

ROLLING RIVER SCHOOL DIVISION POLICY

Safe and Caring Schools

JG/P

An important function of schools in Rolling River School Division is to educate students for citizenship in a democratic society. Rolling River School Division will provide a safe and caring environment where students and staff work and learn together. School personnel will treat students in a dignified manner that reflects equity and fairness, respect, and integrity, emphasizing the collaborative development and teaching of clear behavioural expectations. Students have a responsibility to behave in a responsible and respectful manner, in compliance with their School's Code of Conduct.

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Regulation**

Date Adopted: November 13, 2017

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Procedure:

A. Principal's Discretion in Enforcing School Policy and Division Policy as they Relate to Student Discipline

Rolling River School Division supports and encourages the use of discretion by principals and the instructional staff within the parameters defined by division and school policy as they relate to student discipline. Principals and instructional staff will use discretion wisely and objectively. Discipline will be based on sound judgment, interpretation of policies and rules and must be defensible.

B. Responsibilities of Schools

1. The Principal of each school will establish a Code of Conduct for pupils and staff as prescribed under clause 4(1) (p.1) of the Education Administration Act. The Principal will discuss the Code of Conduct with the Schools' Advisory Committee.
2. Schools will ensure a safe, caring learning environment by following a number of steps:
 - a) Identify students at risk.
 - b) Develop and implement behaviour intervention plans for students with significant emotional and behavioural challenges and for students who have been suspended out of school, or in school for more than two times during a school year.
 - c) Keep records on the nature and duration of all suspensions, both in-school and out of school; schools will use this data as part of the school planning and reporting process.
 - d) Offer and arrange alternative programming for students who are suspended for more than five days. Depending on the student's needs and the length of the suspension, alternative programming may range from work at home, to alternative courses at a different location or distance learning.
 - e) Identify a re-entry process that includes timelines involving the suspended student, parents and appropriate school team members on the day following the suspension.
3. Schools will involve parents in the development, implementation and communication of its Code of Conduct policy.
4. Schools will ensure procedures and consequences are in place to address a wide range of inappropriate behaviours and serious violations of the Code of Conduct.

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5. Schools will inform students, staff, parents and community of expected conduct and behaviour.
6. Schools will provide opportunity for staff to acquire knowledge, skills and values, necessary for the development and maintenance of a safe school environment.
7. Regular contact with parents will be an integral component of each school's Code of Conduct.

C. School Codes of Conduct

1. Rolling River School Division schools will each develop a Code of Conduct that will include a statement that students and staff must behave in a respectful manner and comply with the Code of Conduct.
2. Each school's Code of Conduct will include a statement that the following are unacceptable:
 - a) Abuse of another student physically, verbally, in writing, on-line, sexually, psychologically, or otherwise.
 - b) Bullying another student.(Appendix A).
 - c) Discriminating on the basis of any characteristic set out in the Manitoba Human Rights Code.
 - d) Using, possessing or being under the influence of alcohol or illicit drugs at school.
3. Each school's Code of Conduct will include a statement that the following will not be tolerated on school sites:
 - a) Gang involvement.
 - b) Possession of a weapon.
 - c) Vandalism, damage or destruction of property.
4. Each school's Code of Conduct will include a statement that students and staff must adhere to school policies respecting the use of technology, including social media, text/instant messaging, websites, apps, emails, digital cameras and cell phones/devices.
5. Each school's Code of Conduct will outline the disciplinary consequences, in as much detail as is reasonably possible and the process for appealing disciplinary decisions. (Refer to Part G. Appeals of Disciplinary Decisions.)

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D. Parameters and Consequences

1. The Code of Conduct is designed to build a foundation for responsible student behaviour and create a safe and secure environment for all students. It will provide clear guidelines for what is appropriate and that certain behaviour will not be tolerated.
2. Any student(s) responsible for behaviour or conduct which contravenes the Code of Conduct and the educational purposes of Rolling River School Division is/are subject to disciplinary action. The Code of Conduct applies to all division and school events including the regular school day, extra-curricular and co-curricular activities and during student interaction with staff and students.
3. Schools are encouraged to access all available resources in implementing intervention and mediation strategies in resolving behavioural issues and to take a restorative approach to discipline.
4. Disciplinary action may include a suspension or expulsion (which can only be approved by the Board of Trustees) from attending school in the Division. The principal at his/her discretion may impose other disciplinary measures necessary and appropriate to support improved behaviour. This may include the support of external case workers and agencies.
5. When the principal deems it necessary to involve law enforcement agencies, he/she will report such violations to the Superintendent/CEO and/or designate.
6. Principals and their staff must maintain accurate documentation, consult with the Superintendent/CEO and/or designate, and communicate with parents and guardians.
7. Recognizing that guidelines may be helpful to teachers and administrators in dealing with serious and/or persistent behavioural issues, the attached Appendix A constitutes a list of prohibited behaviours and possible consequences. These shall be supplemented by a school and classroom Code of Conduct.
8. Schools must ensure that disciplinary interventions and responses that are implemented are appropriate given the severity of the violation.
9. Principals and teachers must also take into account the student's state of development (i.e. ability to understand the consequences and impact of one's actions). Reasonable accommodations are required for students with exceptional learning needs that affect

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behaviour, taking into account the students' ability to comply with disciplinary measures.

E. Student Discipline – Suspensions

1. A suspension occurs when a student's actions are detrimental to the teaching and learning environment within a school, contravene the school's Code of Conduct, or are injurious to the welfare of students and staff. For students with an Individual Education Plan and/or Behaviour Intervention Plan, the plan needs to be reviewed with the appropriate student services personnel before suspension to determine appropriate consequences.
2. Teachers who find student conduct detrimental to the teaching and learning in a classroom will inform the school principal. Teachers may establish an action plan to improve student behaviour or request the principal to suspend the student from the classroom.
3. A teacher has the authority to suspend a student from class for a period not exceeding two days. This should occur after consultation with the principal.
4. A principal may suspend a student from school for a period not exceeding five days.
5. The Superintendent/CEO may suspend a student for a period not exceeding six weeks (30 school days).
6. Alternatives should be considered before suspensions (e.g. in-school alternatives, restitution). The cooperation and support of parents should be sought to produce a change in the student's behaviour.
7. Suspensions should be reserved for student behaviours of a serious nature such as when:
 - a) A student's actions compromise the safety of students and/or staff (e.g., fighting, intimidation, possession of a weapon).
 - b) A student's actions have a significant negative impact on the school environment (e.g. theft, vandalism).
 - c) A student is involved in the use or possession of alcohol, drugs or other banned substances.
 - d) A student has contravened the school or divisional Acceptable Use Policy, Information and Communication Technology.
 - e) Alternative strategies and the involvement of parents/guardians fail to produce a change in the student's behaviour.

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8. If the student is under 18, parents/guardians shall be informed promptly of their child's suspension and the reason for the suspension.
9. In the event of a suspension, schools will:
 - a) Identify a process that must be followed to inform parents (if the student is under 18) and ensure safety any time a student is sent home for disciplinary reasons.
 - b) Keep records on the nature and duration of all suspensions, both in-school and out of school.
 - c) Offer and arrange alternative programming for students who are suspended for more than five days.
 - d) Identify a re-entry process that includes timelines involving the students, parents and appropriate school team members for students who are suspended.
 - e) Ensure re-entry occurs on the day following the suspension.
10. Within 24 hours of a suspension, the principal must report in writing to the Superintendent/CEO, the name of the student and reason(s) for the suspension. (Appendix B)
11. Parents/guardians or students 18 or older may appeal a suspension of five or more days in writing to the Superintendent/CEO.
12. The School Board is legally obligated to provide alternative programming support to a student who has been suspended for more than five days.

F. Expulsion

1. In accordance with Section 48(4) of the Public Schools' Act, only the School Board may expel a student from attending all schools of a division. When an expulsion occurs, a student is prohibited from attending any/or all schools in the division.
 - a) An expulsion permanently removes a student from attending school for a semester or an entire school year. The School Board may rescind an expulsion.
2. The Rolling River School Division Board of Trustees may expel a student when an investigation of a student's actions and information provided by the school principal confirm that such behaviour is injurious to student and staff safety and contravenes the educational purposes of the school.

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3. Rolling River School Division shall not enroll or register any student(s) that are known to be under suspension or expulsion from another school division.
4. Expulsion should only occur following due process. A parent/guardian or a student who is 18 years of age or older has the right to appeal the expulsion or assist their child in making representation to the School Board.
5. When a child of compulsory school age is expelled, the School Board's obligation is to offer and arrange appropriate educational programming to students under the age of 18.

G. Appeals of Disciplinary Decisions

1. Students and parents must follow the appeals process. The appeals process for disciplinary decisions is as follows:

The process is as follows:

- i. An appeal is to be made to the **teacher** who made the disciplinary decision.
- ii. If the issue is not resolved, the appeal is then to be made to the **school principal**.
- iii. If the issue is not resolved, the appeal is to be made to the **Superintendent's Department**.
- iv. If the issue is not resolved, the appeal is to be made to the **Board of Trustees**.

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APPENDIX “A” GUIDELINES FOR ADMINISTRATION

A. Preamble

The Rolling River School Division Student Code of Conduct (Policy and Procedures) is intended to assist students in making positive choices in regards to their behaviour and to support proactive and restorative strategies to improve student conduct. The Board believes in the principal's use of discretion in addressing discipline issues and recognizes that there will be times when more serious consequences are warranted to address significant behavioural issues. Therefore, the Board has approved the following guidelines to assist school-based administrators and teachers in identifying possible actions/consequences for breaches of the Student Code of Conduct.

The guidelines are intended to apply to K-12 students. Principals are also to take into account the individual student's ability to understand the impact and consequences of his or her actions.

All school based disciplinary decisions, including suspensions, are subject to appeal under the Appeals of Disciplinary Decisions procedures (part G on previous page).

Out of school suspensions will include consideration of the following:

1. Consultation with parents and/or guardians.
2. Initiation of a functional behaviour analysis.
3. Implementation and/or review of behaviour intervention plan.
4. In-school suspension.
5. Counselling and/or referral to student services.
6. Consultation with external agencies.

All out of school suspensions will be reported by the Principal to the Superintendent/CEO within 24 hours of the suspension, by submission of a completed Incident & Suspension Report (Appendix B).

All incidents that result in a disciplinary consequence as determined by the principal (including suspensions) must be documented in the divisional Student Information System (PowerSchool) within 48 hours of the determination of the consequence.

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The incident categories are:

- Physical Aggression (assault, fighting)
- Gang Involvement
- Verbal Aggression/Harassment
- Bullying
- Alcohol Violations
- Drug Violations
- Smoking
- Weapons Violations
- Explosive Violations
- Theft
- Inappropriate Materials
- Inappropriate Language (Profanity, Obscenities, and/or Racist Remarks)
- Vandalism, Willful Damage or Destruction of Property
- Non-Compliance
- Truancy

B. Guidelines on Consequences for Violations of the Student Code of Conduct

1. Physical Aggression

Physical Aggression may include fighting, assault, physical obstruction, punching, pushing and shoving.

a. 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. The Principal will report to and consult with parents/guardians. Consequences may include:

- Referral to external agencies and/or the law enforcement agency where appropriate (e.g. RCMP, CFS).
- Placement of conditions on the student as deemed necessary.
- Referral to Student Services.
- Out of school suspension up to five days with referral to the Superintendent/CEO for further consequences if warranted.
- Principal initiates the Violence Threat Risk Assessment protocols.

b. Fighting

Fighting is physical assault involving two or more persons. The Principal will report to and consult with parents/guardians. Consequences may include:

- In-school suspension
- Removal of privileges
- Restitution
- Behaviour Contract

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- Placement of conditions on the student(s) as deemed necessary
- Referral to Student Services
- Out of school suspension up to five days
- For repeated incidents or for serious altercations, out of school suspension up to five days with a recommendation to the Superintendent/CEO for further disciplinary action

c. Less Severe Incidents of Physical Aggression

Less severe incidents of physical aggression may include pushing or shoving. The Principal will report to and consult with parents/guardians. Consequences may include:

- Mediation, counselling, intervention, direct teaching of appropriate behaviour
- 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 five days.

2. 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. The Principal will report to and consult with parents/guardians. Consequences may include:

- Out of school suspension up to five days and a recommendation to the Superintendent/CEO for further disciplinary action if warranted.
- All gang activity to be reported to the law enforcement agency.
- Placement of conditions on the student as deemed necessary.
- Referral to Student Services.
- Principal to initiate the Violence Threat Risk Assessment protocols.

3. Verbal Aggression/Harassment

Verbal Aggression or harassment may include threats, intimidation, name-calling, and verbal put-downs directed at an individual. The Principal will report to and consult with parents/guardians. Consequences may include:

- Principal to determine whether to initiate the Violence Threat Risk Assessment protocols
- In-school suspension

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- Placement of conditions on the student as deemed necessary
- Referral to Student Services
- Out of school suspension up to ~~two~~ five days
- For repeat offenses, or if the offence is of a serious nature, out of school suspension up to five days and a recommendation to the Superintendent/CEO for further disciplinary action if warranted

4. Bullying

Bullying is defined as a repeated assertion of power with intent to do harm. It may be physical, verbal, social and/or electronic. The Principal will report to and consult with parents/guardians. Consequences may include:

- Principal to determine whether to initiate the Violence Threat Risk Assessment protocols
- In-school suspension
- Removal of privileges
- Restitution
- Behaviour Contract
- Out of school suspension up to five days
- Placement of conditions on the student as deemed necessary
- Referral to Student Services
- For serious or multiple offences, out of school suspension up to five days including a recommendation to the Superintendent/CEO for further disciplinary action if warranted

5. Alcohol

Alcohol violations include the consumption, possession or sale of alcohol or being under the influence of alcohol, on school grounds or during a school event (including field trips). The Principal will report to and consult with parents/guardians. 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 law enforcement agency.
- Placement of conditions on the student as deemed necessary.
- Referral to Student Services or appropriate outside agency.

6. Drugs

Drug violations include the use, possession or trafficking of illicit drugs, or being under the influence of such drugs, on school grounds or during a school event (including off-site school events). Parental/guardian involvement will be immediate in all drug related offences, including

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suspected cases of student involvement with drugs. Consequences may include:

- 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 will be made.
- For trafficking offences, the Superintendent/CEO may recommend student expulsion to the School Board.
- Principals will report offenses involving drugs to the law enforcement agency.
- Placement of conditions on the student as deemed necessary.
- Referral to Student Services or appropriate outside agency.

7. 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 off-site school events). Refer to the divisional policy JFCG/P – Non-Smoking. The Principal will report to and consult with parents/guardians. Consequences may include:

- Out of school suspension of up to five days with recommendation to Superintendent/CEO for further disciplinary action if warranted.
- Placement of conditions on the student as deemed necessary.
- Referral to Student Services.
- Further education on the health effects of tobacco use.

8. Weapons

Weapon offences include the use of any object as a weapon used to intimidate or inflict harm including replicas. Any object which is a weapon or used as a weapon is strictly prohibited on Rolling River School Division grounds.

Careful attention shall be given to conditions and circumstances. For instance, if a student carelessly or unknowingly brings a pocketknife to school without the intent to intimidate or inflict harm, staff will confiscate the knife and notify parents, and the principal will deem what disciplinary actions, if any, are warranted.

Parental/guardian involvement will be immediate in all weapons related offences.

The use of a weapon with the intent to intimidate or injure may result in consequences that include:

- Principal to initiate the Violence Threat Risk Assessment protocols.
- Principal will report to the law enforcement agency.

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- Out of school suspension of up to five days and a recommendation to the Superintendent/CEO for further disciplinary action.
- Placement of conditions on the student as deemed necessary, which may include referral to Student Services.
- The Superintendent/CEO may recommend student expulsion to the School Board.

9. Explosives (Categorize as Weapons in Student Information System)

Explosives violations include the unauthorized possession or use of a substance or chemical that may be an explosive or a device designed to cause fire.

a) For explosives considered to be less hazardous to student and staff safety such as firecrackers, caps, etc., consequences may include:

- Out of school suspension up to five days.
- Principal to determine whether to initiate the Violence Threat Risk Assessment protocols.
- Placement of conditions on the student as deemed necessary, which may include further education on the dangers of explosives and devices designed to cause fire (with parental involvement).

b) For explosives considered to be dangerous and harmful to students and staff, consequences may include:

- Principal to initiate the Violence Threat Risk Assessment protocols.
- Reporting to the law enforcement agency.
- Out of school suspension of five days and a recommendation to the Superintendent/CEO for further disciplinary action.
- Placement of conditions on the student as deemed necessary.
- Referral to Student Services.

c) For a bomb threat, consequences will include:

- Immediate reporting to the law enforcement agency.
- Principal to initiate the Violence Threat Risk Assessment protocols.
- Out of school suspension of five days and a recommendation to the Superintendent/CEO for further disciplinary action.
- Placement of conditions on the student as deemed necessary.
- Referral to Student Services.

The Superintendent/CEO may recommend student expulsion to the School Board.

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10. Theft

Theft is the unauthorized taking, conversion or use of another's property. The Principal will report to and consult with parents/guardians. Consequences may include:

- Restitution.
- Out of school suspension of up to five days.
- At principal's discretion a report may be provided to the law enforcement agency.
- Placement of conditions on the student as deemed necessary
- Referral to Student Services.

11. Inappropriate Materials – All Categories

For all print materials including magazines, books, papers, periodicals, publications, posters, signs, drawings and graffiti that are deemed inappropriate. The Principal will report to and consult with parents/guardians and confiscate material. Consequences may include:

- Restitution.
- Out of school suspension of up to five days and a recommendation to the Superintendent/CEO for further disciplinary action if deemed warranted.
- The Violence Threat Risk Assessment protocols may be initiated, depending on the nature of the materials.
- Placement of conditions on the student as deemed necessary.
- Referral to Student Services.

12. Inappropriate Language: Profanity, Obscenities and/or Racist Remarks

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

- Report to and consult with parents/guardians.
- In-school suspension.
- Out of school suspension of up to five days.
- Intervention strategies which emphasize restitution and restorative practices.
- Placement of conditions on the student as deemed necessary.
- Referral to Student Services.

13. Vandalism, Willful Damage or Destruction of Property

Vandalism is the willful 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. The Principal will report to and consult with parents/guardians. Consequences may include:

- Restitution (including monetary compensation – reference Policy JFCB/P – Property Damage).

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- Reporting to the law enforcement agency.
- Out of school suspension of up to five days with recommendation to Superintendent/CEO for further disciplinary action if warranted.
- Placement of conditions on the student as deemed necessary.
- Referral to Student Services.

14. Non-Compliance

Non-Compliance may include a student being disrespectful to staff, refusal to comply with a staff member request, and/or oppositional behaviour that is compromising to the learning environment of others. The Principal will report to and consult with parents/guardians. Consequences may include:

- In-school suspension.
- Out of school suspension of up to five days.
- Intervention strategies which emphasize restitution and restorative practices.
- Placement of conditions on the student as deemed necessary.
- Referral to Student Services.

15. Truancy

Truancy includes instances when students are absent from school without a valid reason. The Principal will report to and consult with parents/guardians. Consequences may include:

- Placement of conditions on the student as deemed necessary.
- Referral to Student Services.
- Complete Functional Behaviour Assessment focusing on school refusal behaviour.

If a law enforcement agency is contacted and interrogates or apprehends a student on school grounds, the principles outlined in Policy JFG/P-Interrogation and Apprehension of Students will be applied.



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POLICY JG - SAFE AND CARING SCHOOLS APPENDIX "B" INCIDENT & SUSPENSION REPORT

Student: _____ Grade: _____ Age: _____

School Name: _____ Incident Location: _____

Date of Incident: _____ Time: _____

Prepared By: _____

Town Student: Bus Student: Bus Driver's Name: _____

Bus Driver Notified?

INCIDENT: (check appropriate box)

- | | |
|---|---|
| <input type="checkbox"/> Physical Aggression (assault, fighting) | <input type="checkbox"/> Gang Involvement |
| <input type="checkbox"/> Verbal Aggression/Harassment | <input type="checkbox"/> Bullying |
| <input type="checkbox"/> Alcohol Violations | <input type="checkbox"/> Drug Violations |
| <input type="checkbox"/> Smoking | <input type="checkbox"/> Weapons Violations |
| <input type="checkbox"/> Explosive Violations | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Inappropriate Materials | |
| <input type="checkbox"/> Inappropriate Language (Profanity, Obscenities, and/or Racist Remarks) | |
| <input type="checkbox"/> Vandalism, Willful Damage or Destruction of Property | |
| <input type="checkbox"/> Non-Compliance | <input type="checkbox"/> Truancy |

Describe Incident:

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ACTION: (check appropriate box)

- | | |
|---|--|
| <input type="checkbox"/> Conference with student | <input type="checkbox"/> Parent Called |
| <input type="checkbox"/> Detention | <input type="checkbox"/> Parent Conference Requested |
| <input type="checkbox"/> Threat Assessment Team Meeting | <input type="checkbox"/> Referred to Counsellor |
| <input type="checkbox"/> RCMP Contacted | |
| <input type="checkbox"/> In School Suspension - # of Days _____ | |
| <input type="checkbox"/> Out of School Suspension - # of Days _____ | |

Start Date of Suspension: _____ **Return Date to School:** _____

Other:

SCHOOL COMMENTS:

Administrator's Signature: _____

Please sign and return this portion of the report to acknowledge you have received the report.

Parent / Guardian Signature