

# Sunrise School Division

## Divisional Procedure

Divisional Procedure Number - 7200

Policy Title	Code of Conduct		
Date of Issue	November 2005	Related Procedure	
Revision Dates		Related Forms	SPLP, EPLP
Review Date	November 2007	Originator	Superintendent

## Sunrise Code of Conduct

### Rationale

The purpose of the Sunrise School Division is to provide

“Nothing less than outstanding learning experiences, one student at a time.”

This can only be accomplished within a safe learning environment.

### Procedure

1. The Sunrise School Division will develop a Code of Conduct that will identify desired attitudes and actions that are expected of staff, parents, and students. The Code of Conduct will be shared with staff, parents, and students on an annual basis. It is also expected that the Code of Conduct inform all practices within the division.
2. In brief, members of the Sunrise School Division community are expected to promote and practice attitudes and actions that provide a safe learning environment.
  - 2.1. Staff will model and promote safe, responsible and respectful behavior.
  - 2.2. Personal management and problem solving skills will be taught and reinforced.
  - 2.3. Practices that enhance student participation in decision-making will be encouraged in all schools.
  - 2.4. Student support programs and interventions will be utilized to meet the unique academic and behavioral needs of students.
  - 2.5. Effective, ongoing communications between staff and parents will be strongly encouraged.
  - 2.6. The following are not acceptable in Sunrise: bullying and abusive behavior of any kind; discrimination due to gender, race, age, ability, or culture; the use of illicit drugs or alcohol; weapons; and gang involvement.
  - 2.7. We recognize that students will make errors and as a result, specific consequences may be required that: ensure the maintenance of a safe environment, and address the continuing educational needs of the student(s). Potential strategies can range from informal meetings to expulsion from school.
3. To review the following pages for the entire Sunrise Code of Conduct.

## Code of Conduct

The purpose of the Sunrise School Division is to provide

“Nothing less than outstanding learning

experiences, one student at a time.”

This can only be accomplished within a safe learning environment. These Behavior Standards identifies the expectations we have of everyone to ensure that such an environment is created and maintained.

Members of the Sunrise School Division community will promote and practice attitudes and actions that provide a safe learning environment.

- Staff will model and promote safe, responsible and respectful behaviour.
- Personal management and problem solving skills will be taught and reinforced.
- Practices that enhance student participation in decision-making will be encouraged in all schools.
- Student support programs and interventions will be utilized to meet the unique academic and behavioral needs of students.
- Effective, ongoing communications between staff and parents will be strongly encouraged.
- The following are not acceptable in Sunrise: bullying and abusive behavior of any kind; discrimination due to gender, race, age, ability, or culture; the use of illicit drugs or alcohol; weapons; and gang involvement.
- All staff, parents, and students are expected to adhere to the Sunrise ICT Appropriate Use Policy.

## Responsibilities

Sunrise School Division believes that all staff, parents, and students share the responsibility to maintain a safe, caring environment.

**Staff will:**

- Model appropriate personal management practices (including respectfulness and professionalism).
- Provide learning environments that are emotionally and physically safe for all.
- Participate in creating a positive school-wide culture.
- Demonstrate respect for all individuals regardless of gender, race, age, or culture.
- Provide excellent learning experiences that address the needs of diverse learners.
- Respect confidential information about staff, parents, and students.
- Support and implement proactive intervention strategies.
- If required, implement reactive intervention strategies.

- Maintain ongoing communication with parents and appropriate staff with regards to concerns about specific students.

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

- Promote the following values and attitudes in their children:
  - Education is important.
  - Respect for themselves, others and the environment.
  - Desire to do their best at all times.
- Model appropriate personal management practices (including respectfulness).
- In a positive manner, advocate for their child's success.
- Ensure the regular attendance in school by their child.
- Support and work collaboratively with school staff in the provision of learning and behavioral interventions.
- Work towards the peaceful resolution of conflict.
- Recognize and support the authority of the school staff in providing a safe environment.

#### **Students will:**

- Develop and then practice appropriate personal management skills (including respectfulness).
- Continue to develop personal management skills.
- Demonstrate respect for staff, students, and parents.
- Resolve conflicts through peaceful strategies including the seeking of assistance from school staff.
- Respect the rights of others to be safe from physical and emotional violence.
- Respect the property of others.

### **Proactive Interventions and Supports**

The Sunrise School Division believes that if a safe environment is to be developed and maintained, specific attitudes and strategies must be taught and practiced.

- All schools will develop and maintain school wide behaviour plans. These plans will include:
  - Student involvement in the development of guidelines.
  - Specific instruction of desired attitudes and behaviours that create a safe environment.
  - A continuum of supports that address the needs of all students.
  - Modeling of appropriate behaviour by all staff and parents.
  - Active supervision.
  - Validated, research based strategies.

### ***Reactive Interventions***

The Sunrise School Division recognizes that students will make errors and as a result, specific consequences may be required that:

- Ensure the maintenance of a safe environment.
- Address the continuing educational needs of the student(s).

The following is a list of potential strategies:

**Informal Interview** - A member of the school team talks with the student regarding his/her behavior. Parents and other staff will be notified as required.

**Parental Involvement** - A member of the school team contacts the parent/guardian to discuss specific behavior and potential interventions. Contact could be by email, phone, or a personal meeting.

**Conference** - A formal meeting is held with the student, parent/guardian, and a school team member (may or may not include principal) to discuss the behavior and develop a plan to change the behavior.

**Student Support Services Involvement** - Individual(s) from the Divisional Student Support Services Team may be consulted to gain additional strategies and/or develop specific plans.

The Team includes:

- Divisional Principal: Student Support Programs
- At Risk Facilitator
- Psychologists, Social Workers, an AFM Worker, Speech Language Pathologists

**Withdrawal From A Setting** - When their behavior is having a negative impact on the safety or learning of others, the student is temporarily removed to an alternate, supervised location.

**Removal of Privileges** - If a student cannot demonstrate appropriate behavior in a particular setting, his/her participation in that setting might be curtailed (i.e., cafeteria, field trips).

**Restitution** - The student is required to compensate for damages caused.

**Behavior Plan** - A written plan, developed with the school team, parent/guardian, and perhaps divisional or outside agency support, may be established to help a student meet specific behavioral outcomes.

**In-School Suspension** - School administrators may assign a student to an in-school suspension. Parents/guardians will be notified.

**Out-of-School Suspension** - In accordance with Sunrise School Division Policy #7400, school administration may suspend a student from school for up to five days. Such a decision may be made when it is believed the student's behavior is unsafe for himself/herself or others. An attempt will always be made to consult with parents / guardians before such a decision is made.

**Response To Threats** - When a student behaves in a manner that indicates he/she may be planning a violent act, a standard set of steps are taken:

- An initial assessment of risk conducted by a school administrator;

- If required a more in-depth assessment could be conducted by a divisional clinician, school counselor, or;
- A referral could be made to an outside agency (i.e. RCMP, Mental Health Services).

When an in-depth assessment is required, the parents of the person making threats and the potential victim will be notified.

All threats are reported to the office of the Superintendent, the Division Principal of Student Support Services, the school counselor, school staff, and appropriate clinicians.

**What is a threat?** The Criminal Code of Canada 264.1 (1) indicates that a person commits an offence if they knowingly utter, convey, or cause a person to receive a threat of physical harm or property damage.

**Expulsion** - If a student's behavior constitutes a serious continued threat to others, a student may be expelled from attendance. The decision to expel is made by the Board of Trustees.

An appeal process is available to everyone through the Sunrise Public Concern Protocol. Please visit your local school or [www.sunrisesd.ca](http://www.sunrisesd.ca) for a copy.

The Sunrise Code of Conduct is consistent with the Safe Schools Charter of Manitoba  
<http://web2.gov.mb.ca/laws/statutes/2004/c02404e.php>