

Lester B. Pearson
School Board



Commission scolaire
Lester-B.-Pearson

**REGISTER OF POLICIES,
PROCEDURES AND BY-LAWS**

**POLICY ON SAFE
AND CARING SCHOOLS**

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TABLE OF CONTENTS

INTRODUCTION	3
BULLYING AND VIOLENT BEHAVIOUR – YOUTH SECTOR	
Definition.....	5
Procedures Relating to Bullying and Violent Behaviour – Youth Sector.....	6
HARASSMENT AMONG STUDENTS WITHIN THE ADULT AND VOCATIONAL SECTOR (AVE) AND AMONG LBPSB EMPLOYEES AND NON-EMPLOYEES	
Definition.....	9
Procedures for AVE Students and Non-Employees.....	10
Procedures for Employees.....	12
VIOLENT BEHAVIOUR AMONG STUDENTS WITHIN THE ADULT AND VOCATIONAL SECTOR (AVE) AND VIOLENT BEHAVIOUR AND AMONG LBPSB EMPLOYEES AND NON-EMPLOYEES	
Procedures for Students.....	16
Procedures for Non-Employees.....	16
Procedures for Employees.....	16
POSSESSION OF WEAPONS	
Definition.....	18
Procedures for Students Relating to Weapons.....	18
Procedures for Non-Employees Relating to Weapons.....	20
Procedures for Employees Relating to Weapons.....	21
SUBSTANCE ABUSE, SMOKING AND GAMBLING	
Definition.....	22
Prevention.....	22
Intervention.....	22
Disciplinary Action.....	22
FIRST AID	29
DISTRIBUTING MEDICATIONS IN SCHOOLS AND CENTRES	
Preamble.....	31
Procedures Regarding the Distribution of Medication.....	31
Exceptional Medical Situations.....	33
SEVERE ALLERGIES	35
ADDENDA	37

INTRODUCTION

The Lester B. Pearson School Board believes that everyone in its community is entitled to a safe, healthy, secure, respectful and caring environment. The School Board believes that education should prepare our students for a responsible life in a free society, in a spirit of understanding, peace, tolerance, and equality of sexes based on the principles of respect, diversity and inclusion.

The School Board also believes that education should develop an understanding of human rights and fundamental freedoms, as well as, respect for the natural environment.

Such an environment will be maintained by:

- Promoting a safe and healthy environment in the Lester B. Pearson School Board community.
- Promoting and supporting preventative measures and programs that positively impact school climate.
- Promoting a clear awareness and understanding of all forms of bullying and violent behaviour (as defined in the Education Act article 13), harassment, and/or possession of weapons.
- Acting upon reports and **complaints**¹ of incidents promptly, fairly and judiciously in accordance with the established procedures and the law while respecting the confidentiality of all parties concerned.
- Promoting an awareness of the potential mentally, physically and socially harmful effects of substance abuse and gambling as problems in society. The goal is to have the student take control of his/her life by acquiring the necessary skills to prevent problems associated with substance abuse and gambling.
- Developing awareness and courses of actions for severe allergies in order to minimize the risk of exposure of the students with severe allergies to potentially life threatening **allergens**²
- Establishing complementary policies and procedures which enhance the safety and security of the school communities.

The Lester B. Pearson School Board also believes that the school board's administrators, staff, **parents**³, **students**⁴, volunteers and all those present in the school's environment have a responsibility to ensure that the right to be safe and secure is upheld. This includes the responsibility to report or safely intervene in all incidents that compromise the safety and security of others.

The Policy on Safe and Caring Schools governs the youth sector, the adult and vocational sector, the board's employees and all members of the Lester B. Pearson School Board community while they are involved in activities under the jurisdiction of the school board and/or whose actions may negatively impact activities under the jurisdiction of the School Board.

This policy refers to the following topics:

- **Bullying (including in cyber-space)**
 - **Violent Behaviour**
 - **Harassment**
 - **Possession of Weapons**
 - **Substance Abuse, Smoking and Gambling**
 - **First Aid**
 - **Distributing Medications in Schools and Centres**
 - **Severe Allergies**
-
- *Nothing in this policy shall be interpreted in a manner inhibiting an administrator's use of his/her best judgement and discretion consistent with providing a safe and caring learning environment.*
 - *This policy does not absolve individuals from carrying out their professional and legal obligations.*
 - *The school or centre administrator has the authority to deal with any situation related to providing a safe learning environment not covered in this policy.*
 - *As per the Education Act, nothing in this policy affects the right of the Council of Commissioners to expel a student for sufficient cause. The student and the parents of a student have the opportunity to be heard. The student and the parents of a student affected by a decision have recourse to request the reconsideration of a decision as well as recourse to the bylaw pertaining to the complaint procedure.*

BULLYING AND VIOLENT BEHAVIOUR – YOUTH SECTOR⁵

The Education Act outlines the contributions of all stakeholders, including students, parents, staff, governing board and the school board, regarding their responsibility towards the elimination of bullying and violent behaviour in the school community. In particular, Articles 75.1 and 96.12 outline the school's responsibility to develop, implement, and review an anti-bullying and anti-violence plan in collaboration with school staff on an annual basis. This plan must be approved by the governing board and reported on annually.

Definitions

Bullying: Bullying is defined in the Education Act (Article 13) as: “A repeated direct or indirect behavior, comment, act or gesture whether deliberate or not, including in cyberspace, which occurs in the context where there is an imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes”.

Violence: Violence is defined in the Education Act (Article 13) as: “Any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights of property”.

Bullying and violent behaviour may include but are not limited to:

- any action, intentional or not, including action of a sexual nature, directed at an individual or group by another individual or group who know or ought to know that their action is unwanted;
- any implied or explicit bribe, and/or threat of reprisal;
- any behaviour, verbal or physical, which creates an intimidating or hostile atmosphere;
- any action, intentional or not, that demeans an individual or group;
- any threat or perceived threat to or abuse of personal property;
- unwelcome/offensive/inappropriate leering or staring;
- unwelcome presence on school property, in the school or at school-sponsored events;
- racial slurs, epithets, threats that are verbal or written;
- abusive language that is verbal or written, gestures, derogatory comments or degrading descriptions;

- inappropriate communication including that about an individual's body, sexual orientation, age, religion, attire, racial origin, or overly personal comments, voice mail messages, faxes, emails, social media and/or numerous or lengthy phone calls;
- invasion of an individual's privacy;
- stalking or any form of invasion of a person's privacy in a manner that causes fear to its target.
- inappropriate and/or unwelcome jokes, stories, drawings, pictures, gestures, photographs or videos;
- the spreading of malicious rumours;
- suggestions or demands for payment accompanied by implied or explicit threats (taxing);
- cornering or blocking normal movements, or attempting to intimidate someone by a physical presence or an inappropriate proximity;
- any form of harassment including misuse of power or position;
- misuse of technology to invade or threaten personal privacy or to disrupt the culture for learning;
- fighting with or **assaulting**⁶ other individual(s)
- Using or threatening to use an object or weapon to intimidate, assault or injure.

Procedures Relating to Bullying and Violent Behaviour – Youth Sector

The code of conduct for each school within the youth sector must specify:

- the attitudes and conduct that are required of students at all times;
- the behaviours and verbal or other exchanges that are prohibited at all times, including during school transportation, regardless of the means used, including social media;
- the applicable disciplinary sanctions, according to the severity or repetitive nature of the prohibited act.

All schools within the youth sector shall receive and promptly deal with all reports or complaints concerning bullying or violent behaviour as per their anti-bullying and anti-violence plan. The main purpose of the plan must be to prevent and stop all forms of bullying and violence targeting a student, a teacher or any other school staff member.

Any student who engages in bullying or violent behaviour in the school setting will be subject to disciplinary action. Disciplinary and/or corrective actions may also be applied to students who fail to meet their responsibility to report or safely intervene in incidents that compromise the safety and security of others.

Any disciplinary action must be fair, equitable, and consistent with the general aims and goals of education as well as the school's anti-bullying and anti-violence plan. Whenever possible, the disciplinary action should allow for effective learning. As part of the total teaching and learning process, the action should promote the development of integrity, accountability, personal ethics and self-management.

Examples of disciplinary and/or corrective actions may include, but are not limited to:

- an apology
- restitution
- community service
- mediation/peer mediation
- conflict resolution
- **the planning room**⁷
- anger management
- parental involvement
- probation
- mandatory participation in educational activities related to bullying, violence or harassment
- a project or presentation to others on any aspect of bullying, violence or harassment
- detention
- suspension, transfer or **expulsion**⁸
- a combination of any of the above
- any other appropriate action the administrator deems necessary including counselling
- removal of the offensive material or comment
- police involvement

The school board may recommend additional action such as counselling or other interventions.

The length of a suspension will depend on the severity of the incident, the degree of involvement of the individual student and whether it is a repeated offence.

- Where the offence is deemed to constitute an attack by two or more students on another, whether provoked or unprovoked, the police may be involved and the length of suspension will be up to ten (10) school days.

- Students, who in the absence of mitigating circumstances commit an offence against another person to the extent that serious bodily injury requiring medical intervention ensues, will be suspended for up to fifteen (15) school days, may be transferred from that school and may be recommended for expulsion. The police may be involved.

In all cases, if the safety and security of the students and/or staff are perceived to be at risk, the police shall be called immediately.

For any report or complaint involving sexual harassment of a minor, the Department of Youth Protection is alerted. An adult who has become aware of an alleged incident of sexual harassment of a minor is responsible for alerting the Department of Youth Protection. However, it is strongly recommended that the Principal also be informed. The police may be involved.

Following any incident of bullying or violent behaviour a written report will be kept and confidentially filed by the Principal, in accordance with the school anti-bullying and anti-violence plan, and will be reported to the appropriate Regional Director.

HARASSMENT AMONG STUDENTS WITHIN THE ADULT AND VOCATIONAL SECTOR (AVE) AND AMONG LBPSB EMPLOYEES AND NON-EMPLOYEES

Definition

Harassment means any behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, and actions or gestures that affect a person's dignity or psychological or physical integrity and that result in a harmful environment for that person. Generally, harassment consists of repeated acts. However, a single action may also be considered to be harassment.

Harassment may include but is not limited to:

- any action, intentional or not, including action of a sexual nature, directed at an individual or group by another individual or group who know or ought to know that their action is unwanted;
- any implied or explicit bribe, and/or threat of reprisal;
- any behaviour, verbal or physical, which creates an intimidating or hostile atmosphere;
- any action, intentional or not, that demeans an individual or group;
- any threat or perceived threat to or abuse of personal property;
- unwelcome/offensive/inappropriate leering or staring;
- unwelcome presence on school property, in the school or at school-sponsored events;
- racial slurs, epithets, threats that are verbal or written;
- abusive language that is verbal or written, gestures, derogatory comments or degrading descriptions;
- inappropriate communication including that about an individual's body, sexual orientation, age, religion, attire, racial origin, or overly personal comments, voice mail messages, faxes, emails, social media and/or numerous or lengthy phone calls;
- invasion of an individual's privacy;
- stalking or any form of invasion of a person's privacy in a manner that causes fear to its target;

- inappropriate and/or unwelcome jokes, stories, drawings, pictures, gestures, photographs or videos;
- the spreading of malicious rumours;
- suggestions or demands for payment accompanied by implied or explicit threats (taxing);
- cornering or blocking normal movements, or attempting to intimidate someone by a physical presence or an inappropriate proximity;
- misuse of power or position;
- misuse of technology to invade or threaten personal privacy or to disrupt the culture for learning;
- fighting with or assaulting other individual(s);
- using or threatening the use of an object or weapon to intimidate, assault or injure.

Procedures for AVE Students and for Non-Employees

Reporting an Incident of Harassment

All members of the community are expected to report incidents of harassment involving themselves or others. The administration of the school or centre should be promptly informed.

Each complaint of harassment will be investigated promptly in a way that respects the privacy and confidentiality of all parties concerned, to the extent permitted by the law and to the extent practical and appropriate under the circumstances.

The director, administrator, teacher, guidance counsellor or other school personnel will meet with the parties involved.

The complainant may pursue the following courses of action:

1. proceed to an ***informal resolution***⁹
2. proceed directly to ***formal recourse***¹⁰
3. take no further action under these procedures

The choice is a personal decision made by the individual alleging harassment. A student may seek guidance from staff as to which avenue to pursue.

When the complaint involves sexual harassment of a minor, the Department of Youth Protection is alerted. In addition, when the harassment of a minor is by an adult, the formal recourse shall be followed. An adult who has become aware of an alleged incident of sexual harassment of a minor is responsible for alerting the Department of Youth Protection. However, it is strongly recommended that the Principal or Centre Director also be informed. The police may be involved.

Courses of Action

Informal Resolution

The aim of an informal resolution is to arrive at a solution which is mutually satisfactory to all parties.

During any meeting related to this process, the alleged offender is entitled to the same fairness and consideration as is afforded the complainant.

The complainant will be advised of the available courses of action, time lines and consequences. Depending on the nature of the incident, appropriate action may include:

1. A recommendation to the complainant to express verbally, or in writing, his/her concern about the incident to the other party, and a request that the behaviour cease.
2. A recommendation that the complainant keep a record of the incident(s), including dates, times, locations and possible witnesses.
3. **Mediation**¹¹ between the two parties is suggested where possible and appropriate.
4. A recommendation to proceed to formal recourse.

Where actions 1, 2, and/or 3 are followed, there will be a timely follow-up meeting(s) to determine whether the situation has been resolved or whether the complainant should proceed to the formal reporting stage. If there has been a failure to resolve through mediation, the mediator may recommend to the complainant to seek formal recourse.

Formal Recourse

Formal complaints are to be put in writing, signed by the complainant and forwarded to the Principal or the Centre Director or the appropriate Director. The written complaint should be detailed.

In the case of a minor student being either the complainant or the alleged offender, the parent will be informed.

During their respective meetings related to this process, the complainant and the alleged offender will each have the right to have an advocate present, such as a friend, parent or other adult. The alleged offender is entitled to the same fairness and consideration as is afforded the complainant.

Once the written complaint has been received, the administrator or his delegate will carry out an investigation as expeditiously as possible. If it is determined that harassment has occurred, the appropriate action will be taken.

The administration will assure that appropriate support is provided for both the complainant and the alleged offender and that the parties will be advised.

Report

Following the investigation, a written report will be placed in an appropriate confidential file retained by the principal or the centre director, and a confidential copy will be sent to the appropriate Director.

Harassing behaviour involving adults will not be tolerated and will be referred to the appropriate authority for immediate intervention. Access to the school or centre property may be restricted.

Procedure for Employees

Reporting an Incident of Harassment

All are encouraged and expected to report incidents of harassment involving themselves or others.

The complainant should go first to the immediate superior of the alleged offender or to his/her immediate superior (school Principal, Centre Director, or appropriate Director, etc.) who will inform the Director of Human Resources. Exceptionally, the complainant may go directly to the Director of Human Resources.

In all cases, the Director of Human Resources shall be involved. The Director of Human Resources will keep the Director General informed of the investigation and outcome.

Each complaint of harassment will be investigated promptly in a way that respects the privacy of all parties concerned, to the extent permitted by the law and to the extent practical and appropriate under the circumstances. The Director or Administrator will meet with the parties involved.

The complainant may pursue the following courses of action:

1. proceed to an informal resolution;
2. proceed directly to formal recourse;
3. take no further action under these procedures.

The choice of course of action is a personal decision made by the individual alleging harassment. The employee may also choose to approach the situation with the assistance of a union or association representative.

Courses of Action

Informal Resolution

The aim of an informal resolution is to arrive at a solution which is mutually satisfactory to all parties.

During their respective meetings related to this process, the complainant and the alleged offender will each have the right to have an advocate present, such as a friend, parent or other adult. The alleged offender is entitled to the same fairness and consideration as is afforded the complainant.

The complainant will be advised of the available courses of action, time lines and consequences. Depending on the nature of the incident, appropriate action may include:

1. A recommendation to the complainant to express verbally, or in writing, his/her concern about the incident to the other party, and a request that the behaviour cease.
2. A recommendation that the complainant keep a record of the incident(s), including dates, times, locations and possible witnesses.
3. Mediation between the two parties is suggested where possible.
4. A recommendation to proceed to formal recourse.

Where actions 1, 2, and/or 3 are followed, there will be a timely follow-up meeting(s) to determine whether the situation has been resolved or whether the complainant should proceed to the formal reporting stage. If there has been a failure to resolve through mediation, the mediator may recommend to the complainant to seek formal recourse.

Formal Recourse

The complainant will be asked to submit a detailed written statement describing the incident(s). If the complainant is unable to submit a written statement, the Director of Human Resources or the person to whom the complaint is submitted to will prepare a written declaration of the incident as reported by the complainant. The complainant will be requested to sign and date the written declaration to indicate that it accurately reflects the incident(s) he/she reported. It should be understood that if outside recourse is taken, this document may be required in court. Procedural fairness must be adhered to at all times. Confidentiality must be respected by all parties involved at all times.

Within a reasonable amount of time after receiving a formal complaint, the Director of Human Resources, or a designated person, will meet individually with each party involved, to determine the gravity of the complaint and decide on the most appropriate intervention.

If a formal investigation is necessary, the Director of Human Resources shall:

- a) advise the alleged offender in writing of the nature of the complaint and inform the employee of his/her rights;
- b) with the permission from the complainant, give a copy of the written complaint to the alleged offender; should the complainant refuse that a copy be given to the alleged offender, the content of the complaint will be given verbally to the alleged offender by the Director of Human Resources or its delegate;
- c) advise the alleged offender of the investigation;
- d) mandate an investigator;
- e) receive the report of the investigation which will state whether or not the situation constitutes harassment. This report may contain recommendations.

The Director of Human Resources will inform the complainant and the alleged offender in writing of the conclusion of the investigation within ten (10) working days after receipt of the report. He/she will initiate action, when necessary, in accordance with the LBPSB policies, collective agreements and practices relating to employee discipline. This may include formal disciplinary measures.

Requests for a review of the measure(s) taken must be made in writing by either party to the Director General within ten (10) working days after said measure(s) has been taken.

Appropriate disciplinary action will be taken in the event of malicious complaints.

The Director of Human Resources shall ensure that appropriate support services are offered to both the complainant and the alleged offender.

Report

The investigator's written report will be kept in a confidential file by the Human Resources Director.

VIOLENT BEHAVIOUR AMONG STUDENTS WITHIN THE ADULT AND VOCATIONAL SECTOR AND VIOLENT BEHAVIOUR AMONG LBPSE EMPLOYEES AND NON-EMPLOYEES

Procedures for Students

Violence is defined in the Education Act (section 13) as: “Any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights of property”.

Students who fight, assault, threaten or abuse other persons will be sanctioned. The sanction will depend on the severity of the incident, the degree of involvement of the individual student and whether it is a repeated offence. The student may be asked to leave the program/session. The police may be involved.

Where the abuse is deemed to constitute an attack by two or more students on another, whether provoked or unprovoked, the police may be involved and the students will be sanctioned. The students may be asked to leave the program/session

Students, who in the absence of mitigating circumstances, assault another person to the extent that serious bodily injury requiring medical intervention ensues, may be recommended for expulsion. The police will be involved.

Where the offence involves any form of sexual harassment, the procedures outlined in the section of this Policy relating to harassment will also apply. The police may be involved and sanctions will be applied according to this Policy.

Report

Following the incident, a written report will be placed in an appropriate confidential file retained by the Centre Director and a confidential copy will be sent to the appropriate Director.

Procedures for Non-Employees

Violent behaviour involving adults will not be tolerated and may be referred to the police for immediate intervention. Access to the school or centre property may be restricted.

Procedures for Employees

Violent behaviour involving employees will not be tolerated. The Principal/Centre Director in collaboration with the Regional or appropriate Director will take the most appropriate course of action in accordance with the employee’s collective agreement. The police may be involved.

Report

Following the incident, a written report will be placed in an appropriate confidential file retained by the Principal/Centre Director, a confidential copy will be sent to the appropriate Director and a copy will be kept in the employee's personnel file in Human Resources.

POSSESSION OF WEAPONS

Definition

Non-Prohibited Weapons: A non-prohibited weapon is essentially any object that may be used as a weapon. The decision as to whether or not an implement is a weapon rests with the Principal or Centre Director.

A weapon may also be defined as any object used with the intent of causing bodily harm.

Prohibited or Restricted Weapons: Prohibited or restricted weapons are those that are unlawful to possess.

Procedures for Students Relating to Weapons

All schools/centres shall receive and promptly deal with all reports or complaints concerning the possession of weapons.

Should a student in a school or centre be found in possession of a prohibited or non-prohibited weapon, the Principal or Centre Director shall proceed as follows:

1. If the safety and security of the students and/or staff are perceived to be at risk, the police will be called immediately.
2. Emergency Preparedness Procedures will be applied.

The Principal or Centre Director, in conjunction with the appropriate Director, may take any other sanctions deemed appropriate.

Non-Prohibited Weapons

First Occasion

Students found in possession of a non-prohibited weapon may be suspended for up to ten (10) school days.

Students who threaten the use of a non-prohibited weapon against other persons will be suspended for up to ten (10) school days and the police may be involved.

Students who threaten the use of a non-prohibited weapon against other persons and with the intent of disrupting school activities will be suspended for up to fifteen (15) school days and the police will be involved.

Students who use a non-prohibited weapon in an assault, or in a threatening manner towards another person will be suspended for up to fifteen (15) school days, may be transferred from that school or may be recommended for expulsion. The police will be involved.

Subsequent Occasion

Students found in possession of a non-prohibited weapon will be suspended for up to fifteen (15) school days, may be transferred from that school or may be recommended for expulsion. The police will be involved.

Students who threaten the use of a non-prohibited weapon against other persons will be suspended for up to fifteen (15) school days, may be transferred from that school or may be recommended for expulsion. The police will be involved.

Students who threaten the use of a non-prohibited weapon against other persons and with the intent of disrupting school activities will be suspended for up to fifteen (15) school days may be transferred from that school or may be recommended for expulsion. The police will be involved.

Students who use a non-prohibited weapon in an assault or in a threatening manner towards another person will be transferred from that school and may be recommended for expulsion. The police will be involved.

Prohibited Weapons

First Occasion

Students who threaten the use of a prohibited weapon, against other persons will be suspended for up to fifteen (15) school days. The police will be involved.

Students who threaten the use of a prohibited weapon, against other persons and with the intent of disrupting school activities will be suspended for up to fifteen (15) school days, may be transferred from that school or may be recommended for expulsion. The police will be involved.

Students found in possession of a prohibited weapon, other than a firearm or explosive, will be suspended for up to fifteen (15) school days, may be transferred from that school or may be recommended for expulsion. The police will be involved.

Students found in possession of a replica, may be suspended for up to fifteen (15) school days or may be transferred from that school. The police will be involved.

Students found in possession of a firearm or explosive will be transferred from that school or may be recommended for expulsion. The police will be involved.

Students who use a prohibited weapon, or a replica, in an assault or in a threatening manner towards another person will be transferred from that school and may be recommended for expulsion. The police will be involved. Counselling by appropriate professionals may be recommended.

Subsequent Occasion

Students who threaten the use of a prohibited weapon against other persons will be suspended for up to fifteen (15) school days, may be transferred from that school or may be recommended for expulsion. The police will be involved.

Students who threaten the use of a prohibited weapon against other persons and with the intent of disrupting school activities may be transferred from that school or may be recommended for expulsion. The police will be involved.

Students found in possession of a prohibited weapon, other than a firearm or explosive, will be transferred from that school and may be recommended for expulsion. The police will be involved.

Students found in possession of a firearm or explosive or a replica will be transferred from that school and will be recommended for expulsion. The police will be involved.

Students who use a prohibited weapon or a replica in an assault or in a threatening manner towards another person will be transferred from that school and will be recommended for expulsion. The police will be involved.

In all cases at the elementary level, "may transfer" or "will transfer" may mean that an alternative plan and/or setting will be made for the student.

In all cases if the safety and security of the students and/or staff are perceived to be at risk, the police shall be called immediately.

The Regional Director must be notified of all cases involving weapons.

In all cases involving weapons, the parent of the student must be notified.

The School Board may recommend additional action such as counselling or other interventions.

Report

Following the incident, a written report will be placed in an appropriate confidential file retained by the Principal or Centre Director and a confidential copy will be sent to the appropriate Director.

Procedures for Non-Employees Relating to Weapons

Should a non-employee in a school or centre be found in possession of a prohibited or non-prohibited weapon, the Principal or Centre Director shall proceed as follows:

1. If the safety and security of the students and/or staff are perceived to be at risk, the police will be called immediately.
2. Emergency Preparedness Procedures will be applied.

The Principal or Centre Director, in conjunction with the appropriate Director, may take any other sanctions deemed appropriate.

Report

Following the incident, a written report will be placed in an appropriate confidential file retained by the Principal or Centre Director and a confidential copy will be sent to the appropriate Director.

Procedures for Employees Relating to Weapons

Should an employee be found in possession of a prohibited or non-prohibited weapon, the Principal or Centre Director shall proceed as follows:

1. If the safety and security of the students and/or staff are placed at risk, the police will be called immediately.
2. Emergency Preparedness Procedures will be applied.
3. Disciplinary measures will be applied in accordance with the employee's collective agreement.

Report

Following the incident, a written report will be placed in an appropriate confidential file retained by the Principal or Centre Director, a confidential copy will be sent to the appropriate Director and a copy will be kept in the employee's personnel file in Human Resources.

SUBSTANCE ABUSE, SMOKING and GAMBLING

Definition

In the term “alcohol and drugs”, alcohol is defined as any product containing alcohol. The term “drug” refers to drugs other than alcohol and includes tobacco, illicit/illegal drugs, inhalants, and prescription drugs used without the authority of a physician. It does not include drugs prescribed by a physician or over-the-counter medications used according to their instructions.

Prevention

The Lester B. Pearson School Board recognizes the role of prevention and education in reducing the harms associated with student involvement with tobacco, alcohol and other drug use as well as with gambling.

Curriculum

In the elementary and secondary schools, a drug education curriculum is available. As well, in the elementary and secondary schools, materials, programs and appropriate curriculum are available to provide instruction with respect to gambling.

Intervention

Early Intervention

The early intervention program will identify students who are experiencing problems related to alcohol, drugs and gambling.

When necessary, students in need will be referred to outside specialized organizations.

Disciplinary Action

The Lester B. Pearson School Board prohibits the use of alcohol or drugs by students while on Board property or at events sanctioned by the Board and its constituent schools/centres. The use of tobacco falls under the conditions determined by Board resolution 06-09-15 (Addendum J). The possession of these substances, with the exception of tobacco and tobacco products is also prohibited. While students at eighteen years of age may legally purchase tobacco, this provision recognizes that the Lester B. Pearson School Board prohibits its use or sale on its property or at school events sanctioned by the Board.

Should a student be in possession of a substance, the use of which is prohibited by this policy, the substance will be confiscated for appropriate disposal by the Principal/Centre Director. The police may be contacted for assistance. The police will be contacted for assistance in the case of illicit drugs.

Violations can occur in five ways:

- Use of tobacco or tobacco products on school board properties;
- Use or possession of alcohol;
- Use of inhalants for the purpose of intoxication;
- Use or possession of illicit/illegal drugs, including unauthorized use of prescription drugs;
- Intoxication by alcohol or other drugs.

Specific sanctions will apply to each type of violation.

In each case, where a student has committed a breach of the regulations outlined in this policy, the Principal/Centre Director will document the incident. This documentation will be kept in a confidential manner.

The Use of Tobacco or Tobacco Products

First Infraction

The student will be informed that his/her behaviour is an infraction of the present policy.

The student will be advised that further disciplinary action will be taken for a subsequent infraction and is asked to acknowledge that he/she understands.

If the student is a minor, the parent will be informed of the infraction as soon as possible.

The student may be required to complete a special assignment related to the infraction.

The student may be prohibited from participation in, or attendance at, specific extra-curricular activities for a period of time to be determined by the Principal/Centre Director.

Subsequent Infractions

Elementary and Secondary Students

The student is informed that his/her behaviour is an infraction of the present policy.

If the student is a minor, the parent will be informed of the infraction, as soon as possible.

The student will be counselled to enter a smoking cessation program.

The student may be suspended from school preferably, though not necessarily, for a period of up to three (3) school days.

Adult and Vocational Centres

For students enrolled in adult and vocational training centres, the Centre Director will determine the appropriate sanction to be applied.

Use or Possession of Alcohol

First Infraction

The student is informed that his/her behaviour is an infraction of the present policy.

The student is advised that further disciplinary action will be taken for a subsequent infraction and is asked to acknowledge that he/she understands.

If the student is a minor, the parent will be informed of the infraction as soon as possible.

The student may be required to complete a special assignment related to the infraction.

The student may be prohibited from participation in, or attendance at, specific extra-curricular activities for a period of time to be determined by the principal/centre director.

The student may be suspended from school for a period of up to five (5) school days.

Subsequent Infractions

Elementary and Secondary Students

The student is informed that his/her behaviour is an infraction of the present policy.

If the student is a minor, the parent will be informed of the infraction, as soon as possible.

The student will be referred to a counsellor or a social worker for a preliminary interview. If further assistance is indicated, the student will be referred for follow-up sessions which may include outside agencies.

The student may be suspended from school for a period of up to ten (10) school days.

In the case where further actions are required, the student may be required to sign a contract with the school before he/she is readmitted.

The student may be referred for alternative placement.

Adult and Vocational Centres

For students enrolled in adult and vocational training centres, a second infraction will automatically result in recommendation for a withdrawal from the program.

Use of Inhalants for the Purpose of Intoxication

First Infraction

The student is informed that his/her behaviour is an infraction of the present policy. The police may be involved.

The student is advised that further disciplinary action will be taken for a subsequent infraction and is asked to acknowledge that he/she understands.

If the student is a minor, the parent will be informed of the infraction as soon as possible. The life-threatening consequences of the use of the inhalants are explained to the parents and student.

The student will be referred to a counsellor or a social worker for a preliminary interview. If further assistance is indicated, the student will be advised to attend follow-up sessions, which may include referral to outside agencies.

The student may be required to complete a special assignment related to the infraction.

The student may be prohibited from participation in, or attendance at, specific extra-curricular activities for a period of time to be determined by the principal/centre director.

The student may be suspended from school for a period of up to five (5) school days.

Subsequent Infractions

Elementary and Secondary Students

The student is informed that his/her behaviour is an infraction of School Board policy. The police may be involved.

If the student is a minor, the parent will be informed of the infraction as soon as possible. The life-threatening consequences of the use of the inhalants are explained to parent and student.

The student will be referred to a counsellor or a social worker for a preliminary interview. If further assistance is indicated, the student will be referred for follow-up sessions which may include outside agencies.

The student may be suspended from school for a period of up to ten (10) school days.

In the case where further actions are required, the student may be required to sign a contract with the school before he/she is readmitted.

The student may be referred for alternative placement.

Adult and Vocational Centres

For students enrolled in adult and vocational training centres, a second infraction will automatically result in recommendation for a withdrawal from the program.

Use or Possession Of Illicit / Illegal Drugs (Including Unauthorized Use of Prescription Drugs) and/or Drug Paraphenalia

First Infraction

Elementary and Secondary Students

The student is informed that his/her behaviour is an infraction of School Board policy. The police may be called for assistance.

The student is advised that further disciplinary action will be taken for a subsequent infraction and is asked to acknowledge that he/she understands.

If the student is a minor, the parent will be informed of the infraction, as soon as possible.

The student will be referred to a counsellor or social worker for a preliminary interview. If further assistance is indicated, the student will be advised to attend follow-up sessions which may include referral to outside agencies.

The student may be suspended from school for a period of up to five (5) school days.

Subsequent Infractions

The student is informed that his/her behaviour is an infraction of the present policy. The police may be called for assistance.

If the student is a minor, the parent will be informed of the infraction, as soon as possible.

The student will be referred for further counselling.

The student may be suspended from school for a period of up to ten (10) school days.

In the case where further actions are required, the student may be required to sign a contract with the school before he/she is readmitted.

The student may be referred for alternative placement.

Adult and Vocational Centres

For students enrolled in adult and vocational training centres, a second infraction will automatically result in recommendation for a withdrawal from the program.

INTOXICATION BY ALCOHOL OR OTHER DRUGS

First Infraction

The student remains at the school (or the event sanctioned by the Board) under the supervision of a Board employee or the principal's/centre director's designate in order to ensure his/her safety. If the student refuses to stay under supervision, the police are called for assistance. If the student is a minor, the parent will be called to pick up the student.

Should the parent not be available, the Board employee or the principal's/centre director's designate will take the appropriate measures to ensure the safety of the student.

Subsequently, when the student is no longer intoxicated, he/she will be subject to the guideline for dealing with alcohol, inhalants, or illicit/illegal drugs involving a first infraction.

Subsequent Infractions

Elementary and Secondary Students

The student remains at the school (or the event sanctioned by the Board) in the same manner as for a first infraction.

Subsequently, when the student is no longer intoxicated, he/she will be subject to the regulations as outlined for dealing with alcohol, inhalant or illegal/illicit drugs.

Adult and Vocational Centres

For students enrolled in adult and vocational training centres, a second infraction will automatically result in recommendation for a withdrawal from the program.

Alternative Disciplinary Action Relating to Substance Abuse

This section does not apply to students in adult and vocational training centres.

In instances where a student in the youth sector continues to violate School Board policy on substance abuse, the principal may impose more severe sanctions. This may include suspension from school up to the maximum fifteen (15) days.

In severe cases, expulsion may be considered. To arrive at this decision, the following considerations should be taken into account:

- Indications that the offending student may continue using alcohol or drugs.
- Apparent lack of serious concern on the part of the offending student about the consequences of alcohol or drug use.
- The level of disruption imposed by the offending student, on other students, school staff, and the education process.

Trafficking/Supplying of Alcohol or Illicit/Illegal Drugs

For any infraction where the use or possession of alcohol or an illicit/illegal drug is for the purpose of trafficking/supplying;

- The police will be called to investigate;
- The student will be suspended and may be recommended for alternative placement and/or may be considered for expulsion;
- In the case of a student enrolled in an adult or vocational training centre, that person will automatically be recommended for a withdrawal from the program.

FIRST AID

The head office and all schools and centres will ensure that there are sufficient **first responders**¹² within their respective buildings and that these first responders are aware of the School Board First Aid Protocol.

Administration, principals and centre directors will ensure that staff, students and community members within their respective buildings are aware of the School Board First Aid Protocol.

First Aid Protocol

In all First Aid situations, the following protocol should be followed:

One person stays with the person in need while another person goes to alert a first responder.

The first responder assesses the situation and takes the required action.

If the situation requires it, he/she calls emergency services (911).

If an ambulance is required, the costs will be defrayed by the parents of the student if the student is a minor or by the adult student.

In case of a minor student, the parent is contacted as soon as possible.

Recommendations on How to Handle Body Fluid and Waste

These procedures are recommended for all cases where the first responder is exposed to body fluid and waste.

- The helper must wash his/her hands both before (to protect the injured party) and after (to protect the helper) the administering of first aid. Vigorous washing with soap and water is an effective means and provides adequate protection.
- The helper must wear rubber or vinyl disposable gloves in order to avoid contacting open lesions. These gloves must be available in all first aid kits (see Addendum H for suggested first aid supplies).
- When treating more than one person, the helper must change gloves and wash his/her hands between treating each person.
- After administering first aid, wash away all traces of blood, body fluid and waste with hot, soapy water.
- Immediately wash with hot water and soap any open sores or lesions, which come into contact with blood, body fluid and waste.

All open wounds must be covered with a Band-Aid/bandage.

Recommendation in Cleaning Up Body Fluid and Waste

These procedures are recommended for all cases of cleaning up body fluid and waste.

- The person who is to clean up must wear disposable gloves; these should be rubber or vinyl and be available in the building.
- Wash the soiled surface with soap and water and then disinfect the area at least one minute with chlorine bleach solution (1 part chlorine bleach to 9 parts water).
- Use disposable materials to clean the soiled area such as paper towels.
 - If a mop is used, it should be rinsed in disinfectant before being used again.
- If it is not possible to machine wash clothes on the premises, they should be sent home with the student in a sealed plastic bag with instructions to machine wash in hot water.
 - Disposable articles, which have been soiled, should be placed in a plastic bag and tied off or sealed and put in a garbage pail.

DISTRIBUTING MEDICATIONS IN SCHOOLS AND CENTRES

Preamble

Children with health problems have equal opportunity to education. Therefore, it may be necessary for medication to be administered at any location or time during which the school is responsible for the student (e.g. during the regular school day, field trips, school buses, extra-curricular activities, etc.).

It is the responsibility of the parents to administer medication to their children. Treatment regimes should, where possible, be adjusted to avoid distribution of medication during school hours. When this is not possible, parents may request the assistance of school personnel through the Principal. Any training and/or supervision deemed necessary for the distribution of medication in the school setting is available via the CSSS serving the school's territory. Parents are encouraged to teach their children to accept the maximum responsibility for the self-administration of medication.

Non-prescription drugs may not be distributed to pupils without the written request of the parent who shall supply the medication. The Principal shall, at the beginning of each school year or upon admission, inform all parents that the school will not provide non-prescription drugs to pupils.

When a parent requests, through the Principal, the assistance of school personnel in the distribution of medication during school hours, the following procedures must be strictly adhered to.

Procedures Regarding the Distribution of Medication

All forms mentioned in this section are reproduced in the Addenda section.

Course of Action Taken by Parent

The parent must provide the Principal with prior written authorization by filling in and signing the Request and Authorization for the Distribution of Medication at School form, (Addendum B). The parent must also sign the Release of Liability for Distributing Medication, (Addendum C) before the ***administering of medication***¹³.

Parents must ensure that the school has up-to-date information including the physician's name and appropriate and accurate phone numbers.

Prescription drugs shall be delivered in person by the parent to the Principal or his/her designate who shall inform the Principal as soon as possible.

Parents are responsible for tracking the expiration dates of all medications.

The prescription drugs must be packaged in an original container as supplied by a pharmacist with the prescription label. The package must be clearly labelled with:

- The child's name
- The name of the drug
- The dosage of the drug
- The frequency of use
- The date of purchase
- Instructions for storage
- Specific directions for distribution
- Prescribing physician's name

Parents must ensure that their child's medical needs are clearly indicated on the Field Trip Request Forms or similar permission documents.

Parents ensure that their child wears a Medic Alert bracelet or other suitable identification.

Parents must inform the school promptly of any health changes to the student during the school year.

Course of Action Taken by Principal

At the beginning of each school year, the Principal will make available to all parents the Request and Authorization for the Distribution of Medication at School form (Addendum B).

All signed forms (Addendum B and C) shall be maintained safely in the Administrative area of the school. A copy of the student's Form I will be given to the person responsible for supervising and distributing the medication to that student. In addition, this person will receive a MEDICATION LOG (Addendum D) and instructions for its completion.

A second copy of all forms including parent and physician phone numbers, shall be kept in a MEDICAL INFORMATION BINDER and accessible to all staff.

A list of all students receiving medication at school must be compiled and filed in the school by Sept. 30th of each year and a copy must be kept in the MEDICAL INFORMATION BINDER available to all staff. Any health changes to the student during the school year should be reported to the appropriate staff.

Upon receipt of a medication accompanied by completed forms (Addenda B and C), the Principal shall:

- Ensure that the medication is stored in an appropriate secured location;

- Establish and ensure the implementation of a procedure for the distribution of medication which allows for sensitivity and confidentiality and which encourages the student to take as much responsibility for his/her own medication as is appropriate;

Ensure that the MEDICATION LOG (Addendum D) is completed as instructed;

- Return any medication to the parent at the end of the school year or at the end of the prescription period. If unable to return directly to the parent, the Principal shall request a local pharmacist to dispose of the remaining prescription.

Course of Action Taken by Staff Members

Each staff member asked by the Principal to assist with the distribution of medication should feel at ease with what they are being asked to do. In cases where the distribution protocol is too complex for the staff member's comfort level, the staff member may request to be relieved of this responsibility in which case the principal will designate someone else.

The staff member distributing medication shall ensure that the medication is stored in an appropriate secured location.

The staff member distributing medication should follow the instructions indicated on the prescription label and Request and Authorization for the distribution of Medication at School form (Addendum B) provided by the parent.

The staff member distributing medication should keep an accurate record of distribution in the MEDICATION LOG (Addendum D) provided for that student.

Exceptional Medical Situations

Allergic Reactions Requiring *Auto-injectors*¹⁴

The Request to administer emergency epinephrine by injection for a potentially life-threatening allergy shall be made on the Request and Authorization for Distribution of Medication Form (Addendum B).

Administration of epinephrine by injection is restricted to Auto-injectors.

The student is expected to carry this medication on his/her person at all times. Addendum B still must be completed. The physician and parent should indicate on the medical form if the student is competent to carry and self-administer his/her medication. Under stress, a student may need the assistance of an adult.

If the auto-injector is given or self administered, an ambulance MUST be called immediately to transport the student to the hospital. The cost of the ambulance will be covered by the student or his parents in case of a minor.

Acute Asthmatic Conditions

A student requiring medication due to asthmatic conditions is expected to be properly instructed by physician and/or parent in the use of inhaled medication by the approximate age of eight (8). A student of this age or older should carry their own personal medication on their person at all times. The Request and Authorization for the Distribution of Medication at School form (Addendum B) must be completed. The physician and parent should indicate on the medical form that the student is competent to carry and self-administer this medication.

A medical plan for those students younger than eight (8) should be developed by their physician and shared with the school by the parent on the Form I.

Acute Diabetic Conditions

A request for the administration and/or assistance of insulin injections requires the completion of the Request and Authorization for the Distribution of Medication Form (Addendum B).

If the student is of an age, as determined by a physician, to self-administer these injections, the physician and the parent should indicate on the medical form that the student is competent to self-administer his/her medication.

It is recommended that the student carry an emergency source of glucose at all times. When a student is too young to self-administer or unable to self-administer, the parents must make every effort to arrange for the administration using non-school board personnel. In exceptional cases, school personnel may volunteer and the parents must arrange for appropriate training.

The Principal/Centre Director is to use his/her judgement in authorizing accredited ambulance services to transport the student to the nearest medical facility in emergency situations. The cost of the ambulance will be covered by the student or his parents in case of a minor.

Communicable/Contagious Diseases

The Guidelines set out by the Santé Publique are to be followed when dealing with any form of communicable/contagious diseases.

SEVERE ALLERGIES

Course of Action Taken By Parents

At the beginning of each school year, inform the principal, the homeroom teacher and other school personnel as appropriate about the student's **severe allergy**¹⁵. The student's condition must also be explained when the student changes schools or when a new diagnosis reveals new information. This is done by completing the *Emergency Contact Form* (Addendum E) sent home or provided by the principal.

Provide the school with current emergency information.

Provide the principal with a recent photograph of the student along with the consent to have the photograph displayed in certain areas of the school.

Provide the student with a Medic Alert bracelet or other suitable identification.

Provide the student with an auto-injector to be worn at all times. (As per the procedures outlined in the section Distributing Medications in Schools and Centres).

Advise the school bus driver of the student's severe allergies by signing the specific form intended for that purpose (Addendum F).

Advise the school, in writing, of any specific procedures required to ensure the safety of their child, including the severity of his/her condition.

Arrange for the pickup of a child who is having an allergic reaction. The parent must provide a note if another person is designated to pick up their child.

Course of Action Taken by Principal

Ensures that staff members receive training annually, in the recognition of a severe allergic reaction, on the use of auto-injectors and ensures that they are aware of the First Aid protocol stated in the First Aid section of this policy.

Provides parent with all appropriate forms dealing with severe allergies.

Advises the parent of the student with severe allergies of the present guidelines and provides them with a copy.

Provides an easily accessible place for First Aid supplies (Addendum H) and ensures that the location is known to staff members.

Ensures that all student health files are up-to-date.

Ensures that a procedure is in place to alert staff and substitutes.

Ensures that an Accident Report (Addendum G – page 1 and 2) is completed in cases of seizure, allergic reaction, asthma, choking or illness if resulting from an accident.

Ensures that the parents are aware that the cost of an ambulance is covered in purchased school insurance and that if they decline the insurance, they should have a personal policy to cover the cost.

Course of Action Taken by Teacher

Sensitizes all students in his/her class in a manner that is appropriate to the age and maturity level of the students. Strategies to eliminate teasing and bullying should be incorporated into this information.

Leaves information about students with severe allergies in an accessible format for substitute teachers.

Course of Action Taken by Staff

Ensures that all eating tables/desks are washed with mild soap and water after being used for eating.

Instructs students not to share food.

Reinforces hand washing with soap and water before and after eating for all children.

With the exception of Addendum A (definitions), none of the addenda are an integral part of the present policy. They are added to the present policy for information purposes only and are subject to modifications without consultation after the adoption of the present policy.

ADDENDUM A

Definitions:

¹ **Complaint:** in this context a complaint refers to by-law 9 complaint examination procedure established in accordance with section 220.2 of the Education Act.

² **Allergen:** a substance which provokes an allergic response and includes bee or wasp venom, certain foods, latex and other chemicals which, if left untreated, can lead to sudden death.

³ **Parents:** as defined in the Education Act, Art. 13 al.2 . “the person having parental authority or, unless that person objects, the person having custody de facto of the student”.

⁴ **Students:** any adult or minor registered in a school or centre of the LBPSB.

⁵ **Youth Sector:** Elementary and secondary schools

⁶ **Assault:** a physical attack.

⁷ **Planning Room:** Planning room is a direct and short term intervention for students who have been removed from the classroom or school for behavioral difficulties. The planning room is staffed by a behaviour technician who works with students that have been referred by the school administration.

⁸ **Expulsion:** a formal resolution of the Council of Commissioners which removes a student’s right to attend schools or centres of the LBPSB.

⁹ **Informal resolution:** a manner of addressing a complaint without following a formal set of procedures.

¹⁰ **Formal recourse:** a formal, documented set of procedures aimed at resolving a complaint.

¹¹ **Mediation:** intervention to reconcile a conflict; when the parties are students, we can proceed to “peer mediation”

¹² **First Responder:** a competent person who is trained in First Aid and CPR and has been so designated by the school or centre.

ADDENDUM A (CONT'D)

¹³ **Administering medication includes:**

- actual distribution of the medication as prescribed by a physician;
- visual supervision and observation of the taking of the medication;
- safe storage and handling of the medication;
- recording of the distribution in the approved MEDICATION LOG

¹⁴ **Auto-injectors:** a syringe and needle which contain a pre-measured dose of epinephrine or adrenaline and includes EpiPens ® and other pre-loaded auto-injectors.

¹⁵ **Severe Allergy:** a severe allergic reaction or anaphylactic response to an allergen which, if left untreated, can lead to sudden death.

ADDENDUM B

**Lester B. Pearson School Board
Request and Authorization for the Distribution of Medication at School**

Name of Student: _____
Last Name First Name

Name of Parent/Guardian: _____

Address: _____

Tel: (Residence) (____) _____ Tel: (Work Place) (____) _____
Area Code Area Code

Tel: (Cell) (____) _____
Area Code

Physician's Name: _____ Tel: (____) _____
Area Code

Name of Medication: _____

The medication is to be:

- Self-administered by student under supervision of staff member.
- Distributed to student by staff member designated by the principal.
- Carried and self-administered

Instructions: _____

Precautions to be taken in storing medication: _____

Prescription Starting Date: _____
Day Month Year

Prescription Completion Date: _____
Day Month Year

Parent's/Guardian's Signature: _____ Date: _____

THIS FORM IS VALID ONLY UNTIL COMPLETION OR ONE YEAR FROM THE STARTING DATE

ADDENDUM C

Form II

Lester B. Pearson School Board

**Release of Liability
For Distribution of Medication**

The undersigned _____, being the parents/guardians of _____, a student of the Lester B. Pearson School Board do hereby request and authorize personnel employed by the Lester B. Pearson School Board to provide necessary medication to the said student, and for so doing, this will serve as a release and indemnification of and from any action or inaction of any personnel of the Lester B. Pearson School Board associated with the distribution of medication to the said student. Further, the undersigned parents/guardians recognize and acknowledge that the personnel employed by the Lester B. Pearson School Board who may, as a result of this request, be distributing medication as indicated on the Prescription Label, to the said student, are not medical practitioners.

Dated at _____, in the Province of Quebec,
this _____ day of _____ 20__.

Parent's/Guardian's Signature: _____

ADDENDUM D

Form III

Lester B. Pearson School Board

Medication Log

Student Name: _____ First Name: _____

Address: _____ Date of Birth: _____

School: _____

Grade: _____

Parent: _____ Home Tel: _____ Bus Tel: _____

Cell Tel: _____

Physician: _____ Tel: _____

Medication	Amount Distributed	Date	Time	Initials of Person Providing Service

ADDENDUM E

EMERGENCY CONTACT FORM

MEDICAL INFORMATION AND CONSENT FOR A CHILD AT RISK OF ANAPHYLACTIC SHOCK

NAME OF CHILD: _____

DATE OF BIRTH: ____/____/____
YEAR MONTH

DAY _____

PHOTO _____

Child's Address: _____

Home Tel: _____

Cell Tel – Father: _____

Work Tel – Father: _____ ext: _____

Cell Tel – Mother: _____

Work Tel – Mother: _____ ext: _____

Mother's Maiden Name: _____

Emergency Contact Name: _____

Emergency Contact Number: _____

NOTE: FORM TO BE COMPLETED, SIGNED AND RETURNED TO THE SCHOOL AS SOON AS POSSIBLE. Thank you for your co-operation.

ALLERGIC TO: _____

SYMPTOMS: _____

MEDICATION: AUTO-INJECTOR: YES NO
OTHER: _____

CONSENT

I, _____, authorize school personnel to
(name of parent or guardian)
administer the above medication to my child, _____
and to display his/her photo in certain areas of the school. (name of child)

Comments: _____

Date: _____

Signature of parents or guardians

ADDENDUM F

Transportation for Students with Special Needs, Health or Safety Concerns



Child's picture
(if available)

School:		Grade:	Date of birth:
Student's Last Name:	First Name:	Wheelchair Yes <input type="checkbox"/> No <input type="checkbox"/>	Other equipment needed (harness, seat belt, etc):
Parent / Legal Guardian Name:			Emergency Phone:
Home Address :			
Home Phone: _____		Business Phone: _____	
Other(Specify): _____			
AM Transportation Address:		PM Transportation Address:	
Information on required needs (i.e. medical, allergies, behavioural, vehicle):			
Specific instructions/information to be shared with the driver:			
Completed by:	_____	_____	Date: _____
	School Administrator	Title/Position	
<u>Consent</u>			
Parents' / Guardian's Signature (see attached)	_____		Date: _____
	<i>I hereby agree to have this information shared with the driver</i>		
Transportation Services	AM Run: _____	PM Run: _____	Technician: _____ Date: _____

ADDENDUM G (page 1)



RAPPORT PRÉLIMINAIRE D'ÉVÉNEMENT PRELIMINARY EVENT REPORT

Régime de gestion des risques des commissions scolaires et du Comité de gestion de la taxe scolaire de l'île de Montréal *Risk Management Plan of the School Boards and the Comité de gestion de la taxe scolaire de l'île de Montréal*

DIRECTIVES INSTRUCTIONS

- 1) **Ne pas employer** ce formulaire dans les cas de lésions professionnelles (CSST);
Not to be used for work compensation cases (CSST);
- 2) Écrire lisiblement et remplir le formulaire **au complet**;
*Write clearly and fill this report **completely**.*
- 3) Remplir le formulaire **le jour même de l'événement** ou dès que les renseignements sont disponibles;
*To be completed **on the day of the event** or as soon as particulars become available;*
- 4) Le formulaire doit être rempli par le **surveillant en devoir** ou **toute autre personne en autorité**;
*This report must be completed **by the supervisor on duty** or **any other person in authority**;*
- 5) Le formulaire doit être rempli même si la **blessure n'est pas apparente** ou en cas de **dommages matériels** subis par des élèves ou des tiers;
*This report must be completed even if the **injury is not visible** or in case of **property damages** sustained by students or third parties;*
- 6) **Ne pas faire de commentaires** quant à la responsabilité de la commission scolaire;
Avoid making comments on the responsibility of the School Board;
- 7) Ce rapport a pour but d'aviser le Comité de gestion de la taxe scolaire de l'île de Montréal (Comité de gestion) d'un événement et lui est destiné exclusivement;
This report is exclusively intended for the Comité de gestion de la taxe scolaire de l'île de Montréal (Comité de gestion) in order to give notice of an event to the said Comité;
- 8) Sauf aux autorités de la commission scolaire, **NE JAMAIS REMETTRE UNE COPIE DU PRÉSENT FORMULAIRE À QUICONQUE** sans l'assentiment des avocats du Comité de gestion (tél. : 514-384-1830) ou, selon le cas, du Secteur juridique de la Commission scolaire de Montréal (tél. : 514-596-6069). Advenant une réclamation suite à l'événement, le dossier sera complété au moyen d'une enquête du Service juridique du Comité de gestion;
*Except to the authorities of the School Board, **NEVER TRANSMIT A COPY OF THIS FORM TO ANYONE** without the agreement of the lawyers of the Comité de gestion (tel. : 514-384-1830) or, as the case may be, of the Legal department of the Commission scolaire de Montréal (tel. : 514-596-6069). If any claim is made for this event, the file shall be completed by an investigation of the Legal department of the Comité de gestion;*
- 9) **Ne pas hésiter** à inscrire sur le formulaire vos **commentaires personnels** quant aux circonstances de l'événement ou quant à l'**authenticité** des renseignements fournis;
Your personal written comments concerning the circumstances surrounding the event as well as the **authenticity** of the reported facts are utmost important;
- 10) **Signer le formulaire** et le remettre au directeur de l'établissement;
Sign this report and hand it over to the School Principal;
- 11) Détacher et faire parvenir les trois copies du formulaire comme suit:
Detach and send the three copies of this form as follows:

COPIE BLANCHE : Comité de gestion / **WHITE COPY : Comité de gestion**
COPIE ROSE : commission scolaire / **PINK COPY : School Board**
COPIE JAUNE : école / **YELLOW COPY : School**

05/04/29

ADDENDUM G (page 2)



Comité de gestion
de la taxe scolaire
DE L'ÎLE DE MONTRÉAL

RÉGIME DE GESTION DES RISQUES
DES COMMISSIONS SCOLAIRES ET DU COMITÉ DE GESTION DE LA TAXE SCOLAIRE DE L'ÎLE DE MONTRÉAL
RISK MANAGEMENT PLAN
OF THE SCHOOL BOARDS AND THE COMITÉ DE GESTION DE LA TAXE SCOLAIRE DE L'ÎLE DE MONTRÉAL

RAPPORT PRÉLIMINAIRE D'ÉVÈNEMENT / PRELIMINARY EVENT REPORT

SOUS TOUTES RÉSERVES
WITHOUT PREJUDICE

DATE	JD	MM	AY	HEURE	COMMISSION SCOLAIRE	ÉCOLE	CODE ÉCOLE
				TIME	SCHOOL BOARD	SCHOOL	SCHOOL CODE

Préscolaire / Preschool
 Service de garde / Daycare
 Primaire / Elementary
 Secondaire / High School
 Professionnel / Centre adultes / Technical or Professional / Adult Centre

RENSEIGNEMENTS SUR LE SUJET / INFORMATION ON PERSON REFERRED TO

CODE PERMANENT DE L'ÉLÈVE / STUDENT PERMANENT CODE

NOM / NAME: _____ PRÉNOM / GIVEN NAME: _____ AGE / AGE: _____ SEXE / SEX: _____

ADRESSE (numéro, rue, ville, code postal) / ADDRESS (no., street, city, postal code): _____ TELEPHONE / TEL. NO.: _____

NOM DU PÈRE OU DE LA MÈRE / NAME OF FATHER OR MOTHER: _____ ADRESSE (numéro, rue, ville, code postal) / ADDRESS (no., street, city, postal code): _____

ENDROIT DE L'ÉVÈNEMENT / LOCATION OF THE EVENT

1. Cour / Playground
 4. Atelier / Workshop
 7. Ailleurs / Elsewhere: _____
 2. Gymnase / Piscine / Gymnasium / Pool
 5. Escalier / Corridor / Vestiaire / Toilette / Stairs / Corridor / Cloak room / Washroom
 (Hors du terrain de l'école / Away from school property)
 3. Classe / Bibliothèque / Laboratoire / Classroom / Library / Laboratory
 6. Autre: _____

ACTIVITÉS DU SUJET AU MOMENT DE L'ÉVÈNEMENT / ACTIVITIES OF PERSON REFERRED TO AT THE TIME OF THE EVENT

1. Activités en classe / Class activities
 4. Éducation physique / Physical education
 7. Sortie éducative / Field trip
 10. Autre: _____
 2. Sports organisés / Organized sports
 5. Travail en atelier / Workshop
 8. Bousculade / Bagarre / Hustle / Altercation
 3. Jeux libres / Récréation / Unorganized plays / Recess
 6. Entrée / Sortie / Entrance / Exit
 9. Service de garde / Daycare

DESCRIPTION SOMMAIRE DE L'ÉVÈNEMENT / BRIEF DESCRIPTION OF THE EVENT

DOMMAGES MATÉRIELS / PROPERTY DAMAGES:

NATURE ET LOCALISATION DE LA BLESSURE / NATURE AND LOCATION OF INJURY

1. Douleurs / Pains
 4. Entorse / Sprain
 1. Tête / Head
 4. Dents / Teeth
 7. Pied / Foot
 10. Corps / Body
 2. Contusion / Ecouymose / Contusion / Bruise
 5. Fracture
 2. Yeux / Eyes
 5. Bras / Arm
 8. Jambe / Leg
 11. Nez / Nose
 3. Coupure / Laceration
 6. Autre: _____
 3. Bouche / Mouth
 6. Main / Hand
 9. Dos / Back
 12. Autre: _____

TÉMOINS / WITNESSES

NOM / NAME: _____ ADRESSE / ADDRESS: _____

NOM / NAME: _____ ADRESSE / ADDRESS: _____

SOINS PRODIGÉS / CARE GIVEN

1. À l'école / At school
 4. Par l'infirmière / By nurse
 Parents avisés / Parents notified: Oui / Yes Non / No
 2. À l'hôpital / At hospital
 Description de soins prodigués: _____
 Heure: _____
 3. Par le médecin / By doctor
 Police avisée / Police called: Oui / Yes Non / No

SURVEILLANT EN DEVOIR / SUPERVISOR ON DUTY

NOM / NAME: _____ TÉLÉPHONE / PHONE NO.: _____

FORMULAIRE REMPLI PAR / FORM COMPLETED BY

NOM / NAME: _____ TÉLÉPHONE / TEL. NO.: _____

SIGNATURE DE LA DIRECTION / SIGNATURE OF SCHOOL PRINCIPAL

DATE: _____ TÉLÉPHONE DE L'ÉCOLE / SCHOOL TEL. NO.: _____

COPIE BLANCHE : Comité de gestion de la taxe scolaire de l'île de Montréal / WHITE COPY
 COPIE ROSE : commission scolaire / PINK COPY : School Board
 COPIE JAUNE : école / YELLOW COPY : School

05/04/29

ADDENDUM H

SUGGESTED FIRST AID SUPPLIES

SUPPLY	PRIMARY SCHOOLS			SECONDARY SCHOOLS		
	SCHOOL POPULATION 300	600	800	800	1000	1500
Band-aid (100)	10	12	14	15	20	25
Gauze non-sterile 3X3	2	4	6	3	4	6
Tape ½" micropore	1	2	3	2	4	6
Gauze on a roll 2" (12)	3	5	7	12	18	24
Sling	2	4	5	3	6	8
Tongue depressors (250)	1	1	1	1	1	1
Tensor bandage 2" & 3"	2	2	2	4	5	8
Distilled water 250cc	2	2	4	4	5	6
Disposable flashlight	2	2	3	1	1	1
Thermometer	1	1	1	1	1	1
Disposable Thermometer covers	25	25	25	25	25	25
Bandage scissors	1	1	2	1	1	1
Tweezers	1	1	2	1	1	1
Steri-strips	15	20	20	20	30	30
Gloves vinyl pairs	10	12	14	8	10	12
Sheets	2	2	2	2	2	2
Pillow	1	1	1	1	1	1
Auto-Injector (EpiPen)	2	2	2	2	2	2