



# Administrative Regulations

## ADMINISTRATION

1480

### EXAMINATIONS AND REPORTS BY SCHOOL MEDICAL OFFICER

1. The principal shall arrange a meeting to discuss the proposed exclusion of students under Section 91 with the Assistant Superintendent and the School Medical Officer.
2. The principal shall notify the parents or guardians in writing that he/she is suspending the student under Section 91 and has informed the School Medical Officer. This letter shall be sent by double registered mail, or courier if necessary, and copied to the Assistant Superintendent and the School Medical Officer. The exclusion shall be noted on the student's permanent record card.
3. The School Medical Officer shall inform the parent, in writing, that the student may not return to school until he/she has been assessed by appropriate professionals, (e.g. psychologist, psychiatrist, M.D.) treatment initiated/completed, and a written report with specific recommendations has been provided to the School Medical Officer. Copies of the School Medical Officer's letter to the parent shall be sent to the principal and the Assistant Superintendent.
4. An educational program (e.g. home instruction) shall be made available as required by the *School Act*.
5. The student's well-being shall be discussed with representatives of community agencies (e.g. Mental Health/Social Services) and the School Medical Officer to ensure that responsibilities for follow-up are clearly designated.
6. The student's status shall be reviewed every month by the principal until the student returns to school or is placed for treatment.
7. The principal shall inform the Assistant Superintendent of the results of the review.
8. The School Medical Officer shall send a certificate to the principal and the Assistant Superintendent, lifting the exclusion once he/she has received the written report referred to in #3 and is satisfied that the student is no longer considered to be a danger to the health or welfare of students and staff. Copies of this certificate shall be sent to the parent/guardian.

<b>Date approved:</b>	<b>Reference:</b>
<b>Date revised:</b>	<b>Supt. Signature:</b>



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- 9. The student shall be placed in an appropriate setting as determined by the principal, the Assistant Superintendent and the School Medical Officer.
- 10. A checklist of these actions shall be maintained by the principal.
- 11. A periodic follow-up of the student's well-being shall be conducted by the principal in consultation with School-Based Team.

#### Checklist-Examinations and Reports by School Medical Officer

- 1. The school has made appropriate contact with the parent and has detailed documentation of the student's behavioural record and history on file.  
Date(s).....  
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- 2. Discussion with the Assistant Superintendent on intent to exclude.  
Date.....
- 3. Principal advises School Medical Officer by phone or in meeting.  
Date.....
- 4. Principal notifies parent/guardian in writing by double-registered letter or courier of the indefinite suspension under Section 91 of the *School Act*. (Copies to: Assistant Superintendent, Medical Health Officer)  
Date.....
- 5. Note placed on student's permanent record card.  
Date.....

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- 6. School Medical Health Officer informs parent by letter of need of for assessment before student can return to school. (Copies to: Principal, Assistant Superintendent)  
Date.....
- 7. Meeting between school officials, appropriate community agencies and parents to design an appropriate plan of action to reintegrate the student into the school system.  
Date.....
- 8. Home instruction assigned (if appropriate).  
Date.....
- 9. Certificate of Clearance sent to principal from School Medical Officer. (Copies to: Parent, Assistant Superintendent)  
Date.....
- 10. Placement of student.  
Location.....  
Date.....
- 11. Review of placement.  
Date.....
- 12. Assistant Superintendent notified of the results of the review.  
Date.....

<b>Date approved:</b> January 1996	<b>Reference:</b>
<b>Date revised:</b> December 20, 1999	<b>Supt. Signature:</b>