

**Toronto Catholic District School Board**

**Code of Conduct**

*Abridged Version*

**Policy No: S.S.09**

**Revised: February 1, 2010**

**Abridged Version: August, 2008**

*The full version of the TCDSB's Code of Conduct Policy can be found on the board's web site. This condensed version serves to highlight sections that may be used for publication in a student agenda book or newsletter. It is suggested that the full version be reviewed annually.*

**POLICY DEFINITIONS:**

The following list of words and phrases are defined in the complete full version: **Bullying, Explosive Substance, Extortion, Firearm, Harassment, Hate Material, Inappropriate Use of Electronic Communications/Media, Physical Assault Causing Bodily Harm, Possession of a Weapon, Racial Harassment, Refractory Conduct, Replica Firearm, Robbery, Sexual Assault, Sexual Harassment, Threat to Inflict Serious Bodily Harm, Trafficking in Drugs and/or Harmful Substances.**

**1. POLICY**

The Toronto Catholic District School Board (TCDSB), including staff, students, parents and trustees, is committed to the mission of providing a safe and welcoming learning environment that supports academic excellence and is an example of Christian community. This mission is affirmed in TCDSB policies, including the Violence Prevention Policy.

Every member of this community - student, teacher, parent/guardian, support staff, trustee, parish priest, volunteers or others, while on TCDSB property, at TCDSB sponsored events and circumstances that could have an impact on the school climate - is governed by the policies of the TCDSB and shares in the responsibility for creating a positive environment that is safe, harmonious, comfortable, inclusive and respectful.

The purpose of the TCDSB Code of Conduct is to further promote the mission of the TCDSB and to provide a framework for individual schools to develop local, school-based codes of conduct **that foster a positive school climate and support student academic achievement and wellbeing.**

**In addition, the TCDSB Code of Conduct and local school-based codes of conduct must be modified regularly.** The TCDSB Code of Conduct is to be read together with the Violence Prevention Policy and all related TCDSB policies.

**The TCDSB Code of Conduct also recognizes the importance of progressive discipline which focuses on prevention and early intervention as the key to maintaining a positive Catholic school environment. More information can be found under Progressive Discipline Policy S.S. 10.**

## 2. LEGISLATIVE FRAMEWORK

**The Education Act** requires school boards to establish policies and guidelines with respect to the conduct of persons in schools.

**Policy/Program Memorandum No. 128**, issued October 4, 2007, and the revised Policy/Program Memorandum No. 144 and No. 145 enforced February 1, 2010 requires that the standards of behaviour in school board codes of conduct be appropriate for local communities.

## 3. PROVINCIAL CODE OF CONDUCT

**The Education Act** permits the Minister of Education to establish a code of conduct governing the behaviour of all persons in schools.

## 4. GUIDING PRINCIPLES

All participants involved in the publicly funded school system - students, parents or guardians, volunteers, teachers and other staff members, superintendents, senior board staff, board personnel and trustees - are included in the Provincial Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities that may have an impact on school climate.

## 5. ROLES AND RESPONSIBILITIES

The **TCDSB Code of Conduct** recognizes that all members of the school community comply with the standards of behaviour outlined in this policy.

### **Toronto Catholic District School Board**

The TCDSB is committed to the principles and standards established by the Violence Prevention Policy. The TCDSB will not tolerate behaviour that jeopardizes the emotional well-being or physical safety of members of the school community.

### **Schools**

Through the development or refinement of local codes of conduct, schools must communicate provincial and TCDSB standards of behaviour in a variety of languages suited to the respective communities.

### **Principals**

Principals, under the direction of the school board, take a leadership role in the daily operation of the school. Bill 157 permits the Principal of a school to delegate limited powers under Part XIII of the Education Act to a vice-principal of the school or, in the absence of a vice principal, to a teacher employed in the school. Bill 157 requires the Principal to provide written acknowledgement of receipt of a report to the individual who initiate the report using the Incident Reporting Form – Part II. Bill 157 requires Principals to contact the parent/guardian of victims who have been harmed as a result of serious student incidents including incidents for which a suspension or expulsion must be considered. A principal will not contact the parent/guardian of a victim if:

- the student is 18 years of age or older,
- the student is 16 or 17 years of age and has withdrawn from parental control,
- in the opinion of the principal, contacting the parent/guardian will create a risk of harm to the student by the parent/guardian.

### **Teachers and School Staff**

Under the leadership of the principal, teachers and staff shall maintain order in the school and are expected to hold everyone to a high standard of respectful and responsible behaviour. Bill 157 requires all TCDSB employees, bus drivers and other non-TCDSB employees deemed appropriate, to report to the principal serious incidents that must be considered for suspension or expulsion using the Incident Reporting Form - Part 1. In addition, TCDSB employees, who work directly with students, must respond to incidents that may have a negative impact on school climate.

### **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.

### **Parents and Guardians**

Parents and 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.

### **Police and Community Members**

Police and community members are essential partners in making our schools and communities safer. Community members need to support and respect the rules of their local schools. Police will investigate and respond to incidents in accordance with the Police/School Board Protocol.

## **6. STANDARDS OF BEHAVIOUR**

### **Respect, Civility, Safety and Responsible Citizenship**

The TCDSB does not tolerate any anti-social or violent behaviour that impacts on learning environments. All local school codes of conduct must set out standards of behaviour consistent with the standards established in the TCDSB Violence Prevention Policy. Standards of Behaviour must promote respect, civility, responsible citizenship and Catholic values.

### **Electronic Communications and Media Devices**

Schools shall include provisions in their local codes of conduct to ensure that all personal communication devices such as cell phones are powered off and stored out of view in instructional spaces (unless approved by the teacher for program use) and washrooms.

## **7. CONSEQUENCES FOR INAPPROPRIATE BEHAVIOURS**

### **Students**

Local school codes of conduct shall set out consequences that are consistent with *The Education Act* and the Board Safe School policies for Suspension (S.S.06) and Expulsions (S.S. 05). Mitigating Factors as stated in *The Education Act* shall be considered.

## **Consequences for Inappropriate Behaviour**

*The following charts are used by Principals when considering consequences for the inappropriate behaviour of students.*

- The term **shall**, as used in the legislation, means **must**.
- When the term **may** is used, it is important to note (according to the established Police/School Board Protocol) that if, through **balance of probability**, a criminal act that impacts on the climate of the school took place, the Principal must inform the Police.

Activities for which a Principal Shall Consider a Suspension <i>Education Act, Part XIII, subsection 306 (1)</i>		Principal May Issue Suspension	Notify Police	
			May	Shall
1.	Uttering a threat to inflict serious bodily harm on another person	1 – 20 Days		X
2.	Possessing alcohol or illegal drugs	1 – 20 Days	X	
3.	Being under the influence of alcohol	1 – 20 Days	X	
4.	Swearing at a teacher or at another person in a position of authority	1 – 20 Days	NA	NA
5.	Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school	1 – 20 Days		X
6.	Bullying	1 – 20 Days	X	
7.	Any activity that is an activity for which a principal may suspend a pupil under a policy of the board.	1 – 20 Days	X	

Under clause 306 (1) 7 of The Education Act, a pupil may be suspended if he or she engages in an activity that is an activity for which a principal may suspend a pupil under a policy of the board.

Activities for which a Principal May Suspend a Pupil – Board Policy <i>Education Act, Part XIII clause 306 (1) 7</i>		Principal May Issue Suspension	Notify Police	
			May	Shall
1.	Persistent opposition to authority	1 – 20 Days	X	
2.	Habitual neglect of duty	1 – 20 Days	NA	
3.	Willful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises	1 – 20 Days	X	
4.	Use of profane or improper language	1 – 20 Days	NA	
5.	Use of tobacco	1 – 20 Days	X	
6.	Theft	1 – 20 Days	X	
7.	Aid/incite harmful behaviour	1 – 20 Days	X	
8.	Physical assault	1 – 20 Days	X	
9.	Being under the influence of illegal drugs	1 – 20 Days	X	
10.	Sexual harassment	1 – 20 Days	X	
11.	Racial harassment	1 – 20 Days	X	
12.	Fighting	1 – 20 Days	X	
13.	Possession or misuse of any harmful substances	1 – 20 Days	X	
14.	Hate-motivated violence	1 – 20 Days	X	
15.	Extortion	1 – 20 Days		X
16.	Distribution of hate material	1 – 20 Days	X	
17.	Inappropriate use of electronic communications/media	1 – 20 Days	X	
18.	Other*	1 – 20 Days	X	

\* **Other** is defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others. Any such activity leading to suspension must be specifically detailed.

<b>SUSPENSION PENDING POSSIBLE EXPULSION</b> Principal shall issue a suspension pending possible expulsion <i>Education Act, Part XIII, subsection 310 (1)</i>  <b>Note:</b> Principal must conduct an investigation within 5 school days. Following the investigation, principal must impose a suspension or refer to Board for Hearing.		Principal Must Issue Suspension	Notify Police	
			May	Shall
1.	Possessing a weapon, including a firearm	1- 20 Days		X
2.	Using a weapon to cause or to threaten bodily harm to another person	1- 20 Days		X
3.	Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner	1- 20 Days		X
4.	Committing sexual assault (Please Refer to TCDSB Policy)	1- 20 Days		X
5.	Trafficking in weapons or in illegal drugs	1- 20 Days		X
6.	Committing robbery	1- 20 Days		X
7.	Giving alcohol to a minor**	1- 20 Days		X

\*\***Minor** as defined in The Education Act – under 18 years of age

The following infractions may result in a suspension pending possible expulsion in accordance with Board policy:

<b>SUSPENSION PENDING POSSIBLE EXPULSION – Board Policy</b> <i>Education Act, Part XIII, clause 310 (1) 8</i>  <b>Note:</b> Principal must conduct an investigation within 5 school days. Following the investigation, principal must impose a suspension or refer to Board for Hearing.		Principal Must Issue Suspension	Notify Police	
			May	Shall
1.	Possession of explosive substance	1- 20 Days		X
2.	Serious or repeated misconduct	1- 20 Days		X
3.	Refractory conduct	1- 20 Days	X	
4.	Other *	1- 20 Days	X	

\***Other** is defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others. Any such activity leading to suspension must be specifically detailed.