

EASTERN SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

SUBJECT: **Caring Places to Learn/Safe School Environment**

EFFECTIVE DATE: April 7, 2011

REVIEW DATE:

SUPERSEDES: January 14, 1999

CROSS REFERENCE: Policy ADDA – Caring Places to Learn/Safe School Environment
Policy GBBA - Workplace Harassment
Policy GCO – Supervision and Evaluation of Staff
Policy KC - Community Volunteers in Schools
Policy KLG and Regulation KLG-R – Relations with Law Enforcement and Child Protection Authorities
The School Act and Regulations

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A. Expectations

1. The Eastern School District expects that teachers and staff will follow best practices in the classrooms and in the use of school property, and will use a variety of strategies to meet the learning and developmental needs of students under their care.
2. The Eastern School District expects students, staff, and parents to conduct themselves in accordance with the principle of Duty of Care as follows:
 - a) Due Regard – Students, staff members, and parents will demonstrate regard, concern, and respect for the unique differences and worth of the individual. This is the basis for all programs and procedures which the district implements, and forms the basis for trust and confidence in the commitment and competencies among the staff to improve the quality of the student's school experience – in this case the strengthening and maintaining of safe and caring learning environments. Student and parent conduct will demonstrate care for themselves, for each other, and for their school and staff.
 - b) Due Diligence - Staff members and students will demonstrate diligent effort at all levels of the District in setting purposeful objectives, organizing and directing appropriate activities, monitoring performance, and taking corrective action as required to ensure safe and caring learning environments.

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- c) Due Process - The demonstration of just treatment and due process will govern the working relationships for all people involved in the strengthening and maintaining of safe and caring learning environments. Students and staff will:
 - a. Know what is expected of them and have an opportunity to influence those expectations.
 - b. Have ample opportunity and encouragement to seek assistance and will be actively helped to meet the expectations.
 - c. Be informed of how well they are meeting the expectations.
 - d. Be helped to take corrective action and to close the gap between what is expected and what is achieved.
 - e. Be given every opportunity to be successful.
 3. The Eastern School District expects school staffs and parents to provide, through example, standards of behaviour which foster a safe and caring learning environment
 4. The Eastern School District expects students, staff, and parents to follow the requirements as outlined in the *School Act* and *School Act* Regulations.
 5. The Eastern School District will support schools in educating the public about the acceptable standards of behaviour in or on school property. School codes of conduct should be posted on websites, in handbooks and school newsletters with the indication that they apply to parents and visitors too.
 6. The Eastern School District expects all staff to report, and parents will be expected to report, all incidents which adversely affect a safe and caring learning environment.

B. Programs For Education and Violence Prevention

1. The Eastern School District will support instructional staff in their efforts to successfully implement the portions of the established curriculum which deal with self-esteem, appropriate problem-solving strategies, conflict resolution, and respect for others.
2. The Eastern School District will encourage the involvement of community-based groups in school activities that promote a safe and caring learning environment (*reference* Policy KC - Community Volunteers in Schools).
3. The Eastern School District will establish, promote, and recognize student programs and staff training which maintain and strengthen a safe and caring learning environment (*reference* Policy GCO - Supervision and Evaluation of Staff).

C. Definitions and Examples of Behaviours

Act of Verbal Abuse - *The use of language which is insulting, hurtful, offensive, reproachful, or which ridicules, disparages or belittles another person. Verbal abuse may include but is not limited to bullying, discrimination, sexual innuendo, or threats.*

Act of Violence - *Any actual or threatened physical interference with another person which has or might reasonably have had the effect of impairing another person's health, welfare or safety. Acts of violence may include but are not limited to physical bullying, discrimination, threats, or impairment of an individual's right to safety, health or personal welfare.*

Bullying - *To use any means (including technology) to coerce or intimidate another person by force or threats of any kind. Bullying may include but is not limited to the following:*

- a) Acts of physical or social retaliation to an individual, an individual's family, friend, or group.
- b) Threats of physical or social retaliation to an individual, an individual's family, friend or group.
- c) Acts of verbal aggression such as unwanted jokes, name-calling, demeaning or offensive remarks, or innuendoes with regard to one's gender, sexual orientation, race, culture, religion, ethnicity, age, physical attribute, perceived social status, disability.
- d) Slander or the spreading of rumours.
- e) Petty theft, extortion, demand for favours.
- f) Intentional exclusion and manipulation of friendships.
- g) Territorial bans.
- h) Coercion.

Bystander- *Someone who may encourage or witness bullying, harassment, or discrimination.*

Cyber bullying – *Cyber bullying is using electronic means to intimidate, harm, exclude or ruin a reputation. Cyber bullying includes the use of emails and instant messaging, text or digital imaging sent on cell phones, web pages and web logs (blogs), chat rooms and discussion groups to spread rumours, images or hurtful comments. Although cyber bullying usually occurs outside the school, it can negatively affect the learning environment and student safety in the school.*

Discrimination - *Any distinction, exclusion, restriction, differential treatment or preference of any individual or group of individuals based upon race, religion, creed, color, sex, marital or family status, national or ethnic origin, age, physical or mental handicap, political belief, sexual orientation, source of income, or socio-economic status of any individual or class of individuals that has the purpose or effect of nullifying or impairing the right of every individual and every group of individuals to full and equal recognition on the basis of personal merit and to the exercise of human rights and freedoms. Discrimination based upon race, colour, descent, national or ethnic origin, physical appearance, gender, sexual orientation, and socio-economic status, may include, but is not limited to:*

- a) Banter.
- b) Jokes.
- c) Practical jokes.
- d) Name calling.
- e) Innuendo.
- f) Discourteous treatment.
- g) Offensive pictures, material or graffiti.
- h) Threats.
- i) Refusal to associate with or exclusion of others.
- j) Physical violence or implied violence.

District Response Team (*Reference 1*) - *A group of school-based and board-based professionals called together to assess an allegation of a criminal, sexual, or other serious nature at a school.*

Electronic Devices - *Devices for communication by electronic means such as telephone, e-mail, facsimile, pager, etc.*

Harassment - *Engaging in a course of vexatious comment or conduct that is known to be unwelcome by another person.* Harassment may include, but is not limited to, acts of verbal abuse, acts of violence, discrimination, sexual misconduct or threats, and may or may not be related to another person's sex or gender.

Parent/Guardian – *A mother, a father, or a guardian who has custody of, or access to a student under an enactment or by virtue of any court order (School Act).*

School Property - *All buildings, vehicles or land owned or leased by the Eastern School District.*

Sexual Misconduct and Sexual Abuse - *Sexual misconduct is sexual or gender-based harassment of another person.*

Sexual abuse is defined as any activity of a sexual nature in which a student's sexual integrity is violated and may include acts of touching, fondling, exhibitionism, harassment, exploitation, molestation, intercourse.

Sexual misconduct and sexual abuse may include but are not limited to the following:

- a) The display of sexually offensive pictures, graffiti, or other materials.
- b) Insults and/or unwanted jokes of a sexual nature.
- c) Sexual or gender-related comments about an individual's appearance, physical attributes, mannerisms, or characteristics.
- d) Sexually suggestive gestures.
- e) Leering.
- f) Comments or questions about an individual's sexual activities.
- g) Following or stalking.
- h) Deliberate closeness.
- l) Suggestive, demeaning or offensive remarks or innuendoes of a sexual nature.

- j) Demands for dates or sexual favors.
- k) Propositions of physical intimacy.
- l) Touching of a sexual nature (touching of a sexual nature which involves an intentional application of force without consent constitutes sexual abuse).
- m) Threats of a sexual nature.

Staff Member - *An employee of the Eastern School District or any person authorized to be on school property on a regular basis.*

Student - *A school student or other child under the care and direction of a staff member.*

Threat - *A use of words or actions which is, either expressly or implied, designed to instill fear in another person. Threats may include, but are not limited to notes, pictures, physical gestures, telephone calls, electronic messages, or personal property violations.*

Visitor – *A person who comes in to the school for purposes other than volunteering.*

Volunteer – *A person who carries out unpaid work in the school in any capacity (i.e., assisting in a classroom, library, with extra-curricular activities).*

Weapon - *Anything used or intended for use in causing death or injury to persons, whether designed for such purpose or not; or anything used or intended for use for the purpose of threatening or intimidating any person.*

D. Intervention and Procedures to Prevent or Deal with Violations

The Eastern School District will support interventions through the recommended responses to specific behaviours as outlined in the following Procedures.

The Eastern School District will support prevention education which may include curriculum-based programs, community-based programs, and programs as outlined in these regulations and District guidelines.

PROCEDURES

I. These regulations will guide the response in situations where there is a concern or complaint about the behaviour of a student.

A. Student to Student - where one student or a group of students exhibit or promote by providing an audience, unacceptable behaviour against another student or group of students

- 1) Acts of Verbal Abuse
 - a) All allegations will be reported to the principal/designate for investigation.
 - b) Allegations will normally be resolved at the school level.

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- c) Acts of verbal abuse will result in disciplinary action and may include suspension as outlined in *School Act Regulations*.
 - d) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).
- 2) Acts of Violence
- a) All allegations of acts of violence will be reported to the principal/designate and parents should be contacted.
 - b) All acts of violence resulting in serious injury will be reported to the parents and Superintendent of Education/designate, and may be reported to police authorities and criminal charges may be initiated.
 - c) All acts of violence involving a weapon will be reported to police authorities and the Superintendent of Education.
 - d) Acts of violence will result in disciplinary action and may include suspension, expulsion or alternate schooling.
 - e) All acts of violence resulting in injury will be reported on the District School Incident Report Form.
 - f) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).
- 3) Bullying (This includes cyber bullying)
- a) All allegations will be reported to the principal/designate for investigation.
 - b) Allegations will normally be resolved at the school level.
 - c) Bullying will result in disciplinary action and may include suspensions as outlined in *School Act Regulations*.
 - d) Parents may be contacted.
 - e) Police may be contacted.
 - f) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).
- 4) Discrimination
- a) All allegations will be reported to the principal/designate for investigation.
 - b) Allegations will normally be resolved at the school level.
 - c) Discrimination may result in disciplinary action and may include suspension as outlined in *School Act Regulations*.
 - d) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).
- 5) Sexual Abuse and Sexual Misconduct
- Sexual Abuse
- a) In all cases of allegations of suspected sexual abuse, the Child Sexual Abuse Protocol will be followed as required by legislation.
 - b) Child and Family Services will be contacted and a report will be made to Police in line with Policy KLG and Regulation KLG-R – Relations with Law Enforcement and Child Protection Authorities.

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- c) The District Response Team (*Reference 1*) will be consulted and a report made to the Superintendent of Education.
 - d) The initial investigation will not be conducted by school board personnel.
 - e) Disciplinary action including suspension as outlined in *School Act* Regulations may result.
 - f) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).

Sexual Misconduct

- a) Allegations of sexual misconduct will be reported to the principal/designate and parents will be contacted.
- b) Allegations of sexual misconduct will require that the District Response Team (*Reference 1*) be consulted, with a report to the Superintendent of Education.
- c) Sexual misconduct will result in disciplinary action which may include suspensions under *School Act* Regulations.
- d) An alternative education setting may be recommended.
- e) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).

6) Threats

- a) All allegations of threats will be reported to the principal/designate for investigation.
- b) Parents may be contacted.
- c) Allegations of threats using electronic devices will be referred to police authorities.
- d) Police may be contacted and criminal charges may be initiated.
- e) Threats will result in disciplinary action which may include suspension under *School Act* Regulations.
- f) An alternate education setting may be recommended.
- g) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).

7) Trespassing

- a) Blatant disregard for restricted school property access may result in police involvement.

8) Weapons

- a) Any weapons on school property will be confiscated and may be released to police as required by law.
- b) Police may be contacted.
- c) Parents will be contacted.
- d) An alternate school setting may be recommended.
- e) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).

B. Student To Staff - where a student exhibits unacceptable behaviour toward a staff member

- 1) Acts of Verbal Abuse
 - a) All allegations of acts of verbal abuse will be reported to the principal/designate. Parents may be contacted.
 - b) Allegations will normally be resolved at the school level.
 - c) Acts of verbal abuse will result in discipline and may include suspension as outlined in *School Act* Regulations
 - d) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).

- 2) Acts of Violence
 - a) All allegations of acts of violence against a staff member will be reported to the principal/designate and the Superintendent of Education/designate.
 - b) All allegations involving a weapon or threat of a weapon will be reported to police authorities and charges may be initiated.
 - c) Parents must be contacted and follow Policy KLG and Regulation KLG-R – Relations with Law Enforcement and Child Protection Authorities.
 - d) All acts of violence will result in disciplinary action and may include suspensions, alternative placement or expulsion.
 - e) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).

- 3) Bullying
 - a) All allegations will be reported to the principal/designate.
 - b) Allegations will normally be resolved at the school level.
 - c) Bullying may result in disciplinary action including suspension as outlined in the *School Act* Regulations.
 - d) Parents may be contacted.
 - e) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).

- 4) Discrimination
 - a) All allegations of discrimination will be reported to the principal/designate and the Superintendent of Education/designate.
 - b) Parents will be contacted.
 - c) Discrimination will result in disciplinary action and may include suspension as outlined in *School Act* Regulations.
 - e) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).

- 5) Sexual Abuse and Sexual Misconduct
Sexual Abuse
The sexual misconduct intervention process will be followed.

Sexual Misconduct

- a) Any allegation of sexual misconduct will be reported to the principal/designate and the Superintendent of Education/designate for investigation and disposition.
 - b) District Response Team (*Reference 1*) may be contacted by the Principal.
 - c) Parents will be contacted.
 - d) Police may be contacted.
 - e) Sexual misconduct will result in disciplinary action and may include suspension under *School Act* Regulations.
 - f) An alternative education setting may be recommended.
 - g) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).
- 6) Threats
- a) All allegations of threats will be reported to the principal/designate and the Superintendent of Education/designate.
 - b) Allegations of threats of use of weapons or a threat communicated by an electronic device will be reported to police authorities.
 - c) Parents may be contacted.
 - d) Threats will result in disciplinary action and may include suspension as outlined in *School Act* Regulations.
 - e) An alternate education setting may be recommended.
 - f) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).
- 7) Trespassing
- a) Blatant disregard for restricted school property access may result in police involvement.
- 8) Weapons
- a) Any weapons on school property will be confiscated and may be released to police as required by law.
 - b) Police may be contacted.
 - c) Parents will be contacted.
 - d) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).

II. These regulations will guide the response in situations where there is a concern or complaint about the behaviour of a staff member.

A. Staff to Student - where a staff member exhibits unacceptable behaviour against a student or group of students

- 1) Acts of Verbal Abuse
 - a) All allegations of acts of verbal abuse will be reported to the employee's supervisor and, where warranted, the Superintendent of Education/designate for investigation and disposition.

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- b) Parents will be contacted.
 - c) Investigation will include accounts of the allegation and documented times and incidents.
 - d) Acts of verbal abuse may result in reprimand, leave or suspension.
 - e) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).
- 2) Acts of Violence
- a) All allegations of acts of violence against a student will be reported to the supervisor who will investigate and report to the Superintendent of Education/designate.
 - b) Parents will be contacted.
 - c) The District Response Team (*Reference 1*) may be contacted by the principal.
 - d) Police authorities and child welfare authorities may be contacted.
 - e) Investigation will include a report of the incident including documented times and incidents.
 - f) Acts of violence may result in reprimand, leave, criminal charges and termination.
 - g) The school staff and/or the District Response Team (*Reference 1*) will ensure That appropriate counselling is made available to the victim(s) and alleged assailant(s).
- 3) Bullying
- a) All allegations of bullying will be reported to the employee's supervisor/designate and, where warranted, the Superintendent of Education/designate for investigation and disposition.
 - b) Parents will be contacted.
 - c) Investigations will include an account of the allegation and documented times and incidents.
 - d) Bullying may result in reprimand or leave. Staff will be dealt with according to the appropriate collective agreement.
 - e) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).
- 4) Discrimination
- a) All allegations will be reported to the employee's supervisor and the Superintendent of Education/designate for investigation and disposition.
 - b) Parents will be contacted.
 - c) Investigations will include a report of the incident including documented times and incidents.
 - d) Discrimination may result in a reprimand, a leave or termination.
 - e) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).

5) Sexual Abuse and Sexual Misconduct

Sexual Abuse

- a) Any allegation of sexual abuse will follow the Child Sexual Abuse Protocol as required by legislation, and the employee's supervisor will be informed. Police and Child and Family Services will be contacted.
- b) Parents will be contacted.
- c) The District Response Team (*Reference 1*) will be consulted and make a report to the Superintendent of Education.
- d) Any allegation of sexual abuse will require the Superintendent of Education/designate to meet with the staff member immediately so appropriate action can be taken.
- e) Criminal charges may result from police investigation.
- f) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).

Sexual Misconduct

- a) Any allegation of sexual misconduct will be reported to the Superintendent of Education/designate, Child and Family Services and police authorities.
- b) Allegations of sexual misconduct will require that the District Response Team (*Reference 1*) be consulted, and a report will be made to the Superintendent of Education.
- c) Parents will be contacted.
- d) Any staff member accused of sexual misconduct will meet immediately with the Superintendent of Education/designate.
- e) Sexual misconduct may result in a reprimand, leave, suspension/termination or criminal charges.
- f) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).

6) Threats

- a) All allegations of threats will be reported to the employee's supervisor and, where warranted, the Superintendent of Education/designate for investigation and disposition.
- b) Parents will be contacted.
- c) Investigation will include an account of the incident and a record of times and location of incidents.
- d) Threats may result in a reprimand, leave and/or suspension/termination.

7) Trespassing

- a) Blatant disregard for restricted school property access may result in police involvement.

8) Weapons

- a) Any weapons on school property will be confiscated and may be released to police as required by law.
- b) Parents will be contacted.
- c) Police may be contacted.
- d) The school staff and/or the District Response Team (*Reference 1*) will ensure that appropriate counselling is made available to the victim(s) and alleged assailant(s).

- B. Staff to Staff** - where a staff member exhibits unacceptable behaviour against another staff member.

All allegations will be dealt with through the Eastern School District Policy GBBA, Workplace Harassment.

- C. Parents, Volunteers and Visitors to Schools** are welcome in our buildings. The code of conduct for each school applies to all who are in the buildings (students, staff, parents, volunteers and visitors). Unacceptable behavior by any of these groups will not be tolerated, and may result in consequences.

Any inappropriate behavior will be reported to the principal/designate. Incidents will typically be resolved at a school level. Serious incidents will require additional consequences.

Reference 1**CARING PLACES TO LEARN/SAFE SCHOOL ENVIRONMENT
CHECKLIST FOR DISTRICT RESPONSE TEAMS**

The **District Response Team** is a group of school-based and board-based professionals called together by the school principal to assess an allegation of a criminal, sexual, or other serious nature at a school. The team will follow the following procedures:

1. Review the facts.
2. Determine safety issues, and take appropriate action to maintain a safe and caring environment.
3. Ensure that the appropriate procedures for the incident (from the Caring Places to Learn/Safe School Environments Procedures) are followed.
4. Ensure that adequate support for the victim(s) of the incident is in place. This support includes the following aspects:
 - a) The security and emotional needs of the victim(s) will guide decision-making.
 - b) Medical assistance is arranged if necessary.
 - c) Subsequent to the notification of appropriate authorities according to the Child Sexual Abuse Protocol, parents/guardians will be informed and involved throughout the process.
 - d) Counselling responsibilities will be assigned as soon as possible, and monitored as warranted.
 - e) The student will be assisted in accessing helping services within the school and larger community.
5. Where possible, ensure that appropriate counselling and support services are also in place for the alleged assailant(s).
6. Notify the Superintendent of issues.
7. Establish an internal and external communications strategy, and designate a spokesperson (who will usually be the Superintendent).
8. Determine the scope of the “need to know” facts, and who should be included, in order to protect confidentiality and to make sure that the appropriate people are informed.
9. Recommend suspensions and/or alternate placements, if necessary.
10. Ensure that an incident report form is completed and maintained on file at the District Office.
11. Continue to monitor the situation until closure as warranted.

Reference 2**Excerpts from the PEI School Act****D. Student Responsibilities**

72. *Students enrolled in a school have the following responsibilities:*
- (a) *to observe the code of conduct and other rules and policies of the school board and of the school;*
 - (b) *to attend classes regularly and punctually and participate in the educational programs in which the student is enrolled;*
 - (c) *to be diligent in pursuing the student's studies;*
 - (d) *to respect the rights of others. 1993,c.35,s.72.*

I. Responsibilities of Teachers

98. *Every teacher shall, in accordance with the Act, the regulations, the teacher's contract of employment and the collective agreement*
- (a) *teach the educational programs that are prescribed, approved or authorized pursuant to this Act and assigned to the teacher by the principal or the school board;*
 - (b) *encourage students in the pursuit of learning;*
 - (c) *consult with parents where necessary and encourage parents to co-operate with and encourage their children's participation in school programs and activities;*
 - (d) *assist in developing co-operation and co-ordination of effort among staff members of the school;*
 - (e) *maintain, under the direction of the principal, order and discipline in the school, on school property and during activities sponsored or approved by the school board;*
 - (f) *attend to the health, comfort and safety of students under the teacher's supervision;*
 - (g) *immediately report to the principal the possibility that a student has a regulated, notifiable or nuisance disease;*
 - (h) *conduct classes and carry out such other responsibilities as are assigned to the teacher by the principal or by the school board;*
 - (i) *keep up to date on the content and pedagogy of the fields in which they teach;*
 - (j) *deliver class attendance and other records, the school key and other school property in the teacher's possession to the school board on demand, or when the teacher's employment ceases for any reason. 1993,c.35,s.98.*

J. Responsibilities of Principals

99. *The principal of a school shall, subject to the Minister's directives and the policies of the school board*
- (a) *be responsible for such school as may be assigned by the school board;*
 - (b) *provide educational leadership in the school;*
 - (c) *ensure that the instruction provided by teachers employed at the school is consistent with the courses of study and education programs prescribed, approved or authorized pursuant to this Act;*
 - (d) *perform the supervisory, management and other duties required or assigned by the Unit Superintendent or the school board;*
 - (e) *evaluate or make provision for the evaluation of teachers under the principal's supervision and report to the Unit Superintendent respecting the evaluation;*
 - (f) *perform teaching duties as assigned by the school board;*
 - (g) *maintain proper order and discipline in the school and on the school property and during activities sponsored or approved by the school board;*
 - (h) *foster co-operation and co-ordination of effort among staff members of the school*
 - (i) *ensure records are maintained in respect of each student enrolled in the school in accordance with the regulations and school board policy;*
 - (j) *ensure that teachers conduct such assessments as are appropriate to determine the progress and promotion of students, as required by the Minister or the school board;*
 - (k) *consult with teachers and promote such students as the principal considers proper and cause to be issued to students such statements, report cards or certificates as are appropriate;*
 - (l) *report to the Unit Superintendent or to the school board as required on matters concerning the school;*
 - (m) *attend to the health, comfort and safety of the students;*
 - (n) *report notifiable, nuisance and regulated diseases to the Chief Health Officer;*
 - (o) *encourage the establishment of and consult the School Council on matters relevant to its functions;*
 - (p) *initiate the development of a school improvement plan. 1993,c.35,s.99; 1994,c.56,s.24 {eff.}May 26/94.*

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