



Phelps Central Public School

Code of Conduct 2021-2022

Rationale

The purpose of the Phelps Central Public School's Code of Conduct is:

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 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 and well-being 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.

Phelps Central Public School will continue to take steps and enact procedures that build resiliency, enhance the safety and well-being of all individuals in its schools and promote clear standards of behaviour. The School Board's Code of Conduct and Phelps Code of Conduct will reflect the requirements outlined in Policy/Program Memorandum No. 128 (August 29, 2019). The Ontario standards of behaviour apply to all individuals (principals, teachers, other school staff, students, parents/guardians, volunteers, community groups, partners, etc.) involved in the schools and activities of the Near North District School Board. These standards of behaviour apply to students whether they are on school property, in a virtual learning environment on school buses, at school related events or activities, in before -and after-school programs, or in other circumstances that could have an impact on the school climate.

Our mission is to educate learners to their fullest potential in preparation for life-long learning.

Introduction

This Code of Conduct has been revised to reflect the revisions of the Provincial Code of Conduct (September 2019), to include a restriction on the use of personal mobile devices during instructional time.

The use of personal mobile devices during instructional time is permitted under the following circumstances:

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

The Near North District School Board has 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 Human Rights Code, the Near North District School Board is obligated to allow such accommodation.

This Code of Conduct sets clear standards of behaviour that reflect the provincial Code of Conduct. These standards of behaviour apply to all students whether they are on school property, in a virtual learning environment, on school buses, at school related events or activities, in before-and after-school programs, or in any circumstances that could have an impact on the school climate. They also apply to principals, teachers, early childhood educators, other school staff, parents/guardians, volunteers, school bus drivers, volunteers and members of various community groups.

STANDARDS OF BEHAVIOUR

Respect, Civility, and Responsible Citizenship

All members of the school community must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.
- 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;
- respect all members of the school community; especially persons in positions of authority;

- respect the need of others to learn and work in an environment that is conducive to learning and teaching; including by ensuring that personal mobile devices are only used during instructional time for the educational and other permitted purposes outlined on page 2 of this document:
- not swear at a teacher or another person in a position of authority.

Safety

All members of the school community must not:

- engage in bullying behaviours;
- commit assault, including sexual assault;
- traffic in weapons or drugs;
- give alcohol or cannabis to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes), and illegal drugs;
- provide others with alcohol, illegal drugs, or cannabis (unless the recipient is an individual who has been authorized to use cannabis for medical purposes);
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behavior motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premise of the school.

1. CODE OF CONDUCT FOR ALL PERSONS IN SCHOOLS

Roles and Responsibilities

Near North District School Board

The Near North District School Board will provide direction to schools to ensure opportunity, academic excellence, and accountability in the education system. The Near North District School Board will:

- develop policies 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 school board codes of conduct to all parents, students, principals, teachers, other

school staff, and members of the school community in order to obtain their commitment and support;

- update this Administrative Guideline as required by pertinent legislation;
- seek input from school councils, their Parent Involvement Committees, and their Special Education Advisory Committee;
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety;
- provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment.

Wherever possible, boards should collaborate to provide coordinated prevention and intervention programs and services, and should endeavour to share effective practices.

Principals

Under the direction of the Near North District School Board, principals 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 academic excellence in a safe, inclusive and accepting teaching and learning environment;
- holding everyone under their authority accountable for his or her behaviour and actions;
- empowering students and staff to be positive leaders in their school and community;
- communicating regularly and meaningfully with all members of their school community;
- reviewing the Code of Conduct on an annual basis with School Council, Safe Schools Committee and staff and students where appropriate;
- at the beginning of each school year the Code of Conduct must be communicated to all members of the elementary and secondary school communities (e.g., paper copy, school website, parent council, School Messenger, staff meetings, assemblies, review sections during daily announcements, teacher/student review, posted in the school, etc.);
- ensuring that progressive discipline procedures are maintained.

Teachers and Other School Staff

Under the leadership of their principals, teachers and other school staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and 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;

- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, volunteers, and other members of the school community;
- Prepare students for the full responsibilities of citizenship.

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:

- comes to school prepared, on time, and ready to learn;
- shows respect for themselves and for others;
- refrains from bringing anything to school that may compromise the safety and well-being of others;
- follows the established rules and takes responsibility for his or her own actions;
- the principal and other school staff communicate the Code of Conduct to the students with the expectation of the students following the Code of Conduct.

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 fulfill their role when they:

- are engaged in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, 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, the board's code of conduct, as well as the school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child.

Community Partners and the Police

Through outreach, partnerships already in place may be enhanced and new partnerships with community agencies and members of the community may also be created. Community agencies are resources that boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community agencies and of formalizing the relationships between them. These partnerships must respect all applicable collective agreements.

The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on the Provincial Model for a Local Police/School Board Protocol, 2015 developed by the Ministry of Community Safety and Correctional Services and the Ministry of Education.

APPROPRIATE DRESS CODE

Under the Safe Schools Act, 2000, sub-section 302(5) each school is required to have a dress code. Phelps Central Public School has established a dress code with a purpose to work towards a safer and more respectful learning and teaching environment. We encourage our students, staff and visitors to dress in an appropriate manner, which assists in working towards this goal.

We define appropriate dress (also reflected in Board Policy) as being the following:

1. Tops and bottoms must overlap.
2. No underwear should be showing.
3. No hats or bandanas are to be worn in the school (unless otherwise specified by a special event)
4. Hooded sweatshirts must be worn with the hood down.
5. No inappropriate messages on articles and clothing or visible inappropriate tattoos. (Examples: alcohol promotions, sexual innuendo or comments, references to drugs or violence)
6. See through clothing or clothing cutouts are not appropriate.
7. Bathing suits and pajamas are not appropriate for the regular school day (unless otherwise specified by a special event)
8. Accessories and jewelry cannot be distracting or perceived as weapons.

For the added safety of students, proper footwear should be worn at all times. Students are required to have indoor shoes with non-marking soles.

Students in grade 1-8 will be required to wear masks indoors on school property. Students may wear their own non-medical masks, and non-medical masks will also be made available for students should they be required. Reasonable exceptions on the requirement to wear masks may apply.

Students in Kindergarten to will be encouraged but not required to wear masks in indoor spaces.

ACCESS TO SCHOOL PREMISES

Persons who are on school premises without being authorized by the provincial regulation, "Access to School Premises," have committed an offence and can be charged under the Education Act (s. 305).

Persons who are permitted on school premises include:

- students enrolled in the school,
- parents/guardians of students enrolled in the school,
- persons employed or retained by the Board,
- persons engaged in lawful purposes (e.g., deliveries, voting and other purposes authorized by the Board), and
- persons invited by the principal to the premises for a purpose or an event who are on the premises for that purpose or event.

Authority to be on school premises does not entitle a person to have access to all areas of the school premises. The Principal shall inform groups or individuals using the school about the specific school restrictions and/or permissions.

Despite being an authorized person to be on school premises, if, in the judgement of the principal, that authorized person's presence is considered to be detrimental to the safety or well-being of another person on the premises, the authorized person may be asked to leave the premises. This does not apply to a student enrolled in the school or to a student attending a program for suspended or expelled students that is located on the school premises.

Should access be required and authorized by the principal (Covid-19 restrictions), visitors, including parents, will be required to report their presence on the premises by reporting to the school office. A person is not permitted to remain on school premises if that person fails to report as required. This does not apply to a student enrolled in the school or to a student attending a program for suspended or expelled students that is located on the school premises.

Community Agencies, Visitors, Volunteers and Parent Access

Visitors, parents/guardians will not be permitted on school property during the pandemic. Parents/guardians may not enter the school, with the exception of a Principal approved appointment or to pick up their child where the child cannot exit independently or with the help of a staff member.

PLAYGROUND SAFETY RULES

Any playground activity engaged in by students needs to be done so in a safe manner and one that is respectful of those around them. Students will be redirected by staff if required.

1. No pushing, tripping or fighting.
2. Take turns.
3. Students must wear shoes at all times. No socks or bare feet allowed.
4. In case of injury –DO NOT MOVE THE PERSON. Report to supervisor immediately.
5. No throwing sticks, sand, stones, snowballs or other objects.
6. No eating while engaging in physical activity.
7. Garbage to be placed in receptacles outside.
8. Ask permission to get a ball if it goes over the fence or on the road. No climbing on school fencing!
9. No piggyback rides or lifting of other students.
10. Students must be given permission to enter the school by a teacher.
11. Students must physically distance while on the school yard.

Playground Equipment Rules:

1. Follow teacher guidelines for maximum number of students and age levels permitted on play equipment or in particular areas.
2. Skipping ropes or other ropes or strings are not permitted on the playground equipment.
3. No scarves, loose clothing or helmets are permitted on equipment.
4. No hanging upside down or jumping from climbers.
5. No running through the swing play structure.

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Please complete this form and return this form to the school by the date indicated below.
Families are to keep a copy of the Code of Conduct.

ACKNOWLEDGEMENT

I have read the Code of Conduct for Phelps Central Public School with my child. We understand the code of conduct and the policies outlined and agree to follow it.

Student Name: _____

Grade: _____

Teacher: _____

Student's Signature

Parent's/Guardian's Signature

Date

***** Please return this form to the school by October 22, 2021***

Thank you