



Administrative Procedure 2005

Code of Conduct

Board Governance Policy Cross Reference: [1](#), [11](#), [12](#), [13](#), [14](#)

Administrative Procedures Cross Reference:

[Harassment](#)

[Information and Communication Technology \(ICT\) Use by Staff](#)

[Information and Communication Technology \(ICT\) Use by Students](#)

[Risk Response](#)

[Illegal Possession and or Use of Alcohol, Cannabis, Illicit or Non Medical Use of Drugs and Intoxicating Substances](#)

[Use of Cell Phones and Electronic Communication Devices by Students](#)

Form Cross Reference:

Legal/Regulatory Reference:

[Education Administration Act](#)

[Public Schools Act](#)

[The Safe Schools Charter](#)

[Youth Criminal Justice Act](#)

Date Adopted: February 2007

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The Brandon School Division accepts responsibility to foster and maintain a safe school environment for its students, staff, and community. To this end, discipline, especially self-discipline, is regarded as an integral part of every student's education. Discipline should teach students to understand the commonly accepted values essential to the well-being of the individual and society and to accept responsibility for the consequences of their actions.

The Division accepts its responsibility to implement effective measures to deal with inappropriate behaviours by students. This includes the establishment of preventive procedures, provision for appropriate early intervention strategies and the administration of disciplinary action such as is appropriate under the authorities granted by the [Public Schools Act](#), the [Education Administration Act](#), [The Safe Schools Charter](#) and their regulations, Division administrative procedures, and other statutes such as the [Youth Criminal Justice Act](#).

Students are expected to practice appropriate behaviour at all times. Principles such as positive self-esteem, individual and social responsibility, respect for property and the rights and values of others shall form the foundation for appropriate

behaviour. When behaviour is inappropriate, discipline should assist students to understand the fundamental values essential to the well-being of both the individual and society, and to accept the consequences for their actions. Schools in turn will develop effective disciplinary strategies including the teaching and modeling of appropriate behaviour and the provision of consequences which reflect the nature and severity of the behaviour.

To support this Administrative Procedure, schools will develop and implement a code of conduct consistent with the objectives of this Administrative Procedure, which will be updated and revised annually in consultation with the Safe School Advisory Committee.

A school's code of conduct must include:

- a) a statement that pupils and staff must behave in a respectful manner and comply with the code of conduct;
- b) a statement that the following are unacceptable:
 - i. bullying, or abusing physically, sexually, or psychologically – orally, in writing or otherwise — any person,
 - ii. discriminating on the basis of any characteristic set out in subsection 9(2) of [The Human Rights Code](#),
 - iii. using, possessing or being under the influence of alcohol or illicit drugs at school;
- c) a statement that the following will not be tolerated on school sites:
 - i. gang involvement,
 - ii. possessing a weapon, as "weapon" is defined in section 2 of the [Criminal Code \(Canada\)](#);
- d) a statement that pupils and staff must adhere to school policies respecting appropriate use of electronic mail and the Internet, including the prohibition of accessing, uploading, downloading or distributing material that the school has determined to be objectionable;
- e) the disciplinary consequences, in as much detail as is reasonably possible, of violating the code of conduct, and the process for appealing disciplinary decisions;

A. STUDENT CONDUCT RESPONSIBILITIES

1. Student Responsibility

- a) Students are responsible for practicing appropriate 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.
- b) Students are expected to support a positive school climate and participate in the creation of a safe learning environment.
- c) Students are expected to report safety concerns to a staff member.
- d) Students are expected to attend school regularly and be punctual.

- e) Students are expected to respect other persons and school property.
- f) Students are expected to follow rules of conduct established by the Division and its agents.
- g) Students are expected to adhere to school/Division procedures respecting appropriate use of electronic mail and the Internet including the prohibition of material that the school has determined to be objectionable.

2. Parent/Guardian Responsibility

- a) Parents/guardians as partners with schools are expected to promote appropriate student conduct.
- b) Parents/guardians are expected to provide a good role model for their children and to reinforce socially acceptable attitudes and good social habits for their children, encourage proper language, appropriate dress, and regard for authority.
- c) It is the responsibility of parents/guardians to ensure that their child(ren) attend school regularly and punctually.
- d) Parents/guardians are expected to support the school by participating in consultations/meetings with the school regarding their children.

3. Staff Responsibility

- a) Teachers and support staff, in partnership with School Leaders, will assist in the design of activities to promote a positive atmosphere and pride in the school and school activities, including the development of strategies to improve individual self-esteem and the encouragement of student participation in co-curricular activities.
- b) Students shall expect staff to inform them of the expectations for their behaviour and of the consequences when they fail to meet these expectations.
- c) Staff will encourage activities that promote a safe school environment.
- d) Staff recognize their role as monitors of student behaviour and to this end accept their responsibility for being visible in the school and contributing to the safety of all present through the maintenance of order and discipline in the school.
- e) Staff will participate in professional development activities supportive of positive environments and teach safe practices as appropriate.
- f) Staff accept their responsibility to maintain appropriate parent/teacher communication and to enlist the support of parents/guardians when dealing with inappropriate student behaviour.
- g) Staff, as role models, will reinforce socially acceptable attitudes and good social habits among students by encouraging proper language, appropriate dress, and regard for authority.

- h) Staff are expected to adhere to school/Division administrative procedures respecting appropriate use of electronic mail and the Internet including the prohibition of material that the school has determined to be objectionable.
- i) Staff will respect student safety and discipline concerns, and will afford students fair hearings on such matters.

4. School Leader Responsibility

- a) The School Leader is charged with the management of the school and will exercise authority over the conduct of students of the school in accordance with this document, and relevant legislation and regulation.
- b) It is the responsibility of the School Leader to ensure that a Code of Conduct for dealing with student behaviour is in place in the school and that the code is modeled on this Administrative Procedure and is publicized to staff, students and parents/guardians on an annual basis.
- c) The School Leader is responsible to enforce the school's Code of Conduct.
- d) As required, the School Leader will work collaboratively with community agencies on matters pertaining to student behavior.
- e) The School Leader will inform staff, a receiving school, and the Superintendent/CEO or designate on a "need to know basis" of any special personal circumstances of a student which may be a consideration in the classroom.
- f) The School Leader will act in accordance with the regulations in suspending or recommending for expulsion any student deemed to be in violation of this policy.

5. Superintendent/CEO Responsibility

- a) The Superintendent/CEO or designate will administer Division Administrative Procedures and review as required.
- b) In the event of an appeal of a suspension, the Superintendent/CEO or designate will investigate and attempt a mutually acceptable consequence; should agreement not be forthcoming the Superintendent/CEO or designate will refer the appeal to the Board.
- c) Upon the recommendation of a School Leader, the Superintendent/CEO or designate may give approval to suspend for a period not to exceed six weeks a pupil who persists in conduct injurious to the welfare of a school.
- d) The Superintendent/CEO or designate will have the responsibility of referring to the Board a recommendation for the expulsion of a student.
- e) The Superintendent/CEO or designate is responsible for forwarding to the Board on a regular basis all suspensions of three days or more as reported by School Leaders.

6. Division Responsibility

- a) The Division recognizes suspension and expulsion as authorized consequences under the provisions of school legislation in the Province of Manitoba. As such, the Division authorizes the use of suspension by schools as one strategy for dealing with serious behaviour problems among students.
- b) The withdrawal of the opportunity for a student to attend school in the Division through expulsion is the exclusive right of the Board of Trustees.
- c) The Division recognizes the right of the School Leader to refuse access to school property to a student whose presence, in the opinion of the School Leader, could be detrimental to self or others. The Division authorizes the Superintendent/CEO or designate in such incidents to withhold the right of that student to attend school until such time as the Division can consider the matter and determine appropriate action. The Board authorizes the Superintendent/CEO or designate to investigate the circumstances of the suspension. If resolution is not achieved, the Board will hear any appeals and determine whether the suspension shall stand, be modified and/or expunged from the student's record.
- d) The Board will receive at each regular meeting, as an information item, a summary report of any suspension of three days or more.
- e) The Division recognizes that violence in society, including the inappropriate activities of individuals, youth gangs and groups in our schools or on school property, and the presence and/or use of weapons, is detrimental to the educational process and impairs the health and welfare of its students and staff. The Division recognizes and accepts its responsibility to staff who in their attempts to protect people from violence intervene in situations involving violent activities.

B. TERMINOLOGY

Expulsion - an exclusion from attendance at any Division school imposed by a resolution of the School Board.

Harassment - any unacceptable behaviour toward any student, employee, visitor or volunteer as defined in the Administrative Procedure [Harassment](#).

Inappropriate Behaviour - any activity deemed by a School Leader or school's Code of Conduct to be unacceptable because of its failure to show reasonable respect to another person or another's property or to be deemed conduct injurious to the welfare of the school.

School - may be interpreted to mean the physical space designated as a school, the grounds surrounding such a space or traveled by a student on the way to and from school, or any other locale inhabited by a student while engaging in a school sponsored activity, including a vehicle.

Suspension - a temporary exclusion from attendance at regular classes and all school activities. Suspensions may be in-school or out-of-school.

Theft - the unauthorized taking, conversion or use of another's property.

Vandalism - deliberate damage or defacement of buildings, grounds, vehicles and/or equipment located on school property, whether the property of the Division or of an individual. Vandalism that occurs off school property may be included when such acts can be shown to be related to a school activity or to have occurred on the way to or from school.

Violent Activity - an activity characterized by verbal or written threats; physical, emotional, sexual abuse/harassment; or racial harassment by an individual or group of individuals that has the effect of impairing or might have the effect of impairing the health and welfare of any individual.

Weapon - any item that is specifically designed to be used in combat or to inflict bodily harm; any item a person uses or intends to use to threaten or inflict harm that is not normally intended to be used in combat or to inflict injury but becomes a weapon in certain circumstances. This may include replicas of weapons.

Youth Gang/Group - a group of persons who, while acting or congregating together, displays a pattern of inappropriate behaviour, which may result in violent activities or conduct injurious to the school.

Assault - may be physical or sexual in nature. It is the application of force without consent or an attempt or threat to apply force to the person of another. It is usually instigated by one person and not consensual. It may be spontaneous or planned.

Personation - the act of assuming, without authority, the identity of another person with the intent to deceive, and/or with fraudulent intent. Personation may include but is not limited to the following examples: falsely identifying one's self as another a) in person verbally, b) in writing, and c) in any electronic format such as but not limited to email, Facebook, YouTube etc.

Fighting - physical assault involving two or more persons. It may be spontaneous or planned.

Bullying - an unprovoked abuse, repeated over an extended time, intended to inflict distress (physical and/or psychological) upon a person perceived to be vulnerable, in a one-way exercise of power. The behaviour may be initiated by an individual or a group. Examples include verbally or physically picking on others who are vulnerable because they are weaker or different, intimidating others with threats, name-calling, racist remarks, ridicules, taking belongings forcibly, demanding payment to avoid harm, damaging the possessions of others, and spreading stories, ostracizing others.

Cyber-bullying - using the Internet or other information or communication technologies, such as email messages or text messages sent by cell phone or any other electronic device, to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm someone else. (PSA 47.1(2) [Public Schools Act](#)).

C. PREVENTION ACTIVITIES

1. Promoting and Ensuring a Positive School Environment

- a) Staff, in partnership with School Leaders, will design activities to promote a positive atmosphere. A positive school climate includes the physical environment, the social/emotional environment, and the learning environment. All of these areas will contribute to the development of a school that values all students, supports diversity, encourages mutual respect, and provides a safe and caring school atmosphere.
- b) Division staff will encourage participation in activities that will promote safe environments in all schools.
- c) At the beginning of each school year, School Leaders will review and if necessary amend the site-based Code of Conduct to facilitate the implementation of this Administrative Procedure.
- d) Schools will ensure that entry doors and foyers provide a welcoming atmosphere through clear directional signs and displays.
- e) School Leaders will encourage all staff to be active and visible in the school.
- f) Students with a record of inappropriate behaviour, violent activity, or who have been found in possession of weapons, and who wish to transfer from one school to another will be identified to the receiving School Leader and the Superintendent/CEO or designate.

2. Appropriate Clothing

In establishing and providing for respectful, safe and secure school environments, the wearing of appropriate clothing by students is an important factor. Students are expected to wear appropriate clothing in the school at all times during the school day.

- a) **Definition of Appropriate Clothing**
Appropriate clothing is that which is acceptable to the established norms of the school community, staff and school administration.
Appropriate clothing is free from:
 - inappropriate words, phrases and images;
 - being sexually explicit or revealing in nature;

- inappropriate accessories that may cause potential harm to self and others.

b) **Headgear**

Headgear includes hats, toques, bandanas and hoods. Headgear is to be removed when entering the school during the school day. Headgear, to comply with medical or program requirements, may be permitted in designated areas by permission of school administration. Headgear worn in recognized religious observations may be approved through consultation with parents and administration.

c) **Concealing Clothing and Accessories**

Concealing clothing and accessories includes school bags. Containers such as backpacks, large bags, and gym bags that are not required immediately for physical education must remain in lockers or other designated areas.

Outerwear such as large, bulky jackets and trench coats are not to be worn in the school building during the school day. Outerwear is to be removed and left in student lockers or other designated areas.

3. Self Identification

a) Any student(s) or person(s) in the school building shall identify themselves immediately when asked to do so by any staff member. Failure to do so will result in disciplinary action being taken and/or the police being called and the person(s) being removed and/or charged accordingly.

b) Face painting will only be allowed in conjunction with school programming.

4. Student Programs

a) Violence prevention program will be offered to all students.

b) Schools, in cooperation with community partners, should promote training in safety awareness and in emergency response skills, including information about whom to contact in emergencies and/or where to go for help.

5. Supervision of School-Sponsored Activities:

a) Guidelines for supervision will be developed by individual schools to ensure the safety of staff and students at school-sponsored activities; these guidelines will be consistent with the school's Code of Conduct.

b) School Leaders shall have authority to deny entry to school-sponsored activities to students whom they know have a record of violent activity, or who have been found in possession of weapons, or who have been suspended from school.

6. Staff Awareness

In cooperation with various community organizations, in-service programs will be offered as deemed necessary for employees on the variety and complexity

of violence-related problems in schools. These programs may include: the dynamics of dealing with youth gangs and groups; emergency response skills for students and staff; directions on how to handle trespassers or intruders in the school; and conflict management and resolution.

Parents/Guardians

Every effort will be made to include parents/guardians as partners in their child's education. Parents/guardians will be involved in schools in a meaningful and cooperative manner. Parents/guardians must be viewed as key partners in the development of responsible, tolerant, and creative citizens.

Community Assistance/Liaison:

Schools will be encouraged to develop, maintain and strengthen their working relationships with various community organizations in an effort to promote a positive school-community climate.

D. INTERVENTION PROCEDURES

1. Regular Discipline Procedures

The Division believes that discipline is a teaching process designed to create positive behavioural alternatives for students. Discipline is practiced to meet the needs of the students in situations as they develop. The nature and severity of consequences will vary based on seriousness/nature of the behaviour, age level, history of the student, and other relevant factors.

Logical consequences are the preferred tools of discipline. Some of the possible consequences are:

- informal interview
- guidance involvement
- formal interview
- mediation
- parental involvement
- official warnings
- detention of student
- withdrawal from classroom setting
- removal of privileges
- restitution
- behavioural/performance contract
- student achievement support services/clinical services involvement
- outside agency involvement

Additional consequences may be considered, such as:

- suspension (in-school or out-of-school)
- voluntary exclusion
- expulsion

(see Section E – Withdrawal of School Attendance Privileges)

2. Emergency Procedures

All staff and students have a responsibility to contribute to the provision of optimum safety and security for the school. To achieve this objective, all staff and students will cooperate in communicating issues and problems promptly and efficiently to the School Leader or designate.

- a) If staff or students believe that a student or visitor represents a danger to the security of the school, they will immediately notify the School Leader or designate.
- b) In an emergency situation where staff believe that the behaviour of the student/visitor represents imminent danger, they will obtain police assistance immediately and notify the School Leader or designate immediately.
- c) School Leader, if deemed necessary, will draw on in-school and Divisional support staff to respond to the incident.
- d) Upon investigation, the School Leader, if deemed necessary, will inform the Superintendent/CEO or designate.

E. WITHDRAWAL OF SCHOOL ATTENDANCE PRIVILEGES

When regular discipline procedures (as described in Section D.1 – Regular Discipline Procedures) are insufficient to bring about positive change in a student's inappropriate behaviour, or where some separation is considered advantageous for reasons of safety, cooling-off, or maintenance of school discipline, the Division will consider suspension or voluntary exclusion as additional measures to assist in successful resolution of situations, or as a last resort, expulsion of the student.

1. Suspensions

- a) School Leader's Authority to Suspend

The School Leader may suspend a student for conduct injurious to the welfare of the school. For purposes of this policy, conduct injurious to the welfare of the school may include, but is not limited to:

- assaultive behaviour
- drug and alcohol use
- inappropriate behaviour

The School Leader has the authority to suspend a pupil who persists in conduct injurious to the welfare of the school for a period not to exceed 5 school days. The School Leader, with the approval

of the Superintendent/CEO or designate and in keeping with the provisions of this Administrative Procedure, has the authority to suspend a pupil who persists in conduct injurious to the welfare of a school for a period not to exceed 30 school days.

No suspension shall exceed 30 school days in total.

The Board of Trustees may expel, on the recommendation of a School Leader through the Superintendent/CEO or designate, a pupil considered guilty of conduct injurious to the welfare of a school.

b) Notification of Suspension

Notification of all suspensions shall be made verbally by phone or home visit and followed by letter to both the student and to the parent/guardian if the student is not an adult. This letter shall contain the following information:

- duration of suspension
- beginning and ending dates of suspension
- conditions of suspension
- reason for the suspension
- date of re-entry meeting with student (and parent/guardian if deemed necessary)
- the right of the student, if an adult, or the parent/guardian to appeal a suspension in writing
- the names of the persons to whom copies of the letter are being furnished

All suspensions of three or more days shall be copied to the Superintendent/CEO or designate and the school Attendance Officer.

c) Appeal of Suspension

If an appeal is launched, it must be done in writing to the Superintendent/CEO within 48 hours of the verbal notification of the suspension. The student will be required to remain out of school until the appeal is satisfied, but throughout this period, will be provided with assignments upon parental request, the results of which shall be furnished to the school.

Suspensions may be appealed to the Superintendent/CEO. Suspensions from 1 to 5 days can be appealed on process and to be expunged from the record.

Student safety will be a priority and if the School Leader or Superintendent/CEO or designate deems it unsafe for a student to return to school, an alternative program may be provided.

An appeal against a suspension shall be directed by the Superintendent/CEO, who shall determine which member of the Office of the Superintendent/CEO will, in consultation with the schools, investigate the circumstances leading to the suspension and appeal. Parents/guardians or adult students will be advised when the appeal will be considered.

If the appeal is not resolved at the staff level and the parent/guardian, or the student if an adult, decides to request a formal appeal to the Board, the Superintendent/CEO or designate will prepare a report on the case and arrange for its presentation at an in-camera session of the Board. The student, parent/guardian and School Leader of the school that the student attends shall be informed of the date and time of the in-camera Board meeting and shall have the right to attend and address the Board. The notice will indicate that if the party notified does not attend, the Board may proceed and the party will not be entitled to any further notice of the proceedings. A request by a parent/guardian, or a student where he/she is an adult, to have the case presented by legal counsel shall be granted.

The Board will hear the appeal within thirty days of receiving the formal written request.

2. Voluntary Exclusion of Students

The School Leader shall have the authority to negotiate a voluntary exclusion with the parent/guardian if a student is under the age of 18 years or with the student if the student is 18 years or older. Supporting documentation must clarify the agreed upon arrangement.

Re-admission to the school of the voluntarily excluded student shall commence immediately following the agreed upon exclusion.

3. Expulsion

After all other avenues for discipline have been implemented without success, including those procedures identified in Section D.1 - Regular Discipline Procedures, and the student's continued presence in the school system clearly endangers the safety of other students and staff, or results in the learning environment being continuously destroyed, a recommendation for expulsion may be considered.

Expulsion is a very serious matter. Since only the Board may expel, when such circumstances do prevail, the School Leader may decide following consultation with the Superintendent/CEO or designate, to exercise the prerogative of suspending a student until such time as a recommendation for expulsion may be dealt with. The actual

recommendation for expulsion shall be made through the schools to the Superintendent/CEO and to the Board.

A recommendation for expulsion shall be referred to the Superintendent/CEO or designate who shall be responsible for preparing a complete report on the circumstances underlying the need for such action. The Superintendent/CEO or designate shall ensure that appropriate arrangements are made for the Board to hear the recommendation for expulsion at an in-camera session, and shall communicate the date and time to members of the Board and to the parent/guardian and/or the student in the event that the student is an adult. Notice of the Hearing for Expulsion shall advise of the right of the pupil, where he/she is an adult, and otherwise of his/her parent/guardian, to make representations when the recommendation is to be considered, and of the right to be represented by counsel; and shall include a copy of the report as prepared by the Superintendent/CEO or designate.

At the Hearing, the Board sits as a tribunal and therefore must be impartial. Parties to the Hearing are the student and/or the parent/guardian on the one side and the officials who made the recommendation (School Leader and Superintendent/CEO or designate) on the other. Hearings will normally be scheduled during an in-camera session of the Board. However, the Hearing may be held in public in some circumstances at the discretion of either the Board or the parent/guardian or student when the student is an adult. In any event, the final decision shall be made in public.

The decision of the Board shall be achieved in the normal majority voting process and shall be circulated forthwith among the parties to the action, the School Leader and teachers involved in the case.

Notwithstanding a motion for expulsion, the Board at its discretion may re-admit a student who has been expelled.

F. DISCIPLINARY RESPONSES

The following disciplinary responses are intended to apply to K-12 students. The School Leader may use discretion in applying disciplinary actions for children in Early Years. The severity and frequency as well as the student's ability to understand the process and consequences of his/her actions should be considered in the disciplinary response.

Depending on the situation, and in consultation with the Superintendent/CEO or designate, the School Leader may:

- i) report the instance to the police; and/or
- ii) recommend the student be referred to clinical or school counsellor, participate in a counselling program; and/or

- iii) consider an alternative learning placement for the student with the approval of the Superintendent/CEO or designate; and/or
- iv) recommend the student be expelled.

Inappropriate Behaviour*

theft

vandalism
non-compliance
insubordination
racism
harassment
weapons
personation
inappropriate use of communication technology
cyber-bullying

Assaultive Behaviour*

physical threats (verbal, physical and written)
racism
harassment
weapons
bullying
cyber-bullying

Drugs & Alcohol

drugs

alcohol
substance sniffing
smoking

** Inappropriate and assaultive behaviour may result in suspension from 1 to 30 days or other restorative justice practices such as restitution and mediation.*

1. Inappropriate and/or assaultive behaviours

Where the School Leader deems that a student uses verbal or written threats, racial, physical and/or sexual harassment or abuse or commits theft, the administration will:

- i) communicate with the student's parent/guardian, if the student is under 18 years of age;
- ii) suspend the student for a minimum of 1 to 5 days; and up to a maximum of 30 school days with the agreement of the Superintendent/CEO or designate, depending on the severity of the situation, and the student's previous record of behaviour.
- iii) contact police

2. Weapons

Possession of Weapons

When a student is found to be in possession of a weapon, as defined in Section B, the administration will:

- (i) confiscate the weapon and release it to either the police or parent/guardian, as required by law;
- (ii) communicate with the student's parent/guardian, if the student is under 18 years of age;
- (iii) contact the police
- (iv) contact the Superintendent/CEO or designate;
- (v) suspend the student for a minimum of 1 school day and a maximum of 30 school days, with the agreement of the Superintendent/CEO or designate, depending on the severity of the situation and the student's previous record of behaviour.

Threats to Use Weapons

When a student is found to be in possession of a weapon, and threatening to use a weapon, the administration will:

- (i) contact the police;
- (ii) communicate with the student's parent/guardian, if the student is under 18 years of age;
- (iii) contact the Superintendent/CEO or designate;
- (iv) suspend the student for a minimum of 1 school day and up to a maximum of 30 school days, depending on the severity of the situation, and with the agreement of the Superintendent/CEO or designate.

Using a Weapon

When a student uses a weapon the administration will:

- (i) take appropriate safety measures and contact the police;
- (ii) communicate with the student's parent/guardian, if the student is under 18 years of age;
- (iii) contact the Superintendent/CEO or designate;
- (iv) suspend the student for a minimum of 1 school day and up to a maximum of 30 school days, depending on the severity of the situation, and with the agreement of the Superintendent/CEO or designate.

3. Use of Drugs, Alcohol, and Intoxicating Substances

The use of drugs, alcohol and intoxicating substances by students shall be handled in accordance with the Division Administrative Procedure [Illegal Possession and or Use of Alcohol, Cannabis, Illicit or Non Medical Use of Drugs and Intoxicating Substances](#).

4. Trespassers

Visitors to school property shall be limited to authorized persons only. Signs at the entrances to each building shall identify that entry is prohibited except for authorized persons.

The Division will not tolerate the presence of intruders defined as persons who cannot justify their presence on Division property or in a Division building, and will expect its agents to take appropriate action including the possible laying of charges under the [Public Schools Act](#) Section 231/Petty Trespassers Act against those persons who refuse to cooperate.

Schools shall develop plans (using Division Administrative Procedure [Risk Response](#)) for responding to potentially dangerous situations involving intruders (see section D2 – Emergency Procedures). Schools should also develop education programs for their students and staff regarding the problems that unauthorized visitors pose, stressing the importance of immediate communication with school officials when unwanted visitors are present on Division property.

5. Personation

Where the School Leader receives a complaint regarding personation and after an investigation, deems that a student has falsely personated another individual, the School Leader will:

- i) communicate with the student's parent/guardian, if the student is under 18 years of age;
- ii) suspend the student for a minimum of 1 to 5 days; and up to a maximum of 30 school days with the agreement of the Superintendent/CEO or designate, depending on the severity of the situation and the student's previous record of behaviour. Depending on the nature and severity of the offence, expulsion may be recommended;
- iii) contact police

6. Cyber-bullying

Depending on the severity of the offence, should a student be found to have used any electronic communication device to contribute to behavior that is injurious to another student and/or staff member, the student will be subject any or all of the following:

- i) communicate with the student's parent/guardian, if the student is under 18 years of age;
- ii) suspend the student for a minimum of 1 to 5 days; and up to a maximum of 30 school days, with the agreement of the Superintendent/CEO or designate, depending on the severity of the situation and the student's previous record of behaviour. Depending on the nature and severity of the offence, expulsion may be recommended;
- iii) contact police

7. Inappropriate use of Cell phones and Electronic Communication

Technology

In compliance with Administrative Procedure [Use of Cell Phones and Electronic Communication Devices by Students](#), all electronic communication devices must be out of sight and turned off or silenced while the student is in school, unless the student's teacher authorizes the use. Any use of electronic communication devices in contradiction to this Administrative Procedure will result in a disciplinary response as determined by the School Leader.