



ADMINISTRATIVE PROCEDURES MEMORANDUM

APC018 CODE OF CONDUCT

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MEMO TO: All Staff and School Council Chairs

FROM: Director of Education

PURPOSE

Under section 301 of the Education Act, the Minister has established a Code of Conduct governing the behaviour of all persons in schools. The following are the purposes of the code of conduct as outlined in Section 301 (2) of the Education Act:

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

GUIDING PRINCIPLES

Under Board Policy I 002, "Ontario Catholic School Graduate Expectations", the Waterloo Catholic District School system exists to provide a Catholic education whereby the graduate is expected to be:

1. *A discerning believer* formed in the Catholic Faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
2. *An effective communicator* who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values

3. *A self-directed, responsible, lifelong learner* who develops and demonstrates their God-given potential.
4. *A collaborative contributor* who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
5. *A caring family member* who attends to family, school, parish, and the wider community.
6. *A responsible citizen* who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

The Waterloo Catholic District School Board, therefore, recognizes the inherent dignity and worth of the individual. All individuals concerned with the school system - trustees, staff, students, parents, visitors to schools – are subject to the following code of conduct; a code of conduct that will be implemented within the Christian faith life experience of each school community and consistent with the Ontario Catholic School Graduate Expectations, the School Safety provisions of the Education Act and Regulations and the constitutional right of Catholic school boards to manage their schools as stated through section 93 of the *Constitution Act, 1867*.

ROLES AND RESPONSIBILITIES

Principals take a leadership role in the daily operation of a school and provide leadership by:

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- holding everyone under their authority accountable for their behaviour and actions;
- communicating regularly and meaningfully with all members of their school community;
- empowering students to be positive leaders in their school and community.

Teachers and school staff, under the leadership of their principals, maintain 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:

- help students work to their full potential and develop their self-worth;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff and parents;
- prepare students for the full responsibilities of citizenship.

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:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety or learning of others;
- follows the established rules and takes responsibility for his or her own action.

Parents or Guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, 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 and WCDSB Codes of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues, particularly involving their child.

Community Partners and the Police are resources used by the WCDSB and its schools to support their work in creating and delivering prevention and intervention programs. This participation is monitored through protocols that clearly outline the roles and parameters of the partnerships.

REFERENCES

The Education Act and Regulations

Sharing Our Journey

Ontario Catholic School Graduate Expectations

Ontario Schools Code of Conduct

Policy/Procedure Memorandum 128 (Ministry of Education)

STANDARDS OF BEHAVIOUR

Catholic education views human life as an integration of body, mind and spirit. Rooted in this vision, Catholic education fosters the search for knowledge as a lifelong spiritual and academic quest that is supported by God's love and model of compassion, reconciliation and justice. The expectations of the Catholic learning community are described not only in terms of knowledge and skills but also in terms of values and attributes and actions.

Therefore, the standards of behaviour outlined by the *Provincial Code of Conduct* and implicit in the *Ontario Catholic School Graduate Expectations* will articulate the "Standards of Behaviour" for the Waterloo Catholic District School Board.

They are as follows:

Respect, civility and responsible citizenship

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- refrain from any behaviour that could be construed as bullying;
- demonstrate honesty, integrity and healthy lifestyle;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, especially when there is a disagreement;
- respect the dignity, rights and fair treatment of others, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- demonstrate citizenship and acceptable strategies for resolving conflict;
- respect the rights of others and the sacredness of human life;
- show proper care and regard for school property and the property of others;
- demonstrate honesty in achieving academic expectations;
- take appropriate measures to help those in need by witnessing to Catholic social teaching;
- respect persons who are in a position of authority;
- demonstrate regular attendance;
- respect the need of others to work in an environment of learning and teaching;
- respect and honour the appropriate dress specified by the school community;
- demonstrate appropriate and ethical use of technology;
- respect guidelines regarding use of personal items (e.g., cell phones, pagers).

Physical Safety

Weapons

All school members must:

- not be in possession of any weapon, including but not limited to firearms;
- not use any object to threaten or intimidate another person;
- not cause injury to any person with an object.

Alcohol and Drugs

All school members must:

- not be in possession of, or under the influence of, or provide others with, alcohol, prohibited substances or illegal drugs.

Physical Aggression

All school members must:

- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully.

Dissemination / Publication of Material (electronic or otherwise)

Dissemination or Publication in any form (electronic or otherwise) which may come to the attention of students, staff or teachers (via the internet or otherwise) of material which attacks an individual or individuals on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability, or which causes concern for the mental well-being of students, staff or teachers, shows disrespect for staff, teachers, or other persons in positions of authority within the school or Board which amounts to a breach of the Provincial, Board or School Code of Conduct, regardless of the time, location or frequency of such dissemination or publication.

Summary of Offences and Consequences

Principals will use the attached “Summary of Offences & Consequences” in conjunction with the Administrative Procedures Memoranda on Suspension and Expulsion.

Communication

All principals are to develop communication plans that will ensure the standards of behaviour are effectively communicated to parents, guardians, staff and students.

Review Process

All schools in the Waterloo Catholic District School Board will use this Code of Conduct. The administrative procedures on Code of Conduct will be reviewed every three years unless otherwise required by legislative changes. The review process shall include the views of students, staff, parents, volunteers working in schools, school councils and the public.

SUMMARY OF OFFENCES & CONSEQUENCES

INCIDENT	FIRST OFFENCE	SECOND OFFENCE (within 5 years)	THIRD OFFENCE (within 5 years)
ALCOHOL ILLEGAL DRUGS AND PROHIBITED SUBSTANCES			
Under the influence (alcohol, illegal drugs, prohibited or hazardous substance) =Suspension Consideration	<ul style="list-style-type: none"> • 1 to 20 day suspension • police may be involved 	<ul style="list-style-type: none"> • 5 to 20 day suspension • police will be involved 	<ul style="list-style-type: none"> • 20 day suspension • expulsion proceedings shall be considered • police will be involved
Possession of Alcohol = Suspension Consideration	<ul style="list-style-type: none"> • 1 to 20 day suspension • police will be involved 	<ul style="list-style-type: none"> • 5 to 20 day suspension • police will be involved 	<ul style="list-style-type: none"> • 20 day suspension • expulsion proceedings shall be considered • police will be involved
Possession of Illegal Drugs and prohibited substances =Suspension Consideration	<ul style="list-style-type: none"> • 10 to 20 day suspension • police will be involved 	<ul style="list-style-type: none"> • 20 day suspension • expulsion proceedings may be initiated • police will be involved 	<ul style="list-style-type: none"> • 20 day suspension • expulsion proceedings shall be considered • police will be involved
Supplying Alcohol = Expulsion Consideration	Police will be contacted. It is mandatory that an expulsion be considered for this infraction while at school or engaged in a school-related activity. Refer to expulsion procedures.		
Trafficking in Illegal Drugs and prohibited substances = Expulsion Consideration	Police will be contacted. It is mandatory that an expulsion be considered for this infraction while at school or engaged in a school-related activity. Refer to expulsion procedures.		
ASSAULT			
Physical Assault On Another Person Not Requiring Treatment by Medical Practitioner = Suspension Consideration	<ul style="list-style-type: none"> • 1 to 20 day suspension • police may be involved 	<ul style="list-style-type: none"> • 5 to 20 day suspension • police may be involved • expulsion proceedings shall be considered 	<ul style="list-style-type: none"> • 20 day suspension • police will be involved • expulsion proceedings shall be considered
Committing Sexual Assault = Expulsion Consideration	Police will be contacted. It is mandatory that an expulsion be considered for this infraction while at school or engaged in a school-related activity. Refer to expulsion procedures.		
Physical Assault On Another Person Requiring Treatment by Medical Practitioner =Expulsion Consideration	Police will be contacted. It is mandatory that an expulsion be considered for this infraction while at school or engaged in a school-related activity. Refer to expulsion procedures.		
Physical Assault on a Teacher or other person in a position of authority not requiring treatment by a Medical Practitioner = Expulsion Consideration	Police will be contacted. It is mandatory that an expulsion be considered for this infraction while at school or engaged in a school-related activity. Refer to expulsion procedures.		
HARASSMENT/BULLYING			
Bullying and/or Sexual, Racial or Ethnocultural Harassment = Suspension Consideration	<ul style="list-style-type: none"> • 1 to 20 day suspension • police may be involved 	<ul style="list-style-type: none"> • 5 to 20 day suspension • police may be involved 	<ul style="list-style-type: none"> • 20 day suspension • expulsion proceedings shall be considered • police may be involved
PROFANE OR IMPROPER LANGUAGE			
Profane or Improper Language = Suspension Consideration for Swearing at a Teacher or Person In Authority (All School Staff)	<ul style="list-style-type: none"> • use of early intervention strategies such as parent contact, detention, review of expectations, written apology • suspension up to 5 days 	<ul style="list-style-type: none"> • use of ongoing intervention strategies such as parent meeting, referral to counselling, conflict mediation • 5 to 10 day suspension 	<ul style="list-style-type: none"> • 5 to 20 day suspension • expulsion proceedings shall be considered.

INCIDENT	FIRST OFFENCE	SECOND OFFENCE (within 5years)	THIRD OFFENCE (within 5 years)
VERBAL ABUSE			
Verbal Abuse = Suspension Consideration	<ul style="list-style-type: none"> • Use of early intervention strategies • suspension up to 5 days 	<ul style="list-style-type: none"> • Use of ongoing intervention strategies • suspension up to 10 days 	<ul style="list-style-type: none"> • suspension up to 10 days
DISSEMINATION/PUBLICATION OF MATERIAL			
Dissemination/Publication of material (electronic or otherwise) impacting the mental well being of students or staff of the school or Board = Suspension Consideration	<ul style="list-style-type: none"> • 1 to 20 day suspension • police may be involved 	<ul style="list-style-type: none"> • 5 to 20 day suspension • police may be involved • expulsion proceedings shall be considered 	<ul style="list-style-type: none"> • 20 day suspension • police may be involved • expulsion proceedings shall be considered
SEXUALLY EXPLICIT MATERIAL			
Sexually Explicit Material = Suspension Consideration	<ul style="list-style-type: none"> • suspension up to 5 days 	<ul style="list-style-type: none"> • suspension up to 5 days 	<ul style="list-style-type: none"> • 5 to 10 day suspension
THEFT			
Theft = Suspension Consideration	<ul style="list-style-type: none"> • suspension up to 20 days and restitution • police may be involved 	<ul style="list-style-type: none"> • suspension up to 20 days and restitution • expulsion proceedings shall be considered • police will be involved 	<ul style="list-style-type: none"> • suspension up to 20 days and restitution • expulsion proceedings shall be considered • police will be involved
ROBBERY			
Robbery = Expulsion Consideration	Police will be contacted. It is mandatory that an expulsion be considered for this infraction while at school or engaged in a school-related activity. Refer to expulsion procedures.		
THREATS			
Threat = Suspension	<ul style="list-style-type: none"> • 1 to 20 day suspension • police may be involved 	<ul style="list-style-type: none"> • 10 to 20 day suspension • expulsion proceedings shall be considered • police will be involved 	<ul style="list-style-type: none"> • 20 day suspension • expulsion proceedings shall be considered • police will be involved
WEAPONS			
Possessing A Weapon or Imitation Including Possessing A Firearm = Expulsion Consideration	Police will be contacted. It is mandatory that an expulsion be considered for this infraction while at school or engaged in a school-related activity. Refer to expulsion procedures.		
Using A Weapon To Cause or Threaten Bodily Harm to Another Person = Expulsion Consideration	Police will be contacted. It is mandatory that an expulsion be considered for this infraction while at school or engaged in a school-related activity. Refer to expulsion procedures.		
Trafficking in Weapons = Expulsion Consideration	Police will be contacted. It is mandatory that an expulsion be considered for this infraction while at school or engaged in a school-related activity. Refer to expulsion procedures.		
WILFUL DESTRUCTION OF SCHOOL PROPERTY			
Wilful Destruction of School Property (Arson, Computer Misconduct, Vandalism) = Suspension Consideration. Expulsion may be considered if damage is extensive.	<ul style="list-style-type: none"> • 1 to 20 day suspension and restitution • police may be involved 	<ul style="list-style-type: none"> • 1 to 20 day suspension and restitution • expulsion proceedings shall be considered • police will be involved 	<ul style="list-style-type: none"> • 1 to 20 day suspension and restitution • expulsion proceedings shall be considered • police will be involved
OTHER			
Conduct Injurious to the Moral Tone of the School or Physical or Mental Well-Being of Others in the School = Suspension Consideration (e.g., smoking, possession of electronic devices).	<ul style="list-style-type: none"> • use of early intervention strategies such as parent contact, detention, review of expectations, written apology • suspension 1-5 days 	<ul style="list-style-type: none"> • use of early intervention strategies such as parent contact, detention, review of expectations, written apology • suspension 5-10 days 	<ul style="list-style-type: none"> • suspension up to 20 days

<p>Habitual Neglect of Duty = Suspension Consideration (e.g. lates, truancy, incomplete homework/assignments, dress code infractions)</p>	<ul style="list-style-type: none"> • use of early intervention strategies such as parent contact, detention, review of expectations, written apology • suspension up to 5 days 	<ul style="list-style-type: none"> •• use of early intervention strategies such as parent contact, detention, review of expectations, written apology • suspension 5-10 days 	<ul style="list-style-type: none"> • suspension up to 20 days • expulsion proceedings shall be considered
<p>Persistent Opposition to Authority = Suspension Consideration</p>	<ul style="list-style-type: none"> • suspension up to 20 days 	<ul style="list-style-type: none"> • suspension up to 20 days 	<ul style="list-style-type: none"> • suspension up to 20 days

- **This Summary of Offences and Consequences applies only to students.**
- **Staff whose actions are not in accordance with board policy and/or the Ethical Standards for the Teaching Profession and the Standards of Practice for the Teaching Profession or expectations of professional conduct prescribed by their respective professional governing body, will be subject to progressive discipline under board policy.**
- **Parents/Guardians and visitors to schools whose actions violate the school/board’s Code of Conduct, or are otherwise disruptive to the safe operation of a school, will be dealt with through the Trespass to Property Act or other appropriate legislation.**

Revised: January 2008