

**MOOSE FACTORY ISLAND  
DISTRICT SCHOOL AREA BOARD**

<b>BOARD POLICY NO. GOV-09</b>	
Approved	
Last Revised	
Board Motion	

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**SAFE SCHOOLS: BOARD CODE OF CONDUCT**

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**1. PURPOSE**

This Board governance policy promotes the establishment and maintenance of a positive learning and working environment throughout Moose Factory Island District School Area Board. The Board and school codes of conduct are intended to foster a climate of mutual respect that recognizes the dignity and worth of every member of the Moose Factory Island community. The complementary Board and school codes are intended to promote secure surroundings in which all members are safe, and feel safe.

**POLICY**

**2. APPLICATION**

This Code of Conduct sets out clear standards of behaviour which apply not only to students but to all individuals in the school system, including staff, visitors, parents or guardians, whether they are on school property, on school buses, or at school-authorized events or activities.

**3. STANDARDS OF BEHAVIOUR**

**3.1 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 as well as demonstrate responsible citizenship involved in appropriate participation in the civic life of the school community;
- 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 differences in people, their ideas and opinions, and maintain an environment where conflict and differences can be addressed in a manner characterized by respect and civility;
- Treat other members of the school community with respect, to work in an environment of learning;
- Show proper care and regard for board property and the property of others;
- Take appropriate measures to help those in need, and respect the need of others to work in an environment that is conducive to learning and teaching.

### 3.2 Physical Safety

On school property, school buses, or at school-authorized events or activities, school members shall not:

a) Weapons

- Be in possession of any weapon, including but not limited to firearms;
- Use any object to threaten or intimidate another person;
- Cause injury to any person with an object.

b) Alcohol and Drugs

- Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.

c) Physical Aggression

- Engage in bullying behaviours;
- Inflict or encourage others to inflict bodily harm on another person; and shall seek staff assistance, if necessary, to resolve conflict peacefully.

## 4. CONSEQUENCES FOR STUDENTS: PROGRESSIVE DISCIPLINE

4.1 As described in Administrative Procedure 376 Progressive Discipline, progressive discipline is an approach that uses a continuum of supports, early and ongoing interventions, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours.

4.2 Progressive discipline is never solely punitive. The range of interventions and consequences used must be clear and developmentally appropriate, and must include learning opportunities for students in order to reinforce positive behaviours and help students make good choices.

4.3 Short and long-term suspension and expulsion from school are further along the continuum of progressive discipline.

## 5. CONSEQUENCES FOR STUDENTS: SUSPENSION

5.1 When the principal's investigation of an incident determines that a student has committed one or more infractions outlined below on school property, during a school-related activity or event, and/or in circumstances where the infraction has a negative impact on the school climate, the principal will consider whether the student should be suspended. The principal will take into account any mitigating and other factors that might be applicable, as described in Administrative

Procedure 378 Student Suspension. The infractions for which a suspension may be imposed by the principal include:

- a) uttering a threat to inflict serious bodily harm on another person;
- b) possessing alcohol, illegal drugs, or restricted drugs;
- c) being under the influence of alcohol or drugs;
- d) swearing at a teacher or at another person in a position of authority;
- e) committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school;
- f) bullying;
- g) any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community; and
- h) any act considered by the principal to be contrary to the Board or School Code of Conduct.

5.2 The principal shall also contact the police, consistent with the Police Protocol, if the infraction the student is suspected of committing requires such contact. When in doubt, the principal will consult with the supervisory officer.

## 6. CONSEQUENCES FOR STUDENTS: EXPULSION

6.1 A principal shall suspend a student if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity, or in other circumstances where engaging in the activity will have a negative impact on the school climate:

- a) possessing a weapon, including possessing a firearm;
- b) using a weapon to cause or to threaten bodily harm to another person;
- c) committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- d) committing sexual assault;
- e) trafficking in weapons, illegal drugs, or restricted drugs;
- f) committing robbery;
- g) giving alcohol or drugs to a minor;
- h) bullying, if the student has previously been suspended for engaging in bullying, and the student's continuing presence in the school creates an unacceptable risk to the safety of another person;
- i) any activity that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identify, gender expression, or any other similar factor;
- j) activities engaged in by the student on or off school property that have caused extensive damage to the property of the board or to goods that are/were on board property; or
- k) any act considered by the principal to be significantly injurious to the physical or mental well-being of others.

- 6.2 The principal shall conduct an investigation promptly following the suspension of the student to determine whether to recommend to the Discipline Committee of Moose Factory Island District School Area Board that the student be expelled. The principal must consider any mitigating or other factors as described in Administrative Procedure 379 Student Expulsion.
- 6.3 The principal will also contact the police in accordance with the Police Protocol if the infraction the student is suspected of committing requires such contact. When in doubt, the principal will consult with the supervisory officer.

## **7. CONSEQUENCES FOR STAFF**

- 7.1 All staff members are responsible for conducting themselves in a professional manner, and ensuring that their relationships and interactions with students, other employees, parents, and the community are professional and appropriate at all times.
- 7.2 It is the policy of the Moose Factory Island District School Area Board that employees who engage in professional misconduct, inappropriate conduct, or whose behaviour does not meet Board policy and accepted standards will be subject to appropriate discipline.
- 7.3 Progressive discipline allows an employee the opportunity to correct his or her behaviour or conduct. Disciplinary action is based on the severity, frequency, or other circumstances of the incident and is as warranted by the situation. Progressive discipline may start with a verbal reprimand and may culminate in termination.
- 7.4 Disciplinary measures for the staff are set out in the following Board policies and procedures:
- Board Policy GOV-23 Progressive Discipline: Staff
  - Administrative Procedure 458 Prevention of Abuse and Protection of Students
  - Administrative Procedure 493 Workplace Conflict and Harassment
  - Administrative Procedure 494 Violence in the Workplace

## **8. ROLES AND RESPONSIBILITIES**

In order to uphold the rights of all school members to access a safe school community, there are a number of corresponding responsibilities for which all school members must be accountable to ensure a safe and positive learning environment.

- 8.1 The School Board/Supervisory Officer
- Provide direction to the school to ensure opportunity, excellence, and accountability in the education system;
  - Develop policies and administrative procedures that set out how the schools will implement and enforce the Board Code of Conduct as well as the Provincial

- Code of Conduct and all other rules that they develop as related to the provincial standards for respect, civility, responsible citizenship, and physical safety;
- Seek input from the School Council and review policies and procedures regularly with students, staff, parents or guardians, volunteers and the community;
  - Establish a process that clearly communicates the Board Code of Conduct as well as the Provincial Code of Conduct to all parents/guardians, students, and staff in a manner that ensures their commitment and support;
  - Ensure an effective intervention strategy and response to all infractions related to the standards for respect, civility, responsible citizenship, and physical safety; and
  - Provide opportunities for all staff to acquire the knowledge, skills and attitudes necessary to develop and maintain academic excellence and safe learning and teaching environments.

## 8.2 The Principal

- Follows the direction of the school board and supervisory officer and takes a leadership role in the daily operation of the school;
- Demonstrates care and commitment to academic excellence and a safe teaching and learning environment;
- Holds everyone under his or her authority accountable for their behaviour and actions;
- Communicates regularly and meaningfully with all members of the school community;
- Embeds the standards of the Provincial and Board Codes into the School Code of Conduct and shares the School Code with families and staff at the beginning of each school year;
- Sends a form home with the School Code at the beginning of each school year and asks parents/guardians and students to sign and return the form to indicate that they have read and understood the School Code;
- Reviews the Code of Conduct annually with the School Council; and
- Forwards a copy of the School Code to the Supervisory Officer by September 30<sup>th</sup> of each year.

## 8.3 Teachers and School Staff Members

- Under the leadership of the principal, maintain order in the school, and are expected to hold everyone to the highest standard of respect and responsible behaviour;
- Help students work to their full potential and develop their self-worth;
- Communicate regularly and meaningfully with parent/guardians;
- Demonstrate respect for all students, staff and parents/guardians;
- Prepare students for the full responsibilities of citizenship; and
- Communicate to the principal any concerns regarding student behaviour and safety.

#### 8.4 Students

- Understand that a Code of Conduct promotes their own well-being and the common good;
- Come to school prepared, on time and ready to learn;
- Become familiar with the Code of Conduct and school rules, sign [or co-sign with their parent(s) or guardian(s)] and return the required form to the school at the beginning of each school year;
- Show self respect and respect for all others including those in authority;
- Refrain from bringing anything to school that, in the judgment of the principal, may compromise the safety of others; and
- Follow the established rules and take responsibility for personal actions.

#### 8.5 Parents and Guardians

- Are key partners 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;
- Show an active interest in their child's school work and progress;
- Communicate regularly with the school;
- Help their child to be neat, appropriately dressed, and prepared for school;
- Ensure that their child attends school regularly and on time;
- Work with the school and/or the attendance counselor, as appropriate, to address their child's attendance problems;
- Report promptly to the school their child's absence or late arrival;
- Become familiar with the Code of Conduct and school rules, and sign and return the required form to the school at the beginning of each school year indicating that the Code has been read and understood;
- Encourage and assist their child in following the rules of behaviour; and
- Assist the school staff in dealing with disciplinary issues.

#### 8.6 The Police Officer

- Supports and respects the rules of the local school; and
- Investigates incidents in accordance with the Police/School Protocol.

#### 8.7 Community Members

- Support and respect the rules of the local school.

### 9. BOARD REVIEW

A review of this Code of Conduct will be conducted every three years. This review will take into consideration the views of the School Council and, in addition, seek input from students, staff, parents or guardians, and members of the community.

**REFERENCE DOCUMENTS*****Legal References:***

*Education Act, Part XIII Behaviour, Discipline and Safety*  
Ontario Regulation 472/07 Behaviour, Discipline and Safety of Pupils  
PPM 128 The Provincial Code of Conduct and School Board Codes of Conduct  
PPM 144 Bullying Prevention and Intervention  
PPM 145 Progressive Discipline and Promoting Positive Student Behaviour  
*Ontario Human Rights Code*  
*Youth Criminal Justice Act.*

***Board References:***

Board Policy GOV-01 Vision, Mission, and Values  
Board Policy GOV-07 Learning and Working Environment: Equity and Inclusion  
Board Policy GOV-08 Learning and Working Environment: Safe Schools  
Board Policy GOV-16 Appeals and Hearings Regarding Student Discipline  
Board Policy GOV-23 Progressive Discipline: Staff  
Administrative Procedure 147 Staff and Student Use of the Internet  
Administrative Procedure 376 Progressive Discipline  
Administrative Procedure 377 Student Discipline: Bullying  
Administrative Procedure 378 Student Discipline: Suspension.  
Administrative Procedure 379 Student Discipline: Expulsion  
Administrative Procedure 458 Prevention of Abuse and Protection of Students  
Administrative Procedure 493 Workplace Conflict and Harassment  
Administrative Procedure 494 Violence in the Workplace