



CONSEIL DES COMMISSAIRES COUNCIL OF COMMISSIONERS

Procès-verbal d'une séance ordinaire du Conseil des commissaires de la Commission scolaire Riverside tenue au centre administratif situé au 7525 chemin de Chambly, Saint-Hubert, Québec, le 30 janvier 2018.

Minutes of the proceedings of a regular session of the Council of Commissioners for Riverside School Board held at the Administration Centre located at 7525, chemin de Chambly, St. Hubert, Québec on January 30, 2018.

Le secrétaire général a confirmé qu'il y avait quorum et le président a déclaré la séance ouverte à 19 h 40.

The Secretary General established that quorum was met and Chair called the meeting to order at 7:40 p.m.

COMMISSAIRES PRÉSENTS / COMMISSIONERS PRESENT

D. Butler
A. Capobianco Skipworth
C. Craig
H. Dumont
G. Giummarra

C. Horrell
D. Lamoureux
A. Mazur
D. Smith

Commissaires parents / Parent Commissioners
T. Aguiar
A. Audet
Cheryl Courtney

Par appel conférence/By conference call
Lesley Cuffling

Ayant prévu leurs absences/Regrets :
Margaret Gour
Pamela Booth Morrison

Absents/Absences :
Patrick Michaud - Parent Commissioner/Parent Commissaires

Aussi présents

Sylvain Racette, directeur général
Lucie Roy, directrice générale adjointe et directrice de l'éducation des adultes et de la formation professionnelle
John McLaren, secrétaire général
Michel Bergeron, directeur des ressources financières
Hélène Coupal, directrice des ressources humaines
Mary Williams, directrice des services éducatifs
Chantale Scroggins, directrice des services complémentaires
Pierre M. Gagnon, directeur des ressources matérielles

Présence notée

Membres du public présents.

Also present

Sylvain Racette, Director General
Lucie Roy, Assistant Director General and Director of Adult and Continuing Education
John McLaren, Secretary General
Hélène Coupal, Director of Human Resources
Mary Williams, Director of Educational Services
Chantale Scroggins, Director of Complementary Services
Pierre M. Gagnon, Director of Material Resources

Presence noted

Members of the public were present.

ADOPTION DE L'ORDRE DU JOUR :

IL EST PROPOSÉ par le commissaire Craig, appuyé par la commissaire Capobianco Skipworth, que l'ordre du jour soit adopté et qu'une copie soit annexée au procès-verbal de cette séance.

ADOPTÉE À L'UNANIMITÉ

SERMENT D'OFFICE

Le directeur général assermente Cheryl Courtney en tant que commissaire-parent (Comité consultatif EHDA).

ENTRE EN HUIS CLOS

IL EST PROPOSÉ par la commissaire Smith, appuyé par le commissaire Guimmarra, que le conseil entre en huis-clos à 19 h 45.

ADOPTÉE À L'UNANIMITÉ

HORS DE HUIS CLOS

IL EST PROPOSÉ par la commissaire Aguiar, appuyé par le commissaire Guimmarra, que le conseil sorte du huis clos à 20 h 04.

ADOPTÉE À L'UNANIMITÉ

APPROBATION DU PROCÈS-VERBAL DE LA SÉANCE À HUIS CLOS DU 19 DÉCEMBRE 2017 :

IL EST PROPOSÉ par la commissaire Aguiar, appuyé par le commissaire Craig, que le procès-verbal de la séance à *huis clos* du 19 décembre 2017 soit adopté.

ADOPTÉE À L'UNANIMITÉ

APPROBATION DU PROCÈS-VERBAL DE LA SÉANCE DU 19 DÉCEMBRE 2017 :

IL EST PROPOSÉ par le commissaire Craig, appuyé par la commissaire Audet, que le procès-verbal de la séance ordinaire du 19 décembre 2017 soit adopté.

ADOPTÉE À L'UNANIMITÉ

ADOPTION OF THE AGENDA:

IT IS MOVED by Commissioner Craig, seconded by Commissioner Capobianco Skipworth, that the agenda be adopted and that a copy be appended to the Minutes of this meeting.

UNANIMOUS

OATH OF OFFICE

The Director General swears in Cheryl Courtney as Parent Commissioner (Special Needs Advisory Committee).

IN COMMITTEE

IT IS MOVED by Commissioner Smith, seconded by Commissioner Guimmarra, that Council enter into committee at 7:45 p.m.

UNANIMOUS

OUT OF COMMITTEE

IT IS MOVED by Commissioner Aguiar, seconded by Commissioner Guimmarra, that Council arise from committee at 8:04 p.m.

UNANIMOUS

ADOPTION OF THE MINUTES OF THE IN-CAMERA MEETING HELD ON DECEMBER 19, 2017:

IT IS MOVED by Commissioner Aguiar, seconded by Commissioner Craig, that the Minutes of the *in camera* meeting held on December 19, 2017 be adopted.

UNANIMOUS

ADOPTION OF THE MINUTES OF THE MEETING HELD ON DECEMBER 19, 2017:

IT IS MOVED by Commissioner Craig, seconded by Commissioner Audet, that the Minutes of the meeting held on December 19, 2017 be adopted.

UNANIMOUS

SUIVI DU PROCÈS-VERBAL DE LA SÉANCE DU 19 DÉCEMBRE 2017 :

Le directeur général a informé le Conseil que le rapport annuel de la Commission scolaire Riverside est maintenant en circulation sur toutes les plateformes en anglais.

QUESTIONS DU PUBLIC : 19 h 48

Aucune

PRÉSIDENT ET DIRECTEUR GÉNÉRAL

Rapport du président – D. Lamoureux

- 20 décembre : Conseil des commissaires de la Commission scolaire Riverside.
- 10 janvier : Conférence annuelle de la Commission scolaire Riverside et NextSchool de l'ACSAQ.
- 16 janvier : Séance de travail de la Commission scolaire Riverside.
- 22 janvier : Projet de l'école Good Shepherd.
- 29 janvier : Annonce de la construction d'un gymnase pour l'école REACH.

Rapport du directeur général – S. Racette

SUIVI

Rien à signaler à part la circulation du rapport annuel en anglais sur toutes les plateformes. La traduction du rapport en français sera bientôt terminée et disponible sous peu.

LES SUJETS AYANT FAIT L'OBJET D'UNE ATTENTION PARTICULIÈRE

Politique relative au maintien d'un environnement sécuritaire, respectueux et sans drogues dans les écoles :

Depuis la dernière séance du Conseil, il y a eu :

- Un transfert obligatoire pour violence;
- Un transfert obligatoire pour possession de drogues.

Des services sont offerts aux élèves transférés dans une autre école afin de l'aider

BUSINESS ARISING FROM THE DECEMBER 19, 2017 MINUTES:

The Director General advised Council that Riverside School Board's Annual Report was circulated on all platforms in English.

QUESTIONS FROM THE PUBLIC: 7:48 p.m.

None

CHAIRMAN AND DIRECTOR GENERAL

Chair's Report – D. Lamoureux

- December 20 - Riverside School Board Council of Commissioners;
- January 10 - Riverside School Board Spring Conference and QESBA NextSchool;
- January 16 - Riverside School Board Work Session;
- January 22 – Good Shepherd School Project;
- January 29 - REACH School Gymnasium Announcement.

Director General's Report – S. Racette

BUSINESS ARISING

Nothing special to report other than our Annual Report has been circulated on all of our platforms in English. The French translation is almost completed. It should be available shortly.

TOPICS THAT REQUIRED SPECIAL ATTENTION

Policy on Safe, Respectful and Drug-Free Environment in Schools:

Since the last Council meeting, there has been:

- One mandatory transfer for violence;
- One mandatory transfer for possession of drugs.

à faire face aux événements qui ont mené à leur transfert obligatoire

RÉUNIONS

Décembre :

- 21 décembre : Conseil d'administration - Éducation internationale - Sujet d'intérêt : Frais facturés aux élèves internationaux.

Janvier :

- 16 janvier : Réunion spéciale avec les directions d'école – réf. Politique relative au maintien d'un environnement sécuritaire, respectueux et sans drogues dans les écoles.
- 17 janvier : Réunion des directions d'école secondaire – Sujets d'intérêt : Pénurie de suppléants, bénévolat dans les écoles, élèves internationaux, questions ayant trait aux programmes.
- 18 janvier : Réunion du COPRSAQ – Sujet d'intérêt : La santé mentale dans nos établissements, projets éducatifs pour la saison estivale, rapports du ministère.
- 19 janvier : Réunion RAC – Sujet d'intérêt : Politique de répartition des ressources et politique d'utilisation des immeubles.
- 22 janvier : Réunion avec GRICS concernant la sécurité des renseignements.
- 24 janvier : Réunion des directions d'école primaire – Programme Bienvenue à la maternelle du Partenariat en Éducation, bénévolat dans les écoles, plan stratégique du ministère.
- 30 janvier : Réunion du comité d'éducation – Ébauche du plan d'engagement vers la réussite.

ÉVÉNEMENTS

Décembre :

- 20 décembre : Olympiades au centre ACCESS-Guimond.
- 21 décembre : Concert de Noël à l'école Mountainview.

Janvier :

- 17 janvier : Soirée de rencontre – Banque d'administrateurs.

The Students transferred were offered services to help them to address the events that led to their mandatory transfer.

MEETINGS

December:

- December 21 – Conseil d'administration - Éducation internationale – Hot topic: Fees charged for international students.

January:

- January 16 – A special meeting with principals re: Safe, Respectful and Drug-Free Environment in Schools;
- January 17 – Secondary Principals' Meeting: Hot topics: Substitute teachers' shortage, voluntary work in schools, international students, matters related to the curriculum;
- January 18 – LCEEQ Meeting - Hot topic: Mental health in our institutions, pedagogical summer projects, reports from the Ministry;
- January 19 – RAC Meeting – Hot topic: Resource Allocation Policy and Rental Policy;
- January 22 – Meeting with GRICS: Informational Security;
- January 24 – Elementary Principals' Meeting – The Welcome to Kindergarten Program from the Learning Partnership, Volunteer work in the schools, Ministry's Strat Plan
- January 30 – Education Committee Meeting – Commitment to Success draft;

EVENTS

December:

- December 20 – ACCESS Guimond Olympiades;
- December 21 – Christmas Concert at Mountainview.

January:

- January 17 – Meet and Greet – Administrative Bank;

- 29 janvier : REACH – Annonce du MEES.

POUR VOTRE INFORMATION

- Déplacement d'une journée pédagogique pour l'école REACH – L'évènement Défi Sport est prévu le 23 avril 2018, journée pédagogique conditionnelle pour REACH. Entente pour déplacer leur journée pédagogique à une autre date.
- Semaine d'appréciation des employés du 5 au 9 février 2018.
- Programme d'éducation sexuelle obligatoire.
- Fermeture des écoles : Commentaires positives. Aucun incident à signaler. L'école Mountainview a été fermée pendant deux (2) jours.
- Taux de taxation : Audience le 30 janvier 2018, adoption fin mars 2018, en vigueur le 1^{er} juillet 2018.
- D'ici la fin de la semaine, un communiqué sera envoyé à toutes les commissions scolaires annonçant la création de l'IRCM et la JPS de 2018.
- La grève des autobus sur l'île de Montréal ne nous affecte pas.
- Nous avons reçu le modèle du plan stratégique du MEES.

CHAPEAU

- Comité des paniers de Noël à ACCESS – 6^{ième} année de l'évènement. Merci à tous pour leur générosité, les anges de Noël et l'aide offerte par tous et chacun.
- Campagne de sécurité du transport scolaire : Organisée par le département du transport – Concours : 4 gagnants par école, 1 par cycle. Prix : réflecteurs, 2 livres par classe, marche de Bubusse le 15 février 2018 à l'école primaire St. Jude, transport fourni.
- École primaire Good Shepherd : Dévoilement du modèle réduit du nouveau Pont Champlain le 22 janvier 2018. Mme Alexandra Mendès, députée de Brossard – Saint-Lambert y a assisté.
- Salons pour les élèves internationaux de l'Allemagne et l'Espagne – Lucie Roy.

- January 29 – REACH - MEES Announcement.

THINGS YOU SHOULD KNOW

- REACH pedagogical day change – The Défi Sport event is on their conditional pedagogical day scheduled April 23, 2018. Agreed to move their pedagogical day to a different date;
- Staff Appreciation Week - February 5 – 9, 2018;
- Mandatory Sex Education Course;
- School Board closure: Good comments. No incident to report. Mountainview was closed for two (2) days;
- Taxation rate: Hearing January 30, 2018, adoption end of March 2018, in force July 1, 2018;
- Communiqué to be sent to all school boards by the end of the week announcing the creation of IRCM and to recognize the 2018 JPS;
- We are not touched by the island bus strike;
- We received the MEES strategic plan template.

HATSOFF

- ACCESS Christmas Basket Committee 6th annual event – thanking everyone for their generosity, Christmas Angels and amazing help from everyone;
- School Bus Safety Campaign – Put on by Transportation Department – contest – 4 winners per school 1 per cycle – wins reflectors/2 books per class/Bubusse walk on February 15, 2018 at St. Jude Elementary School – transportation provided;
- Good Shepherd Elementary School - Unveiling of their scaled replica model of the new Champlain Bridge on January 22, 2018. Member of Parliament – Brossard - St. Lambert, Ms. Alexandra Mendès, was in attendance;
- Germany and Spain International Student Fairs– Lucie Roy;
- Letter from MEES – Plan Québécois des infrastructures 2017-2027 – financial aid in

- Lettre du MEES : Plan Québécois des infrastructures 2017-2027. L'aide financière s'élève à 2 859 553 \$.
- Enseignantes vedettes en action : Maureen Summers Lépine et Stephanie Kozub de l'école primaire William Latter.
- Gymnase à l'école REACH : Mme Nicole Ménard, conseil d'établissement, direction et école, logistique, maître de cérémonie, remerciements particuliers à Pierre Farmer.

Comité des parents : T. Aguiar

Il n'y a pas eu de réunion du comité de parents depuis la dernière réunion du Conseil des commissaires. Par contre, un vote a eu lieu par courriel pour ratifier l'adhésion de la nouvelle parent commissaire au comité consultatif EHDAA, Cheryl Courtney.

La prochaine réunion est prévue le 5 février 2018.

Comité consultatif EHDAA : C. Courtney

La réunion du comité consultatif EHDAA eut lieu le 18 janvier 2018

Des employés de la Commission scolaire ont fait une présentation au comité à la suite de commentaires exprimés par le comité en 2017 concernant le processus des PI.

Le comité a été informé des mesures de soutien, a discuté des procédures d'identification et a reçu une ébauche du nouveau format des PI. Le comité a fourni de la rétroaction et a posé des questions concernant le processus de communication aux parents.

La prochaine réunion est prévue le 22 février 2018.

- the amount of \$2,859,553;
- Star Teachers in Action - Maureen Summers Lépine and Stephanie Kozub of William Latter Elementary School;
- REACH Gym – Mme Nicole Ménard, Governing Board, Principal and School, Logistics, Master of Ceremonies, but special thanks to Pierre Farmer.

Parents' Committee: T. Aguiar

The Parents' Committee has not met since the last Council of Commissioners meeting. However, there was an e-mail vote to ratify the admission of the new Parent Commissioner for Special Needs, Commissioner Courtney.

The next meeting is scheduled on February 5, 2018.

Special Needs Advisory Committee: C. Courtney

The Special Needs Advisory Committee met on January 18, 2018.

The committee received a presentation from school board employees to follow up on comments the committee made in 2017 about the IEP process.

The committee learned about support measures, discussed identification procedures and were given a draft of a new IEP format. The committee was allowed to provide feedback and ask questions about the process of communicating to the parents.

The next meeting is scheduled on February 22, 2018.

RAPPORTS (comités)

Exécutif – D. Lamoureux
Aucun.

La prochaine réunion est prévue le 6 février 2018.

Consultatif de transport – L. Cuffling
Aucun.

La prochaine réunion est prévue le 20 février 2018.

Éducation – D. Smith
Aucun.

La prochaine réunion est prévue le 26 février 2018.

Vérification (Finances/Ressources matérielles) P. Morrison
Aucun..

La prochaine réunion est prévue le 6 février 2018.

Gouvernance et éthique – L. Cuffling
Aucun.

La prochaine réunion est prévue le 6 février 2018.

Ressources humaines : – H. Dumont
Aucun.

Prochaine réunion sur convocation de la présidence.

Marketing et communications A. Capobianco
Skipworth

Aucune réunion officielle. Mise au point de la Politique relative à la communication pour fins de consultation.

Prochaine réunion sur convocation de la présidence.

COMMITTEE REPORTS (committees)

Executive – D. Lamoureux
No report.

The next meeting is scheduled on February 6, 2018.

Transportation Advisory – L. Cuffling
No report.

The next meeting is scheduled on February 20, 2018.

Education – D. Smith
No Report.

The next meeting is scheduled on February 26, 2018.

Audit (Finance/Material Resources) P. Morrison
No report.

The next meeting is scheduled on February 6, 2018.

Governance and Ethics – L. Cuffling
No report.

The next meeting is scheduled on February 6, 2018.

Human Resources – H. Dumont
No report.

The next meeting is at the call of the Chair.

Marketing and Communications - A. Capobianco
Skipworth

No official meeting. Finalizing the Communications Policy which will go out for consultation.

The next meeting is at the call of the Chair.

ACSAQ – A. Capobianco Skipworth
Aucun.

QESBA – A. Capobianco Skipworth
No report.

La prochaine réunion est prévue le
9 février 2018.

The next meeting is scheduled on
February 9, 2018.

Résolution HR505-20180130 ADOPTION DE LA POLITIQUE POUR PRÉVENIR ET CONTRER LE HARCÈLEMENT	RESOLUTION HR505-20180130 ADOPTION OF THE POLICY TO ADDRESS AND PREVENT HARASSMENT
CONSIDÉRANT que le projet de Politique pour prévenir et contrer le harcèlement a été reçu pour fins de consultation du 19 octobre 2016 au 18 décembre 2016 ;	WHEREAS the draft Policy to Address and Prevent Harassment was received for consultation which ran from October 19, 2016 to December 8, 2016 ;
CONSIDÉRANT que le Conseil des commissaires souhaite adopter la Politique pour prévenir et contrer le harcèlement ;	WHEREAS the Council of Commissioners wishes to adopt the Policy to Address and Prevent Harassment;
IL EST PROPOSÉ par la commissaire Dumont, appuyé par la commissaire Smith, que la Politique pour prévenir et contrer le harcèlement soit adoptée. ADOPTÉE À L'UNANIMITÉ	IT IS MOVED by Commissioner Dumont, seconded by Commissioner Smith, that the Policy to Address and Prevent Harassment be adopted. UNANIMOUS
Résolution B649-20180130 ADOPTION DE LA POLITIQUE RELATIVE AU MAINTIEN D'UN ENVIRONNEMENT SÉCURITAIRE, RESPECTUEUX ET SANS DROGUE DANS LES ÉCOLES	RESOLUTION B649-20180130 ADOPTION OF THE POLICY ON SAFE, RESPECTFUL AND DRUG-FREE ENVIRONMENT IN SCHOOLS
CONSIDÉRANT que le projet de Politique relative au maintien d'un environnement sécuritaire, respectueux et sans drogue dans les écoles a été reçu pour fins de consultation du 19 octobre 2016 au 18 décembre 2016 ;	WHEREAS the draft Policy on Safe, Respectful and Drug-Free Environment in Schools was received by Council on October 18, 2016 and went for consultation from October 19, 2016 to December 8, 2016;
CONSIDÉRANT que le comité exécutif a recommandé que l'ébauche de la Politique relative au maintien d'un environnement sécuritaire, respectueux et sans drogues dans les écoles soit adoptée à la prochaine réunion du Conseil des commissaires ;	WHEREAS the Executive Committee has recommended that the draft of the Policy to maintain a safe, respectful and drug-free environment in schools be adopted at the next meeting of the Council of Commissioners;
CONSIDÉRANT que le Conseil des commissaires souhaite peaufiner les conséquences imposées aux étudiants en contravention à la Politique relative au maintien d'un environnement sécuritaire, respectueux et sans drogues dans les écoles,	WHEREAS the Council of Commissioners wishes to fine-tune the consequences imposed upon students found in violation of the Policy to Maintain a Safe, Respectful and drug-free environment in schools, adjusting them to the severity of the infraction;

les ajustant en lien avec la gravité de l'infraction ;	
CONSIDÉRANT que le Conseil des commissaires souhaite adopter la Politique relative au maintien d'un environnement sécuritaire, respectueux et sans drogues dans les écoles ;	WHEREAS the Council of Commissioners wishes to adopt the Policy on Safe, Respectful and Drug-Free Environment in Schools;
IL EST PROPOSÉ par le commissaire Horrell, appuyé par la commissaire Capobianco Skipworth, que la Politique relative au maintien d'un environnement sécuritaire, respectueux et sans drogues dans les écoles soit adoptée. ADOPTÉE À L'UNANIMITÉ	IT IS MOVED by Commissioner Horrell, seconded by Commissioner Capobianco Skipworth, that the Policy on Safe, Respectful and Drug-Free Environment in Schools be adopted. UNANIMOUS
Résolution B650-20180130 RÈGLEMENT 14 – PROCÉDURES D'EXAMEN DES PLAINTES	RESOLUTION B650-20180130 BY-LAW 14 - EXAMINATION OF COMPLAINTS PROCEDURE
CONSIDÉRANT que le Règlement 14 – Procédures d'examen des plaintes a été reçu pour fins de consultation du 27 novembre 2017 au 19 janvier 2018 ;	WHEREAS By-Law 14 - Examination of Complaints Procedure was received for consultation which ran from November 27, 2017 to January 19, 2018;
CONSIDÉRANT que des commentaires ont été reçus à la suite de la consultation ;	WHEREAS feedback was received pursuant to the consultation;
CONSIDÉRANT que le Conseil des commissaires souhaite que le comité de gouvernance et d'éthique se penche sur la rétroaction reçue à la suite de la consultation ;	WHEREAS the Council of Commissioners wishes to have the Governance and Ethics Committee analyze the feedback received pursuant to the consultation;
IL EST PROPOSÉ par le commissaire Craig, appuyé par la commissaire Smith, que le comité de gouvernance et d'éthique se penche sur la rétroaction reçue en lien avec le Règlement 14 – Procédures d'examen des plaintes, et qu'il fasse ses recommandations au Conseil des commissaires. ADOPTÉE À L'UNANIMITÉ	IT IS MOVED by Commissioner Craig, seconded by Commissioner Smith, that the Governance and Ethics Committee analyze the feedback received regarding By-Law 14 - Examination of Complaints, and make their recommendations to the Council of Commissioners. UNANIMOUS
Résolution F210-20180130 ADOPTION DU MANDAT DU COMITÉ DE VÉRIFICATION, FINANCE ET RESSOURCES MATÉRIELLES POUR L'ANNÉE 2017-2018	Resolution F210-20180130 ADOPTION OF THE MANDATE OF THE AUDIT, FINANCE AND MATERIAL RESOURCES COMMITTEE FOR 2017-2018
IL EST PROPOSÉ par le commissaire Mazur, appuyé par la commissaire Smith, que le	IT IS MOVED by Commissioner Mazur, seconded by Commissioner Smith, that the

mandat présenté par le comité de vérification, finance et ressources matérielles pour l'année 2017-2018 soit adopté et qu'une copie soit annexée au procès-verbal de cette séance. ADOPTÉE À L'UNANIMITÉ	mandate presented by the Audit, Finance and Material Resources Committee for 2017-2018 be adopted and that a copy be appended to these minutes. UNANIMOUS
Résolution B651-20180130 CLARIFICATION DE LA RÉOLUTION B637-20171121	Resolution B651-20180130 CLARIFICATION OF RESOLUTION B637-20171121
CONSIDÉRANT que la résolution B637-20171121 intitulée « Adoption des documents de planification 2017-2020 » a été adoptée le 21 novembre 2017 ;	WHEREAS Resolution B637-20171121 entitled "Adoption of Planning Documents for 2017-2020", was adopted on November 11, 2017;
CONSIDÉRANT que cette résolution comprenait un amendement qui a été adopté et qui se lit comme suit: « <i>Que la partie nord de l'autoroute 132 fasse partie du bassin de fréquentation des écoles St. Lawrence et John Adam</i> » ;	WHEREAS said Resolution included an Amendment which was passed and which reads as follows: " <i>That the area north of route 132 be dual-zoned between St-Lawrence and John Adam</i> ";
CONSIDÉRANT que la zone géographique au nord de la route 132 comprend plus qu'uniquement la région de Delson ;	WHEREAS the geographical area north of route 132 includes more than just the Delson area;
CONSIDÉRANT que l'intention était seulement de diviser la zone de Delson au nord de la route 132 et non la totalité de la zone au nord de la route 132 ;	WHEREAS the intent was only to dual-zone the Delson area north of route 132 and not the entire area north of route 132;
CONSIDÉRANT qu'il est nécessaire de clarifier la résolution B637-20171121 en conséquence ;	WHEREAS it is necessary to clarify Resolution B637-20171121 accordingly;
IL EST PROPOSÉ par le commissaire Giummarra, appuyé par le commissaire Mazur, que les mots « de Delson » soit ajoutés immédiatement avant le mot « nord » de sorte que l'amendement se lise comme suit : <i>Que la partie de Delson au nord de la route 132 fasse partie du bassin de fréquentation des écoles St. Lawrence et John Adam</i> ». ADOPTÉE À L'UNANIMITÉ	IT IS MOVED by Commissioner Giummarra, seconded by Commissioner Mazur, that the word "Delson" be added immediately before the word "north" so that the Amendment reads as follows: " <i>That the Delson area north of route 132 be dual-zoned between St-Lawrence and John Adam</i> ". UNANIMOUS
Résolution B652-20180130 DÉPÔT DE LA POLITIQUE RELATIVE À LA COMMUNICATION POUR FINS DE CONSULTATION	Resolution B652-20180130 DEPOSIT FOR CONSULTATION OF THE COMMUNICATION POLICY
IL EST PROPOSÉ par la commissaire Capobianco Skipworth, appuyé par la	IT IS MOVED by Commissioner Capobianco Skipworth, seconded by Commissioner Butler,

commissaire Butler, que la Politique relative à la communication soit déposée pour fins de consultation du 5 février 2018 au 23 mars 2018 ;

ADOPTÉE À L'UNANIMITÉ

that the Communications Policy be received for consultation from February 5, 2018 to March 23, 2018;

UNANIMOUS

CORRESPONDANCE – Des copies de la liste sont disponibles.

CORRESPONDENCE – Copies of the list are available.

QUESTIONS DU PUBLIC : (20 h 20)

Aucune

PUBLIC QUESTIONS: (8:20 p.m.)

None

BRAVOS

Commissaire Capobianco Skipworth:

- Promotion de l'évènement « Paint Night » à l'école primaire Mountainview.
- Beaucoup de gens ont passé une audition pour l'évènement « Il y a du talent à la CSR ».

BRAVOS

Commissioner Capobianco Skipworth:

- Promoted Paint Night at Mountainview Elementary School.
- Lots of auditions for RSB's got Talent.

Commissaire Guimmarra :

- Pour tout le travail effectué en vue de l'annonce du gymnase de l'école REACH.

Commissioner Guimmarra:

- For the work done for the REACH gymnasium announcement.

Commissaire Aguiar :

- À la communauté de l'école St. Mary's pour leur patinoire dans la cour d'école.

Commissioner Aguiar:

- St-Mary's Elementary School community for skating rink in the backyard.

Président Lamoureux :

- Aux élèves de l'école primaire Good Shepherd et à ceux qui ont travaillé pour REACH.
- Bienvenue à la commissaire Courtney.

Chair Lamoureux:

- Good Shepherd Elementary School students and those who worked on REACH.
- Welcome to Commissioner Courtney.

QUESTIONS DIVERSES

Aucune.

OTHER BUSINESS

None.

LEVÉE DE LA SÉANCE :

IL EST PROPOSÉ par le commissaire Horrell, appuyé par le commissaire Craig, que la séance soit levée à 20 h 23.

CLOSING:

IT IS MOVED by Commissioner Horrell, seconded by Commissioner Craig, at 8:23 p.m. that the meeting be closed.



Dan Lamoureux, président / Chairman



John McLaren, secrétaire général / Secretary General



CONSEIL DES COMMISSAIRES COUNCIL OF COMMISSIONERS

Members are hereby convened to a **regular** meeting on
January 30, 2018, at 7:30 p.m. at the Administration Centre
7525 chemin de Chambly, St. Hubert, QC

AGENDA – REGULAR MEETING

1. Call to Order and Quorum
2. Adoption of the Agenda
3. Oath of Office
4. Approval of Minutes
 - Adoption of the Minutes of the *in camera* meeting of December 19, 2017 (*in camera*)
 - Business arising from the *in camera* meeting of December 19, 2017 (*in camera*)
 - Adoption of the Minutes of the regular meeting of December 19, 2017
 - Business arising from the Minutes of the regular meeting of December 19, 2017
5. Questions from the Public – 30 minutes
6. Chairman's Report
7. Director General's Report
8. Parent Committee Report
9. Special Needs Advisory Report
10. Committee Reports
 - Executive
 - Transportation
 - Education
 - Audit (Finance/Mat. Resources)
 - Governance and Ethics
 - Human Resources
 - Communications and Marketing
 - Q.E.S.B.A.
11. Resolutions
 - Adoption of the Policy to Address and Prevent Harassment
 - Adoption of the Policy on Safe, Respectful, and Drug-Free Environment in Schools
 - By-Law 14 – Examination of Complaints Procedure
 - Adoption of the Mandate of the Audit and Finance and Material Resources Committee for 2017-2018
 - Clarification to Resolution B637-20171121
 - Deposit for Consultation of the Communication Policy
12. Correspondence
13. Questions from the Public – 20 minutes
14. Bravos (2 minutes per member)
15. Other Business
16. Close of Meeting
17. Date of Next Regular Meeting: **February 20, 2018 at 7:30 p.m.**

Given at Saint-Hubert, Québec, on January 26, 2018

John McLaren, Secretary General



CONSEIL DES COMMISSAIRES COUNCIL OF COMMISSIONERS

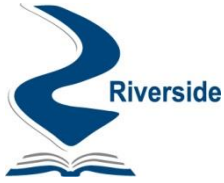
Convocation à une séance **ordinaire** du conseil qui aura lieu
Le 30 janvier 2018 à 19 h 30 au centre administratif,
7525, chemin de Chambly, Saint-Hubert, Québec.

ORDRE DU JOUR– SÉANCE ORDINAIRE

1. Ouverture de la séance
2. Adoption de l'ordre du jour
3. Serment d'office
4. Approbation du procès-verbal
 - Approbation du procès-verbal de la séance à *huis clos* le 19 décembre 2017 (à *huis clos*)
 - Suivi de la séance à *huis clos* le 19 décembre 2017 (à *huis clos*)
 - Approbation du procès-verbal de la séance ordinaire du 19 décembre 2017
 - Suivi de la séance ordinaire du 19 décembre 2017
5. Période de questions du public – 30 minutes
6. Rapport du président
7. Rapport du directeur général
8. Rapport du comité de parents
9. Rapport du comité EHDAA
10. Rapport des comités
 - Exécutif
 - Transport
 - Éducation
 - Vérification (Finances/Ressources Mat)
 - Gouvernance et éthiques
 - Ressources humaines
 - Communications et marketing
 - ACSAQ
11. Résolutions
 - Adoption de la Politique pour prévenir et contrer le harcèlement
 - Adoption de la Politique relative au maintien d'un environnement sécuritaire, respectueux et sans drogues dans les écoles
 - Règlement 14 – procédures d'examen des plaintes
 - Adoption du mandat du comité de l'audit, finance et ressources matérielles pour l'année 2017-2018
 - Clarification de la résolution B637-20171121
 - Dépôt de la Politique relative à la communication pour fins de consultation
12. Correspondance
13. Période de questions du public – 20 minutes
14. Bravos (2 minutes par membre)
15. Varia
16. Clôture
17. Date de la prochaine session ordinaire du Conseil : **le 20 février 2018 à 19 h 30**

Donné à Saint-Hubert (Québec) le 26 janvier 2018

John McLaren, secrétaire général



Riverside School Board

Policy Name:	Policy to Prevent and Address Harassment
Policy Number:	HR-
Date submitted to Executive	2016-10-04
Date received at Council	2016-10-18
Consultation Period:	October 19 to December 8, 2017
Consultation Period:	
Date Approved by Council:	
Date of Next Review:	

Rationale

Riverside School Board is committed to promoting and providing a learning and working environment free of all forms of harassment in accordance with the legal obligations stated in the *ACT RESPECTING LABOUR STANDARDS* (CHAPTER N-1.1, R. 3).

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 by establishing procedures for assistance, investigation, and redress with respect to all parties' right to confidentiality.

Scope

This policy applies to all employees, parents or guardians, volunteers, community partners, visitors, service providers and any person who comes into contact with personnel members. It also applies to elected officials, who are governed by *By-Law # 2: Code of Ethics and Professional Conduct for Commissioners*.

The *Policy to Maintain a Safe, Respectful and Drug-Free Environment in Schools* applies for complaints directed towards students.

Employee rights outlined in the respective collective agreements shall remain in effect.

Definition

Harassment

Harassment is a violation of an individual's dignity and basic human rights. It may be defined as unwelcome comments, actions or gestures, repetitive in nature, which deny individuals the dignity and respect to which they are entitled. These behaviours could be psychological, physical and/or sexual in nature, and are discomfoting, intimidating, offensive, humiliating and embarrassing. A single action may also be considered to be harassment.

Harassment may include but is not limited to:

- a) any action, intentional or not, directed at an individual or group by another individual or group who knows or should know that their action is unwanted;
- b) any implied or explicit bribe, and/or threats of reprisal;
- c) any behaviour, verbal and/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, verbal or written threats, gestures, derogatory comments or degrading descriptions;
- g) inappropriate or unwanted communication of any form including, but not limited to, e-mails, social media and text messages;
- 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.

All cases of harassment reported to Riverside School Board will be treated in the strictest confidence and in accordance with this Policy.

Procedure for dealing with a complaint

Individuals are encouraged to report any uncomfortable situation as soon as possible to their immediate superior or a person of authority with the goal of resolving the situation.

- 1) The Complainant shall initially inform his/her immediate superior. In the case that the alleged Offender is his/her immediate superior, the Complainant shall inform the immediate superior of the alleged Offender.
- 2) The immediate superior will meet with all parties involved in order to assess the situation.
- 3) After reviewing all the facts, the immediate superior shall proceed in a manner to arrive at a satisfactory solution either through discussion, mediation or any other means.
- 4) If a resolution cannot be achieved, the immediate superior shall inform the Complainant of his/her right to make a formal complaint.
- 5) The formal complaint must be submitted within 90 calendar days of the last incidence of the alleged harassment behaviour. The complaint consists of a signed declaration including a record of incidents with dates, times, locations and possible witnesses. This formal complaint shall be submitted to the Director of Human Resources.
- 6) Upon reception of a formal complaint in accordance with the above mentioned process, the Director of Human Resources shall acknowledge reception within 10 working days.
- 7) The Director of Human Resources will proceed with an investigation within 20 calendar days upon the reception of the formal complaint. Each complaint will be investigated in a way that respects the privacy of all parties concerned, as appropriate under the circumstances and to the extent permitted by law. During their respective meetings, the Complainant and the alleged Offender will each have the right to an advocate including, but not limited to, a union or association representative. The alleged Offender is entitled to the same fairness and consideration that is afforded to the Complainant. Any investigation could be suspended if the Complainant or the alleged Offender is incapable of fulfilling his duties as an employee.
- 8) Following the investigation, the Director of Human Resources shall render a decision in writing. If the complaint is retained, appropriate action will be taken in accordance with Riverside School Board policies, collective agreements and practices. This may include, but is not limited to, formal disciplinary measures such as a warning, reprimand, compulsory transfer, suspension or dismissal.

Throughout this process, the Director of Human Resources shall ensure that appropriate support services are offered to both the Complainant and the alleged Offender.

All documents and/or reports will be kept in a confidential file by the Director of Human Resources unless otherwise permitted.



Commission scolaire Riverside

Nom de la politique :	Politique pour contrer et prévenir le harcèlement
Numéro de la politique :	HR505-20180130
Date présentée à l'exécutif:	Le 4 octobre 2016
Date déposée au Conseil :	Le 18 octobre 2016
Période de consultation :	Du 19 octobre 2016 au 8 décembre 2016, prolongée jusqu'au 10 février 2017 par résolution #B598-20161115
Date de l'adoption par le Conseil:	Le 30 janvier 2018
Date proposée pour la prochaine mise à jour:	Trois ans suivant son adoption par le Conseil

Principe de base

La Commission scolaire Riverside s'engage à promouvoir et à assurer un environnement d'apprentissage et de travail exempt de toute forme de harcèlement conformément aux obligations légales en vertu de la *LOI SUR LES NORMES DU TRAVAIL* (CHAPITRE N-1.1, R. 3).

Objectifs

- Maintenir un climat exempt de harcèlement.
- Fournir de l'information, promouvoir la sensibilisation et la compréhension des individus afin de prévenir les cas de harcèlement.
- Fournir le soutien nécessaire aux parties plaignantes en établissant des procédures d'aide, d'enquête et de recours.

Champ d'application

Cette politique s'applique à tous les employésⁱ, les parents ou les tuteurs, les bénévoles, les partenaires communautaires, les visiteurs, les fournisseurs de service et toute personne en contact avec les membres du personnel. La présente politique s'applique également aux élus selon le *règlement numéro 2: Code d'éthique et de déontologie des commissaires*.

Tous les cas de harcèlement concernant un élève seront traités conformément à la *Politique relative au maintien d'un environnement sécuritaire, respectueux et sans drogues dans les écoles*.

Les droits des employés prévus par les conventions collectives respectives demeurent en vigueur.

Définitions

Harcèlement

Le harcèlement constitue une atteinte à la dignité et aux droits fondamentaux de la personne. Il peut se caractériser par un comportement importun (verbal, actes ou gestes) de nature répétitive qui porte atteinte à la dignité et au respect d'autrui. Le comportement peut être de nature psychologique, physique ou sexuelle, gênant, offensant, humiliant, intimidant et généralement inapproprié. Le harcèlement est normalement défini par des actes répétitifs, cependant un incident unique peut aussi constituer un acte de harcèlement.

Les exemples suivants sont au nombre des actes de harcèlement possibles, sans en exclure d'autres:

- a) tout comportement inopportun, qu'il soit intentionnel ou non, d'un individu ou d'un groupe envers un autre individu ou un groupe et dont l'auteur savait ou aurait dû savoir qu'un tel comportement était non désiré ;
- b) les promesses implicites ou explicites, ou les menaces de représailles ;
- c) tout comportement, verbal ou physique, qui crée un climat intimidant ou hostile ;
- d) tout acte, qu'il soit intentionnel ou non, qui rabaisse, humilie ou crée un climat embarrassant pour un individu ou un groupe ;
- e) toute menace ou tout abus des biens de la personne ;
- f) les paroles offensantes, les menaces verbales ou écrites, les gestes, les remarques désobligeantes ou les descriptions dégradantes ;
- g) toute forme de communication inappropriée ou non désirée incluant, sans en exclure d'autres, les courriels, les réseaux sociaux et les messages textes ;
- h) les farces, les histoires, les tracasseries, les moqueries, les dessins, les photos, les gestes, les images, et les vidéos inappropriés ou non désirés ;
- i) la communication de rumeurs malveillantes ;
- j) les remarques de nature sexuelle non désirées ;
- k) les remarques, les menaces ou les représailles désobligeantes en raison d'une proposition refusée, soit de nature sexuelle ou autre;
- l) les accusations calomnieuses.

Chaque plainte de harcèlement signalée à la Commission scolaire Riverside sera traitée de manière strictement confidentielle et selon les dispositions de la présente politique.

Procédure d'examen des plaintes

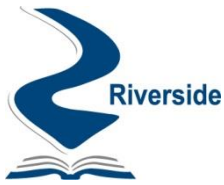
La Commission scolaire Riverside encourage toute personne à signaler une situation les rendant mal à l'aise à leur supérieur immédiat ou à un responsable, et ce, aussitôt que possible afin de régler la situation.

- 1) Le plaignant doit d'abord aviser son supérieur immédiat. Dans le cas où la personne intimée serait le supérieur immédiat du plaignant, ce dernier doit aviser le supérieur immédiat de la personne intimée.
- 2) Le supérieur immédiat rencontrera toutes les personnes concernées afin d'évaluer la situation.
- 3) Après avoir effectué la vérification des faits, le supérieur immédiat tentera de trouver une solution satisfaisante en recourant au processus de médiation, à travers des discussions ou par tout autre moyen.
- 4) Si un règlement ne peut être obtenu, le supérieur immédiat informera le plaignant de son droit de déposer une plainte formelle.
- 5) Toute plainte formelle relative à une conduite de harcèlement doit être déposée dans les 90 jours civils de la dernière manifestation de cette conduite à la direction du service des ressources humaines. La plainte est signée par la personne qui la dépose et doit contenir la description, la date, l'heure, les lieux et, le cas échéant, le nom des témoins de l'incident ou des incidents.
- 6) À la réception de la plainte formelle, et selon la procédure qui précède, la direction du service des ressources humaines accusera réception de ladite plainte dans les 10 jours ouvrables.
- 7) La direction du service des ressources humaines mènera une enquête dans les vingt (20) jours civils suivant la réception de la plainte formelle. Les informations transmises lors de l'enquête seront traitées de manière à respecter le droit à la vie privée de toutes les parties concernées dans la mesure permise par la loi et de manière appropriée dans les circonstances. Lors de leurs rencontres respectives, le plaignant et la personne intimée peuvent se faire accompagner d'une personne représentant l'association ou le syndicat concerné ou, selon le cas, d'un porte-parole pour la défense de leurs intérêts. La personne intimée a droit à un traitement équitable et juste tout comme la personne qui porte plainte. Une enquête peut être suspendue dans le cas où le plaignant ou la personne intimée ne seraient plus en mesure d'accomplir leurs fonctions d'employé.
- 8) Après examen du rapport d'enquête, la direction du service des ressources humaines rendra sa décision par écrit. Si la plainte est accueillie, des mesures seront mises en place conformément aux politiques, aux conventions collectives et aux pratiques de la Commission scolaire Riverside. Ces mesures peuvent comprendre, sans toutefois s'y limiter, des sanctions disciplinaires telles qu'un avertissement, une réprimande, un transfert obligatoire, une suspension ou un congédiement.

Tout au long de ce processus, la direction du service des ressources humaines s'engage à fournir des mesures d'aide au plaignant et à la personne intimée.

Tous les documents et rapports concernant la plainte seront conservés dans un dossier confidentiel auprès de la direction du service des ressources humaines, à moins d'autorisation contraire.

ⁱ Le masculin est utilisé pour alléger le texte, et ce, sans préjudice pour la forme féminine.



Riverside School Board

Policy Name:	Policy to Maintain a Safe, Respectful and Drug-Free Environment in Schools
Policy Number:	
Date submitted to Executive	2017-06-06
Date received at Council	2018-01-23
Consultation Period:	October 19, 2016 to December 8, 2016
Date Approved by Council:	
Date of Next Review:	

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 enrol 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.

DRAFT FOR ADOPTION

TABLE OF CONTENTS

Section I - Code of Conduct	3
Statement of Intent	3
Standards of Behaviour	3
Roles and Responsibilities	3
Areas of Application	4
Compliance	7
Conclusion	7
Section II - Harassment	9
Basic Principles	9
Objectives	9
Scope	9
Definition	9
Harassment in the Youth and Adult Sectors	10
Courses of Action	11
Consequences for Students	12
Section III – Bullying and Violence	16
Basic Principles	16
Definition	16
Scope	16
Section IV – Drugs and Weapons	19
Basic Principles	19
Definitions	19
Scope	19
Procedures to follow if a student is found in possession of drugs and/or weapons	20
Appendix A – Application Procedures	22
Appendix B – Reinstatement Procedures	24

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 discomfoting, 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.

DRAFT FOR ADOPTION

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 ~~two~~ 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 adults and/or 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 counseling
- 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 enrol 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.

DRAFT FOR ADOPTION

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 focussed 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 enrol 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 pre-determined 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 counseling 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.

DRAFT FOR ADOPTION

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.



Riverside School Board – By-Law
Resolution B-20171121

By-Law 14 – Examination of Complaints Procedure

N. B. - This by-law should be read in conjunction with Article 220.2 of the Quebec Education Act (R.S.Q. c.1-13.3)

By-Law Name:	Generalities and Meetings of the Council of Commissioners of Riverside School Board
By-Law Number:	14
Resolution Number:	B639-20171121
Date Approved by Council:	Received for Consultation
Date of Next Review:	

1. Reference

The present By-Law is established in accordance with Article 220.2 of the Quebec Education Act (R.S.Q.. c.1-13.3) and in conformity with the Regulation respecting the Complaint Examination Procedure Established by a School Board (c.1-13.3,r.7.1).

2. Objective

This By-Law is intended to provide for a process to ensure:

- that there is a system in place to resolve problematic situations;
- that there is an examination of complaints procedure in place in the event that the problem resolution procedure was unsuccessful;
- that complaints are resolved in a confidential and timely manner;
- the rights of the interested parties involved in the complaint are respected;
- every complaint is treated in a fair and objective manner.

3. Definitions

3.1 Complaint: The written notice referred to section 4.2.1 of this by-law.

Received for consultation by Council on November 21, 2017.

3.2 Complainant: A **student** of the school board or the student's parents or guardian who files the complaint.

3.3 Interested Parties: The complainant and the person against whom the complaint is made.

3.4 Student Ombudsman: the person who is designated by the Council of Commissioners, after consultation with the Parents' Committee and upon the recommendation of the Governance and Ethics Committee, and whose mandate is to give an opinion on whether a complaint is founded and recommend, if need be, any appropriate corrective measures

4. General Provisions

4.1 Problem Resolution Procedure

Prior to filing a complaint with the Office of the Secretary General, the complainant will have done the following:

- a) Contacted the person(s) involved, either by phone or in writing, and express his or her dissatisfaction with the decision, service or policy. If the dissatisfaction persists, complainant should request an in-person meeting to attempt to resolve the problem.
- b) If the problem remains unresolved, the complainant should then contact the school's principal, either by phone or in writing, and express his or her dissatisfaction with the decision, service or policy. If the dissatisfaction persists, complainant should request an in-person meeting to attempt to resolve the problem.
- c) If the meeting with the principal did not resolve the problem, then the complainant should contact, in writing, the director of schools or the director of the service, outlining the problem and a written response shall be sent to complainant.
- d) In the event the problem remains unresolved, then the complainant should contact, in writing, the Director General outlining the problem and a written response shall be sent to complainant.

4.2 Examination of Complaints Procedure

4.2.1 The complainant shall file a written complaint with the Secretary General in the format prescribed by the Secretary General and which can be found on the School Board's Website.

4.2.2 Upon receiving the complaint, the Secretary General will determine whether the complainant has followed the problem resolution process outlined in section 4.1. In the event that complainant has not done so, the Secretary

General will advise the complainant, in writing, within five (5) days to pursue the problem resolution procedure before filing a complaint.

4.2.3 If the complainant has followed the procedure set out in section 4.1, the Secretary General will, within ten (10) days, inform the complainant, in writing, whether the complaint qualifies for reconsideration of a decision by the Executive Committee of the Council of Commissioners as per sections 9 to 12 of the Quebec Education Act. He will, in all cases, inform the complainant of the possibility of having the complaint referred to the Student Ombudsman.

4.2.4 In the event that that complaint is determined to be eligible for reconsideration by the Executive Committee then the complainant will have to choose between filing for such a reconsideration or referring the complaint to the Student Ombudsman as both recourses are mutually exclusive.

5. Reconsideration of a Decision by the Council of Commissioners

5.1 The Council of Commissioners shall examine, within thirty (30) days, the request for the reconsideration of a decision which has been referred to it by the Secretary General and shall adopt a resolution, in public, either confirming or overturning, in part or in its entirety, said decision.

5.2 The Secretary General shall forward a copy of the resolution to the interested parties within two (2) days of the adoption of said resolution.

5.3 The meetings of the Council of Commissioners in reconsideration of a decision are to be held *in camera*.

6. Complaint referred to the Student Ombudsman

6.1 The Student Ombudsman will investigate complaints which have been referred to him by the Secretary General. In the event that a complaint is filed directly with the Student Ombudsman, the latter will invite the complainant to follow the problem resolution procedure referred to in section 4.1 of this by-law.

6.2 The Student Ombudsman must refuse or cease to examine a complaint upon becoming aware or being informed that the complaint concerns a fault or an act for which a complaint has been filed with the Minister under section 26 of the Education Act.

6.3 The Student Ombudsman may dismiss a complaint upon summary examination if he is of the opinion that it is frivolous, vexatious, made in bad faith or if too much time has elapsed since the event that gave rise to the complaint.

6.4 The Student Ombudsman may take up the complaint at any stage of the complaint examination procedure if the Student Ombudsman considers that

intervention is necessary to prevent harm from being caused to the complainant.

6.5 In conducting the investigation of a complaint, the Student Ombudsman may invite the complainant and any interested parties to submit their observations.

6.6 The Student Ombudsman may require the cooperation of any staff member of the School Board whose expertise is considered necessary by the Ombudsman and may, with the authorization of the Executive Committee, call on an outside expert.

6.7 The Student Ombudsman will, within thirty (30) days of receipt of the request, inform the interested parties and the Executive Committee, in writing, of his decision and of his recommendations for appropriate corrective measures, if applicable.

6.8 The Executive Committee shall examine the Student Ombudsman's recommendation for appropriate corrective measures and will adopt a resolution, either accepting or refusing, in part or in its entirety, the recommendation and this within ten (10) days of receipt of the Ombudsman's decision. The Executive Committee may require the presence of the Student Ombudsman during its deliberations.

6.9 The Secretary General shall forward a copy of the resolution to the interested parties within two (2) days of the adoption of said resolution.

7. Office of the Student Ombudsman

7.1 The term of the Student Ombudsman may not be for less than three (3) years. It may only be revoked by a vote of at least two-thirds of the commissioners entitled to vote.

7.2 The Student Ombudsman is under the responsibility of the Council of Commissioners as is his or her Substitute.

7.3 The Student Ombudsman and his or her Substitute may not be a member of the Council of Commissioners or a member of the School Board personnel.

7.4 The Student Ombudsman must declare to the Council of Commissioners any conflict of interest situations. In such cases, the Student Ombudsman's Substitute will handle the complaint. The Substitute will also handle complaints in the event that the Student Ombudsman is otherwise unavailable.

7.5 The Council of Commissioners delegates to the Executive Committee the review of the Student Ombudsman's report and to decide on the actions to be taken, if any.

7.6 The Student Ombudsman must provide an annual report to the Council of Commissioners stating the number of complaint referrals received and their nature, the corrective measures recommended and any action taken. This report must be included in the Board's Annual Report. The Substitute shall send his report to the Student Ombudsman in time for the preparation of the Student Ombudsman's Annual Report.

7.7 The Student Ombudsman may be asked to present his Annual Report, in person, to the Executive Committee.

8. Rights of the Complainant and other Interested Parties

8.1 An interested party has the right to be assisted by the person of his or her choice at any stage of the proceedings provided for in this by-law. However, only interested parties may make representations.

8.2 A complainant may receive assistance from the Secretary General in the filing of a complaint referred to in section 4.1 of this by-law.

8.3 The School Board will take the necessary measures to ensure the confidentiality of a complainant and to prevent any form of retaliation against him or her.

8.4 The examination of complaints procedure established under this by-law may not result in limiting the complaints that may be made by students, their parents or legal guardian.

9. Obligations of the School Board

9.1 At the beginning of each school year, the School Board shall inform its students and parents or guardian of Riverside School Board's examination of complaints procedure. The procedure and the contact information regarding the Student Ombudsman shall be published on the School Board's Website.

9.2 The School Board shall give an account of the complaint examination procedure in its Annual Report



AUDIT (FINANCE AND MATERIAL RESOURCES) COMMITTEE MANDATE 2017-2018

Art 193.1 of the Educational Act: The Audit committee shall, among other things, assist the commissioners in seeing to the establishment of internal control mechanisms and the optimal use of the school board's resources. The committee must secure the assistance of at least one person who has competency in accounting or financial matters.

Art 195 of the Educational Act: The committees shall establish their rules of internal procedure. The rules shall provide for at least three sittings every school year.

The mandate includes the review and recommendation to the Council of Commissioners regarding issues specifically referred by Council:

Audit Functions:

External Audit

- The mandate of the external auditors;
- The selection of the external auditor to the Council of Commissioners;
- The review of the audit plans;
- Any matters that impairs the conduct of the external audit;
- The annual audited financial statements, including the auditor's report and the memorandum of findings and recommendations;
- The acceptance of the annual audit report;
- Assisting Council in interpreting such documents;
- The implementation of the external auditor's recommendations;
- The corrective action plan developed by the Board and its implementation.

Internal Control

- The appointment, if deemed needed, of an internal auditor;
- The oversight of the internal controls, including reviewing the annual plan to ensure that high risk areas and key control activities are periodically evaluated and tested and reviewing the results of internal audit controlled activities;
- Significant recommendations and findings of the internal control.

Finance Functions:

- Financial reports quarterly and annually, including budgets and forecasts of year-end results;
- Changes in accounting principles and internal control;
- Any situation that could have a material effect on the financial position of the Board;
- The acquisition and use of the financial resources of the School Board, schools and centers;
- Financial advice or information in support of educational and/or operations proposals that require funds or economic analysis and make recommendations to Council.
- The budgets and financial statements that are provided accurately reflect the activity and performance of the financial resources of the School Board, its schools and centers and make recommendations to Council;
- The compliance with by-laws and policies as they relate to the financial matters of the Board;
- Follow-up of the recuperation plan.

Material Resources and Safe Schools:

- Major building projects to be included in the five-year plan;
- Hiring of professionals related to major building projects as governed by the "Law and regulation on contracts of public bodies" (LCOP);
- Financial control and implementation of building modifications and extra expenditures of more than \$25,000 not delegated by council relative to the application of the LCOP;
- Other significant material resources such as Physical health and safety, land sales, rentals and major service contracts.

Approved by the **Audit (Finance and Material Resources)** Committee on December 19, 2017.

Adopted by Council of Commissioners on January 30, 2018.

Commission scolaire Riverside – Règlement

Résolution B639-20171121

Règlement numéro14 – Procédure d’examen des plaintes

N. B. - Ce règlement doit être lu en parallèle avec l'article 220.2 de la Loi sur l'instruction publique (R.S.Q. c.1-13.3)

Nom du règlement :	Procédure d'examen des plaintes
Numéro du règlement :	14
Numéro de la résolution :	B639-20171121
Adoption par le conseil:	Reçu pour consultation
Prochaine révision:	

1. Référence

Le présent règlement est établi conformément à l'article 220.2 de la Loi sur l'instruction publique (chapitre I-13.3) ainsi qu'en vertu du Règlement sur la procédure d'examen des plaintes établie par une commission scolaire (chapitre I-13.3, r.7.1).

2. Objectif

Le présent règlement est établi dans le but de s'assurer :

- Qu'un système soit en place pour résoudre les situations problématiques ;
- Qu'une procédure d'examen des plaintes soit en place dans l'éventualité où la procédure de résolution de problème échoue ;
- Que les plaintes soient traitées de façon confidentielles et dans les meilleurs délais ;
- Que les droits des parties intéressées soient respectés ;
- Que toutes les plaintes soient traitées de manières équitables et objectives.

Reçu pour consultation par le Conseil des commissaires le 21 novembre 2017.
Le masculin est utilisé dans le seul but d'alléger le texte.

3. Définitions

3.1 Plainte : L'avis écrit visé à l'article 4.2.1 du présent règlement.

3.2 Plaignant : Un élève de la Commission scolaire ou les parents ou tuteurs dudit élève qui a ou ont déposé une plainte.

3.3 Parties intéressées : Le plaignant ainsi que la personne qui fait l'objet de la plainte.

3.4 Protecteur de l'élève : La personne nommée par le Conseil des commissaires, après consultation du comité de parents, et sur la recommandation du comité de gouvernance et d'éthique, dont le mandat est d'émettre une opinion à savoir si une plainte est fondée et de recommander des mesures correctives, au besoin.

4. Dispositions générales

4.1 Procédure de résolution de problèmes

Avant de déposer une plainte auprès du Bureau du secrétaire général, le plaignant doit avoir complété les étapes suivantes :

- a) Avoir communiqué avec les personnes concernées, soit par téléphone ou par écrit, pour exprimer son insatisfaction à l'égard d'une décision, d'un service ou d'une politique. Si l'insatisfaction persiste, le plaignant doit demander une rencontre pour tenter de résoudre le problème.
- b) Si le problème n'est toujours pas résolu, le plaignant doit communiquer avec la direction d'école concernée, par téléphone ou par écrit, afin d'exprimer son insatisfaction à l'égard d'une décision, d'un service ou d'une politique. Si l'insatisfaction persiste, le plaignant doit alors demander une rencontre en personne pour tenter de résoudre le problème.
- c) Si la rencontre avec la direction d'école n'a pas résolu le problème, le plaignant doit alors communiquer, par écrit, avec la direction des services éducatifs ou la direction du service concerné et décrire le problème. Une réponse par écrit sera par la suite envoyée au plaignant.
- d) Si le problème n'est toujours pas résolu, alors le plaignant doit communiquer, par écrit, avec le directeur général et décrire le problème. Une réponse par écrit sera par la suite envoyée au plaignant.

4.2 Procédures pour l'examen des plaintes

4.2.1 Le plaignant devra déposer une plainte auprès du secrétaire général dans le format prescrit par le secrétaire général et qui est disponible sur le site Internet de la commission scolaire.

4.2.2 Sur réception de la plainte, le secrétaire général vérifiera si le plaignant a suivi les étapes de résolution de problèmes tel que décrites à l'article 4.1. Dans l'éventualité où le plaignant n'aurait pas suivi la procédure de résolution de problèmes, le secrétaire général avisera le plaignant par écrit, dans les cinq (5) jours de se conformer à ladite procédure de résolution de problèmes avant de déposer une plainte.

4.2.3 Si le plaignant a suivi la procédure tel que décrite à l'article 4.1, le secrétaire général informera le plaignant par écrit, dans les dix (10) jours si la plainte est admissible pour réexamen d'une décision par le comité exécutif du Conseil des commissaires conformément aux sections 9 à 12 de la Loi sur l'instruction publique. Dans tous les cas, le secrétaire général informera le plaignant de la possibilité de déposer une plainte auprès du protecteur de l'élève.

4.2.4 Dans l'éventualité où la plainte est admissible pour réexamen par le comité exécutif, le plaignant devra choisir entre la demande de réexamen ou le recours auprès du protecteur de l'élève, les deux recours étant mutuellement exclusifs.

5. Réexamen d'une décision par le Conseil des commissaires

5.1 Le Conseil des commissaires devra procéder à l'examen de la demande de révision d'une décision dans les trente (30) jours suivant la réception de ladite demande qui lui a été référée par le secrétaire général et devra adopter une résolution, en public confirmant ou infirmant, en partie ou en totalité, ladite décision.

5.2 Le secrétaire général devra transmettre une copie de la résolution aux parties intéressées, dans les deux (2) jours suivant l'adoption de ladite résolution.

5.3 Les réunions du Conseil des commissaires pour réexamen d'une décision auront lieu à *huis clos*.

6. Plaintes référées au Protecteur de l'élève

6.1 Le protecteur de l'élève devra examiner les plaintes qui lui ont été référées par le secrétaire général. Si une plainte est déposée directement auprès du

protecteur de l'élève, ce dernier invitera le plaignant à suivre la procédure de résolution de problèmes tel que décrite à l'article 4.1 du présent règlement.

6.2 Le protecteur de l'élève doit refuser ou cesser d'examiner une plainte dès qu'il constate ou qu'il est informé que la plainte concerne une faute ou un acte pour lequel une plainte a été déposée auprès du ministre en vertu de l'article 26 de la Loi sur l'instruction publique.

6.3 Le protecteur de l'élève peut, sur examen sommaire, rejeter une plainte qu'il juge frivole, vexatoire, faite de mauvaise foi ou s'il estime qu'un laps de temps trop long s'est écoulé entre le déroulement de l'évènement et le dépôt de la plainte.

6.4 Le protecteur de l'élève peut se saisir d'une plainte à toute étape de la procédure d'examen des plaintes s'il estime que son intervention est nécessaire afin éviter que le plaignant ne subisse un préjudice.

6.5 Lors de l'étude de la plainte, le protecteur de l'élève peut inviter le plaignant et toute partie intéressée à présenter leurs observations.

6.6 Le protecteur de l'élève peut requérir la collaboration de tout membre du personnel de la Commission scolaire dont il juge l'expertise nécessaire et, avec l'autorisation du comité exécutif, pourra avoir recours à un expert externe.

6.7 Le protecteur de l'élève avisera, par écrit, les parties intéressées et le comité exécutif de sa décision ainsi que de ses recommandations à titre de mesures correctives, le cas échéant, dans les trente (30) jours suivant la réception de la demande.

6.8 Le comité exécutif examinera les mesures correctives recommandées par le protecteur de l'élève et adoptera une résolution les acceptant ou les refusant, en partie ou en totalité, dans les dix (10) jours suivant la réception de la décision du protecteur de l'élève. Le comité exécutif pourra exiger la présence du protecteur de l'élève au cours de ses délibérations.

6.9 Le secrétaire général transmettra une copie de la résolution aux parties intéressées dans les deux (2) jours suivants l'adoption de ladite résolution.

7. Bureau du protecteur de l'élève

7.1 La durée du mandat du protecteur de l'élève ne peut être inférieure à trois (3) années. Son mandat ne peut être révoqué que par le vote d'au moins des deux tiers des commissaires ayant le droit de vote.

7.2 Le protecteur de l'élève ainsi que son substitut relèvent du Conseil des commissaires.

7.3 Le protecteur de l'élève et son substitut ne peuvent pas être des membres du Conseil des commissaires ni du personnel de la commission scolaire.

7.4 Le protecteur de l'élève doit révéler au Conseil des commissaires toute situation de conflit d'intérêts. Dans un tel cas, le substitut du protecteur de l'élève traitera la plainte. Le substitut s'occupera également des plaintes lorsque le protecteur de l'élève n'est pas disponible.

7.5 Le Conseil des commissaires délègue au comité exécutif l'examen du rapport soumis par le protecteur de l'élève et aux actions à prendre le cas échéant.

7.6 Le protecteur de l'élève doit remettre au Conseil des commissaires son rapport annuel indiquant le nombre de plaintes reçues, la nature de celle-ci, les mesures correctives recommandées ainsi que les suites qui leur ont été données. Ce rapport doit paraître dans le rapport annuel de la commission scolaire. Le substitut doit transmettre son rapport au protecteur de l'élève à temps pour la préparation du rapport annuel du protecteur de l'élève.

7.7 Le comité exécutif peut demander au protecteur de l'élève de venir présenter son rapport annuel en personne.

8. Droits du plaignant et des autres parties intéressées

8.1 Toute partie intéressée peut être accompagnée par la personne de son choix à toute étape de la procédure d'examen des plaintes; cependant, seules les parties intéressées peuvent faire des représentations.

8.2 Le plaignant peut recevoir l'assistance du secrétaire général pour déposer une plainte auquel réfère l'article 4.1 du présent règlement.

8.3 La commission scolaire prendra les mesures nécessaires pour assurer la confidentialité du plaignant et pour éviter toute forme de représailles contre le celui-ci.

8.4 La procédure d'examen des plaintes établie par le présent règlement ne peut avoir pour effet de limiter les plaintes qui peuvent être formulées par les élèves, leurs parents ou leurs tuteurs.

9. Engagements de la commission scolaire

9.1 La commission scolaire devra informer les élèves, leurs parents ou tuteurs de la procédure d'examen des plaintes au début de chaque année scolaire. La procédure ainsi que les coordonnées du protecteur de l'élève doivent être diffusées sur le site Internet de la commission scolaire.

9.2 La commission scolaire devra faire état de l'application de la procédure d'examen des plaintes dans son rapport annuel.



Riverside School Board

Policy Name:	Communication Policy
Policy Number:	_____
Date Submitted to Executive:	2017-12-05
Date Received at Council:	2018-01-23
Consultation Period:	February 5, 2018 to March 23, 2018
Date Approved by Council:	_____
Date of Next Review:	3 years from approval by Council

1. INTRODUCTION

Riverside School Board recognizes the key role played by communications in support of its mission, its obligation of accountability to the public and in the implementation of the actions described in its Strategic Plan. Riverside School Board will continue to foster, promote and encourage open communication with its clientele in all areas related to education and highlight our schools and centres to increase visibility and enrollment on all platforms.

1.1 Definitions:

Board - Riverside School Board

Commissioner – A person that is elected or co-opted to the Council of Commissioners for Riverside School Board

Council – Council of Commissioners of Riverside School Board

Communication Officer – Person hired to assist in managing Riverside School Board communication

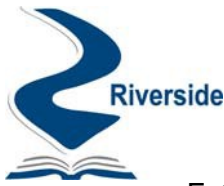
Parent – The parent or legal guardian identified as such on the student’s registration form

Student – Children or adults attending school or centres of Riverside School Board

Clientele – Internal and external stakeholders

Internal

- youth and adult sector students;
- all staff;
- Council of Commissioners;



Riverside School Board

External

- parents;
- unions, organizations and associations;
- members of the various committees of the School Board (Parent Committee, Governing Boards, etc.);
- taxpayers;
- population on the territory of the School Board;
- community organizations;
- political representatives;
- Ministry of Education;
- other school boards in Quebec;
- business;
- suppliers of goods and services;
- local, regional, national and international media.

Platforms – All types of communication including website, media, social media, and community relations

2. GENERAL OBJECTIVES

- To establish and maintain effective communication within Riverside School Board and the communities it serves;
- To increase awareness of Riverside School Board programs and services, activities, successes and accomplishments;
- To promote Riverside School Board schools and centres and to support their programs and services with an effective communications program focused on system-wide application;
- To facilitate Commissioner involvement within the Riverside School Board as well as the community at large;
- To ensure appropriate use and positive promotion of Riverside School Board's name, image, logo and reputation;
- To inform our clientele, in a timely manner, and promote:
 - the strategic orientations of the school board;
 - policies and strategic decisions;
 - the educational projects of and the activities taking place in our schools and centres;
 - the orientations and objectives of our adult education and vocational centres;
 - the success plans of our schools;
 - the variety of programs and services offered by Riverside School Board;
 - student achievement and school life.
- To determine a clear division of responsibility;
 - To develop and maintain favorable media relations.



Riverside School Board

3. SPECIFIC OBJECTIVES

The Communications Policy involves two parts: internal communications, and external communications.

3.1 Objectives of Internal Communications:

- To ensure the management and distribution of information to commissioners, staff, and students;
- To provide an opportunity for feedback;
- To respond promptly to requests for information;
- To ensure that all staff members receive information in a timely manner regarding decisions made at Board level.

3.2 Objectives of External Communications:

- To ensure the transmission of official or important information to parents and to the public (e.g.: public notices, requests for access to information, the annual report, press releases, communiqués, letters to parents, etc.);
- To inform the public of the services offered by Riverside School Board and its schools and centres and to make known the accomplishments of its students and staff members provided it is not for a commercial purpose.

3.2.1 Media Relations:

- To ensure coherent and consistent dissemination of information;
- To establish positive relationships with the media that enhance favorable and timely coverage.

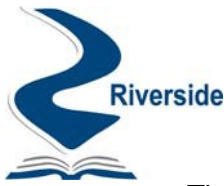
3.2.2 Public Relations:

- To build rapport with external clientele on our platforms;
- To manage the flow of information on our platforms;
- To create a positive exposure of Riverside School Board to the community on our platforms.

4. ROLES AND RESPONSIBILITIES

4.1 Council of Commissioners:

- Commissioners shall fulfill the obligations of their office with integrity, good faith and in the best interests of the population served by the school board and they shall abide by the rules of procedure and policies adopted by Council as per the Code of Ethics and Professional Conduct for Commissioners;
- The Chair of the Council of Commissioners is the official spokesperson of Riverside School Board; however, the Director General may be authorized by the Chair to represent the Board;



Riverside School Board

- The role of Commissioners in the area of communications is to convey information regarding the overall direction, policies and decisions of the Council while respecting the Code of Ethics and Professional Conduct of Commissioners;
- At the request of the Chair, a Commissioner may also represent the School Board at a public event.

4.2 Office of the Director General:

- The Director General may represent Riverside School Board on matters related to the administrative and pedagogical operations of the Board Office, schools and centres. The Director General may delegate this authority to another administrator as required.

4.3 Directors:

- Directors are responsible for the daily communications related to the work of their departments and shall collaborate with the Office of the Director General to ensure the application of this Policy.

4.4 School Administrators and Staff of Riverside School Board shall:

- Familiarize themselves with the Media Authorization Form;
- Advise the office of the Director General of all public relations efforts;
- Provide immediate notification to the Office of the Director General of any issue or occurrence with the potential to generate media coverage;
- Ensure that access to a Riverside facility by the media has been approved by the school or centre's administration and that the office of the Director General is advised;
- Provide advance notice, when possible, of special events to ensure adequate public relations support (i.e.: press releases, staff notification, pre-publicity, follow up with media, assignment of photographers, commissioner invitations etc.);
- Collaborate with the Governing Board to provide and gather information in accordance with this policy and the Quebec Education Act;
- Ensure that the Communication Officer is provided with the calendar of events, newsletters and photos and a short paragraph of special events or activities in order to highlight their schools on all Riverside School Board platforms;
- Inform the impacted persons (student, administrators, staff, parents/guardians and all relevant community partners) of any situations having a direct impact on their well-being, while maintaining confidentiality when required.

4.5 Communication Officer

- Highlights Riverside School Board schools and in centres to increase visibility on all platforms;
- Produces promotional material;
- Strengthens or establishes relationship with media, schools and community;
- Monitor Riverside School Board platforms and intervene when required to promote a safe, caring and respectful interaction amongst Riverside community members and towards the School Board.



Riverside School Board

4.6 Parent and Riverside Community

- Parents and Community members are expected to use Riverside's platforms in a respectful manner;
- Parents having any concerns or complaints regarding one of the Board's services, schools or centres and its representatives, should follow the steps in conformity with Riverside's by-law on Procedure Examination of Complaints.

5. MEDIA RELEASES

- The Chair of the Council of Commissioners or the Director General may issue media releases on behalf of Riverside School Board;
- Media releases issued on behalf of the Board must be in keeping with the Board's mission statement and may not contravene Board resolutions, policies, or procedures;
- Media releases issued by the Board will be forwarded to all commissioners, school administrators and Communication Committee via email or voice mail prior to their release to the media;
- Commissioners and, depending on the topic, the Communication Committee and School Administrators will be advised, prior to the release to the media, of media interventions by the Chair of the Council of Commissioners or the Director General;
- Staff members contacted by the media shall inform their superior immediately, who shall in turn notify the Office of the Director General;
- The Office of the Director General in consultation with the Chair will determine who shall respond to a media request for information. In the event that it is an administrator, support/guidance shall be provided.

6. Social Media and Website Postings

- Flyers for school events and activities, pictures (or videos) and description of activities should be posted on school social media platforms or sent to the Communication Officer on a regular basis in order to promote our schools;
- School events & activities provided by the schools (from Principals, teachers or specialists, etc.) should have Media Authorizations from parents prior to sending to the Communication Officer;
- Partners' events and activities may also be promoted on Riverside platforms (LEARN Québec, Quebec English School Board Association, etc.). Community Learning Centres' partners and activities may also be promoted and/or shared on Riverside social media platforms;
- Requests from parents, teachers or other Riverside community members will not be promoted on any platforms unless it is related to Riverside activity, events or achievement;
- Riverside School Board may communicate information, forum addresses and social media pages of interest to its community through its networks. To this effect, Riverside School Board may facilitate school access (ex.: classroom, library, gym, etc.) to its community for meetings to address school-related concerns. However, Riverside School Board's platforms may not be used as an open forum for debate;
- Riverside School Board may share postings via social media platforms from schools or partners in order to promote and inform its community.



Riverside School Board

7. VISUAL IDENTIFICATION OF THE SCHOOL BOARD

- The logo of Riverside School Board shall be used in accordance with the Graphic Standards Guide (see Annex A);
- The logo must appear on all official documents of the Board including public tenders, job postings, etc. as well as on all publicity designed by Board departments, schools and centres;
- The visual branding (images, banners, taglines, colors, etc.) should be respected on all platforms and official documents;
- Any use of the Riverside School Board name/logo must be approved by Riverside School Board;
- Board Email Signature Block shall be used by all Board staff.

8. CRISIS OR EMERGENCY SITUATIONS

Any crisis or emergency, defined as an extraordinary event that has serious consequences on the safety and security of students and/or staff, must be reported to the Office of the Director General immediately.

9. GOVERNANCE

Application of the Communications Policy shall be guided by the following rules, regulations, and laws:

- Quebec Education Act;
- Act on Access to Information and Protection of Personal Information;
- Riverside School Board Code of Conduct;
- Code of Ethics and Professional Conduct for Commissioners.

10. COMING INTO FORCE

This Policy shall come into force on the date of its adoption.



Commission scolaire Riverside

Nom de la politique :	Politique relative à la communication
Numéro de la politique :	_____
Date présentée à l'exécutif:	2017-12-05
Date déposée au conseil :	2018-01-23
Période de consultation :	Du 5 février au 23 mars 2018
Date de l'adoption par le Conseil :	_____
Date proposée pour la prochaine mise à jour :	Trois ans suivant son adoption par le Conseil

1. INTRODUCTION

La Commission scolaire Riverside est consciente de l'importance de la communication de l'information dans le cadre de sa mission, de son obligation de rendre compte au public et dans la mise en œuvre des mesures énoncées dans son Plan stratégique. La Commission scolaire Riverside continuera à favoriser, promouvoir et encourager la communication avec sa clientèle dans tous les domaines relatifs à l'éducation et à mettre en évidence ses écoles et ses centres afin d'augmenter la visibilité et le nombre d'inscriptions sur toutes les plateformes.

1.1 Définitions:

Commission scolaire – Commission scolaire Riverside

Commissaire – Une personne élue ou cooptée au Conseil des commissaires de la Commission scolaire Riverside

Conseil – Conseil des commissaires de la Commission scolaire Riverside

Agent des communications – Une personne embauchée afin de contribuer à la gestion des communications de la Commission scolaire Riverside

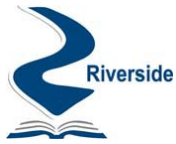
Parent – Parent ou tuteur légal tels que précisés sur le formulaire d'inscription de l'élève

Élèves – Enfants ou adultes fréquentant une école ou un centre de la Commission scolaire Riverside

Clientèle – Parties intéressées externes et internes

Interne

- Les étudiants du secteur des jeunes et du secteur des adultes;
- L'ensemble du personnel;
- Conseil des commissaires.



Commission scolaire Riverside

Externe

- Les parents;
- Les syndicats, les organismes et les associations;
- Les membres des divers comités de la Commission scolaire (comités de parents, comités d'établissement, etc.);
- Les contribuables;
- La population sur le territoire de la Commission scolaire;
- Les organismes communautaires;
- Les représentants politiques;
- Le ministère de l'Éducation;
- Les autres Commissions scolaires du Québec;
- Les entreprises;
- Les fournisseurs de biens et services;
- Les médias locaux, régionaux, nationaux et internationaux.

Plateformes – Tous les modes de communication incluant le site web, les médias, les réseaux sociaux et les relations publiques

2. OBJECTIFS GÉNÉRAUX

- Établir et maintenir une communication efficace entre la Commission scolaire Riverside et les communautés qu'elle dessert;
- Sensibiliser davantage la population à l'égard des programmes, des services, des activités, des réussites et des réalisations de la Commission scolaire Riverside;
- Promouvoir les écoles et les centres de la Commission scolaire Riverside et assurer un soutien pour les programmes et les services au moyen de la mise en place d'un programme de communication efficace à l'échelle du système;
- Faciliter l'implication et la participation des commissaires dans les activités de la Commission scolaire Riverside ainsi que dans la communauté;
- Assurer une utilisation appropriée et une promotion positive du nom, de l'image de marque, du logo et de la réputation de la Commission scolaire Riverside;
- Informer notre clientèle, en temps opportun, ainsi que promouvoir:
 - Les orientations stratégiques de la Commission scolaire;
 - Les politiques et les décisions stratégiques;
 - Les projets éducatifs et les activités dans nos écoles et nos centres;
 - Les orientations et les objectifs de notre centre de l'éducation des adultes et de la formation professionnelle;
 - Les plans de réussite de nos écoles;
 - La variété de programmes et de services offerts à la Commission scolaire Riverside;
 - Les accomplissements des élèves et la vie scolaire.



Commission scolaire Riverside

- Établir une définition claire des responsabilités de chacun;
 - Créer et maintenir des relations favorables avec les médias.

3. OBJECTIFS SPÉCIFIQUES

La politique relative à la communication comporte deux volets : les communications internes et les communications externes.

3.1 Objectifs des communications internes:

- Assurer la gestion et la diffusion d'information aux commissaires, au personnel, et aux élèves;
- Offrir la possibilité de donner une rétroaction;
- Répondre promptement aux demandes d'information;
- S'assurer que les membres du personnel sont informés en temps opportun en ce qui concerne les décisions prises par les administrateurs de la Commission scolaire.

3.2 Objectifs des communications externes:

- Assurer la transmission d'information importantes ou de nature officielle aux parents et au public (p. ex., les avis publics, les demandes d'accès à l'information, le rapport annuel, les communiqués de presse, les communiqués, les lettres aux parents, etc.);
- Informer le public des services offerts à la Commission scolaire Riverside, dans les écoles et les centres et promouvoir les réalisations des élèves et du personnel considérant qu'ils ne sont pas destinés à des fins commerciales.

3.2.1 Relations médias :

- Assurer une diffusion médiatique cohérente et régulière;
- Créer des liens positifs avec les médias ce qui contribuera à assurer une diffusion favorable et rapide de l'information.

3.2.2 Relations publiques :

- Établir des liens avec la clientèle externe sur toutes nos plateformes;
- Superviser la circulation de l'information sur toutes nos plateformes;
- Créer une visibilité positive de la Commission scolaire Riverside auprès de la communauté sur toutes nos plateformes.

4. RÔLES ET RESPONSABILITÉS

4.1 Conseil des commissaires:

- Les commissaires doivent, dans l'exercice de leur fonction, exécuter les obligations avec intégrité et agir de bonne foi et dans l'intérêt véritable de la population desservie par la Commission scolaire et ils doivent respecter les règles de procédure et les politiques adoptées par le Conseil selon le Code d'éthique et de



Commission scolaire Riverside

déontologie des commissaires;

- Le président du Conseil des commissaires est le porte-parole officiel de la Commission scolaire Riverside; cependant, le président peut autoriser le directeur général à agir comme représentant de la Commission scolaire;
- Le rôle des commissaires à l'égard de la communication est de transmettre des informations sur l'ensemble des activités, des politiques et des décisions du Conseil tout en respectant le Code d'éthique et de déontologie des commissaires;
- Le président peut demander à un commissaire de représenter la Commission scolaire lors d'un événement public.

4.2 Bureau de la direction générale:

- Le directeur général peut représenter la Commission scolaire Riverside lorsqu'il s'agit de propos liés aux opérations administratives et pédagogiques du centre administratif, des écoles et des centres. Le directeur général peut désigner cette tâche à un autre administrateur selon le besoin.

4.3 Administrateurs du centre administratif:

- Les administrateurs sont responsables de la communication d'information en ce qui concerne les activités quotidiennes de leur unité administrative, et collaboreront avec le bureau de la direction générale en vue d'assurer la mise en application de la présente politique.

4.4 Les administrateurs des écoles et le personnel de la Commission scolaire Riverside veilleront à:

- Se familiariser avec la fiche de consentement par rapport aux médias;
- Informer le bureau de la direction générale de toutes actions menées en matière de relations publiques;
- Aviser, sans délai, le bureau de la direction générale de toute question ou d'événements pouvant faire l'objet de diffusion médiatique;
- S'assurer que l'accès des médias sur les lieux de Riverside a été préalablement autorisé par le directeur de l'école ou du centre et s'assurer d'en informer le bureau de la direction générale;
- Annoncer les événements spéciaux à l'avance, si possible, afin d'assurer un soutien adéquat en matière de relations publiques (par exemple, les communiqués de presse, les communiqués au personnel, la publicité avant la tenue de l'événement, le suivi avec les médias, l'assignation d'un photographe, les invitations aux commissaires, etc.);
- Collaborer avec le Conseil d'établissement pour fournir et recueillir des informations conformément aux dispositions de la présente politique et selon la Loi sur l'instruction publique;
- Remettre à l'agent des communications le calendrier des événements, les bulletins d'information, les photographies et un court texte sur les activités et les événements spéciaux afin de faire ressortir les écoles sur toutes les plateformes de la Commission scolaire Riverside;
- Informer les personnes concernées (élèves, administrateurs, membres du personnel, parents/tuteurs et l'ensemble des partenaires communautaires concernés) de toute situation ayant un impact direct sur leur bien-être tout en



Commission scolaire Riverside

garantissant la confidentialité si nécessaire.

4.5 Agent des communications

- Met en évidence les écoles et les centres de la Commission scolaire Riverside afin d'augmenter leur visibilité sur toutes les plateformes;
- Produit du matériel promotionnel;
- Renforce ou établit des relations avec les médias, les écoles et la communauté;
- Surveille les plateformes de la Commission scolaire Riverside et intervient si nécessaire afin de promouvoir des interactions sécuritaires, respectueuses et bienveillantes entre les membres de la Commission scolaire Riverside et envers la Commission scolaire.

4.6 Les parents et les membres de la communauté de la Commission scolaire Riverside

- Les parents et les membres de la communauté sont censés utiliser les plateformes de la Commission scolaire Riverside de façon respectueuse;
- Les parents ayant des préoccupations ou une plainte à formuler par rapport à un service, une école ou un centre, et ses représentants, doivent suivre les étapes de la Procédure d'examen des plaintes de la Commission scolaire Riverside.

5. DIFFUSION MÉDIATIQUE

- Le président du Conseil des commissaires ou le directeur général peut émettre des communiqués de presse au nom de la Commission scolaire Riverside;
- Les communiqués de presse émis au nom de la Commission scolaire doivent rester fidèles à la mission de la Commission scolaire et ne doivent pas contrevenir aux résolutions, ni aux politiques ou aux procédures de la Commission scolaire;
- Les communiqués émis par la Commission scolaire doivent être transmis aux commissaires, aux administrateurs d'écoles et au comité des communications par courriel ou message vocal avant d'être diffusés par les médias;
- Les commissaires, et selon le sujet concerné, le comité des communications et les directions d'écoles seront avisés de l'intervention médiatique du président du Conseil des commissaires ou du directeur général, et ce, avant l'émission d'un communiqué de presse;
- Les membres du personnel qui sont sollicités par les médias doivent immédiatement en informer leur supérieur qui en avisera le bureau de la direction générale;
- Le bureau de la direction générale, après consultation du président, désignera une personne qui sera chargée de répondre à la demande d'information des médias. Dans le cas où la personne désignée est un administrateur, un soutien et des conseils lui seront fournis.

6. Affichage sur le site Web et les réseaux sociaux

- Les dépliants des événements et des activités scolaires, les photographies (ou vidéos) et les descriptions des activités doivent être affichés sur les plateformes des réseaux sociaux de l'école ou envoyés à l'agent des communications, et ce,



Commission scolaire Riverside

- sur une base régulière afin de promouvoir nos écoles;
- Dans le cadre des événements et des activités scolaires organisés par les écoles (direction, enseignants ou spécialistes, etc.), la fiche de consentement par rapport aux médias doit être signée par les parents avant l'envoi à l'agent des communications;
 - Les partenaires des événements et des activités peuvent promouvoir leur organisme sur les plateformes de la Commission scolaire Riverside (LEARN Québec, Association des Commissions scolaires anglophones du Québec, etc.). Les partenaires des centres scolaires communautaires peuvent également promouvoir leur organisme et partager leurs activités sur les plateformes des réseaux sociaux de la Commission scolaire Riverside;
 - Les demandes des parents, des enseignants ou des autres membres de la communauté de la Commission scolaire Riverside ne peuvent être promues sur les plateformes si elles ne sont pas en lien avec une activité, un événement ou une réalisation de la Commission scolaire Riverside;
 - La Commission scolaire Riverside peut fournir de l'information, l'adresse de forums et des pages Web de réseaux sociaux d'intérêt pour les membres de sa communauté à travers ses réseaux. À cet effet, la Commission scolaire Riverside peut faciliter l'accès aux écoles (p. ex., salle de classe, bibliothèque, gymnase, etc.) aux membres de sa communauté lors de réunions pour discuter de préoccupations scolaires. Par contre, les plateformes de la Commissions scolaire ne peuvent être utilisées comme tribune pour ouvrir un débat.;
 - La Commission scolaire Riverside peut partager sur ses réseaux sociaux des affichages provenant des écoles ou de ses partenaires pour promouvoir et informer sa communauté.

7. IDENTIFICATION VISUELLE DE LA COMMISSION SCOLAIRE

- Le logo de la Commission scolaire Riverside sera utilisé conformément aux normes de présentation graphique (voir l'annexe A);
- Tout document officiel de la Commission scolaire doit porter le logo, y compris les appels d'offres, les affichages de postes, etc., ainsi que toute publicité présentée par les unités administratives, les écoles et les centres de la Commission scolaire;
- L'identité visuelle (images, bannières, slogans, couleurs, etc.) doit être respectée sur toutes les plateformes et les documents officiels.;
- Toute utilisation du nom ou du logo de la Commission scolaire Riverside doit être approuvée par la Commission scolaire;
- Le bloc-signature des courriels de la Commission scolaire Riverside doit être utilisé par tous les membres du personnel de la Commission scolaire.

8. SITUATIONS DE CRISE OU D'URGENCE

Toute crise ou urgence, c'est-à-dire un événement extraordinaire où il y a un sérieux risque de compromettre la sécurité et la protection des élèves ou du personnel, doit être portée à l'attention du bureau de la direction générale.

Commented [CL1]: Used to be identified as section 7, has been renumbered as section 8 due to addition of section 6 above.



Commission scolaire Riverside

9. GOUVERNANCE

La mise en application de la Politique relative à la communication sera guidée par les règles et les lois suivantes:

- Loi sur l'instruction publique du Québec;
- Loi sur l'accès à l'information et sur la protection des renseignements personnels;
- Le Code de conduite de la Commission scolaire Riverside;
- Le Code d'éthique et de déontologie des commissaires.

10. ENTRÉE EN VIGUEUR

La présente politique entre en vigueur à compter de la date de son adoption.

Le générique masculin est utilisé dans la présente politique sans aucune discrimination et uniquement dans le but d'alléger le texte.

Commented [CL2]: Used to be identified as section 8, has been renumbered as section 9 due to addition of section 6 above.

Commented [CL3]: Used to be identified as section 9, has been renumbered as section 10 due to addition of section 6 above.