



**POLICY SECTION:** SAFE SCHOOLS

**Appendix A**

**SUB-SECTION:**

**POLICY NAME:** Code of Conduct

**POLICY NO:** S.S.09

**Date Approved:**

November 7, 2013

**Date of Next Review:**

November 2024

**Dates of Amendments:**

November, 2019

**Cross References:**

- Education Act Sections 1, 169.1, 301
- Ontario Human Rights Code, Sections 1 and 19
- Policy/Program Memorandum 128, 2019 *The Provincial Code of Conduct and School Board Codes of Conduct*
- O. Reg. 472/07 Behaviour, Discipline and Safety of Pupils
- Police/School Board Protocol
- S.S.04: Access to Students in Schools
- S.S.14: Trespass
- S.S.01 Suspension and Expulsion
- S.S.10: Progressive Discipline
- S.S.11: Bullying Prevention and Intervention
- T.07: Community Engagement

**Appendix**

- Appendix A: TCDSB Code of Conduct S.S.09 Guidelines
- Appendix B: Toronto Police/School Board Protocol

**Purpose:**

This Policy affirms that all students, parents, and teachers and other school staff have the right to be safe, and to feel safe, in their school community. The purpose of this Policy is to set out how schools will implement and enforce the provincial Code of Conduct and all other rules related to the provincial standards that promote and support respect, civility, responsible citizenship, safety and well-being for all individuals at TCDSB facilities for educational or other activities.



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### **Scope and Responsibility:**

This Policy extends to all individuals or organizations engaged in education or other activities that could have an impact on the climate of Toronto Catholic District School Board schools or worksites. The Director of Education, supported by the Superintendent of Safe Schools and school principals, is responsible for this policy.

### **Alignment with MYSP:**

Living Our Catholic values  
Fostering Student Achievement and Well-Being  
Achieving Excellence in Governance  
Inspiring and Motivating Employees  
Enhancing Public Confidence

### **Policy:**

The Toronto Catholic District School Board is committed to ensuring that schools be an example of Christian Community that promote, maintain, and encourage responsibility, civility, equity, inclusivity, academic excellence and well-being in a safe learning and teaching environment. A positive school climate exists when all members of the school community respect and treat others fairly at all times regardless of personal characteristics of any kind. All members of school communities and Board worksites will value and respect the teachings of the Catholic Church, including the teaching that all people are created in the image and likeness of God and have infinite dignity and worth.

The Code of Conduct for all schools of the TCDSB will be based on the Board's Code of Conduct, allowing for some local standards of behaviour consistent with



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input from students, parents, staff members and other community members in the school community.

### **Regulations:**

1. The TCDSB Code of Conduct is consistent with the provincial Code of Conduct and clearly sets out the standards of behaviour for all members of the school community and worksites including, but not limited to: students, parents, volunteers, teachers and other staff members, board staff, trustees, visitors, third-party service providers and permit holders while on board premises or at school-related activities. The TCDSB code of conduct is also applicable to all members of the school community for behaviour occurring off school premises or outside of school hours that negatively impacts school climate.
2. Each school's code of conduct will clearly describe acceptable and unacceptable behavior for all members of the elementary, secondary and continuing education school communities, referencing students, parents, staff members, board staff, trustees, visitors, volunteers, third-party service providers, permit holders, and other members of the community.
3. Board employees who work directly with students – including administrators, teachers and other school staff – must respond to any student behaviour that is likely to have a negative impact on school climate if it is safe to do so. If the board employees feel it is not safe to respond, they are expected to verbally inform the principal as soon as possible.
4. Any board employee who becomes aware that a student at a school of the board may have engaged in a serious student incident for which the pupil may be suspended or expelled shall report the matter to the principal as soon as reasonably possible. The employee must consider the safety of others and the



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urgency of the situation in reporting the incident, but, in any case, must report it to the principal no later than the end of the school day using the Safe Schools Incident Reporting Form - Part I. In cases where an immediate action is required, a verbal report to the principal may be made and the written report must be made when it is safe to do so. In addition to board employees, school bus drivers, early childhood educators and other staff in board-operated extended-day programs, employees and contractors of third-party operators, and other individuals who are not employees of the board and come into direct contact with students on a regular basis are subject to these same reporting requirements.

5. The Code of Conduct at each school of the TCDSB will be reviewed annually. In developing and reviewing the local standards of behaviour, the principal shall take into consideration the views of the Catholic School Parent Council (CSPC) and additionally should seek input from students, staff, parents and other members of the school community.
6. The Code of Conduct will be communicated to the school's community annually.
7. Where the TCDSB enters into agreement with a third party with respect to rental of school space, or any individual or organization respecting the permitted use of a school and/or premises operated by the Board, the standards of behaviour consistent with the Board's Code of Conduct must be followed.
8. The TCDSB will collaborate with the other district school boards in the city of Toronto and Toronto Police Services to review and revise the mandatory Police/School Board Protocol. The Protocol defines the working relationship and appropriate responses to incidents where police involvement is requested or required in relation to school related incidents.



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9. The TCDSB will collaborate with other district school boards, Toronto Police Services and community organizations to provide coordinated prevention and intervention programs and services in support of safe and accepting school communities.
  
10. The Board will conduct a thorough review of its Code of Conduct every three (3) years by consulting with Catholic School Parent Councils of the Board and other stakeholders.

### **Definitions:**

#### **Police/School Board Protocol**

This protocol has been developed by the four publicly funded district school boards operating within the city of Toronto and Toronto Police Service with the clear purpose of supporting schools as safe, caring, inclusive and accepting places for learning and teaching. The Protocol clearly outlines the roles and responsibilities of school officials and police officers in situations where the police are present at school for a school related incident or in other situations.

#### **Safe and Accepting School Teams**

Each school must have in place a Safe and Accepting Schools Team responsible for fostering a safe, inclusive and accepting school climate. The team must include at least one parent, one teacher, one non-teaching staff member, one community partner, and the principal. The team should include at least one student. The Chairperson of this team must be a staff member.

At TCDSB, members of the Safe and Accepting School Teams will have opportunities to meet, provide input into discussions, review data from the student



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surveys, and provide advice to the principal about school safety and Ministry of Education initiatives related to school climate and safety.

### **School Climate**

The learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions.

### **Third-Party Service Provider**

Any organization, not internal to a school board, that provides services for the TCDSB. Some examples include: regulated health professionals, bus companies, cafeteria operators, etc.

### **Evaluation and Metrics:**

The effectiveness of the policy will be determined by measuring the following:

1. Anonymous Safe School Climate surveys administered to representative groups of TCDSB students and parents.
2. The Safe and Accepting Schools Team at each school will annually review safe schools data to assess the effectiveness of the school's Code of Conduct and inform of any changes required.