



Riverside School Board

Policy Name:	Policy to Maintain a Safe, Respectful and Drug-Free Environment in Schools
Policy Number:	B650-20180130 replacing B549-20130618
Date submitted to Executive	October 4, 2016
Date received at Council	October 18, 2016
Consultation Period:	October 19, 2016 to December 8, 2016 extended to February 10, 2017 by Resolution number B598-20161115
Date Approved by Council:	January 30, 2018
Date of Next Review:	3 years from approval by Council

Introduction

This policy has been created with the expectation that all individuals associated with Riverside School Board will conduct themselves in a manner that respects the dignity, rights and freedoms of all persons, as outlined in the Canadian and Quebec Charter of Human Rights and Freedoms, regulations of the Ministère de l'Éducation et de l'Enseignement supérieur (MEES), and Riverside School Board (RSB) policies and practices.

Working in partnership with parents and health sector and community agencies is the most sustainable method of raising awareness about harassment, bullying and violence, drugs and weapons, and of achieving success in reducing the number of occurrences.

The present Policy only applies, when specifically mentioned, to employees, parents or guardians, volunteers, community partners, visitors, service providers and elected officials, including commissioners.

A violation of the present Policy by a Commissioner will proceed under section 11 of *By-Law # 2: Code of Ethics and Professional Conduct for Commissioners*.

Section 242 of the Education Act empowers the School Board to enroll a student in another school or expel a student from its schools and centres for "just and sufficient cause". Riverside School Board believes that any situation that could be of a criminal nature, such as human trafficking and sexual assault, constitutes "just and sufficient cause".

Principals and Centre Directors of Riverside School Board shall publicize this Policy at the beginning of each school year and shall ensure that new students, who register during the school year, as well as their parents, are informed and receive a copy of this policy. At least twice a year, as a preventive measure, information sessions or assemblies on topics related to this Policy will be organized for students enrolled in secondary schools. Parents of students

shall be informed of these meetings.

The application of this Policy may be adapted in regards to students with special needs if their actions are directly linked to or can be explained by their diagnosis. When evaluating such a situation, the person applying this Policy may consult Complementary Services for guidance.

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Section I: Code of Conduct

Statement of Intent

Riverside School Board's Mission Statement declares that it: *"is committed to providing a stimulating and caring environment which enables all students to achieve personal success"*. As such, Riverside promotes responsibility, respect, civility and academic excellence in a safe environment.

All students, parents, employees and community members have the right to **be** safe and to **feel** safe physically, emotionally and psychologically in the School Board community. With this right comes the responsibility to be a law-abiding citizen and to be accountable for all actions including those that put the safety of others or oneself at risk.

The Riverside School Board Code of Conduct sets clear standards of behaviour.

The Code of Conduct applies at all times to students, parents or guardians, volunteers, commissioners, employees, community partners, visitors, service providers and elected officials including Commissioners.

Standards of Behaviour

As members of the Riverside community, we:

- comply with applicable laws, regulations, policies and procedures whether on School Board property, on school buses, while in attendance at authorized events or venues, or in the larger context of our School Board community;
- foster a caring and honest environment based on trust and respect where all are treated with dignity;
- promote responsible citizenship that recognizes and respects the rights of all;
- maintain an environment where conflicts and differences can be addressed with respect and civility;
- maintain a safe and secure environment;
- maintain confidentiality of information;
- avoid conflicts of interest and respond appropriately should incidents arise;
- show proper care and regard for School Board property and the property of others;
- demonstrate honesty and integrity in both word and deed;
- recognize and accept differences and diversity in people, their needs, ideas and opinions.

Roles and Responsibilities

Every individual is responsible for knowing, understanding and complying with the Code of Conduct within the Riverside community. The School Board will ensure that it is clearly publicized, easily accessible and appropriately promoted as an integral element of the School Board's philosophy.

All members of the Riverside community are to be treated with respect and dignity and must uphold high standards of ethical and professional conduct. Modelling and instilling respect, trust, honesty and integrity is a collective and continuing responsibility.

- **The Council of Commissioners of Riverside School Board** provides direction to schools that ensures opportunity, excellence and accountability through the development of policies that delineate standards for respect, civility, responsible citizenship and safety.
- **Administrators** take a leadership role in daily operations by holding the individuals under their authority accountable for their behaviour and actions.
- **Employees** are role models and, under the leadership of their immediate superior, they maintain order and are expected to foster the highest standard of respectful, responsible behaviour.
- **Students** must demonstrate respect for themselves, for others, for authority, for property and for the principles of citizenship through acceptable behaviour.
- **Parents** play an essential role in the education of their children and have a responsibility to support the efforts of Riverside staff in maintaining a safe and respectful environment.
- **Community members** play an important role in providing a safe environment by supporting and respecting the policies of the School Board and the rules of its local schools.

Areas of Application

Every individual has the responsibility to be a respectful citizen and to be accountable for his/her actions in the following areas:

Alcohol, Drugs and Other Harmful Substances

The use, sale and unlawful distribution of illicit drugs or non-prescribed medications for which a prescription is legally required are strictly prohibited. The consumption of alcoholic beverages by adults is prohibited on School Board property with the exception of School Board sanctioned events. All School Board employees must perform their duties free from the possession of and not under the influence of legal or illegal drugs or alcohol. Students must demonstrate respect for themselves, for others, for authority, for property and for the responsibilities of citizenship free of the influence of drugs or alcohol. Anyone found to be under the influence of drugs or alcohol will not be permitted on School Board premises.

Confidentiality

The confidentiality of information entrusted to the School Board must be maintained except when disclosure is authorized or legally mandated. Such information will not be shared unless there is a legitimate reason for someone to be privy to the information in question.

Proprietary documents and information include but are not limited to:

- legal proceedings;
- personal information;
- internal audit report;
- security information regarding facilities and networks; and
- student records.

Conflict of Interest

A conflict of interest arises in situations where one's personal interests or relationships might influence judgment and the ability to make decisions with integrity and impartiality.

Individuals must be diligent in avoiding situations that may lead to an actual, potential or perceived conflict of interest. It is understood that School Board employees must not use their position for personal gain nor for the benefit of family, friends, colleagues or of any other individual.

Discrimination

Riverside School Board prohibits all forms of discrimination, whether directed at an individual or a group. This specifically includes discrimination based on race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status and physical or mental disability.

Diversity in the Workplace

Riverside School Board embraces and celebrates diversity in the workplace. Culture, ethnicity, gender, age, religion, disability, sexual orientation, education and experiences, are just some of the facets of diversity. By valuing differences, Riverside School Board creates an inclusive educational environment based on merit and fairness where all employees can contribute to their fullest potential.

Employment Equity

Riverside School Board is committed to creating and maintaining an equitable and diverse workplace that reflects the community it serves. It ensures fair and equitable employment practices for all employees, but in particular, those of the following designated groups: women, visible minorities, ethnic minorities, Aboriginals and persons with disabilities in conformity with the federal Employment Equity Act. This is crucial to the goal of promoting a diverse and inclusive academic culture.

Harassment

Harassment constitutes a violation of an individual's dignity and basic human rights. Riverside School Board is committed to promoting and providing a learning and working environment free of all forms of harassment.

Harassment may be defined as unwelcome comments or behaviours, often repetitive in nature, which deny individuals the dignity and respect to which they are entitled because these behaviours are discomforting, offensive, humiliating and embarrassing. Recognized as inappropriate includes:

- threats, intimidation and verbal abuse;
- unwelcome remarks or jokes;
- unnecessary physical contact such as touching, patting, pinching or punching;

- any other action that may reasonably be perceived as offensive or degrading.

Sexual harassment may be defined as unwelcome gender-related comments, gestures with sexual overtones or physical contact of a sexual nature that offend, humiliate or create a harmful effect as well as behaviour that is generally recognized as inappropriate.

All cases of harassment in the Youth and Adult Sectors reported to Riverside School Board will be treated in the strictest confidence in accordance with this Policy as outlined in Section II. All cases of harassment involving employees, parents or guardians, volunteers, community partners, visitors, service providers and elected officials, including commissioners, will be treated under the Policy to Prevent and Address Harassment.

Health and Safety

Riverside School Board is committed to promoting a safe and secure educational environment regardless of whether individuals are on Riverside School Board premises or fulfilling their duties away from the School Board.

All Riverside School Board community members must:

- comply with School Board procedures when carrying out their duties;
- comply with all School Board policies regarding health and safety issues;
- comply with all relevant laws and regulations governing workplace health and safety;
- wear prescribed safety equipment.

Information Technology and Network Security

The Riverside School Board information technology (IT) network equipment and software is the property of the School Board. Users must protect the Board's computer systems and associated software from threats to its security such as deliberate destruction of data and equipment, interruption of service, disclosure of sensitive information, theft and corruption. All individuals who use or access this network are responsible for safeguarding it to the best of their ability and for complying with the following security measures:

- Access to the computer system is granted to authorized users only.
- Users are responsible and accountable for the equipment placed at their disposal and for their use of the computer system.
- All access codes and passwords must be kept confidential.
- No device may be connected to the Board's network or to Board computers without the permission of the Board.

The Board provides e-mail and internet services to facilitate the work of its employees and the academic activities of its students. Messages created, sent and received using the Board's e-mail system are the property of the Board and may be subject to access and disclosure by the Board.

Use of the Board's e-mail and internet services for personal purposes is permitted as long as it is infrequent and does not interfere with the performance of regular duties.

The service may not be used for the following:

- To send or receive offensive and disruptive messages;
- For political, religious or commercial solicitation;
- To cyber-bully or harass.

Members of the Riverside School Board community must refrain from using Riverside School Board computers, internet services, mobile phones or any other electronic devices for inappropriate purposes.

Safeguarding Assets

All individuals are responsible for safeguarding resources placed at their disposal whether they are provided by the School Board or other parties. Access to these resources requires authorization and adequate controls. Appropriate measures must be taken to prevent loss, willful or otherwise, which may result in personal injury, property damage, theft, abuse or unauthorized access.

All use of School Board funds must be authorized and accompanied by the appropriate supporting documents.

Violence and Aggressive Behaviour

Violence and aggressive behaviour consists of an intentional action that threatens the physical or psychological integrity of others.

All members of the Riverside School Board community have the right to an environment free from violence and threats. Riverside School Board prohibits all forms of physical, verbal, or written aggression or violence against anyone on School Board property or present at any School Board sponsored event. This restriction also applies to weapons.

Members of the Riverside School Board community are encouraged to report any violent act or threat of violence.

Compliance

All members of Riverside School Board, including service providers, volunteers and visitors, are required to comply with the Code of Conduct. Consequently, it is important that we understand the impact of our decisions and act accordingly.

Consequences for non-compliance with the Riverside School Board Code of Conduct will be in accordance with all applicable laws, Board policies, collective agreements and rules of individual schools and centers. In some cases, they may include disciplinary measures, legal proceedings or both.

Conclusion

This Code of Conduct is intended to provide guidance with respect to fundamental standards of ethical and legal behaviour for all members of the Riverside School Board community and individuals will be expected to assume responsibility for their actions.

It is hoped that the learning and working environments at Riverside School Board will be positively enhanced as a result of the application of this Policy.

Any questions regarding the Code of Conduct should be directed to the appropriate school administrator or School Board personnel. For additional information, please consult the policy section of the Riverside School Board website at www.rsb.qc.ca.

Section II: Harassment

Basic Principles

Riverside School Board is committed to promoting and providing a learning and working environment free of all forms of harassment.

Objectives

- To maintain an atmosphere free of harassment.
- To provide information and to promote the awareness and education of individuals so as to prevent harassment.
- To provide the necessary support to complainants of harassment by establishing procedures for assistance, investigation, and redress.

Scope

This section of the Policy applies to all students, associated with Riverside School Board. All cases of harassment involving employees, parents or guardians, volunteers, community partners, visitors, service providers and elected officials, including commissioners, will be treated under the Policy to Prevent and Address Harassment.

All cases of harassment involving a Commissioner will be processed as per section 11 of *By-Law # 2: Code of Ethics and Professional Conduct for Commissioners*.

Definition

Harassment constitutes a violation of an individual's dignity and basic human rights. It may be defined as unwelcome conduct (verbal, actions or gestures), which cause discomfort, offend, humiliate, intimidate and are generally recognized as inappropriate.

Generally, harassment consists of repeated acts. However, a single action may also be considered to be harassment.

Harassment may occur from youth to youth; youth to adult¹; adult to youth and adult to adult.

Harassment may include but is not limited to:

- a) 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;

¹ When harassment is alleged from youth to adult, it is imperative that every attempt be made to resolve the alleged incident at the school/center level.

- b) any implied or explicit bribe, and/or threats of reprisal;
- c) any behaviour, verbal or physical, which creates an intimidating or hostile atmosphere;
- d) any action, intentional or not, that demeans, causes discomfort or an unsettling atmosphere for an individual or group;
- e) any threat to or abuse of personal property;
- f) abusive language, including but not limited to, racial slurs, epithets, threats that are verbal or written, gestures, derogatory comments or degrading descriptions;
- g) inappropriate or unwanted communication of any form;
- h) inappropriate and/or unwelcome jokes, stories, teasing, taunting, drawings, pictures, gestures, photographs or videos;
- i) the spreading of malicious rumours;
- j) unsolicited remarks of a sexual nature;
- k) derogatory comments, threats or reprisals in reaction to a rejected suggestion, sexual or otherwise;
- l) false accusations.

Reporting an Incident

All students are encouraged and expected to report incidents of harassment involving themselves or others. The administration of the school, centre or appropriate board-level director should be informed without delay. They, in turn, will meet with the parties concerned.

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 law and to the extent practical and appropriate under the circumstances.

The complainant may then pursue the following courses of action:

- a) Proceed to an informal resolution;
- b) Proceed directly to formal recourse;
- c) 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 an adult 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 procedure 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. The Principal or Centre Director must also be informed.

Courses of Action

Informal Resolution

The aim of an informal resolution is to arrive at a solution which is mutually satisfactory to all parties. The complainant will be advised of the available courses of action, timelines and consequences.

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 with 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. A suggestion that the school administrator or Board-level Director meet with the parties concerned.

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 wishes to proceed with formal recourse.

Formal Recourse

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

In the case of a student enrolled in the youth sector being either the complainant or the alleged offender, the parent will be informed. It is important to note that in order to respect confidentiality, only information pertaining to their own child will be released. Information pertaining to the other parties will not be shared.

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, appropriate action will be taken. Should the administration of the school resolve the situation internally, a confidential report will be forwarded to the Director of Schools.

When the complainant agrees, a declaration or victim impact statement may be used as part of the total teaching and learning process. The objective is to promote the development of integrity, sense of accountability, personal ethics, self-management and empathy in the offending individual.

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

Report

Following the investigation, 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 Director of Schools.

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

Consequences

Any student who engages in harassment of anyone in the school or centre setting will be subject to consequences which must be fair, equitable, and consistent with the general aims and goals of education.

Nothing in this procedure shall relieve any employee of the School Board from the obligations imposed under the Youth Protection Act.

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

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

It is important to note that in order to respect confidentiality, only information pertaining to one's own child will be released. Information pertaining to the other parties will not be shared.

Section III: Bullying and Violence

Basic Principles

There has been much discussion about the differences and similarities between harassment and bullying. Bullying, unlike harassment, is not dealt with under Human Rights legislation. Bullying is often considered a relationship issue among children 12² and under and harassment an adult term for bullying³. In this Policy, harassment is dealt with in greater detail given that each of Riverside School Board's schools has developed its own Anti-Bullying and Anti-Violence Plan as required by law.

Riverside School Board wholeheartedly supports the efforts of our educators and community members to counter bullying and violence in our schools and, through education, promote integrity, accountability, personal ethics and self-management at all levels.

Law 17, An Act to Prevent Bullying and Violence in our Schools, was adopted on June 15, 2012, instructing every school across the Province to develop an Anti-Violence and Anti-Bullying Plan. The goal of the plan is to prevent and stop all forms of bullying and violence targeting a student, a teacher or any other school staff member.

Definition

Bullying, as defined by the Education Act⁴, is any repeated direct or indirect behaviour, comment, act or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes.

Violence, as defined by the Education Act⁵, is 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 or property.

Scope

Any act of bullying or violence involving employees, parents or guardians, volunteers, community partners, visitors, service providers and elected officials, including commissioners. The Anti-Bullying and Anti-Violence Plan in each school outlines the procedures in place at that school to deal with issues of bullying and violence.

Any act of bullying or violence involving a Commissioner will be processed as per section 11 of *By-Law # 2: Code of Ethics and Professional Conduct for Commissioners*.

² For purposes of the application of this Policy, the definition of bullying is not limited to students under 12.

³ Barriere, D. (2006, May 16). *Bullying vs. Harassment*. Retrieved January 11, 2013, from <http://ezinearticles.com/?Bullying-vs.-Harassment&id=199135>

⁴ Article 13 (1.1)

⁵ Article 13 (3)

The Principal may suspend a student if, in the principal's opinion, such a consequence is necessary to put an end to acts of bullying or violence or to compel the student to comply with the school's rules of conduct.

When determining the duration of the suspension, the Principal shall take into account the best interests of the student, the severity of the incidents and any previous measures taken.

The Principal must inform the student's parents of the reasons for the suspension and of the assistance, remedial and reintegration measures imposed on the student.

The Principal shall also inform the student's parents that, in the event of any further act of bullying or violence, a recommendation may be made to the Director of Schools for a mandatory transfer to another school or expulsion from the schools of the school board.

Section 242 of the Education Act empowers the School Board to enroll in another school or expel students from its schools and centres for "just and sufficient cause". Riverside School Board believes that bullying and violence constitute "just and sufficient cause".

Article 4.1.7 of Riverside School Board's By-Law 4 delegates to the Director General, the authority to consider and render decisions on recommendations for mandatory transfers to another school or expulsion from all schools of the school board. In the event that such a recommendation is made, the following procedure shall be followed⁶:

- a) The school administration shall inform the student's parents/guardians.
- b) The police shall be notified, when appropriate. The police will be given the name of the student(s) involved as well as the pertinent details of the incident.
- c) The school administration shall notify the Director of Educational Services that an incident has occurred and, where appropriate, shall follow up with a written report to the Director General recommending enrolment in another school or expulsion of the student from its schools and centres.
- d) A meeting date shall be set for the Director General to meet with the parties concerned to hear the recommendation for mandatory transfer to another school or expulsion from its schools. If just and sufficient cause is determined, the student and his/her family shall meet with the Director of Educational Services immediately following the hearing to discuss his/her placement and the expectations regarding his/her behaviour in the receiving school.
- e) Enrolment in another school of Riverside School Board will only occur after the student has met the conditions outlined by the Director General or Director of Educational Services.
- f) Usually, requests for reinstatement to the school of origin will not be considered until one full calendar year has elapsed. A student should be able to show evidence of a commitment to academic success and good behaviour at the

⁶ See Appendix A for more details on the procedures to be followed

time of the reinstatement hearing. Reinstatement shall be left to the discretion of the Director General.⁷

- g) In accordance with Articles 9 to 12 of the Education Act, all decisions regarding the mandatory enrolment in another school or expulsion of students from its schools may be subject to appeal to the Council of Commissioners.

⁷ See Appendix B: Procedures for Reinstatement

Section IV: Drugs and Weapons

Basic Principles

Riverside School Board's former Policy on Maintaining a Drug-Free and Violence-Free Atmosphere in Schools was first adopted on July 2, 2002. Educators have been well-supported by that policy in the commitment to keep drugs and weapons out of Riverside schools. Now, more than ever, as drugs have become more potent, insidious and easily available, it is imperative that Riverside School Board continue to maintain its stand against the infiltration of drugs and weapons into our schools and students' lives. The Policy to Maintain a Safe, Respectful and Drug-Free Environment in Schools is focused on reminding students of the potential risks associated with drugs and weapons and of having to accept the consequences of their actions.

Definitions

- Drugs:** Illegal drugs; illegal use of prescription drugs; or any other substance which has not been specifically prescribed for the student by a medical professional and which alters brain function. Alcohol, legal drugs and solvents may also be considered under the parameters of this policy.
- Possession:** Physical possession of drugs or acknowledgement of ownership by the student while under the jurisdiction of the school or School Board.
- Trafficking:** Being involved in a transaction that results in drugs, legal or not, being made available to anyone, on the school property or not, or during a school and/or School Board sanctioned event.
- Weapon:** Arms, any kind of knives and any other implement used to harm or threaten a person is also considered a weapon.

Scope

The present section applies to students enrolled in the youth sector only and the provisions of the law and collective agreements will be applied for the other groups.

Riverside School Board believes that teaching and learning occur best in a peaceful, secure and respectful environment. Riverside School Board neither condones nor tolerates the use of drugs nor the possession of drugs or weapons by students under its jurisdiction.

Section 242 of the Education Act empowers the School Board to enroll students in another school or expel students from its schools and centres for "just and sufficient cause". Riverside School Board believes that the possession of drugs, or a weapon as well as a second incident involving legal drugs, an involvement in trafficking or admitting to trafficking usually constitutes "just and sufficient cause".

Amnesty Clause

Riverside School Board understands that, in regard to weapons, honest mistakes may occur. Therefore, if a student comes forward to school administration immediately when such a mistake comes to his or her attention, the student may be exempt from the application of the following procedures in the following case only. In order to benefit from this Amnesty Clause, the student must surrender the weapon upon arrival at school. The school administration shall then evaluate if the Amnesty Clause is applicable. If so, the school administration shall report the event to the parents and keep a record of the event. Sanctions and/or corrective measures might be applied in the spirit of progressive discipline. In cases where the Amnesty Clause is not found applicable, the policy's procedures will apply. However, the policy's procedures will apply at all times if the security of the school is compromised by the presence of such a weapon on its premises regardless of the student's intent.

Procedures to follow if a student is found in possession of drugs and/or weapons.⁸

In the event that a student is found to be in possession of drugs and/or a weapon and in the event that proof is found that a student is involved in trafficking or admits to trafficking, the following action shall be taken:

- 1) The school administration shall detain the student and confiscate the drugs and/or weapons.
- 2) In the case of minors, the student's parents/guardian shall be informed.
- 3) The police shall be notified, when appropriate. The police will be given the name of the student(s) involved, the pertinent details of the incident and the confiscated items, if applicable.
- 4) The school administration shall notify the Director of Educational Services that an incident has occurred. The Director of Educational Services and the school administration will determine if the circumstances of the incident represent "just and sufficient cause" and will proceed as follows:

Circumstances where the incident does not represent "just and sufficient cause",

The Director of Educational Services and the school administration shall decide on the appropriate sanction, in the spirit of progressive discipline as well as promote a learning experience and provide support to the student.

Circumstances where the incident does represent "just and sufficient cause".

The Director of Educational Services and the school administration will refer the case to the Director General. The Director General shall then meet with the parties concerned to hear the recommendation for mandatory transfer to another school

⁸ See Appendix A for more details on the procedures to be followed

or expulsion from its schools and centres, and, if “just and sufficient cause” is determined, shall proceed as follows:

- a) In the case of an incident involving drugs or a repetition of an incident involving legal drugs, the Director General shall usually proceed with the enrolment in another school of Riverside School Board following completion of a predetermined program. Transportation to the new school shall respect the Board’s Transportation Policy and shall not result in any additional cost to the Board. Under exceptional circumstances, the Director General may expel any student from all schools and centres of Riverside School Board for just and sufficient cause.
- b) In the case of repetitive incidents involving drugs, legal or not, or of a first trafficking offence, the Director General shall usually proceed by written decision with the expulsion of the student from all schools and centres of Riverside School Board.
- c) In the case of an incident involving possession of a weapon, the Director General shall usually proceed by written decision with a mandatory transfer to another school or expulsion of the student from all schools and centres of Riverside School Board.
- d) Usually, requests for reinstatement to the school of origin will not be considered until one full calendar year has elapsed. A student should be able to show evidence of a commitment to academic success and good behaviour at the time of the reinstatement hearing. Reinstatement shall be left to the discretion of the Director General.⁹
- e) In accordance with Articles 9 to 12 of the Education Act, all decisions regarding the mandatory transfer to another school or expulsion of students from all schools may be subject to appeal to the Council of Commissioners.

⁹ See Appendix B: Procedure for Reinstatement

ADMINISTRATIVE PROCEDURES RELATED TO THE APPLICATION OF THE POLICY TO MAINTAIN A SAFE, RESPECTFUL AND DRUG-FREE ENVIRONMENT IN SCHOOLS

When students contravene the Policy, the following steps may be taken:

Follow up with consequences may include, but are not limited to:

- an apology
- probation
- parental involvement
- suspension
- community service
- mandatory participation in educational activities related to risky behaviors
- a project or presentation to others on any related aspects pertaining to the incident
- any other appropriate action the Administrator deems necessary including counselling or any intervention deemed necessary to assist the student
- when appropriate, police must be involved
- a combination of any of the above.

Mandatory transferred or expelled students:

- Parents must sign the “Notice of Departure” at the former school and the student must return all school textbooks and school material; must also empty his/her locker.
- A Student cannot be on school premises following his/her mandatory transfer or expulsion without being accompanied by a parent.

Enrolment in another school:

- The receiving school will be identified at the hearing.
- The Director of Educational Services will do the follow-up with the parents, the student and the receiving school to advise everyone and to facilitate the transfer.
- Complementary Services will offer assistance to the student.

In the receiving school:

- Complementary Services will follow up with the student who has been enrolled in another school in order to support his/her integration.
- The student will be required to follow a 20 consecutive school-day re-integration program established by the receiving school.

- Being insubordinate, under the influence or skipping classes will result in an out-of-school suspension and meetings with parents.

Resources such as Fosters, Portage, Herzl or DYP may be involved. In-school services may include the social worker, nurse, Special Education Technicians and Riverside School Board professionals.

ADMINISTRATIVE PROCEDURES RELATED TO THE REINSTATEMENT OF A STUDENT TO HIS/HER SCHOOL OF ORIGIN FOLLOWING AN EXPULSION

- A student who has been enrolled in another school due to a mandatory transfer as a result of the application of this Policy may request to be reinstated to his/her school of origin once a full calendar year has passed.
- Reinstatement is not a right; it is a privilege that rewards a true commitment towards school. Therefore, in order to be granted, a student must be able to demonstrate such a commitment.
- Parents of a student requesting reinstatement to their former school must do so in writing to the attention of the Director of Educational Services who will acknowledge receipt.
- An evaluation of the student's behaviour, results and integration will be done by Complementary Services and a report from the present school principal must be completed as well.
- The student will receive, from the Director General, a confirmation of the date and time at which the hearing will take place.
- The student, accompanied by his/her parents or guardian, will meet with the Director General, the Director of Educational Services, the Principal of the student's current school and the Principal of the student's school of origin.
- The student will be asked to explain the reasons motivating his/her request to return to the school of origin and will also be expected to offer some insight as to his/her commitment to school during the course of the mandatory transfer year.
- Generally, a decision is made on the day of the hearing. However, the Director General has full discretion in granting or rejecting the request for reinstatement.
- The follow-up with the schools involved will be done by the Director of Educational Services.