



Red River Valley

CODE OF CONDUCT

We all work together to make our school a safe, positive, and respectful place for each child to learn. In positive school environments, people feel welcomed, valued, and safe. They treat each other with respect.

Our schools are committed to fostering a learning and work environment in which all individuals are treated with respect and dignity.

The Red River Valley School Division confirms the disciplinary authority of the principal over the conduct of students while they are at school, on school grounds, at school sponsored activities, on school buses, and conduct towards one another to and from school. The Division also confirms the disciplinary authority of the principal to address unacceptable student conduct including bullying, cyberbullying and abuse of a student by another.

The school code of conduct follows the Provincial Code of Conduct, a ministerial directive intended to expand upon existing legislation and regulation. The school code of conduct provides a reference for parents/guardians, staff and students in determining acceptable behaviour.

The primary purpose of discipline is to bring about improvement of behaviour. This is accomplished by establishing a set of clearly understood expectations that are fair and reasonable along with a series of consequences for those who choose not to follow the expectations.

Unacceptable behaviour includes but is not limited to:

- Bullying
- Abusing another student physically, sexually or psychologically, verbally, in writing or otherwise
- Harassment/discrimination unreasonably on the basis of any characteristic set out in subsection 9(2) of *The Human Rights Code*
- Threats to self and others
- Possession or being under the influence of alcohol and/or illicit drugs at school
- Theft
- Inappropriate use of technology (See policy: Appropriate Use of Technology)
 - Cyberbullying

- The inappropriate use of social, media, text messaging, instant messaging, websites and email
- The inappropriate use of digital cameras, cellphones, and other electronic or personal communication devices and electronic communication

The following will not be tolerated:

- Gang involvement
- Possession of a weapon (as defined in section 2 of the Criminal Code (Canada))

Weapon" means anything used, designed to be used or intended for use
 (a) in causing death or injury to any person, or
 (b) for the purpose of threatening or intimidating any person
 and, without restricting the generality of the foregoing, includes a firearm;

Interventions and consequences may be applied as appropriate to the context, but they need not be applied in the order they appear in this document. The principal maintains authority to determine which consequence is appropriate in a given situation.

Rights and Responsibilities regarding Student Discipline

Students

Rights

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

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.

Parents

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 or school district, 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.

Responsibilities

- To cooperate fully with teachers and other school/division employees to ensure their child complies with school/division discipline and behaviour management policies and the school's code of conduct.
- To take all reasonable measures to ensure the child attends school regularly.
- 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: Teachers and students whose personal property is damaged or lost may bring action under *The Parental Responsibility Act*).

Responsibilities and Authority of Teachers

- 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 behave in a respectful manner and comply with the school code of conduct.
- 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 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, or school district 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 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 or 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, 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 or legal 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.

APPROPRIATE INTERVENTIONS AND DISCIPLINARY CONSEQUENCES

Consequences for inappropriate behaviour should be based on individual needs, the degree of the problem and the ability of the person to understand and handle the consequences.

Interventions and consequences may be applied as appropriate to the context, but they need not be applied in the order they appear in this document.

Informal Discussion
A teacher or administrator speaks with the student to reach an agreement regarding the student's behaviour. Parent(s) may be contacted in some circumstances. Students who are 18 years of age or older must give their consent to contact parents.
Parental 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), 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) 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) to develop a plan for changing the student's 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) 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) 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) will be informed.
Restitution/Compensation
The student and/or parent(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, parent(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 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. In all cases, parental 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 critical incident preparedness plans. Outside agency and/or police involvement may be requested. Parent(s) will be informed.

Police Notification

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. Parents will be notified unless police direct otherwise.

Student Suspension

- Alternatives should be considered before suspension i.e. 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. The teacher must immediately inform the principal of said suspension.
- 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 and/or pupil may make a request to appear before the board to make representations about a suspension. A school board may, upon receiving such representation, confirm or modify the suspension or reinstate the pupil.

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.

***Discipline or consequences to a student for misbehaviour is a confidential matter and must not be discussed with other parents/guardians.

APPEAL PROCESS

Appeals of Disciplinary Decisions

Students and parents must follow the school board's 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 suspension in excess of five days and expulsion; in these cases, the appeal goes directly to the school board.

Appeals of Suspension

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 or legal guardian to make representation to the school board about the suspension. The school board may confirm the suspension, modify it, or reinstate the student.

Appeals of Expulsion

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.