



SECTION 6: OPERATIONS

POLICY CODE: 6.49.01

**TITLE: BOARD CODE OF CONDUCT
FOR SAFE SCHOOLS POLICY**

PAGE: 1 OF 7

Supporting Policies:

- 6.49 Safe Schools Policy
- 6.49.02 Progressive Discipline Policy, Including Suspension and Expulsion
- 6.49.03 Bullying Prevention and Intervention Policy
- 6.49.04 Electronic Devices Policy

Policy Statement

It is the policy of The Algoma District School Board to foster and maintain an environment of safety, respect, integrity, and equity for its pupils, staff, and community. The Board Code of Conduct will assist in attaining our Vision and supporting our Mission and Values Statements. Each school shall have a School Code of Conduct consistent with the expectations and requirements of the Board Code of Conduct, and the Provincial Code of Conduct, and legislative and Ministry of Education directives.

The provision of a safe environment shall be supported through Provincial, Board and School Codes of Conduct and through the implementation and regular review of effective measures addressing the expectations, rights, and responsibilities of all who are a part of the school community. These measures include the provision of appropriate training and support, the establishment of preventive procedures, the provision of appropriate early intervention procedures, and the administration of progressive disciplinary action in accordance with The Education Act, The Criminal Code, The Provincial Code of Conduct, Board Policy, and other appropriate legislation.

Required procedures and protocols will be in place, communicated to all members of the school community and reviewed regularly to support all elements of a safe environment. These procedures and protocols include: School Codes of Conduct, bullying prevention and intervention programs, police protocols, harassment and abuse reporting and investigating protocols.

1.0 Purpose of the Code

The purpose of the Board Code of Conduct is presented to:

- Set clear standards of behaviour for all persons to support our mission, vision, and values statements.
- Make clear that all members of the school community must be treated with respect and dignity.
- Foster an environment where conflict and differences can be addressed in a manner characterized by respect and civility.
- Communicate clearly the expectations and standards of behaviour to all persons.



SECTION 6: OPERATIONS

POLICY CODE: 6.49.01

**TITLE: BOARD CODE OF CONDUCT
FOR SAFE SCHOOLS POLICY**

PAGE: 2 OF 7

1.0 Purpose of the Code - Continued

- Support the use of effective intervention strategies and progressive discipline responses to address behaviours by any persons that are contrary to the Board's standards for respect, responsible citizenship, and physical safety.
- Reinforce that all persons must respect and comply with the Provincial, Board and School Codes of Conduct, in addition to all applicable federal, provincial, and municipal laws.

2.0 Standards of Behaviour

Standards of Behaviour are outlined in two categories:

1. Respect, Civility and Responsible Citizenship and
2. Safety.

Standards of Behaviour apply to all members of the school community, including trustees, school board employees, students, parents, visitors, volunteers, contractors, community members on school premises, or any other person attending on Board property (including schools) for any reason. The standards of behaviour apply while riding on school buses, attending school-related events or activities, or in any other circumstances that could have an impact on the climate of a school.

2.1 Respect, Civility, and Responsible Citizenship

All members of the school community and others 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, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, 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;
- respect the need of others to work in an environment that is conducive to learning and teaching and working; and
- not swear at a teacher or at another person in a position of authority.



SECTION 6: OPERATIONS

POLICY CODE: 6.49.01

**TITLE: BOARD CODE OF CONDUCT
FOR SAFE SCHOOLS POLICY**

PAGE: 3 OF 7

2.2 Safety

All persons must adhere to safety guidelines as outlined in the Provincial Code of Conduct.

3.0 Students' Roles and Responsibilities

- 3.1** Pupils shall be informed of the Board's expectations for pupil behaviour and conduct and the school's Code of Conduct outlining expectations for pupils within the school, on the school grounds, during school activities, on Board-approved transportation and in any other circumstances that could have an impact on the school.
- 3.2** Pupils shall be treated with dignity, respect, and fairness by other pupils and staff.
- 3.3** Pupils have the right to a learning environment that is free from physical, emotional and social abuse.
- 3.4** Pupils are responsible to:
- use their abilities and talents to gain maximum learning benefits from their school experiences;
 - contribute to a climate of mutual trust and respect conducive to effective learning, personal development, and social living; and
 - come to school prepared, on time, and ready to learn.
- 3.5** Pupils shall meet the expectations for pupil behaviour on school premises, on out-of-school activities that are a part of the school program and while travelling on a transportation that is owned by, authorized by, or under contract to, the Board and in any other circumstances that could have an impact on the climate of a school.
- 3.6** Pupils shall show respect for:
- those in authority;
 - themselves, others and their property;
 - school and Board property;
 - differences of others whether based on race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
 - school attendance and punctuality;
 - work habits, assignments, homework, assessment; and
 - Board policies, including those related to Safe Schools; Codes of Conduct; Smoking, Harassment, Drug and Alcohol (including tobacco and inhalants)

**SECTION 6: OPERATIONS****POLICY CODE: 6.49.01****TITLE: BOARD CODE OF CONDUCT
FOR SAFE SCHOOLS POLICY****PAGE: 4 OF 7****4.0 Parents’/Guardians’ Roles and Responsibilities**

- 4.1** Parents shall be informed of the Board's expectations for pupil behaviour and conduct and the school's Code of Conduct outlining expectations for pupil behaviour within the school, on the school grounds, during school activities and on Board-approved transportation.
- 4.2** Parents play a vital role in developing pupil behaviour and conduct. It is the expectation of the Province and the board that parents:
- show an active interest in their child's school work and progress
 - help their child be neat, appropriately dressed, and prepared for school;
 - be aware of Board policy and the school's expectations for student behaviour and conduct;
 - promptly report to the school their child's absence or late arrival;
 - ensure their child attends regularly and on time;
 - review the Board policy and the school's expectations for pupil behaviour and conduct with their child(ren);
 - work with the school to resolve pupil behavioural issues when they affect their child(ren);
 - and cooperate with the school's or Board's recommended course of action prior to the readmission of the pupil following a pupil's suspension.
- 4.3** Parents have a responsibility to support the efforts of the school and the Board in maintaining a safe and respectful learning environment through:
- reporting to the office first when visiting a school;
 - working positively, collaboratively and respectfully with school staff;
 - demonstrating an active interest in their child's progress at school;
 - communicating regularly with the school;
 - supporting Board and school policies and procedures that foster a safe and respectful learning environment;
 - encouraging and assisting their child in following the rules of behaviour.



SECTION 6: OPERATIONS

POLICY CODE: 6.49.01

TITLE: **BOARD CODE OF CONDUCT
FOR SAFE SCHOOLS POLICY**

PAGE: 5 OF 7

5.0 Employee and Volunteer Roles and Responsibilities

- 5.1** Employees and volunteers shall be informed of the Board's expectations for their behaviour and conduct and the school's Code of Conduct outlining expectations for pupils and parents/guardians, during school activities, and on Board approved transportation.
- 5.2** Under the leadership of those in authority, employees maintain order and volunteers assist in maintaining order in the school and workplace and are expected to hold themselves and others to the highest standard of respectful and responsible behaviour. As role models, all employees and volunteers uphold these high standards when they:
- demonstrate care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
 - help pupils work to their full potential and develop their self-worth;
 - communicate regularly and meaningfully with parents, other employees, volunteers, and the community;
 - maintain consistent standards of behaviour for all pupils;
 - demonstrate respect for all pupils, staff, parents and volunteers;
 - prepare students for the full responsibility of citizenship; and
 - empower students to be leaders in classrooms, school and community.
- 5.3** Employees and volunteers have a responsibility to act/respond when aware of actions by any person taken in contravention of Board and school expectations and Codes of Conduct.
- 5.4** When it is necessary to take disciplinary action in respect of a student, employees shall work (where possible) with the pupil's parents, and may involve board resource staff and, where appropriate, staff from community agencies.
- 5.5** All employees and volunteers are responsible to be aware of and apply all policies, procedures, and protocols relating to the provision of a safe, non-threatening learning environment and the promotion of positive student behaviour and conduct.



SECTION 6: OPERATIONS

POLICY CODE: 6.49.01

**TITLE: BOARD CODE OF CONDUCT
FOR SAFE SCHOOLS POLICY**

PAGE: 6 OF 7

6.0 School Responsibilities

6.1 Based on the Board policy for behaviour and conduct, each school shall develop and communicate regularly to pupils, parents, employees, and volunteers, expectations for behaviour and conduct through its own School Code of Conduct.

6.1.1 The school's Code of Conduct shall identify and reinforce expectations for behaviour and conduct that include the use of progressive discipline for failure to meet the expectations related to pupil behaviour, conduct, dress, discipline, deportment, and attendance.

6.1.2 Each school's Code of Conduct shall:

- be developed with the involvement of the school council and with opportunity for input from pupils (as appropriate), parents, employees, and volunteers;
- be communicated to pupils, parents, employee, and volunteers annually by the principal;
- be reviewed and revised as required and, at least every two years;
- be consistent with the Board Code of Conduct, the Human Rights Code, the Charter of Rights and Freedoms, the Education Act, the Criminal Code, the Provincial Code of Conduct, and applicable legislation:
 - develop effective intervention strategies for anti-bullying;
 - respond to all behaviours that are contrary to the standards for respect and civility; and
 - promote responsible citizenship and safety.
- include a statement(s) on appropriate dress for pupils that:
 - supports the expectations, rights, and responsibilities as identified in the Board Code of Conduct;
 - is developed with the involvement of the school council;
 - is developed with adequate consultation (where appropriate) with students, parents, employees, and volunteers; and
 - references consequences for failure to comply.

6.1.3 If a school council elects to consider adoption of a dress code which makes school uniforms mandatory (including the wearing of a particular style of clothing), the following criteria must be met:

- the school council is duly constituted under current regulations and Board policy;
- considerations for affordability issues, Human Rights issues, Charter of Rights and Freedoms, and non-compliance issues are clearly addressed;
- the plan for consideration of adoption of the dress code is reviewed in advance by Board administration for compliance with all requirements;



SECTION 6: OPERATIONS

POLICY CODE: 6.49.01

TITLE: **BOARD CODE OF CONDUCT
FOR SAFE SCHOOLS POLICY**

PAGE: 7 OF 7

6.0 School Responsibilities - Continued

6.1.3 Continued

- a vote by secret ballot by eligible parents/guardians on adoption of the proposed dress code will be conducted (one vote per parent/guardian);
- pupils 18 years of age and older have the right to vote in lieu of the parent/guardian;
- in secondary schools, a vote of students shall be conducted on the proposal and the results shall be considered by the school council;
- adequate time for consultation and input by parents is provided before a vote on the issue is taken.

6.1.3.1 A dress code which makes school uniforms mandatory must receive double majority support for adoption with at least 85% in favour; ie. at least 85% of eligible parents must vote, and at least 85% of those voting must support the proposed dress code.

*Board Policy is written within the guidelines established by the Provincial Code of Conduct.

7.0 Board Responsibilities

The Board shall review its Board Code of Conduct policy at least every two years and shall provide opportunity for input from the school community and others in accordance with Ministry requirements.