



Code of Conduct Policy

(reference: PPM 128)

Date Approved: March 2012

Projected Review Date: March 2016

Purpose

The purpose of this policy is to provide all members of the school community with the right to be safe and to feel safe in their school community by establishing standards of behaviour consistent with the Provincial Code of Conduct. All members of the school community are expected to create a positive school climate in schools and at the school board, in which responsibility, respect, and civility are modelled and promoted.

Intended Outcomes

The Hamilton-Wentworth District School Board recognizes that it is the responsibility of all individuals to contribute to a positive school climate. It is also recognized that everyone has the right to be safe and to feel safe in their school community. The standards of behaviour which include respect, civility, responsible citizenship, and safety apply to individuals involved in the Hamilton-Wentworth District School Board. Relationships founded in mutual acceptance and inclusion, foster a culture of respect when modelled by all, as outlined in the Equity Policy of the Hamilton-Wentworth District School Board. Through a shared understanding of expectations for standards of behaviour, consistent with the Provincial Code of Conduct, all stakeholders are expected to follow the Code of Conduct outlined in the policy.

The intended outcomes are to:

- ensure that all members of the school community are treated with respect and dignity
- promote responsible citizenship by encouraging appropriate participation in the civic life of the school community
- maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility
- promote non-violent means to resolve conflict
- promote the safety of people in schools
- provide clear expectations of the standards of behaviour and applicable consequences if inappropriate behaviours exist (see policy directive)

Standards of Behaviour

Respect, Civility, and Responsible Citizenship

All members of the school community, including trustees, Board employees, students, parents/guardians, Home and School, School Council, visitors, volunteers, contractors, community members on school premises, while on school buses, at school related events or activities, or in any other circumstances that could have an impact on the climate of the school must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- respect and model HWDSB Character Education attributes and comply with the Equity Policy and other Board policies;
- 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, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position of authority.

Safety:

All members of the school community must not:

- engage in any bullying behaviours including cyber-bullying;
- commit sexual assault;
- traffic weapons or illegal drugs;
- give drugs or alcohol to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in propaganda and other forms of behaviour motivated by hate or bias; and/or commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

Violations of the Code of Conduct shall be addressed through other relevant Hamilton-Wentworth District School Board Policies and provincial legislation. In addition to this Code of Conduct, reference to these specific policies and legislation, including specific roles and responsibilities, is found in the Code of Conduct Policy Directive (Section 4.0).

DEFINITION OF SCHOOL CLIMATE

School climate may be defined as the sum total of all of the personal relationships within a school. These relationships must be founded in mutual acceptance, inclusion, respect, responsibility, and civility, and must be modeled by all.

Responsibility

- Safe Schools Lead Superintendent
- Members of Executive Council
- School Administrators

Action Required

The Code of Conduct Policy applies to persons on school or Board property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on school climate. Principals have a legislated responsibility to maintain proper order and discipline of pupils in the school, and the organization and management of the school (Reg. 298.11 (1a, b)).

Under the leadership of the Principal, in conjunction with School Councils and the Safe Schools Team, schools will develop a School Code of Conduct (see Section 6.0 of the Code of Conduct Policy Directive) which reflects the Board and provincial Codes of Conduct governing the behaviour of all persons in the school,. The Board and School policies are to be reviewed every three years.

All individuals attending on Board or school property, on school buses, or at school-related events or activities, will adhere to the policy.

The Board and/or schools will develop communication strategies that will include, but are not limited to:

- developing protocols and partnership agreements to assist with the needs of students;
- posting the Board Code of Conduct Policy on the Board website; and,
- ensuring that parents, guardians, students, Parent Involvement Committee, Student Senate, Special Education Advisory Committee and other appropriate Board committees, and teaching and support staff are aware of the Code of Conduct Policy through school newsletters, student agendas, School Council meetings, Home and School Association meetings, publications, and staff meetings.

A Policy Directive to support the implementation of this policy will be developed. It will include:

- Principal Roles and Responsibilities
- Teacher and Staff Roles and Responsibilities
- Student Responsibilities
- Parent/Guardian Roles and Responsibilities

Progress Indicators

Key Areas	Components
Communication of the Policy	<ul style="list-style-type: none">· Regular communication with employees through staff meetings; review of policy by department or school at the beginning of each school year.· Review of the policy with School Councils, Home and School, and Student Senate annually
Conflict Prevention	<ul style="list-style-type: none">· Incorporate conflict resolution/management into leadership training.

References

Government Documents:

- Part XIII of the Education Act
- An Act to Amend the Education Act (Progressive Discipline and School Safety), 2007 Ontario Regulation 472/07
- Trespass Act
- Access to School Premises – Ontario Regulation 474/00
- OCT Standards of Teaching
- Ontario Human Rights Code
- Ontario Criminal Code

HWDSB Strategic Directions:

- Creating Safe and Equitable Learning Environments

HWDSB Policies:

- Progressive Discipline and Promoting Positive Student Behaviour Policy
 - Bullying Prevention and Intervention Policy
 - Suspension of Pupils Policy
 - Expulsion of Students Policy
 - Information Technology Policy
 - Appropriate Dress Policy
 - Equity Policy
 - Respectful Working and Learning Environments
 - Harassment Policy
 - Progressive Discipline Procedures (employees)
 - Collective Agreements for all Employee Groups Purchasing/Procurement Policies
 - Trustee Code of Ethics
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Code of Conduct

Policy Directive

(reference: PPM128)

Date Approved: Feb. 2012

Projected Review Date: Feb. 2016

1.0 Background Information

On June 4, 2007, the Education Amendment Act (Progressive Discipline and School Safety), 2007 was passed, amending Part XIII of the Education Act dealing with behaviour, discipline, and safety. The Code of Conduct establishes standards of behaviour that are consistent with the Provincial Code of Conduct and apply to all members of the school community. The Code of Conduct promotes respect within the learning and teaching environment, and sets clear provincial and board standards of behaviour.

The Hamilton-Wentworth District School Board believes that all individuals attending on Board or school property, on school buses, or at school-related events or activities, should be treated with dignity and respect.

The Code of Conduct promotes a positive school climate which is a contributing factor to a safe and orderly environment. It also supports the Hamilton-Wentworth District School Board's commitment to Character Education.

Violations of the Code of Conduct shall be addressed through other relevant Hamilton-Wentworth District School Board Policies and provincial legislation. (see [Key Roles and Responsibilities](#))

Boards are required to revise their Codes of Conduct and require Principals to engage in reviews of School Codes of Conduct to incorporate the changes in the Provincial and Board Codes of Conduct.

2.0 Definition of School Climate

School climate may be defined as the sum total of all of the personal relationships within a school. These relationships must be founded in mutual acceptance, inclusion, respect, responsibility, and civility, and must be modeled by all.

3.0 Standards of Behaviour

Respect, Civility, and Responsible Citizenship

All members of the school community, including trustees, Board employees, students, parents/guardians, Home and School, School Council, visitors, volunteers, contractors, community members on school premises, while on school buses, at school related events or activities, or in any other circumstances that could have an impact on the climate of the school must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- respect and model HWDSB Character Education attributes and comply with the Equity Policy and other Board policies;
- 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, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching; and/or
- not swear at a teacher or at another person in a position of authority.

Safety

All members of the school community must not:

- engage in any bullying behaviours including cyberbullying;
- commit sexual assault;
- traffic weapons or illegal drugs;
- give drugs or alcohol to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in propaganda and other forms of behaviour motivated by hate or bias; and/or commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

4.0 Key Roles and Responsibilities

All members of the school community have a responsibility to uphold the Hamilton-Wentworth District School Board Code of Conduct. Violations of the Code of Conduct will be addressed through relevant policy and legislation.

- For Board personnel, including Executive Council, examples would include:;
 - Respectful Working and Learning Environments,
 - Harassment Policy
 - Ontario Human Rights Code
- For parents/guardians, examples would include:
 - A verbal request to stop the offending behaviour,
 - A letter of warning advising them to stop the inappropriate behaviour and advising them that if they offending behaviour persists, they may be issued a trespass notice,
 - Or a trespass notice issued in relation to any of the following: Access to School Premises (Ont. Reg.474/00), Trespass Act, Ontario Human Rights Code.
- For students, examples would include:
 - Promoting Positive Student Behaviour and Progressive Discipline Policy
 - Suspensions
 - Expulsions
 - Ontario Human Rights Code
- For Trustees, examples would include:
 - Trustee Code of Ethics,
 - Ontario Human Rights Code

Principal Roles/Responsibilities

Principals will hold everyone to the highest standard of respectful/responsible behaviour and will take a daily leadership role in the school by:

- demonstrating care and commitment to academic excellence in a safe teaching and learning environment;
- holding everyone, under their authority, accountable for their behaviour and actions;
- empowering students to be positive leaders in their school and community;
- communicating regularly and meaningfully with all members of their school community;
- modeling respect, responsibility, and civility and ensuring these are taught as part of the curriculum;
- maintaining consistent standards of behaviour for all students; and
- modeling the character attributes of the Hamilton-Wentworth District School Board.

Teacher and Staff Roles/Responsibilities

Teachers and school staff will hold everyone to the highest standard of respectful/responsible behaviour by:

- helping students work to their full potential and self-worth;
- empowering students to be leaders in class, school, and community;
- communicating regularly and meaningfully with parents/guardians;
- maintaining consistent standards of behaviour for all students;
- demonstrating respect for all members of the school community;
- preparing students for the full responsibilities of citizenship; and
- modeling the character attributes of the Hamilton-Wentworth District School Board.

Student Roles/Responsibilities

Students demonstrate respect and responsibility when they:

- come to school prepared, on time, and ready to learn;
- show respect for themselves, others and those in authority;
- refrain from bringing anything to school that may compromise the safety of self or others;
- demonstrate responsibility for actions or behaviour off school property or outside of the school day that would have an impact on the school climate;
- follow the established rules and take responsibility for their own actions;
- model the character attributes of the Hamilton-Wentworth District School Board
- demonstrate appropriate participation in the civic life of the community.

Parent/Guardian Roles/Responsibilities

Parents/Guardians support a safe and respectful learning environment 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 Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour; and
- assist school staff in dealing with disciplinary issues involving their child.

Trustees and Executive Council Roles/Responsibilities

- Trustees and Executive Council members will model behaviour consistent with the Code of Conduct and character attributes of the Hamilton-Wentworth District School Board.

5.0 Community Partners, Police, Volunteers, Board retained Contractors and Consultants, and Visitors Roles/Responsibilities

All community partners, police, volunteers, Board retained Contractors and Consultants, and visitors should be made aware of the Code of Conduct to enable them to model it when in schools or at school related events, or on school property.

6.0 Development of School Codes of Conduct

Under the leadership of the Principal, the development of the School Code of Conduct shall include the School Council and the Safe Schools Team. The following shall also be considered when developing the School Code of Conduct;

- Involve staff, student councils/students where appropriate, Home and School, and community members if available;
- Ensure the School Code of Conduct is consistent with the Board Code of Conduct and the Provincial Code of Conduct
- The School Code of Conduct shall include:
 - the definition of school climate
 - the standards of behaviour identified as respect, civility, and responsible citizenship
 - the key roles and responsibilities for staff, students, and parents/guardians
- School Codes of Conduct should be reviewed every three years

7.0 Communication of School Codes of Conduct

- Ensure each staff member, and new staff each year, are provided with a copy of the School Code of Conduct
- Provide each student with a copy of the code of conduct to be sent home each year. (the student responsibilities may be included in the student agenda with a reference to the full policy on the HWDSB website, and the availability of the full policy in the school)
- Direct and/or facilitate visitors, volunteers, etc. to view the HWDSB Code of Conduct on the Board website

8.0 **References**

Government Documents

- Part XIII of the Education Act
- An Act to Amend the Education Act (Progressive Discipline and School Safety), 2007
- Ontario Regulation 472/07
- Access to School Premises – Ontario Regulation 474/00
- Ontario Human Rights Code
- Ontario Criminal Code

HWDSB Strategic Directions

- Creating Safe and Equitable Learning Environments

HWDSB Policies

- Progressive Discipline and Promoting Positive Student Behaviour Policy
- Bullying Prevention and Intervention Policy
- Suspension of Pupils Policy
- Expulsion of Students Policy
- Information Technology Policy
- Visitors to Schools and Trespass to Property Admin Memo
- OCT Standards of Teaching Practice
- Equity Policy
- Respectful Working and Learning Environments
- Harassment Policy
- Progressive Discipline Procedures (employees)
- Collective Agreements for all employee groups
- Purchasing/Procurement Policies