



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

(name of school) CODE OF CONDUCT

Rooted in Jesus Christ, we are a Catholic learning community called and committed to develop the full potential of each child and to nurture a personal relationship with Jesus that will inspire Catholic leadership. Our school strives to create sacred learning environments that are safe, nurturing, positive and respectful.

The (name of school) Code of Conduct is implemented in accordance with the Huron-Superior Catholic District School Board's Safe Schools and Workplaces Policy (Policy 4024), the Board's Procedural Guidelines for Code of Conduct and Pupil Suspension/Expulsion, and provincial legislation and policy. This Code of Conduct also reflects the values and expectations of (name of school).

All members of the school community are expected to comply with the standards of behaviour as outlined. The members of the school community include students, teachers and staff, principal/vice-principal, parents, volunteers and visitors. The school staff and Principal/Vice-principal will ensure that the code of conduct is enforced in a fair manner.

This code of conduct applies to individuals on school property, on a school bus, at school-related events or activities, in other circumstances that could have an impact on the school climate and in a virtual learning environment.

Standards of Behaviour

As per the Provincial Code of Conduct, [enter school name] upholds the following 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;
- 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, when there is a 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 staff member, if necessary, to resolve conflict peacefully;
- Refrain from using abusive language or swearing at another person;
- Respect all members of the school community, especially persons in authority;
- Respect the needs of others to work in an environment that is conducive to learning and teaching;
- Not use personal mobile devices (e.g., cell phone, tablet, laptop, smartwatch) 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.

Safety

All members of the school community must **not**:

- Engage in bullying behaviors; including cyberbullying;
- Commit sexual assault or sexual harassment;
- Traffic 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, cannabis or illegal drugs (for the purposes of this procedure, an individual who has been authorized to use cannabis for medical purposes is exempt);
 - For students, this would also include being in possession of electronic cigarette, tobacco and nicotine products;
- Use, or be under the influence of alcohol, cannabis, tobacco, electronic cigarettes, cannabis and related products;
- Provide others with alcohol, illegal drugs, tobacco, electronic cigarettes, cannabis 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 damage to school property, 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 the members of the school community.

Roles and Responsibilities

Principal / Vice Principal

Under the direction of the applicable Superintendent of Education, Principals and Vice Principals take a leadership role in the daily operation of a school. They provide this leadership by:

- 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 a Code of Conduct which is expressly tailored for their schools.
- Be responsible for suspending students and for referring expulsions to the Board in appropriate circumstances.
- Conduct investigations as required.
- Model the standards of respect, civility and responsible citizenship.

Teachers and School Staff

Under the leadership of the Principal, teachers and other school staff maintain order and are expected to hold everyone to the highest standard of respect and responsible behaviour. As role models, teachers and other school staff uphold these high standards when they:

- 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 and fair standards of behaviour for all students.
- Demonstrate respect for one another, all students, parents/guardians, volunteers, and the members of the school community.
- Prepare students for the full responsibility of citizenship, in particular the skill of respectful communication both in person and online.
- Model the standards of respect, civility, and responsible citizenship. This includes modelling appropriate use of personal mobile devices. Staff are not to use personal mobile devices during instruction time, unless explicitly for work-related purposes. For more information refer to Policy 4015 Acceptable Use of Information and Communication and the related Procedural Guidelines.

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:

- Demonstrate respect for the teachings/traditions of the Catholic faith and the gospel values they represent.
- 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.
- Not use mobile devices during instructional time (Grades 7-12) or during the school day (Kindergarten to Grade 6) except under the following circumstances:
 - For Educational purposes, as directed by an educator and/or administrator;
 - For health and medical purposes;
 - To support special education needs; and
- Follow the established school expectations, procedures, rules, policies and local codes of conduct and take responsibility for their own actions.

Parents/Guardians

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

- Respect the teachings/traditions of the Catholic faith and the gospel values they represent.
- Are engaged in their child's schoolwork 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's code of conduct.
- Encourage and assist their child in following the rules of behaviour.
- Assist school staff in dealing with disciplinary issues involving their child.

Reporting Unacceptable Behaviour

Board Employees

Board employees who work directly with students (including administrators, teachers and other school staff, must respond to any student behaviour that is likely to have a negative impact on the school climate if it is safe to do so. If the board employee feels it is not safe to respond, they are expected to inform the principal as soon as possible.

If an employee becomes aware that a student at a school of the board may have engaged in a serious student incident for which the pupil may be suspended or expelled, they shall report the matter to the principal as soon as possible. The employee must consider the safety of others and the urgency of the situation in reporting the incident but must report it to the principal no later than the end of the school day using the Safe Schools Incident Reporting Form – Part 1 and/or the Violent Incident Reporting Form if applicable. In cases where an immediate action is required, a verbal report to the principal may be made and the written report must be made when it is safe to do so.

Non-Board employees

Third party providers and other individuals of the board, who come into direct contact with students on a regular basis are subject to the same reporting requirements as board employees. For all other members of the school community (e.g., visitors, parents, community partners) who have a concern about student behaviour, they should reach out to the principal to report their concern.

Discipline

When inappropriate behaviour occurs, a range of interventions, supports and consequences from the progressive discipline continuum will be used, as appropriate. In the case of a serious incident, suspension or expulsion, which is further along the continuum of progressive discipline, may be the response that is required.

The Principal/Vice-Principal will conduct an investigation and consider mitigating factors and other factors as defined in Policy 4024 and its related procedures.

Related Policies

[4015 Procedural Guidelines Personal Electronic Devices](#)

[7004 Procedural Guidelines Student Use of Medical and Recreational Cannabis](#)

[7009 Procedural Guidelines Student Use of Drugs and Alcohol](#)