

P O L I C Y

REPORTING CRIMINAL CHARGES

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Effective with the commencement of the 2002-03 school year (August 26, 2002), any person who:

- is in the employ of the Regina Board of Education; or
- provides services to pupils on a recurring scheduled basis; or
- is present in a school on a recurring scheduled basis prior to 6:00 p.m. on a school day,

and has been charged with an offence under *The Criminal Code (Canada)*, *The Food and Drugs Act (Canada)* or *The Narcotic Control Act (Canada)* shall report the charge(s) in accordance with the regulations below.

APPROVED: REGINA BOARD OF EDUCATION

DECEMBER 11, 2001

REGULATIONS:

1. All employees of the Regina Board of Education and all persons who have been required to provide a Criminal Records Check in compliance with Policy GCBA "Criminal Records Check", shall be required to sign statements indicating that they have received a copy of this policy and that they understand its provisions.
2. No later than two working days after having been charged with an offence, any person referenced in the policy statement shall inform verbally, and subsequently in writing, the Director of Education of all charges laid.
3. A submission outlining relevant circumstances may be attached by the person to the written information.
4. Upon receipt of the information, the Director shall investigate the circumstances.
5. Failure to disclose charges, provide a written statement, or submission of an inaccurate, false, or misleading statement, constitutes grounds
 - a) in case of an employee:
for disciplinary action, up to and including termination of employment, in accordance with the provisions of the employee's contract of employment.
 - b) in the case of a person who is not an employee:
for the immediate discontinuance of the use of that person's services and/or the imposition of restrictions on the time of day that the person may be present at the school.

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