

IDENTIFICATION CODE
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TITLE: SAFE SCHOOLS AND CENTERS POLICY

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BELIEF STATEMENT

The Commission scolaire du Littoral is committed to the promotion, encouragement and support of safe and peaceful environments in all its schools, centres and adjacent properties.

LEGAL FRAMEWORK

The Safe Schools and Centres Policy conforms to the following legal framework. It governs the youth and adult sectors of the Commission scolaire du Littoral.

1. The Commission scolaire du Littoral is also committed to the Quebec Charter of Human Rights and Freedoms (RSQ, Chapter 12, as amended 1985) and, in particular, Section 1 which states that , "Every human being has a right to life, and to personal security, inviolability and freedom."
2. The Commission scolaire du Littoral is committed to the Canadian Constitution and Charter of Rights and Freedoms (1982), and in particular, Section 7 No. 8, which states that, "Everyone has the right to be secure against unreasonable search or seizure."
3. "A school board may, at the request of the principal and for just and sufficient cause, and after giving the student and his parents an opportunity to be heard, enroll him in another school or expel him from its schools; in the latter case, it shall inform the director of youth protection." (Education Act: Expulsion of student, 1988, c. 84, s. 242)

"The governing board is responsible for approving the rules of conduct and the safety measures proposed by the principal."

GUIDING PRINCIPLES

1. It is the responsibility of each CSL school to ensure the provision of a secure and safe environment for its students and staff.
2. A safe school environment within the CSL system includes the right of students and staff to:
 - a. be protected against foreseeable criminal activity;
 - b. be protected against crime or violence which can be prevented through adequate supervision;
 - c. be protected against identifiable dangerous individuals negligently admitted or placed into the school.
3. The CSL shall encourage and support the acquisition of appropriate skills by all individuals assigned to provide and enhance security measures, safety, discipline and supervision in its schools.

La Commission scolaire du Littoral is committed to the following program principles affecting all its schools over time:

1. To provide on a yearly basis the necessary training and professional development that could assist schools and centers develop and implement programs to curb indiscipline and violence among youth.
2. In the interest of universal equity, to ensure that each school has a Code of Behaviour.
3. To encourage and support school efforts to find reasonable and effective alternatives to out-of-school suspensions, once such suspensions remain ineffective.
4. To assist schools serious about addressing the factors which tend to place adolescents at risk for violent behaviour, such as:
 - a. academic failure;
 - b. alienation from schoolmates;
 - c. high levels of psychological pathology.
5. To review the enclosed policy and procedure 24 months following the coming into effect of the Safe Schools and Centres Policy.

SAFE SCHOOLS and CENTRES POLICY STATEMENT

It is the policy of the Commission scolaire du Littoral that:

1. Every reasonable effort will be made to establish and maintain a safe school environment within each school community, such as its buildings – owned, leased or rented – and at school bus stops and school zones. (A school zone is any place where the school/center is assembled in part or whole, e.g, ski trip, field trip, and tour in Europe).
2. Every student subject to compulsory school attendance may be relocated if, while under the supervision of the Board or while on Board property or any adjacent property, he/she:
 - a. is found in possession of a firearm, prohibited weapon or replica thereof;
 - b. commits an act of violence with a weapon of any kind;
 - c. is found in possession of narcotics and/or alcohol for the purpose of selling or using.

Notwithstanding this section, where the student is an elementary student and is subject to compulsory school attendance, a principal may exercise his/her discretion not to recommend to the Board an expulsion.

3. Appropriate disciplinary action shall be taken against any student who violates the CSL Safe School and Centre Policy while under the Board's supervision. Expulsion may result from the following :
 - a. aggravated assault, rape or sexual harassment;
 - b. the possession of a knife with the intent to harm or maim another person;
 - c. extortion and/or taxing;

- d. repeated acts of bullying and/or intimidation;
- e. acts of violence motivated by race, sexual orientation, religious and/or language issues;
- f. any act endangering the lives of others.

Notwithstanding this section, where the student is an elementary student and is subject to compulsory school attendance, a principal may exercise his/her discretion not to recommend to the Board an expulsion.

Following suspension for any of the above acts, the principal shall ensure that the Educational Services or other appropriate person assists the student and the student's parents or guardian with all available support services from the Board or the community that may help the student.

- 4. A student who is expelled by the Board may apply to the Administrator for readmission at the end of that year. If the duration is in excess of that period of time, then the request may be made following an additional full year of expulsion.
- 5. The Youth Protection Department shall be notified of any student expelled under this policy.
- 6. It is the responsibility of managers to call the police so as to request that they act in cases where crimes have been committed.

It is proposed that :

1. It be the responsibility of the manager to:
 - 1.1 provide a minimum of one school semester to familiarize all school personnel with this policy before its coming into effect;
 - 1.2 provide the Board with a periodic security and safety evaluation of the physical plan of each CSL building;
 - 1.3 ensure effective communication within the schools and school board: teachers, parents, students and all Board personnel regarding CSL policies and procedures concerning safe schools at the beginning of each school year.
2. Through appropriate resource personnel, measures be taken to enhance physical plan facilities when necessary or where vulnerability of student and staff safety has been identified through evaluation. To improve security, any of the following security systems, devices or measures may be used, singly or in combination:
 - a. perimeter fences;
 - b. student supervisors;
 - c. school team for quick but collaborative police response;
 - d. intercom systems, if necessary (to call for help from the classroom);
 - e. necessary building repairs which compromise security and/or safety to be expedited through Material Resource Services.
- 2.1 a. Each school shall establish a minimum safety plan, which is reviewed and/or revised annually, and among other things, should include the following:
 - i. door, hall and lavatory security measures
 - ii. emergency measures and assistance procedures
 - iii. after-school program safety measures
- b. Each school shall establish and communicate to the parents annually, its Code of Behaviour and school regulations, along with appropriate board policies, recommendations and procedures pertinent to student discipline, suspension and expulsion.
- 2.2 The CSL prohibits the storage and/or possession of weapons or replicas thereof by anyone within its safe school environments.
- 2.3 Board personnel, students or visitors are encouraged to notify the school authority immediately of the presence of a weapon or dangerous drugs on CSL property.
- 2.4 Through information sessions, the Board shall seek to update data on strategies dealing with safe schools for the purpose of preventing violence within the school environment.

2.5 Administrative Discretions

- a. An individual who finds a weapon within a CSL safe school environment and takes the weapon immediately to the principal's office shall not be considered to be in possession of a weapon.
- b. Replicas of weapons forming part of a cultural attire or costume, when used for such purposes, shall not be considered to be in violation of the CSL policies.
- c. A suspended student under the Safe School Policy shall be excluded from all school-related extracurricular activities for the duration of the suspension.

2.6 Authorized Equipment and Tools: Instructional and Work-Related

In the case where an authorized instructional piece of equipment, e.g. chisel, hammer or tool is used dangerously – as a weapon - then appropriate CSL policy procedures must take effect.

2.7 It is also proposed that:

- a. All disciplinary interventions, violations with regards to weapons, be adopted by all CSL schools, and be reflected as such within the Code of Behaviour of each school.
- b. All schools utilize the reporting form and process (Appendix B) to facilitate the coordination of equity, system-wide, as well as to improve revisions of these policies in the future.
- c. All schools are aware that disciplinary action for violations against an individual as recommended, while at the discretion of school administration, will involve record keeping. In every situation where discipline is sanctioned, the appropriate professional help should be offered to rehabilitate the victim, the perpetrator and the witness (circle of healing).
- d. In those situations involving student violations of the Safe Schools and Centres Policy which the principal believes cannot be successfully addressed by the school's behaviour code, supportive psycho-social interventions, etc., and/or the possible expulsion of the student from the school/center or Board, the principal shall discuss the case with Educational Services. The latter will then determine if the case should be referred to the administrator for deliberation and subsequent recommendations.

DISCIPLINARY INTERVENTION

In order to assist school personnel in making decisions regarding safe school intervention, the following guidelines should be noted:

1. Extremely violent crimes such as homicide, attempted suicide, grand theft, etc., must be referred to the police immediately. However, misconduct, harassment, bullying, fighting, health and morality issues should be incorporated within administrative guidelines or within individual school or centre behaviour code.



2. The disciplinary actions listed relative to weapons and narcotics (Appendix A) indicate the penalty and procedures which are mandatory and must be imposed by all CSL schools for the particular violation.
3. With the exception of weapons violations, each individual school administrator shall determine the most effective action to be taken for each violation, after an investigation of facts and circumstances.
4. Penalties suggested are intended for:
 - a. all schools (elementary and secondary);
 - b. all adult centers;
 - c. other adults (including staff).
5. Definitions are for the purposes of these policies and may be subject to revision.

WEAPONS VIOLATION : MANDATORY ADMINISTRATIVE DISCIPLINARY ACTION

<p>VIOLATION BY STUDENT</p>	
<ul style="list-style-type: none"> • Possession • Sale • Purchase • Stored • Threat • Use 	<ul style="list-style-type: none"> • Immediate 5-day suspension (written) • Recommendation for Expulsion • Recommendation for Expulsion <p>Administrative Detail/Procedure</p> <ol style="list-style-type: none"> 1. Confiscation of the weapon (if it can be done safely) or call the police for assistance. 2. Notification of Educational Services by phone – written details to follow. 3. Immediate convening of a hearing of student(s) and witness(es) to : <ol style="list-style-type: none"> a. Inform the perpetrator of the policy provision that has been violated. b. Confront the said perpetrator with evidence. c. Provide an opportunity for the perpetrator to respond to the allegations. 4. Notification to parent/guardian (where applicable) of perpetrator’s possible expulsion. 5. Issuance of written personal letter of suspension for five (5) days with copy to parent (where applicable) to be sent by registered mail. 6. Notification of appropriate police law enforcement agency (A recommendation to charge may be necessary.) 7. Preparation by School personnel (witnesses and victims) of a detailed incident report to be sent to Educational Services. The documentation shall be attached to Appendix B. 8. Filing of a recommendation with the administrator for expulsion. Copy to parents (where applicable). 9. The administrator will ensure that all information or correspondence regarding such violation is immediately forwarded to all appropriate CSL personnel for action and information purposes. 10. The appropriate manager to ensure that the student/perpetrator received due process, prior to a Board’s decision (No. 3 above), after which the appropriate steps shall be taken to ensure that all agencies identified for involvement are notified, subsequent to a Board decision to expel.

NARCOTICS VIOLATION : MANDATORY ADMINISTRATIVE DISCIPLINARY ACTION

VIOLATION BY STUDENT	
<p>Narcotic (Drugs)</p> <ul style="list-style-type: none"> • Possession • Sale • Purchase • Stored • Use 	<p>1. Immediate police notification for assistance and a recommendation to charge.</p>
<p>Violation by other individuals and adults (including employees)</p>	<p>1. An employee shall immediately be subject to an investigation by the administrator and school administration, following which the application of relevant Board procedures/measures pertaining to personnel shall follow.</p>

VIOLATIONS AGAINST AN INDIVIDUAL/PROPERTY DISCIPLINARY ACTION

ASSAULT* (including rape and sexual assault):

Threat:

An intentional threat of bodily harm to another individual by force, under circumstances which cause well-founded fear of immediate harm, coupled with the apparent ability to carry out the threat.

BATTERY*:

An unlawful beating or other wrongful physical violence inflicted upon another individual.

BULLYING*:

The verbal and/or physical oppression, harassment or intimidation of another individual. Petty tyranny.

FIGHTING*:

Mutual combat in which both/all parties have contributed to the situation through verbal aggravation and/or physical action.

« GROUP GROPING »:

The intentional and inappropriate touching of an individual by a person(s) on the genitalia.

HAZING:

Participating in or conspiring to engage in or conspiring for others to engage in harassing acts which injure, degrade, or disgrace another individual.

INTERFERENCE/ OBSTRUCTION:

Any action taken to attempt to prevent a staff person from exercising his/her professional duties.

VERBAL ABUSE*:

The use of disrespectful language to another individual.

RIOT*:

A disturbance of the peace by three or more individuals acting together to disrupt or do damage.

* A single asterisk, in the same table, indicates that the violation may have implications for the policy on racial incidents as well.

Other violations which have an impact on the safe school environment and should be considered within the school's disciplinary code of behaviour are:

1. racial harassment
2. tardiness
3. unexcused absence
4. disorderly conduct
5. dress code
6. smoking or other substance use/abuse
7. gang activity
8. cult activity

APPENDIX A

WEAPONS

1. All firearms, whether loaded or unloaded:
 - a. Pellet guns
 - b. B.B. guns
 - c. Stun guns
 - d. Look-alike guns
 - e. Non-functioning guns (usually used for threatening purposes)
2. Knives, of all types especially:
 - a. Switchblades
 - b. Butterfly knives
 - c. Daggers
 - d. Swords
 - e. Machetes
 - f. Razors
3.
 - a. Nunchucks
 - b. Bow and arrows
 - c. Slingshots
4. Explosive devices

OTHER WEAPONS

1. Artificial knuckles, or other metal objects designed to be worn over the fist or knuckles
2. Blackjacks, clubs, throwing stars
3. Pocket knives
4. Fireworks, firecrackers, and smoke bombs
5. Throwing darts
6. Mace (considered a weapon for purposes of CSL Policies)
7. Unauthorized tools
8. Chains (including bicycle chains)
9. Lead pipes, wires, whips
10. Pool balls, shot putt balls

APPENDIX B

Report on violations with the policy on safe schools and centres

A copy of the completed report(s) must be sent to Educational Services

Name of School/Centre : _____

Offences occurring during this incident (Check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Assault | <input type="checkbox"/> Robbery |
| <input type="checkbox"/> Arson | <input type="checkbox"/> Riot |
| <input type="checkbox"/> Battery | <input type="checkbox"/> Sex Offence (forcible) (non forcible) |
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Theft Offences |
| <input type="checkbox"/> Extortion / « Taxing » | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Fighting | <input type="checkbox"/> Verbal Abuse |
| <input type="checkbox"/> « Group Groping » | <input type="checkbox"/> Weapon Offence |
| <input type="checkbox"/> Homicide | <input type="checkbox"/> Category 1 _____ |
| <input type="checkbox"/> Interference/Obstruction | (Specify) _____ |
| <input type="checkbox"/> Prostitution | <input type="checkbox"/> Category 2 _____ |
| <input type="checkbox"/> Racial Harassment | (Specify) _____ |

Other offences:

(Specify) _____

Date Incident Occurred: _____

Time Incident Occurred: _____

During School Day After School (3 - 6 pm) Weekend

Before School (6 - 9 am) Vacation/Holiday

Where incident occurred (Check all that apply) :



____ Athletic Field or Playground ____ Hallway or Stairs ____ School Parking Lot
____ Storage Area ____ School Yard ____ Restroom
____ Classroom ____ On School Bus ____ Other (Specify)
____ Gym or Locker Room _____

Perpetrator(s)/Offender(s) Descriptive Information

If the perpetrator(s) is (are) unknown, check here ____; otherwise, enter the number of perpetrators in each category. (Be sure to supply an age for each perpetrator even if the age is the same for more than one perpetrator).

Gender : Male ____ Female ____

Age(s) of the Perpetrator(s) _____

The perpetrator (s) is (are): (Indicate the number in each category)

____ A student at this school ____ Parent/Guardian ____ A student on suspension or
____ A student at another school ____ A student on suspension or expulsion from school at the time of
____ An employee at this school school at the time of the the incident
(Specify job title) incident ____ Other(Specify)

Victim(s) Descriptive Information

If there is no victim, check here ____; otherwise, enter the number of victims in each category. (Be sure to supply an age for each victim even if the age is the same for more than one victim).

Gender : Male ____ Female ____

Age(s) of the victim(s) _____

The victim(s) is(are) : (Indicate the number in each category)

- | | | |
|--|---|---|
| <input type="checkbox"/> A student at this school | <input type="checkbox"/> Parent/Guardian | <input type="checkbox"/> A student on suspension or expulsion from school at the time of the incident |
| <input type="checkbox"/> A student at another school | <input type="checkbox"/> A student on suspension or expulsion from another school at the time of the incident | <input type="checkbox"/> Other(Specify) |
| <input type="checkbox"/> An employee at this school
(Specify job title) | | |
| _____ | | _____ |

Relationship/Circumstance

If no victim was involved in this incident, check here

Were the victim(s) and perpetrator(s) known to each other?

Yes No Don't Know

If yes, indicate the primary relationship.

- | | |
|--|---|
| <input type="checkbox"/> Victim/Perpetrator live in same village | <input type="checkbox"/> Victim/Perpetrator are relatives |
| <input type="checkbox"/> Victim/Perpetrator involved together in a business/Illegal activity | <input type="checkbox"/> Victim/Perpetrator romantically involved |
| <input type="checkbox"/> Other (Specify) _____ | |

Weapon

What, if any, weapon(s) was (were) involved in the incident? (Check all that apply).

- | | | |
|---|--|---|
| <input type="checkbox"/> No weapon involved | <input type="checkbox"/> Other firearm | <input type="checkbox"/> Rope/chain, etc. |
| <input type="checkbox"/> Blunt object | <input type="checkbox"/> Hands/feet, etc. | <input type="checkbox"/> Other (Specify) |
| | | _____ |
| <input type="checkbox"/> Explosive | <input type="checkbox"/> Knife or other sharp object | _____ |
| <input type="checkbox"/> Hand gun | <input type="checkbox"/> Metal knuckles | |



Action taken by the School Principal as a result of this incident (Check all that apply).

- Notified law enforcement agency Improved school security procedures
- Made available counselling at school Began suspension or expulsion procedure
- Recommend the creation of a "comité multi-sectoriel"
- Made use of Health Center/free clinic for injuries
- Other (Specify)
-

Certification

I certify that the information contained in this incident report is true and correct to the best of my knowledge.

Signature of the Principal or Designee

Date