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### **POSITIVE AND SAFE SCHOOLS**

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Prairie Rose School Division (PRSD) schools have a responsibility to provide positive and safe school cultures that are inviting, secure, and inclusive learning environments for its students, staff, and community. PRSD believes that this kind of learning environment is essential to effective teaching and learning, the personal growth of our students, and for preparing students to be responsible citizens.

The PRSD Student Code of Conduct provides a set of standards for building a foundation for responsible student behaviour and for creating a safe and secure environment for all students. The PRSD Student Code of Conduct provides clear guidelines for appropriate student behaviour and what student behaviour will not be accepted in PRSD schools.

Any student responsible for behaviour or conduct which does not respect the PRSD Student Code of Conduct and/or the educational purposes of PRSD is subject to disciplinary action.

Provincial References:

- Public Schools Act
- Education Administration Act
- Safe Schools Charter

PRSD Board Policies

- Policy 1 – Mission and Belief Statements
- Policy 10 – Safe Schools
- Policy 11 – Respectful Schools and Workplaces
- Policy 12 – Learning Environment, Programs, and Services
- Policy 18 – Respect for Human Diversity

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### **FAIR NOTICE**

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The PRSD Student Code of Conduct serves as fair notice that incidents of threat to self-harm or to harm others will actively investigated. PRSD expects that all incidents of threats will be taken seriously and assessed accordingly.

Principals will respond to student threats, review high risk behaviours, consult with others, and develop action plans and recommendations in order to provide intervention to students and their families in a proactive manner. (AP #217 – Responding to Student Threat Making Behaviours)



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**RESPONSIBILITIES AND RIGHTS – STUDENT CODE OF CONDUCT**

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**STUDENTS**

*Responsibilities*

- To attend school and classes regularly, punctually, and ready to learn;
- To behave in a respectful manner as per PRSD Student Code of Conduct;
- To complete assignments and other related work required by teachers and support staff in a timely manner;
- To treat with respect both school property and the property of others employed at or attending the school and;
- To assume responsibility for intentionally damaging, losing, or neglecting school or division property.

*Rights*

- To be accompanied by a parent/guardian when appealing school-based disciplinary action and if required, for representation to the PRSD Board of Trustees for suspension and/or expulsion appeals. (AP #522 - Student Suspensions, AP #523 – Student Expulsions)

**PARENTS/GUARDIANS**

*Responsibilities*

- To cooperate respectfully with principals, teachers, and other PRSD employees to ensure their child respects and complies with the PRSD Student Code of Conduct;
- To take all reasonable measures to ensure their child attends school regularly and;
- To assume responsibility with the student where school/division property is damaged, lost, or neglected.

*Rights*

- To be informed regularly of their child’s attendance, behaviour, and academic achievement;
- To be informed of the school’s and PRSD’s Student Code of Conduct;
- To accompany their child and assist them to make representations to the Superintendent/CEO regarding a suspension of more than five days or to the PRSD Board of Trustees’ when appealing a suspension and/or before an expulsion hearing.

**TEACHERS**

*Responsibilities*

- To maintain order and discipline among students attending or participating in activities that are sponsored or approved by the school;
- To behave in a respectful and professional manner when working with students when addressing matters of the PRSD Student Code of Conduct;



- To ensure that the classroom interventions and responses implemented in carrying out duties to maintain order and discipline in the classroom and school are aligned with the PRSD Student Code of Conduct;
- To report immediately to the principal any unacceptable student conduct at school or at school-approved activities and;
- To report immediately 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.

## PRINCIPALS

### *Responsibilities*

- To ensure that a school's discipline and behaviour management response for violations are consistent with the PRSD Student Code of Conduct;
- 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 apply the PRSD Student Code of Conduct over the conduct of each student from the time the student arrives at the school until the time each 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 apply the PRSD Student Code of Conduct 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 sponsored 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 that disciplinary actions take into account the student's state of development;
- To suspend a student for up to one week for engaging in conduct that the principal considers injurious to the school environment as per PRSD Student Code of Conduct;
- To inform the student's parent or guardian of the suspension and the reasons for the suspension;
- To give the Superintendent/CEO or designate, within 12 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 in the students' cumulative files;
- To ensure that educational programming is available to a student who has been suspended and;
- To remove 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, and/or who fail to present themselves to the school community in a respectful manner.



## **SUPERINTENDENT/CEO**

### *Responsibilities*

- To ensure that all PRSD schools are safe and respectful learning environments for students and PRSD employees;
- To oversee and/or delegate PRSD Student Code of Conduct and truancy responsibilities;
- To give the PRSD Board of Trustees 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;
- To suspend and/or approve a student suspension for up to six weeks for engaging in conduct that the Superintendent/CEO, Assistant Superintendent, and Director of Student Services considers injurious to the school environment;
- To inform the student's parent or legal guardian of a division extended suspension and the reasons for the extended suspension;
- To ensure that the rights of students and parents or guardians are respected at all schools and;
- To provide the PRSD Board of Trustees comprehensive documentation for student suspension appeals or for expulsion hearings.



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## RESPONSES TO INAPPROPRIATE STUDENT BEHAVIOUR

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Principals will ensure that student code of conduct interventions and responses that are implemented are appropriate given the severity of the violation.

For all student conduct disciplinary decisions, principals will take into account the student's state of development and will provide reasonable accommodations for students with exceptional learning needs that affect behaviour.

Principal responses to student behaviours could include informal interviews, support personnel involvement, parental involvement, formal interviews, withdrawal from classroom setting, removal of privileges, detention of students, restitution, involvement of other agencies, behavioural/performance contracts, in-school suspensions, out-of-school suspensions, withdrawal from a course, expulsion, and/or police involvement. (AP #517 – Student Discipline)

### PHYSICAL AGGRESSION

Physical aggression may include fighting, assault, physical obstructions, punching, pushing, and shoving.

- **Assault**

Assault may be physical or sexual in nature. It is the application of force without consent or an attempt or threat to apply force by one person on another. Consequences may include:

- Immediate consultation with external agencies and/or appropriate law enforcement agency (RCMP, CFS)
- Consultation with parents and/or guardians
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services
- Out-of-school suspension up to five days, and if warranted, recommendation to Superintendent/CEO for further consequences
- Violence Threat Risk Assessment

- **Fighting**

Fighting is physical assault involving two or more persons. Consequences may include:

- Consultation with parents/guardians
- In-school suspension
- Violence Threat Risk Assessment
- Removal of privileges
- Restitution
- Behaviour Contract
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services
- Out-of-school suspension up to five days
- For repeat offenders or for serious altercations, recommendation to the Superintendent/CEO for further disciplinary action



- **Less Severe Incidents of Physical Aggression**

Less severe incidents of physical aggression may include pushing or shoving. Consequences may include:

- Consultation with parents and/or guardians
- Mediation, counselling, intervention
- Documented warning
- Removal of privileges
- Restitution
- Behaviour Contract
- In-school suspension
- With no improvement in student behaviour, the principal may impose an out-of-school suspension for up to three days

### **BULLYING AND CYBERBULLYING**

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. (AP #519 – Bullying and Cyber-Bullying)

Consequences may include:

- Consultation with external agencies and/or appropriate law enforcement agency, where appropriate (e.g. RCMP, CFS)
- Consultation with parents/guardians
- In-school suspension
- Removal of privileges
- Restitution
- Behaviour Contract
- Out-of-school suspension up to five days
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services
- For offences of a more serious nature, or multiple offences, a recommendation to the Superintendent/CEO for further disciplinary action if warranted



### **INAPPROPRIATE LANGUAGE; PROFANITY, OBSCENITIES, AND/OR RACIST REMARKS**

For inappropriate language or remarks that are overheard, but not believed to be directed at an individual, consequences may include:

- Consultation with parents and/or guardians
- In-school suspension
- Intervention strategies which emphasize restitution and restorative practices
- Out-of-school suspension of up to two days
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services

### **VERBAL AGGRESSION AND HARASSMENT**

Verbal aggression or harassment may include threats to another individual, intimidation, name calling, teasing, and verbal put-downs directed at an individual. Consequences may include:

- Consultation with parents/guardians
- In-school suspension
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services
- Out-of-school suspension up to three days
- Violence Threat Risk Assessment
- For repeat offenses, or if the offence is of a serious nature (e.g. racist comments), out-of-school suspension up to five days and a recommendation to the Superintendent/CEO for further disciplinary action if warranted

### **CELL PHONES AND ELECTRONIC DEVICES**

Students are expected to use their personal electronic devices and cell phones in a mature and respectful manner and respect the school's and PRSD's expectations of cell phone usage during instructional hours. (AP # 113 - Cell Phones and Personal Electronic Devices)

Consequences may include:

- Confiscation of electronic device and return to parents/guardians
- Consultation with parents and/or guardians
- Out-of-school suspension of up to three days
- Illegal activity will be reported to appropriate law enforcement agency

### **USAGE OF SCHOOL TECHNOLOGY**

Students are expected to use the school technology in a mature and respectful manner and in accordance to the PRSD ICT Agreement. (AP # 512 – Technology Acceptable Use)

Consequences may include:

- Consultation with parents and/or guardians
- Out-of-school suspension of up to three days
- Illegal activity will be reported to appropriate law enforcement agency



### **NON-COMPLIANCE AND INSUBORDINATION**

Non-Compliance/Insubordination may include a student being disrespectful to staff, and/or oppositional behaviour that is compromising to the learning environment of others. Consequences may include:

- Consultation with parents and/or guardians
- In-school suspension
- Out-of-school suspension of up to three days
- Intervention strategies which emphasize restitution and restorative practices
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services.

### **SMOKING**

Smoking includes the use of any product made or derived from tobacco and the use of Electronic Vaporizer Devices (“vaping”) on school grounds or during a school event including field trips.

Consequences may include:

- Consultation with parents/guardians
- Out-of-school suspension of up to two days
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or further education on the health effects of tobacco use

### **STANDARD OF DRESS**

Students are expected to make wise choices and act as responsible citizens of their school community. Certain clothing may be considered as inappropriate for school and school events. (AP #511 – Student Standard of Dress)

Consequences may include:

- Consultation with parents and/or guardians
- Repeated dress code violations may be considered as a Non-Compliance/ Insubordination violation

### **TRUANCY**

Truancy includes instances when students are absent from school without a valid reason. (AP #510 – Student Attendance)

Consequences may include:

- Consultation with parents and/or guardians
- Student referral to alternate programming if necessary and/or available
- Removal of privileges





### **ALCOHOL and CANNABIS (MARIJUANA)**

Alcohol and/or cannabis violations include the consumption, possession or sale of alcohol and/or cannabis, or being under the influence of alcohol and/or cannabis, on school grounds or during a school event. (AP #520 – Illegal Possession and/or Use Alcohol, Cannabis (Marijuana) Illicit or Non-Medical Use of Drugs and Intoxicating Substances)

Consequences may include:

- Out-of-school suspension up to five days with a recommendation to the Superintendent/CEO for further disciplinary action if warranted
- Offenses involving alcohol may be reported to the appropriate law enforcement agency
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling (such as AFM) and/or referral to student services
- Consultation with parents/guardians

### **ILLICIT OR NON-MEDICAL USE OF DRUGS AND INTOXICATING SUBSTANCES**

Drug violations include the use, possession or trafficking of illicit drugs and/or being under the influence of such drugs, or being in possession of drug related paraphernalia on school grounds or during a school event. (AP #520 – Illegal Possession and/or Use Alcohol, Cannabis (Marijuana) Illicit or Non-Medical Use of Drugs and Intoxicating Substances)

Consequences may include:

- Parental/guardian involvement shall be immediate in all drug related offences, including suspected cases of student involvement with drugs
- Out-of-school suspension up to five days with a recommendation to the Superintendent/CEO for additional disciplinary action if warranted
- For trafficking offenses, a recommendation to the Superintendent/CEO for further disciplinary action
- Principals must report trafficking offenses involving drugs to the appropriate law enforcement agency
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling (such as AFM) and/or referral to student services

### **THEFT**

Theft is the unauthorized taking, conversion or use of another's property.

Consequences may include:

- Parent/guardian involvement
- Restitution
- In-school suspension
- Out-of-school suspension of up to five days
- At principal's discretion a report may be provided to the appropriate law enforcement agency
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services



### **WEAPONS**

Weapons offences include the use of any object as a weapon. Any object which is a weapon or used as a weapon is strictly prohibited in PRSD. Weapons include any item used to intimidate or inflict harm including replicas. (AP #521 – Weapons)

Consequence may include:

- Parental/guardian involvement shall be immediate in all weapons related offences
- Out-of-school suspension of five days and a recommendation to the Superintendent/CEO for further disciplinary action
- Reports to the appropriate law enforcement agency
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services
- Violence Threat Risk Assessment
- The Superintendent/CEO may recommend student expulsion to the PRSD Board of Trustees

### **VANDALISM, WILFUL DAMAGE, OR DESTRUCTION OF PROPERTY**

Vandalism is the wilful damage or destruction of property, including deliberate damage or defacement of buildings, grounds, vehicles and/or equipment on division property regardless of ownership. Vandalism does not include accidental damage or destruction of property.

Consequences may include:

- Restitution (including monetary compensation)
- Offenses involving vandalism may be reported to the appropriate law enforcement agency
- Out-of-school suspension of up to five days with recommendation to Superintendent/CEO for further disciplinary action if warranted
- When school property is willfully damaged or destroyed, the principal shall complete a vandalism report and submit it to the Superintendent/CEO
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services

### **GANG INVOLVEMENT**

Gang involvement is recognized to have occurred when a group of individuals who, while acting or congregating together, displays a pattern of inappropriate behaviour which may result in violent activities or conduct injurious to the school environment.

Consequences may include:

- Consultation with parents/guardians
- Out-of-school suspension up to five days and a recommendation to the Superintendent/CEO for further disciplinary action if warranted
- Placement of certain conditions on the offender as deemed necessary, including a recommendation for counselling and/or referral to student services
- Violence Threat Risk Assessment
- Referral to RCMP/law enforcement