



Good Spirit School Division
CODE OF CONDUCT

Employees, Substitutes/Casuals, Interns/Student Teachers

Motto, Mission, Vision

Our Motto - Students Come First

Our Mission – Building Strong Foundations to Create Bright Futures

Our Vision – Learning Without Limits ... Achievement For All

GSSD Values

We belong: Diversity is celebrated and welcomed in a caring environment.

We respect: A team effort is important to maintain a healthy, culturally-responsive environment.

We are responsible: We are accountable citizens within our schools and our communities.

We learn: Learning leaders provide students and families with innovative, relevant education experiences.

We nurture: The leaders of tomorrow are in our schools today.

We Persevere: Success today and tomorrow requires “grit”.

A Message from the Director of Education



The Good Spirit School Division (GSSD) developed the Code of Conduct (Code) to establish a common understanding of the standards of behaviour expected of all employees. The Code will guide the actions of all contracted employees, substitutes or casuals, interns/student teachers in support of the Board of Education’s strategic plan. Each employee plays a role in the Division’s mission to build strong foundations and to help create bright futures. These foundational statements apply to students and every member of the GSSD team. I hope that my leadership team and I can support all

employees and students to make this mission a reality.

Having a clear definition of the values and ethical considerations that are required of all employees helps maintain the highest levels of professional and personal conduct. We are all needed to know, understand and follow GSSD’s principles and standards.

As an employee, your dedication to honesty and integrity means doing the right thing, which supports a better place to work, a better environment for our students and ultimately, a healthy community. Doing the right thing requires that all of us understand and act with an ethical mindset to guide our behaviour to make sound decisions every day.

Let this Code guide you to support our Vision of Learning Without Limits, Achievement For All.

Sincerely,

A handwritten signature in black ink, appearing to read 'Quintin Robertson', with a long horizontal line extending to the right.

Quintin Robertson
Director of Education

Introduction



This Code has been established to provide a common understanding of the minimum standards of behaviour expected of all GSSD employees. When reading this Code you will understand what the Division's positive expectations are of their employees while fulfilling their duties and building effective professional relationships at all levels of the organization.

Below is GSSD's logo. It depicts two students holding hands, touching toes and forming a heart between them. GSSD is a **family** in which good values and morals are demonstrated and in which learning is accomplished in a caring environment.



GSSD's foundational statements define our joint beliefs and explain how we conduct ourselves on a daily basis. They provide the framework to focus our energies and clarify our purpose or, in other words, the "**why**" we exist.

By complying with this Code an obligation is placed on all of us to take responsibility for our own conduct, exercise good judgment and be accountable for our actions when working with colleagues, students or parents. We encourage all contracted employees as well as substitutes or casuals, interns/student teachers, to read and acknowledge the Administrative Procedures that are referred to in the Code. We want to know that every employee is fully aware of what they will be held accountable to ensuring one's behaviours, actions and words reflect GSSD's Foundational Statements. These Administrative Procedures represent GSSD's high standard while ensuring we comply with all legislative requirements.

The Division encourages positive behaviours and is committed to supporting employees in their day-to-day jobs and ensuring a respectful, engaged and productive work environment.

GSSD Aspirational Statements

In addition to GSSD’s foundational statements to guide our actions, the following aspirational statements have been established.

Student Learning and Well-Being: We exist to provide the highest level of student learning. All students will experience learning environments rich in the opportunities and experiences necessary to promote intellectual, emotional, spiritual and physical well-being.

Equitable and Balanced Opportunities: We are committed to provide equitable, balanced opportunities among schools, students and staff. To achieve this goal, baselines are essential to organizational effectiveness.

Accountability for All: We are all accountable. Board members, students, staff, families and community members have a responsibility, both individually and as part of the learning team, to participate and to contribute positively to public schools.

People Engagement: We are all a community of learners. Collaborative partnerships with students, staff, families and community members will enhance educational opportunities.

Sustainable Infrastructure: We are committed to providing modern, responsible infrastructure to maintain and promote the highest levels of support for students, staff, families and the community.

Starting our statements with **We** is a true reflection of GSSD in that all of us are important to education. As we expect our students to learn, we all play a fundamental role in the education process and the successes produced.

Our Service Commitments:

Be a Good Listener – Identify and Anticipate Needs

Make Customers Feel Important and Appreciated – Understanding is Crucial

Appreciate the Power of “Yes” – Know How to Apologize – Give More Than Expected

Get Regular Feedback and Treat Employees Well

Helping You do What is Right

To ensure your actions are consistent with the Code and to help identify potential Code violations, ask yourself:

1. Is this legal?
2. Is this fair and ethical?
3. Might this decision harm GSSD's reputation or my own?
4. Does this feel right?

If you have a concern with any of the above please go to Point 5 below:

5. Speak with your supervisor, consult HR and/or seek out support from someone you trust.

Your Obligation to Report Concerns

If an employee has witnessed actions or behaviors of a colleague, co-worker or supervisor that they feel violates one or more Administrative Procedures outlined in the Code, we would urge the employee to immediately report actual or potential violations to their supervisor or Human Resources after consulting their professional organization &/or association regarding their duty to report.

We all have a responsibility to one another to foster a healthy and professional work environment.

Violation of the Administrative Procedures within the Code

GSSD may take disciplinary action against employees who violate any Administrative Procedure(s) contained within the Code. Such action will vary depending upon the violation and conducted in accordance with Corrective Discipline Guidelines and the Employees' respective collective bargaining agreement (if applicable).

Application of the Code



All GSSD employees including contracted employees, substitutes or casuals, interns/student teachers, are expected to read and acknowledge the principles of the Code.

Upon hire and as a requirement of GSSD, the employee will be required to declare and comply with the Code, its Administrative Procedures and the Employee Handbook. The initial declaration must be completed within **10 days** of your start date or as requested from time to time.

All employees are responsible to read the Code each year and reaffirm they have read and understood their requirement to abide by the Code. The re-certification process will be conducted at the beginning of each school where employees will be required to complete the Declaration of Compliance.

Employees, who are on approved short or long term absences, will be required to complete the Code upon returning to work.

As employees of a school division we are placed in a position of trust and must use good judgement and conduct ourselves with honesty and integrity. If unsure of what to do in any situation, seek guidance before you act.

Our Responsibilities

To ensure the Code remains current, the Division has committed to conduct a review of the Code every two (2) years at minimum or as required. To answer any questions you may have related to this Code, please email the Human Resources Department at hrinfo@gssd.ca.

Our Standards

The following detailed Administrative Procedures (AP's) comprise the Code and provide guiding principles on each of the specific topics below. Please click on each AP number and Appendices if applicable to access the link for the complete document.

ACCEPTABLE TECHNOLOGY USE AND APPENDICES A, B and C

AP 140

The Division is committed to providing employees with access to information technology using various software and hardware options including access to the Internet. Computers are to be used for educational and administrative purposes only. Employees will be accountable for all activity carried out using their individual IDS or passwords. These log-in credentials must not be shared with anyone for any reason.



AP 140



APPENDICES

A

B

and

C

CELL PHONE ACCESS AND USAGE

AP 142

The Division understands the need for employees to access a variety of communication devices for both internal and external communication needs. For the purposes of this procedure, cell phones are understood to include any device that makes or receives phone calls, leaves messages, sends text messages, accesses the Internet or downloads and allows for the reading of and responding to email, whether the device is division-

supplied or personally owned. For the purposes of this Administrative Procedure, the term cell phones will include, but is not limited to, cellular telephones, tablets, BlackBerries, iPhones, Android or Windows-based handsets, two-way radios and all other forms of portable communication devices. Appropriate use of division technology and IT infrastructure including cell phones, smart phones and specific devices as listed above are to be appropriately utilized as per *Administrative Procedure 140 Technology Acceptable Use*.



SOCIAL MEDIA	AP 143
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The Division is committed to the appropriate use of Social Media. Employees are ambassadors for the Division and will conduct themselves online in a professional and positive manner. The Division considers that employee conduct outside the workplace may reflect on the Division. Employees will use common sense when offering opinions in a public forum as it relates to students, colleagues, parents/guardians or GSSD. Violation of this procedure could expose the individual and Division to significant consequences and legal liability.



HEALTH & SAFETY OF STUDENTS AND STAFF	AP 160
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The Division is committed to a strong safety program that protects its staff, its property and the public from accidents while recognizing the right of workers to work in a safe and healthy work environment. The safety information in this policy does not take precedence over applicable government regulations, with which all employees should be familiar.

Employees at every level, including management, are responsible and accountable for the Division's overall safety initiatives. Complete and active participation by everyone, every day, in every job is necessary for the safety excellence the division expects.



PERSONAL, DISCRIMINATORY AND SEXUAL HARASSMENT	AP 170
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The Division recognizes the right of all students and staff members to learn and work in an environment free from personal, discriminatory or sexual harassment. The Division, all staff members, students and people

within school communities have a responsibility to promote, monitor and maintain learning environments and workplaces that are free from harassment.



WORKPLACE VIOLENCE

AP 175

The Division has, pursuant to Section 14 of the *Occupational Health and Safety Act, 1993*, and Section 37 of the *Occupational Health and Safety Regulations, 1996* developed this administrative procedure to deal with violence against employees in the workplace. The Division recognizes that its employees may, in certain circumstances, be at risk of acts of violence by fellow employees, students, parents of students or members of the general public. The Division is committed to making every reasonable effort to identify the possible sources of violence to which its employees may be at risk and to implementing procedures to minimize or eliminate risks of violence. The Division is implementing this procedure to foster and maintain a safe environment for its employees. It is committed to ensuring that its employees are:

- aware of situations in which violence may occur;
- provide employees with training to help them recognize those situations which may give rise to violence and protect themselves in the event of a violent incident.

It is a violation of this Administrative Procedure for anyone to knowingly make a false complaint of discrimination, harassment, violence, or to provide false information about a complaint. Individuals who violate this Administrative Procedure are subject to disciplinary and/or corrective action, up to and including termination of employment.



LOCAL AUTHORITY FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

AP 180

The Division recognizes that all information provided to individuals upon request, must be done in accordance with the provisions of the Local Authority Freedom of Information and Protection of Privacy Act. Confidential information is a very important asset that needs to be safeguarded. Some examples of confidential information are personal information such as names, contact details and medical information or sensitive information as it may relate to other employees or students.



CRIMINAL RECORD CHECKS AND VULNERABLE SECTOR CHECKS

AP 400

The Division's recruitment and selection process mandates that all applicants will obtain a valid (within 6 months from the date it was completed) Criminal Record and Vulnerable Sector Check (CRVS). The information contained in the CRVS may influence the decision to hire and all offers of employment are conditional upon receipt of the CRVS.

Existing employees charged of a criminal offence under *The Criminal Code of Canada* and/or *The Controlled Drugs and Substances Act* shall notify the Director immediately.



In Closing

GSSD is committed to provide you with:

1. A safe, healthy, respectful and productive work environment, free from harassment and violence.
2. Fair and equitable treatment.
3. Support to prevent reprisal/revenge against employees who report a violation in good faith.

GSSD's expectations of you as an employee are to:

1. Be aware, acknowledge and comply with the Code, all applicable laws, board policies and administrative procedures under your employment.
2. Carry out your duties in a professional, competent and conscientious manner.
3. Act with integrity at all times.
4. Be accountable for your actions and exercise sound judgment in decision making.
5. Utilize our information systems & technology appropriately.
6. Be courteous and responsive in your dealings with others while working collaboratively with your colleagues.
7. Treat others the way you want to be treated and do not initiate or take part in any form of harassment
8. Maintain a safe workplace and be mindful of others safety.
9. Respect the confidential nature of your position by avoiding discussion about topics or students not formally communicated to the public and secure personal and confidential information.
10. Take reasonable steps to prevent or detect improper conduct and report any violations to your immediate supervisor.

GSSD's expectations of you as a manager or supervisor are in addition to above and also to:

1. Promote a collaborative workplace by developing a positive working environment.
2. Model the professional behaviour you expect from employees and students.
3. Take appropriate action if a violation of this Code may have occurred.

[**Click Here to Access the Declaration of Compliance Form**](#)

ACCEPTABLE TECHNOLOGY USE

Background

The Division recognizes that instructional resources, made available through technology, can enhance learning and teaching and support program delivery based on the prescribed curriculum. Further, it is recognized that telecommunications, including video, audio and text services, because they may be connected to any publicly available source in the world, will open classrooms to electronic information resources which may not have been specifically chosen or previewed for use by students of various ages. Access to these resources can support individual and group projects, collaboration, curriculum materials and idea sharing. Internet access also makes possible contact with people all over the world, bringing into the classroom experts in every content area.

The Division supports the appropriate use of telecommunications, electronic information services and network services by students and staff to support the provision of learning experiences.

Information Technology (IT) is defined as hardware, software and data as they pertain to the use of computers and other electronic devices designed to create, use, transmit and store information.

The Division will also comply with and expand on the *CommunityNet Acceptable Use Policy* developed by the Saskatchewan Ministry of Education.

Procedures

1. Guiding Principles

- 1.1 All users of Good Spirit School Division (GSSD) IT infrastructure are expected to use such systems in a legal, ethical, collegial and non-destructive manner consistent with a spirit of respect and in accordance with the policies and procedures of GSSD and with the laws of Canada and Saskatchewan.
- 1.2 GSSD staff will provide instruction to students about acceptable use of IT infrastructure.
- 1.3 Access to GSSD IT infrastructure shall focus on appropriate instructional materials linked to the curriculum content being studied.
- 1.4 All users will complete an Acceptable Use Agreement (Form 140-1 or Form 140-2) based on these guiding principles. If the user is a minor the agreement will contain the signature of the user as well as the signature of the parent or guardian.

2. Usage

There are three usage types or GSSD IT infrastructure. They are **Acceptable**, **Incidental** and **Unacceptable**.

- 2.1 **Acceptable** uses are activities required to conduct the business of education. They help fulfill the mandates set forth by the division and the Ministry of Education. Acceptable use is any application used in the delivery of services by education partners which does not disproportionately consume available resources.
- 2.2 **Incidental** uses are those that are neither explicitly permitted nor explicitly denied. Incidental usage that becomes an imposition on others or burdens systems is no longer incidental, but unacceptable, and is not permitted.
- 2.3 **Unacceptable** use impedes the work of others and may damage IT infrastructure, intentionally or unintentionally. Any use that significantly interferes with or is incompatible with the educational environment or the duties or employment or any use that exposes the Board to significant cost or risk of liability.
- 2.4 The examples in Appendices A and B provide general guidance and examples of Acceptable, Incidental and Unacceptable Use. These examples are for illustrative purpose and should not be construed as being exhaustive of unacceptable use.

3. Monitoring

- 3.1 Users should be aware that computer usage can be traced by site logs, desktop monitoring and other tracked information. With direction from the Director of Education, Technology Services reserves the right to access the contents of all files stored on its system and all messages transmitted through its information technology infrastructure.

4. Data

- 4.1 To help ensure safe, secure and reliable information technology infrastructure, IT personnel must perform maintenance, upgrades and auditing functions on all infrastructure devices. To accommodate these functions IT personnel must have appropriate access to these devices and the data stored on them. All data stored on any device attached to the GSSD information technology infrastructure may be accessed by IT personnel to perform these functions and connection to the GSSD technology infrastructure by any party will be deemed to be consent to such access.
- 4.2 All records in the possession or under the control of the Good Spirit School Division, including electronic records, are subject to the *Local Authority Freedom of Information and Protection of Privacy Act*.

4.3 Electronic records are responsive to GSSD records management Administrative Policies as well as the *Records Retention and Disposal Guide for Saskatchewan School Divisions*.

5. User Names, Passwords, Security

5.1 Employees who require computer system access in order to perform the functions of their employment will be assigned usernames and passwords in order to be able to access required services.

5.2 Passwords are not to be shared with friends, family or others except other employees of the Board who require the information for the purposes of their employment, and must be assigned and changed in accordance with guidelines established from time to time by Technology Services.

5.3 Employees will be held accountable for any abuses carried out by unauthorized disclosure of a password.

5.4 Employees shall not attempt to gain unauthorized access to information or facilities.

6. Copyright

6.1 All computer hardware and software in use is purchased under academic licenses and there must not be any unauthorized commercial activity of any kind on GSSD technology infrastructure.

6.2 Software must only be used legally in accordance with both the letter and spirit of relevant licensing and copyright agreements.

Reference: Section 85, 87, 108, 109, Education Act; AP 140 Appendices A, B & C
Forms Manual: Form 140-1; Form 140-2

Updated: September 22, 2006
August 18, 2009

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ACCEPTABLE/INCIDENTAL USES

Acceptable uses of the computer system include but are not limited to the following:

1. Work-Related Purposes

- 1.1 Unless specifically directed otherwise, an employee may use the computer system if required to perform any portion of work duties assigned to the employee.
- 1.2 All work related use must be in accordance with the terms of this policy.

2. Incidental Purposes

- 2.1 Employees may also use the computer system for reasonable private purposes such as sending and receiving personal messages as long as such usage is consistent with this policy.
- 2.2 Employees shall comply with the following rules in any incidental use of GSSD IT infrastructure:
 - 2.2.1 incidental use must not impede the employee's work or the work of others, or affect an employee's ability to work;
 - 2.2.2 the personal use is moderate in time;
 - 2.2.3 the personal use does not incur significant cost for the division;
 - 2.2.4 employees shall at all times exercise good judgment in the incidental use of division resources;
 - 2.2.5 employees shall restrict personal communications during office hours to pressing matters only, and such communications must be brief; and,
 - 2.2.6 employees may not use their GSSD email address to post personal opinions that are strictly their own opinions and not necessarily those of GSSD.

UNACCEPTABLE USES

Unacceptable uses of the computer system include but are not limited to the following:

1. Unauthorized release of information:
 - 1.1 giving out personal information about another person, including home address and phone number;
 - 1.2 providing information about, or lists of employees to outside parties; and,
 - 1.3 providing confidential information about the Board or its operations to outside parties.

2. Unauthorized personal use:
 - 2.1 personal business or commercial or for-profit purposes;
 - 2.2 product advertisement or political lobbying including the sending of “junk mail” or other advertising material;
 - 2.3 downloading entertainment software or other files not related to objectives of GSSD for transfer to a user’s home computer, personal computer, or other media (including freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of GSSD).

3. Misuse of passwords:
 - 3.1 revealing a password to any unauthorized person;
 - 3.2 attempting to discover another user’s password;
 - 3.3 allowing use of employee’s account by any unauthorized party including family and other household members when work is being done at home;
 - 3.4 circumventing user authentication or security of any host, network or account;
 - 3.5 misrepresenting other users on the network.

4. Unauthorized use or modification of equipment or software:
 - 4.1 intentionally modifying hardware, software, files, mailbox, web page, other data, or passwords belonging to other users;
 - 4.2 unauthorized installation of any software, including shareware and freeware;
 - 4.3 malicious use of the computer system to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system;
 - 4.4 making unauthorized entry to other computational, information, or communication devices or resources;
 - 4.5 introduction of malicious programs into the network or server (ie. viruses, worms, Trojan horses, email bombs, etc);
 - 4.6 effecting security breaches or disruptions of network communication including but not limited to accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties.

5. Improper, objectionable or unethical actions:
 - 5.1 creating or circulating hate mail, chain letters, harassment, discriminatory remarks, and/or other antisocial behaviours;
 - 5.2 any unauthorized access, manipulation or modifications to the GSSD website;
 - 5.3 using the services in a malicious, threatening, or obscene manner;
 - 5.4 use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator), or files dangerous to the integrity of the local area network is prohibited;
 - 5.5 use of profanity, obscenity, racist terms, or other language that may be offensive to another user;
 - 5.6 sending forged or anonymous email or postings;
 - 5.7 any form of harassment, including bullying, via any electronic means or through social networking sites whether through language, frequency, or size of messages;
 - 5.8 using GSSD resources for any activities that are offensive or perceived to be offensive to others;
 - 5.9 transmission of inappropriate jokes or attachments.

6. Misuse of copyright:

- 6.1 downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except when permitted for educational purposes;
- 6.2 installation or distribution of products that are not appropriately licensed for use by GSSD.

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NON-COMPLIANCE CONSEQUENCES

Students

Student users who are found in non-compliance of this protocol will be subject to a range of actions that will be at the discretion of the school administration. The following list is to act only as a suggested guide to possible disciplinary action:

1st Offence

- one week suspension of all computer access;
- email account will be locked for the duration of the suspension;
- inspection of all email and computer data.

2nd Offence

- one month suspension of all computer access;
- email account will be locked for the duration of the suspension;
- inspection of all email and computer data.

3rd Offence

- suspension of all computer access for the remainder of the school year;
- email account will be locked for the duration of the suspension;
- inspection of all email and computer data.

Staff

If there is sufficient evidence that the Acceptable Technology Use Procedure has been breached by the user, the Technology Services Network Coordinator will inform the Superintendent of Schools, Human Resources and Administrator (if applicable) responsible for the user in question who will institute procedures to:

- inform the appropriate members of the school division administration staff (school administration, Educational Technology, etc);
- where appropriate, make recommendations as to the temporary or long-term loss of access to the division's computer technology;
- report any illegal activities to the Director of Education;
- remove the files in question from the division system as appropriate.

CELL PHONE ACCESS AND USAGE

Background

The Division understands the need for employees to access various forms of communication devices for both internal and external communication needs. For the purposes of this procedure, cell phones are understood to include any device that makes or receives phone calls, leaves messages, sends text messages, accesses the Internet or downloads and allows for the reading of and responding to email, whether the device is division-supplied or personally owned. For the purposes of this Administrative Procedure, the term cell phones will include, but is not limited to, cellular telephones, PDAs, BlackBerries, iPhones, Android or Windows-based handsets, two-way radios and all other forms of portable communication devices.

Appropriate use of division technology and IT infrastructure including cell phones, smart phones and specific devices as listed above are to be appropriately utilized as per *Administrative Procedure 140 Technology Acceptable Use*.

Procedures

1. Access to Division-Supplied Cell Phones
 - 1.1 Cellular phone services are provided to all employees deemed to require them based on demonstrated need and job function or to enhance school division efficiency and provide safety and/or security. This includes but is not limited to senior administration, school administrators, itinerant employees who during the normal course of employment perform their duties away from their assigned workspace and employees who have demonstrated a need to be in contact with their office.
 - 1.2 Approved devices must be capable of cellular telephone and/or wireless email synchronization services using Blackberry Enterprise Server or Microsoft ActiveSync.
 - 1.3 If an employee is approved for a division-supplied cell phone and already owns a personal device on a SaskTel contract, they may transfer the contract, including the phone number, to the division, rather than be issued a device on a new contract. Any costs associated with the transfer will be paid by the employee. Contract cancellation fees of personal phone contracts will not be covered by the division.
 - 1.4 The cellular and data plan will be selected by the Administration Office based on anticipated business usage and charged to the appropriate budget or, if a school administrator, to their respective school-based budget as applicable. Usage will be reported quarterly, and adjustments will be made to contracts as deemed in the best interest of business usage.

2. Use of Division-Supplied Cell Phones

- 2.1 Division-supplied cell phones, like other means of communication, are to be used to support school division business.
- 2.2 Employees may use division-supplied cell phones to communicate with others inside and outside of the division when such communications are related to legitimate school division activities and are within their job assignments or responsibilities.
- 2.3 All communications using division-supplied cell phones – verbal, written or other – must meet professional standards of conduct.
- 2.4 Employees may use division-supplied cell phones for any legitimate safety, security or emergency purposes.
- 2.5 Employees deemed to be using division-supplied cell phones for excessive personal calls will reimburse the division for all applicable charges including air time and long distance.
- 2.6 Employees shall not use division-supplied cell phones for illegal, disruptive, unethical or unprofessional activities, or for personal gain, or for any purpose that would jeopardize the legitimate interests of the Good Spirit School Division.
- 2.7 International roaming charges and the use of data services while travelling outside of Canada will not be paid by the division unless the employee gives prior notification of the travel requirements to the Administration Office. Appropriate changes to the plan for the duration of travel outside of the country will be made.
- 2.8 In the event an employee changes job function which no longer requires the designated use of a cell phone and/or is no longer employed with the division, the Administration Office will, at its discretion, request the device be returned.

3. Employee Costs

- 3.1 Employees with access to division-owned cell phones are responsible for the following costs:
 - 3.1.1 Excessive personal use, based on analysis of the monthly invoice. Personal use must not result in charges that are greater than the basic plan cost per Canada Revenue Agency Taxable Benefits and Allowances Guidelines.
<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/prvdd/cil-eng.html>
 - 3.1.2 Fees for lost devices.
 - 3.1.3 Willful damage.

- 3.1.4 Roaming charges (voice or data) when no prior notification has been given to the Administration Office.
- 3.1.5 Fees associated with a device upgrade where early termination of the individual contract is required.
- 3.1.6 If an individual is interested in cell phone plan upgrades that are not deemed required for work purposes, they may make application to the Administration Office. If approved, the employee is responsible to reimburse the division all costs related to the addition of the upgrade as well as all costs going forward in relation to the upgrade.

4. Security, Privacy and Access

- 4.1 The division will routinely monitor individual employees' division-owned cell phone statements and take reasonable precautions to prevent possible misuse of cell phones.
- 4.2 Employees need to be aware of the fact that division-owned cell phone statements or summaries are public documents.
- 4.3 To ensure security of division-owned devices, security policies will be applied to the device by Technology Services to:
 - 4.3.1 Require an unlock password.
 - 4.3.2 Enable remote "wipe" of the device.
 - 4.3.3 Enable local "wipe" after 10 failed unlock attempts.

Note: The division will not be responsible for data lost resulting from a remote or local wipe.

5. Use of Personal Cell Phones

- 5.1 A monthly cell phone allowance will be available for staff members who use their personal cell in the performance of their assigned duties and responsibilities. This includes but is not limited to senior administration, school administrators, itinerant employees who during the normal course of employment perform their duties away from their assigned workspace and employees who have demonstrated a need to be in contact with their office.
 - 5.1.1 A cell phone allowance up to a maximum of \$25.00 per month may be claimed over the course of a one year period. It must be applied for and approved on an annual basis; see Form 142-1 *Cell Phone Allowance*.
 - 5.1.2 All staff being paid a cell phone allowance agree that their personal cell number will be provided and used for school division business.

- 5.2 The use of personal cell phones for business purposes should be limited to necessity.
- 5.3 The use of personal cell phones for personal reasons during work hours is discouraged and should be limited to matters requiring immediate attention and shall be conducted in a professional manner.
- 5.4 All communications using personal cell phones during work hours, or conducted on school division property or while on Good Spirit business – verbal, written or other – must meet professional standards of conduct.
- 5.5 Employees may use personal cell phones during work hours for any legitimate safety, security or emergency purposes.
- 5.6 Employees shall not use personal cell phones during work hours, on school division property or while on Good Spirit School Division business for illegal, disruptive, unethical or unprofessional activities, or for personal gain, or for any purpose that would jeopardize the legitimate interests of Good Spirit School Division.
- 5.7 The Good Spirit School Division is not liable for the loss of personal cell phones or portable communications devices brought into the work place.

6. General Use

- 6.1 Cell phones can be a distraction in the workplace. To ensure the effectiveness of meetings, employees are asked to turn their phone off, or at a minimum to 'vibrate' mode.
- 6.2 Cell phones are allowed to be used as an instructional tool as part of the classroom environment (for example, pictures/videos to be used in a subsequent instructional lesson).
- 6.3 Employees are encouraged to use land-line phones when they are available.
- 6.4 Employees should be aware that cell phone conversations are not secure and can on occasion be picked up on radio receivers. Employees should use discretion in discussing highly sensitive or confidential matters.
- 6.5 No employee may use another employee's cell phone without that person's permission.

7. Use of Cell Phones While Driving

- 7.1 As per The Traffic Safety Act, it is illegal for Saskatchewan drivers to talk on cellular telephones or communicate using other hand-held electronic devices while driving. Employees must be aware of and follow all current legislation and regulations regarding the use of cell phones while operating a motor vehicle.

- 7.2 Employees are encouraged to check and return calls at safe opportunities (during a rest stop, before leaving, upon arrival) as employees are required to exercise due diligence while operating a motor vehicle on school division business.
- 7.3 Employees are solely responsible for any fines and/or charges laid by the authorities for illegal use of a cell phone while operating a vehicle in the course of their employment. Employees who choose to violate the procedure may face disciplinary measures.

8. Bus Drivers

- 8.1 Bus drivers are required to carry a cell phone while transporting students.
- 8.2 If a bus driver does not own a personal cell phone one will be provided for this purpose.

Reference: Section 85, 87, 109, Education Act
Section 241.1 Traffic Safety Act
Canada Revenue Agency Taxable Benefits and Allowances Guidelines
AP 140 Acceptable Technology Use
Form 142-1 Cell Phone Allowance

Updated: April 2013, May 2014, June 2016, March 2017

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Social Media

Background

This administrative procedure is designed to provide all Good Spirit School Division employees with guidelines regarding the appropriate use of Social Media outlets such as, but not limited to Facebook, Twitter, LinkedIn, MySpace, YouTube, blogs, wikis, podcasts etc. This procedure is in place for the protection of privacy, confidentiality and interests of all employees and the Good Spirit School Division. Employees are ambassadors for the division and will conduct themselves online in a professional and positive manner. Violation of this procedure exposes the Good Spirit School Division to risks and legal liability and may result in disciplinary action up to and including termination.

This administrative procedure regarding privacy, confidentiality and non-criticism remains in effect even after employment ends and legal action may be taken against ex-employees for social media communications that violate this procedure or harm the division.

Procedure

Personal Use:

1. While at the workplace during work hours, employees are expected to be working, not handling personal matters. Employees must keep their outside interests and activities, including, but not limited to, the maintenance, access or use of a personal blog or social networking website, outside the workplace.
2. Employees understand they have no expectation of privacy in their use of the Good Spirit School Division's systems, including the Internet and school division email.
3. Employee publications including, but not limited to, postings on blogs and social networking websites, must not negatively impact the Good Spirit School Division's reputation. Any such materials that are insulting, demeaning, or offensive to the Good Spirit School Division, its employees or its affiliates, or that are deemed objectionable by the Good Spirit School Division in that their content might damage the Good Spirit School Division's reputation will violate this procedure.
 - a. Employees must not include any information which the Good Spirit School Division deems sensitive or confidential information related to the Good School Division.
 - b. Employees will ensure they never post criticism of—or share confidential information about—colleagues, students or the division.
4. All employees must recognize that they are legally liable for anything they write or present online. Employees can be disciplined by the division for commentary, content, or images that are defamatory, pornographic, harassing, or that can create a hostile work environment.

5. Employees should ensure they familiarize themselves with the social media site's privacy policy and activate the appropriate privacy settings.

School/Classroom Use:

1. If you are planning to use a social media site (ie Facebook, Twitter, Google+, YouTube, blogs, wikis, etc) as a teaching or communication tool in a classroom, Form 143-1 "Social Media Site Approval" must be completed and submitted to your Administrator for authorization. The use and application of the site must be well documented and a proven part of an instruction plan for it to be approved.
 - a. Once approval is granted, contact your Digital Learning Coach for support in the appropriate implementation of the social media site.
2. When you are using social media that will mention Good School Division and/or our employees, students and parents, identify that you are an employee of the Division and that the views expressed in social media are yours alone and do not represent the views of Good Spirit School Division.
3. A Facebook page, a Twitter account or a blog (or other social networking site) may be used as a teaching tool in a classroom.
 - a. Student permission forms (Form 143-2) are required to be used by classroom teachers in the event of the use of a blog, Facebook page, etc. The form advises the parent/guardian of the classroom-applicable use of the social media site. Parent/guardian signatures must be collected and maintained indicating awareness and approval for a student to take part.
4. Respect copyrights. Don't post text, images or video created by someone else without proper attribution and/or authorization. If you have questions about usage of certain media, contact the Library Learning Coach.
5. You may not share confidential information about individual students, grades, or any other information that has not been publicly released by the school or Good Spirit School Division.
6. Schools and teachers are expected to comply with the terms of use of the social media site they are using in the school/classroom.
7. The use of any collected student information (ie Facebook name, email address) is considered personal and private information under the *Local Authority Freedom of Information and Protection of Privacy Act*. This information is to be kept confidential and is not to be shared with other staff unless permission has been granted by the parent/guardian to do so.

Legal Reference: Cybertips For Teachers, Canadian Teachers Federation
Local Authority Freedom of Information and Protection of Privacy Act (LAFOIPP)

Forms Manual: Form 143-1 Social Media Site Approval
Form 143-2 Student Permission Form

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HEALTH AND SAFETY OF STUDENTS AND STAFF

Background

The Division is committed to providing a safe and healthy study and work environment for its students, staff members, volunteers and the general public.

Procedures

1. Under the *Occupational Health and Safety Act* and its regulations, all staff members have the responsibility to ensure the health and safety of themselves and their colleagues.
 - 1.1 All Division administrators, staff and contractors shall comply with Health and Safety legislation.
 - 1.2 All Division personnel and contractors shall comply with WHMIS (Workplace Hazardous Materials Information System) standards.
 - 1.3 All Division personnel and contractors who, as a part of their duties, either use or may be exposed to hazardous chemicals shall take a WHMIS training session.

2. The establishment and maintenance of safe learning and working conditions is to be a primary consideration for supervisors and staff.
 - 2.1 Each school shall develop policy, guidelines and procedures that prescribe the rules of safe operation of all laboratories within the school. Such a policy shall address:
 - 2.1.1 Safe and secure storage, annual checking, and disposal, where needed, of chemicals;
 - 2.1.2 WHMIS labeling of all chemicals;
 - 2.1.3 Safe and secure storage and use of laboratory equipment;
 - 2.1.4 Safe use of natural gas and security when gas is not in use;
 - 2.1.5 Appropriate teacher supervision of students in all laboratory activities;
 - 2.1.6 The training of staff in the use and maintenance of safety equipment, and the use and hazards of any equipment or chemicals they may use as well as the safety requirements of any procedure or activity they may use;
 - 2.1.7 The training of students in any safety procedures relevant to the work they are doing; and

- 2.1.8 Any other measures required to ensure the safety of students and staff in any school laboratory.
3. The development and implementation of safety and accident prevention programs is mandatory in order to develop a learning and working environment that promotes health and safety.
4. The provision of instruction and training to ensure appropriate response in the event of an accident.
 - 4.1 In order to ensure that there are staff members proficient in administering First Aid, the Division encourages staff members to take the St. John's Ambulance First Aid course and requires the minimum number of personnel trained in accordance with Occupational Health and Safety Regulations.
 - 4.2 Upon approval and the successful completion of the St. John's Ambulance First Aid Course, the Division will reimburse the staff member's registration fee. The Division, through centralized funds, will pay for each location to have the minimum number of personnel trained. Any staff trained in excess of the minimum standard shall be paid through decentralized professional development allotments.
 - 4.3 Teachers shall immediately report to the principal or designate any accident or illness which occurs to a student in their care.
 - 4.4 When a student requires medical treatment, the parents shall be informed and requested to take their child for necessary medical attention (see AP315)
 - 4.5 When the parents or guardians cannot be contacted, the principal shall arrange for necessary transportation and medical treatment.
 - 4.6 No sick or injured student shall be sent home alone unless prior permission is received from the parent.
 - 4.7 When a student is injured while attending school or during a school sponsored activity, the principal shall set forth all details of the accident, including the actions taken, on the prescribed accident form. One copy of the form is to be sent to the Director and a copy retained in the school file.
 - 4.8 Any staff member covered by worker's compensation who is injured while carrying out his/her duties to the Division shall, within the specified time, fill out any forms required under Worker's Compensation.
 - 4.9 Any staff member not covered under Worker's Compensation shall report to their immediate supervisor any injury caused by an accident while carrying out their duties to the Division. The supervisor shall report such accident injury to the Director.
 - 4.10 The application of Universal Precautions (AP160App), meaning the application of precautions regarding contact with blood and body fluids to all persons regardless of their presumed infection status, is mandatory for all staff members.

- 4.11 Universal Precautions in a school setting shall apply to isolation of all moist and potentially infectious body substances (blood, feces, urine, sputum, saliva, wound drainage, and other body fluids) from all persons regardless of their presumed infection status through the use of protective gloves.
 - 4.12 Staff members shall put on clean protective gloves before contact with mucous membranes, non-intact skin and for anticipated contact with moist body substances. Remove protective gloves promptly after use, before handling non-contaminated items or environmental surfaces and wash hands immediately to avoid transfer of micro-organisms to others or environments.
 - 4.13 The principal or central office administrator shall ensure that an adequate supply of protective gloves is available to all staff members and that all staff members have knowledge of storage locations and easy access to the protective gloves.
 - 4.14 Schools shall ensure that policy and procedures are developed for the application of Universal Precautions in their work environment
5. Staff members and students are required to comply with the provisions of the *Public Health Act* and the *Communicable Diseases Regulations*.
 - 5.1 When a principal or central office administrator is made aware that a student, staff member or contractor may be infected with a communicable disease as defined in the *Communicable Diseases Regulations*, the following action shall be taken:
 - 5.1.1 Arrange for the isolation or return to their home of the student or staff member as prescribed in the *Communicable Diseases Regulations*;
 - 5.1.2 Notify the medical officer of health as prescribed in the *Public Health Act*; and
 - 5.1.3 Notify the Director or designate.
6. The Health and Safety of Students and Staff administrative procedure shall take precedence in the application of any procedures in matters of health and safety.
 7. The Division is committed to assisting students and staff members who are diagnosed as having AIDS or who test positive for HIV. The well-being and rights of students and staff members shall be duly considered in all educational and work environments in accordance with provincial Human Rights legislation and this administrative procedure. In dealing with cases of communicable diseases, the following procedures are supplementary to those actions required by Section 231 of the Education Act and Section 2 of the Public Health Act.
 - 7.1 Staff Members
 - 7.1.1 Upon receipt of a medical diagnosis that a staff member has AIDS or is infected by HIV, the Director shall consult with and follow the advice of the Board's medical advisor and the Medical Health Officer of Health. The

Medical Health Officer shall be requested to consult with the staff member and the attending physician.

- 7.1.2 Dissemination of information regarding the infected staff member shall be restricted to those who need to know, as determined by the Director, in consultation with the Medical Health Officer and the patient's attending physician. The staff member's health information will be treated in confidence and not shared without the consultation with, and knowledge of the staff member.
- 7.1.3 An HIV infected staff member shall not be prevented from working for the Division except on the recommendation of the Director, following consultation with the Medical Health Officer and the staff member's physician.
- 7.1.4 Where an infected staff member is excluded from his/her usual place of employment, every attempt shall be made to provide alternate employment. Decisions regarding appropriate settings shall be made on case-by-case basis.

7.2 Students

- 7.2.1 Upon receipt of a medical diagnosis that a student who is enrolled or seeking enrolment in the school system has AIDS or is infected with HIV, the Director shall consult with and follow the advice of the Medical Health Officer of Health. The Medical Health Officer shall be requested to consult with the student's parent(s)/guardian(s) and the attending physician.
- 7.2.2 Dissemination of information regarding the infected student shall be restricted to those who need to know, as determined by the Director, in consultation with the Medical Health Officer and the student's attending physician. The student's health information will be treated in confidence and not shared without the consultation with and knowledge of the student's parent or guardian.
- 7.2.3 An HIV infected student shall not be excluded from the regular educational program except on the recommendation of the Director following consultation with the Medical Health Officer and the student's attending physician.
- 7.2.4 Where an infected student is excluded from school, every attempt shall be made to provide an alternate educational program. Decisions regarding appropriate educational settings shall be made on a case-by-case basis.

Legal Reference: Section 85, 87, 109, 231 Education Act
 AP 160App, AP 315
 Occupational Health and Safety Act
 Public Health Act
 Communicable Diseases Regulations

Updated: January 2011, September 2017

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PERSONAL, DISCRIMINATORY, AND SEXUAL HARASSMENT

Background

The Division recognizes the right of all students and staff members to learn and work in an environment free from personal, discriminatory or sexual harassment.

The Division, all staff members, students and people within school communities have a responsibility to promote, monitor and maintain learning environments and workplaces that are free from harassment.

Pursuant to *The Occupational Health and Safety Act, 1993* (OHS Act):

Harassment means any inappropriate conduct, comment, display, action or gesture by a person that constitutes a threat to the health or safety of the staff member that is either:

- based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
- adversely affects the staff member's psychological or physical well-being and that the person knows or ought reasonably to show would cause a worker to be humiliated or intimidated.

Definitions

1. Personal harassment is defined as repeated, objectionable conduct or comment, directed towards a specific person, or persons and has the effect of creating an intimidating, humiliating, hostile or offensive working or learning environment. It can also be a single, serious occurrence of conduct, or a single serious comment, display, action or gesture that has a lasting or harmful effect on the worker. Personal harassment does not include conduct or comments made in good faith in the exercise of supervisory rights and responsibilities.
2. Discriminatory harassment is defined as discrimination contrary to the Human Rights Act and includes:
 - 2.1 Discriminatory acts against a student with respect to the learning environment or any educational program or service provided to the student because of race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, or sexual orientation; and
 - 2.2 Discriminatory acts against a staff member with respect to the work environment or any term or condition of employment because of race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or age of that staff member or because that staff member has been convicted of a criminal or summary

conviction offence that is unrelated to the employment or to the intended employment of that person

3. Sexual harassment is defined as unwelcome sexual advances, comments, looks, suggestions, audio and visual material of a sexual nature, requests for sexual favors and other verbal or physical conduct emphasizing sexuality, sexual identity or sexual orientation when such conduct:
 - 3.1 Either explicitly or implicitly is a term or condition of an individual's education, employment, or any opportunity for training or promotion;
 - 3.2 Is used as a basis for scholastic, extra curricular or employment decisions affecting another individual; or
 - 3.3 Interferes with an individual's school or work performance or creates an intimidating, hostile, offensive or uncomfortable learning and working environment.

Procedures

1. Informal Complaint Process

- 1.1 Complainants are encouraged but not required to immediately tell the harasser when conduct is considered inappropriate and unwanted and ask that the inappropriate or unwanted conduct stop.
- 1.2 Before proceeding with a formal complaint, a staff member who believes he or she has a complaint of harassment may approach his/her supervisor, federation/union representative or human resource personnel to discuss the potential means of resolving a complaint and to request assistance in resolving the matter on a formal or an informal basis.
- 1.3 Before proceeding with a formal complaint, a student who believes he or she has a complaint of harassment or who does not know how or is unable to confront the harasser, shall approach a teacher, counselor, administrator, parent or trusted adult to obtain advice, support and skills or strategies to halt the harassment.
- 1.4 Students and staff members are requested to record pertinent facts which detail alleged incidents.

2. Formal Complaint Process

If you are unable to resolve the problem informally, proceed with a written or verbal formal complaint as outlined below:

2.1 Procedures For Students

- 2.1.1 Students shall seek assistance from a teacher, counselor, administrator, parent or other trusted adult.
- 2.1.2 Student complaints shall be referred to the principal or the area superintendent.

- 2.2 Procedures For Staff Members
 - 2.2.1 Staff members shall seek assistance from a colleague, federation/union representative, administrator or supervisor.
 - 2.2.2 Staff members shall inform the Director or designate.
 - 2.3 The Director or designate will discuss options to resolve the complaint with the complainant. Where conflict cannot be promptly resolved in a matter satisfactory to the complainant, the employer will notify the alleged harasser, staff member or student, with the information concerning the circumstances of the complaint and undertake a confidential investigation. A staff member or student accused of harassment will be notified in writing at the earliest opportunity by the Director or designate.
 - 2.4 STF/CUPE staff members may be accompanied by their federation/union representative, or may choose a person(s) for moral support during any proceedings relating to the investigation of the complaint, providing no costs are incurred by Division.
 - 2.5 Students and excluded staff members may be accompanied by a person(s) of their choice for moral support during any proceedings relating to the investigation of the complaint, providing no costs are incurred by the Division.
 - 2.6 No student or staff member shall be subject to reprisal, threat of reprisal or discipline as a result of filing a bona fide complaint of personal, discriminatory, or sexual harassment.
 - 2.7 It is recognized that false or malicious complaints may damage the reputation of, or be unjust to, students or staff members and therefore disciplinary action will apply to any individual making a malicious claim.
3. Responding to a Formal Complaint
 - 3.1 A confidential investigation in accordance with due process will be undertaken, expeditiously, under the direction of the Director or designate to substantiate and/or resolve the complaint.
 - 3.2 If the complaint is substantiated a written, confidential report is to be filed with the Director or designate within one month after receiving a formal complaint.
 - 3.3 Appropriate disciplinary action will be taken within one month of receiving the written, confidential report. This action may include counseling and/or courses that develop an awareness of harassment, a verbal warning, a written warning, suspension and/or dismissal. Appropriate remedies toward the complainant may be cited in the written report.
 - 3.4 Harassers who take retaliatory action against students or staff members who have filed complaints will be subject to additional discipline.
 - 3.5 All unsubstantiated complaints will be reviewed with both parties and documentation provided to the individual falsely accused.
 - 3.6 Following the conclusion of the investigation, the employer will inform the complainant and the alleged harasser of the results of the investigation.

4. Supervisory Responsibility

All staff members are responsible for promoting and maintaining a working/learning environment free from personal, discriminatory or sexual harassment. Those staff members with supervisory roles are required to exercise supervisory rights and responsibilities either in the learning of students and/or the work of staff. This administrative procedure does not take away the right to supervise, which may include verbal reminders, verbal warnings, written warnings, student or staff suspensions, or dismissal of a staff member.

5. Confidentiality

Good Spirit School Division will not disclose the identity of the complainant or alleged harasser or the circumstances of the complaint, except where disclosure is necessary for the purposes of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.

6. Complaint to Human Rights Commission Other Options for Complainants

The foregoing does not prohibit a person being harassed from making a complaint directly to the Saskatchewan Human Rights Commission. Nothing in this Administrative Procedure prevents or discourages an employee from referring a harassment complaint to OHS or The Saskatchewan Human Rights Commission. An employee also retains the right to exercise any other legal avenues available.

Legal Reference: Section 85, 87 108, 109 Education Act
Human Rights Act
Occupational Health and Safety Act
Canadian Charter of Rights and Freedoms
Canada Labor Code
STF Code of Ethics

Updated: September 30, 2011

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WORKPLACE VIOLENCE

BACKGROUND

Good Spirit School Division has, pursuant to Section 14 of the *Occupational Health and Safety Act*, 1993, and Section 37 of the *Occupational Health and Safety Regulations*, 1996 developed this administrative procedure to deal with violence against employees in the workplace. The Division recognizes that its employees may, in certain circumstances, be at risk of acts of violence by fellow employees, students, parents of students or members of the general public. The Division is committed to making every reasonable effort to identify the possible sources of violence to which its employees may be at risk and to implementing procedures to minimize or eliminate risks of violence. The Division is implementing this procedure to foster and maintain a safe environment for its employees. It is committed to ensuring that its employees are:

- aware of situations in which violence may occur;
- provide employees with training to help them recognize those situations which may give rise to violence and protect themselves in the event of a violent incident.

It is a violation of this Administrative Procedure for anyone to knowingly make a false complaint of discrimination, harassment, violence, or to provide false information about a complaint. Individuals who violate this Administrative Procedure are subject to disciplinary and/or corrective action, up to and including termination of employment.

DEFINITION

As outlined in *Occupational Health and Safety Regulations*, 1996, “violence” means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behavior that gives an employee reasonable cause to believe that he or she is at risk of injury. Examples include, but are not limited to:

- Threatening behavior such as shaking fists, destroying property or throwing objects;
- Verbal or written threats that express an intent to inflict harm;
- Physical attacks;
- Any other act that would arouse fear in a reasonable person in the circumstances.

PROCEDURES

1. This procedure applies to all work sites in the Division including schools, central office, maintenance shops and bus garages, as well as any locations to which employees may be present for out-of-school activities.
2. Employees who work in the following circumstances could be at greater risk of being exposed to violent incidents:
 - a. teachers and educational assistants in classrooms with students who have a history of violent behaviors;
 - b. teachers and educational assistants who work with students who have medical conditions or psychological disorders which can increase the probability of those students committing violent acts;
 - c. professional service providers who work in classrooms with students who have a history of violent behaviors;
 - d. staff who perform home visits;
 - e. school-based employees who provide services to a student whose parent has a history of violence or who has previously threatened school staff;
 - f. school-based administrators;
 - g. employees working evening or night shifts.
3. In accordance with the *Occupational Health and Safety Regulations, 1996*, Section 37 (6), this procedure shall be reviewed, and where necessary, revised every three years and/or whenever there is a change of circumstances that may affect the health or safety of workers.
4. All employees working directly with students, who (i) have a history of violence, or (ii) have medical conditions or psychological disorders which increase the probability of them committing violent acts, shall be informed by the school Principal of the nature and history of the violent behavior prior to the employee's initial contact with the student.

Except where the disclosure is prohibited by law, all available information shall be provided related to the risk of violence from those students or from others who have a history of violent behavior and whom employees are likely to encounter in the course of their work.
5. If an employee believes that a student, fellow employee or visitor to a school or work site represents a danger to the safety of staff and/or the overall safety of the work site, the employee shall immediately notify an administrator in that location. Should such a danger occur after hours, the employee should notify his/her supervisor as soon as possible, and the local school administrator (if applicable) as soon as is practically possible.
6. Any employee who has been a victim of violence resulting in any physical injury will be given the opportunity, without loss of pay, to seek medical treatment. This time shall be deducted from the employee's sick leave bank.
7. Non-teaching employees seeking medical assistance or missing work as a result of a violent incident at work, must fill out a report of injury with the Workers' Compensation Board.

8. The Division is committed to providing training for its employees in the following areas:
 - a. recognition of potentially violent situations;
 - b. procedures and work practices to minimize or prevent the risk of violence;
 - c. appropriate responses to violent incidents and how to obtain assistance;
 - d. procedures for documenting and reporting violent incidents.
9. Reports of incidents of violence against employees shall be made directly to the employee's direct supervisor.
10. The process for investigation of an incident of violence is as follows:
 - a. Informal Complaint Process
 - i. The supervisor who receives an informal verbal complaint shall take action to ensure the complaint is addressed within ten (10) working days from the date the complaint is received.
 - ii. The supervisor will report the incident to the Superintendent of Schools. The Superintendent of Schools shall immediately provide the Director with the details of the incident(s).
 - iii. The supervisor will assist the complainant in speaking to the respondent directly, or speak to the respondent on the complainant's behalf to outline the allegations and attempt to resolve the complaint informally.
 - iv. As part of the informal complaint process, a secured file will be created and kept with the supervisor which includes:
 - The name of the complainant(s) and respondent(s).
 - The nature of the alleged violence.
 - A record of all meetings to date which specifies meeting dates and names of attendees, and includes the nature or details of the discussions.
 - The present disposition of the complaint.
 - v. The supervisor will monitor the status of the complaint to see that it is satisfactorily resolved.
 - vi. If the informal complaint is not satisfactorily resolved, a formal complaint may be filed.
 - b. Formal Complaint Process
 - i. A formal complaint, made by the complainant, may be made to the Director and must consist of a signed written statement outlining the nature of the alleged violence, describing the specific incident(s), the dates and any witness(es) who may have been present.

- ii. A formal complaint may be filed up to one (1) month from the date of the most recent incident cited in the letter of complaint. The Director may elect to consider a complaint received after this time.
- iii. The complainant is requested to notify the Director immediately if a complaint is filed with an Occupational Health and Safety officer, the Saskatchewan Human Rights Commission, police, the Saskatchewan Teachers Federation, Union, or if civil or criminal court action is initiated while the charges are still under review by the Division. The Director or designate may elect to process the complaint or stay the procedures pending the outcome of the other investigation.
- iv. An individual shall be appointed by the Director to conduct an investigation regarding the complaint. Every attempt will be made, throughout investigative proceedings on the part of all parties concerned, to respect the confidential nature of the information.
- v. Either the alleged respondent (if an employee) or the victim of violence may be removed from the workplace on a temporary basis, with or without pay, while the incident is being investigated.
- vi. The investigator shall obtain the secured file that was established as part of the informal complaint process.
- vii. STF/union staff members may be accompanied by their federation/union representative, or may choose a person(s) for moral support during any proceedings relating to the investigation of the complaint, providing no costs are incurred by Division.
- viii. The investigator shall have the right to ask questions of the complainant, respondent and others who may have knowledge of the circumstances that led to the complaint.
- ix. The investigator's findings shall address all pertinent circumstances, including corrective action to be taken to prevent a recurrence, and shall be detailed in a report to the Director.
- x. Resolution of a formal complaint shall occur within one (1) month of the date on which the complaint was filed. The Director may elect to extend this timeline dependent upon circumstances.
- xi. If the results of the investigation support allegations in the letter of complaint, a range of sanctions may be imposed on the respondent by the Director. The sanctions depend upon the nature and seriousness of the offence. The range of sanctions include a verbal warning, a written reprimand with a copy retained in the respondent's file, transfer, demotion, suspension or termination of employment.
- xii. If the results of the investigation do not support the allegations, the complaint will be dismissed and a letter will be issued indicating that the respondent has been cleared of all allegations. An individual cleared of allegations has the option of requesting that a copy of the letter be placed in the personnel file.

- xiii. If the evidence indicates that the complainant knowingly and willfully made false allegations in an attempt to cause harm to the respondent, a range of sanctions may be imposed on the complainant by the Director. The sanctions depend upon the nature and seriousness of the offence. The range of sanctions include: a verbal warning, a written reprimand with a copy retained in the complainant's file, transfer, demotion, suspension or termination of employment.

11. Retaliation

- a. No staff member shall take retaliatory action with the intent of dissuading or punishing an individual for participating in the complaint resolution process. Sanctions may be imposed for retaliation.
- b. Retaliation against individuals participating in the complaint resolution process is not to be confused with sanctions imposed for violence or making false allegations.

- 12. Resolution procedures do not take away the right to file a complaint outside the Division with an Occupational Health and Safety officer, the Saskatchewan Human Rights Commission, police, the Saskatchewan Teachers' Federation, the union, or through civil or criminal court.

Legal Reference: Occupational Health and Safety Act, 1993

Occupational Health and Safety Regulations, 1996

Updated: March 23, 2012

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LOCAL AUTHORITY FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Background

The Division recognizes that all information provided to individuals upon request, must be done in accordance with the provisions of the Local Authority Freedom of Information and Protection of Privacy Act. The Director will appoint a LAFOIP coordinator who is to be consulted on all issues.

Procedures

1. Upon application to the Director, upon payment of the prescribed fee, and subject to the limitations of Section 5 below, every person shall be permitted access to records that are in the possession or under the control of the Division.
2. Each applicant shall make application on the prescribed form specifying the subject matter of the record requested, along with sufficient particularity as to the time, place, and event.
3. The Director shall consider each application and give written notice to the applicant within 30 days regarding the disposition of the request.
4. The Director shall:
 - 4.1 Provide written notice to the applicant stating that access to the record or part of it will be given on payment of the prescribed fee and setting out the place where, or manner in which, access will be available.
 - 4.2 If the record requested is published, or is about to be published, refer the applicant to the publication.
 - 4.3 If access is refused, set out the reason for the refusal and identify the specific provisions of legislation on which the refusal is based.
 - 4.4 Where an application is made with respect to a record that is exempt from access, refuse to confirm or deny that the record exists or ever did exist.
 - 4.5 Where a record contains information to which an applicant is refused access, give access to as much of the record as can be severed without disclosing the information to which the applicant is refused access.
 - 4.6 Provide a copy of the record requested or, where it is not reasonable to produce, give the applicant an opportunity to examine the record.
 - 4.7 State that, subject to Section 38 of The Act, the applicant may request a review by the commissioner within one year after the notice is given.

5. An applicant who has given notice pursuant to Section 1 is entitled to obtain access to the record on payment of the prescribed fee. The Director shall have the right to waive payment of all or any part of the prescribed fee.

The Director or designate will provide a cost estimate to an applicant if the fee is likely to exceed \$50 over and above the application fee.

6. Where the Director considers that another local authority or a government institution has a greater interest in the record, the Director:

- 6.1 May, within 15 days after the application is made, transfer the application and, if necessary, the record to the other local authority or government institution.

- 6.2 If the record is transferred, give written notice of the transfer and the date of the transfer to the applicant.

7. The Director shall refuse access to information contained in:

- 7.1 Confidential documents from other governments, agencies, crown corporations or institutions.

- 7.2 Documents pertaining to law enforcement and investigations.

- 7.3 Draft bylaws or resolutions or agendas or substance of deliberations of meetings authorized to be held in the absence of the public.

- 7.4 Advice from officials which has not yet been implemented.

- 7.5 Documents that compromise the economic interests of the Division.

- 7.6 Third party information which could compromise the third party.

- 7.7 Testing or auditing procedures or techniques.

- 7.8 Details of specific tests to be given or audits to be conducted.

- 7.9 Documents that threaten the safety or the physical or mental health of an individual.

- 7.10 Documents related to solicitor/client privilege.

- 7.11 Documents considered to be confidential under other Acts.

8. The Director shall not disclose personal information without the written consent of the individual to whom the information relates.

The following does not constitute personal information:

- 8.1 Salaries and benefits of employees.

- 8.2 Personal views given in the course of employment, other than views with respect to another individual.

- 8.3 Financial or other details of a contract for personal services.

- 8.4 Details of license, permit, membership, etc. granted to an individual.

- 8.5 Details of a discretionary benefit of a financial nature.

- 8.6 Expense of an individual travelling.

9. Personal information may be disclosed without the individual's consent:
 - 9.1 For the purpose for which the information was compiled.
 - 9.2 To comply with court process.
 - 9.3 To the Attorney General of Saskatchewan or to his or her legal counsel for use in providing legal services to the government or to the Division.
 - 9.4 To legal counsel for use in providing legal services to the Division.
 - 9.5 To collect a debt owing by the individual to the Division or to make a payment owing by the Division to that individual.
 - 9.6 Pursuant to requests from law enforcement agencies and under agreements with governments or other local authorities to enforce the law or carry out a lawful investigation.
 - 9.7 To comply with the law.
 - 9.8 For statistical purposes where the identity of the individual will not be disclosed.
 - 9.9 In compassionate circumstances within the meaning of The Act, or where in the opinion of the Director it is in the public interest.
 - 9.10 To the Governments of Canada and/or Saskatchewan to facilitate the auditing of shared cost programs.
10. Personal information of a deceased individual shall not be disclosed until 25 years after the death of the individual, except where in the opinion of the Director disclosure to next-of-kin would not constitute an unreasonable invasion of privacy.
11. Subject to Part III and subsection (2) and (3) of The Act, an individual, whose personal information is contained in a record in the possession or under the control of the Division, has a right to access the record upon application and upon giving sufficient proof of identity.
12. The Director may refuse to disclose to an individual personal information that is evaluative or opinion material compiled solely for the purpose of determining the individual's suitability, eligibility, or qualifications for employment or promotion.
13. An individual who has access to a record that contains personal information with respect to himself or herself is entitled to:
 - 13.1 Request correction of the personal information contained in the record if the person believes that there is an error or omission.
 - 13.2 Require that a notation be made that a correction was requested but not made.
14. Within 30 days after a request pursuant to Section 13 is received, the Director shall advise the individual in writing that:
 - 14.1 The correction has been made.

- 14.2 A notation pursuant to Section 13 has been made.
15. Where the Director intends to give access to a record that contains information supplied in confidence, information which could financially prejudice a third party, or is personal information which in the opinion of the Director is in the public interest, the Director shall:
- 15.1 Give the third party written notice, where reasonable to do so, allowing them 20 days in which to make representations where they object to access being given.
 - 15.2 Within 30 days after the notice is given decide whether to allow access in written notice to the third party and applicant.
16. The Director may delegate the decision making power regarding access to information, in writing, upon any conditions the Director deems necessary. The Director may appoint an Access Officer, Administrative Coordinator and an Office Representative in accordance with the *Act*. The Coordinator will be consulted on all issues.
17. The fee schedule shall be that as contained in the *Local Authority Freedom of Information and Protection of Privacy Act* as determined from time to time by the Government of Saskatchewan.

Reference: Local Authority Freedom of Information and Protection of Privacy Act

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CRIMINAL RECORD CHECKS & VULNERABLE SECTOR CHECKS

Background

Criminal Record Checks and vulnerable sector checks are a required part of the hiring process for all new employees. The information contained in the criminal record check and vulnerable sector check may influence the decision to hire. A criminal record check and vulnerable sector check is valid within six (6) months from the date it was completed.

Procedures

1. It is the responsibility of the applicant, who is not a current employee, to provide a criminal record check and vulnerable sector check at the time of application.
2. If the applicant does not attach the criminal record check and vulnerable sector check to their online application, the selection committee will not consider the applicant.
3. If the criminal record check or vulnerable sector check is not clear, the applicant will be required to attach the transcript of conviction(s) to their online application. Dependent upon the information in the transcript, the Human Resource Manager will advise the selection committee if the applicant can be interviewed.
4. If the transcript of conviction(s) cannot be presented prior to the interview due to time constraints outside of the applicant's control, and the applicant will at no time be working directly or alone with students, the applicant may still be interviewed. If the selection committee would like to proceed with an offer of employment, the offer will be deemed temporary, up to a maximum of 6 months, until such time as the transcript is provided. This timeline may be extended at the discretion of the Director. The applicant will also complete the form Affidavit Respecting Criminal Record (Form 400-1) as part of the employment package.
5. Applicants will be responsible for any costs associated with the obtaining of a criminal record check and vulnerable sector check.
6. If an applicant, who is not a current employee, is contacted for an interview, he/she must provide the original criminal record check and vulnerable sector check to the selection committee at the time of the interview.
7. The Human Resource Manager will sign the criminal record check and vulnerable sector check which indicates that the documents have been reviewed and will enter this statement into the new employee's personnel file.
8. Existing employees charged of a criminal offence under *The Criminal Code of Canada* and/or *The Controlled Drugs and Substances Act* shall notify the Director immediately.

The Director will determine what action, if any, is appropriate in relation to the employment of the individual. If the charge(s) is dropped or if the employee is convicted of a criminal offence, the employee shall report such fact in writing to the Director immediately, who will determine what action, if any, is appropriate in relation to the continued employment of the individual.

9. Failure to provide a criminal record check and vulnerable sector check, submission of an inaccurate, false, misleading or incomplete record check and vulnerable sector check or failure to report a criminal charge or conviction in compliance with procedure 7, constitutes grounds for termination of employment, refusal to offer employment, withdrawal of any offer of employment, or refusal of placement.

Reference: Section 85, 87, 109, Education Act
Forms Manual: Form 400-1

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October 1, 2007
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