INTERLAKE SCHOOL DIVISION

Preparing Today's Learner for Tomorrow

Administrative Procedure 1110

Safe Schools

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Board Governance Policy Cross Reference: 1, 7, 12, 13

Administrative Procedures Cross Reference:

Code of Conduct

Harassment

Form Cross Reference:

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Legal/Regulatory Reference:

Canadian Charter of Rights and Freedoms

Canadian Criminal Code

Education Administration Act

Manitoba Human Rights Code

Provincial Code of Conduct (Manitoba)

Public Schools Act

Safe and Caring Schools (Manitoba)

Safe Schools Charter of Manitoba

Workplace Safety and Health Act

Youth Criminal Justice Act

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The Interlake School Division believes that safe, caring, respectful and inclusive environments are necessary for all students, staff and members of the learning community who learn at, work at, or visit Interlake School Division schools. The Division expects that schools and workplaces will focus on safety and responsible citizenship as defined by the foundational statements of the Interlake School Division and the legislative requirements of Canada and the Province of Manitoba. The Division is committed to working in collaboration with all of its community partners to ensure and enhance the safety of Division schools.

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The Division will be responsible for ensuring that:

1. The administrative procedures, operations and practices implemented in the Division are compliant with Division foundations and national and provincial legislative requirements regarding safe schools and safe workplaces. Examples include:
   - Canada Charter of Rights and Freedoms
   - Canada Criminal Code
   - Education Administration Act
   - Public Schools Act
   - Manitoba Human Rights Code
   - Workplace Safety and Health Act
   - Safe Schools Charter of Manitoba
   - Youth Criminal Justice Act

2. A code of conduct for pupils, staff and parents is established in each school in consultation with the safe schools committee.

3. A process for dealing with inappropriate behaviour which identifies who will be responsible at each stage of the process.

4. There is a mechanism to inform parents, students and staff on an annual basis of the expectations for behaviour during school hours and/or school sponsored activities.

5. An emergency response plan for each school has been established in consultation with the safe schools committee.

6. A process is in place at each school controlling visitor access.

7. Each school's code of conduct and emergency response plan are reviewed annually.

8. The Division and each school has a critical incident plan and threat assessment protocols.

9. The use of information and communication technology by staff and students is responsible and supports student learning and responsible digital citizenship.

10. All operations within the Division are compliant with the Workplace Safety and Health regulations.

11. Staff are appropriately trained through approved professional development opportunities.

Student Behaviour

Interlake School Division will incorporate a continuum of supports including positive and preventative/intervention approaches and strategies as outlined in the Provincial Code of Conduct and Safe and Caring Schools documents.

The Division supports proactive practices that develop students' self-discipline and behavioural autonomy, and recognizes that students demonstrate expected behaviours, when they have the knowledge and skills to do so. Respectful partnerships between the home, school and community are essential to assist students to develop and demonstrate responsible behaviour in the learning environment. Therefore, adult members of the community have a critical role to:

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- assist students to be safe, caring and responsible citizens committed to pursuing the common good;
- promote and teach the behaviours that develop and maintain self-esteem, self-discipline and healthy choices;
- promote relationships and behaviours that foster respect for learning and for all members of the learning community.

Supports to student behaviour in the learning environment shall be guided by the following:
- consideration of students' unique needs, developmental stage, and age;
- maintenance of the dignity of the student(s) involved in the behaviour;
- promotion of the safety of all students and staff;
- opportunities for learning; and
- promotion of positive relationships.

Responsibilities

1. **Principals**
   To establish and maintain a safe and orderly school environment, the Principal shall:
   - establish a process (which includes participation by staff, parents and students) for the development and implementation of a school code of conduct and an emergency response plan;
   - establish school-wide/classroom procedures for teaching expected behaviours;
   - facilitate professional development for staff on managing behaviours and conflict resolution;
   - ensure that disciplinary consequences for violations of the Code of Conduct are consistent with the Division Code of Conduct and directives from Manitoba Education.

2. **Teachers**
   Teachers shall be responsible for maintaining a safe and orderly environment in their classrooms and the adjacent hall and other areas as assigned. During the assembling or dismissing of the school, teachers shall, under the direction of the Principal, supervise the movement of students to and from the room.

3. **Students**
   Students are expected to:
   - comply with school and school division discipline and behaviour management policies.
   - behave in a respectful manner and comply with the school code of conduct.
   - treat school property and the property of others with respect.
   - assume responsibility if he or she destroys, damages, loses, or converts by an intentional or negligent act school or division property.

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4. **Parents**

Parents/Guardians are expected 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.
- assume responsibility with the child where school/division property is damaged, lost, or converted by the intentional or negligent act of that child.

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