

Background

Maintaining an environment that supports learning and is free of disruptive conduct is important to the success of our students' education. Pembina Hills Public Schools is committed to providing welcoming, respectful, secure and supportive learning and work environments to ensure the safety and well being of all individuals.

The learning and working environment extends beyond the immediate school or Division offices to the playground, school bus, school or work-related social activities, school or work-related travel and field trips. The working and learning environment also includes social media.

The purpose of this Administrative Procedure (AP) is not intended to deprive any person of their right to resolve issues of concern, but rather to maintain and model a safe, harassment-free workplace for our students and staff. The right to report violent incidents to the RCMP remains in effect.

All staff members have a duty to cooperate with members of the public in a respectful manner and in accordance with AP 40-47 Employee Code of Conduct.

Any parent or member of the public who is subjected to unacceptable conduct from any Division employee is encouraged to seek resolution in accordance with AP 20-03 External Communication Protocol.

Positive communications are encouraged to promote mutual respect and civil conduct. Volatile, hostile or aggressive actions or behaviors are not tolerated nor condoned. Unacceptable behavior includes, but is not limited to actions that:

- Disrupt or threaten to disrupt classrooms, activities, and/or school/site operations.
- Threaten the health and safety of students or staff.
- Willfully cause property damage.
- Use loud, demanding, insulting, demeaning and/or offensive language.
- Harass staff with frequent and/or abusive communications.

Staff are expected to report incidents including those outlined in AP 20-20 Discrimination, Harassment, Violence and Bullying in the Workplace. Prohibited behaviors including discrimination, harassment, sexual harassment, violence and bullying are defined in AP 20-20.

Reports of workplace violence will be taken without retribution to staff who report incidents in good faith. This commitment is consistent with Policy 19 Welcoming, Caring, Respectful and Safe Environments and AP 40-02 Public Interest Disclosure (Whistleblower Protection).

Compliance with this AP is a shared responsibility between staff, students, volunteers and other persons acting on behalf of Pembina Hills Public Schools, including contracted service providers. This AP is subject to all applicable laws. The public's cooperation is encouraged.

Staff and other individuals should take all reasonable steps to protect themselves from violence or from being vulnerable to violence. A physical response to violence is only acceptable for immediate defense and shall not extend beyond protection and disengagement.

Employees should discuss incidents of discrimination, harassment, bullying and violence with their immediate supervisor or with a member of Human Resources. Employees are encouraged to contact the Division's Employee and Family Assistance Program provider for support and guidance.

Reference

[*Criminal Code of Canada*](#)

[*School Act – Section 27\(1\), 45.1*](#)

[Policy 19 Welcoming, Caring, Respectful and Safe Environments](#)

[AP 20-02 Visitors and School Security](#)

[AP 20-03 External Communication Protocol](#)

[AP 20-20 Discrimination, Harassment, Bullying and Violence](#)

[AP 40-02 Public Interest Disclosure \(Whistleblower Protection\)](#)

[AP 40-12 Employee Health and Safety](#)

[AP 40-47 Employee Code of Conduct](#)