

Policy Statement

POLICY:

CHILD PROTECTION AND HUMAN RIGHTS

The Khalsa Education Board is committed to the provision of a safe learning and working environment for students and staff in all its schools. The Board has implementing policies regarding: Student/Staff Relations, Discipline, Physical, Emotional and Sexual Abuse and Human Rights and Mutual Respect to ensure that students and staff can function at Khalsa Schools without fear.

These policies have also been designed to provide students, teachers, parents and administrators with acceptable guidelines and procedures for dealing with each other in honorable and consistent ways.

DIVERSITY

Diversity is an overarching concept that reflects a philosophy of equitable participation and an appreciation of the contributions of all people. It is a concept that refers both to our uniqueness as individuals and to our sense of belonging or identification within a group or groups. Diversity refers to the ways in which we differ from each other. Some of these differences may be visible (e.g. race, ethnicity, gender, age, ability), while others are less visible (e.g. culture, ancestry, language, religious beliefs, sexual orientation, socio-economic background).

Goals or purposes for Diversity include:

- taking into account the different beliefs, customs, practices, languages, behaviors and physical differences of individuals and cultural groups
- Encouraging understanding, acceptance, mutual respect and inclusion, in order to make school communities and society as a whole more equitable for all people.

BULLYING

1. Sexual Orientation and Gender Identities.

The Khalsa Board of Education (Board) is committed to establishing and maintaining a safe, inclusive, equitable, and welcoming learning and working environment for all members of the Khalsa Schools' community, regardless of real or perceived sexual orientations, gender identities, and gender expressions, which includes lesbian, gay, bisexual, transsexual, Two-Spirit, queer, and those who are questioning (LGBTQQ+).

The Board will provide a safe environment, free from harassment and discrimination, while also promoting pro-active strategies and guidelines to ensure that lesbian, gay, transgender, transsexual, two spirit, bisexual and questioning students, employees and families are welcomed and included in all aspects of education and school life and treated with respect and dignity. The purpose of this policy is to define appropriate behaviors and actions in order to prevent discrimination and harassment through greater awareness of and responsiveness to their poisonous effects.

The policy is also drafted to ensure that homophobic complaints are taken seriously and dealt with expeditiously and effectively through understanding of the lives of the people who identify themselves on the basis of sexual orientation or gender identity. By valuing diversity and respecting differences, students and staff act in accordance with the Khalsa Education Social Responsibilities.

EDUCATION RESOURCES

Policy:

The learning of individual students is enhanced by the use of a variety of learning materials which are appropriate to each student's developmental level and learning style.

The Khalsa Education Board promotes the development of a resource rich learning environment in Khalsa Schools. For purposes of this policy, resources will refer to print and non-print materials that are curriculum-related, age-appropriate and accommodating to a wide range of learning levels and interests.

Administrative Procedures

Provincially Recommended Learning Materials

Provincially recommended materials support the provincial curricula, and are evaluated through the provincial evaluation process. These are approved by the Ministry for use in all British Columbia schools and are listed in the *Catalogue of Learning Resources* as well as in "Appendix B" of each of the *Ministry's integrated resource packages*.

Locally Evaluated Learning Materials

Teachers may choose to use provincially recommended resources to support provincial or Khalsa Education Board-approved and locally-developed curricula; or they may select resources not on the recommended list. Resources used and not on the recommended list must be evaluated and approved by the Khalsa Education Board-approved process.

Criteria for the Selection of Locally Evaluated Learning Materials:

- Prospective learning resources shall support or enrich provincial learning outcomes
- Prospective learning resources shall be of high quality in content and presentation, and shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social development of the students for whom the materials are selected
- Prospective learning resources shall reflect an awareness of our pluralistic society, and an understanding of the contribution made by women, minority groups and ethnic groups to our society
- Quality and content being equal, learning resources that are Canadian shall be given preference
- Learning resources which reflect a particular bias may be selected to meet specific curriculum objectives.
- The infusion of Punjabi and Sikh Culture into the Core Subjects is encouraged by the Khalsa Education Board.

Responsibility for Selecting Learning Resources

Within the framework of the above, the Board delegates the responsibility for selecting learning resources for classroom use to the professional staff employed at Khalsa Schools. While the selection of learning resources involves many people, it shall be the responsibility of the Director of Education and Principals to coordinate procedures for the selection of learning resources for classroom use and to acquire learning resources.

Challenges by Members of the Public to the Appropriateness of Locally Evaluated Learning Materials

In the event that learning resources selected and not on the recommended list are challenged on the grounds that they are inappropriate, the following procedures shall apply:

- During the challenge process, access to challenged material shall not be restricted
- The Khalsa schools' Principal will attempt to resolve the issue informally with the complainant. The Principal or teacher shall explain to the questioner the criteria for selection and the relevance of the resource to the educational program
- If resolution is not achieved, the Principal shall provide the complainant with a "Request for Reconsideration of a Learning Resource Form", to be completed and returned to the Principal for review by the Khalsa Education Board.
- Upon receipt of the Form, the Board shall convene a committee, consisting of the Principal, a teacher-librarian, the Khalsa Education Board chair (or an appointee) and two persons representing community parents of Khalsa Schools.
- The Committee shall review the challenged learning resource and determine whether it conforms to the requirements (criteria) for the selection of learning resources set out above. In its review, the Committee shall confer with the complainant and may consult with other people as it deems appropriate.
- The Committee's findings shall be conveyed, in writing, to the complainant by the Principal. The committee's decision shall be final.

MEDICAL SERVICES

A student who feels ill or is injured during class time should inform the teacher who will ensure that immediate attention is given. If the illness or injury occurs outside of class time, the student should report to the main office.

If a student is not feeling well or is injured, parents will be contacted immediately. When transportation of a sick or injured child is required, the mode of transport is left to the discretion of the Principal.

All students are required to have an updated care card number on file, and a current emergency contact number.

Administration of Medicine: (Proposal for implementation)

i. **Preamble:** The dispensing of medication to a student is primarily the responsibility of the parent or guardian. The Khalsa Education Board recognizes, however, that from time to time, a student enrolled in one of the schools may have a medical problem that requires, or may require, regular or emergency treatment during school hours.

ii. **Policy:**

THE KHALSA EDUCATION BOARD AND SCHOOLS' STAFF HAVE A "DUTY OF CARE" UNDER COMMON LAW. IF THEREFORE, THE SCHOOL IS AWARE THAT A MEDICATION MUST BE ADMINISTERED WHILE A CHILD IS IN SCHOOL, THE SCHOOL'S ADMINISTRATOR SHOULD TAKE IMMEDIATE STEPS TO IMPLEMENT THE PROCEDURES OUTLINED BELOW. UNTIL THESE CAN BE ARRANGED, MEDICATION SHOULD NOT BE ADMINISTERED AT SCHOOL, EVEN THOUGH THIS MAY RESULT IN A CHILD BEING ABSENT FROM SCHOOL FOR A SHORT PERIOD OF TIME. THE PARENT OR GUARDIAN SHOULD BE INFORMED, IF NECESSARY THAT THE SCHOOL CANNOT ACCEPT THIS RESPONSIBILITY IN THE INTERESTS OF THE HEALTH AND SAFETY OF THE CHILD UNTIL PROPER ARRANGEMENTS ARE MADE FOR THE REQUIRED MEDICAL AUTHORIZATION, INSTRUCTIONS AND SUPERVISION.

To help ensure the highest level of safety and well-being of the students in the schools' care, the following guidelines and procedures are to be adhered to:

Administrative Guidelines

1. Administration (or supervision of self-administration) of short or long-term medications to students should occur only if the following conditions are met:
 - a) A parent or guardian requesting the schools' assistance in administration of medication at school is responsible to ensure:
 - written authorization from the attending physician
 - All medications are provided
 - Parent / guardian signature
 - b) The medication is prescribed by a physician, is required to be administered while the child is in the school's care, and is contained in the pharmaceutical container which has the child's name, physician's name, medicine dosage and date listed.
 - c) The signature(s) of the appropriate school staff designated to be responsible for administering or supervising the administration of medications is provided.
2. The health nurse can be consulted on administration of medication if required, i.e. EpiPen

Administrative Procedures

1. The parent or guardian will obtain from the school office and complete a "Request for Administration of Medication at School" form giving all pertinent information relative to their child's medication or physical needs. The student's attending physician must complete the "Prescribing Physician" section of the form.
2. The school's administrator will ensure that a medication plan of action is developed for the daily care of the student. The medication plan of action shall include the following:
 - a) the names of staff members responsible for the administration of the medication when the nature of the administration of the medication requires training, more than one staff member will be trained in order to provide a staff member in cases of absence or unavailability
 - b) The location of the secured medication
 - c) Recording procedures (use "Administration of Medication Record" form)
 - d) Other pertinent information.

3. When training is necessary, it is the responsibility of the school administrator to contact the health nurse to arrange appropriate training for all personnel involved in the administration of medication and to ensure their attendance when the training is scheduled.

4. It is the responsibility of the school administrator to ensure that a master list of students who use medication(s) and the original "Request for Administration of Medication at School" form(s) is returned by parents and guardians.

5. Where medication administration is associated with life-threatening situations (Medical Alert), a copy of the "Request for Administration of Medication at School" form will be kept in the School's Health Resource Book "Medical Alert" section which is readily available to all staff.

6. A copy of the "Administration of Medication Record" form will be stored with the medication.

7. The completed "Administration of Medication Record" form will be archived in the School

Health Resource Book with the "Request for Administration of Medication at School" form.

8. All changes in medication should be reviewed as needed by the Administrator and may require the completion of a new "Request for Administration of Medication at School" form. Outdated "Request for Administration of Medication at School" forms will be filed with the "Administration of Medication Record" forms in the school office.

9. Due to safety concerns, medication cannot remain in the school over the summer months. Parents must be contacted prior to June 30 to arrange for unused medication to be picked up.

Please note we require written or verbal authorization by a parent or adult caregiver prior to administering any medication to students as prescribed in the above policy.

Smoking

The Tobacco Control Act (section 2.2) forbids the use of all tobacco and Vapor products on school grounds. Students violating this law will be subject to Khalsa Education Board discipline Policy, including suspension from school.

Peanut/Nut Free Zone

We are a 'nut free' school, please help us maintain this by not sending food containing any nut ingredients and have children wash hands well before coming to school if they have had anything containing any nut product.

Scent Free Zone

Please help us to accommodate those who are chemically sensitive to fragrances and other scented products. Thank you for not wearing perfume, aftershave, scented hand lotion, fragranced hair products and/or scented products.