

THE PROVINCIAL CODE OF CONDUCT

Purposes of the Code Subsection 301(1) of Part XIII of the Education Act states that “the Minister may establish a code of conduct governing the behaviour of all persons in schools”. Subsection 301(2) sets out the purposes of this provincial code of conduct, as follows:

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

Standards of Behaviour Respect, Civility, and Responsible Citizenship -All members of the 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;
- not swear at a teacher or at another person in a position of authority.

Safety- All members of the school community must not:

- smoke on school property
- 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.

Roles and Responsibilities School Boards

School boards provide direction to their schools to ensure opportunity, academic excellence, and accountability in the education system. It is the responsibility of school boards to:

- develop policies that set out how their schools will implement and enforce the provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;
- establish a process that clearly communicates the provincial Code of Conduct and school board codes of conduct to all parents, students, principals, teachers, other school staff, and members of the school community in order to obtain their commitment and support; review these policies regularly with those listed above;
- seek input from school councils, their Parent Involvement Committees, and their Special Education Advisory Committee;
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety;
- provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment. Wherever possible, boards should collaborate to provide coordinated prevention and intervention programs and services, and should endeavour to share effective practices.

Principals

Under the direction of their school boards, 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

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.

Students

- 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.
- **Parents**
- 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 fulfil 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, 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;
 - 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.

Community Partners and the Police

Through outreach, partnerships already in place may be enhanced and new partnerships with community-based service providers and members of the community (e.g., Aboriginal Elders) may also be created. Community-based service providers are resources that boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community-based service providers and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements. The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model that was revised in 2011 by the Ministry of Community Safety and Correctional Services and the Ministry of Education.

Ottawa Carleton District School Board Code of Conduct

The Ottawa-Carleton District School Board Code of Conduct sets clear standards of behaviour that apply to all individuals (trustees, students, parents/guardians, volunteers, teachers and all other Board staff members) involved in the system when they are on District or school property, on school buses, at

school related events or activities, or in other circumstances that could have an impact on the school climate.

The standards of behaviour in the OCDSB Code of Conduct fall into two categories:

a) In category one, all members of the school community shall:

- (i) respect and comply with all applicable federal, provincial and municipal laws;
- (ii) demonstrate honesty and integrity in all matters including copyright and academic acknowledgement;
- (iii) respect differences in people, their ideas, and their opinions;
- (iv) treat one another with dignity and respect at all times, and especially when there is disagreement;
- (v) respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, gender identity, sexual orientation, age, or disability;
- (vi) respect the rights of others;
- (vii) show proper care and regard for school property and the property of others;
- (viii) take appropriate measures to help those in need;
- (ix) seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- (x) respect all members of the school community, especially persons in positions of authority; and
- (xi) respect the need of others to work in an environment that is conducive to learning and teaching;

b) In category two, all members of the school community shall not:

- (i) engage in bullying behaviours;
- (ii) commit sexual assault;
- (iii) traffic weapons or illegal drugs;
- (iv) give alcohol to a minor;
- (v) commit robbery;
- (vi) be in possession of any weapon, including firearms;
- (vii) use any object to threaten or intimidate another person;
- (viii) cause injury to any person with an object;
- (ix) be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- (x) inflict or encourage others to inflict bodily harm on another person;
- (xi) swear at any member of the school community;
- (xii) engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- (xiii) commit an act of vandalism that causes damage to school property or to property located on the premises of the school; nor
- (xiv) engage in plagiarism or other means of academic dishonesty.

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

- a) help students work to their full potential and develop their sense of self-worth;
- b) empower students to be positive leaders in their classrooms, school and community;
- c) communicate regularly and meaningfully with students and parents/guardians;
- d) maintain consistent standards of behaviour for all students;

- e) demonstrate respect for all students, staff, parents/guardians, volunteers, and the members of the school community; and
- f) prepare students for the full responsibilities of citizenship;

Students shall demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. These standards are demonstrated when students:

- a) come to school prepared, on time, and ready to learn;
- b) show respect for themselves, for others, for those in authority, and school property;
- c) refrain from bringing anything to school that may compromise the safety of others; and
- d) follow the established rules, take responsibility for their own actions, and encourage/assist peers to follow the rules of behaviour;

Parents/guardians play an important role in the education of their children, and should support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

Parents/guardians fulfill their role with respect to the OCDSB Code of Conduct when they:

- a) show an active interest in their child's school work and progress;
- b) communicate regularly and meaningfully with the school;
- c) help their child be neat, appropriately dressed, organized, and prepared for school;
- d) ensure that their child attends school regularly and on time;
- e) promptly report to the school their child's absence or late arrival;
- f) encourage and assist their child in following the rules of behaviour;
- g) assist school staff in dealing with disciplinary issues involving their child
- h) demonstrate respect for all students, staff, other parents, volunteers, and all other members of the school community; and
- i) are engaged in the initiatives that foster a positive, safe school environment.

Jack Donohue School Code of Conduct

We expect our students to demonstrate the following at all times:

- respect for themselves, others and the environment, and
- responsibility and self-discipline in school work and behaviour

This includes any time that the students are on school property, in school buses and on school field trips.

In managing our students' behaviour, an attempt is made to use a preventative approach:

Here are our beliefs about our students:

- They speak and act kindly, politely and respectfully
- They respect the dress code
- They arrive on time for class, ready to work, with the required materials and completed homework
- Our students work hard in class and do not disrupt the learning environment

- They act in a safe manner. This involves walking in the hallway on the right side, no play fighting or snowball throwing, using equipment safely, discouraging any unsafe behaviours in their peers and seeking immediate staff assistance if required
- They do not chew gum in the school
- Students at Jack Donohue P.S. put garbage in garbage cans and recycle when appropriate
- During nutrition breaks, our students remain seated at their seats
- They remove their hats when they enter the school
- Our students enter and leave the school using the designated entrances/exits
- Students follow the expectations of Bring Your Own Devices (BYOD)

Discipline issues will be dealt with on an individual basis. The following options may be considered as we correct misbehaviour and encourage students to develop into responsible citizens. Staff may:

- Review the class/school's expectations
- Discuss the situation with the student and suggest strategies for a better results in the future
- (Re)teach the expected behaviour and give the opportunity for the student to show the correct behaviour
- Assign a "Time out" (in classroom or office) for the student to self-reflect/calm themselves
- Require the student to complete a Reflection form which will also include next steps (a plan to handle the situation better in the future, an apology (verbal &/or written), a research assignment, a detention, a restitution)
- Separate the student from his/her peer group or class
- Request a student-student/student-teacher/student-parent-guardian conference
- Contact the parent(s)/ guardian(s) to request a meeting at school
- Suspension or Expulsion (refer to OCDSB Safe Schools: Reasons for Suspensions and Expulsions on the web).

Examples of serious misbehaviours:

- Violence (physical or verbal) includes destructiveness to self or others and/or property, intimidation, harassment, threats, or bullying,
- Belligerence (physical and/or verbal hostility, swearing)
- Persistent opposition to authority (defiance)
- Theft
- Discriminatory remarks (e.g. of a racial or ethnocultural nature)
- Smoking on school property
- Drug/alcohol use or possession
- Weapon possession, threat or use
- Habitual neglect of duty (e.g., not doing work on a consistent basis, disrupting the learner environment)
- Academic dishonesty: cheating on a test, or plagiarism- (i.e. copying someone else's work and passing it off as your own)

Students shall:

- respect and treat others fairly
- respect school property and the property of others
- respect the rights of others to work in an environment that supports learning and teaching

- demonstrates honesty and integrity at all times
- resolve conflict peacefully or seek assistance from a staff member
- come to school prepared, on time and ready to learn every day
- take responsibility for their own actions
- Staff demonstrate respectful and responsible behaviour when they:
 - help students work to their full potential and develop their sense of self-worth
 - help students become positive leaders in their classrooms, school and community
 - communicate regularly and meaningfully with students and parents/guardians
 - demonstrate respect for all members of the school community
- Parents/Guardians help maintain a safe and respectful learning environment for all students when they:
 - show an active interest in their child's school work and progress
 - communicate respectfully and regularly with the school
 - assist their child to be appropriately dressed, organized and prepared for learning
 - ensure that their child attends school regularly
 - promptly report to the school their child's absence or late arrival
 - encourage and assist their child in following the rules of the school
 - assist staff in dealing with disciplinary issues involving their child
 - demonstrate respect for all members of the school community
 - are engaged in the initiatives that foster a positive, safe school environment

Note: As per PROCEDURE PR.534.SCO (INVESTIGATION, SEARCH AND/OR SEIZURE- STUDENTS), desks and lockers are considered Board property and that a search of such property by school or Board administration is lawful at any time when there is reasonable cause to do so.

Consequences

We recognize that consequences alone seldom produce positive changes in behaviour. Responsible behaviour is encouraged when children are given opportunities to make choices and experience consequences. Progressive discipline and restorative practices will be used to address inappropriate behaviour and to foster a positive and inclusive school climate that supports academic achievement and responsible citizenship for all students

Dress Code

All students attending JDPS are expected to respect school as their place of business and come appropriately dressed. Our rules will apply to staff, students and volunteers.

Clothing should respect the conventions of modesty and good taste, while also acknowledging weather conditions. Clothing should reflect the requirement for the school to be a safe and caring learning environment, where respect for the rights and dignity of others, the safety of persons and property, and the fact that this is a drug and alcohol free environment.

Basic expectations are that:

- Underwear remains under (e.g. no visible bra straps, boxer shorts etc.)
- Body parts should be covered, including midriffs, cleavage and bottoms

Inappropriate school dress includes (but is not limited to):

- Sexually explicit or revealing clothing (this means that shorts and skirts must extend beyond the fingertips of the wearer when standing with hands at their side, muscle shirts and spaghetti strap tops are not acceptable due to their baggy/revealing nature, tube tops are not permitted, pajama pants are only permitted on sanctioned Spirit Days)
- Clothing with wording or graphics that advocate violence, consumption of alcohol, tobacco or illicit drugs
- Clothing that is racist, sexist, profane, demeaning or degrading to another person or persons
- Clothing that is suggestive of gang affiliation (including bandanas)
- The wearing of caps, hats or hoods indoors (unless it is a sanctioned Spirit Day or religiously affiliated)
- Not dressing for the weather conditions (winter jackets are outside wear only, unless the room temperature is compromised, proper indoor shoes should be worn during winter months and on rainy days)
- The school reserves the right to ask students to change into more appropriate clothing and, if necessary parents/guardians will be notified. The school administration and staff also reserve the right to discuss the wardrobe of a student or volunteer if it is deemed to distract from a positive learning environment.

Expectations for Bring Your Own Devices (BYOD)

- Device must be connected to the school internet (i.e.: no 3G or LTE network that would allow student to access content already restricted by Board)
- Device must go home at the end of day
- Device is used for educational use only, during class time
- Students are advised to ensure that devices are fully charged at the beginning of the day.
- Teacher's permission is required every time a student wishes to use. To save time, general permission to use devices is given at the start of an activity, when appropriate.
- Photos of anyone or anything require specific permission. Taking photos of multiple pages of a book, in order to create a personal electronic copy, is not permitted.
- The Device will not be used to call, text, take pictures (without permission), videotape, email, or visit inappropriate sites.
- Surf appropriately. No social media sites are to be accessed.
- You are responsible for your own device, including sharing
- When not in used for educational purposes, device is turned off and stored in locker or visible on desk or stored in a specific area in classroom such as a parking lot etc.
- During gym classes, devices are to be stored in the gym office
- My device is password protected
- Device is not permitted on the yard, during nutritional breaks, in the washroom, in the change rooms, during dances, or in D & T lab.
- Is not used for gaming
- Individual staff will direct if used for listening, use an appropriate volume, pre- downloaded playlist from home, earbuds are not to be shared
- While travelling class to class, devices are to be concealed
- After school, devices are not to be used until you are off school property or on bus.