



# Lord Selkirk School Division Code of Conduct

## **Mission Statement**

The Lord Selkirk School Division is committed to providing quality educational programs and opportunities for its community of learners.

The Lord Selkirk School Division is committed to creating a safe and respectful learning environment to support and enable learners to develop the knowledge, skills and values to reach their full potential.

## **Safe and Caring School Environment**

As citizens, we share a responsibility to work together to provide school environments where all students feel safe and respected, thereby allowing them to reach their full potential. The Lord Selkirk School Division endeavors to provide educational care and excellence for all students. We recognize there are socially acceptable standards of behaviour, and accept responsibility to promote and maintain these standards in each school. Students, parents and teachers share the responsibility of creating a positive school climate. We believe that the schools of the Division provide a learning environment that is orderly, supportive and safe.

## **Responsibilities and Rights regarding Student Discipline**

### **Students:**

#### *Responsibilities:*

- To attend school and classes regularly and punctually.
- To comply with school and school division discipline and behaviour management policies.
- To behave in a respectful manner and comply with the school code of conduct.
- To complete assignments and other related work required by teachers or other employees of the school division.

- To treat with respect school property and the property of others who are employed at or attending the school.
- To assume responsibility if he or she destroys, damages, loses, or converts by an intentional or negligent act, school or division property.
- To dress appropriately for classes and activities.
- To resolve conflicts peacefully through discussion or by seeking help.
- To adhere to divisional policies respecting appropriate use of technology.
- To strive for academic excellence and honesty.
- To follow this Code of Conduct and any code the school may have.
- To adhere to the Safe Schools Charter of Manitoba.
- To adhere to the Lord Selkirk School Division Transportation Policy.
- To report incidences of bullying and/or cyber bullying.
- To adhere to school policies respecting the appropriate use of the Internet, including social media, text messaging, instant messaging, websites, email, digital cameras, cell phones, and other electronic or personal communication devices identified in the code of conduct or the policies of the school board.

#### *Rights*

- To be accompanied by a parent/guardian or other adult to assist and make representations to the school board before a decision is made to expel.

#### **Parents/Guardians:**

##### *Responsibilities:*

- To cooperate fully with and show respect to teachers and school/division employees to ensure their child complies with school/division disciplines, behaviour management policies and the school's code of conduct.
- To assume responsibility with the child, where school/division property is damaged, lost, or converted by the intentional or negligent act of that child. (Note: Staff and students whose personal property is damaged or lost may bring action under *The Parental Responsibility Act*).
- To recognize the responsibility of the school staff to provide a safe, respectful and caring environment.
- To follow established protocols for expressing concerns (see Appeals of Disciplinary Decisions).
- To instill in their child an understanding of the importance of education and to work to the best of their ability.
- To instill in their child the respect for the rights and properties of others.
- To ensure their child attends all classes regularly, arrives at school on time, and completes homework.
- To ensure the school is aware of all student medical and social emotional concerns.
- To communicate and work collaboratively with school personnel to ensure their child's success and appropriate behaviour.
- To encourage the peaceful resolution of conflict and discourage disrespect, violent or aggressive behaviour to solve a problem.

*Rights:*

- To be informed regularly of the attendance, behaviour, and academic achievement of his or her child in school.
- To be informed of the discipline and behaviour management policies of the school or school division, and to be consulted before the policies are established or revised.
- To accompany his or her child and assist him or her to make representations to the school board regarding a suspension of more than five days or before a decision is made to expel the child.

**Staff:**

*Responsibilities:*

- To communicate student progress, attendance and behaviour to students, parents/ guardians and administration.
- To show respect to all adults and students.
- To respect all confidential information.
- To dress appropriately for the working environment.
- To provide relevant learning experiences based on the diverse needs of all students.
- To participate in creating a positive school climate and safe environment.
- To implement intervention strategies offered through a continuum of supports and services.
- To assist in resolving conflicts peacefully and use the Code of Conduct to encourage appropriate behaviour.
- To adhere to the Safe Schools Charter of Manitoba, and follow established protocols for expressing concerns.
- To adhere to divisional and school policies respecting the appropriate use of the Internet, including social media, text messaging, instant messaging, websites, email, digital cameras, cell phones, and other electronic or personal communication devices identified in the code of conduct or the policies of the school board.
- To maintain order and discipline among students attending or participating in activities that are sponsored or approved by the school, whether inside or outside the school.
- To ensure that the interventions and responses used or implemented in carrying out duties to maintain order and discipline in school are appropriate, given the frequency and severity of the disciplinary violation, and take into account the student's state of development.
- To report to the principal unacceptable student conduct while at school or at a prescribed school-approved activity as soon as is reasonably possible\*.
- To report to the principal as soon as reasonably possible that a student may have engaged in cyberbullying or been negatively affected by cyberbullying, whether it occurs during school hours or not\*.
- To seize or cause to be seized and take possession of any offensive/dangerous weapon brought to school by a student and hand over same to the principal.

- To suspend a student from the classroom for up to two days when a student engages in disruptive behaviour and suspension is the consequence for that behaviour under school policy or the school code of conduct.
- To promptly document and report a student suspension to the principal.

*\*The duty to report to the principal also applies to employees of a school board, school division, and persons who have care and charge of one or more pupils during a prescribed school-approved activity.*

### **Responsibilities and Authority of Principals**

- To establish, in consultation with staff, the school's advisory committee, a school code of conduct for students and staff, and to review that code of conduct at least annually.
- To ensure that a school's discipline and behaviour management policies - including disciplinary consequences for violations of the school's code of conduct - are consistent with any Ministerial directives concerning appropriate disciplinary consequences for unacceptable behaviour.
- To supervise buildings and grounds during school hours, including safety, repairs, cleanliness, et cetera.
- To remove, or cause to be removed, persons from school premises who are causing a disturbance or interruption, trespassing, or who are present for a purpose not reasonably associated with the normal functioning of the school.
- To provide disciplinary authority over the conduct of each student of a school from the time the student arrives at the school until the student departs for the day, except during any period that the student is absent from school at the request of his or her parent/guardian.
- To provide disciplinary authority over students on their way to and from school, in terms of their conduct towards one another, while travelling to and from school on school division transportation, and while on school-prescribed activities
- To ensure that the interventions and responses used or implemented in carrying out duties to maintain order and discipline in school, are appropriate, given the frequency and severity of the disciplinary violation, and take into account the student's state of development.
- To notify parents/guardians, as soon as reasonably possible, if the principal believes that a student has been harmed as a result of the unacceptable conduct.
- To suspend a student for up to one week for engaging in conduct that the principal considers injurious to the school environment.
- To inform the student's parent/guardian of the suspension and the reasons for the suspension.

- To give the school board or designate, within 24 hours of a student being suspended, a written report setting out the pupil's name, the period of suspension, and a description of the disruptive behaviour for which the pupil was suspended.
- To keep a record of each suspension of a student.
- To develop categories of the reasons for which a student may be suspended, and to ensure that each suspension is accordingly categorized and that the total number of students suspended and the duration of suspensions are tabulated.
- To ensure that educational programming is available to a student who has been suspended for more than five days.

### **Responsibilities and Authority of Superintendents**

- To suspend a student from school for up to six weeks for engaging in conduct that the superintendent considers injurious to the school environment.
- To inform the student's parent/guardian of the suspension and the reasons for the suspension.
- To give the school board or designate a written report setting out the student's name, the period of suspension, and a description of the disruptive behaviour for which the student was suspended.

### **Responsibilities and Powers of School Boards**

- To establish written policy respecting the appropriate use of
  - (i) the Internet, including social media, text messaging, instant messaging, websites, and e-mail, and
  - (ii) Digital cameras, cell phones and any other electronic or personal communication devices identified by the board.
- To establish written policy on respect for human diversity and ensure that the policy is implemented in each school. The policy must promote and enhance a safe and inclusive learning environment, the acceptance of/respect for others, a positive school environment. The policy must also include the training of teachers and other staff on bullying prevention and respect for human diversity.
- To permit the student and his or her parent(s)/guardian(s) to make representations to the school board about a suspension of more than five days.
- To confirm or modify the suspension or reinstate the student after receiving such a representation.
- To suspend or expel any student who, upon investigation by the school board, is found to be guilty of conduct injurious to the school environment.
- To ensure that educational programming is made available for students under the age of 16 who are expelled.

- To **limit** or place conditions on the teacher's right to suspend, either with respect to an individual student or generally, if the board is of the opinion that the teacher has repeatedly
  - (a) suspended an individual student for reasons that are not justified, or
  - (b) Suspended students for reasons that are not justified.

**Unacceptable and intolerable student behaviour includes but is not limited to the following:**

- Abusing another student physically, sexually or psychologically, verbally, in writing, or otherwise
- Harassment
- Threats to self or others
- Bullying/cyberbullying another student
- Discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of *The Human Rights Code*
- Using, possessing, or being under the influence of alcohol or illicit drugs at school
- Gang involvement
- Possessing a weapon, as "weapon" is defined in section 2 of the *Criminal Code* (Canada)
- Inappropriate use of the Internet and electronic communication.

**Definitions:**

**Bullying:** Bullying is behaviour that is intended to cause, or should be known to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation, or property. It is also behaviour that is intended to create, or should be known to create, a negative school environment for another person.

Bullying takes place in a context of a real or perceived power imbalance between the people involved and is typically (but need not be) repeated behaviour.

It may be direct (face to face) or indirect (through others); it may take place through any form of expression, including written, verbal, physical, or any form of electronic communication (referred to as cyberbullying), including social media, text messages, instant messages, websites, or e-mail.

**Cyberbullying:** Cyberbullying is bullying by means of any form of electronic communication, including social media, text messaging, instant messaging, websites, or e-mail.

**Unacceptable conduct:** Unacceptable conduct includes abusing another student physically, sexually, or psychologically, verbally, in writing, or otherwise. It also includes bullying another student.

### **Appropriate Interventions and Disciplinary Consequences**

The following interventions and disciplinary consequences emphasize positive and proactive strategies that foster student learning, as opposed to punitive and reactive strategies. Negative consequences may be necessary when other approaches to problem behaviour are unsuccessful; however, they are not effective when overused.

The principal must ensure that the school discipline and behaviour management policy, including the consequences for violating the school code of conduct, are consistent with these interventions and disciplinary consequences. The principal maintains the authority to determine which consequence is appropriate in a given situation.

Teachers and principals must ensure that interventions used are appropriate given the frequency and severity of the disciplinary violation and the student's age or state of development. In every situation, when selecting appropriate consequences, school staff should be sensitive to any student who has been the victim or target of unacceptable behaviour, as well as to the student who committed this behaviour. Reasonable accommodation is required for students with exceptional learning needs that affect their behaviour, taking into account the student's ability to comply with disciplinary measures.

Interventions and consequences may be applied as appropriate to the context, and need not be applied in the order they appear in this document. Schools may expand upon the list of appropriate interventions and disciplinary consequences as long as the additional items are consistent with this Ministerial directive.

#### **Informal Discussion**

A teacher or administrator speaks with the student to reach an agreement regarding the student's behaviour. Parent(s)/guardian(s) may be contacted in some circumstances. Students who are 18 years of age or older must give their consent to contact parents.

#### **Parental/Guardian Involvement**

Contact is made with the parent/guardian(s) to discuss the student's specific behaviour and the steps that must be undertaken to change it. The contact could vary from a telephone conversation to a formal conference at the school with parent(s)/guardian(s), student, and school personnel.

**School Counsellor/Resource Teacher**

A school counsellor and/or resource teacher meets with the student with the specific goal of developing a plan for changing attitudes and improving student behaviour. Parent(s)/guardian(s) should be informed.

**Formal Interview**

A conference is held with the student, the teacher, and an administrator and/or school counsellor and the parent(s)/guardian(s) to develop a plan for changing the student's behaviour. As one example of a plan, it may be useful to conduct a functional behavioural assessment to guide the development of effective positive interventions based on the function of the behaviour.

**Withdrawal from Classroom Setting**

Where specific student conduct is deemed to have a negative impact upon the classroom learning environment, the student is withdrawn to a supervised alternate location to complete his or her assignment. Such withdrawal would normally be temporary, but when a prolonged withdrawal is recommended, parent(s)/guardian(s) will be informed.

**Removal of Privileges**

Privileges such as access to the playground, cafeteria, library, extracurricular activities, and/or bus transportation are removed under certain circumstances. Parent(s)/guardian(s) will be informed.

**Detention**

The student is detained at the school for specific unacceptable behaviour. Should a detention extend beyond regular school hours, parent(s)/guardian(s) will be informed.

**Restitution/Compensation**

The student and/or parent(s)/guardian(s) are required to compensate for damages incurred to school division property by the intentional or negligent act of a child. Such compensation may be monetary in nature, but could take alternative forms such as community service.

**Behavioural/Performance Contract**

In some instances, the student is required to meet specific behavioural standards in order to avoid more severe consequences. Such expectations are developed among the school, the parent(s)/guardian(s), and the student. Outcomes are clarified in order to meet the behaviour standards agreed upon. Such an agreement is documented, with copies provided for all concerned parties.

## **Student Services**

A referral may be made to school division student services personnel who can assist school personnel in the remediation of inappropriate student conduct. Such involvement may include a level of counseling or clinical supports for the student that is beyond the school's capabilities. Parental/guardian permission must be obtained for assessments and/or interventions.

## **Outside Agency/Community Involvement**

A referral to an outside agency or a community resource may be necessary to address a student's behaviour (e.g., a physician, adolescent or adult mental health services, Addictions Foundation Manitoba, the anxiety clinic at St. Boniface Hospital, the Lighthouses and Turnabout crime prevention programs, Boys & Girls Clubs, Big Brothers Big Sisters, or Aboriginal Elders). In all cases, parental/guardian permission must be obtained.

## **Threat Assessment**

The school will respond to all student threats to self or others through administrative action and/or school division threat assessment protocols or through critical incident preparedness plans. Outside agency and/or police involvement may be requested. Parent(s)/guardian(s) will be informed.

## **Police Notification**

Police notification does not mean that police will lay charges in every situation; however, police should be notified for serious incidents that happen at school, during school-related activities in or outside school, or in other circumstances if the incident has a negative impact on the school environment. School boards should identify the types of incidents that require mandatory and discretionary police notification and ensure that principals are aware of protocols respecting police notification. Parents/guardians will be notified unless police direct otherwise.

## **Student Suspension**

- Alternatives should be considered before suspension (e.g., classroom strategies, in-school alternatives, school-wide programs, and alternative and/or off-site locations).
- A teacher may suspend a student from the classroom for not more than two days.
- A principal may suspend a student from the school for not more than five days.
- A superintendent may suspend a student from the school for not more than six weeks.
- A parent/guardian and/or pupil may make a request to appear before the school board to make representations about a suspension. The school board may confirm the suspension, modify it, or reinstate the student.

## **Student Expulsion**

A school board may expel from a school any student who, upon investigation by the school board, is found to be guilty of conduct injurious to the school environment.

## **APPEAL PROCESS**

### **Appeals of Disciplinary Decisions**

Students and parents/guardians must follow the school board's established appeal process. Typically this involves an appeal to the teacher who made the disciplinary decision, then to the school principal if not resolved, then to the superintendent of schools if not resolved, and finally to the school board. Exceptions are suspensions in excess of five days and expulsions; in these cases, the appeal goes directly to the school board. These are explained below.

### **Appeals of Suspensions**

In the case of a student who has been suspended for more than five days, the school board must permit the student and his or her parent/guardian to make representations to the school board about the suspension. The school board may confirm the suspension, modify it, or reinstate the student.

### **Appeals of Expulsions**

A student expulsion may be appealed to the school board. If a parent/guardian (or a student 18 years of age or older), wishes to appeal the board's decision, the school division's appeal process shall be followed.