

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

APSLEY CENTRAL PUBLIC SCHOOL

CODE OF CONDUCT

“Building Success for All”

School Code of Conduct



Rationale:

Everyone has the right to be safe and to feel safe, welcome and included at school. The Ministry of Education requires that all schools develop a code of conduct which communicates the standards of behaviour to all the members of the school community the types of behaviour expected from them. Members of the school community include: students, staff, parent(s) / guardian(s) and others such as visitors, volunteers, community partners and community rental groups.

Responsibilities

- Safety is everyone’s responsibility.
- Everyone in our school community is responsible for promoting safe, caring relationships that respect human dignity.
- Everyone is responsible for preventing harm.
- Students, staff, volunteers, parents and guardians have additional responsibilities unique to their roles.

Standards of Behaviour

- We value one another and treat each other with respect and dignity.
- We educate our students to be caring, responsible community members who protect everyone’s physical, social, academic and emotional well-being.
- Bullying and harassment in any form are wrong and hurtful. Bullying is aggressive and typically repeated behaviour that is intended to cause harm, fear or a negative environment for another individual. Bullying is an abuse of power, authority or control over another person or group. It is never acceptable.
- Everyone has a role to play as we work together to prevent, identify and respond to bullying and exclusion. We all are accountable for our actions.
- Where bullying does occur, we respond in a manner that is fair and appropriate, to build relationships that are respectful. Restorative practice is one strategy we use to prevent, and repair the harm caused by, bullying and exclusion.
- We also use progressive discipline to prevent and respond to behaviour that violates this Code of Conduct. Consequences for unacceptable behaviour may range from warnings, to suspension or expulsion.

1.1 School Code of Conduct

The Kawartha Pine Ridge District School Board (KPR) believes everyone has the right to be safe, and to feel safe, welcome and included, in the school community. This School Code of Conduct reflects the guiding principles of the Board's Safe, Caring and Restorative Schools Policy and the Ontario Code of Conduct. It supports a common understanding for safe learning and working environments, where everyone is treated with respect, fairness and dignity. It also helps to prevent bullying in schools. The School Code of Conduct applies to students while they are at school, engaged in a school-related activity, or in other circumstances where the activity affects the school climate. All rules apply to and from school, at bus stops, during class time and during out of school-related activities.

1.2 Procedures at our school:

DRESS CODE

Since school is considered a place of business, we are reminded that **all** staff and students are to dress as such. In discussion with School Council, CAST and staff, we have revised our Apsley dress code slightly. A simple rule to follow is:

Keep chests, stomachs and bottoms covered.

When choosing shorts to wear to school, it has been decided that if they need to be constantly pulled down because they are riding up too much or TOO tight, they should not be worn to school. Shirts should be free of inappropriate language/comments and should cover the midriff, cover the chest and straps should be at least two adult/3 student fingers wide (no spaghetti straps or tube tops).

It is hoped that students will be mindful of these fair rules with regard to appropriate dress. However, if students choose not to remember these rule, they will be asked to call home to fix the problem or will be given something from the office to cover up.

As well, good hygiene is expected and clothing with suggestive or offensive slogans or drawings is prohibited.

PHONES

Phones are for emergency use only. Students must have the permission of the office staff prior to using the office phone.

PERSONAL ELECTRONIC DEVICES

As per board policy, the Board expects that students, staff, parents, visitors and volunteers (including teaching and support staff) will power-off and put away ALL personal electronic devices during instructional time. PEDS include: iPods, MP3 players, cell phones, electronic gaming devices, Personal Digital Assistants and cameras.

COMPUTERS

Students in the computer lab and on computers in the classroom must be supervised at all times. Internet safety is very important to us. Students should not be using MSN or Hotmail during school time. Students and parents need to sign the Internet Code of Conduct form before a student can use the internet in the library. (This is included in the Student Information Package which goes home the first week in September.)

PERMISSION TO LEAVE SCHOOL GROUNDS

Students may not leave the school grounds at break time unless the classroom teacher receives a note signed and dated by the parent giving the student permission to do so that day. Students are to have their classroom teacher sign the note and then bring the note to the office. Students leaving the school at break are expected to follow the guidelines set out for

APSLEY CENTRAL PUBLIC SCHOOL CODE OF CONDUCT

behaviour expectations. The school may rescind the privilege of leaving school grounds during lunch. In this event, parents are welcome to come to the school to pick their child(ren) up at break to take them off school property.

2.1 Common School Community Member Responsibilities

Every member of the school community has the responsibility to:

- 2.1.1 contribute to make the school environment safe and conducive to learning/working, free from discrimination, physical and/or psychological abuse;
- 2.1.2 be a partner in the school community and to work co-operatively with each other; and
- 2.1.3 model appropriate behaviour and to support the Code of Conduct by upholding the standards of behaviour.

2.2 Additional Student Responsibilities

Each student has the additional responsibility to:

- 2.2.1 exercise self-discipline, follow the established rules and accept responsibility for their actions based on age and individual ability;
- 2.2.2 come to school prepared, on time and ready to learn;
- 2.2.3 show respect for themselves, for others and for those in authority; and
- 2.2.4 refrain from bringing anything to school that may compromise the safety of others.
- 2.2.5 Use personal mobile devices during instructional time **only** under the following circumstances:
 - for educational purposes, as directed by an educator
 - for health and medical purposes
 - to support special education needs.

2.3 Additional Teaching Staff Responsibilities Teaching staff have the additional responsibility to:

- 2.3.1 help students work to their full potential and develop their self-worth;
- 2.3.2 assess, evaluate and report student progress;
- 2.3.3 communicate regularly and meaningfully with parent(s)/guardian(s);
- 2.3.4 discipline fairly and consistently in a manner in keeping with the administrative regulation on Discipline/Promoting Positive Student Behaviour/Code of Conduct, and the school Code of Conduct
- 2.3.5 be on time and prepared for all classes and school activities;

APSLEY CENTRAL PUBLIC SCHOOL CODE OF CONDUCT

- 2.3.6 prepare students for the full responsibilities of citizenship; and
 - 2.3.7 safeguard students from persons or conditions which interfere **with the learning process.**
- 2.4 **Additional Parent(s)/Guardians(s) Responsibilities**
Parent(s)/guardians(s) has/have the additional responsibility to:
- 2.4.1 attend to their child's physical and emotional well-being;
 - 2.4.2 show an active interest in their child-s school work and progress;
 - 2.4.3 communicate regularly with the school;
 - 2.4.4 help their child be neat, clean, appropriately dressed, and prepared for school;
 - 2.4.5 ensure that their child attends school regularly and on time;
 - 2.4.6 promptly report to the school their child-s absence or late arrival;
 - 2.4.7 become familiar with the Code of Conduct and school rules;
 - 2.4.8 encourage and assist their child in following the rules of behaviour; and
 - 2.4.9 assist school staff in dealing with disciplinary issues.

Standards of Behaviour

3.1 Respect, Civility Equality and Responsible Participation in School Life

We value on another and treat each other with respect and dignity. We educate our students to be caring, responsible community members who protect everyone's physical social, academic and emotional well-being.

Responsible Citizenship All School Members must:

- 3.1.1 respect and comply with all applicable federal, provincial and municipal laws;
- 3.1.2 demonstrate honesty and integrity;
- 3.1.3 respect differences in people, their ideas and opinions;
- 3.1.4 treat one another with dignity and respect at all times, and especially when there is disagreement;
- 3.1.5 respect and treat everyone fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability;
- 3.1.6 respect the rights of others;

APSLEY CENTRAL PUBLIC SCHOOL CODE OF CONDUCT

- 3.1.7 show proper care and regard for school property and property of others;
- 3.1.8 take appropriate measures to help those in need;
- 3.1.9 use non-violent means to resolve conflict;
- 3.1.10 dress in a manner that is appropriate to school activities with regard to exposure, cleanliness and/or message;
- 3.1.11 respect persons who are in a position of authority; and
- 3.1.12 respect the need of others to work in an environment of learning and teaching.

3.2 Physical and Emotional (or Psychological) Safety

3.2.1 Weapons

The following will not be tolerated:

- 3.2.1.1 possession of any weapon or replica weapon, including but not limited to firearms;
- 3.2.1.2 use of any object to threaten or intimidate another person; and/or
- 3.2.1.3 causing injury to any person with an object.

3.2.2 Alcohol and Drugs

The following will not be tolerated:

- 3.2.2.1 possession of, or being under the influence of, or providing others with, alcohol or restricted drugs.

3.2.3 Physical Aggression

The following will not be tolerated:

- 3.2.3.1 inflicting or encouraging others to inflict bodily harm on another person; and/or
- 3.2.3.2 intimidation.

3.2.4 Non-physical Aggression

The following will not be tolerated:

- 3.2.4.1 emotional, sexual, homophobic or racial actions that hurt an individual or a group of individuals;

APSLEY CENTRAL PUBLIC SCHOOL CODE OF CONDUCT

3.2.4.2 threatening physical harm, bullying or harassing others; and/or

3.2.4.3 use of any form of discrimination.

Further to all these standards of behaviour, it is expected that all school members will seek staff assistance, if necessary, to resolve conflict peacefully.

3.2.5 Bullying, by definition, is aggressive and typically repeated behaviour by a pupil where:

3.2.5.1 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

3.2.5.2 causing harm, fear, or distress to another individual including physical, psychological, social or academic harm to the individual person's reputation or harm to the individual's property; or

- creating a negative environment at a school for another individual.

3.2.5.3 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.

3.2.5.4 behaviour includes the use of any physical, verbal, electronic, written or other means. **Cyber-bullying** includes bullying by electronic means including

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

3.2.5.5 bullying adversely affects a student-s ability to learn.

3.2.5.6 bullying adversely affects healthy relationships and the school climate.

3.2.5.7 bullying adversely affects a school-s ability to educate its students.

3.2.5.8 bullying will not be accepted on school property, at school- related activities, on school buses, or in any other circumstances (e.g. on-

line) where engaging in bullying will have a negative impact on the school climate.

School Code of Conduct Rules

- 4.1 Students must be allowed to learn;
- 4.2 Teachers must be allowed to teach;
- 4.3 The use of physical, verbal, electronic, written or other means of sexual or psychological abuse (e.g. sarcasm, ridicule, humiliation), bullying, or discrimination (e.g. race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability) is unacceptable; and
- 4.4 Damage to property in the school environment (including school grounds, school buses, on school excursions) is not permitted.

Note: The principal may also apply these rules to a pupil when the pupil's conduct outside the school environment negatively impacts on the school.

School Code of Conduct Procedures

5.1 Signage

- 5.1.1 Signs will be posted directing visitor(s) to begin their visit at the office.

Strategies to Promote Positive Student Behaviour

6.1 Prevention Strategies are designed to:

- 6.1.1 Establish a positive school climate;
- 6.1.2 Maintain effective classroom management;
- 6.1.3 Use of encouragement, reinforcement, and rewarding;
- 6.1.4 Promote social skills development;
- 6.1.5 Provide information regarding anger management programs;
- 6.1.6 Utilize peer counselling and conflict resolution; and/or
- 6.1.7 Use of home-school communication.

6.2 Supportive Intervention Strategies

- 6.2.1 Use of teachable moment;
- 6.2.2 Use of verbal redirection, reminders and reinforcement;
- 6.2.3 Use of active listening;
- 6.2.4 Use of choices;
- 6.2.5 Use of restorative practices and other problem solving techniques;
- 6.2.6 Use of behavioural contracts;
- 6.2.7 Use of outside agencies;
- 6.2.8 Use of interviews/discussion; and/or
- 6.2.9 Use of school/Board/community resources.

Consequences for Unacceptable Behaviour

Consequences shall be appropriate to the individual, related to the circumstances and/or actions and progressive when appropriate. The school will consider all factors with the student's Individual Education Plan (IEP). The Board, principals and vice -principals consider all mitigating and other factors, as required by legislation. Progressive discipline and restorative approaches are outlined in detail in the Safe, Caring and Restorative Schools Manuals for administrators.

7.1 Consequences may include the following:

- 7.1.1 *restorative practice;*
- 7.1.2 *warnings;*
- 7.1.3 *time-outs;*
- 7.1.4 *time-owed;*
- 7.1.5 *restricted privileges;*
- 7.1.6 *restitution, i.e. financial, community service;*
- 7.1.7 *suspension; and/or*
- 7.1.8 *expulsion.*

7.2 In accordance with provincial directives, parent(s)/guardian(s) and pupils are advised that a principal shall consider whether to suspend a pupil if he or she believes that the pupil 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 an impact on the school climate:

- 7.2.1 Uttering a threat to inflict serious bodily harm on another person.
- 7.2.2 Possessing alcohol or illegal drugs.
- 7.2.3 Being under the influence of alcohol.
- 7.2.4 Swearing at a teacher or at another person in a position of authority.
- 7.2.5 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.
- 7.2.6 Bullying (as per the definition previously provided in this document).
- 7.2.7 Persistent opposition to authority.
- 7.2.8 Habitual neglect of duty.
- 7.2.9 The willful destruction of school or Board property.
- 7.2.10 The use of profane or improper language.
- 7.2.11 Conduct injurious to the moral tone of the school or to the physical or emotional well-being of self or others in the school.
- 7.2.12 Being involved in a physical altercation.

7.3 In accordance with provincial directives, parent(s)/guardian(s) and pupils are advised that a pupil shall be suspended and considered for expulsion on the following grounds:

- 7.3.1 the pupil commits one or more of the following infractions while at school or engaged in a school-related activity, or in other circumstances where engaging in the activity has had a negative impact on the school climate
 - 7.3.1.1 possessing a weapon including a firearm;
 - 7.3.1.2 using a weapon to cause or to threaten bodily harm to another person;
 - 7.3.1.3 committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
 - 7.3.1.4 committing sexual assault;
 - 7.3.1.5 trafficking in weapons or in illegal drugs;

APSLEY CENTRAL PUBLIC SCHOOL CODE OF CONDUCT

- 7.3.1.6 committing robbery;
- 7.3.1.7 giving alcohol to a minor;
- 7.3.1.8 bullying, if:
 - the pupil has previously been suspended for engaging in bullying, and
 - the pupil's continued presence in the school creates an unacceptable risk to the safety of another person;
- 7.3.1.9 any incident, including bullying, 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 identity, gender expression, or any similar factor (e.g. socio-economic status, appearance).

7.4 In accordance with provincial directives, parent(s)/guardian(s) and pupils are advised that the following additional infractions may result in a suspension and may be considered for expulsion:

- 7.4.1 the pupil commits an infraction in the school community, and the infraction has an adverse effect on the school;
- 7.4.2 the pupil-s pattern of behaviour is so refractory that the pupil-s presence is injurious to the effective learning environment of others;
- 7.4.3 the pupil has engaged in activities that
 - 7.4.3.1 cause the pupil-s presence in the school to be injurious to the physical or emotional well-being of other pupils or persons in the school, and/or
 - 7.4.3.2 caused extensive damage to school property at the pupil-s school or to property located on the premises of the pupil-s school;
- 7.4.4 the pupil demonstrated, through a pattern of behaviour, that the pupil has not prospered by the instruction available and that the pupil is persistently resistant to making the changes in behaviour which would enable the pupil to prosper.

APSLEY CENTRAL PUBLIC SCHOOL CODE OF CONDUCT
School Code of Conduct Expectations of Staff

If staff members contravene the school Code of Conduct, consequences will follow related Board personnel policies, and professional standards.

1. For others unable to follow the school Code of Conduct, the principal, in consultation with the supervising superintendent, may exclude the individual through Section 265(m) of the Education Act.

The Smoke-Free Ontario Act, 2017 (SFOA, 2017)

The SFOA 2017 prohibits the smoking of tobacco, the use of electronic cigarettes (e-cigarettes) to vape any substance, and the smoking of cannabis (medical and recreational) in enclosed workplaces and enclosed public places, as well as other designated places in Ontario, to protect workers and the public from second-hand smoke and vapour. Smoking refers to the smoking or holding of lighted tobacco or cannabis (medical or recreational). Vaping refers to inhaling or exhaling vapour from an electronic cigarette, or holding an activated electronic cigarette, whether or not the vapour contains nicotine.

Smoking and Vaping is not permitted anywhere on the school grounds or within 20 m of the school property.

Penalties:

Any individual who violates the prohibition on smoking or vaping in smoke-free and vape-free areas may be charged and if convicted, may face a maximum fine of \$1,000 (for a first offence) or \$5,000 (for any further offence).

More information please visit <http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx>.

Established: May 4, 1998

Revision Dates: January 2020