



ADMINISTRATIVE GUIDELINE

Safe Schools: Code of Conduct

Effective Date: February 1, 2008

Responsibility: Superintendent of Safe Schools

Revised Date: June 20, 2017

Re-Revised Date: April 23, 2019,
September 24, 2019

Rationale

The purpose of the Near North District School Board's Code of Conduct is:

1. To ensure that all members of the school community, especially people in positions of authority, 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.

*As defined in the Education Act, a medical cannabis user is a person who is authorized to possess cannabis for the person's own medical purposes in accordance with applicable federal law.

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

Introduction

This Administrative Guideline has been revised to reflect the revisions of the Provincial Code of Conduct, 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.

The Near North District School Board's Code of Conduct and individual school Codes of Conduct will reflect the requirements outlined in Policy/Program Memorandum No. 128 (August 29, 2019). Subsection 301(2) of Part XIII of the Education Act outlines the purposes of the provincial Code of Conduct. If the Near North District School Board enters into an agreement with a third party with respect to rental of school space or for the provision of before-and after-school programs, the board must include in the agreement a requirement that the other party follow standards that are consistent with the provincial Code of Conduct, in accordance with subsection 301 (3.1).

A school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions. Building and sustaining a positive school climate is a complex challenge requiring evidence-informed solutions.

A whole-school approach, which involves all members of the school community, is also important in supporting efforts to ensure that schools are safe, inclusive, and accepting. It is an effective approach to making systemic changes that will benefit all students and the broader community.

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.

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.

The Near North District School Board will:

- Ensure that their Code of Conduct is up to date and consistent with the provincial Code of Conduct;
- Make the board and school Codes of Conduct available to the public either on the board and school's websites or in another appropriate manner.

Principals responsibility for their Schools Code of Conduct:

- Establish a school Code of Conduct that is consistent with the provincial and board Code of Conduct;
- In addition to creating alignment with the provincial and board Codes of Conduct, school Codes of Conduct may be tailored expressly for their schools;
- Annually, seek input from students, teachers, other school staff, parents, members of the school community and the School Council in a review and update of the school Code of Conduct;
- Develop a communication plan to bring the Code of Conduct to the attention of students, parents/guardians (including those whose first language is a language other than French or English) as well as for others who may be present in their school;
- Post and share the school Code of Conduct with staff, parents, students and the school community at the beginning of each school year.

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;

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- 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 Administrative Guideline.
- 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, including cyberbullying;
- commit assault, including sexual assault;
- traffic in weapons or illegal 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 behaviour 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.

CODE OF CONDUCT FOR ALL PERSONS IN SCHOOLS

Roles and Responsibilities

Near North District School Board

The Near North District School Board schools will promote student achievement and well-being and ensure 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;

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- seek input from school councils, the boards Parent Involvement Committee, Special Education Advisory Committee, and Indigenous Advisory Council;
- 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 promote student achievement and well-being in a safe, inclusive, and accepting teaching and learning environment.

Wherever possible, the board will collaborate to provide coordinated prevention and intervention programs and services and 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 student achievement and well-being in a safe, inclusive and accepting teaching and learning environment;
- holding everyone under their authority accountable for their own 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 a positive learning environment 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;

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- 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 students:

- comes to school prepared, on time, and ready to learn;
- shows respect for themselves and for others, and for those in a position of authority;
- refrains from bringing anything to school that might 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 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, and the School 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

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

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.