



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

INFORMATION FOR PARENTS AND STUDENTS 2020-2021 SCHOOL YEAR



School Bus Transportation Rules



Policy against All Forms of Harassment



Policy for Drug, Alcohol and Violence Free school Environment



Complaint Policy for Parents and Students



Policy on the Acceptable Use of

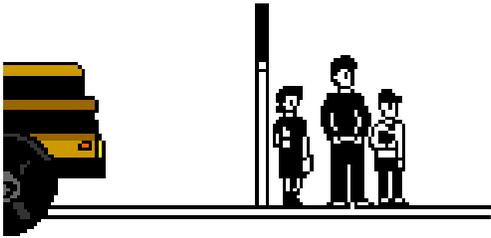
For more information about these rules and regulations, or about any other topic, please consult the School Board's web site (www.cqsb.qc.ca) or speak to your school principal. If they are unable to respond, you are welcome to contact the School Board at 418-688-8730 (Québec City region) or 1-800-249-5573.



School Bus Transportation Rules

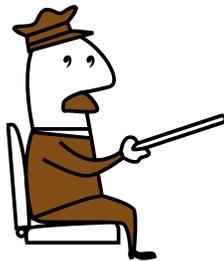
Parents are encouraged to review these rules regularly with their children in order to ensure a safe environment on the school bus.

1. I will arrive early at the bus stop.



2. I will wait for the bus to be completely stopped before moving.
3. I will get on the bus without pushing or shoving.
4. I will go straight to my seat and stay seated at all times.
5. I will make sure my things are not in the aisle.
6. I will not drink, eat or smoke on the bus.

7. I will be respectful and polite towards others including the driver.
8. I will make sure not to do things that may disturb the driver (yell, move around, play, scuffle, fight, throw things, etc.)
9. I will not put my head and arms or throw anything out of the bus window.



10. I will wait for the bus to be stopped before getting up.
11. I will move away from the bus as soon as I get off.



12. I will not play behind or around the bus.

13. If I cross the street,

I will walk well in front of the bus, making sure the bus driver sees me and I will look both ways before crossing.



14. **Any object that cannot be safely contained in a school bag will not be tolerated on the school bus.** The school bus aisle must be kept free of any object and the emergency exits and windows must be accessible at all times. The following dimensions must be respected: any object smaller than 70 cm X 30 cm X 20 cm can be carried on the bus. Ice skates may be carried if they are in an appropriate sports bag. Skateboards, snowboards, hockey sticks or equipment, large sports bags, will not be permitted on the school bus.

Examples of musical instruments:
accepted: clarinet, trumpet, alto saxophone; **not accepted:** trombone, tenor saxophone.

Policy against all forms of harassment for students (Extracts)

Say "No" to harassment!

All forms of harassment are unacceptable and intolerable.

The School Board is committed to ensure that each school provides a learning environment free of all forms of harassment for all its students.

The School Board will not tolerate any form of harassment and considers such behaviour to be a violation of a person's fundamental rights, an attack on individual dignity and a lack of respect for others.

The School Board will make every effort to ensure that each individual (complainant or alleged perpetrator) is treated with equity and that each case is treated in the strictest confidence.

Harassment exists when the action of any person causes another person to be distressed, humiliated, tormented or intimidated. It may be both verbal and non-verbal.

Harassment can be:



Physical: Actions such as hitting, shoving, kicking, wrist or arm grabbing, hair pulling, choking spitting at, or biting.

Verbal: Remarks intended to hurt, insult, slander, threaten, degrade, torment or intimidate an individual or group.

Psychological: Repeated behaviour, words, actions, gestures that are hostile, hurtful, and unwelcome that undermine the dignity or

psychological integrity of a person for whom the environment becomes hostile.



Sexual: Repeated and unsolicited acts or gestures of a sexual nature that could either undermine the dignity or the physical or psychological integrity of the individual. Includes actions such as persistent or abusive signs of sexual interest, insistent and unsolicited sexual proposals, unwelcome physical advances such as touching, patting, brushing up against, pinching or kissing, repeated or insistent sexual remarks, innuendos, jokes or insults, and implicit or explicit promises of compensation or favoured treatment related to the satisfaction of a sexual request. For an action to be considered to be sexual harassment, it has to be undesired or imposed.

Extortion, intimidation, and taxing: Unacceptable behavior where threats and intimidation are used to obtain money or different goods from another.

Cyber-bullying: The use of an electronic communication device to convey a message in any form (text, image, audio or video) that intends to harm, humiliate, insult another in a deliberate and unwanted manner.

The school principal is responsible for the implementation of the policy.

What to do if you are being harassed: Talk about it with a person you trust. Do not hesitate to contact the school principal for help and information or to file a complaint. He or she has the responsibility of ensuring a learning environment free of any form of harassment.

For more information about this policy, please consult the School Board's web site or contact your school for a copy of our [Say "No" to Harassment](#) pamphlet.

Policy for a drug, alcohol, and violence-free environment



The Central Québec School Board, through its motto “learning for all” recognizes its responsibility to provide

all students an environment that maximizes their learning potential. This is possible only when the environment in schools/centres is safe and secure.



Drugs, alcohol, and violence are deterrents to learning that limit, interfere with, or inhibit our primary mission as educators.

The School Board believes that it is in the best interests of the schools, students, and community to take steps to promote, enhance, and maintain a drug/alcohol-free and violence-free school system and student body and, that along with parents and other segments of the community, the School Board has a role in helping students to remain drug, alcohol and violence free.



The Central Québec School Board does not tolerate in any way, shape, or form the use and sale of drugs, alcohol, and acts of intimidation, violence, or threats of violence, possession of weapons among the students under its jurisdiction. Any student, youth or adult, found to be in contravention will be subject to sanctions.

The Education Act stipulates, by virtue of Section 242 that the School Board has the power to expel students from its schools and centres when there is “just and sufficient cause”.

The school/centre authority will take whatever measures are necessary to keep our schools/centres drug, alcohol, and violence free. According to Section 76 and Section 110.2 of the Education Act, all schools/centres will adopt and implement internal rules of conduct based on the board policy. All students (and parents of students in the youth sector) will be notified of these internal rules of conduct. The school board encourages schools to include prevention projects in the curriculum and will provide support.

Measures taken by school principals may include searching lockers, possessions, and students’ themselves, calling the police and/or Youth Protection Services, referrals for treatment, suspension from school or other disciplinary sanctions, and may ultimately lead to a recommendation to expel the student from the schools of the Central Québec School Board.

For more information or to obtain a copy of this policy, please consult the School Board’s web site www.cqsb.qc.ca or contact your school.

Complaint policy for parents and students

This policy establishes procedures for parents and students to use when requesting the revision of a decision rendered by an employee of the School Board or the Council of Commissioners. Complaints concerning an employee of the School Board do not fall under this policy and must be addressed to the school principal or centre director.

Governing Board meetings are public meetings. Students and/or parents may address concerns during those meetings. Personal concerns or complaints to the Governing Board, will automatically be referred to the appropriate person.

Steps to follow:

Step #1: The student or his/her parents must discuss the decision with the author in order to exhaust all possibilities for agreement, either through a meeting, a telephone conversation or written correspondence. (i.e. with the classroom teacher, school principal, centre director, etc.) The author of the decision will inform the student or his/her parents without delay of the revised decision, if any.

Step #2: If the student or his/her parents are not satisfied with the results in Step #1, they must then submit their concerns to the school principal or centre director who will study the concerns and will render a decision without delay. The school principal or centre director will meet with the student and/or his/her parents and with the author of the decision in order to reach a conclusion that is satisfactory to all parties involved.

Step #3: If the student or his/her parents are not satisfied with the results of the discussions outlined in steps #1 and #2, they must then submit their concerns to the Director General **in writing**.

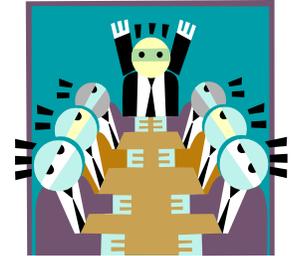
The Director General, or his delegate, will contact the school principal or centre director, the student and/or his/her parents

in order to obtain any information he deems necessary. He will render a decision without delay. The student or his/her parents will be informed of the decision.

Revision of a decision by the Council of Commissioners:

If a student or his/her parents are not satisfied with the results of the

discussions outlined above, the Education Act stipulates that they may request the Council of Commissioners to reconsider such decision.



A written request for the review of the decision must be submitted to the Secretary General. The Secretary General will inform the parents and students of how the request will be treated. Unsigned complaints will not be treated.

Review of a decision by the Student Ombudsman:

At any time during the complaint process, but preferably once the above procedures have been completed, a student and/or his/her parents may lodge a complaint with the Student Ombudsman by telephone at 418-688-8730 or 1-800-249-5573 extension 6362 or by email at studentombudsman@cqsbc.qc.ca.

The complete text of this policy may be found on the School Board's web site or a copy may be obtained by contacting the Secretary General (Ext. 3021).

Policy on the acceptable use of information technology resources



The following are a few excerpts from the Policy.

The objective of this Policy is *to establish rules governing the use and respect of information and communication technology* that is e-mail, telephones, voice boxes, pagers, facsimile machines, computers, videoconferencing, hand-held communication devices, the internet, on-line collaborative tools and social media.

The Central Québec School Board is the owner of all information and messages that are created, sent, received, saved, or accessible on the School Board's electronic systems available to users, unless such information is subject to dispositions of the Copyright Act.

The Central Québec School Board maintains the right to verify and/or destroy any information or message that does not conform to this policy.

Students may use electronic systems and devices according to the rules established in each school/centre and in conformity with this policy. The use of personal devices is to be approved by administration of the school/centre or immediate supervisor.

The School Board may revoke access to computer equipment, electronic devices and the internet to any user who does not conform to this policy.

Communications through the electronic systems and devices of the School Board may not be defamatory, offensive, harassing, or disturbing.

In addition, communications must not contain images or comments of a sexual or

racist nature, nor any other images or comments based on age, race, colour, sex, pregnancy, sexual orientation, civil status, religion, political beliefs, language, ethnic origin, social condition, or handicap.

The Quebec Civil Code and the Charter of Human Rights and Freedoms legislates the producing, posting and use of a person's voice and or image in any fashion, including social networking sites (YouTube, Facebook, etc.)

Misuse of this type of communication is considered to be cyberbullying and may be subject to legal sanctions.

Students and parents will be required to sign consent forms pertaining to the use of computer equipment, devices and the internet.

The complete text of the Policy is available on the School Board's web site www.cqsb.qc.ca. For more information, please contact your school.

