



# KENORA CATHOLIC DISTRICT SCHOOL BOARD

## 300 Student Procedures

### AP 304: Safe Schools – Health and Safety of Pupils

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The Kenora Catholic District School Board believes that all students have the right to be safe and to feel secure within their school community. With this comes the responsibility to demonstrate respect for social justice and human rights and promoting the values needed to develop responsible members of a democratic society.

This shall be achieved by establishing and maintaining high expectations for behaviour, regular and consistent inspection of school premises and equipment, and strict adherence to all safety regulations and guidelines regarding school premises, school grounds, school emergencies, transportation, field trips, and withdrawal of students. The Board promotes a proactive and preventative approach with a strong emphasis on early intervention, training of staff, and accessing available community resources.

This procedure incorporates guidelines that must be administered uniformly throughout the board. It aligns with the Code of Conduct and other procedures related to student safety and student discipline.

#### 1. School Premises

##### 1.1 Specialized classrooms, gymnasium and shops

1.1.1 Adequate supervision of pupils must be provided.

1.1.2 Material of a hazardous nature must be stored with due regard for safety.

##### 1.2 General areas and classrooms

1.2.1 Hazardous materials may not be stored in these areas.

1.2.2 Exits must be kept clear.

##### 1.3 Stairs and hallways

1.3.1 These areas must be kept clear at all times.

1.3.2 Exits must be kept clear.

##### 1.4 Lunchrooms, washrooms and change rooms, library resource centres

1.4.1 Adequate supervision of pupils must be provided.

**1.5 Swimming pools**

- 1.5.1 Adequate supervision of pupils must be provided.
- 1.5.2 Recreation Centre employees are responsible for health and safety of pupils in the pool complex.

**1.6 Mechanical rooms, furnace rooms, and caretakers' rooms**

These areas are out of bounds to pupils unless accompanied by an authorized adult.

**1.7 Sound levels, lighting, heating and ventilation**

- 1.7.1 Photocopy machines or any process utilizing volatile materials must be confined to properly ventilated areas.
- 1.7.2 Machinery which produces levels and/or frequencies of sound which might be damaging must be isolated or damped.

**2. School Grounds****2.1 General school grounds, playgrounds and playing fields**

- 2.1.1 No machinery or vehicles are allowed to operate on school property while pupils are in the immediate vicinity.
- 2.1.2 Unauthorized motorized recreational vehicles are not allowed.

**2.2 Playground equipment**

- 2.2.1 Children who participate in softball/baseball/floor hockey games as a school activity must wear protective face masks and helmets.
- 2.2.2 It is the responsibility of the principal of each school and any board designated special teacher to enforce this procedure

**2.3 Parking Lots**

- 2.3.1 These areas are reserved exclusively for authorized use.

**2.4 Outdoor education site and adjacent forests and bodies of water**

- 2.4.1 Personnel with proper training will be available when pupils are utilizing these areas.
- 2.4.2 A vehicle will be on hand in case of an emergency.
- 2.4.3 Children who participate in board canoeing/kayaking program must wear CSA approved lifejackets.
- 2.4.4 It is the responsibility of the principal of each school and any board designated special teacher to ensure that these procedures are enforced.

### **3. School Emergencies**

#### **3.1 Fire and local emergencies**

3.1.1 Action as per *AP108: Emergency Procedures*

#### **3.2 Vehicular accidents**

3.2.1 In any instance where pupils are involved as passengers or as victims in an accident which causes personal injury to any person, or property damage in any amount, the person responsible for the pupil(s) will submit a report on the accident to his immediate superior as soon as possible.

#### **3.3 Weapons/ bomb threats**

3.3.1 Persons with weapons, bomb threats - Action as per *AP301: Safe Schools*

### **4. Transportation**

#### **4.1 Private vehicles and drivers**

4.1.1 Only authorized drivers may transport pupils.

4.1.2 Vehicles used to transport pupils must be approved and adequately insured.

#### **4.2 Public carriers**

4.2.1 Public carriers will be used when there is not space in the private or board vehicles available. When in doubt, use public carriers.

#### **4.3 Board vehicles**

4.3.1 Board vehicles may be used only for activities and purposes that are authorized.

4.3.2 Drivers must be properly licensed.

4.3.3 Vehicles must be adequately insured.

#### **4.4 Bus loading areas**

4.4.1 Bus loading areas are not to be used as parking lots.

#### **4.5 Discipline on buses**

4.5.1 A pupil's transportation privileges may be suspended by his/her principal for improper, unsafe or disruptive behaviour on a bus, at a bus stop, or in a bus loading area.

#### **4.6 Articles carried on buses**

4.6.1 Articles that the bus driver judges might endanger the safety of the bus or its passengers will not be allowed on the bus.

**4.7 Pupils' personal forms of transportation**

4.7.1 Transport of a personal nature used by pupils (cars, bicycles, etc.) must be properly parked in assigned parking areas during class time.

4.7.2 Restrictions applying to the operation of vehicles on school property also apply to pupils' vehicles.

**5. Field Trips**

Personnel accompanying pupils on field trips must have training appropriate for situations which might be seen to arise on the trip.

**6. Authorization for Withdrawal of Students**

Principals must be certain that pupils who leave the school during the school day do so with the permission of the principal and the knowledge of the guardian.

Legal References:

1. Education Act :

Regulation 298 11(3) (e, f, l, q) Duties of Principals

Regulation 298 20 (b, d, g, h) Duties of Teachers

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