Policy Statement		
Our Future Begins Here / Notre avenir commence ici	**Commission scolaire Western Québec** **Western Québec School Board**	**Policy No. C-14**
SUBJECT:	**Safe Schools Policy**	
Approval Date: March 27, 1996	**Resolution No:** C-95/96-94	
Revision Date: September 12, 2001	**Resolution No:** C-01/02-18	
Revision Date: January 29, 2013	**Resolution No:** C-12/13-135	
Origin: Corporate Committee		

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

The Western Québec School Board believes in the right of each learner and each staff member to work in a safe environment in its schools and centres.

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

The Western Québec School Board sees as its role the safe-guarding 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*
- Possession, use or threat to use of weapons (including replicas) and any other item intended to be used as a weapon

Promoting Safe Schools

a. The Western Québec 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. Disciplinary practices should be fair, consistent, age appropriate and flexible enough to meet the needs of each school and centre.
d. Communication, consultation and cooperation between senior administration, school and centre administration, students, parents, and teachers must be on-going.
e. The Western Québec 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 in order to support safe schools and centres.
f. The Western Québec 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).

2. REFERENCE AND RELATED INFORMATION

2.1. The Western Québec School Board has established a separate policy for dealing with drug and alcohol related incidents (Policy C-4.1).

2.2. The Western Québec 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 on-site and in other locations, including in cyberspace.

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

3. POLICY

The Safe Schools Policy will be reviewed at a minimum annually, at the beginning of each school year, by the Western Québec 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 minimal 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"
   - "Lockout"
   - "Code Red" = "Lock down"
4. Emergency Response Information & Equipment Kit (Page 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 on site)
- **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") obliges 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: A**ll 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)