



Administrative Procedure: Bear Protocol

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Procedures

As a precautionary measure, during the months of September, October, March, April, May and June, when bear sightings are highest, all staff who are responsible for outdoor supervision of pupils during the school day, are required to have an air horn with them at all times. A bear drill procedure will take place at least once a year, in April, as the bear season is beginning.

Bear Warnings

If the authorities, a parent or community member notifies the school that a bear has been sighted in the vicinity of the school:

The principal, upon verification of a bear sighting from the proper authorities, will:

- Inform all students and staff about the bear sighting.
- Direct all walkers, if near lunch hour or dismissal, to:
 - walk home with a friend or sibling;
 - leave the school grounds immediately;
 - go directly home and notify a parent/guardian of his/her safe arrival;
- Ensure that all bus students have safely boarded buses before departing the school grounds.

Bear Sightings On School Property

During the School Day

If a bear is sighted immediately outside of the fenced area that borders the school property, or within the school grounds while students are outside at recess or lunch hour:

- The staff members on supervision duty will blow their air horns several times as a warning to the students.
- Upon hearing the warning, the students must quickly vacate the playground area and go directly into the school. The supervisor on duty must ensure that all students have vacated the school playground.
- Students must enter the school immediately and proceed quickly and quietly to their classrooms.
- All staff and students working within the school during the warning, must also proceed immediately to their classrooms.
- All teaching staff are required to take attendance promptly and must notify the principal's office, that all students are present and accounted for.
- If the problem of a bear still persists on school property during the day, no student will be allowed to go outside or leave the school building, unless supervised by a parent/guardian.

During School Dismissal:

- If the problem bear still persists on school property at dismissal time, students who normally walk, will not be allowed to walk home.
- If time permits, the secretary will notify the transportation carrier to have students picked up at the front entrance of the school.
- If there is sufficient time, the principal will be responsible for ensuring that buses relocate to the front entrance of the school, to pick up students, if applicable.

Duties of the Principal

1. During bear season, ensure the yard is inspected for the presence of bears, prior to recess.
2. Notify staff and students of dismissal procedures.
3. Ensure teaching staff remain in their classroom until all students have been picked up by a parent/guardian or transported home by bus.
4. All Educational Assistants who may have no specific responsibilities with a special needs student at dismissal time, will assist the principal with bus students at the main entrance.
5. Students are required to line up inside the school at the front entrance. Students will be escorted out to the bus, by an adult.
6. Make sure that yard supervisors carry a horn during bear season.
7. Inspect any fencing on a weekly basis and record this action on the log sheet.
8. Ensure that no attractants (i.e. someone's leftover lunch) are left in the school yard.
9. Coordinate actions with the principal of the French School Board, if applicable.
10. Conduct a bear drill in the Spring of each year.
11. Review the bear policy and procedures annually, at the September staff meeting. Copies are to be made for all staff members.
12. Ensure that staff and students are compliant with the bear policy and procedures.

Duties of the Secretary

1. Notify the transportation carrier to pick up students at the front entrance of the school.
2. Activate the emergency phone list plan to notify parents/guardians of walkers who will need to be picked up at the school.

3. The secretary will be responsible for answering any incoming telephone calls and relaying any messages to staff and/or students, as required.

Duties of Administration

The Director of Education or designate is to inform any new principal of the protocol/procedures.

Appendix A - Fence Inspection Log

(To be conducted once per week in September, October, March, April, May & June.)

Date	Inspected By	Comments

