



Policy: Hanover School Division Code of Conduct

Policy Number: AG-A

Policy Type: Foundations and Basic Commitments

As a member of Manitoba's Broader Public Service established by the Public Services Act, Hanover School Division is committed to operating in an ethical manner in serving the public. The Division will regularly review its policies and procedures in an effort to ensure the following values are attained:

Respect for others

- Treat people with respect, dignity and fairness;
- Appreciate difference and welcome learning from others;
- Foster a workplace free of harassment, including sexual harassment and bullying.

Integrity

- Place the public interest over the personal interest;
- Act professionally with honesty, consistency and impartiality;
- Handle sensitive information appropriately and discretely.

Accountability

- Be fiscally responsible and focus on the prudent use of public resources;
- Show leadership and take responsibility for decisions and actions.

Skill and dedication

- Be open to continual learning and innovation;
- Promote competency through reflection and improvement.

In order to provide a safe and caring learning environment with socially responsible and respectful students, divisional staff and parents need to work together to model and help develop behaviors that will ensure that everyone is:

- Respectful to self and others;
- Responsible and accountable for their own conduct and behavior; and
- Aware of their actions and the actions of others.

PARENTS/GUARDIANS can expect that...

- Teachers, as role models for students, will exhibit excellent language usage, display enthusiasm for learning, show respect for others and property, and take pride in their appearance.
- Staff will enforce the rules in the **Code of Conduct**.
- Staff will communicate promptly with parents/guardians whenever there is a significant problem with respect to discipline.
- Administration will exhibit leadership, provide support, and monitor instruction in the school.
- Students will receive fair and consistent treatment.

- The school will give clear directions concerning extra-curricular activities.
- Staff will cooperate to create an atmosphere that is conducive to a positive learning environment.
- Teachers will plan and teach assigned courses.

PARENTS/GUARDIANS should...

- Be role models at home in order to establish in their child.
 - positive values; and
 - respect for fellow students, school personnel and property.
- Maintain regular communication with their child about school matters.
- Encourage their children to attend regularly and punctually, and to complete all school assignments.
- Attend their school's events and meetings, and give positive input and support to their school.
- Maintain open communication with all staff.

STAFF can expect that...

- Students will attend classes regularly and on time, appropriately dressed, with homework assignments completed, and with appropriate materials and supplies.
- Students will behave appropriately on school property and at school activities, so as not to interfere with the learning and rights of others.
- Fighting, physical or verbal assaults on students or staff will be dealt with according to the severity of the offense.
- School principals will provide leadership and support.
- They will have the positive assistance and cooperation of students, parents and colleagues in the performance of their duties.
- Everyone associated with the school will be treated with courtesy and respect. Appropriate language should be used.
- Parents will communicate openly with them about matters that might affect the performance of the student.

STAFF should...

- Establish and maintain in the school a safe, secure non-threatening environment, which is conducive to learning.
- Evaluate student achievement and explain the evaluation procedures to be used in each course.
- Communicate information, including concerns, about student progress, attendance and behavior to students, parents and administration.
- Provide positive role models.
- Establish and maintain an orderly, safe environment while traveling on the bus.
- Maintain open communication with the home and the school.
- Take personal responsibility for continuous professional growth.
- Treat students fairly, consistently and with respect.

STUDENTS can expect that...

- They will be treated consistently and fairly.
- Clear, relevant lessons are presented, along with explanations for the assessment and evaluation procedures to be used in each course.
- They will be able to work in a school atmosphere, which is safe, secure, non-threatening and conducive to learning.
- School personnel will be accessible to students for extra help concerning courses, assignments, remedial assistance, personal and career decisions, and other school matters.
- Teachers will maintain order and discipline in their classrooms and will provide explanations for any disciplinary action.

- Teachers will prepare for class, and mark and return assignments promptly.
- School principals and teachers will ensure that students receive proper instruction in the school.
- They will be able to participate in the wide range of activities offered in the school.
- Staff will treat them in a courteous and respectful manner.
- Support staff will help create a positive learning environment.

STUDENTS should . . .

- Attend school regularly and punctually.
- Use technology responsibly.
- Be prepared for all classes by bringing required materials and completed homework assignments.
- Complete work missed in classes due to absence.
- Develop self-discipline and show courtesy for all people in the school and in the community; students should use appropriate language.
- Make the most of educational opportunities through active classroom participation and involvement in other school activities, both in and out of class.
- Take pride in their work, their appearance and what they have accomplished.
- Resolve interpersonal conflicts and difficulties through discussions with the other person or through seeking assistance from school personnel.
- Take pride in their respective schools within Hanover School Division and help foster this feeling in other students.
- Show respect for school property and the personal belongings of others.

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| Related Forms: | |