

7.0. Safe Schools

7.0. SAFE SCHOOLS – CODE OF CONDUCT

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Regulation and Procedure Reference: EL-1.1

Overview:

Every employee of Lakeshore School Division is responsible at all times for their professional and ethical conduct. Employees must conduct themselves with the highest degree of integrity, responsibility and accountability.

The Lakeshore School Division Code of Conduct (Code) is a requirement under [The Public Service Act](#). It outlines the values and expected behaviours of Manitoba's broader public service as stated in Part 2, Sections 4 and 5 of the Act.

Furthermore, students, parents and community members also have an obligation to conduct themselves in a manner that support the right of students and staff in Lakeshore School Division to learn and work in an environment that is free from harassment, bullying, abuse or discrimination.

General Conduct:

The following behaviours or remarks will not be tolerated by any party:

- sabotaging a person's work, school efforts, assignments or reputation
- humiliating, belittling, or other demeaning behaviours that otherwise erode the dignity of another individual
- unfair application of discipline, rules or performance standards
- inappropriate sexual advances or sexually oriented behaviours
- hostile work environments

To ensure that a safe and caring environment is established and maintained, each school will develop a Code of Conduct that meets the "required items":

- Pupils and staff must behave in a respectful manner and comply with the code of conduct
- Bullying, or abusing physically, sexually or psychologically – orally, in writing or otherwise – any person is unacceptable
- Discriminating unreasonable on the bases of any characteristic set out in subsection 9(2) of The Human Rights Code is unacceptable
- Using, possessing or being under the influence of alcohol, cannabis or illicit drugs at school is unacceptable
- Gang involvement will not be tolerated on school sites
- Possessing a weapon, as "weapon" is defined in section 2 of the Criminal Code (Canada), will not be tolerated on schools sites
- Pupils and Staff must adhere to school policies respecting appropriate use of electronic mail and the Internet, including the prohibition of material that the school has determined to be objectionable
- Disciplinary consequences of violating the code of conduct
- Process for appealing disciplinary decisions

The School and home communities will work collaboratively to promote and practice attitudes and behaviours that will enable caring learning environments.

All staff, students and parents/guardians are expected to adhere to the Code of Conduct.

Student Responsibility:

- Students shall be expected to practice appropriate conduct at school and while participating in school activities.
- Students shall be expected to support a positive and safe climate.
- Students shall expect the school to inform them of the expectations for their behaviour and of the consequences when they fail to meet these expectations.
- Students shall be expected to report safety concerns to a staff member.
- Students shall be expected to attend school regularly and be punctual.
- Students shall be expected to respect other persons and school property.
- Students shall be expected to follow the divisional and school Code of Conduct.
- Students shall be responsible for their conduct on the school premises, on the way to and from school, on out of school activities that are part of the school program; and while traveling on a school bus or in a vehicle being used as part of a school program.

Parent/Caregiver Responsibility:

- Parents/Caregivers are recognized as partners with schools in promoting appropriate student conduct. Parents/Caregivers are expected to provide a good role model for their children. Parents/Caregivers are expected to reinforce socially acceptable attitudes and good social habits by their children, encourage proper language, appropriate dress and regard for authority.
- Parents/Caregivers shall cause their children to attend school regularly and punctually.
- Parents/Caregivers are expected to support the school by participating in consultations/meetings with the school regarding the conduct of their child(ren).

Staff Responsibility:

The Code is founded on the values for an ethical public service, as described in Part 2, Sections 4 and 5 of [The Public Service Act](#). These values provide a common framework to guide the public service in serving the public in an ethical manner. The following are the values for an ethical public service, including some examples of how these values are demonstrated through the actions and behaviours of employees.

- *Respect for Others*
Employees must treat others with respect, courtesy and dignity, and value the diversity of their fellow employees and the public we serve by being open to the exchange of different perspectives and ideas. Employees should treat others equitably, with fairness and honesty, and remain committed to fostering workplaces free of discrimination and harassment, including sexual harassment and bullying.

- *Integrity*
Employees must exhibit honesty, integrity, consistency and impartiality while maintaining the highest standards of personal and professional conduct. Employees must not conduct themselves in a manner that would reflect adversely on Lakeshore School Division. To ensure employees are acting in the public interest, they must resolve conflicts of interest in favour of the public interest; maintain confidentiality of information; handle sensitive information appropriately and discreetly; and conduct themselves in a non-partisan manner.

- *Accountability*
Employees serve the needs, interests, and expectations of the people of Lakeshore School Division. Further to this, employees should demonstrate leadership and take responsibility for decisions and actions. It is imperative that employees are fiscally responsible and are careful stewards of public resources.

- *Skill and Dedication*
To provide high quality and prompt service, employees must give their best to meet performance standards and organizational requirements. Employees must be open to continual learning and innovation, and must promote excellence through reflection and by maintaining and improving their knowledge, skills, abilities and competencies, as well as assist in enhancing those of their colleagues.

- *Service*
To provide high quality service, employees must provide services fairly, reliably and competently. Employees should focus on quality and outcomes to achieve performance standards, and be transparent to enable public scrutiny.

- *Collaboration*
Employees should invite teamwork and collaboration to maximize strategic investment in delivering services. Employees must engage and collaborate with the public to provide the opportunity to inform, develop and implement services; and advance reconciliation through concrete and constructive partnerships with Indigenous peoples.

- *Innovation*
Employees need to be flexible and creative in the delivery of public services so as to adapt quickly and effectively to changes in priorities and needs of the public. Employees must engage in strategic and predictive decision-making; and experiment and measure results to identify opportunities for new responses to complex problems.

- *Sustainability*
Employees must exercise skill and judgement in the use of public resources in delivering services, and continually evaluate services to determine if those services are meeting the needs of the public in an efficient and responsive manner.

Principal's Responsibility:

- The Principal is charged with the management of the school and shall exercise authority over the conduct of his/her/their students of the school in accordance with this document and relevant legislation and regulations.
- The Principal of each school shall ensure that a Code of Student Conduct for dealing with student behaviour is in place in the school and that the code is modeled on this Regulation and Procedure and is publicized to staff, students, parents and the Superintendent on an annual basis.
- The Principal shall be responsible to enforce the school's Code of Student Conduct.
- The Principal shall, together with other division personnel, cooperate with community agencies when such agencies become involved with student behaviour subject to the best interests of the students.
- The Principal shall inform the staff of a receiving school, and the Superintendent, on "a need to know basis" of any special personal circumstances of a student which may be a consideration in the classroom and school.
- The Principal shall act in accordance with regulations in suspending or recommending for expulsion any student deemed to be in violation of this Regulation and Procedure.

General Proactive Measures:

1. Promoting and Ensuring a Positive School Environment

- a) Staff will promote a positive atmosphere and pride in the school.
- b) Staff will encourage participation in activities that will promote the image of their schools as having a safe environment.
- c) Schools will ensure that entry doors and foyers provide a welcoming atmosphere.
- d) Staff will be active and visible in the school.
- e) Students with a record of inappropriate behaviour who wish to transfer from one school to another may have their information shared.

2. Student Programs

- a) Building positive school climate curricula (e.g. Virtues) shall be offered where appropriate.
- b) Schools, in cooperation with community partners, should promote training in safety awareness and in emergency response skills, including information about whom to contact in emergencies and/or where to go for help (reference school "Emergency Response Plan").

3. Supervision of School-Sponsored Activities

- a) Guidelines for Supervision will be developed by individual schools to ensure the safety of staff and students at school-sponsored activities; these guidelines will be consistent with the school's Code of Student Conduct.
- b) Principals shall have authority to deny entry to school-sponsored activities to students who have a record of inappropriate behaviour.

General Intervention Measures:

This plan will include the following:

- a) a response team organized within each school to respond to violent incidents;
- b) a designated team member to communicate with the Superintendent.
- c) a reporting protocol when violence is involved;
- d) a program to support staff or students who may have been traumatized by the incident.

General Student Disciplinary Measures:

Lakeshore School Division expects that in order to establish and maintain a safe and caring learning environment, specific attitudes and strategies must be taught. Therefore, schools in Lakeshore School Division will:

- Establish and maintain school-wide behaviour plans
- Expect staff and parents/caregivers to model appropriate attitudes and behaviours
- Provide active and visible supervision

i) Intervention Strategies

In addition to the proactive measures, schools must establish a range of consequences to deal with behaviours that interfere with a safe and caring learning environment. These consequences may be as follows:

- Informal interview between the student, parent/guardians and school staff
- Formal interview that will include the conference setting but the outcome is to develop a behavioural plan. Support staff e.g. psychologist may be involved at this stage.
- Detention may occur.

- Classroom withdrawal may occur when the learning environment is negatively affected. The student is temporarily removed to a supervised location to complete the assignments.
- Privileges may be removed in certain instances.
- If property is damaged or destroyed, student and/or parent/guardians may be required to pay for the damages.

ii) Withdrawal of School Attendance Privileges

1. Suspensions

e) Principal's Authority to Suspend

The Principal may suspend a student for conduct injurious to the welfare of the school. "For purposes of this Regulation and Procedure, conduct injurious to the welfare of the school may include, but is not limited to, persistent truancy, violent activity, persistent opposition to authority, habitual neglected duty, the willful destruction of school property, the use of profane or improper language, theft, vandalism, racism and/or harassment."

The Principal of a school has the authority to suspend a student who persists in conduct injurious to the welfare of the school for a period not to exceed 5 school days. The Superintendent/CEO, in keeping with the provisions of this Regulation and Procedure, has the authority to suspend a student who persists in conduct injurious to the welfare of a school for a period not to exceed six weeks.

No suspension shall exceed 6 weeks or 30 school days in total.

All suspensions shall be communicated to the Superintendent/CEO in accordance with regulations.

b) Notification of Suspension

Notification of a suspension shall be made verbally (if the parent/guardian does not have a working phone, the Principal will contact the parent/guardian in the way (s)he determines most effective), and then by letter to both the student and to the parent/guardian. This letter shall contain the following information: duration, and beginning and ending dates of suspension; reason for the suspension; a statement indicating that the student, if an adult, or the student and parent/guardian, must arrange a meeting with the Principal or designate prior to the student's re-entry to school if the suspension is for more than three days; the right of the student, if an adult, or the parent/guardian to appeal the suspension in

writing within seven days; and, the names of the persons to whom copies of the letter are being furnished.

All suspensions shall be copied to the Superintendent/CEO and teachers of the student as necessary.

f) Appeal of Suspension

If an appeal is launched, the student shall be readmitted forthwith and shall remain in school until the appeal is heard. If, however, the Principal is of the opinion that the student's presence in class or school will be injurious to other students or staff, alternative arrangements may be made with the consent of the Superintendent/CEO. The student may be required to remain out of school until the appeal is satisfied, but throughout this period, will be provided with relevant assignments, the results of which shall be furnished to the school. An appeal against a suspension shall be directed by the Superintendent/CEO who will investigate the circumstances leading to the suspension and appeal. If the appeal is not resolved at the staff level and the parent/guardian, or the student if an adult, decides to request a formal hearing before the Board, the Superintendent/CEO will prepare a report on the case and arrange for its presentation at an in-camera session of the Board. The student, parent/caregiver, and Principal of the school that the student attends shall be informed of the date and time of the in-camera board meeting and shall have the right to attend and address the Board. The appellant may require that the hearing be held in public. The notice will indicate that if the party notified does not attend, the Board may proceed and the party will not be entitled to any further notice of the proceedings. A request by a parent/guardian or a student where (s)he is an adult, to have the case presented by legal counsel shall be granted. The Board will hear the appeal within thirty days of receiving the formal written request.

2. Voluntary Exclusion of Students

The Principal shall have the authority to negotiate a voluntary exclusion with the parent/guardian if a student is under the age of 17 years or with the student if the student is 17 years or older. Supporting documentation must clarify the agreed upon arrangement.

Re-admission to the school of the voluntary excluded student shall commence immediately following the agreed upon exclusion.

3. Expulsion

Expulsion is a very serious matter. Since only the Board may expel, when such circumstances do prevail, the Principal may decide following consultation with

the Superintendent/CEO to exercise the prerogative of suspending a student until such time as a recommendation for expulsion may be dealt with. The actual recommendation for expulsion shall be made through the Superintendent/CEO to the Board.

The Superintendent/CEO shall ensure that appropriate arrangements are made for the Board to hear the recommendation for expulsion in an in-camera session; shall communicate the date and time to members of the Board and to the parent/guardian and/or student in the event that the student is an adult. Notice of the Hearing for Expulsion shall advise of the right of the student, where he/she is an adult, and otherwise of his/her parent/guardian, to make representations when the recommendation is to be considered, and the right to be represented by legal counsel.

At the Hearing the Board sits as a decision-making group and, therefore, must be impartial. Parties to the hearing are the student and/or the parent/guardian on the one side and the officials (Principal and Superintendent/CEO) who made the recommendation on the other. Hearings will normally be scheduled in an in-camera session of the Board. However, the Hearing may be held in public in some circumstances at the discretion of either the Board or the parent/guardian or student when the student is an adult. In any event, the final decision shall be made in public.

The decision of the Board shall be achieved in the normal majority voting process and shall be circulated forthwith among the parties to the action, the principal and teachers involved in the case. Notwithstanding a motion for expulsion the Board may, at its discretion, re-admit a student who has been expelled.

Specific Student Disciplinary Measures:

The following disciplinary responses are intended to apply to all students. In cases of Kindergarten to grade four students, similar actions may apply, or the principal, in consultation with the parent/guardian and the Superintendent/CEO, may select more suitable disciplinary action. Situations may occur in Grades 5 to Grade 12 where the Principal, in consultation with the Superintendent/CEO and parent/guardian, may take different disciplinary action.

1. Bullying, Threats, Harassment, Abuse and Assault

- a) Where the school administration deems that a student used bullying, threats, racial, physical or other forms of harassment, abuse or assault, the administration will:
 - i) communicate with the student's parent/guardian, if the student is under 18 years of age.

- ii) discipline the student, which may include a suspension of up to 5 school days.
- b) In addition to, and depending on the nature and severity of the situation, and in consultation with the Superintendent/CEO, the administration may:
 - i) report the incident to the police.
 - ii) recommend the student participate in a counselling program.
 - iii) consider an alternative learning placement for the student with the approval of the Superintendent/CEO.
 - iv) recommend suspension of up to a maximum of 30 days.
 - v) recommend the student be expelled.

2. Possession and Use of Weapons

- a) When a student is found to be in possession of a weapon, threatens to use a weapon, or uses a weapon, the administration will:
 - i) confiscate the weapon and release it to either the police or parent/guardian, as required by law; or in an appropriate manner as agreed to by the Superintendent/CEO.
 - ii) communicate with the student's parent/guardian.
 - iii) contact the police.
 - iv) contact the Superintendent/CEO.
 - v) suspend the student for up to 5 days.
- b) In addition to the above, and depending on the nature and severity of the situation, and in consultation with the Superintendent/CEO, the Administration may:
 - i) recommend the student participates in a counseling program.
 - ii) determine an alternative learning placement for the student with the approval of the Superintendent/CEO of Schools.
 - iii) student may be suspended for a maximum of 30 school days, with the agreement of the Superintendent/CEO, depending on the severity of the situation and the student's previous record of behaviour.
 - iv) recommend that the student be expelled.

3. Trespassers

Visits to school property shall be limited to authorized persons only. Signs at the entrances to each building shall identify that entry is prohibited except for authorized persons. Schools should make students aware of the problems that unauthorized visitors pose.

Schools will not tolerate the presence of intruders defined as persons who cannot justify their presence on school property or in a school building, and will expect staff to take appropriate action including the possible laying of charges under the Petty Trespasses Act against those persons who refuse to cooperate. Suspended students are unauthorized persons.

4. Vandalism and Theft

Acts of vandalism or theft will not be tolerated and offenders will be prosecuted and/or provide restitution. Any person responsible for vandalism or theft may be suspended from school.

5. Smoking on Lakeshore School Division Properties

1st Infraction - The Principal shall counsel the student, advising the student of the regulations and of the assistance available. The Administration will send a letter to the parents/guardians of the student outlining the regulations and assistance available.

2nd Infraction - The Principal will arrange a meeting of parents/guardians, student, counselor and administration to review the regulations and assistance available.

6. Use of Drugs, Alcohol, and Intoxicating Substances

The Lakeshore School Division recognizes that the use of alcohol, cannabis and/or illicit drugs results in negative effects on behaviour, on learning, and on the total development of each individual. The School Division stresses the need for the educational, physical and emotional development of every student. The School Division, through its administrators and teachers, will handle situations involving students' use of illicit drugs, cannabis and/or alcohol with firmness as well as with counselling and appropriate support.

a) Possession or Use of Alcohol, Cannabis or Illicit Drugs:

i) The use of, being under the influence of, in possession and/or sale of alcohol, cannabis or illicit drugs on school property or at any school-sponsored activity is strictly prohibited.

ii) When a student is found to be in possession of, or under the influence and/or selling alcohol, cannabis or illicit drugs, the school principal shall impose disciplinary measures.

b) **Disciplinary Measures:**

- i) In all cases, the educational development of the student(s) who contravene(s) this Regulation and Procedure and the educational role and function of the school for all other students must be taken into consideration when exercising judgment regarding disciplinary action.
- ii) The principal is authorized to invoke disciplinary measures as he/she deems appropriate to each transgression, selecting from, but not limited to, the following actions:
 - contacting and informing the parent(s)/guardian(s).
 - withdrawal of school privileges.
 - suspension from school for up to five days duration.
 - reporting the incident and known details to the Superintendent/CEO and/or the police.
 - recommending to the Superintendent/CEO that the student be expelled from the school.
- iii) Repeat offenders shall be suspended and will not be allowed to return to school until conditions satisfactory to the Superintendent/CEO or designate have been met.

7. **Racism:**

The Board endorses the concept of active and positive multiculturalism and condemns all expressions of racial/ethnic bias, in any form.

The writing of racial/ethnic graffiti will be classified as both vandalism and as a racist incident, and any person found responsible shall be suitably disciplined.

Any student committing an act of racist behaviour, including racist name calling or verbal abuse, may be suspended from school and/or be recommended for expulsion.

Action Plan and Expected Behaviours

Lakeshore School Division Board of Trustees and Employees demonstrate the values for an ethical public service through their actions and behaviours. The expected behaviours, actions, and procedures are detailed in the Policies and Administrative Procedures of the Division. The Policies and Administrative Procedures are available on the Lakeshore School Division website. Applicable Regulations and Procedures are listed below:

Regulations and Procedures:

- 1. A. Dispute Resolution
- 1. A. Criminal Record Search and Child Abuse Registry
- 1. A Dress Code
- 1. A. Informed Consent
- 1. A. Interrogation and Searches
- 1. A. Media
- 1. A. Nutrition Guidelines
- 1. A. Pledge of Confidentiality
- 1. A. Release Time for Religious Instruction
- 1. A. Right to Attend School
- 1. A. Seclusion Policy
- 1. A. Selection of Student Learning Resources
- 1. A. Technology and Information System A
- 1. A. Technology and Information System B
- 1. A. Volunteers
- 1. B. Child Protection and Child Abuse
- 1. B. Health Education
- 1. B. Illicit Drugs or Alcohol
- 1. B. Smoking on School Property
- 1. B. Smudging Practices in Schools
- 2. A. Public Interest Disclosure
- 2. A. Attendance Management
- 2. A. School Administration Evaluation and Performance
- 2. A. Support Staff Evaluation Process
- 2. A. Teacher Evaluation and Professional Growth
- 2. B. Working Remotely
- 3. B. Access
- 3. B. Coordinated Service
- 4.0 Community Use of Schools
- 4.0 School Partnerships
- 5.0 Administrative Reports

- 5.0 Annual Budget Process
- 5.0 Annual Financial Reports and Statements
- 5.0 Audits
- 5.0 Authorized Signatures Cheques
- 5.0 Electronic Meetings
- 5.0 Expense Reimbursement
- 5.0 Invoicing Procedure
- 5.0 Purchasing Authority
- 5.0 School Division Records Management
- 6.0 Capital Projects, Construction and Tenders
- 6.0 Surplus School Division Assets – Disposal
- 7.0 Accommodation in the Workplace
- 7.0 Harassment Prevention
- 7.0 Respect for Human Diversity
- 7.0 Violence in the Workplace
- 7.0 Workplace Safety and Health