POLICY: School Code of Conduct			# 703
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APPROVAL/REVISION DATE: October 7, 2024	EFFECTIVE DATE: October 8, 2024	REVIEW DATE: October 2029	
CROSS REFERENCE:	Policy 710: Student Relations and Discipline, Policy 821: Board Personnel Code of Conduct, Policy 726: Smoking and Vaping on Board/ or School Property, Policy 903: Community Use of School Facilities, Policy 511: Electronic Social Media, Policy 723: Personal Mobile Devices in Schools, Policy 406: Internet and Electronic Communication, Policy 1011: Use of Volunteers, Policy 402: Access to Board Property		

A. POLICY

1. 1.1 In keeping with Ministry of Education requirements and consistent with Board *Policy 710: Student Relations and Discipline*, the Thunder Bay Catholic District School Board requires that every elementary and secondary school establish a School Code of Conduct.

   1.2 The purpose of this policy is to provide schools with guidelines for developing their School Codes of Conduct.

   1.3 The Guidelines set out in this Policy apply to all Board staff and on all Board property.

B: GUIDELINES

2. Schools are guided by the following in developing their individual School Codes of Conduct:

   2.1 Sections 300 – 314 of the *Education Act* Part XIII – (Behaviour Discipline and Safety, 2013).

   2.2 Policy Program Memorandum 128 - The Provincial Code of Conduct and School Board Codes of Conduct; and

   2.3 Board Policy 710: Student Relations and Discipline.

3. School Code of Conduct – Purposes

   The purposes of the School Code of Conduct are:

   3.1 to ensure the respect for the dignity and rights of all persons regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender identity, gender expression, sex, sexual orientation, age, family status, marital status or disability;

   3.2 to ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity;

   3.3 to promote responsible citizenship by encouraging appropriate participation in the civic life of the school community;

   3.4 to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility;

   3.5 to encourage the use of non-violent, acceptable strategies for resolving conflict;

   3.6 to maintain an environment of honesty in achieving academic expectations;

3.7 to promote the safety of people in the schools;

3.8 to discourage the use of alcohol illegal drugs and cannabis, except by a medical cannabis user (someone who is authorized to possess cannabis for the person's own medical purposes in accordance with applicable federal law);

3.9 to ensure expectations related to the appropriate use of technology;

3.10 to encourage the responsible use of "free time" (e.g., prohibition of gambling);

3.11 to maintain standards regarding the possession and use of personal items (e.g., cell phones, pagers, electronic toys);

3.12 to maintain standards regarding attendance;

3.13 to prevent bullying in schools.

4. Characteristics of a School Code of Conduct

4.1 A School Code of Conduct must be consistent with:

4.1.1 Progressive Discipline and School Safety Act, 2008 and attendant regulations.

4.1.2 Policies, Procedures, and the Mission Statement of the Thunder Bay Catholic District School Board.

4.1.3 Relevant federal and provincial legislation.

4.2 When developing or reviewing a School Code of Conduct, the Principal shall take into consideration the views of the Catholic School Council.

4.3 During the development or review of the School Code of Conduct, the Principal shall:

- seek input from students, staff, parents and members of the school community;
- include procedures and timelines for regular review;
- develop a communications plan that outlines how standards will be made clear to the school community, including parents whose first language is a language other than English.

4.4 A School Code of Conduct shall address three specific areas:

4.4.1 Mission Statement: the School Code of Conduct shall be in harmony with the

mission statement of the Board and the school.

4.4.2 Standards of Behaviour: the School Code of Conduct shall outline standards of behaviour that are appropriate to all members of the school community.

4.4.3 Consequences: the Code shall outline a broad range of possible consequences in the event of inappropriate behaviour.

4.5 A School Code of Conduct shall be concise and specific.

4.6 A School Code of Conduct applies to the entire school community, including all individuals:

- on school property
- on school buses
- at school-related events or activities
- in other circumstances that could have an impact on the school climate
- in a virtual learning environment

4.7 A School Code of Conduct shall incorporate the following Standards of Acceptable Behaviour, taking into account the circumstances at their specific school:

4.7.1 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;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, both in person and online, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, 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 a position of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not use personal mobile devices during instructional time except: (a) for educational

purposes, as directed by an educator (i.e. a teacher or an early childhood educator), (2) for health and medical purposes, or (3) to support special education needs;
- a personal mobile device refers to any personal electronic device that can be used to communicate or to access the Internet, such as a cellphone, smartwatch, laptop, watch or a tablet. This restriction on the use of mobile devices applies to the use of personal mobile devices during instructional time;
- not use profanity towards a teacher or at another person in a position of authority;
- refrain from using abusive language or swearing at another person.

4.7.2 Safety

All members of the school community must not:
- engage in bullying behaviours, including cyberbullying;
- commit sexual assault or sexual harassment;
- traffic weapons or illegal drugs;
- give alcohol or cannabis to a minor;
- commit robbery or theft;
- be in possession of any weapon, including firearms;
- threaten or intimidate another person;
- cause injury to any person with an object;
- be in the possession of alcohol, cannabis and illegal drugs (an individual who has been so authorized for medical purposes may possess, use and be under the influence of medical cannabis);
- students may not be in the possession of electronic cigarettes, tobacco and nicotine products;
- use, or be under the influence of, or provide others with alcohol, cannabis, tobacco, electronic cigarettes, illegal drugs, or 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; and
- commit an act of vandalism that causes 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.

4.8 Expectations for Members of the School and Board Community

4.8.1 The School Code of Conduct will also include clear expectations for all members of the School Community, as set out below.

4.8.2 Principals

It is expected that Principals:

- 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
- model the standards of respect, civility and responsible citizenship.

4.8.3 Teachers and other school staff

It is expected that teachers and staff:

- 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 and fair standards of behaviour for all students
- demonstrate respect for one another, all students, parents, volunteers, and other members of the school community
- prepare students for the full responsibilities 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 modeling appropriate use of personal mobile devices. Educators are not to use personal mobile devices during instructional time, unless explicitly for work-related purposes

4.8.4 Students

It is expected that students:

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

4.8.5 Parents

It is expected that parents:

- 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, if applicable, 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

4.8.6 Community Partners

The Board is committed to developing and enhancing partnerships with members of the community and community-based service providers, which may act as resources to assist in the delivery of prevention or intervention programs. These partnerships must respect all applicable collective agreements.

4.8.7 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 boards and applicable legislation, and is based on the *Provincial Model for a Local Police/School Board Protocol, 2015*, developed by the Ministry of the Solicitor General and the Ministry of Education.

4.9 Tobacco, Electronic Cigarettes, Cigarettes, Recreational Cannabis and Related Products, Illegal Drugs and Alcohol

4.9.1 Enforcement mechanisms related to Tobacco, Electronic Cigarettes, Cigarettes, Recreational Cannabis and Related Products, Illegal Drugs and Alcohol, which are prohibited at school, school related activities or in other circumstances that will have an impact on the school climate, are fully set out in *Policy 726: Smoking and Vaping on Board/ School Property* and *Policy 710: Student Relations and Discipline*.

4.9.2 Students are required to surrender these items to the educator or administrator and parents must be notified (unless the student is over 18 or is 16 or 17 and has withdrawn from parental control, and subject to section 300.3(3) of the Education Act).

4.9.3 Without limitation to the general prohibition, the *Some Free Ontario Act, 2017*:

4.9.3.1.1 Prohibits smoking (tobacco and cannabis) and the use of electronic cigarettes (vaping) at school, on school grounds, and all public areas within 20 metres of these grounds; and

4.9.3.1.2 Prohibits the sale and supply of tobacco or e-cigarette to anyone under 19 years of age.

4.10 Restrictions to Student Personal Mobile Device Use

4.10.1 All members of the school community must not use personal mobile devices (which includes any personal electronic device that can be used to communicate or to access the internet, such as a cellphone, tablet, laptop or smartwatch) during instructional time except under the following circumstances:

- For educational purposes, as directed by an educator (i.e. a teacher or an early childhood educator)
- For health and medical purposes
- To support special education needs

4.10.2 Students are responsible for their personal mobile device, how they use it, and the consequences of not following the Board's policies about personal mobile device use.

4.10.3 Students in grades 7-12 are required to store any personal mobile device out of view and powered off or placed in silent mode during instructional time, unless otherwise directed by the educator or as set out above.

4.10.4 Students in grades 6 or below are required to store any personal mobile device out of view and powered off or placed in silent mode for the full instructional day, unless otherwise directed by the educator or as set out above.

4.10.5 If a personal mobile device is not stored out of view

- For students in grades 7-12, the educator must require the device be handed in for the instructional period and the student must place the device in a storage area in a location designated by the educator
- For students in grade 6 or below, the educator must require the device be handed in for the instructional day and the student must place the device in a storage area in a location designated by the educator

4.10.6 If a student does not hand in the personal mobile device when requested by an educator, the student must be sent to the Principal's office. Principals have discretion under *Policy 710: Student Relations and Discipline* to consider a range of responses to address this behaviour, including suspension.

4.11 Social Media Platforms Restrictions

4.11.1 The Board restricts access to all social media platforms on school networks and school devices.

4.11.2 Social media platforms may be used by students at school for educational purposes, as directed by an educator.

5. Implementation and Enforcement

5.1 There shall be a provision in the School Code of Conduct for the student to present his or her side of the situation in the case of a potential disciplinary action. The implementation and enforcement of the Code of Conduct in relation to students is set out in Policy 710: Student Relations and Discipline. The Code of Conduct applies to students when they are at school, at school-related activities, and in circumstances that could have an impact on school climate.

5.2 The implementation and enforcement of the Code of Conduct for staff is in accordance with any applicable collective agreements and *Policy 821: Board Personnel Code of Conduct*.

5.3 The implementation and enforcement of the Code of Conduct for members of the SchoolCommunity are set out in *Policy 903: Community Use of School Facilities*, *Policy 1011: Use of Volunteers*, and Policy 402: Access to Board Property.

5.4 Reports of unacceptable behaviour may be made by members of the School Community to the Principal of the School. Reporting obligations for staff are set out in *Policy 710: Student Relations and Discipline*.

6. Code of Conduct to be Posted

6.1 Schools shall ensure that the Code of Conduct is posted on their school website and be included in the School Agenda.

6.2 The School Code of Conduct will be posted at school entrances and other visible locations throughout the School building – see Appendix A.

7. To be effective, a School Code of Conduct must have the support of the community that it serves. In order to ensure this support, the School Code of Conduct shall be reviewed regularly with the Catholic School Council, parents, teachers, students, staff, volunteers, and community.

8. The Board will seek input from the Parent Involvement Committee, Special Education Advisory Committee, Indigenous Education Advisory Council, social service agencies, mental health agencies and other appropriate community parties, as appropriate, in respect of this Policy.

9. This Policy shall be reviewed every three years, or more if necessary in respect of content and to ensure it meets the requirements and expectations of PPM 128.

Appendix A

Thunder Bay Catholic District School Board Code of Conduct

Members of the school community will:

- treat each other with kindness and respect
- support learning and keep distractions out of class
- help others when they are in need

Members of the school community will not:

- bully, cyberbully, or encourage others to do so
- harm others, including harm with the motivation of hate or discrimination
- use a personal mobile device during class unless permitted by an educator
- use, share or sell vape, nicotine and/or tobacco products on school property

Speak with a staff member if you or someone else needs help.

Visit ontario.ca/SchoolRules to learn more about the Provincial Code of Conduct.