

# ST. THERESA CATHOLIC ELEMENTARY SCHOOL

## CODE OF CONDUCT 2017 - 2019

(the Code must reviewed every two years)

Reviewed by the 2016-2017 Catholic School Advisory Council.

### **Rationale:**

The Ministry of Education in the Provincial Code of Conduct for Ontario Schools requires that each school develop a Code of Conduct that promotes responsibility, respect, civility, and academic excellence in a safe, inclusive and accepting learning and teaching environment.

These standards of behavior apply to students whether they are on school property, on school buses, at school related events or activities or in other circumstances that can have an impact on the school climate. They also apply to all individuals involved in our Catholic schools: principals, teachers, other school staff, parents, volunteers and community groups.

### ***At St. Theresa we are committed to making our Catholic school a place where:***

- Students, parents, teachers, other school staff, volunteers and community groups have the right to be safe, and to feel safe, welcomed and accepted;
  - Healthy and respectful relationships based on Christ's teachings are promoted among all members of the school community;
  - Students are encouraged to be leaders;
  - Students, staff, parents and community members are expected to be positive role models and actively engaged;
  - Positive behaviour is reinforced and celebrated;
  - The Catholic Graduate Expectations are emphasized and support the improvement of learning outcomes for all students;
- Everyone is respected and valued.

### **Standards of Behaviour: Respect, Civility, and Responsible Citizenship**

All members of the Catholic school community 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, especially persons in positions of authority;
- Respect the need of others to work in an environment that is conducive to learning and teaching;
- Use appropriate and respectful language with teachers and all members of the school community.

**Safety Standards:**

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.

The students at St. Theresa will not engage in bullying behavior and are committed to reporting bullying behavior to a staff member.

**Definition of Bullying (Bill 13)**

“bullying” means aggressive and typically repeated behaviour by a pupil where:

- (a) the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
- (i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual’s reputation or harm to the individual’s property, or
- (ii) creating a negative environment at a school for another individual, and
- (b) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education; (“intimidation”)

For the purposes of the definition of “bullying” behaviour includes the use of any physical, verbal, electronic, written or other means. Bullying includes bullying by electronic means (commonly known as cyber-bullying), including:

- (a) creating a web page or a blog in which the creator assumes the identity of another person;
- (b) impersonating another person as the author of content or messages posted on the internet; and
- (c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

### **Principal's Roles and Responsibilities:**

Under the direction of the Nipissing-Parry sound Catholic District School Board, principals take a leadership role in the daily operation of a school. They provide this leadership by:

- Demonstrating care for the school community and a commitment to academic excellence in a safe, inclusive, and accepting teaching and learning environment;
- Holding everyone under their authority accountable for his or her 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.

### **Teachers and Other School Staff Roles and Responsibilities:**

Under the leadership of their principals, teachers and other school staff maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and other school staff uphold these high standards when they:

- Help students work to their full potential and develop their sense of self-worth;
- Empower students to be positive leaders in their classroom, school, and community;
- Communicate regularly and meaningfully with parents;
- Maintain consistent standards of behaviour for all students;
- Demonstrate respect for all students, staff, parents, volunteers, and other members of the school community;
- Prepare students for the full responsibilities of citizenship.

### **Student Responsibilities:**

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 himself or herself, for others, and for those in authority;

- Refrains from bringing anything to school that may compromise the safety of others;
- Follows the established rules and takes responsibility for his or her own actions.

### **Parent Responsibilities:**

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students. Parents fulfill their role when they:

- Show an active interest in their child's school work and progress;
  - Communicate regularly with the school;
  - Help their child be neat, properly 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;
  - Show that they are familiar with the provincial Code of Conduct, the board's code of conduct, and school rules;
  - Encourage and assist their child in following the rules of behaviour;
  - Assist school staff in dealing with disciplinary issues involving their child.
- <http://www.edu.gov.on.ca/eng/safeschools/roles.html>

### **Electronic Devices and Social Media**

Use of electronic devices and social media will adhere to the expectations of this Code of Conduct:

- The use of cell phones and electronic devices will not, in any way, interfere with teaching conducted by the staff, and/or the learning of any student(s) during the school instructional day;
- Cell phones or other devices need to be turned off and stored in a secure location, backpack, etc. They are not to be visible unless permitted by the teacher.
- The use of cell phones or other devices is not allowed; especially in private areas such as, washrooms, dressing room areas, buses or classrooms. Camera phone violations may be considered a criminal offence.
- Any phone communication during the instructional day will take place only through the use of school telephones and only with permission from administration, staff, or, office staff (with the exception of emergency situations as deemed by the principal). Parents should continue to contact their child/children through the normal school channels for any emergency situation.
- Possession of a cell phone and or other electronic devices by a student is a privilege which may be denied to any student not abiding by the terms of this code. Students shall be personally and solely responsible for the security of their cell phones and or other electronic devices

### **Dress Code:**

Students are expected to dress in a tidy and modest manner. Clothing offensive to race or Christian teachings is not permitted. Clothing should not be a distraction to

others. Clothing that promotes alcohol, drugs, vulgar language, tobacco products or violence is inappropriate in the school. Shirts must cover the shoulders and must extend beyond the waistband at all times. If the school dress code is not adhered to, the individual will be asked to change the clothing and parents will be notified.

**Code of Sportsmanship for Participants and Coaches**

“The purpose of competition is to make us better people. Winning is a bonus.”  
(Fr. Mike Cundari)

- Doing ones best is more important than winning or losing
- Respect the rules and spirit of the game
- Treat officials, opponents, teammates and spectators with respect
- Commit to your activity and your team
- Play hard, play fair, play under control
- [www.ophea.net](http://www.ophea.net)

**Spectators/Volunteers Code of Sportsmanship:**

- Cheer in a positive manner
- Respect officials' decisions
- Do not interfere with the competition
- Keep clear of the playing area
- Be courteous and respectful.

Failure to comply with this Code of Behaviour may lead to ejection.

**Attendance/Truancy**

Regular attendance and punctuality on the part of the student is vital to learning and for academic success. In case of absence, a student's parent or guardian is expected to call the school at 705-752-4407 to inform the office. If the office has not been notified, when returning from an absence the student must provide a note authorizing the absence. A note may explain an absence but will not necessarily excuse or approve of an absence.

Any unauthorized absence will be investigated as per the safe arrival policy. Please note that repeated concerns about punctuality or absence will be addressed by the school administration.

**Immunization**

The Immunization of School Pupil's Act, 1982, states that parents/guardians are required to complete the prescribed program of immunization for each pupil. Failure to do so will result in suspension and/or exclusion from school by the Public Health Unit. We, therefore, urge all parents/guardians to make sure that all children have the required up-to-date immunization.

## **Intervention and Supports**

Infractions of the Code of Conduct will be investigated and addressed through the teacher and/or principal/vice-principal. In addressing infractions the following mitigating factors will be kept in mind such as age, circumstances, history, IEP, a progressive discipline approach which could include the following:

- contact with the pupil's parent(s)/guardian(s);
- verbal reminders;
- review of expectations;
- written work assignment with a learning component relevant to the behaviour;
- peer mentoring;
- detention;
- peer mediation;
- restorative justice;
- referrals for consultation; and
- transfer.

In some circumstances suspensions and expulsions may result.

## **Supports and Follow-up**

Students who contravene the Code of Conduct will receive support which may include but is not limited to the following:

- One on one and/or group meetings;
- Learning opportunities;
- Restorative justice;
- Contracts or behaviour plans;
- Referrals to board-based supports and services;
- Referrals to community partners.

Staff, parents, guardians and students are encouraged to familiarize themselves with the Code of Conduct so as to better support the learning environment. Working together, we can all contribute to a healthy, safe and enriching school community.

## **NOTIFICATION OF THE COLLECTION AND USE OF STUDENT PERSONAL INFORMATION**

Over the course of the school year as part of its mandate to educate its students, the Nipissing Parry Sound Catholic District School Board under authority of the Education Act, (R.S.O. 1990 c. E.2.) ss.58.5, 265 and 266 as amended, will collect personal information about each student. The information collected may be written, oral or visual.

This personal information will be used to register and place the student in a school or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and that may be required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records.

Should you have any questions about this collection, please contact the Superintendent of Education.