



POLICIES AND PROCEDURES

POLICY: Safe Schools Code of Conduct – General Policy

SECTION F: School Operations

SUB-SECTION: Security/Safety

Date Approved: January 22, 2008

Dates of Amendment: February 12, 2008

Cross Reference: Antiracism and Ethnocultural Equity; Catholic School Councils; Crisis Response Plan; Discipline, Suspension and Dismissal – All Staff; Field Trips; Ontario Student Record Guidelines; Reporting Cases of Suspected Child Abuse

POLICY:

1. The Board recognizes that all people are created in the image and likeness of God and, as such, all people have the right to be treated with dignity, respect and fairness.
2. The Board supports the provision of a safe and orderly environment within its schools in accordance with the provisions of the Education Act and Ministry of Education policies and the provincial Code of Conduct.
3. The Board recognizes that all members of the school community enjoy rights under the Canadian Charter of Rights and Freedoms. In recognition of this fact, the Board shall treat all with justice and maintain an environment where conflict and differences can be addressed with respect and civility.
4. The standards of behaviour as outlined in the provincial Code of Conduct apply to all members of the school community, including students, parents and guardians, teachers or other staff members, and volunteers and visitors.
5. The standards of behaviour as outlined in the provincial Code of Conduct apply:
 - a) while on Board property;
 - b) while traveling on a school bus;
 - c) during school-related activities;
 - d) in other circumstances where engaging in the activity will have an impact on the school climate.

POLICY: Safe Schools Code of Conduct – General Policy

SECTION F: School Operations

SUB-SECTION: Security/Safety

“Board property” means not only the school facility and property, but also includes all facilities, out-of-classroom programs, and activities which are either approved by or under the jurisdiction of the Board. It is the Board’s aim to encourage a “safe schools environment” through the provision of appropriate early and ongoing intervention measures and, when deemed necessary, the administration of disciplinary action in accordance with the Education Act.

6. The Board recognizes that the Principal/designate (subject to the authority of the Superintendent) is in charge of discipline of students in the school and must use appropriate judgment in applying the Safe Schools Policy.
7. The Board accepts the concept of the expeditious and just application of progressive discipline (Ref. *Safe Schools Code of Conduct Policy – “Progressive Discipline”*) for inappropriate behaviour.
8. The Board recognizes the need for a protocol to guide proper etiquette in the use of Internet and other Information Highway tools (Ref. *Student Internet Acceptable Guidelines*).
9. The Board recognizes the regional protocol between the area school boards and police departments governing police intervention. (Ref. *Protocol to Accompany Safe Schools Policies in the City of Ottawa*). Parents will be notified in accordance with the protocol.
10. All Board schools and offices shall have in place a Crisis Response Plan.
11. Principals shall comply with Board ‘lockdown’ protocol and ‘secure school’ protocol as required (Ref. *Safe Schools Code of Conduct Policies – “Lockdown Protocol”* and *“Secure School Protocol”*).
12. The Board shall provide activities and curriculum resources to ensure that staff develop the skills, confidence, attitudes, and behaviours necessary to recognize and manage conflict and to educate the students about violence prevention.
13. The Board shall endeavour to assist students through curricula and skills-based training to handle conflict and/or anger in an effective and non-aggressive manner.

POLICY: **Safe Schools Code of Conduct – General Policy**

SECTION F: School Operations

SUB-SECTION: Security/Safety

14. The *Safe Schools Code of Conduct – General Policy* shall be implemented in all schools, night schools, adult continuing education programs or any other program within the jurisdiction of the Ottawa Catholic School Board.

15. Reference shall be made to existing Human Resources policies of the Ottawa Catholic School Board if staff is involved or suspected of being involved in breaking the *Safe Schools Code of Conduct – General Policy*.

ADMINISTRATIVE PROCEDURES:

1. The Director of Education/designate will implement the policy in conjunction with the Superintendents and Principals of the Board. This policy will be reviewed at least every three years.
2. Principals/designates will administer the policy and ensure awareness of policy and its procedures by staff, students and parents on an annual basis.
3. Principals will establish a code of conduct which will set out clearly what is acceptable and unacceptable behaviour for all members of the school community, students, staff, visitors and volunteers. (Although the consequences for infractions apply only to students, everyone, not just students, will be expected to adhere to the same standards of behaviour.) In developing a local code of conduct the Principal:
 - a) Will ensure that it is consistent with Board and provincial codes of conduct;
 - b) Will take into consideration the views of the school council;
 - c) Should seek input from students, staff, parents/guardians and members of the community;
 - d) Will communicate the school code of conduct to all members of the school community;
 - e) Will include procedures and timelines for review (at least every three years);
 - f) Will include a communications plan that outlines how these standards will be

POLICY: Safe Schools Code of Conduct – General Policy

SECTION F: School Operations

SUB-SECTION: Security/Safety

made clear to the entire community, including parents/guardians whose first language is not English or French.

4. The procedure for contacting the police for serious violent incidents engaged in by students will be reflective of the three age groups (Ref. *Protocol to Accompany Safe Schools Policies in the City of Ottawa*):
 - a) **Students Under Twelve Years of Age:**
Children under the age of twelve cannot be charged with an offense under the Youth Criminal Justice Act or the Criminal Code. However, police may take reports of incidents of violent behaviour committed by children of this age group.
 - b) **Students Twelve to Seventeen Years Old:**
For those students aged twelve to seventeen years, the Youth Criminal Justice Act will apply.
 - c) **Students Eighteen Years of Age and Over:**
Students who are eighteen years or over are considered adults, and the procedures of the Criminal Code will be followed if these students are charged with a criminal offense.
 - d) **Serious Offenses:**
In all matters involving serious criminal offenses (murder, attempted murder, manslaughter and aggravated sexual assault, aggravated physical assault, as per bill C37, Amendments to the Youth Criminal Justice Act), the police will be contacted immediately.

5. Standards of Behaviour

Respect, Civility, and Responsible Citizenship

All school members will adhere to the following standards of behaviour:

- a) Respect and comply with all federal, provincial and municipal laws;
- b) Demonstrate honesty and integrity;
- c) Respect the differences in people, their ideas and opinions;
- d) Treat one another with respect, fairness and dignity at all times, especially

POLICY: Safe Schools Code of Conduct – General Policy

SECTION F: School Operations

SUB-SECTION: Security/Safety

- when there is disagreement;
- e) Respect and treat others, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
 - f) Respect the rights of others;
 - g) Show the proper care and regard for school property and the property of others;
 - h) Take appropriate measures to help those in need;
 - i) Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
 - j) Respect all members of the school community, especially persons in a position of authority;
 - k) Respect the need of others to work in an environment that is conducive to learning and teaching;
 - l) 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 bullying behaviours;
- commit sexual assault;
- traffic in weapons or illegal drugs;
- give 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 hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

6. Disciplinary action will be taken according to the procedures set out under the following specific standards of behaviour headings:

POLICY: **Safe Schools Code of Conduct – General Policy**

SECTION F: School Operations

SUB-SECTION: Security/Safety

- a) Assault: Physical and Sexual/Fighting;
- b) Incidents Involving Fire ;
- c) Incidents Involving School Staff;
- d) Intimidation/Harassment/Sexual Harassment/Threats;
- e) Bullying;
- f) Respect for the Learning Environment;
- g) Student Behaviour: Co-curricular Events;
- h) Substance Abuse;
- i) Trespassing/Access to School Property;
- j) Vandalism/Theft/Extortion/Robbery/Gambling;
- k) Weapons.

7. The Safe Schools Code of Conduct Policy will apply to all students. The following mitigating factors shall be taken into account:

- a) The student does not have the ability to control his/her behaviour;
- b) The student does not have the ability to understand the foreseeable consequences of his/her behaviour;
- c) The student's continuing presence in the school does not create an unacceptable risk to the safety of any person.

The following other factors shall be taken into account if they would mitigate the seriousness of the activity for which the student may be or is being suspended or expelled:

- a) The student's history;
- b) Whether a progressive discipline approach has been used with the student;
- c) Whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment of the student because of his/her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment;
- d) How the suspension or expulsion would affect the student's ongoing education;
- e) The age of the student;
- f) In the case of a student for whom an individual education plan has been developed:

- i) whether the behaviour was a manifestation of a disability identified in

POLICY: Safe Schools Code of Conduct – General Policy

SECTION F: School Operations

SUB-SECTION: Security/Safety

- the student's individual education plan;
 - ii) whether appropriate individualized accommodation has been provided; and
 - iii) whether the suspension or expulsion is likely to result in an aggravation or worsening of the student's behaviour or conduct.
8. The Principal may deem it appropriate to consult resource and support as required.
 9. When interviewing a student with regard to internal disciplinary matters, the Principal, when deemed satisfied that the student was responsible for the offense, will advise the parent or guardian (unless the student is 18 or older, or 16 or 17 and has withdrawn him/herself from parental control) that the police may be contacted in accordance with appropriate legislation.
 10. All matters dealing with police involvement will follow procedures outlined in the *Protocol to Accompany Safe Schools Policies in the City of Ottawa*.
 11. A violent Incident form will be completed for serious incidents and inserted in the Ontario Student Record according to the procedures outlined in Board Policies on Student Suspensions and Student Expulsions.