




ADMINISTRATIVE PROCEDURES

2.0 Personnel

Contents

AP 2.1 - Hiring of Professional Personnel	3
AP 2.2- Staff Conduct	4
AP 2.3- Discipline of Employees	5
AP 2.4- Employee/Staff Development	7
AP 2.5- Employee Supervision and Evaluation	10
AP 2.6- Harassment in the Workplace	12
AP 2.7- Violence in the Workplace	15
AP 2.8- Principal	19
AP 2.9- Vice-Principal	20
AP 2.10- Teachers	21
AP 2.11- Vulnerable Sector Check/Criminal Record Checks	22
AP 2.12- Dress Code	25
AP 2.13- Teacher Accreditation	26
AP 2.14- Staff Relationships with Students	27
AP 2.15- Division Owned Housing	28
AP 2.16- Pets	30
AP 2.17- Granting of Days Off	31
AP 2.18- Staff Meetings	32
AP 2.19- Master’s in Education Program	33
AP 2.20- Employee Recognition/Appreciation	34
AP 2.21- Reporting of Child Abuse/Neglect	35
AP 2.22- Alcohol and Drugs	38
AP 2.23- Emergency Protocols	42
AP 2.24- Computer/Online Services Responsible Use	46
AP 2.25- Social Media and Online Posting	49
AP 2.26- Leaves of Absence over 5 days	51
AP 2.27- Confidentiality	52
AP 2.28- Safe Collection and Disposal of Discarded Needles/Sharps	55
AP 2.29- Critical Incident Response	56

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.1 - Hiring of Professional Personnel	
Related ICSD AP's		
Form(s)		
References:		
Received by Board:	Updated:	Status: approved

The Division is committed to providing the best development and educational opportunities possible for the students in its schools. In doing so, the Division recognizes that its employees are the primary resource in the achievement of its vision, mission and goals.


OPERATIONAL PROCEDURES

The Division will:

1. Hire and retain staff of high quality.
2. Promote fair and equitable treatment of all staff.
3. Support all staff, in their efforts to improve their professional qualifications and abilities and in the realization of their goals as stated in their professional growth plans.
4. Promote and support positive and productive working relationships within the school division.

The Division directs its senior and school-based administration to:

1. Design procedures that will foster positive and productive working relationships for staff so that students' opportunities to achieve and succeed are enhanced.
2. Ensure that staff has an opportunity to have input into any procedures and processes that affect their work life.


	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.2- Staff Conduct	
Related ICSD AP's	AP 2.3- Discipline of Employees	
Form(s)		
References:		
Received by Board:	Updated: September 12, 2023	Status: approved

The Division believes that a positive learning environment is fostered when staff members treat all persons with dignity and respect. The Division further believes that all staff should conduct themselves as ethically, socially, financially, and physically responsible people reflective of the role models they are for students and community. In doing so, they create a positive, productive work environment.

OPERATIONAL PROCEDURES

The Division expects that staff shall:

1. Be aware of and adhere to all policies and accepted procedures that are developed for the school division. To the end, all staff are expected to read Division Administrative Procedures (Sections 2-5), posted on the division website and located in the school shared Dropbox.
2. Follow all appropriate and ethical communication protocols as developed by the school division. To that end, staff are required to speak to their immediate supervisor before anyone else in the organization.
3. Exercise conduct at all times that reflects a positive role model and reflects positively on the teaching profession, division staff, division schools, the school division and its students.

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.3- Discipline of Employees	
Related ICSD AP's	AP 2.1- Staff Conduct AP 2.5- Employee Supervision and Evaluation	
Form(s)		
References:		
Received by Board:	Updated:	Status: approved

The Division believes that disciplinary or corrective action taken against an employee should be taken primarily for the improvement or correction of a situation or resolution of a problem. In the exercise of its authority the Division wishes to ensure that this is achieved through fair processes. To the end, the Division considers the following to be behaviors that would require senior administration and/or school-based administration to enact evaluative and possibly disciplinary procedures:


1. Breach of school rules or division policies.
2. Failure to perform duties in a satisfactory manner.
3. Inappropriate work-related behavior (i.e., abuse of sick leave, tardiness).
4. Breach of ethical or moral behavior.
5. Lack of respect for other employees, students, supervisors, Board members, or members of the public.
6. Lack of loyalty to the organization and/or administration.
7. Criminal charges.
8. Any behavior reasonably deemed to be unprofessional, ineffective or counter-productive.

The Division directs senior administration to have procedures in place to ensure that fair process is followed.

OPERATIONAL PROCEDURES

1. An interview with the employee in question will be conducted by the direct supervisor of that employee which will include a discussion of:
 - a. The nature of the concerns.
 - b. The process to be employed in the investigation of the situation.
 - c. The persons who will be involved in the investigation of the matter if an investigation is to be carried out.

- d. Any recourse the employee may have in the process – i.e. opportunity to be heard.
2. An investigation of the matter by the supervisor will include:
 - a. An opportunity to meet with and question all parties concerned and any relevant witnesses.
 - b. Analysis of the seriousness of the allegation(s).
 - c. Provision of an opportunity for the employee to be heard.
 - d. Documentation of the investigations.
3. The supervisor will submit a report (written or verbal depending on the circumstances) to the Director of Education which includes a written recommendation for action. This may include:
 - a. Provision of a time frame for corrective actions.
 - b. A Plan for Improvement, prepared by the Director in consultation with the employee.
 - c. Suspension.
 - d. Dismissal.

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.4- Employee/Staff Development	
Related ICSD AP's		
Form(s)		
References:	Leadership in Reciprocity Framework (2021)	
Received by Board:	Updated:	Status: approved

The Division is committed to providing the best education opportunities possible and believes that staff development processes support continual improvement for the purpose of enhancing student achievement and well-being. A growth mindset benefits not only better outcomes for students but as well, the staff members as well.

Ile-a-la Crosse School Division is committed to a systematic and comprehensive staff development program for all employees.

Procedures

1. Director of Education or designate shall be responsible to support staff development processes and initiatives in the Division.


Staff development at the Division, School and Individual Level is in reference to the Ile-a-la Crosse School Division's *Leadership in Reciprocity Framework (2021)*.

2. Division Level
 - a. Staff development priorities for the Division are articulated in the School Division's strategic plan (s) that is aligned to the Ministry of Education's Provincial Education Plans.
 - b. The Director of Education and/or designates along with the *Staff Development Strategic Committee* (see 6.1) are responsible for the identification, implementation, and assessment of staff development priorities.
 - c. The Director of Education or designate may provide substitute teachers to release teacher from their regular classroom duties when necessary.
 - d. The Director of Education or designate responsible for school-based PD funds may approve administrators and division staff to attend, at Division expense, staff development events in and outside the school division.
 - e. Workshops, seminars, and related staff development activities may be conducted for division employees beyond normal working hours.
 - f. The Director or designate coordinates and supports all Division level staff development in accordance with the approved budget provisions.

3. School Level
 - a. The School-level *Staff Development Committee*, in consultation with the school-based administrative team, articulates staff development priorities at the school-level in

- response to the school strategic planning document that is aligned with the school division's plan.
- b. The school-level staff development plans are subject to the approval of the Director of Education or designate.
 - c. The school-level development yearly plan will be submitted to the Director or designate in the fall of each school year.
 - d. Schools receive budget resources to implement school level staff development plans. The principal and the *School Staff Development Committee* coordinate and finance all school-level staff development in accordance with the approved budget provisions. Student funds shall not be used for staff development activities.
 - e. The Director or designate authorizes the closing of schools or classrooms so that staff may attend staff development programs if available within instructional time allocated. Absence from work on staff development days shall be reported in the usual manner.
 - f. Teaching staff may be provided financial assistance and substitute teacher support to attend conferences, webinars, courses and workshops, which are not readily available within the Division. Support for these comes from the school-based staff development accounts. Absence from work on these days shall be reported in the usual manner.
 - g. The Principal may approve approved days for staff development. The Director of Education may extend leave beyond in a school year for a staff member, given extraordinary circumstances.
 - h. In the spring of each year, each school's *Staff Development Committee* will submit a summary of school-level staff development initiatives. These reports are submitted to the Director of Education or designate.
4. Individual Level
- a. All employees are expected to engage and track ongoing staff development with opportunities to embed staff development practices.
 - b. All professional staff and support staff will complete an annual growth plan (PGP/PLP) that articulates their personal professional learning priorities aligned to support student success.
5. Staff Development Processes
- a. Staff development priorities can be realized through a variety of staff development processes. Examples include workshops, curriculum professional development sessions, orientation programs, conferences, research projects, professional growth networks, committee work, professional learning community inquiry, webinars, mentorship, peer coaching, self-directed study, and professional book clubs.
 - b. Staff development programs may be conducted during normal working hours.
6. Staff Development Committees
- a. The *Staff Development Strategic Committee* reflects representation at the division office and the principals, teacher (s), and supervisors. The Director of Education or designate responsible for staff development convenes this committee. This committee is responsible for review, update, and communicate the Strategic Function plan for Staff development. Data will inform the plan.

- b. *Support Staff Planning Committee* reflects balance of representation of Ile-a-la Crosse SD employees who belong to CUPE 4607 who will contribute to the development of the staff development plan.
 - c. *Facilities Planning Committee* reflects balanced representation of Ile-a-la Crosse SD employees who belong to CUPE 4607 who will devise the staff development plan.
7. Days allocated for Division level staff development:
- a. Division Level Staff Development – two days
 - b. School Level Staff Development – five days
 - c. Caretakers/Maintenance Staff Development – one day
 - d. Secretarial Staff Development – one day
8. Caretaking and Maintenance Staff will take the following recurring training on a 3-year rotation to ensure proper certifications are renewed before expiry.
- Year 1: Fall Arrest/Powered Mobile Equipment Training
 - Year 2: First Aid/CPR Training
 - Year 3: WHMIS Training

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.5- Employee Supervision and Evaluation	
Related ICSD AP's		
Form(s)		
References:		
Received by Board:	Updated: September 12, 2023	Status: approved


The Division is committed to providing students within its jurisdiction with the best educational opportunities possible. The Division believes that educational opportunities for students are created by teachers and support staff. Therefore, the Division has a responsibility to ensure that all staff are given the opportunity to learn, to grow, to change and to improve. The Division believes that a fair and consistent process of supervision and evaluation contributes to a positive learning environment in schools and to be improvement of instruction and instructional outcomes. To that end, Director and in-school administrators enact staff supervision procedures on all employees reporting to them for the following purposes:

1. To improve staff performance so that students are provided with the best opportunities for development.
2. To assist staff in personal growth and development.
3. To contribute to the realization of school and system objectives.
4. To provide a basis for recommending promotions, demotions, transfers, or termination. In particular, new staff are to be supervised regularly, or as required, during their probationary period and prior to tenure.

ADMINISTRATIVE PROCEDURES

1. Directors, Principals, Vice Principals and mid-management shall have included in their position descriptions the responsibility for the supervision of employees reporting to them.
2. Supervision of staff shall be consistent with the philosophy, goals and objectives for developmental supervision.
3. Evaluation of staff shall be made from time to time as required and shall follow naturally as an outcome of supervisory practices.
 - a. Supervision of paraprofessional staff shall be conducted by the immediate supervisor, which would normally be the school principal & vice principal.

- b. During the period an employee is on probation, the immediate supervisor shall provide the necessary supervisory assistance to allow development of the employee's competency and familiarity with the requirements of the position.
- c. Prior to the end of the probation period, the immediate supervisor shall evaluate the employee's performance in the assigned position and recommend to the Director of Education the continuation or termination of the employee's service.
- d. Evaluation of the employee's performance shall consider the employee's competence, skills and ability to suitably perform the required duties in the assigned position.
- e. Since the evaluation of an employees' performance is ongoing, it shall be the responsibility of the immediate supervisor to recommend to the Director any action which may be required regarding the continuation or termination of the employee's services.
- f. Supervision of employees who have been retained following the probationary period shall continue on a regular basis, be developmental in nature, and consistent with the philosophy of providing a high level of productivity and job satisfaction.
- g. In no instance shall the immediate supervisor act in a manner inconsistent with any working agreement approved by the Division.
- h. Supervision of professional staff in schools shall be conducted by members of the school's administrative team as assigned by the school Principal. Furthermore, supervision of professionals not located in school shall be conducted by the immediate supervisor.
- i. During the first and second years of employment, professional staff shall be provided such supervisory assistance to allow for the development of the staff member's competency in carrying out the requirements of the assigned position.
- j. Prior to April 15th, professional staff members in schools in their first and second years of service shall have their performance evaluated by the Director or designate. Professional staff not located in schools shall have their performance evaluated by their immediate supervisor.
- k. Supervision of professional staff, with more than two years of service, shall be continuous and consistent with the development supervision model.
- l. Supervisory assistance of the Director of Education may be requested by a school administrator when such an intervention is deemed available.

	Ile-a-la Crose School Division – Administrative Procedures	
	AP 2.6- Harassment in the Workplace	
Related ICSD AP's	AP 2.7- Violence in the Workplace	
Form(s)		
References:	Occupation Health and Safety Act, 1993	
Received by Board:	Updated:	Status: approved

The Division believes that every individual has the right to perform his/her duties of employment or his/her pursuit of an education free from harassment of any kind.

Harassment in this policy is defined by the **Occupation Health and Safety Act, 1993** as:

- 1.) **“Harassment”** means that any inappropriate conduct, comment, display, action or gesture by a person:
 - (i) That either:
 - (a) Is based on race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
 - (b) Subject to subsections (3) and (4), adversely affects the worker’s psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and
 - (ii) That constitutes a threat to the health or safety of the worker.

Sexual Harassment in this policy is defined as:

Any unwelcomed advance, request for sexual favors or any other verbal or physical conduct of a sexual nature that takes place under any of the following conditions:

- (i) When submission to the sexual advance is a condition of keeping or obtaining a position of successfully participating in an educational setting or organization whether expressed in explicit or implicit terms.
- (ii) When a supervisor/teacher makes a decision based on an employee’s/student’s submission or rejection of sexual advances.
- (iii) When sexually oriented practice/conduct unreasonably interferes with a person’s work performance.
- (iv) When sexually oriented practice/conduct creates an offensive working environment.

Sexual harassment may include but is not limited to:

- (i) A demand for sexual favors by a person in a position of authority.
- (ii) Indication by a person in authority that sexual favors are a condition of employment, advancement or success.
- (iii) Physical assault such as deliberate touching, grabbing, pushing, pinching, leaning over, patting, etc. that is of a sexual manner.
- (iv) Repeated, unwanted sexual comments, suggestions that are offensive or objectionable and cause discomfort on the job or in the classroom.

- (v) Persistent propositions, invitations or unwanted pressures for dates.
- (vi) Gender based insults, joking, taunting.
- (vii) Display of suggestive pictures or other materials
- (viii) Uninvited letters, telephone calls, emails, or other communications
- (ix) Leering or whistling

The Division shall make every reasonable and practical effort to ensure that no worker or student is subject to harassment.

This policy does not discourage or prevent any complainant from exercising any other legal or contractual rights.


ADMINISTRATIVE PROCEDURES

1. Receipt of a complaint will be held in strict confidence.
2. Investigation will be conducted by the Director of Education.
3. Where the allegations of harassment or sexual harassment have been substantiated, the harasser will be disciplined by the Division.
4. Where harassment has not been substantiated, no action will be taken against the employee/student who made the complaint in good faith.
5. Reports of harassment shall be made directly to one of the following:
 1. Director of Education.
 2. Principal, who shall report, in writing, to the Director of Education.
 3. If the complaint is made against the Director of Education, or the Director of Education is the complainant, the report shall be to the Board of Education.
6. Investigation:
 1. Reported cases of harassment shall be investigated by the Director of Education (The Director of Education may decide to refer the investigation to an independent investigation).
 2. If the complaint is against the Director of Education, or the complainant is the Director of Education, the Board of Education shall be responsible for conducting the investigation.
7. Process:

The investigator shall:

 1. Review the complaint(s) and interview the complainant(s).
 2. Inform the alleged harasser that a complaint(s) has been made, outline the investigative process, and inform the alleged harasser that he/she can seek supportive counsel.
 3. Interview the alleged harasser and any other persons who may have knowledge of the conduct complained of.

4. Keep detailed records and keep all records on file.
5. At any stage of the investigation, allow the complainant and the alleged harasser to be accompanied by another person(s) of their choice, i.e. parent, counsellor, professional association representative, friend, etc...
6. Make a written report of the complaint, results of the investigation, and recommendations for action to the Division.
7. Inform the complainant and the alleged harasser, in writing, of the results of the investigation.

	Ile-a-la Crose School Division – Administrative Procedures	
	AP 2.7- Violence in the Workplace	
Related ICSD AP's	AP 2. 6- Harassment in the Workplace	
Form(s)	Critical Incident Report Form	
References:	Occupation Health and Safety Regulations, 1996 The Workers' Compensation Act, 1979 The Education Act, 1995	
Received by Board:	Updated:	Status: approved

1. The Division recognizes that its employees may, in certain circumstances, be at risk of acts of violence from fellow workers, pupils, parents of pupils or members of the general public.
2. The Division is committed to ensuring that the processes and procedures are in place that identify possible sources of violence to which its employees are at risk and that minimize or eliminate risks of violence.

Definition:

Violence according to Section 37 of *The Occupational Health and Safety Regulations, 1996* is defined as:

...the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behavior towards a worker made by any person, which gives the worker reasonable cause to believe that he or she is at risk of injury.

3. The Division has completed a risk assessment to determine the possibility and probability of violence in its schools, Division office, bus maintenance building, and alternate education facilities, which follows below.
 - a.) Identification of worksites – locations in which violence may occur:
 - i. Rossignol Elementary and Rossignol High Schools
 - ii. School Division Office.
 - iii. Buses.
 - iv. School grounds and property.
 - v. Approved curricular sites or extra-curricular sites.
 - vi. Approved travel.
 - vii. Any other sites where Division approved activities are occurring.
 - b.) Identification of individuals – employees who work in the following circumstances could be at some risk of being exposed to violent incidents.
 - i. Teachers and support staff in classrooms with students who have a history of violent behaviors.
 - ii. Teachers and support staff who work with students who have medical conditions or psychological disorders which can increase the probability of those students committing violent acts.
 - iii. School based employees who provide services to a student whose parent has a history or who has previously threatened school staff.

- iv. School based administrators.
- v. Staff who perform home visits.
- c.) Potential risks to the safety of employees – the following risks were identified during the risk assessment:
 - i. Intervening in student confrontations.
 - ii. Student discipline situations.

4. RECOMMENDATIONS TO EMPLOYEES WHO HAVE BEEN VICTIMS OF VIOLENCE.

Any employee who has been a victim of violence will be given the opportunity, without a loss of pay, to be examined by his or her physician. An employee who visits a physician or other health care specialist for treatment or counselling will not lose any pay or other benefits. This does not duplicate compensation for medical expenses, time loss or disability to which any employee may be entitled to pursuant to *The Workers' Compensation Act, 1979*.

If the employee seeks medical assistance and misses work as a result of a violent incident in the workplace, the employee and the Division must file a report of injury with the Worker's Compensation Division as required by section 53 of *The Workers' Compensation Act, 1979*.

5. COMMITMENT OF THE DIVISION TO PROVIDE TRAINING

The Division is committed to providing training to its employees in the following areas:


1. Prevention of minimization of the risk of violence.
2. Recognition and control of potentially violent situations.
3. Response to violent incidents and how to obtain assistance.
4. The reporting, investigation and documentation of violent incidents. The Division will ensure that all employees know the safe work procedures to follow to prevent or minimize the risk of violence and the nature and extent of the risks of violence that they face in the workplace.

ADMINISTRATIVE PROCEDURES

1. Inform employees about the risk of violence – the following procedures have been developed to inform, in-service, and support employees who may be at risk of violence:
 - a.) Social skills training in classrooms.
 - b.) Professional development (i.e. Non-Violent Crisis Intervention, conflict resolutions, Violent Threat Risk Assessment, Traumatic Event Systems).
 - c.) School discipline plans.
 - d.) School response plans which address the needs of the victims of violence or the witnesses of violence.
 - e.) Develop of a library of resources related to violence prevention.

- f.) Provision of counselling services.
2. Reporting of violent incidents:
 - a.) All employees have a responsibility to assist in providing an optimum safe workplace. To achieve this objective, all employees shall promptly communicate issues relating to the risk of violence and related problems to the Principal or direct supervisor.
 - b.) If an employee believes that a student, fellow employee, or visitor to the school or other workplace represents a danger to the safety of the students, employees or volunteers, the employee shall immediately notify the Principal or direct supervisor.
 - c.) Every employee who has been involved in a violent incident shall complete a Violent Incident Report Form and submit the form to the Director of Education, or to the Principal who shall submit the report to the Director of Education.
 - d.) Violent Incident Report forms will become part of a Violent Incident Report File at the school division office.
 3. Investigation of violent incidents – all reported incidents of violence involving employees will be investigated following the procedure for investigating harassment:
 - a.) Reported incidents of violence shall be investigated by the Director of Education in keeping with the laws of the Province of Saskatchewan.
 - b.) The Director of Education may refer the investigation to another person(s).
 - c.) In the event that the complaint is against the Director of Education, or the complainant is the Director of Education, the Board of Education shall be responsible for conducting the investigation or appointing someone to do so in his/her place.
 - d.) Process – the investigator shall:
 - i. Review the complaint(s) and interview the complainant(s).
 - ii. Inform the alleged perpetrator that a complaint(s) has been made, outline the investigative process, and inform the alleged perpetrator that he/she has the opportunity to seek supportive counsel.
 - iii. Interview the alleged perpetrator and any other persons who may have knowledge of the conduct under complaint.
 - iv. Keep detailed records and keep all records on file.
 - v. At any stage of the investigation, allow the complainant and the alleged perpetrator to be accompanied by another person(s) of their choice (i.e. parent, counsellor, professional association representative, friend, etc.)
 - vi. Make a written report of the complaint, results of the investigation, and recommendations for action to the Division.
 - vii. Inform the complainant and the alleged perpetrator, in writing, of the results of the investigation.
 4. Action on conclusion of investigation of and incident.
 - a.) When the perpetrator is an employee, the Director of Education will administer disciplinary action and will take appropriate corrective actions in keeping with due process. Such actions may include verbal warning, written reprimand, suspension, and/or dismissal.

- b.) When the perpetrator is a student, the principal will administer disciplinary action in accordance with *The Education Act, 1995*. Incidents will be dealt with on a case-by-case basis depending on the student's emotional states, family support, and availability of counselling.
- c.) When the perpetrator is a parent of a student or a member of the public, the Division will take actions necessary to minimize the risk of another incident, which may include restricting the access of that parent/guardian to school property or reporting of the incident to the police.
- d.) When the perpetrator is a member of the public who is not a parent, the Director of Education will report the incident to the police.
- e.) Affected employees will be informed of the results of the investigation.


	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.8- Principal	
Related ICSD AP's	AP 2.9- Vice-Principal	
Form(s)		
References:	The Education Act, 1995	
Received by Board:	Updated:	Status: approved

The Division considers the position of Principal to be the key position in achieving effective educational programs for students.

ADMINISTRATIVE PROCEDURES

The Principal of each school shall under the supervision of the Director of Education:


1. Be responsible for the general organization, administration and supervision of the school, its programs, professional staff and support staff, staff assignments, staff orientation, and administrative functions which pertain to liaison between the school and the Division, and its officials as outlined in *The Education Act, 1995* and section 175 in particular.
2. Be invited to attend all meetings of the Board of Education, Ile-a-la Crosse School Division #112 unless otherwise informed.
3. Prepare an administration report for regular meeting of the Board of Education as required.
4. Provide staff with an orientation to the school and school division each year prior to the registration of students in the fall.

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.9- Vice-Principal	
Related ICSD AP's	AP 2.8- Principal	
Form(s)		
References:	The Education Act, 1995	
Received by Board:	Updated:	Status: approved

The Division believes that the position of Vice-Principal is a key position in the effective operation of the school and in the support of staff and the Principal.

ADMINISTRATIVE PROCEDURES

1. Specific duties are to be assigned by the Principal in consultation with the Vice-Principal in accordance with the authority and duties of the Vice-Principal as outlined in *The Education Act, 1995* and section 175 in particular.
2. The position of Vice-Principal is to be considered part of the administration of the school.
3. The Principal is responsible for the supervision of the Vice-Principal.


	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.10- Teachers	
Related ICSD AP's		
Form(s)		
References:	The Education Act, 1995 STF Code of Ethics	
Received by Board:	Updated:	Status: approved

The Division considers the position of teacher as the primary position in the education and development of students within the school. This belief is supported by educational research which indicates that student success is dependent on a teacher's teaching practices, skills and knowledge.

ADMINISTRATIVE PROCEDURES

Teachers will:

1. Perform to the best of their ability the functions and duties of teachers as outlined in *The Education Act, 1995*, section 231, as set out in policy, and as assigned by the school administration.
2. Be present in their classroom by 8:45 a.m. and 12:45 p.m.
3. Remain after school hours until 4:00 p.m.
4. Conscientiously adhere to all aspects of the STF Code of Ethics.

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.11- Vulnerable Sector Check/Criminal Record Checks	
Related ICSD AP's		
Form(s)		
References:		
Received by Board: December 4, 2010	Updated:	Status: approved

The Division believes that it has a responsibility to provide a safe environment for the students and staff of the school division. The Division is committed to the belief that all staff, interns, practicum students, student supervisors and volunteers fulfill positions of trust and must therefore constitute an essential component of safe school environment. Vulnerable Sector Checks are one means of ensuring the safety of our students and staff.

The Division requires that the following persons must undergo a Vulnerable Sector Check: candidates for employment, contract employees, interns, student teachers and all volunteers who supervise or chaperone students in one-to-one situations of for overnight trips and events. The objective of a Vulnerable Sector Check is to determine if a candidate has been convicted of a criminal offence and to determine if a risk is posed to students and staff.

Employees:

A current Vulnerable Sector Check must be submitted before a candidate can be offered employment with the school division. A negative check is not a guarantee of character and only indicates the person does not have a record. It is only one element in the process of determining the suitability of the employee or volunteer. Interviews and reference checks with former employers will also be used in choosing successful candidates.

Volunteers (Parent chaperones, community volunteers):

Volunteers are required to submit a current Vulnerable Sector Check to the Principal prior to an activity or supervision taking place, under the following circumstances: 1) the volunteer/driver will be alone with a student; 2) the volunteer/driver will be in direct contact/supervisory capacity with during events or trips.

ADMINISTRATIVE PROCEDURES

Submission of Vulnerable Sector Checks

1. Vulnerable Sector Checks must be submitted prior to commencement of employment, volunteer activity, internship or practicum. If the candidate already has a Vulnerable Sector Check, it will be accepted as long as it is an original document and is not more than one (1) year old. If it is a copy or in more than one-year-old, it shall not be accepted.

The Vulnerable Sector Check will include all of the services/searches provided by the RCMP as summarized on the Release of Results on the Vulnerable Sector Check report.

2. Failure to provide the above requirements or submitting an inaccurate, false, misleading Vulnerable Sector Check constitutes grounds for dismissal or refusal to offer employment of placement.
3. The candidate is not to commence employment, internship, practicum or volunteer activity until the original Vulnerable Sector Check is received. The original document is to be returned to the candidate and the copy shall be placed in the candidate's personnel file.

Negative Vulnerable Sector Check

1. If the Vulnerable Sector Check is negative for a prospective employee, the document will be returned to the individual after the Director of Education has made a photocopy.
2. If the record check is negative for a volunteer or chaperone, the Principal will add the person's name to a database of approved volunteers/drivers and submit this list to the Division for final approval.


Incomplete/Possible match/Match to other police service records/Adverse Information Located on other Police Service Records

1. If the results of a Vulnerable Sector Check DO NOT come back negative, the prospective employee/volunteer must submit to a fingerprinting assessment by the RCMP. The results of this confidential disclosure/police records check shall be assessed by a committee consisting of the Director of Education, Board Chair and Board Vice-Chair. The committee shall determine an appropriate course of action, which will consider:
 - The nature and particulars of the criminal conviction.
 - The age of the individual when the event in question occurred.
 - The time elapsed between the charge, conviction, or pardon.
 - The rehabilitative measures undertaken by the individual.
 - The relationship of the conviction, charges or pardon to the position which the person is applying/volunteering for.
2. When the Director of Education, in consultation with the Chair and Vice-Chair, determine that it is appropriate to hire an individual with a record, such record shall be placed in a special confidential file in the school division office. The file shall be reviewed annually by the Director of Education, to determine which records, if any, may be destroyed. The Director of Education will be guided by this principle – the more serious the offense, the longer the record will be kept.
3. The Director of Education shall inform those individuals who are unsuccessful with their application for employment or volunteer activity due to criminal record considerations.

4. Documents that result in negative results from confidential disclosure/criminal record checks shall be returned to the individuals who provided such documentation.
5. If the result of a fingerprinting assessment cannot reasonable be obtained before the expected start of employment or volunteer activity, the following procedures shall apply:
 - For prospective employees, a conditional offer can be made, and employment can begin, pending successful review by the committee.
 - For volunteers, no volunteer activity that would involve the volunteer being in a direct supervisory role or being left alone with a student(s) is allowed until and unless there is a successful review by the committee.
6. Any individual who receives a pardon, or who is successful in having a criminal record expunged, may submit a current Vulnerable Sector Check. The previously submitted Vulnerable Sector Check shall then be returned to the individual upon request.

Guidelines – Existing employees, volunteers, interns and practicum students:


1. Current employees, volunteers, interns and practicum students shall be responsible for notifying the employer, in writing, no later than two (2) days after having been **charged** with an offence, conviction or other circumstance which may affect their ability occupy or continue to occupy a position of trust. Failure to disclose **charges**, provide a written statement, or submission of inaccurate, false or misleading statements, constitutes grounds for disciplinary action up to and including termination of employment (internships, practicum) or refusal of permission to act as a volunteer for school-sponsored activities.
2. The Division understands it responsibility to protect all aspects of personal information that it has collected.

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.12- Dress Code	
Related ICSD AP's		
Form(s)		
References:		
Received by Board:	Updated: September 12, 2023	Status: approved

The Division believes staff are to serve as positive role models for students.

ADMINISTRATIVE PROCEDURES


Staff appearance and personal demeanor requires clothing that is neat and clean and appropriate to the profession, work group and/or subject area.

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.13- Teacher Accreditation	
Related ICSD AP's		
Form(s)		
References:	Ministry of Education Teacher Accreditation Guidelines	
Received by Board:	Updated:	Status: approved

The Division believes that a teacher's skill and knowledge have a great effort on the educational program(s) he/she teaches and, on the development, and academic success of students. The Division supports teachers in their pursuit of accreditation as being one way of increasing their knowledge and skills in a particular subject(s).

ADMINISTRATIVE PROCEDURES:

1. Principals recommend accreditation for teachers who meet the provincial requirements and demonstrate competent teaching skills and subject knowledge (as per Ministry guidelines).
2. Prior to applying for initial accreditation, the teacher will have completed no fewer than two years of successful teaching in the subject being applied for, as supported by the supervision procedures of the school division.
3. Teachers who have been accredited during tenure in another school division will be considered for accreditation upon request.
4. The teacher will complete the application form and ensure that the required documentation (transcript marks, accreditation seminar certificate) is included.
5. The teacher will submit the application with documentation to the Principal.
6. If, in the Principal's opinion, the teacher meets all the requirements of the Division and of the Ministry of Education, he/she will sign the application recommending that the teacher is accredited.
7. The Principal will then submit the application and documentation to the Director of Education for approval. If approved, the application will be forwarded to the appropriate Ministry official.

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.14- Staff Relationships with Students	
Related ICSD AP's	AP 2.3- Discipline of Employees	
Form(s)		
References:		
Received by Board:	Updated: September 12, 2023	Status: approved

The Division believes that relationships between staff and students must, at all times, be of a professional, mentoring, and the role modeling nature. Staff members hold a position of power-academic, economic, social, emotional, and psychological – over students. Any non-professional relationship between a staff member and a student reflects a non-professional use of that power, either in perception or reality.


Non-professional relationships between a staff member and a student is unacceptable and the staff member shall be subject to disciplinary action ranging from a letter of reprimand to dismissal.

“Non-professional” may be regarded in the context of this policy as including, but not limited to, such behaviors as:

- Drinking with a student.
- Dating a student.
- Any other behavior that may be seen as reflecting a sexual interest/emotional involvement with a student.

ADMINISTRATIVE PROCEDURES:

1. Any questionable conduct is to be reported to the Principal.
2. The Principal will report to the Director of Education who will undertake an investigation of the situation. The Director of Education will follow fair process and procedures in order to make a decision as to what discipline, if any is warranted.

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.15- Division Owned Housing	
Related ICSD AP's	AP 2.16- Pets	
Form(s)		
References:		
Received by Board:	Updated: September 12, 2023	Status: approved


The Division believes that housing is critical aspect of teacher’s lives in Ile-a-la Crosse.

ADMINISTRATIVE PROCEDURES:

1. The Director of Education will establish and enact a fair, open., participatory process in the allocation and maintenance of staff housing.
2. Senior administration shall review and allocate housing assignments as required.
3. Staff will not be allowed to move from one housing unit to another during any academic year, unless prior is given by senior administration for such a move.
4. Only housing owned by Ile-a-la Crosse School Division will be considered for rental housing units. If any teacher chooses to live outside the village of in a house not owned by the division, housing costs, electricity, fuel, and other costs will be that teacher’s responsibility.
5. There may be times when teachers may be required to share accommodation. When this is required, every endeavor will be made to keep the situation as shot and harmonious as possible.
6. Any staff who occupies Division housing is required to make sure the yard is always kept clean and presentable. Costs for cutting of the grass are the responsibility of the occupant of the housing unit.
7. Only teachers and their spouses and children are allowed to occupy Division owned housing on a permanent basis.
8. All teachers who access division housing are required to sign a rental contract with the Division that sets out the requirements that all lessees are obligated to fulfill. The CFO is responsible for administering the signed of the contract and ensuring that the provisions of the contract are met by both parties.
9. From time to time an unoccupied housing unit owned by the Division may be rented to service providers other than Ile-a-la Crosse School Division professional staff. These

others may include, but not limited to driver instructors, educational psychologists, speech language pathologists, occupational therapists, social workers and counsellors. In the above instances, all conditions of the school division's residential lease agreement shall apply.

10. From time to time, an unoccupied housing unit owned by the Division may be rented to educational partners requiring housing for their staff and students while they are performing their duties/studying in Ile-a-la Crosse. These partner organizations may include, but are not limited to: Northlands College, GDI, the U of S, U of R, Sask. Polytech, etc. In the above instances, the lease agreement will be made between the partner institution and the school division. In addition to the charges contained in the regular residential lease agreement, the partner institution shall pay a monthly fee for electricity, propane, and water and sewage charges as determined in advance – based upon the historical average monthly charges for those utilities in that particular dwelling.

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.16- Pets	
Related ICSD AP's	AP 2.15- Division Owned Housing	
Form(s)		
References:		
Received by Board:	Updated: September 12, 2023	Status: approved


The Division of recognizes that pets may be an important part of family life. It also recognizes that pets not properly looked after may cause serious damage to Division property.

Pets may be kept by tenants if the tenant meets the following conditions:

1. Owner of pets must comply to the Northern Village of Ile-a-la Crosse pet bylaws.
2. Pets must be carefully looked after.
3. Tenant(s) keeping pets) must agree to an inspection of their housing unit on a biannual basis at the request of the maintenance supervisor who will maintain a log of such visits.

ADMINISTRATIVE PROCEDURES:

1. Damages that occur will be subject to the lease agreement.
2. Should the maintenance supervisor identify a concern:
 - He shall inform the tenant in writing, with copies to the Division, requesting that the concern be corrected.
 - The maintenance supervisor shall provide two days for the concern to be addressed and shall the re-inspect the property.
 - If the concern has not been corrected, the maintenance supervisor shall inform the Director of Education who shall inform the tenant in writing that the pet(s) must be removed from Division property immediately or the tenant shall be required to vacate the premises within 30 days of the next regular Division meeting date.

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.17- Granting of Days Off	
Related ICSD AP's		
Form(s)		
References:	STF Collective Bargaining Agreement CUPE Collective Agreement	
Received by Board: September 12, 2023	Updated: October 10, 2023	Status: approved

The Division believes that staff have the right to access leaves as specified in their local and collective agreements.

ADMINISTRATIVE PROCEDURES


All staff must have prior approval for any leave of absence taken, whether medical or otherwise.

Staff claiming sick leave benefits under the provision of their contract, the STF Collective Bargaining Agreement, or the CUPE Collective Agreement will be asked to submit a medical certification for absence of more than 3 consecutive school days.

The exception being communicable respiratory illnesses which last longer than 3 days, which can be reported without medical certification to their designated supervisor to prevent spread and minimize impact on health care system.

The board reserves the right to request Evidence of Eligibility for teachers as per 7.5.5 STF Collective Agreement.


Proof of attendance is required for leave approval for all out-of-town medical appointments for self or family as per collective bargaining agreements.

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.18- Staff Meetings	
Related ICSD AP's		
Form(s)		
References:		
Received by Board:	Updated: September 12, 2023	Status: approved

The Division believes that staff members require time to effectively review, plan, and discuss matters that affect them, their students and the operation of the school.

POLICY

1. Principal's have early dismissals and other non instructional days set out in approved Division calendar that may be used in part for staff meetings.
2. The principal may call for additional staff meetings outside of regular school hours as required.
3. ALL staff are required to attend ALL staff meetings.


	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.19- Master’s in Education Program	
Related ICSD AP’s		
Form(s)		
References:		
Received by Board:	Updated: September 12, 2023	Status: approved

The Division recognizes the benefit of professional development opportunities for both staff and students. To this end, the Division wishes to encourage and support teachers who wish to attain of a Master’s Degree in Education.

The Division will sponsor a maximum of two teachers each year for the Master of Education Degree program.

ADMINISTRATIVE PROCEDURES

1. Teachers who wish to enroll in a Master of Education Degree program must submit a letter of application for Division sponsorship by March 31st of the entrance year.
2. By May 15th, a committee consisting of the Director of Education and at least two Board members will review the applications and make recommendations for sponsorship to the Division.
3. The Division will approve a maximum of two sponsorships each year. Successful teacher applicants must sign an agreement with the following conditions:
 - a. The teacher must agree to two years of return service.
 - b. If a teacher resigns before the two years of return service, the tuition must be reimbursed on a prorated basis (i.e. if the teacher resigns after one year, he/she must repay half of the tuition of the School Division).
 - c. For withdrawals from the M.Ed. program before completion, the full amount of tuition must be reimbursed to the Ile-a-la Crosse School Division.


	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.20- Employee Recognition/Appreciation	
Related ICSD AP's		
Form(s)		
References:		
Received by Board:	Updated:	Status: approved

The Division recognizes and appreciates the importance of the contributions and dedication of its staff.

ADMINISTRATIVE PROCEDURES

1. Senior administration will recognize its employees on the following occasions.
 1. School Opening (August)
 2. Education Week / Bus Driver Appreciation Day / Library Week (October)
 3. Christmas (December)
 4. Teacher/Staff Appreciation Week (February)
 - Recognition is to occur in the following ways:
 - Provision of Fruit trays or something similar on the above occasion except Christmas.
 - At Christmas, all employees will be given a turkey or ham of their choice prior to the beginning of Christmas holidays.
2. The Division will provide monetary recognition after the following periods of service with the school division: 10, 15, 20, 25, 30, and 35 years.
 - Employees are eligible to receive a monetary recognition after 5 years (\$50), 10 years (\$100), 15 years (\$150), 20 years (\$200), 25 years (\$250), 30 years (\$300), and 35 years (\$350).
3. Eligible years of service for permanent employees will be based upon the active employee's date of hire to June 30th of each calendar year.
4. Authorized leaves of absence granted while the staff member is under contract with the Division shall be counted as years of service.
5. All awards will be based on continuous years of service to the Division.
6. The Director of Education will prepare the list of eligible employees and arrange the details for the event.

The Division may from time to time recognize individuals who have demonstrated exemplary dedication beyond normal interpretation of their job description.

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.21- Reporting of Child Abuse/Neglect	
Related ICSD AP's	AP 3.21– Child Abuse Prevention Education and Response	
Form(s)		
References:	The Child and Family Services Act The Emergency Protection of Victims of Child Sexual Abuse and Sexual Exploitation Act Criminal Code of Canada	
Received by Board:	Updated:	Status: approved

All citizens have a duty to report child abuse in accordance with provincial legislation. Accordingly, all employees of the Ile-a-la Crosse School Division have a duty to report suspected child abuse to an appropriate authority (child protection worker, Ministry of Social Services, First Nations Child and Family Services Agency, police officer). The Saskatchewan Child Abuse Protocol will assist with meeting these legislative requirements.

ADMINISTRATIVE PROTOCOLS

The Ile-a-la Crosse School Division directs that all employees who have reasonable grounds to believe that there is a child in need of protection from abuse report the matter immediately to an appropriate authority in accordance with *The Child and Family Services Act* and/or *The Emergency Protection of Victims of Child Sexual Abuse and Sexual Exploitation Act*. All employees shall follow this Administrative Procedure.

The Saskatchewan Child Abuse Protocol summarizes what constitutes child abuse based on Section 11 of *The Child and Family Services Act* and the Criminal Code of Canada. The Protocol also describes the roles and responsibilities of service providers and the process by which they should respond. Employees shall collaborate with child protection agencies, police, and any other service providers with authorized involvement.

1. Duty to Report Abuse or Neglect

- 1.1 Any employee of the school division who has reasonable grounds to believe that a child under the age of 16 is in need of protection shall immediately report this information to a child protection worker, Ministry of Social Services, First Nations Child and Family Services Agency and/or a police officer. See section 12 of *The Child and Family Services Act*.
- 1.2 The Circumstances in which a child may be in need of protection include but are not limited to the following examples of abuse or neglect:
 - 1.2.1 Physical abuse.
 - 1.2.2 Sexual abuse and exploitation.
 - 1.2.3 Physical neglect.
 - 1.2.4 Emotional maltreatment.
 - 1.2.5 Exposure to domestic violence or severe domestic disharmony; or

- 1.2.6 The child has committed an act that is the child were 12 years of age or more would constitute a criminal offence and family services are necessary to prevent recurrence.
- 1.3 Abuse also includes the following as defined in the Criminal Code of Canada and should be reported:
 - 1.3.1 marriage of children under 16 (section 293.2) or removed from Canada for that purpose.
 - 1.3.2 female genital mutilation (section 268(4))
- 1.4 Youth Aged 16 and 17 or vulnerable students over 18:
 - 1.4.1 While it is not legally required, abuse or neglect of a young person aged 16 and 17 or vulnerable students over 18 years may be reported to child protection services and/or police in order to obtain assistance for the young person.

2. Duty to Report Sexual Exploitation

- 2.1 Any employees of the school division who has reasonable grounds to believe that a child under the age of 18 has been or is likely to be subjected to sexual exploitation shall immediately report this information to a child protection worker and/or police officer.
- 2.2 Child sexual exploitation occurs when a child under the age of 18 has been, or is likely to be, exposed to harmful interaction for sexual purpose, including involvement in prostitution and/or Criminal Code offenses. See section 4 of *The Emergency Protection for Victims of Child Sexual Abuse and Exploitation Act*.

3. Reporting

- 3.1 Reporting:
 - 3.1.1 is subjective.
 - 3.1.2 can be based on personal observation or discussion.
 - 3.1.3 does not require proof.
 - 3.1.4 can be based on assumptions or credible second-hand information.
 - 3.1.5 can take into account the training and experience of the person reporting; and
 - 3.1.6 can still be reasonable even if it turns out eventually to be untrue.
- 3.2 The employee making the report shall take the following steps:
 - 3.2.1 The employee shall make the report as soon as possible by telephone or in-person to a child protection worker, Ministry of Social Services, First Nations Child and Family Services Agency, and/or a police officer.
 - 3.2.2 The employee may enlist the support of the principal and/or school counsellor in making the report.
 - 3.2.3 The duty to report is a personal 'Duty to Report' and cannot be delegated to another individual.
 - 3.2.4 The employee must inform the principal a report has been made unless the principal is the subject of the report. In such case, the notification that a report has been made shall be provided to the superintendent.
- 3.3 Employees shall not contact the parents/caregivers in situations where the parent/caregiver or the partner of the parent/caregiver is subject of the report.

3.4 Any communication or contact with parents or guardians in regards to such alleged abuse and/or neglect is the responsibility of the investigating agency.

4. Support to the Child

Employees shall provide support to the child, in a situation of disclosure:

4.1 **DO** the following:

- 4.1.1 Validate the child's right to seek help.
- 4.1.2 State the right to safety.
- 4.1.3 Provide for physical comfort.

4.2 **DO NOT** do the following:

- 4.2.1 Investigate for "proof."
- 4.2.2 Question for details.
- 4.2.3 Offer judgements.
- 4.2.4 Tell the child "What will happen."
- 4.2.5 Remove, alter or contaminate physical abuse.

5. Interviews Conducted by Police/Child Protection Services at School

5.1 Any request from an officer of social services to interview a child shall be referred to the principal (or designate).

5.2 The principal (or designate) will work with the child protection worker and/or police to make the necessary arrangements for a confidential interview to occur. In circumstances where the allegations involve parents/guardians and where having the interview at the school in the best interest of the child.

5.3 The child protection worker and police will determine who will be at the interview and will consider the child's support needs and comfort level.

6. Confidentiality

6.1 Employees shall maintain confidentiality of all information. The fact that there is an investigation in progress is in itself confidential.


6.2 All information, reports, and discussions relative to the child abuse or neglect will be treated as confidential by every person employed by the Division.

6.3 Records are to be stored, accessed, and disposed in accordance with Division policy.

7. Awareness and Supporting Documents

Every principal shall ensure that all employees are aware of and have access to the following documents:

- 7.1 This Administrative Procedure
- 7.2 Saskatchewan Child Abuse Protocol
- 7.3 Counsel for Children Guidelines for School Divisions

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.22- Alcohol and Drugs	
Related ICSD AP's	AP 2.3- Discipline of Employees AP 2.17- Granting of Days Off	
Form(s)		
References:	Saskatchewan Human Rights Code Employee Family Assistance Program	
Received by Board:	Updated:	Status: approved

The Ile-a-la Crosse School Division has an educational and societal responsibility to prohibit the employee use or possession of alcohol and drugs at all buildings and property owned by the Division. The Division is also committed to the health and safety of its employees, students, environment, and the public. The use of drugs and alcohol can create unacceptable safety risks to everyone at the workplace.

Employees have the right to work and students have the right to be educated in an environment free of substance abuse and with persons free from the effects of drugs or alcohol. Drugs and alcohol are hazards to the school environment and to the credibility and reputation of the Division.

DEFINITIONS

For the purposes of the administrative procedure the following definitions shall apply:

Addiction – is defined as a compulsive substance use despite harmful consequence; intense focus on using a certain substance such as alcohol or drugs to the point that it takes over a person's life. People who are addicted keep using alcohol or a drug even though they know it will cause problems. Addiction is a disability and must be diagnosed by a medical professional.

Illegal Drugs – fall into two categories: the first category is comprised of those drugs that are illegal to possess, sell, and consume. The second category includes those drugs that are legal to possess, sell and consume when prescribed by a physician, but are then misused by the person whom the drugs have been prescribed, or are used by individuals not under a prescribing doctor's care, and who may have obtained the drugs by illegal means.

Impairment - is defined as: the inability to perform essential job functions and interact safely and effectively with others.

The Division strongly encourages employees who abuse alcohol or cannabis or use illegal drugs to seek assistance to stop abusing alcohol or drugs before they have an incident. There is an expectation to report the addiction to their employer. Failure to do so, as set out below, could result in the termination of their employment.

Note: While an employee may legally possess a drug substance, this provision recognized that it is the Division's right to prohibit or restrict its use on school property or at school-sponsored events.

Administrative Procedures

1. Use of Alcohol and Drugs Prohibited

1.1 At work or while on school premises or at school sponsored events, including during breaks which may be paid or unpaid, employees shall not:

- 1.1.1 use, consume, possess, distribute, offer for sale, or sell alcohol, cannabis, illegal drugs, illegal drug paraphernalia, prescribed drugs for which the employee does not have a prescription or prescribed drugs which may cause impairment.
- 1.1.2 Be impaired or under the influence or be unfit for work due to drugs, alcohol or other substances which may be illegal or cause impairment.
- 1.1.3 Be impaired or under the influence while operating a division vehicle or their personal vehicle for division-related purposes.
- 1.1.4 Have a strong odor on their person of alcohol or cannabis.

2. Consequences of Breach

2.1 Employees who report to work under the influence or are determined to be under the influence while at work will be sent home via safe transportation with further follow-up required.

2.2 Violation of this administrative procedure will lead to disciplinary action up to and including possible termination.

2.3 At the sole discretion of the Division, an employee who is subject to discipline for a breach of this administrative procedure may be required by the Division to do any or all of the following:

- 2.3.1 commence counselling as recommended by a physician or addictions counsellor.
- 2.3.2 provide correspondence from the treating physician that the employee can return to work and safely perform the required duties.
- 2.3.3 provide updates from the employee's physician regarding treatment on a predetermined schedule.

3. Use of Prescribed Drugs at Work for Accommodation Purposes

3.1 Possession or use of prescription drugs that may cause impairment may be allowed if required to accommodate an employee with a disability as defined by the *Saskatchewan Human Rights Code*.

3.2 In order to determine if an accommodation is required, the employee shall provide to the Division a medical report from the employee's physician setting out:

- 3.2.1 the medical restrictions which require the use of the prescription medication during work hours.
- 3.2.2 the details of the prescription including the following:

whether or not the prescription drug must be taken during working hours or so close before working hours that impairment would be present during working hours:

- 3.2.2.1 how the prescription drug causes impairment (i.e. groggy).
- 3.2.2.2 the name and dosage of the prescription drug will be administered, i.e. oral, injection, smoking or vaping;
- 3.2.2.3 the length of time after taking the prescription drug the impairment may persist; and
- 3.2.2.4 the expected duration the prescription drug will need to be taken by the employee.
- 3.3 The employee must provide updates to the Division in the event of any changes to the medical information.
- 3.4 Upon receiving the required medical information from the employee, the Division shall determine when, if any accommodation is required.
- 3.5 As part of an accommodation plan, the Division will set out the requirements for the possession, use storage, and security of the prescription drug and any associated equipment while on school property.
- 3.6 Any prescribed drugs allowed as part of an accommodation plan must be used solely for the intended purpose as currently prescribed by the employee's physician and must be used solely by the employee for whom it has been prescribed.

4. Dealing with Addictions

4.1 Employees:

- 4.1.1 Employees suffering from an alcohol or drug addiction are strongly encouraged to seek medical treatment and rehabilitation.
- 4.1.2 Employees are encouraged to utilize the division Employee Family Assistance Program or community programs before the problem interferes with job performance.
- 4.1.3 The job security or promotion of an employee will not be jeopardized by requesting counselling; however, the employee is expected to perform all required duties in a competent manner.


4.2 Employees:

- 4.2.1 Any employee who is addicted to alcohol or drugs, whether prescription or non-prescription, shall immediately inform the Division if there is any possibility that their addiction may have an impact on the workplace of their employment.
- 4.2.2 The employee is not required to provide the Division with a diagnosis but shall provide to the Division a medical report indicating any medical restrictions that may exist.
- 4.2.3 The responsibility for correcting unsatisfactory job performance or behavior resulting from alcohol or drugs remains with the employee.

4.3 Employees:

- 4.3.1 Employees may be granted a leave of absence as part of an accommodation plan to participate in a drug or alcohol addiction rehabilitation program.
- 4.3.2 The employee shall supply to the Division a medical report from the employee's doctor indicating:
 - 4.3.2.1 the medical restrictions that require an absence from work.
 - 4.3.2.2 the expected length of time the employee will be absent from work.

- 4.3.3 The leave of absence shall be taken as sick leave to the extent that the employee has sick leave available, and the remaining time required for the leave shall be unpaid sick leave.
- 4.4 Information concerning an employee's involvement in a treatment program or with treatment agencies will be held in the strictest confidence and will not be disclosed except as authorized in writing by the employee, as required by law, or where there is a serious and imminent risk to the health or safety of the employee.

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.23- Emergency Protocols	
Related ICSD AP's		
Form(s)		
References:		
Received by Board:	Updated: September 12, 2023	Status: approved

The Division is committed to providing a safe and caring learning environment for both staff and students. At the same time the Division understand the importance of regular student attendance and the continuity of the learning program. The following operational procedures are intended to reflect that balance.

1. Power Outages – Before school is in session:
 - i. Staff is to check with administration if clarification of the school procedures in the parent/student handbook is necessary.
 - ii. Administration will inform staff, bus service providers and the community of the situation as it unfolds.
 - iii. Staff are to report to work within 30 minutes of power being restored in the morning and 15 minutes of power being restored in the afternoon.
 - iv. Buses run 30 minutes after power comes back on in morning and 15 minutes after it comes back in the afternoon, but will not run if power is out after 10:00 A.M. or 2:00 P.M.
 - v. The Principal will go to school to ensure safety as students in the event they are sent in error.

2. Power Outages – After school is in session:
 - i. Staff and students will continue their normal day while administration determines if other courses of action may be necessary.
 - ii. All staff are to remain in the designated areas until informed other-wise by administration.
 - iii. Staff are expected to make students aware of this procedure early in the school year and to review that procedure in the event of a power outage.
 - iv. Parents will be made aware of this procedure by way of the school's parent/student handbook.

3. Water Advisory
 - i. Staff and students will be informed as soon as possible, following notification from the village.
 - ii. Bottled water and cups will be made available.
 - iii. Janitors will place water coolers and cups next to each fountain and refill as necessary.

4. Fire Drills/Fire

- i. Scheduled and unscheduled fire drills are to be undertaken on a regular basis with several scheduled early in the new school year.
 - ii. Staff are to review evacuation procedures during at their first staff meeting.
 - iii. Staff are to review evacuation procedures (including alternate routes) with their homeroom students on the first day of classes.


- 5. Winter weather
 - i. All village routes/buses will operate regardless of temperature.
 - ii. The Canoe River bus will not operate when visibility, road conditions or severe weather make road conditions unsafe.

- 6. Hold and Secure – occasionally a danger outside of the school may necessitate the school taking extra precautions to ensure the safety of its students. To that end:
 - i. Each school will implement Hold and Secure procedures upon its own determination.
 - ii. The RCMP is to initiate with a call to the Principal.
 - iii. The Principal is to contact the RCMP upon being made aware of an issue that may require the implementation of Hold and Secure.
 - iv. The Principal will inform the Director of Education and them immediately initiate the process as previously discussed with staff.
 - v. All doors and windows are to remain locked during the event. Blinds are to be closed. Janitors are to ensure all doors are locked beginning with doors to the exterior.
 - vi. Students are not to be in hallways unless escorted by an adult.
 - vii. Physical Education classes will take place in homerooms.
 - viii. Outdoor recesses will be cancelled.
 - ix. Exit from the school at noon hour or after afternoon classes will only occur if the Hold and Secure has been lifted or if the situation is controlled with the help of RCMP presence.
 - x. Parents will be informed at noon hours or afterschool as the case may be. This is to prevent the inevitable onslaught of parents to the school should the Hold and Secure be made known during regular class time.

- 7. Lock Down Procedures – are to be implemented in situations where students/staff need protection from potential danger in their school. To that end:
 - i. Each school will implement Lock Down procedures following the determination of potential danger in that school.
 - ii. The announcement to “Lock Down” is to be made by the principal. It is to be repeated 3 times!
 - iii. The Principal will call the RCMP and the Director of Education; who will notify other institutions if deemed necessary.
 - iv. All cell phones are to be turned off throughout.
 - v. Staff will ensure doors and windows are locked and closed after looking for students who maybe in hallways.
 - vi. Students are to proceed to the nearest open classroom.

- vii. Classroom phones are to be utilized only for communication originating from the office to the classroom. Other use will jeopardize the communication process.
 - viii. Classroom lights are to be turned off and blinds closed. Students and staff are to sit on the floor away from all doors and windows, and remain quiet.
 - ix. Students in the gymnasium are to be moved to the equipment room or other lockable spaces.
 - x. Students in washrooms are to remain there.
 - xi. The “Lock Down” will remain in effect until announced otherwise and then only after classroom doors are opened by the Principal or RCMP.
 - xii. Parents are to be informed of the situation at the earliest opportunity. Radio announcements and letters home are to be made/sent at the earliest possible time.
8. Intruders – include all strangers who enter a school without reporting to the office. When a stranger is encountered:
- i. Staff are to inform the office that stranger is in the building.
 - ii. Administration will assess the situation.
 - iii. If there is no imminent threat, administration will remind the individual of protocols to be followed when entering the school and/or ask them to leave.
 - iv. If a safety concern presents itself the “Lock Down” procedure is to be implemented.
9. Student abduction/custody issues are to be prevented by the following procedure:
- i. Staff shall not release students to anyone that is not listed on the student’s registration form unless prior approval has been received from the student’s parent/guardian.
 - ii. If in doubt, staff are expected to contact the office who will in turn ensure that the person picking up the student is in fact entitled to do so. If any doubt remains, the student’s parent/guardian is to be contacted prior to the student leaving the school.
 - iii. Administration has the right and the duty to request/be familiar with any custody issues involving their students. They have the right to request proof of custody when deemed necessary.
 - iv. If a student is taken or attempted to be taken contrary to the preceding procedures, “Lock Down” procedures are to be implemented.
 - v. Administration will contact the RCMP and the Director of Education.
 - vi. Parents and the general public will be informed of the “Lock Down” immediately following resolution of the issue.
10. Bomb Threats – may occur prior to school hours or possibly during school hours. In these cases, the following procedures shall apply:
- i. If prior to school hours, the Principal is to contact the RCMP and the Director of Education. All parties are to confer and assess the situation to determine the next course of action.

- ii. If during school hours, the Principal will pull the fire alarm to clear the building.
- iii. The Principal will then call the RCMP and Director of Education.
- iv. The Principal will call buses/send students home and contact parents by radio at the earliest convenience.
- v. Students are to remain at home until the school deemed safe by the RCMP and they have been instructed to return by radio and the resorption of bus services.

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.24- Computer/Online Services Responsible Use	
Related ICSD AP's	AP 2.25- Social Media and Online Posting AP 2.3- Discipline of Employees AP 3.14– Educational Technology	
Form(s)	Employee Laptop Agreement	
References:	Digital Citizenship in Education in Saskatchewan Schools 2015	
Received by Board:	Updated:	Status: approved

Ile-a-la Crosse School Division believes that the use of technology provides an opportunity for relevant and challenging life-long learning. Technology plays a role in all facets of Ile-a-la Crosse School Division Schools, from curriculum and instruction to facilities and operations.

The use of technology at Ile-a-la Crosse School Division Schools is predicated on the principles of responsible use and digital citizenship, guided by the Saskatchewan Ministry of Education's "Digital Citizenship in Education in Saskatchewan Schools" policy planning guide. (2015). The internet is vast and continually evolving, and with responsible use, offers countless learning opportunities. To help facilitate, Ile-a-la Crosse School Division Schools will continually affiliate with leading online educational resources that will ensure seamless access for users. This provides the opportunity for scaffolded online learning opportunities in a moderated fashion.

OPERATIONAL PROCEDURES

The Division has provided all students and staff with individualized accounts and passwords to access computer and online services in support of instructional and administrative activities.

All student and staff accounts are automatically created and managed with the Human Resources and Tech service team. Only employees, with the exception of casual employees, are provided with both systems access and division email accounts.

Staff, students and stakeholders are advised that any matter created, received, stored in or sent from the division's network or Email system is not necessarily private and all material is subject to the LAFOIPP legislation of Saskatchewan. The Director or designate reserves the right to access any files to determine whether or not an employee or student is utilizing the network appropriately and within the guidelines found in this procedure.

1. Responsible use of computing technology, networks, and online services include:
 - 1.1 Learning activities that support instructional objectives.
 - 1.2 Operational activities that are components of a user's day-to-day work.
 - 1.3 Research supporting educational programs sponsored by the Division.
 - 1.4 Communication between staff, students, parents, and others outside of the division containing messages or information, the content of which is not in conflict with division policies and division procedures.

- 1.5 The use of affiliated online resources, where the individualized Ile-a-la Crosse School Division Schools' account and password is used to authenticate, is preferred. Recognizing the diversity of resources available online, use of non-affiliated resources and/or personal accounts should be in consultation with tech@icsd.ca for best practices.
2. Irresponsible use of computing technology, networks, or online services, specifically includes but is not limited to the following:
 - 2.1 Damaging or altering the operation of the Division's computer network services or interfering with other users' ability to use these services or other external network services.
 - 2.2 Creating or distributing communications, materials, information, data or images reasonably regarded as threatening, abusive, harassing, discriminatory, obscene, or in violation of or inconsistent with any division policy or administrative procedure.
 - 2.3 Infringing on the rights or liberties of others; using profane or harassing language intending to offend or insult others.
 - 2.4 Illegal or criminal use.
 - 2.5 Causing or permitting materials protected by copyright trademark, service mark, trade name, trade secret, confidentiality or proprietary data, or communications of another, to be uploaded to a computer or information system, published, broadcast, or in any way disseminated without authorization from the owner.
 - 2.6 Use of any hardware, software or services that may pose risk to Ile-a-la Crosse School Division Schools, violate licensing, or is contrary to any division procedures.
 - 2.7 Granting access to division computers, networks, and online services to individuals not authorized by the division either by intentional conduct such as disclosing passwords or by unintentional conduct such as failing to log off.
 - 2.8 Conducting commercial, profit-motivated, or partisan political activities not related to division programs.
 - 2.9 Interfering with other users' ability to use division computing technology, networks, and online services including attempting to read, delete, copy, modify, or forge information contained in the files of other users.
 - 2.10 Promoting the use of drugs or alcohol; or unethical practices that violate law or division policy.
 - 2.11 Disclosing information to individuals or organizations with no written or formal authority to possess such information.
 - 2.12 Accessing data or equipment to which the user does not have authority.
 - 2.13 Storing confidential material with third parties not affiliated with Ile-a-la Crosse School Division or on personally owned devices that are not registered/vetted by the division.
 - 2.14 Forwarding or redirecting division files, email or communication to third parties not affiliated with Ile-a-la Crosse School Division Schools.


Outcomes of Unacceptable Use

1. Users in violation of this administrative procedure will be subject to a disciplinary process that may include:

- 1.1 removal of system access and privileges.
 - 1.2 discipline, suspension, expulsion/termination.
 - 1.3 recovery of cost of damage to data or equipment.
2. Where there are reasonable and probably grounds to believe that a user has used technology, networks, and/or online services for criminal or illegal purposes, this will be report to the appropriate authorities.

Procedural Exceptions

1. Access for Student Interns
Interns will be granted systems access emails and full email capabilities for communicating with parents at request of the principal. Expectation is that all external email by interns should copy the classroom teacher.
2. Access for External Agencies
All external agencies working in division facilities and requiring systems access for communication purposes must see Principal and then when permission is given tech@icsd.ca will give passwords and agreements as needed. They will also be required to abide by the guidelines outlined in this administrative procedure.

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.25- Social Media and Online Posting	
Related ICSD AP's	AP 2.24- Computer/Online Services Responsible Use	
Form(s)		
References:	Digital Citizenship in Education in Saskatchewan Schools 2015 STF Code of Ethics Copyright Matters	
Received by Board:	Updated:	Status: approved

Ile-a-la Crosse School Division recognizes that value of educational technology towards improving student learning. Social media provides a contemporary learning and teaching environment that facilitates sharing of resources, unprecedented access to information, instant global communication, and continually evolving methods of collaboration and innovation. Ile-a-la-Crosse School Division appreciates that education takes place both in and beyond the school. Students and staff must be provided opportunity to access educational resources at a modern, global level, while maintain the integrity of the division’s core values and policies.

These procedures outline the division’s expectations for staff and students who use social media or post inline in their work or who choose to use personal social media accounts to comment on division matters.

GUIDELINES


Division staff and students are expected to model ethical and appropriate conduct at all times. The expectations of our digital conduct, whether online, through texting, or any other technology, does not differ from our expectations of conduct in person. What we post online/send to others speaks to our character and reputation. Given the realities of our modern, connected society, all staff and students must be aware that any material posted online has the potential of becoming permanent and viewable by anyone in the world, despite one’s best intentions to maintain security and privacy. [Consult STF Code of Professional Ethics](#), Ile-a-la-Crosse School Division’s Values and Principles, AP 2.5 Harassment in the Workplace.

With respect to posting material online, it is expected that:

PROCEDURES

1. Staff and students are responsible for the content of all references made online, and will be help accountable for material that is defamatory to the school or school personnel, students, parents or any other member of the school community using digital media such as social media networking sites, blogs, webpages, or email.
2. In the absence of consent (ex: consent form noted in #1), use of digital media must not reveal confidential information about the school, or personal information about its staff, students, parents or other members of the school community.


3. Staff and student use of digital media must not be used to threaten or publicly criticize students, staff, parents, or colleagues. Staff and students must respect the privacy and the feelings of others.
4. Division staff must ensure their online activity does not interfere with their work commitment.
5. Students must ensure their online activity does not adversely affect the learning environment.
6. Division staff and students must show proper respect for the laws [governing copyright and fair use of the copyrighted material owned by others.](#)
7. Users in violation of this administrative procedure may be subject to a disciplinary process that could include:
 - 7.1 Discipline
 - 7.2 Suspension
 - 7.3 Expulsion
 - 7.4 Termination

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.26- Leaves of Absence over 5 days	
Related ICSD AP's	AP 2.17- Granting of Days Off	
Form(s)	Leave of Absence Rubric	
References:		
Received by Board: September 12, 2023	Updated:	Status: approved

The Division believes that staff have the right to access leaves as specified in their local and collective agreements.

ADMINISTRATIVE PROCEDURES

1. All staff must have prior approval for any leave of absence taken.
2. Extended leaves of absence may be approved for:
 - a. Education
 - b. Other
3. Leaves must be applied for in writing to the Director and their immediate supervisor with the following information:
 - a. Dates of leave.
 - b. Reason for leave.
 - c. Plan for return.
4. Educational staff returning from a school year leave must inform their Principal of their intention to return by June 15 of their leave year.
5. Leaves must be applied for at least 1 month in advance. Educational staff requesting a year of leave are asked to apply by June 15.

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.27- Confidentiality	
Related ICSD AP's	AP 2.3- Discipline of Employees	
Form(s)	Confidentiality Agreement	
References:	Records and Retention Guide for Saskatchewan Schools 2018 LAFOIP Education Act, 1995 Education Regulations 2015	
Received by Board:	Updated: September 12, 2023	Status: approved

The Division understands its responsibility to protect all aspects of personal information that it has collected. To that end, the Division and all its employees will adhere to the following privacy principles:

1. **Accountability:** The Division and its staff are accountable for the protection of information under their control. This includes:
 - a. Personal information concerning students and parents.
 - b. Personal information concerning all employees of the Division.
 - c. Personal information concerning Board Members.
 - d. Confidential information obtained from third parties.
 - e. Confidential information about matters under consideration by school administration or the Board of Education.
 - f. Content of tenders and other contractual negotiations.
 - g. Details of business operations, financial matters, litigation and other confidential records of businesses which deal with the Board.

2. **Types of information:** Include information that is written, unwritten, or stored electronically.

3. **Identifying Purposes:** The purpose for the collection of personal information must be clearly identified prior to the collection. Only personal information that is clearly required to achieve a defined purpose will be collected.

4. **Limited Collection:** The collection of personal information is limited to what is necessary to achieve the identified purpose.

5. **Limiting use, disclosure and retention:** Personal or confidential information will be used and disclosed only for the purpose intended. Consent of the individual will be obtained as required by law. Information is to be retained only for the period of time required to fulfill the intended purpose.

6. **Consent:** Staff may collect, use and disclose personal and confidential information only for intended purposes or with the knowledge and consent of the individual; with limited exceptions as defined in legislation. An employee shall make his or her best efforts to

ascertain whether or not release of information is authorized, and if uncertain, shall direct the inquiry to his or her supervisor and/or the Director of Education.

7. Accuracy: Personal information must be complete, accurate and current.
8. Safeguards: All personal and confidential information will be protected using secure storage procedures and by limiting access to the information to specific staff.
9. Individual Access: An individual has the right to access his/her personal information and has the right to seek correction. In the case of a student their parent has the right to this access.
10. Challenging compliance: All staff may challenge the division's compliance with these principles.
11. Discipline: Any person who knowingly, recklessly, or negligently releases personal or confidential information without appropriate authority may be subject to disciplinary action, up to and including consideration of termination of employment for just cause.
12. Termination of Employment: whether voluntary or involuntary, does not release employees from their obligations under this Administrative Procedure. These obligations shall extend indefinitely beyond the conclusion of employment with the Division. Upon leaving the employment of the Division, an employee will promptly deliver to the Division any and all information, data, notes, records, plans or other documents held by him or her concerning the information, business or operations of the Division.

ADMINISTRATIVE PROCEDURES


1. All personal and confidential information will be kept in secure, locked storage that is accessible only to the appropriate authorities.
2. The collection of personal information relative to employment or student registration will be limited to that purpose. No extraneous information will be collected.
3. Information relative to employment or student registration will be used only for that purpose.
4. Disclosure of personal information will be done only with the consent of the individual or as provided for in legislation.
5. Sharing of personal information among staff will be done only within the context of the purpose for which it was collected and only with staff that require the information to fulfill employment duties.

6. Staff may have access to their personnel file at any time by contacting the Chief Financial Office (CFO) who will arrange a time for the file to be viewed in his/her presence. A record of the date of file access will be kept in the personal file.
7. Staff has the right to obtain personal copies of information from his/her file. The CFO will arrange to have copies made and a record of information copied will be included in the personal file.
8. Staff may request in writing to the CFO that personal information be changed or updated. The request will be reviewed by the Director of Education who will determine if the change is warranted. The request letter will remain in the person's file.

OPERATIONAL PROCEDURES

Staff will:


1. Be aware of and adhere to all contract requirements and all Collective Bargaining Agreements (CBA's).
2. Be aware of and carry out all duties faithfully and diligently as outlined under the Education Act, 1995 and the Education Regulations 2015.
3. All supervisors shall ensure that all employees, volunteers, and contractors covered by this Administrative Procedure shall be provided with a copy of this Procedure prior to commencing employment or duties with the School Division and shall sign an acknowledgement confirming receipt, review, and adherence to this Procedure.

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.28- Safe Collection and Disposal of Discarded Needles/Sharps	
Related ICSD AP's		
Form(s)	Needle Disposal Procedure	
References:	Occupational Health & Safety Act, 1993 Workers' Compensation Act, 2013;	
Received by Board:	Updated October 10, 2023	Status: approved

The Division has a duty to protect staff, students, and the public from discarded needles and/or sharps found on school property.

ADMINISTRATIVE PROCEDURE

1. Students should be trained to not touch a found needle but to report immediately to the nearest adult.
2. Procedure for disposing and discarding of sharps and/or needles.
 - a. The Principal or designate and/or Supervisor of Facilities and Maintenance will inform all staff and students that when they come across a sharps/needle they are not to attempt to pick up the needle/sharps by hand. They are to notify either the Principal or designate and/or Supervisor of Facilities and Maintenance.
 - b. The Principal or designate and/or Supervisor of Facilities and Maintenance who has had training will use the protective equipment provided (gloves, sharps container and litter handling tongs) to contain the waste. Training video available at <https://youtu.be/KONdO6hTE9E?si=CcZpAtyFJOgNhTCY>
 - c. Always take the sharps container, gloves, and tongs to the discarded sharp. **DO NOT TAKE THE NEEDLE OR OTHER SHARPS TO THE CONTAINER.**
 - d. Open the sharps box, place on the ground, put gloves on and pick up the needle/sharps with the tongs provided.
 - e. Place the needle/sharps inside the sharps box (needle facing downwards).
 - f. Close the sharps box, ensuring the lid is locked into position.
 - g. If the sharps container is approximately 2/3 full you can call Public Health for disposal.
3. Principal or designate and/or Supervisor of Facilities and Maintenance can call EMS or 911 if not comfortable handling or disposing of a needle found on school property.

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 2.29- Critical Incident Response	
Related ICSD AP's	AP 2.7- Violence in the Workplace AP 2.23- Emergency Protocols AP 2.27- Confidentiality AP 3.2 – Student Discipline	
Form(s)	Critical Incident Form (School incident Report or Insurance Form) Fair Notice Letter to Parents/Guardians VTRA Stage One and Stage Two-FORM Emergency Response Plan	
References:	NACTATR, 2018 Northern Sask Community Violence Threat Risk Assessment & Support Protocol VTRA Stage One and Stage Two-REFERENCE GUIDE	
Received by Board: January 9, 2024	Updated	Status: Approved

DEFINITION

A critical incident is any situation that causes people to experience unusually strong emotional reactions that have the potential to interfere with their ability to function.

Critical incidents include traumatic events and violent threats or actions.

Some examples of critical incidents include suicide, death of or serious injury to a staff member, family member or student, mass casualty incidents, threats to safety and natural disasters

BACKGROUND

The Division is committed to providing the safest possible environment for the students and staff in its schools.

DEFINITIONS

1. *Threat*: A threat is any expression of intent to do harm or act out violently against someone or something. Threats may be spoken, written, drawn, symbolic, posted on the Internet (TikTok, SnapChat, Facebook, etc.) or made by gesture only. Threats may be direct, indirect, conditional, or veiled.
2. *Risk*: Risk can be determined based on the level and frequency of thoughts or behaviour that suggest violence.
 - Low: Risk to target(s), students, staff and school safety is minimal.
 - Medium: The threat could be carried out; violent action is possible.
 - High: The threat appears to be an imminent danger to safety.
3. *School Response Team* consists of the principal and/or vice principal, school counsellor, a teacher who may function as an acting administrator and as needed with the assigned RCMP member. This team functions as *School Threat Assessment Team and Traumatic Events Response Team*.

4. *Traumatic Event*: A traumatic event is any situation that occurs either on-site or off-site, that may have a significant impact on students, their families, staff and/or school community.
5. *VTRA*: Violence and Threat Risk Assessment based on the model provided by the North American Centre for Threat Assessment and Trauma Response.

ADMINISTRATIVE PROCEDURES VTRA

1. When threatening behaviour are reported, the principal, designate, or any witnessing staff member will take immediate action to protect the safety of all students and staff. If there is imminent danger or the threat is time sensitive and immediate police intervention is needed, 911 must be called.
2. School Response Team members will respond after the immediate threat to student/staff safety has been contained. The School Response Team will assess whether a risk to student/staff safety still exists and develop an intervention plan to support the students(s) involved, the greater student body, staff, and the community.
3. Principals shall familiarize themselves and school staff with the Northern Saskatchewan Community Violence Threat Risk Assessment Protocol and establish a VTRA trained School Response Team.
4. VTRA training approved by the Division shall be made available to all school-based administrators, school counselors, other school staff as requested by in-school administrators, and appropriate community partners.
5. Prior to any risk assessment protocol being implemented, all students, staff and parents are to be provided with information about the protocol and procedures as “fair notice” that threatening or high-risk behaviour will not be tolerated. This will be done annually, by the Director via written notice using the Fair Notice Letter to Parents/Guardians.
6. Any person in a school having knowledge of high-risk student behaviour or threats and having reasonable grounds to believe there is a potential for high-risk behaviour has a Duty to Report the information to the principal and/or designate. Principals will ensure that students are made aware of their role in reporting violence and threats of violence to school authorities.
7. VTRAs should be enacted any time behaviour of a person of concern poses a threat to self or others. All behaviour that may pose a risk or threat to others are to be reported. This includes the behaviour of students, staff, parent/guardian, or community members (NACTATR, 2018).
8. VTRA Process
 - a. Any member of the school staff or division VTRA team may call a VTRA after reporting the threat to the school administration.
 - b. The principal or designate or the School Response Team lead will inform the division that a VTRA has been called and invite them to attend the VTRA meeting if possible.

- c. Level of risk will be determined using the VTRA Stage One and Two Reference Guide to interview others and investigate the risk further. If the risk is deemed moderate to high, continue to Stage Two and bring it in applicable community partners.
 - d. Community protocol activation will occur to gather further data. In cases involving children, the team will call Child Protective Services, Mental Health, RCMP or any other protocol partner necessary to determine if there has been any previous involvement by the student or family and collect the relevant information.
 - e. The VTRA meeting will be held within the first 48 hours by the school VTRA team and division. All information will be collected, documented, and an intervention plan will be created on the VTRA Stage One and Two form. The finished form will be shared electronically with the Director.
9. When a VTRA response occurs the Principal or designate shall:
- a. Ensure that the appropriate notifications and supports are provided for those targeted by threatening behaviour, those involved in the threat making, and their parents/guardians.
 - b. Inform the Director.
 - c. Activate the School Response Team and VTRA protocol to assess high risk behaviour and threats to determine interventions and/or support the VTRA team who has activated this process.
 - d. Contact community partners as per VTRA protocol.
 - e. Ensure that appropriate support is provided to victims.
 - f. Notify all school staff, within a reasonable time period, when the protocol has been activated as a result of high-risk behaviour provided that the risk to staff makes the knowledge essential to the safety of others.
10. When data suggests a student poses a threat to others the student may be suspended from school after the initial interviewing is completed until a more comprehensive assessment can be conducted. The School Response Team guide this process for initial assessment, planning interventions to decrease risk, and plans for re-entry into a school to safeguard the offender, other students, and staff.
11. VTRA Documentation by Principal or designate:
- a. Submit to the Division when completed.
 - b. A copy of the completed VTRA should be stored in a locked, confidential file or a secure digital file at the school.
 - c. An alert in "Other Alert Text" field in MSS should be created, under the name of the student indicating that a VTRA has been completed.
 - d. Write "VTRA exists for this student" on a piece of paper that is dated and insert it in the Student Cumulative File (CUM). Do not place a copy of the completed VTRA in the CUM file.

- e. Document and ensure follow-ups as needed including VTRA reviews at the start of each school year.
- f. When a student transfers to another school or school division, every effort must be made to notify the new administrator that a VTRA was completed and share in a confidential manner when appropriate.

ADMINISTRATIVE PROCEDURES TES

1. Each school will select members for their School Response Team at the initial staff meeting for the school year.
2. Membership must include the Principal, Vice-Principal and School Counsellor. It is also helpful to include acting principals and a few other teachers or staff members.
3. Develop a school-level traumatic events response plan using the procedures and forms from our Traumatic Events Response Guide.
4. Activate the traumatic events response plan when required.
5. The School Response Team will become familiar with your school's traumatic events response plan and ensure that each member understands their role.
6. The School Response Team will review the plan with the entire staff in the fall of each school year to ensure staff are familiar with this guide.
7. Develop a phone tree that includes all staff members.
8. When a traumatic event occurs, supports will be deployed by Division to assist the School Response Team with crisis response arrangements, and to arrange counselling and support for students and staff in distress.
9. The Principal will submit a completed Emergency Response Plan to the Division annually in September.