



Northeastern Catholic District School Board

SAFE SCHOOLS – Code of Conduct

Administrative Procedure Number: APE 020

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) believes that all people are created in the image and likeness of God and that every person has the right to be treated with dignity, respect and fairness. The Board recognizes that a positive school climate exists when all members of the school community feel safe, included and accepted and actively promote positive behaviours and interactions. The NCDSB is committed to building and sustaining safe Catholic school communities where all members and stakeholders share the responsibility of eliminating violence in accordance with our Catholic faith and gospel values. The NCDSB believes that safe learning environments enable students to reach their full academic and spiritual potential.

REFERENCES

Education Act

Caring and Safe Schools in Ontario, 2010

Policy Program Memorandum No. 128: The Provincial Code of Conduct and School Board Codes of Conduct

Policy Program Memorandum No. 145: Progressive Discipline and Promoting Positive Student Behaviour
Ontario North East Region Police and School Board Protocol

Northeastern Catholic District School Board (NCDSB) Policies:

E-34 Safe Schools

H-4 Smoke Free Environment

I-1 Video Surveillance

Northeastern Catholic District School Board (NCDSB) Procedures:

APE021 Safe Schools: Bullying Prevention and Intervention

APE022 Safe Schools: Promoting Positive Student Behaviour

APE023 Safe Schools: Suspension and Expulsion

PREAMBLE

The Ministry of Education expects that school communities be places that promote responsibility, respect, civility and academic excellence in a safe learning and teaching environment and that a positive school climate exists when all members of the school community feel safe, comfortable, and accepted. Accordingly, the *Education Act* permits the Minister of Education to establish a provincial code of conduct governing the behaviour of all persons in schools. The purposes of the provincial code of conduct are:

- to ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity;
- to promote responsible citizenship by encouraging appropriate participation in the civic life of the school community;
- to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility;
- to encourage the use of non-violent means to resolve conflict;
- to promote the safety of people in schools;
- to discourage the use of alcohol and illegal drugs, and, except by a medical cannabis user, cannabis; and
- to prevent bullying in schools.

The *Education Act* provides that every school board shall take such steps as the Minister directs to bring the Provincial Code of Conduct to the attention of the entire school community including students, parents/guardians, teachers and other school staff, and other members of the school community.

PROCEDURES

1.0 GENERAL PRINCIPLES

- 1.1** All people involved in the Northeastern Catholic District School Board school community – students, parents/guardians, volunteers, community partners, educators and other staff members – are included in the Code of Conduct whether they are on school property, on school buses, or at school-authorized events or activities.
- 1.2** All members of the school community are to be treated with respect and dignity at all times.
- 1.3** Responsible citizenship involves appropriate participation in the civic and faith life of the school community. Active, engaged, and faithful citizens are aware of their rights and accept responsibility for protecting their personal rights and the rights of others.
- 1.4** All members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others.
- 1.5** The possession, use, or threatened use of any object to injure another person or endanger the safety of oneself or others is not tolerated.
- 1.6** Alcohol, cannabis and illegal drugs are addictive and present a health hazard. The Northeastern Catholic District School Board schools will work cooperatively with police, health units, and other community partners to promote prevention strategies and, where necessary, respond to members of the school community who are in possession of, or under the influence of, alcohol, illegal drugs, and, unless the pupil is a medical cannabis user, cannabis.

- 1.7 Insults, disrespectful comments, and other hurtful acts disrupt learning and teaching in a school community. All members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

2.0 STANDARDS OF BEHAVIOUR

2.1 Respect, Civility, and Responsible Citizenship

To create, promote, and sustain a safe, inclusive and accepting school climate, all members of the school community **must**:

- i) respect and comply with applicable federal, provincial and municipal laws;
- ii) demonstrate honesty and integrity;
- iii) respect differences in people, in their ideas and opinions;
- iv) treat one another with dignity and respect at all times (i.e.: meetings and/or discussions of any kind), especially when there is disagreement;
- v) respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, religion, age, marital status, family status, appearance or disability;
- vi) respect the rights of others;
- vii) show proper care and regard for school property and the property of others;
- viii) take appropriate measures to help those in need;
- ix) seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- x) respect all members of the school community, especially persons in positions of authority;
- xi) respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring that personal mobile devices and technology are only used during instructional time for educational and other permitted purposes; and,
- xii) use appropriate language with all persons and not swear at any person in a position of authority.

2.2 Safety

To create, promote, and sustain a safe, inclusive and accepting school climate, all members of the school community are accountable and responsible for their behaviour, and **shall not**:

- i) engage in bullying behaviours, including cyberbullying;
- ii) commit sexual assault;
- iii) traffic in weapons, illegal and/or restricted drugs;
- iv) give alcohol or drugs, including cannabis or cannabis products, to a minor;
- v) commit robbery;
- vi) be in possession of any weapon or replica weapon, including a firearm;

- vii) use any object to threaten or intimidate another person;
- viii) cause injury to any person with an object;
- ix) be in possession of, or be under the influence of, or provide others with alcohol, illegal and/or restricted drugs, cannabis or cannabis products;
- x) inflict or encourage others to inflict bodily harm on another person;
- xi) engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- xii) oppose authority;
- xiii) commit an act of vandalism to school property, property located on the premises of the school or personal property.

3.0 RESPONSIBILITIES OF SUPERVISORY OFFICERS

- 3.1** Supervisory Officers shall oversee compliance of this procedure and related processes, review them regularly, and revise as needed.
- 3.2** In collaboration with board and school personnel, Supervisory Officers will develop a process that clearly communicates the code of conduct to all parents/guardians, students, staff members, and other members of the school community in order to establish their commitment and support.
- 3.3** When reviewing this procedure, Supervisory Officers will seek input from Catholic School Councils, the Parent Involvement Committee, Special Education Advisory Committee, and Indigenous Education Advisory Committee.
- 3.4** In collaboration with school administrators, Supervisory Officers will develop and implement effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety.
- 3.5** Supervisory Officers will coordinate opportunities for all staff to acquire the knowledge, skills, and attitudes necessary to promote student achievement and well-being, and develop and maintain academic excellence in a safe, inclusive, and accepting learning environment.
- 3.6** Wherever possible, the board will collaborate with other boards and community partners to provide coordinated prevention and intervention programs and services.

4.0 RESPONSIBILITIES OF PRINCIPALS

Under the direction of the school board, Principals fulfill a leadership role in the daily operation of a school by:

- i) demonstrating care for their schools and community;
- ii) demonstrating a commitment to academic excellence in a safe teaching and learning environment;
- iii) communicating regularly and meaningfully with all members of their school community;
- iv) ensuring all staff and students understand their accountability for their own behaviour and actions;
- v) empowering students to be positive leaders in their school and community;
- vi) responding to reported conduct and behaviour infractions in a timely manner; and

- vii) establishing a School Code of Conduct and sharing it annually with all students, staff, Catholic School Council members, parents and guardians.

5.0 RESPONSIBILITIES OF SCHOOL STAFF

Under the leadership of their principals, all school staff will assist with maintaining a positive and orderly learning environment in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- i) help students work to their full potential and develop their sense of self-worth;
- ii) empower students to be positive leaders in their classroom, school, and community;
- iii) communicate regularly and meaningfully with parents and guardians;
- iv) establish, communicate, and maintain consistent and fair standards of behaviour for all students;
- v) demonstrate respect for one another, all students, staff, parents, volunteers, and other members of the school community;
- vi) prepare students for the full responsibilities of citizenship; and
- vii) address student conduct and behaviour infractions upon occurrence and report infractions to the principal when required by school and board processes.

6.0 RESPONSIBILITIES OF STUDENTS

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- i) comes to school prepared, on time, and ready to learn;
- ii) shows respect for himself or herself, for others, and for those in positions of authority;
- iii) refrains from bringing anything to school that may compromise the safety of others; and
- iv) follows the established rules and takes responsibility for his or her own actions.

7.0 RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students. Parents fulfil their role when they:

- i) are engaged in their child's school work and progress;
- ii) communicate regularly with the school;
- iii) help their child be appropriately dressed and prepared for school;
- iv) ensure that their child attends school regularly and on time;
- v) promptly report to the school their child's absence or late arrival;
- vi) show that they support the board code of conduct and school rules;

- vii) encourage and assist their child in following the rules of behaviour; and
- viii) assist school staff in dealing with disciplinary issues involving their child.

8.0 RESPONSIBILITIES OF POLICE

Police play an essential role in making our schools and communities safer by:

- i) establishing links and relationships with schools that promote positive interaction; and
- ii) investigating incidents in accordance with the protocol developed by the Ontario North East Region Police Services and School Boards.

9.0 RESPONSIBILITIES OF COMMUNITY PARTNERS

Community partners are important and necessary supporters of schools who collaboratively:

- i) plan and implement prevention or intervention programs; and
- ii) develop protocols to establish links and to formalize relationships, in the service of supporting student learning and well-being.

10.0 RELATED FORMS AND DOCUMENTS

DOCUMENT: NCDSB Code of Conduct

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