

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 345 – Free Menstrual Products</b>	
Related LCSD AP's		
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, and 190 Government of Saskatchewan's Policy Statement, 2021 (re: Free Menstrual Products in Saskatchewan Schools), May 2021 The Canadian Charter of Rights and Freedoms The Saskatchewan Human Rights Code	
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## Background

In accordance with the Government of Saskatchewan's Policy Statement, 2021 (re: Free Menstrual Products in Saskatchewan Schools) Lloydminster Catholic School Division (LCSD) opposes all forms of discrimination, perceived or actual prejudice, exclusion, or intimidation based on students' menstruation cycle and actual or perceived gender identity. LCSD recognizes the right of all children and youth to education. Furthermore, the Division is committed to ensuring its' schools create a learning environment where all students who menstruate feel included, safe, and respected.

Access to menstrual hygiene products should not be a barrier for young people who wish to attend school or to participate in any school activities. Consistent access to school activities can contribute to improved attendance and to an increase in performance of students in schools.

Supporting a student's menstruation has historically been a parental/guardian's responsibility. However, LCSD can also have an important supportive role by developing and implementing **AP 345 Free Menstrual Products** to define the procedures for provision of menstrual products at no cost to students in designated location(s) in LCSD schools. These procedures are intended to actively support equity among all LCSD students.

## Procedures

1. The Chief Financial Officer is responsible for an annual budgetary provision for the procurement of menstrual products for LCSD students. In consultation with principals, the Chief Financial Officer shall determine:
  - 1.1. School-based provisions for the disbursement of products to all female students including:
    - 1.1.1. All Kindergarten to Grade 7 elementary schools (St. Mary's, École St. Thomas, Father Gorman, St. Joseph)
    - 1.1.2. Holy Rosary High School (Grade 8-12 Students)
  - 1.2. The installation and maintenance of appropriate menstrual products dispensing equipment in designated school locations (e.g. washrooms);
  - 1.3. A defined division-based menstrual products procurement process;

- 1.4. Procedures for school-based purchases of menstrual products;
  - 1.5. Procedures for inventory control and management; and
  - 1.6. Annual budget allocation per school for the procurement of student menstrual products.
2. Principals will ensure menstrual products are easily accessible to all students who may require them. Specifically, principals will:
- 2.1. Support custodial and their work / task schedules to ensure the consistent, daily availability and supply of menstrual products in designated washrooms in the school;
  - 2.2. Provide for consistent availability and supply of menstrual products in clearly defined and communicated locations in the school;
  - 2.3. Ensure that menstrual products are provided to students in a manner that protects student privacy;
  - 2.4. Provide barrier free, easily accessible menstrual products;
  - 2.5. Provide an appropriate inventory of menstrual products to designated personnel where appropriate (e.g. School counsellors, coaches, designated supervisors, etc.);
  - 2.6. Monitor the consistent availability and supply of menstrual products in the school; and
  - 2.7. Consider student feedback with respect to the provision of menstrual products.