-style-type: none"> a) A student who believes they have been a victim of violence by a student should report it to a teacher or the principal for investigation. b) A staff member who believes they have been a victim of violence by a student should report it to the principal for investigation. c) Allegations will be resolved at the school level, where possible. d) The parent/guardian of the student(s) involved will be contacted by the teacher or principal if the situation suggests it is necessary. e) The principal will contact the Director of Student Services if the incident is of a serious or persistent nature. f) Police will be contacted where it is determined that the student's conduct is serious enough to warrant police involvement. g) An act of violence may result in disciplinary action and may include a threat assessment, progressive discipline, alternate schooling and/or suspension in accordance with the Student Suspension Policy and <i>Education Act</i>. h) An act of violence resulting in <u>student injury</u> will be reported on the <i>Physical Incident Report Form</i> (Student Services form) and <i>School Incident Report Form</i> (Risk Management form). i) An act of violence that may result in a <u>staff injury</u> will be reported on the <i>School Incident Report Form</i> (Risk Management form) and the <i>Workers Report Form 6</i> (Workers Compensation Form). 	<ol style="list-style-type: none"> a) A student who believes they have been a victim of violence by a staff member should report it to a teacher or the principal for investigation. b) The parent/guardian of the student involved will be contacted if the situation suggests it is necessary. c) The principal will contact the Director of Student Services if the incident is of a potentially serious or persistent nature. The Director of Student Services will involve the Director of Human Resources. d) Police will be contacted where it is determined that the staff member's conduct is serious enough to warrant police involvement. e) An act noted above may result in disciplinary action against the staff member which may include, oral reprimand, written reprimand, suspension, or dismissal, in accordance with the <i>Education Act</i>, applicable collective agreements and labour laws. f) An act of violence resulting in <u>student injury</u> will be reported on the <i>Physical Incident Report Form</i> (Student Services form) and <i>School Incident Report Form</i> (Risk Management form). An act of violence that may result in a <u>staff injury</u> will be reported on the <i>School Incident Report Form</i> (Risk Management form) and the <i>Workers Report Form 6</i> (Workers Compensation Form).
Weapons	<ol style="list-style-type: none"> a) A weapon or weapon replica is not permitted on school premises. b) Anyone who suspects a student is in possession of a weapon or weapon replica should report it to a teacher or the principal for investigation. c) A weapon or weapon replica on school premises will be confiscated by a staff member, where it is safe to do so. d) The parent/guardian of the student(s) involved will be contacted if the context of the incident suggests it is necessary. e) The principal will contact the Director of Student Services if the incident is of a serious or persistent nature. f) Police will be contacted where it is determined that the student's conduct is serious enough to warrant police involvement. The weapon/weapon replica may be released to police, as required by law. g) Possessing a weapon or weapon replica on school premises will result in disciplinary action which may include a threat assessment, progressive discipline and/or suspension in accordance with the Student Suspension Policy and <i>Education Act</i>. h) Religious property or paraphernalia, (e.g. a Kirpan) that is worn by a student at school is not considered a weapon, if required for religious purposes. 	<ol style="list-style-type: none"> a) A weapon or weapon replica is not permitted on school premises. b) Anyone who suspects a staff member is in possession of a weapon or weapon replica will report it to the principal for investigation. c) A weapon or weapon replica on school premises will be confiscated by the principal, where it is safe to do so. d) The principal will contact the Director of Student Services if the incident is of a potentially serious or persistent nature. The Director of Student Services will involve the Director of Human Resources. e) Police will be contacted where it is determined that the staff member's conduct is serious enough to warrant police involvement. The weapon/weapon replica may be released to police, as required by law. f) Possessing a weapon or weapon replica on school premises may result in disciplinary action which may include oral reprimand, written reprimand, suspension, or dismissal, in accordance with the <i>Education Act</i>, collective agreements and applicable and labour laws. g) Religious property or paraphernalia, (e.g. a Kirpan) that is worn by a staff member at school is not considered a weapon, if required for religious purposes.