



2.03 Code of Conduct – Providing a Safe and Caring School

2. School Administration - Administrative Procedure Manual

Schools will incorporate a continuum of supports including positive and preventative approaches and strategies, as well as consequences corresponding to the nature, severity, and frequency of the behavior or infraction. The consequences are to be considered in conjunction with the age, grade level, exceptional learning needs, and other factors affecting the individuals to whom this process is applied.

The Division's focus will be on preventative, proactive measures to teach respectful and responsible behavior. It is recognized that, on occasion, it will be necessary to address disrespectful and irresponsible behavior through disciplinary policy and procedures. Consequences for disrespectful and irresponsible behaviors will be based on individual needs, the degree of the problem and the need to maintain a respectful learning environment. Procedures regarding student discipline will be communicated to school division staff, parents, and students at the beginning of each school year or upon the registration or enrolment of new students during the year.

Administration Rights and Responsibilities

Foundational to a safe and caring learning community are the rights of all members to:

- a) be safe
- b) be accepted and treated with dignity and respect
- c) learn and teach without interference

Membership in a community comes with responsibilities.

It is expected that all learning community members (students, staff members, parents and other adults on site) will accept responsibility for their behavior to foster a safe, caring and productive learning community.

It is the responsibility of all individuals to ensure that their behavior, individually and collectively, does not infringe upon the rights of others. Consideration for the safety of others is the responsibility of each member of the learning community.

It is expected that all learning community members will exhibit behavior that shows respect for the rights, property and safety of themselves and others.

The above principles are supported by the Education Administration Act under several sections including the Preamble and those sections of the Act pertaining to the duties of students, parents, teachers, superintendents and support staff.

The Code of Conduct applies to participation at school, at school activities, school sponsored activities and School Division activities and sponsored activities. It also applies to community behavior that impacts the learning community.

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Individuals or groups violating these principles become subject to a range of appropriate responses as defined by the Pine Creek School Division's Code of Conduct.

One of the priorities of the Pine Creek School Division is that "students will develop skills and attitudes which will make them lifelong learners and productive members of society."

Students Responsibilities

- complying with the Code of Conduct of the Pine Creek School Division and its individual schools
- showing respect for the rights, property and safety of themselves and others
- respecting and appreciating the diversity of all school members regardless of their race, culture, ethnicity, gender, sexual orientation, age and ability
- expressing themselves with socially acceptable language and behavior
- exhibiting behavior that avoids all forms of intimidation, harassment, racism, and discrimination
- dressing in accordance with school dress standards
- treating school property and the property of others with a reasonable standard of care
- respecting the responsibilities of all school members in exercising their duties
- promoting positive behavior through the avoidance of all types of violent acts
- attending classes, activities and events and being prepared and punctual
- showing courtesy and respect for the rights of all people in the school and in the community
- showing respect for school property and the personal property of others
- demonstrating behavior that contributes to an orderly, supportive, and safe learning environment
- resolving interpersonal conflicts and difficulties through discussions or by seeking assistance from school personnel
- developing self-discipline

Professional Staff Responsibilities

- subscribing to the tenets of the Manitoba Teachers' Society Code of Professional Conduct and School Board Policies regarding responsible professional behavior
- treating parents, students, and fellow staff with dignity and respect at all times
- participating and cooperating with parents and other school staff in the development and implementation of plans to address the learning needs of their students
- communicating information about student progress, attendance, and behavior to students, parents, and administration
- establishing and maintaining a safe, secure, non-threatening learning environment
- providing a positive role model for students
- providing an environment that promotes self-esteem and self-discipline

Parents Responsibilities

- instilling basic values and responsibilities in their children
- treating staff with dignity and respect at all times

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- following established protocol in expressing concerns about individual staff members
- participating and, in conjunction with school and Divisional personnel, cooperating in the development and implementation of plans to address their child's learning (academic, social, emotional, behavioral) needs
- ensuring that their child attends regularly and punctually
- maintaining regular communication with their child's educational progress as necessary
- demonstrating support for the school by attending events and meetings and offering constructive input
- problem solving in a manner respectful of all involved

Parents' responsibilities are in accordance with The Public Schools Act, The Child & Family Services Act and the obligations outlined therein.

Drugs and Alcohol

Using, possessing or being under the influence of alcohol or illicit drugs at school or at any school-sanctioned activity is unacceptable.

Consequence: Suspension to expulsion.

Tobacco

No student shall smoke, chew, or otherwise use tobacco on Division property.

Consequence: Conference to suspension

Bullying

A person or group of people is bullied when he/she/they is/are exposed repeatedly over time to negative actions on the part of one or more individuals. Bullying is aggressive behaviour intended to do harm/exert power/control over another.

Bullying can be physical, verbal or relational in nature.

It includes but is not limited to:

- name calling
- insults
- threats
- put-downs
- false accusations
- gossip
- harmful rumors
- negative comments about appearance
- homophobic comments
- deliberate social exclusion
- ruining of friendships
- damage to reputations
- intimidation
- extortion
- pushing
- punching
- spitting
- pinching

Cyber-bullying: Use of the Internet or other information/communication technologies, such as e-mail messages or text messages sent by phone or other communication device, to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm someone else.

Bullying is not:

- Single episodes of social rejection or dislike
- Single episode acts of nastiness or spite
- Random acts of aggression or intimidation
- Mutual argument, disagreements, or fights

These actions can cause great distress. However, they do not fit the definition of bullying, and they are not examples of bullying unless someone is deliberately and repeatedly doing them.

Both proactive and reactive approaches to prevention of bullying will be undertaken in Pine Creek School Division. Schools, as part of their annual planning and reporting, will document the implementation of proactive programs of bullying prevention.

All incidents of bullying will be dealt with under the code of conduct or via procedures dealing with harassment prevention or violent incidents.

All incidents of bullying and consequences for same shall be documented by the School Principal and reported to the Superintendent.

Bullying, or abusing physically, sexually, or psychologically – orally, in writing or otherwise – any person is unacceptable.

Whether in writing, orally, or otherwise, it is unacceptable for anyone to be bullied or abused physically, sexually or psychologically.

Consequence: Conference/Counseling to Suspension/Expulsion

Pine Creek School Division is committed to providing a working and learning environment that is free from bullying. The Division recognizes that both proactive and reactive strategies must be in place to fulfill this commitment. All bullying is a violation of the Pine Creek School Division Code of Conduct and will be dealt with following that code.

Theft

The unauthorized taking, or using of another's property is unacceptable.

Consequence: Restitution to Suspension

Scholastic Dishonesty

A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea, and/or thought of another and representing it as his/her own.

Consequence: Conference to Suspension

Disruptive Behavior

Student behavior which negatively affects the learning of other students is unacceptable.

Consequence: Conference to Expulsion

Student Dress

Students are required to dress appropriately for school activities. Schools may, in the interest of safety, prohibit students from participating in certain activities if students are not wearing appropriate clothing. Appropriate clothing is required for academic classes, consistent with the standards of the community. Clothing which exhibits sexual messages (explicit or implied), sacrilegious or profane comments, or logos/messages which promote drugs, alcohol or tobacco is unacceptable.

Consequence: Conference to Suspension

Weapons

Possessing a weapon, as “weapon” is defined in section 2 of the *Criminal Code (Canada)* is prohibited.

Consequence: Suspension to Expulsion

Vandalism

The damage or defacement of buildings, grounds, equipment or property of the Division, Division personnel or of another student caused by deliberate, malicious, or reckless behavior is unacceptable. This would also include damages or defacement of another’s property while on Division property, or at a school-sanctioned activity.

Consequence: Conference to Expulsion

Gangs

Gang involvement on Division property or at any school-sanctioned activity is unacceptable.

Consequence: Conference to Expulsion

Information Communication Technology

Students are expected to adhere to the policies respecting the appropriate use of electronic mail and the Internet. The accessing, uploading, downloading or distributing material that the school has determined to be objectionable is unacceptable.

Consequence: Conference to Expulsion

Summary of Consequences

Students and parents can expect that as the incidence of misbehavior of any given child increases in frequency and/or severity, intervention will normally go through a continuum of varying consequences as outlined below. In the case of serious violations of expectations the sequence of involvement will be accelerated at the discretion of the principal, and superintendent and/or school board where necessary and/or prescribed by policy.

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The following are examples of consequences and/or strategies that may be considered in response to inappropriate behavior:

- informal interview with student(s)
- formal interview with the student
- teacher/student/principal interview
- phone call home by teacher or principal
- interview with parents
- involvement of school counselor
- involvement of mentor
- peer counseling; peer mediation
- time out, a “cooling off” period
- withdrawal of privileges
- withdrawal from course because of poor attendance
- making amends either monetarily or through school-based community service
- implementation of a behavioral or performance contract
- involvement of school division clinicians and/or student support services staff; involvement of community agencies, including police
- out-of-school suspension
- Individual Education Plan (IEP); Behavior Intervention Plan (BIP)
- alternative educational settings
- out of class, in-school suspension
- immediate suspension of up to 5 days to secure safety before broadening any response
- suspension for the remainder of the school year
- expulsion; involvement of the school administration, Superintendent and Board of Trustees is required for expulsion to be determined an appropriate response
- discipline learning assignment
- parental involvement in modifying student’s behavior
- student detention
- Threat Assessment
- Emotional and intellectual curricular exercises ex. Mediation, role play, empathy building exercises

Threat Assessment

A threat is an expression of intent to do harm or act out violently against someone or something.

Threats may be verbal, written, drawn, posted on the Internet or made by gesture only and may be direct, indirect, conditional or veiled. All threats will be taken seriously and evaluated. High risk student behaviors shall be reported to the Principal (or designate) who will then activate the

Threat Assessment protocol. The school based Threat Assessment Team will assess the level of threat and student(s) who has made the threat to evaluate the likelihood that the threat will actually be carried out. Information to assist in the evaluation of the threat can come from teachers, staff, other students, parents and other sources such as Police or mental health specialists. Based on the results of the evaluation, an intervention plan will be developed.

In addressing misbehavior, Pine Creek School Division expects that responses shall:

- be logical, realistic, and timely
- be appropriate for the student’s stage of development and considerate of the student’s special needs
- reflect the severity of misbehavior and take into account the frequency, duration, and intent of the misbehavior

- be chosen primarily to restore safety and order
- make sense to the student as much as possible
- enable students to generate appropriate responses and solutions

Student Suspension/Expulsions

Schools will keep records on the nature and duration of all suspensions, both in-school and out-of-school. Schools will offer and arrange alternative programming for students who are expelled suspended for more than five days. In some cases, the school may arrange for an alternative site when it has been determined that the school site is not the most appropriate placement when programming for student success.

A written plan will be developed for students who are suspended out of school more than two times during a school year.

Teachers- have the right to suspend a student from the classroom (in school suspension only) for a period not exceeding 2 days for conduct the teacher considers to be detrimental to the classroom learning environment, and for behaviour that contravenes the school's code of conduct. The school board may limit a teacher's right to suspend.

Principals- (or designate) have the right to suspend a student from school for up to 10 days for conduct the principal (or designate) considers injurious to the school's welfare or educational purpose.

Superintendent- (or designate) has the right to suspend a student from attending school for up to 6 weeks.

Suspension Procedures

Any teacher who suspends a student from class must promptly document the incident and inform the principal of the suspension.

The principal shall ensure that:

1. The parent/guardian is promptly informed of the suspension and the reasons for it.
2. A letter which outlines the reason for the suspension is to follow within 24 hours.
3. Repeated suspension of a student from a teacher's classroom will result in action in accordance with the school protocol which has been developed in consultation with the teaching staff.
4. The Superintendent is to be notified of all suspensions within 24 hours and is to receive a copy of the letter of suspension. Notification is to include the name of the student, the length/period of suspension, and the acts for which the pupil is suspended.
5. The bus garage is notified of all out of school suspensions which involve bus students.
6. The Superintendent will inform the Board of all suspensions.

Appeal Process

In cases where a student suspension is for more than five days, the student and parent(s) have the right to appeal the suspension to the school board. The school board will review the suspension and confirm, modify or cancel the suspension. The student and parent(s) will be notified in writing of the board's decision. A scheduled meeting with the board does not necessarily delay the commencement of a suspension.

Corporal Punishment

The use of corporal punishment as a form of discipline is not permitted in any of the schools in Pine Creek School Division.