



Niagara Catholic District School Board

CODE OF CONDUCT POLICY

ADMINISTRATIVE OPERATIONAL PROCEDURES

300 – Schools/Students

Policy No 302.6.2

Adopted Date: February 1, 2008

Latest Reviewed/Revised Date: May 28, 2024

THE PROVINCIAL CODE OF CONDUCT

The Provincial Code of Conduct sets clear standards of behaviour for school boards providing a framework for Code of Conduct in all Niagara Catholic schools/sites.

The purposes of the Provincial Code of Conduct are as follows:

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

STANDARDS OF BEHAVIOUR

Respect, Civility and Responsible Citizenship

Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

All members of the school community must:

- comply with all applicable federal, provincial and municipal laws;
- comply with all Ministry of Education, school board and school policies
- demonstrate honesty and integrity;
- treat one another with dignity and respect, both in person and online, especially when there is disagreement or difference;
- treat one another in a Christ-like manner with dignity and respect at all times, regardless of one's age, marital status, family status, disability, race, ancestry, place of origin, colour, ethnicity, citizenship, religion, sex, sexual orientation, gender, gender expression and/or identity, always respecting and upholding the values and teachings of our Catholic faith.
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- refrain from using abusive language or swearing at another person
- respect the need of others to work in an environment that is conducive to learning and teaching
- make a reasonable effort to protect personal information in their custody or under their control, and to immediately notify and contain a privacy breach through prompt, reasonable and coordinated effort as outlined in the Privacy Breach Procedure.
- not use personal mobile devices during instructional time except under the following circumstances:

- for educational purposes, as directed by the educator
- for health and medical purposes
- to support special education needs

Safety

All members of the school community must not:

- engage in bullying behaviours, including cyberbullying;
- commit sexual assault or sexual harassment;
- traffic in weapons, or illegal drugs;
- commit robbery or theft;
- be in possession of any weapon, including firearms;
- threaten or intimidate another person;
- be in possession of, alcohol, illegal drugs, or cannabis (unless the individual has been authorized to use cannabis for medical purposes);
 - for students, this would also include being in possession of electronic cigarettes, tobacco and nicotine products,
- use, or be under the influence of alcohol, cannabis, tobacco, electronic cigarettes, illegal drugs or related products
- provide others with alcohol, illegal drugs, tobacco, electronic cigarettes, cannabis (unless the recipient is an individual who has been authorized to use cannabis for medical purposes) and related products;
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school or to the property of a member of the school community;
- record, take or share non-consensual recordings or photos of members of the school community.

ROLES AND RESPONSIBILITIES

School Boards

School boards provide direction to their schools to promote student achievement and well-being; and to ensure opportunity, academic excellence, and accountability in the education system. It is the responsibility of school boards to:

- develop procedures that set out how their schools will implement and enforce the Provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;
- establish a process that clearly communicates the Provincial Code of Conduct, and the Board Code of Conduct to all parents/guardians, students, principals, teachers, staff members, and members of the school community in order to obtain their commitment and support;
 - including: communication of how all members of the school community would appropriately report unacceptable behaviour,
 - an annual notification to parents and students reminding them of the restrictions and requirements for student personal mobile device use and the consequences for non-compliance, and
 - consideration for and including parents whose first language is a language other than English or French
- review these policies regularly with students, staff, parents/guardians, volunteers and the community;
- seek input from Catholic School Councils, the Niagara Catholic Parent Involvement Committee, the Special Education Advisory Committee, and the Indigenous Education Advisory Committee
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship and safety in conjunction with the Board Progressive Discipline Policy (302.6.9);
- provide opportunities for all staff to acquire the knowledge, skills and attitudes necessary to promote student achievement and well-being in a safe, inclusive and accepting learning environment.

Principals

Principals, with the support of their Family of Schools' Superintendent take a leadership role in the daily operation of a school.

They provide this leadership by:

- demonstrating care for the school community and a commitment to student achievement and well-being in a safe, inclusive and accepting learning environment;
- holding everyone under their authority accountable for their own behaviour and actions;
- empowering students to be positive leaders in their school and community;
- communicating regularly and meaningfully with all members of their school community;
- modelling the standards of civility and responsible citizenship.

Teachers and Other School Staff

Under the leadership of their principals, teachers and other school staff maintain a positive learning environment and are expected to hold everyone to the highest standard of respectful and responsible behaviour.

As role models, teachers and other school staff uphold these high standards when they:

- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents/guardians;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for one another, all students, staff, parents/guardians, volunteers, and the other members of the school community;
- prepare students for the full responsibilities of citizenship, in particular the skill of respectful communications, both in person and online.
- model the standards of respect, civility, and responsible citizenship. This includes modelling appropriate use of personal mobile devices. Educators are not to use personal mobile devices during instructional time, unless explicitly for work related purposes.

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 students:

- come to school prepared, on time, and ready to learn;
- show respect for themselves, for others and for those in authority;
- refrain from bringing anything to school that may compromise the safety of others;
- follow the established rules and takes responsibility for their own actions.

Parents/Guardians

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

Parents/Guardians fulfill their role when they:

- are engaged in their child's school work and progress;
- communicate regularly with the school;
- help their child be appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Provincial Code of Conduct, and the Board Code of Conduct;
- encourage and assist their child in following the rules of behaviour;
- assist and support school staff in dealing with disciplinary issues involving their child.

ELECTRONIC CIGARETTES, NICOTINE PRODUCTS, TOBACCO

School Communities are reminded that:

- The *Smoke-Free Ontario Act, 2017* prohibits smoking (tobacco and cannabis) and the use of electronic cigarettes (vaping) at schools, on school grounds, and all public areas within 20 metres of these grounds. Anyone smoking or vaping on school property is guilty of an offence and if convicted may result in a fine under the *Smoke-Free Ontario Act, 2017*.
 - The *Smoke-Free Ontario Act, 2017* also prohibits the sale and supply of tobacco or e-cigarettes to anyone under 19 years of age. Anyone who sells or supplies tobacco or an e-cigarette to a student under 19 years of age is guilty of an offence and if convicted may result in a fine under the *Smoke-Free Ontario Act, 2017*.

At minimum, in the case of these substances being found in the possession of students, parents/guardians will be notified, and the student must surrender the item(s) to the educator or administrator. As per PPM 145, it is expected that students involved in these incidents would receive support to learn from inappropriate behaviours and make choices that support continuing their learning.

RESTRICTIONS TO STUDENT PERSONAL MOBILE DEVICE USE

School boards have a duty under the Ontario Human Rights Code to provide appropriate accommodations to students and employees of the Board, including educators. If a student or other person employed by the Board requires the use of a personal mobile device as an accommodation under the *Ontario Human Rights Code*, school boards are obligated to allow such accommodation.

Policy/Program Memorandum 128 sets clear standards on the use of mobile devices during instructional time. All members of the school community must not use personal mobile devices during instructional time except under the following circumstances:

- for educational purposes, as directed by an educator
- for health and medical purposes
- to support special education needs

For grades 7 to 12 students' personal mobile devices are stored out of view and powered off or set to silent mode during instructional time, except when their use is explicitly permitted by the educator under the circumstances outlined above.

- If the educator sees a personal mobile device that is not stored out of view, they must require the device be handed in for the instructional period and the device must be placed, by the student, in a storage area in a location in the classroom designated by the educator.

For grade 6 and below students' personal mobile devices are stored out of view and powered off or set to silent mode throughout the full instructional day, except when their use is explicitly permitted by the educator under the circumstances outlined above.

- If an educator sees a personal mobile device that is not stored out of view, they must require the device be handed in for the instructional day and the device must be placed, by the student, in a storage area in a location designated by the principal.

Students are responsible for their personal mobile device, how they use it and the consequences of not following the Board policy on personal mobile device use.

If a student does not hand in their personal mobile device when required, the student must be sent to the Principal's office. Principals have discretion under PPM No. 145, Progressive discipline and promoting positive student behaviour, to consider a range of responses to address this behaviour including suspension.

COMMUNITY PARTNERS

If the Niagara Catholic District School Board enters into an agreement with another person, organization or entity other than a board, respecting the use of a school, property or buildings operated by the Board, the Board must include in the agreement a requirement that the person, organization or entity will uphold the standards that are consistent with the Provincial and Board, Codes of Conduct.

POLICE/SCHOOL BOARD PROTOCOL

In partnership with the Niagara Regional Police Service, the Niagara Catholic District School Board has a Police/School Board Protocol to support the greater safety and protection of students, teachers, principals, staff and volunteers in schools.

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