

## **7.0. Safe Schools**

### **7.0. SAFE SCHOOLS – CODE OF CONDUCT**

**Adopted: August 17, 1999**

**Reviewed by Committee: September 26, 2006, August 30, 2011, May 9, 2017,  
August 27, 2019, August 30, 2022, December 12, 2023, April 30, 2024, September 10,  
2024, January 28, 2025**

**Regulation and Procedure Reference: EL-1.1**

#### **Overview:**

Every employee of Lakeshore School Division is responsible at all times for their professional and ethical conduct. Employees must conduct themselves with the highest degree of integrity, responsibility and accountability.

The Lakeshore School Division Code of Conduct (Code) is a requirement under [The Public Service Act](#). It outlines the values and expected behaviours of Manitoba's broader public service as stated in Part 2, Sections 4 and 5 of the Act.

Furthermore, students, parents and community members also have an obligation to conduct themselves in a manner that support the right of students and staff in Lakeshore School Division to learn and work in an environment that is free from harassment, bullying, abuse or discrimination.

#### **General Conduct:**

The following behaviours or remarks will not be tolerated by any party:

- sabotaging a person's work, school efforts, assignments or reputation
- humiliating, belittling, or other demeaning behaviours that otherwise erode the dignity of another individual
- unfair application of discipline, rules or performance standards
- inappropriate sexual advances or sexually oriented behaviours
- hostile work environments

To ensure that a safe and caring environment is established and maintained, each school will develop a Code of Conduct that meets the "required items":

- Pupils and staff must behave in a respectful manner and comply with the code of conduct
- Bullying, or abusing physically, sexually or psychologically – orally, in writing or otherwise – any person is unacceptable
- Discriminating unreasonable on the bases of any characteristic set out in subsection 9(2) of The Human Rights Code is unacceptable
- Using, possessing or being under the influence of alcohol, cannabis or illicit drugs at school is unacceptable
- Gang involvement will not be tolerated on school sites
- Possessing a weapon, as "weapon" is defined in section 2 of the Criminal Code (Canada), will not be tolerated on schools sites
- Pupils and Staff must adhere to school policies respecting appropriate use of electronic mail and the Internet, including the prohibition of material that the school has determined to be objectionable

- Disciplinary consequences of violating the code of conduct
- Process for appealing disciplinary decisions.

The School and home communities will work collaboratively to promote and practice attitudes and behaviours that will enable caring learning environments.

All staff, students and parents/guardians are expected to adhere to the Code of Conduct.

### **Student Responsibility:**

- Students shall be expected to practice appropriate conduct at school and while participating in school activities.
- Students shall be expected to support a positive and safe climate.
- Students shall expect the school to inform them of the expectations for their behaviour and of the consequences when they fail to meet these expectations.
- Students shall be expected to report safety concerns to a staff member.
- Students shall be expected to attend school regularly and be punctual.
- Students shall be expected to respect other persons and school property.
- Students shall be expected to follow the divisional and school Code of Conduct.
- Students shall follow expectations outlined for appropriate use of technology.
- Students shall be responsible for their conduct on the school premises, on the way to and from school, on out of school activities that are part of the school program; and while traveling on a school bus or in a vehicle being used as part of a school program.

### **Parent/Caregiver Responsibility:**

- Parents/Caregivers are recognized as partners with schools in promoting appropriate student conduct. Parents/Caregivers are expected to provide a good role model for their children. Parents/Caregivers are expected to reinforce socially acceptable attitudes and good social habits by their children, encourage proper language, appropriate dress and regard for authority.
- Parents/Caregivers shall cause their children to attend school regularly and punctually.
- Parents/Caregivers are expected to support the school by participating in consultations/meetings with the school regarding the conduct of their child(ren).
- Parents/Caregivers are asked to refrain from messaging their child during class time hours; parents/Caregivers may contact the school office should a message need to be communicated to their child.

## **Staff Responsibility:**

The Code is founded on the values for an ethical public service, as described in Part 2, Sections 4 and 5 of [The Public Service Act](#). These values provide a common framework to guide the public service in serving the public in an ethical manner. The following are the values for an ethical public service, including some examples of how these values are demonstrated through the actions and behaviours of employees.

- *Respect for Others*

Employees must treat others with respect, courtesy and dignity, and value the diversity of their fellow employees and the public we serve by being open to the exchange of different perspectives and ideas. Employees should treat others equitably, with fairness and honesty, and remain committed to fostering workplaces free of discrimination and harassment, including sexual harassment and bullying.

- *Integrity*

Employees must exhibit honesty, integrity, consistency and impartiality while maintaining the highest standards of personal and professional conduct. Employees must not conduct themselves in a manner that would reflect adversely on Lakeshore School Division. To ensure employees are acting in the public interest, they must resolve conflicts of interest in favour of the public interest; maintain confidentiality of information; handle sensitive information appropriately and discreetly; and conduct themselves in a non-partisan manner.

- *Accountability*

Employees serve the needs, interests, and expectations of the people of Lakeshore School Division. Further to this, employees should demonstrate leadership and take responsibility for decisions and actions. It is imperative that employees are fiscally responsible and are careful stewards of public resources.

- *Skill and Dedication*  
To provide high quality and prompt service, employees must give their best to meet performance standards and organizational requirements. Employees must be open to continual learning and innovation, and must promote excellence through reflection and by maintaining and improving their knowledge, skills, abilities and competencies, as well as assist in enhancing those of their colleagues.
- *Service*  
To provide high quality service, employees must provide services fairly, reliably and competently. Employees should focus on quality and outcomes to achieve performance standards, and be transparent to enable public scrutiny.
- *Collaboration*  
Employees should invite teamwork and collaboration to maximize strategic investment in delivering services. Employees must engage and collaborate with the public to provide the opportunity to inform, develop and implement services; and advance reconciliation through concrete and constructive partnerships with Indigenous peoples.
- *Innovation*  
Employees need to be flexible and creative in the delivery of public services so as to adapt quickly and effectively to changes in priorities and needs of the public. Employees must engage in strategic and predictive decision-making; and experiment and measure results to identify opportunities for new responses to complex problems.
- *Sustainability*  
Employees must exercise skill and judgement in the use of public resources in delivering services, and continually evaluate services to determine if those services are meeting the needs of the public in an efficient and responsive manner.

**Principal's Responsibility:**

- The Principal is charged with the management of the school and shall exercise authority over the conduct of his/her/their students of the school in accordance with this document and relevant legislation and regulations.
- The Principal of each school shall ensure that a Code of Student Conduct for dealing with student behaviour is in place in the school and that the code is modeled on this Regulation and Procedure and is publicized to staff, students, parents and the Superintendent on an annual basis.
- The Principal shall be responsible to enforce the school's Code of Student Conduct.
- The Principal shall, together with other division personnel, cooperate with community agencies when such agencies become involved with student behaviour subject to the best interests of the students.
- The Principal shall inform the staff of a receiving school, and the Superintendent, on "a need to know basis" of any special personal circumstances of a student which may be a consideration in the classroom and school.
- The Principal shall act in accordance with regulations in suspending or recommending for expulsion any student deemed to be in violation of this Regulation and Procedure.

**Action Plan and Expected Behaviours**

Lakeshore School Division Board of Trustees and Employees demonstrate the values for an ethical public service through their actions and behaviours. The expected behaviours, actions, and procedures are detailed in the Policies and Administrative Procedures of the Division. The Policies and Administrative Procedures are available on the Lakeshore School Division website. Applicable Regulations and Procedures are listed below:

Regulations and Procedures:

- 1. A. Dispute Resolution
- 1. A. Criminal Record Search and Child Abuse Registry
- 1. A Dress Code
- 1. A. Informed Consent
- 1. A. Interrogation and Searches
- 1. A. Media

- 1. A. Nutrition Guidelines
- 1. A. Pledge of Confidentiality
- 1. A. Release Time for Religious Instruction
- 1. A. Right to Attend School
- 1. A. Seclusion Policy
- 1. A. Selection of Student Learning Resources
- 1. A. Technology and Information System A
- 1. A. Technology and Information System B
- 1. A. Volunteers
- 1. B. Child Protection and Child Abuse
- 1. B. Health Education
- 1. B. Illicit Drugs or Alcohol
- 1. B. Smoking on School Property
- 1. B. Smudging Practices in Schools
- 2. A. Public Interest Disclosure
- 2. A. Attendance Management
- 2. A. School Administration Evaluation and Performance
- 2. A. Support Staff Evaluation Process
- 2. A. Teacher Evaluation and Professional Growth
- 2. B. Working Remotely
- 3. B. Access
- 3. B. Coordinated Service
- 3. B. Student Discipline
- 4.0 Community Use of Schools
- 4.0 School Partnerships
- 5.0 Administrative Reports
- 5.0 Annual Budget Process
- 5.0 Annual Financial Reports and Statements
- 5.0 Audits
- 5.0 Authorized Signatures Cheques
- 5.0 Electronic Meetings
- 5.0 Expense Reimbursement
- 5.0 Invoicing Procedure

5.0 Purchasing Authority  
5.0 School Division Records Management  
6.0 Capital Projects, Construction and Tenders  
6.0 Surplus School Division Assets – Disposal  
7.0 Accommodation in the Workplace  
7.0 Harassment Prevention  
7.0 Respect for Human Diversity  
7.0 Violence in the Workplace  
7.0 Workplace Safety and Health