

# YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> <b>Students</b>	<i>Policy Number</i> <b>218</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 5</b>
<i>Original Approved Date</i> <b>December 18<sup>th</sup>, 2001</b>	<i>Subsequent Approval Dates</i> <b>May 6<sup>th</sup>, 2008 October 28, 2014</b>

**POLICY TITLE: CODE OF CONDUCT**

## **SECTION A**

### **1. PURPOSE**

The York Catholic District School Board believes that all students, parents/guardians and staff have the right to a safe learning and teaching environment and that each person is responsible for creating and sustaining that environment. Respect for self and others, contributing to the common good, accepting accountability and responsibility for one's own actions, seeking and granting forgiveness, acting morally and legally as a person formed in the Catholic traditions, and the promotion of self-discipline are cornerstones of this belief.

The Ministry of Education expects that school communities be places that promote responsibility, respect, civility and academic excellence in a safe learning and teaching environment and that a positive school climate exists when all members of the school community feel safe, comfortable, and accepted. Accordingly, the Ministry has established a Provincial Code of Conduct with the following purposes [Education Act s.301(2)]:

- 1.1 To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
- 1.2 To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
- 1.3 To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- 1.4 To encourage the use of non-violent means to resolve conflict.
- 1.5 To promote the safety of people in the schools.
- 1.6 To discourage the use of alcohol and illegal drugs.
- 1.7 To prevent bullying in schools.

### **2. POLICY STATEMENT**

The Code of Conduct of the York Catholic District School Board promotes positive, responsible, respectful and civil behaviour within our Catholic Learning Communities, thereby enabling schools and other Board locations to function as safe, comfortable, and accepting learning and teaching environments.

### **3. PARAMETERS**

#### **3.1 RESPECT, CIVILITY AND RESPONSIBLE CITIZENSHIP**

A safe, inclusive and accepting school climate is promoted and enhanced when all members of the school community:

- 3.1.1 Respect and comply with applicable federal, provincial and municipal laws;
- 3.1.2 Demonstrate honesty and integrity;
- 3.1.3 Respect differences in people, in their ideas and opinions;
- 3.1.4 Treat one another with dignity and respect at all times (i.e.: meetings and/or discussions of any kind), especially when there is disagreement
- 3.1.5 Respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, age, appearance or disability;
- 3.1.6 Respect the rights of others;
- 3.1.7 Take appropriate measures to help those in need;
- 3.1.8 Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- 3.1.9 Respect all members of the school community, especially persons in positions of authority;
- 3.1.10 Respect the need of others to work in an environment that is conducive to learning and teaching; and,
- 3.1.11 Use appropriate language with all persons.

#### **3.2 SAFETY**

To promote and enhance a safe, inclusive and accepting school climate, all members of the school community are accountable and responsible for their behaviour, and shall not:

- 3.2.1 Engage in bullying behaviours;
- 3.2.2 Commit sexual assault;
- 3.2.3 Traffic in weapons, illegal and/or restricted drugs;
- 3.2.4 Give alcohol to a minor;
- 3.2.5 Commit robbery;
- 3.2.6 Be in possession of any weapon or replica weapon, including a firearm;
- 3.2.7 Use any object to threaten or intimidate another person;
- 3.2.8 Cause injury to any person with an object;
- 3.2.9 Be in possession of, or be under the influence of, or provide others with alcohol, illegal and/or restricted drugs;
- 3.2.10 Inflict or encourage others to inflict bodily harm on another person;
- 3.2.11 Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- 3.2.12 Commit an act of vandalism to school property, property located on the premises of the school or personal property.

### **4. RESPONSIBILITIES**

#### **4.1 Director of Education**

- 4.1.1 To oversee compliance of the Code of Conduct Policy and related Guidelines.
- 4.1.2 To develop guidelines that set out the manner in which schools will implement and enforce the Provincial Code of Conduct

#### **4.2 Superintendent of Safe Schools**

- 4.2.1 To establish a process (i.e.: Board and School communication in newsletters and on websites) that clearly communicates the Code of Conduct to all parents, students,

staff members, and members of the school community in order to establish their commitment and support.

- 4.2.2 To ensure an effective intervention strategy and response to all infractions related to the standards for respect, civility, responsible citizenship and safety.
- 4.2.3 To provide professional development opportunities for all staff.
- 4.2.4 Whenever possible, collaborate with other Boards and York Regional Police to provide coordinated prevention and intervention programs and services.

#### **4.3 Superintendents of Education**

- 4.3.1 To support the implementation of the Code of Conduct Policy and related Guidelines in all schools.

#### **4.4 Principals**

Under the direction of the school board, Principals take a leadership role in the daily operation of a school by:

- 4.4.1 Demonstrating care for their schools and community.
- 4.4.2 Demonstrating a commitment to academic excellence in a safe teaching and learning environment.
- 4.4.3 Communicating regularly and meaningfully with all members of their school community.
- 4.4.4 Ensuring staff understand their accountability for their own behaviour and actions.
- 4.4.5 Empowering students to be positive leaders in their school and community.
- 4.4.6 Responding to the “Student Conduct Report” in a timely manner.
- 4.4.7 Reviewing the Code of Conduct with Staff and Catholic School Council members on an annual basis.

#### **4.5 Staff**

Under the leadership of the Principal, all staff will assist with maintaining order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff upholds these high standards when they:

- 4.5.1 Help students work to their full potential and develop their sense of self-worth.
- 4.5.2 Empower students to be positive leaders in their classroom, school and community.
- 4.5.3 Communicate regularly and meaningfully with parents.
- 4.5.4 Maintain consistent standards of behaviour for all students.
- 4.5.5 Demonstrate respect for all students, staff, parents, volunteers and the members of the school community.
- 4.5.6 Prepare students for the full responsibilities of citizenship.
- 4.5.7 Report and submit the completed “Student Conduct Form” to the Principal when applicable and in a timely manner.

#### **4.6 Students**

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibility of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- 4.6.1 Comes to school prepared, on time, and ready to learn.
- 4.6.2 Shows respect for himself/herself, for others, and for those in authority.
- 4.6.3 Refrains from bringing anything to school that may compromise the safety of others.
- 4.6.4 Follows the established rules and takes responsibility for his/her own actions.

#### **4.7 Parents/Guardians**

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

- 4.7.1 Show an active interest in their child’s school work and progress.

- 4.7.2 Communicate regularly with the school.
- 4.7.3 Help their child be neat, appropriately dressed, and prepared for school.
- 4.7.4 Ensure that their child attends school regularly and on time.
- 4.7.5 Promptly report to the school their child's absence or late arrival.
- 4.7.6 Support the Board's Code of Conduct and school rules.
- 4.7.7 Encourage and assist their child in following the rules of behavior.
- 4.7.8 Support school staff in dealing with disciplinary issues involving their child.

**4.8 Community Partners**

Community partners are important and necessary partners who collaboratively:

- 4.8.1 Plan and implement prevention or intervention programs.
- 4.8.2 Develop protocols to establish linkages and to formalize relationships, always respectful of applicable collective agreements.

**4.9 Police**

Police play an essential role in making our schools and communities safer by:

- 4.9.1 Establishing linkages and relationships with schools that promote positive interaction
- 4.9.2 Investigating incidents in accordance with the protocol developed by the York Region School Boards and York Region Police Services.

**5. CROSS REFERENCES**

- YCDSB Policy 202 Safe Schools (Student Discipline)
- YCDSB Policy 223 Bullying Prevention and Intervention
- YCDSB Policy 505 Equity and Inclusive Education
- YCDSB Policy 701 Access to School and Board Premises (Trespass to Property)
- Education Act*
- Police & School Board Protocol, 2011
- Policy/Program Memorandum No. 128: *The Provincial Code of Conduct and School Board Codes of Conduct*
- Policy/Program Memorandum No. 141: *School Board Programs for Students on Long-Term Suspension*
- Policy/Program Memorandum No. 142: *School Board Programs for Expelled Students*
- Policy/Program Memorandum No. 144: *Bullying Prevention and Intervention*
- Policy/Program Memorandum No. 145: *Progressive Discipline and Promoting Positive Student Behaviour*
- YRP Police & School Board Protocol*

<b>Approval by Board</b>	<b>May 6<sup>th</sup>, 2008</b> _____
	<i>Date</i>
<b>Effective Date</b>	<b>May 7<sup>th</sup>, 2008</b> _____
	<i>Date</i>
<b>Revision Date</b>	<b>October 28, 2014</b> _____
	<i>Date</i>
<b>Review Date</b>	<b>October 2019</b> _____
	<i>Date</i>

## **SECTION B: GUIDELINES**

The Code of Conduct Policy shall be implemented according to the expectations and procedures outlined in:

YCDSB Policy 202 Safe Schools (Student Discipline);  
YCDSB Policy 223 Bullying Prevention and Intervention; and,  
YCDSB Policy 701 Access to School and Board Premises (Trespass to Property)  
*YRP Police & School Board Protocol*