



Rolling River School Division

ADMINISTRATIVE PROCEDURE

GDCD/JFA/KGB – CODE OF CONDUCT

Rolling River School Division (RRSD) is committed to providing safe and caring places for learning. Guided by the Code of Conduct, our goal is to create a sense of belonging and safety for members of the school community. We will promote a healthy, caring, and inclusive school culture where high levels of achievement occur within a positive school environment. RRSD believes that everyone has the right to be treated with dignity and respect.

RRSD staff, parents/guardians, students, and community will promote the development of beliefs and attitudes that create a safe, caring, and inclusive learning environment.

The standards of behavior outlined in the Code of Conduct shall apply to all members of the school community, including students, parents/guardians, staff members, School Board Trustees, volunteers, and visitors:

- On school sites, RRSD property;
- While travelling to and from school on and off RRSD transportation; and
- During school activities on and off site.

Every school will establish a committee known as the Safe School Advisory Committee.

Roles and Responsibilities

Principals are required to ensure that the annual review of the school's Code of Conduct manual and emergency response plan is completed by October 31st of each year.

The RRSD Code of Conduct is consistent with the Safe Schools Charter of Manitoba and Manitoba's Provincial Code of Conduct for Safe and Caring Schools. Students, staff, parents/guardians, School Board Trustees, volunteers and visitors are expected to follow the Rolling River School Division Code of Conduct.

Students will:

- Strive for academic excellence through active participation in learning opportunities and school activities.
- Respect the need of others to work in a respectful and cooperative environment that is helpful to learning and teaching.
- Show common courtesy and respect to all. Discriminating on the basis of any characteristic set out in Manitoba's Human Rights Code is unacceptable. Abusive language and aggressive behaviour are unacceptable at all times.
- Attend school and classes regularly and punctually, bring all required supplies and complete assignments.
- Demonstrate respect for school property and the property of others.
- Follow RRSD policies regarding appropriate use of the Internet, social media, text messaging, instant messaging, websites, digital cameras, cell phones (including those

equipped with digital cameras), and other emerging technology. Accessing, uploading, downloading, sharing or distribution of information or material that is determined to be objectionable or not in keeping with the maintenance of a positive school environment is prohibited.

- Accept responsibility for inappropriate words and actions (includes hand signals/gestures) and strive to repair harm and restore relationships.
- Solve conflicts peacefully through discussion or by seeking adult assistance.
- Demonstrate honesty and integrity in all academic matters; refrain from engaging in plagiarism or other means of academic dishonesty.
- Be supported when establishing and leading student-based activities and organizations that promote gender equity, anti-racism, anti-homophobia, or awareness, understanding and respect for all people.
- Be aware that using tobacco products, electronic cigarettes, and vaporizers are not acceptable and will not be tolerated. Also, be aware that trafficking, using illicit drugs, possessing or being under the influence of alcohol, is not acceptable and will not be tolerated.
- Be aware that weapons of any kind will not be tolerated on school sites or RRSD property.
- Report bullying behaviour to school staff as soon as reasonably possible. All fellow students have a right to a school environment that is free from bullying, including cyberbullying, or abusing another person verbally, physically, sexually, psychologically or in writing, or otherwise and will not be tolerated.

Bullying - Manitoba's Definition

“Bullying is behaviour that is intended to cause, fear, intimidation, humiliation, distress, or other forms of harm to another person’s feelings, self-esteem, body, or reputation, or is intended 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 not be, repeated behaviour.

It may be direct (face to face) or indirect (through others), and it may take place through any form of expression – including written, verbal, or physical – or by means of any form of electronic communication (referred to as cyberbullying), including social media, text messaging, instant messaging, websites, or email.”

The Public Schools Act, 2013, Section 1.2

Staff will:

- Establish and maintain a positive, caring, and inclusive learning environment.
- Provide learning opportunities for students as prescribed by Rolling River School Division and Manitoba Education and Training standards for **“Appropriate Education Programming in Manitoba: Standards for Student Services (2006)”**.

- Be a role model for the students that is conducive to establishing a positive learning environment and respect for fellow students, school personnel, and property.
- Keep students, parents/ guardians and administration informed about student progress, assessment practices, attendance and behaviour.
- Show common courtesy and respect to all. Discriminating on the basis of any characteristic set out in Manitoba's Human Rights Code (<http://web2.gov.mb.ca/laws/statutes/ccsm/h175e.php>) is unacceptable. Abusive language and aggressive behaviour are unacceptable at all times.
- Treat all students, parents/ guardians and staff members fairly and consistently.
- Maintain and respect the confidential information of students, families and staff.
- Assist students in resolving conflicts peacefully and use the Code of Conduct to encourage appropriate behaviour.
- Implement proactive and reactive intervention strategies through a continuum of programming and services.
- Support students when they are establishing and leading student-based activities and organizations that promote gender equity, antiracism, anti-homophobia, or awareness, understanding and respect for all people.
- Be aware that bullying, including cyberbullying, or abusing another person verbally, physically, sexually, psychologically or in writing, or otherwise will not be tolerated. Bullying is behaviour that is intended to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation or property.
- Report incidents of bullying, including cyber-bullying, to the principal, as soon as reasonably possible. Principals will notify student's parents/guardians if the principal believes a student has been negatively impacted – physically or emotionally - as a result of the unacceptable conduct by another student.
- Report to the principal unacceptable student conduct while at school or at a prescribed school approved activity as soon as reasonably possible.
- Follow RRSB policies regarding appropriate use of the Internet, social media, text messaging, instant messaging, websites, digital cameras, and cell phones (including those equipped with digital cameras). Accessing, uploading, downloading, sharing or distribution of information or material that the School Board has determined to be objectionable or not in keeping with the maintenance of a positive school environment is prohibited.
- Be aware that trafficking, using, possessing or being under the influence of alcohol, tobacco products, electronic cigarettes and vaporizers or illicit drugs is unacceptable and will not be tolerated.

Parents/Guardians will:

- Ensure their children attend school and classes regularly and punctually. Contact the school promptly to report their child's absence or late arrival.
- Maintain open and respectful communication with staff members to support their child's education. Follow established procedures for dealing with concerns or issues:
 - Begin by contacting your child's teacher to discuss the concern and to seek a solution;
 - If the concern is not resolved, contact the school principal;

- If a resolution is not found or you are not satisfied with the principal's response, contact the Superintendent; and
- If still not resolved contact the Board of Trustees.

(Refer to policy KLD-Resolving Complaints and Procedures for Positive Problem Solving

<https://www.rrsd.mb.ca/common/pages/DisplayFile.aspx?itemId=22509984>)

- Be role models for their children that is conducive to establishing a positive learning environment and respect for other students, other parents, school personnel, and property.
- Show common courtesy and respect to all. Discriminating on the basis of any characteristic set out in Manitoba's Human Rights Code is unacceptable. Abusive language and aggressive behaviour are unacceptable at all times.
- Encourage their child(ren) to report bullying behaviour as soon as reasonably possible to school staff. Be aware that bullying, including cyberbullying, or abusing another person verbally, physically, sexually, psychologically or in writing, or otherwise, will not be tolerated. Bullying is behaviour that is intended to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation or property.
- Review the Code of Conduct and the school's expectations for student behaviour and conduct with their child(ren).
- 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.

Policy and Legislative Responsibilities

For Staff

The conduct of Rolling River School Division staff is governed by the policies of RRSD, the Code of Conduct, and provincial and federal legislation. Consequences for inappropriate behavior may range from a verbal warning to termination of employment.

For Parents/Guardians

The conduct of parents/guardians in schools is governed by Board policies, provincial and federal legislation, and the Code of Conduct. Consequences for inappropriate behavior may include a verbal warning, restricted access to the school or other consequences as defined by law.

Appeals of Disciplinary Decisions

Rolling River School Division recognizes that on occasion concerns may arise. Students and parents/guardians must follow the board of trustees' established appeal process.

The process is as follows:

1. An appeal is to be made to the **teacher** who made the disciplinary decision.
2. If the issue is not resolved, the appeal is then to be made to the **school principal**.
3. If the issue is not resolved, the appeal is to be made to the **Superintendent's Department**.

4. If the issue is not resolved, the appeal is to be made to the **School Board Trustees**

Safe Schools

The RRSD Code of Conduct is consistent with the Safe Schools Charter of Manitoba.

The Safe Schools Charter of Manitoba

<https://web2.gov.mb.ca/laws/statutes/2004/c02404e.php> sets forth guidelines that apply to students and staff regarding behavior.

Behaviors that will not be tolerated in schools and that will be dealt with immediately include but are not limited to the following:

1. Bullying: a 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.
2. Cyberbullying: bullying by means of any form of electronic communication, including social media, text messaging, instant messaging, websites or email.
3. Written, verbal or other physical, sexual or psychological abuse.
4. Inappropriate use of email, the Internet, digital cameras, cellphones, cellphone cameras, text messaging sent by cellphone or other personal electronic communication devices, including accessing, uploading, downloading or distributing material that the school has determined objectionable, students taking photos, video recordings, audio recordings and images of staff or students on school property without the permission of authorized school personnel.
5. Discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of the Manitoba Human Rights Code.
6. Using, possessing or being under the influence of alcohol or illicit drugs at school.
7. Gang involvement on school property.
8. Possessing a weapon as "weapon" is defined in Section 2 of Canada's Criminal Code. (<http://laws-lois.justice.gc.ca/eng/acts/C-46/page-1.html>)

Policy and Legislative References

- **The Rolling River School Division policy manual can be viewed at:**
<http://www.rrsd.mb.ca/governance/PolicyManual/Pages/default.aspx>
- **KLD - Resolving Complaints**
- **JGP - Safe and Caring Schools**
- **ACP - Respect for Human Diversity**
- **Appropriate Education Programming in Manitoba: Standards for Student Services (2006) Manitoba Education and Training:**

<http://www.edu.gov.mb.ca/k12/specedu/aep/pdf/Standards for Student Services.pdf>

- **Supporting Transgender and Gender Diverse Students in Manitoba Schools:** <http://www.edu.gov.mb.ca/k12/docs/support/transgender/index.html>
- **Safe and Caring Schools: A Whole-School Approach to Planning for Safety and Belonging:**
http://www.edu.gov.mb.ca/k12/docs/support/whole_school/index.html
- **The Safe Schools Charter of Manitoba (Various Acts Amended):**
<https://web2.gov.mb.ca/laws/statutes/2004/c02404e.php>
- **Safe School Advisory Committee Safe Schools Regulation 77/2005, The Education Administration Act:**
<http://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=77/2005>
- **Manitoba School Administrative Manual, 2014:**
http://www.edu.gov.mb.ca/k12/docs/policy/admin/school_admin.pdf
- **Manitoba's Human Rights Code:**
<http://web2.gov.mb.ca/laws/statutes/ccsm/h175e.php>
- **Criminal Code - Canada:** <http://laws-lois.justice.gc.ca/eng/acts/C-46/page-1.html>

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