

POLICY

The Hanover School Division Board of Trustees believes that a safe and caring school environment requires the commitment of students, parents and the school staff in creating an inclusive school culture where everyone behaves in a respectful manner towards each other and students feel they are safe, welcome, and belong.

A whole-school and community approach to creating such an inclusive culture is built on the foundation that all students, staff, parents, and all visitors, will act respectfully towards each other and are responsible for and take ownership of their behaviors. Discrimination, bullying or abusing others physically, sexually, or psychologically – orally, in writing, electronically or otherwise – any person, is unacceptable and not tolerated.

All schools in Hanover School Division will follow the guidelines established by the Public Schools Act and the Safe Schools Charter, as well as, the division's Code of Conduct. All schools in Hanover School Division will have an up-to-date emergency preparedness plan in place.

Guidelines

Code of Conduct

1. The school principal is responsible for the monitoring, maintenance and enforcement of the division's code of conduct for students and staff and an emergency response plan for the school.
2. The school principal, in consultation with the school's advisory committee will annually review the school's safety and emergency response plans along with the school division's Code of Conduct (and any school-based additions to the division's code).
3. The school division's Code of Conduct identifies behavior expectations for students, staff, and visitors to the school, as well as, the appropriate disciplinary consequences, in as much detail as is reasonably possible, and the process for appealing disciplinary decisions.
4. Included in the school's student handbook will be a clear statement that the following actions or behaviours are unacceptable: bullying, harassment, discrimination, possessing or being under the influence of alcohol or illicit drugs at school, gang involvement, possessing a weapon, as "weapon" is defined in section 2 of the *Criminal Code (Canada)*, cyberbullying and the inappropriate use of technology, social media, text messaging, instant messaging, websites, electronic mail, the Internet (which includes the prohibition of accessing, uploading, downloading or distributing material that the division has determined to be objectionable), use of digital cameras, cell phones, or other electronic or personal communication devices.
5. School administrators, teachers, and support staff are responsible for the well-planned supervision of students at all times. Consistent adult intervention and reporting by all supervisors of all violent and bullying situations, either overt or suspected, is the expectation of the school division.
6. School staffs will receive training and support in the areas of: anger management, dealing with conflict, detecting and reporting bullying, and supporting students who are bullied. Schools will encourage and celebrate positive, school-wide, pro-social behaviours of all students and staff.



7. Principals will ensure that there is a consistent school-wide response to and reporting of all incidents of abuse, bullying, cyberbullying, discrimination, harassment and intimidation. The school-wide response to such incidents will include:
 - 7.1. Staff encouraging and supporting students to seek adult assistance if involved in the above mentioned situations;
 - 7.2. Any cyberbullying situation that directly or indirectly effects the culture of a school may be addressed by the school principal;
 - 7.3. Help students develop empathy and understanding that the impact that such behaviours may have on others;
 - 7.4. Promote personal accountability of one's actions towards others and focusing on treating everyone in a caring and respectful manner.
 - 7.5. Staff will teach, model, and reinforce positive pro-social behaviours.
8. In a violent or bullying situation, the principal will ensure that the appropriate actions, interventions and supports are in place to respond and meet the needs of the targeted victim(s), address the students who were bystanders and observed the violent or bullying incident, as well as, the student(s) who were violent or bullying.
9. School safety plans will include the responsibilities of staff when responding to violent or bullying situations, support for victims, intervention strategies for the student who was violent or bullying, and how the incident will be reported and tracked.
10. All staffs are required to report to the school principal any incident that they have become aware of where a student has engaged in unacceptable behavior while at school, during a school-approved off-site activity, or a cyberbullying incident.
11. The school principal is required to, as soon as reasonably possible, notify the parent or guardian that their child has been engaged in or a victim of violence, bullying or cyberbullying. The principal will provide the parent with the following information:
 - 11.1. the nature of the unacceptable conduct that their child was involved in or resulted in harm to their child;
 - 11.2. the nature of their involvement or the harm to their child;
 - 11.3. the steps taken to protect their child's safety, including the nature of any disciplinary measures taken in response to the unacceptable conduct, ensuring that they do not disclose the name of or any other identifying or personal information about the student who engaged in the unacceptable conduct.
12. A behavior incident report will be completed by the school principal and reported to the superintendent.



School Visitors / Trespassers / Unauthorized Selling

1. The school board has the authority to set criteria for visitor or parental access to a school or classroom.
2. Vendors wishing to sell goods, services, or merchandise, must have the approval of the Board or designate of the Board (Principal).
3. The principal will ensure that anyone who is disturbing or interrupting a class, an extra-curricular school activity or event will direct that person or group to leave the school premises. Failure to leave, will result in the police being contacted.
4. The principal or school board may provide oral or written notice requesting that a person not enter onto the school grounds or the school without prior permission.

School Safety and Emergency Preparedness Plan

1. Each school will have a school safety and emergency response plan in place that must include:
 - 1.1. The role of the principal, staff, and counselling and crisis intervention personnel in the event of an emergency.
 - 1.2. Procedures for: controlling visitor access to the school site, communicating inside and outside the school building in an emergency, contacting student's parents or guardians in an emergency, responding to the threat posed by a person having a weapon on the school site, dealing with bomb threats, fires, chemical spills and weather-related emergencies, and evacuating school buildings and carrying out practice drills, as well as, meeting any other requirements prescribed under The Education Administration Act.
2. School principals will ensure that a committee is established at the school to advise the principal in developing policies and practices pertaining to student behavior and the emergency preparedness plan for the school. Plans will be reviewed annually with the school's PAC.

Legal References: Public Schools Act 48 (1)(s), 231 (1)-(7)

Additional Information:

Appendixes: Appendix A - Hanover School Division Code of Conduct