


| <b>Policy Statement</b>   |                                   |
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|  | <b>Policy No. C-14</b>            |
| <b>SUBJECT:</b>   | <b>Safe Schools Policy</b>        |
| <b>Approval Date:</b> March 27, 1996  | <b>Resolution No:</b> C-95/96-94  |
| <b>Revision Date:</b> September 12, 2001  | <b>Resolution No:</b> C-01/02-18  |
| <b>Revision Date:</b> January 29, 2013  | <b>Resolution No:</b> C-12/13-135 |
| <b>Revision Date:</b> May 30, 2023  | <b>Resolution No:</b> C-22/23-208 |
| <b>Origin:</b> Corporate Committee  |                                   |

The **Western Quebec School Board** is committed to safer schools and centres by fostering an atmosphere of respect, understanding, and encouragement between all who teach, work and learn in its schools and centres, so that the development and contribution of every individual can be acknowledged, and all can work together to benefit personal growth and the common good.

## 1. OBJECTIVE

The Western Quebec School board recognizes that a school and center that is safe and secure for all students and staff promotes good citizenship, increases student attendance and engagement, and supports academic achievement.

The Western Quebec School Board recognizes that its schools and centres must be physically, psychologically, and culturally safe and secure for all students and staff and that it is the right of students and staff to work and learn in a safe environment.

The Western Quebec School Board believes that the use of slurs (racial and other) and disparaging epithets creates an unsafe environment, causes harm, and diminishes the experiences of students and staff.

The Western Quebec School Board believes it is the responsibility of everyone including staff, parents, and students to contribute to the development of safe schools and centres.

Through the implementation of effective measures such as preventative practices, early intervention and the administration of fair, consistent disciplinary action, safe schools and centres will continue to be a reality in our Board.

The Western Quebec School Board believes in teaching self-control, self-respect, and self-discipline to help students prepare for a satisfying and productive life.

The Western Quebec School Board sees as its role the safeguarding of the learners and teachers on its premises or at school and centre sponsored events and does not tolerate:

- Bullying or violence, as defined in the *Education Act*
- The use of slurs and disparaging epithets by students or staff, including for example (but not limited to): uttering or writing, gestures, videos and visual or graphic representations such as on materials and attire. This also includes when reading texts aloud, quoting, or teaching content.
- Possession, use or threat to use of weapons (including replicas) and any other item intended to be used as a weapon.

**Definitions:**

Slur: A pejorative term used to describe Indigenous Peoples, racial, ethnic, religious, sex, gender, identity, gender expression, sexual orientation, and/or disability attributes etc.

Disparaging epithet: A disparaging or abusive word or phrase used to describe certain identities.

**Promoting Safe Schools**

- a. The Western Quebec School Board believes in positive, constructive discipline intended to create an orderly, cooperative learning atmosphere in all schools and centres.
- b. Schools and centres are encouraged to use programs that encourage positive attitudes and acceptable behaviour.
- c. It is the responsibility of all Western Quebec School Board staff to intervene and respond appropriately if they witness slurs or disparaging epithets being used or are made aware that slurs and disparaging epithets are being used.
- d. Disciplinary practices should be fair, consistent, age appropriate and flexible enough to meet the needs of each school and centre.
- e. Communication, consultation and cooperation between senior administration, school and centre administration, students, parents, and teachers must be ongoing.
- f. The Western Quebec School Board believes in working actively and collaboratively with parents, staff, students, social and law enforcement agencies, colleges and universities, municipalities, community organizations, teacher organizations and other groups to support safe schools and centres.
- g. The Western Quebec School Board will adopt safety procedures for schools and centres that will provide for a safe and secure environment for students and staff members (See Annex A).
- h. The Western Quebec School Board will develop guidelines and provide support for:
  - Responding appropriately to situations where slurs and disparaging epithets are used
  - The teaching of content and use of teaching resources

**2. REFERENCE AND RELATED INFORMATION**

- 2.1. The Western Quebec School Board has established a separate policy for dealing with drug and alcohol related incidents (Policy C-4.1).
- 2.2. The Western Quebec School Board has established a separate policy regarding the appropriate use of information and communication technology resources (Policy E-9).

**2.3.** This Safe Schools Policy also applies to school and centre related transportation as well as activities, both onsite and in other locations, including in cyberspace.

**2.4.** The principal monitors and supports the professional behaviour of all school staff. Sanctions are imposed if a staff member's conduct is unprofessional.

### **3. POLICY REVIEW**

The Safe Schools Policy will be reviewed at a minimum annually, at the beginning of each school year, by the Western Quebec School Board's Council of Commissioners or a committee designated by the Council of Commissioners.

Each governing board of a school or center is responsible for approving any safety related plans and measures proposed by the principal, as required by the Education Act.

### **4. COMMUNICATION**

All safety related plans and measures must be communicated to all school stakeholders within the first two months of school commencing.

### **5. COMPOSITION OF ANTI-BULLYING AND ANTI-VIOLENCE TEAMS**

The Education Act provides that each school will establish an Anti-Bullying and Anti-Violence Team. The composition of the Team will include the principal, representative(s) of the teaching staff, support staff, a parent, and a student (at the secondary level). The role of the Team is to ensure that the Anti-Violence and Anti-Bullying Plan is current and effective and when required will make recommendations to the Governing Board regarding appropriate updates.

### **6. TRAINING**

The WQSB will provide training to allow staff to acquire the knowledge and skills necessary to address bullying and violence.

### **7. SANCTIONS**

Sanctions stated in the schools and centres safety related plans and measures must include the following prescribed minimum consequences:

- Possession of a weapon(s) - minimum 3-day suspension
- Threats to use a weapon(s) - minimum 5-day suspension
- Use of a weapon - Discipline Committee

A "weapon" is anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person. It also includes any replica of a weapon.

## SAFE SCHOOLS PROCEDURES

### Emergency Preparedness Plan

The following standard procedures are mandatory for all schools and centres:

1. Published safety related plans and measures
2. Regularly practiced evacuations (see below)
3. Emergency Response Procedures (please refer to page 7)
  - “Tagged” visitors
  - “Hall alert”
  - “Lock in”
  - “Lock out”
  - “Code Red” = “Lock down”
4. Emergency Response Information & Equipment Kit (pages 7 and 8) (“Crash Bag”)
5. Locked classroom door program
6. All outside doors must be locked

The following programs/strategies are recommended to all schools and centres for consideration:

1. “Tips” line (police involvement)
2. Peer helper program
3. Conflict resolution programs for staff and students

### Regularly Practiced School and Centre Evacuations

The following are all critical aspects of a school and centre evacuation plan:

1. Practiced evacuation routes from all areas
2. Assigned staff checks pre-identified sections immediately following evacuation
3. Contingency plan in place for students and staff with exceptional needs
4. Post-evacuation attendance check + reporting procedure = “all safe”
5. Practice of alternate routes and at different times of the day
6. By the end of September “Hall Alert”, “Lock In”, “Lock Out” and “Code Red” (Lock Down) must be practiced. Throughout the school year additional periodic practices will be conducted as required.
7. Emergency procedures information provided for all supply teachers
8. Preparations made to access an alternate site in case the school or centre is untenable

### Emergency Response Procedures

In each case, a definition/explanation, as well as an example of a possible event for which the procedure would be useful is provided below.

- **Tagged visitors:** All visitors and volunteers are obliged to report to the office on arrival and are provided with mandatory identification badges upon “entering” the school (e.g. non-custodial parent onsite).
- **Hall Alert:** A coded signal (P.A. announcement, bell, whistle, etc.) is used to indicate to staff that they should step out into the hallway and see if any colleagues or students require assistance (e.g. media personnel harassing staff or students about a school incident or situation).

- **Lock in:** Practiced alarm indicates that all staff and students should enter the building and go to a pre-assigned area. Staff check the “perimeter” outside and ensure that all students are inside (e.g. explosion + toxic fumes near the school).
- **Lock out:** Standard evacuation plan – see above (e.g. fire, gas leak, etc.).
- **Code Red (Lock down):** Pre-assigned signal (“Teachers, please secure your classrooms”) requires the staff to lock doors, hide students and maintain absolute silence. Windows should be covered at this point. Students/staff in hallways, washrooms, etc. have been previously advised to “hide”.
- **Locked Classroom Door Program:** All classroom doors are locked automatically when the door is closed.

### **Emergency Response Information & Equipment Kit (Crash Bag)**

The contents of the Crash Bag are to be maintained in good order and updated as required. Large schools/centres should have more than one Crash bag. This list is in progress and will be edited:

- Staff information list
- Emergency medical forms
- Building plans
- Plan of action... lines of authority, contact numbers
- First aid kit and trauma kit
- Radio + separately stored batteries
- Flashlight
- Watch
- Whistle
- Fluorescent vest for traffic wardens
- EpiPen
- Sugar supply (candy, juice)
- Complete set of keys (include elevator key)
- Class lists by block/period (may be accessible through other means)
- Bus lists (may be accessible through other means)
- Daily attendance sheet (may be accessible through other means)