



**ADMINISTRATIVE POLICY No. 411**

IMPLEMENTATION FALL 2006

PROTECTIVE SERVICES

Prairie Spirit School Division requires all employees to concern themselves with the physical, social, and emotional welfare of each student. Abuse or neglect of children and youth must not be left unchecked by persons charged with the care of students.

**PROCEDURES**

**1. Reporting Children in Need of Protective Services**

- a. The Director of Education, or designate is responsible for ensuring school-based personnel have access to the most current information about children needing protective services.
- b. Principals are to familiarize themselves and their staffs with procedures and information regarding the reporting of children in need of protective services as provided in the document, *Suspected Child Abuse Protocol*. Refer to *In-School Administrators Handbook*.

**2. Cooperation with Youth Workers and Police**

- a. Interview and Interrogation
  - i. Principals and teachers are to cooperate with the police when police officers find it necessary to interrogate students. All parties are to govern themselves in accordance with the *Youth Criminal Justice Act, 2002*.
  - ii. All requests by police for interviews or interrogation with students are to be directed to the principal.

- iii. Except by specific request to the contrary by police, the principal is to notify, if necessary, the parent or guardian in advance of the interview or interrogation.
- iv. The principal is to arrange for any interviews or interrogation to be held in private. The principal or designate may be present for the interview if the student requests.
- v. If the police request to take a student from the school, the principal is to suggest that the officer contact the parent or guardian using the principal's telephone to inform them of the intended police action.
- vi. However, the police will act as their duty directs. This may require the arrest and removal of the student from the school without giving prior notice to parents or guardians.
- vii. In either event, the principal is to advise the parents or guardians of the police action as soon as is possible.

b. Search

- i. Principals and teachers are authorized to search school property in order to maintain order, safety, or discipline.
- ii. Each school is to develop procedures with respect to regular inspection by teachers of desks, lockers, and other school property used for storage of student materials. These procedures must be communicated to the students upon registration.
- iii. If the principal or teacher ascertains that there are reasonable grounds for belief that a criminal offense is being, or has been committed, that a search of the student or property will provide evidence in these matters, or will lead to the conclusion that the commission of a criminal offense has or is about to occur, a search can proceed subject to the following:
  - The search should proceed immediately if there is reason to believe that the safety of any student is in question.

- If the safety of any student is not in question:
  - i. Attempts should be made to have the student concerned present and consent to the search.
  - ii. Where the student is not present, or does not consent to the search or the school officials do not wish to undertake the search under their own authority, school officials are to contact the police and the search proceed under the direction of the police.
  - iii. At least one witness is to be present when a search takes place.
  - iv. The police must conduct all intrusive searches.
  
- iv. Any search on school premises initiated by the police is to be:
  - Authorized by warrant or,
  - In relation to drugs or weapons or,
  - Coincident with the appearance of the police for the purpose of arresting a student or,
  - In relation to a school initiated search that results in a request for police assistance.
  
- v. The principal, or designate is to accompany the police in any search unless advised by the police to the contrary.

### **3. *Illicit Use of Drugs and Alcohol***

- a. The principal may suspend any student who is in possession of, distributing, selling, or supplying drugs or alcohol listed under the *Controlled Drugs and Substances Act, 1996* or *The Food and Drugs Act, 1985* and is on school premises, school buses, or at school-sponsored activities. The suspension is to be in accordance with *Administrative Policy No. 409 – Discipline*.
- b. Any student convicted of trafficking in drugs on school property, school activities, or school buses is to be suspended after consultation with the Director of Education, in accordance with *Administrative Policy No. 409 – Discipline*.
- c. Any student who has a drug or alcohol problem and confides in a teacher or principal for the purpose of receiving assistance in overcoming the problem is to be directed to appropriate programs and services for assistance.

- d. The principal and staff are to cooperate fully with parents, community agencies, and law enforcement agencies in their attempts to solve problems associated with drug and alcohol usage.