



PROCEDURAL GUIDELINES
CODE OF CONDUCT

The Huron-Superior Catholic District School Board is committed to the establishment and maintenance of safe, caring, equitable and inclusive school and workplace environments for all students, staff and members of the school community.

Students¹, parents or guardians, volunteers, visitors, teachers and other staff members are included in the code of conduct. The board is committed to nurturing collaborative working relationships with the whole community, including students, staff members, parents and guardians, Catholic School Councils, community agencies, local indigenous communities, labour unions, federations, associations and other groups to establish and maintain safe, caring, equitable and inclusive school and workplace environments for all.

The board embraces a progressive approach to discipline in schools appropriate to meeting the developmental, individual and special education needs of all students. (Refer to Appendix A – Progressive Discipline-School Wide Approach Continuum of Interventions.)

PROVINCIAL CODE OF CONDUCT

Standards of Behaviour

Respect, Civility, and Responsible Citizenship

Under the Provincial Code of Conduct, 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, religion, gender, gender identity, gender expression, sexual orientation, 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 work in an environment that is conducive to teaching and learning; and/or
- not swear at a teacher or at another person in a position of authority.

¹ *Students* refers to *pupils*, as used in the Education Act.

Safety

Under the Provincial Code of Conduct, all members of the school community must not:

- engage in bullying behaviours; including cyberbullying,
- commit 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 premises of the school.

Use of Personal Mobile Devices:

Under the Provincial Code of Conduct, 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

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 board will allow such accommodation.

BOARD CODE OF CONDUCT

The board standards of behaviour apply to all members of the school community, including parents and guardians, teachers and other staff members, volunteers and visitors.

The standards of behaviour apply:

- on school property;
- while travelling on a school bus that is owned by the board, or that is under contract to the board;
- during instructional time in the classroom;
- in a virtual learning environment;
- in-school sports activities;
- before- and after-school programs;
- in off-site school-sponsored activities; or
- in circumstances where engaging in an activity could have a negative impact on school climate.

Roles and Responsibilities

The board will:

- develop and regularly review Procedural Guidelines for Code of Conduct;
- seek input from Catholic School Councils (CSC), Parent Involvement Committee (PIC), Special Education Advisory Committee (SEAC), the Indigenous Education Advisory Council (IEAC), parents, students, staff members and the school community;
- establish a process that clearly communicates the Provincial Code of Conduct and local codes of conduct to all parents, students, staff members and members of the school community in order to obtain their commitment and support;
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship and safety; and
- provide opportunities for staff to acquire the knowledge, skills and attitudes necessary to develop and maintain academic excellence in a safe, inclusive, and accepting learning environment.

Principals/Vice-Principals will:

- provide a leadership role in the daily operation of a school, under direction of the board;
- demonstrate care for the school community and a commitment to student achievement and well-being in a safe, inclusive and accepting learning environment;
- hold everyone under their authority accountable for their own behaviour and actions;
- empower students to be positive leaders in their school and community;
- communicate regularly and meaningfully with all members of their school community;
- develop local codes of conduct which are expressly tailored for their schools;
- be responsible for suspending students and for referring expulsions to the Board in appropriate circumstances; and
- conduct investigations as required.

Teachers and Other Staff Members will:

- under the leadership of the Principal/Vice-Principal, maintain order and hold everyone to the highest standard of respect and responsible behaviour;
- assist in establishing and maintaining consistent disciplinary practices in the school;
- report incidents and assist the Principal/Vice-Principal in conducting an investigation;
- 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 all students, staff, parents/guardians, volunteers and members of the school community; and
- prepare students for the full responsibilities of citizenship.

Students will:

- demonstrate respect for themselves and others through acceptable behaviour;
- participate in the liturgical life of the school community;
- demonstrate respect for the teachings/traditions of the Catholic faith and the gospel values they represent;
- exercise self-discipline;
- accept such discipline that would be exercised by a kind, firm and judicious parent;
- demonstrate courteous behaviour to fellow students and staff;
- come to school prepared, on time and ready to learn;

- show respect for themselves, and for others, and for those in position of authority;
- refrain from bringing anything to school that may compromise the safety of others;
- follow the established school expectations, procedures, rules, policies and local codes of conduct; and
- take responsibility for their own actions.

Parents/Guardians will:

- support the liturgical life of a Catholic school community;
- respect the teachings/traditions of the Catholic faith and the gospel values they represent;
- show an active interest and engage in their child's schoolwork 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, and the school's code of conduct;
- encourage and assist their child in following the rules of behaviour; and
- assist school staff in dealing with disciplinary issues involving their child.

Community Partners and Police will:

- collaborate with the board to deliver prevention or intervention programs;
- establish linkages with the board through protocol development; and
- respond to incidents (when appropriate) in accordance with established protocols.

LOCAL CODE OF CONDUCT

1. Each school is required to develop a local code of conduct that promotes responsibility, respect, civility, fairness and academic excellence in a safe, inclusive, and accepting learning environment.
2. Each school is to establish a Well-being Committee to assist with the development of the local code of conduct.
3. The local code of conduct must be consistent with the provincial code of conduct, the board's code of conduct, and the board's Safe Schools and Workplaces Policy.
4. The local code of conduct shall set out clearly what is acceptable and unacceptable behaviour for all members of the school community.
5. In developing the local code of conduct, the principal and vice-principal shall take into consideration the views of the Catholic School Council. In addition, the principal/vice-principal should:
 - Seek input from students, staff, parents/guardians, Well-being Committee, and members of the community;
 - Include procedures and timelines for review; and
 - Develop a communication plan that outlines how behaviour standards will be made clear to everyone.

Refer to Appendix B - Sample School Code of Conduct.

REVIEW

1. The board's code of conduct will be reviewed every three years, or as required by changes in legislation. The board will continue to solicit input from its PIC, SEAC, IEAC, CSCs, parents, staff and students in the review process.

2. Local codes of conduct will be reviewed annually. A copy of the school code of conduct is to be submitted annually to the Superintendent responsible for Safe Schools, by October 31 of each school year.

APPENDICES:

- A Progressive Discipline-School Wide Approach Continuum of Interventions
- B Sample School Code of Conduct