



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Community	<i>Policy Number</i> 617
<i>Former Policy #</i> 218/117	<i>Page</i> 1 of 7
<i>Original Approved Date</i> December 18th, 2001	<i>Subsequent Approval Dates</i> May 6th, 2008 October 28th, 2014 November 27th, 2018 October 1st, 2019 January 28th, 2020 November 30th, 2021 October 29, 2024

POLICY TITLE: CODE OF CONDUCT

SECTION A

1. PURPOSE

The York Catholic District School Board believes that all students, parent(s)/guardian(s) and staff have the right to a safe learning and working 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 with Catholic values, 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 working 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, illegal drugs and, except by a medical cannabis user, cannabis.
- 1.7 To prevent bullying in schools.

The Provincial Code of Conduct applies to the entire school community. This means that, within the publicly funded school system, the Provincial Code of Conduct applies to 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.

2. OBJECTIVE

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 working environments. This Policy sets out expectations for all members of our York Catholic Community.

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 York Catholic community:

- 3.1.1 Respect and comply with applicable federal, provincial and municipal laws;
- 3.1.2 Comply with all Ministry of Education, school board and school policies;
- 3.1.3 Demonstrate honesty and integrity;
- 3.1.4 Respect differences in people, in their ideas and opinions;
- 3.1.5 Treat one another with dignity and respect at all times, both in person and online, (i.e.: meetings and/or discussions of any kind), especially when there is disagreement or difference of opinion;
- 3.1.6 Respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, religion, age, marital status, family status, appearance or disability;
- 3.1.7 Respect the rights of others;
- 3.1.8 Show proper care and regard for school and Board property and the property of others;
- 3.1.9 Take appropriate measures to help those in need;
- 3.1.10 Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- 3.1.11 Respect all members of the York Catholic community, especially persons in positions of authority;
- 3.1.12 Respect the need of others to work in an environment that is conducive to learning and teaching;
- 3.1.13 Use appropriate language with all persons (i.e.: refrain from using abusive language or swearing at another person);
- 3.1.14 Not use personal mobile devices during instructional time except under the following circumstances:
 - 3.1.14.1 for educational purposes, as directed by an educator;
 - 3.1.14.2 for health and medical purposes;
 - 3.1.14.3 to support special education needs.

3.2 SAFETY

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

- 3.2.1 Engage in bullying behaviours, including cyberbullying*;
- 3.2.2 Commit sexual assault or sexual harassment;
- 3.2.3 Traffic in weapons, or illegal drugs;
- 3.2.4 Commit robbery, theft, fraud, or extortion;
- 3.2.5 Be in possession of any weapon or replica weapon, including a firearm;
- 3.2.6 Threaten or intimidate another person;
- 3.2.7 Cause injury to any person with an object;
- 3.2.8 Be in possession of alcohol, cannabis, and illegal drugs**;
 - 3.2.8.1 For students, this would also include being in possession of electronic cigarette, tobacco and nicotine products;
- 3.2.9 Use, or be under the influence of alcohol, cannabis, tobacco, electronic cigarettes, illegal drugs or related products**;
- 3.2.10 Provide others with alcohol, illegal drugs, tobacco, electronic cigarettes, cannabis and related products;
- 3.2.11 Inflict or encourage others to inflict bodily harm on another person;
- 3.2.12 Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- 3.2.13 Oppose authority;
- 3.2.14 Commit an act of vandalism to school and Board property, property located on the premises of the school or personal property.;
- 3.2.15 Record, take or share non-consensual recordings or photos of members of the school community.
- 3.2.16 Engage in illegal gambling activities.

*Cyberbullying refers to bullying by electronic means as defined in subsection 1(1.0.0.2) of the *Education Act*.

**With the exception of prescribed cannabis used for medical purposes governed in accordance with YCDSB [Policy 207 Administration of Oral Medication to Elementary and Secondary Students](#).

3.3 Review

This policy shall be reviewed as often as necessary, but at least every three years, to ensure its effectiveness in accordance with the requirements and expectations laid out in PPM 128 *The Provincial Code of Conduct and School Board Codes of Conduct*.

4. RESPONSIBILITIES

4.1 Board of Trustees

- 4.1.1 To review and approve the Code of Conduct policy, as required, and in accordance with the [Education Act](#) and its regulations.

4.2 Director of Education

- 4.2.1 To oversee compliance of the Code of Conduct Policy and related policies and procedures.

4.3 Superintendent(s) of Safe Schools

- 4.3.1 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 York Catholic community in order to establish their commitment and support.
- 4.3.2 To ensure an effective intervention strategy and response to all infractions related to the standards for respect, civility, responsible citizenship and safety.
- 4.3.3 To provide professional development opportunities for all staff to ensure they understand and thus able to comply with the Code of Conduct policy.
- 4.3.4 Whenever possible, collaborate with other Boards and York Regional Police Services to provide coordinated prevention and intervention programs and services.
- 4.3.5 To ensure that this policy is reviewed at least every three years as per Parameter 3.3.

4.4 Superintendents of Education

- 4.4.1 To support the implementation of the Code of Conduct Policy and all related policies.

4.5 Managers

Under the direction of the school board, Managers take a leadership role in the daily operations of their department by:

- 4.5.1 Demonstrating care for the members of their community and a commitment to a safe working environment.
- 4.5.2 Communicating regularly and meaningfully with all of their staff.
- 4.5.3 Ensuring staff understand their accountability for their own behaviour and actions.
- 4.5.4 Ensuring that Board financial practices are being followed and prudent use of departmental funds is exercised.
- 4.5.5 Reviewing the Code of Conduct with Staff on an annual basis.

4.6 Principals

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

- 4.6.1 Demonstrating care for their schools and community.
- 4.6.2 Demonstrating a commitment to academic excellence in a safe, inclusive, and accepting teaching and learning environment.
- 4.6.3 Communicating regularly and meaningfully with all members of their school community.
- 4.6.4 Ensuring staff understand their accountability for their own behaviour and actions.
- 4.6.5 Ensuring that Board financial practices are being followed and prudent use of school resources is exercised.
- 4.6.6 Participating and providing requested information during the board audit process, as required.
- 4.6.7 Empowering students to be positive leaders in their school and community.
- 4.6.8 Responding to the "Student Conduct Report" in a timely manner.
- 4.6.9 Reviewing the Code of Conduct with Staff and Catholic School Council members on an annual basis.
- 4.6.10 Modeling the standards of respect, civility and responsible citizenship, as we are called to do in our Catholic virtues.

4.7 Staff

Under the leadership of the Principal/Supervisor/Manager, all staff will assist with maintaining order in the school and/or Board office 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:

- 4.7.1 Help students work to their full potential and develop their sense of self-worth.
- 4.7.2 Empower students and coworkers to be positive leaders in their classroom, school and community.
- 4.7.3 Communicate regularly and meaningfully with parents and/or members of the community.
- 4.7.4 Maintain consistent and fair standards of behaviour for all students and coworkers.
- 4.7.5 Demonstrate respect for all students, staff, parents/guardians, volunteers and the members of the school community.
- 4.7.6 Prepare students for the full responsibilities of citizenship, in particular the skill of respectful communication, both in person and online.
- 4.7.7 Report and submit the completed "Student Conduct Form" to the Principal when applicable and in a timely manner.
- 4.7.8 Report inappropriate staff conduct to the appropriate manager/supervisor/ principal or follow the [Whistleblower Policy Procedures](#) if appropriate.
- 4.7.9 Model the standards of respect, civility, and responsible citizenship, as we are called to do in our Catholic virtues. 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 Students

Students are to be treated with respect and dignity. In return, they must demonstrate responsibility of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when students:

- 4.8.1 Come to school prepared, on time, and ready to learn.
- 4.8.2 Show respect for themselves, for others, and for those in positions of authority.
- 4.8.3 Refrain from bringing anything to school that may compromise the safety of others as defined in Section 3.2 of this policy.
- 4.8.4 Follow the established rules and take responsibility for their own actions.

4.9 Parent(s)/Guardian(s)

Parent(s)/Guardian(s) 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. Parent(s)/Guardian(s) fulfill their role when they:

- 4.9.1 Are engaged and play an active role in their child's school work and progress.
- 4.9.2 Communicate regularly with the school.
- 4.9.3 Ensure their child's attire is in accordance with the school dress code.
- 4.9.4 Ensure that their child is prepared for school and attends school regularly and on time.
- 4.9.5 Promptly report to the school their child's absence or late arrival.
- 4.9.6 Understand the Provincial Code of Conduct and how it applies to them and their children.
- 4.9.7 Support the Board's Code of Conduct, applicable Policies and Procedures and school rules.
- 4.9.8 Encourage and assist their child in following the rules of behaviour.
- 4.9.9 Support school staff in dealing with disciplinary issues involving their child.

4.10 Community Partners

Community partners are important and necessary partners who collaboratively:

4.10.1 Plan and implement prevention or intervention programs.

4.10.2 Develop protocols to establish linkages and to formalize relationships, always respectful of applicable agreements made with employee groups, and understanding how the Code of Conduct applies to them.

4.11 Police

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

4.11.1 Establishing linkages and relationships with schools that promote positive interaction.

4.11.2 Investigating incidents in accordance with the protocol developed by the York Region School Boards and York Region Police Services.

5. CROSS REFERENCES

Legislation

[Education Act](#)

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](#)

YCDSB Policies

YCDSB Policy 119

[Electronic Communications & Social Media](#)

YCDSB Policy 202

[Safe Schools - Student Discipline](#)

YCDSB Policy 207

[Administration of Oral Medication to Elementary and Secondary Students](#)

YCDSB Policy 223

[Bullying Prevention and Intervention](#)

YCDSB Policy 311

[Digital Discipleship \(Student Use of Technology\)](#)

YCDSB Policy 408

[Digital Discipleship: Acceptable Use of Technology](#)

YCDSB Policy 412

[Progressive Discipline of Employees](#)

YCDSB Policy 424

[Disposition of Complaints Against Employees](#)

YCDSB Policy 425

[Workplace Harassment](#)

YCDSB Policy 427

[Workplace Violence](#)

YCDSB Policy 606

[Catholic School Councils](#)

YCDSB Policy 608

[Volunteers in Schools](#)

YCDSB Policy 610

[Cannabis, Electronic Cigarettes, Tobacco – A Smoke Free Environment](#)

YCDSB Policy 613

[Equity and Inclusive Education](#)

YCDSB Policy 614

[Whistleblower](#)

YCDSB Policy 701

[Access to School and Board Premises \(Trespass to Property\)](#)

YCDSB Policy 705

[Use of Video Surveillance Equipment](#)

YCDSB Procedures

YCDSB [Procedure Policy 202 Safe Schools – Student Discipline](#)

YCDSB [Procedure Policy 412 Progressive Discipline for Employees](#)

YCDSB [Procedure Policy 424 Disposition of Complaints Against Employees](#)

YCDSB [Procedure Policy 425 Workplace Harassment](#)

YCDSB [Procedure Policy 427 Workplace Violence](#)

YCDSB [Procedure Policy 614 Whistleblower](#)

[Catholic School Councils Guide](#)

[York Regional Police & School Boards Protocol](#)

Approval by Board	October 29, 2024 <i>Date</i>
Effective Date	October 30, 2024 <i>Date</i>
Revision Dates	October 29, 2024 <i>Date</i>
Review Date	October 2027 <i>Date</i>

SECTION B: GUIDELINES

It is the Mission of the York Catholic District School Board to educate and inspire all students to reach their full potential in a safe and caring environment. All stakeholders share the responsibility for creating and maintaining healthy learning and working environments.

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

YCDSB Policies

YCDSB Policy 119	<u>Electronic Communications & Social Media</u>
YCDSB Policy 202	<u>Safe Schools - Student Discipline</u>
YCDSB Policy 207	<u>Administration of Oral Medication to Elementary and Secondary Students</u>
YCDSB Policy 223	<u>Bullying Prevention and Intervention</u>
YCDSB Policy 311	<u>Digital Discipleship (Student Use of Technology)</u>
YCDSB Policy 408	<u>Digital Discipleship: Acceptable Use of Technology</u>
YCDSB Policy 412	<u>Progressive Discipline of Employees</u>
YCDSB Policy 424	<u>Disposition of Complaints Against Employees</u>
YCDSB Policy 425	<u>Workplace Harassment</u>
YCDSB Policy 427	<u>Workplace Violence</u>
YCDSB Policy 606	<u>Catholic School Councils</u>
YCDSB Policy 608	<u>Volunteers in Schools</u>
YCDSB Policy 610	<u>Cannabis, Electronic Cigarettes, Tobacco – A Smoke Free Environment</u>
YCDSB Policy 613	<u>Equity and Inclusive Education</u>
YCDSB Policy 614	<u>Whistleblower</u>
YCDSB Policy 701	<u>Access to School and Board Premises (Trespass to Property)</u>
YCDSB Policy 705	<u>Use of Video Surveillance Equipment</u>

YCDSB Procedures

YCDSB	<u>Procedure Policy 202 Safe Schools – Student Discipline</u>
YCDSB	<u>Procedure Policy 412 Progressive Discipline for Employees</u>
YCDSB	<u>Procedure Policy 424 Disposition of Complaints Against Employees</u>
YCDSB	<u>Procedure Policy 425 Workplace Harassment</u>
YCDSB	<u>Procedure Policy 427 Workplace Violence</u>
YCDSB	<u>Procedure Policy 614 Whistleblower</u>

[Catholic School Councils Guide](#)

[York Regional Police & School Boards Protocol](#)