

Code of Conduct Procedures 213-A



Category:	Community Relations
Administered by:	Associate Director
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Next Review:	2024-2025 school year

1. General

These procedures outline the development of the board and individual school codes of conduct. These procedures include standards of behaviour for all members of the school community, the roles and responsibilities of the board, principals, educators and school staff, students, parents, police services and community partners. It is in collaboration with members of the school community that the board will maintain a safe and inclusive learning and teaching environment.

2. Definitions

School Community

School community is defined as trustees, all board staff, students, parents, guardians, caregivers, police services, community partners, and community groups who use board facilities.

3. Role and Responsibilities of Principals

Under the direction of the school board, principals take a leadership role in the daily operation of a school. They provide this leadership by:

- 3.1 demonstrating care for the school community and a commitment to student achievement and well-being in a safe, inclusive, and accepting learning environment
- 3.2 holding everyone under their authority accountable for their own behaviour and actions
- 3.3 empowering students to be positive leaders in their school and community

- 3.4 communicating regularly and meaningfully with all members of the school's community
- 3.5 ensuring that a school Code of Conduct, based on the provincial Code of Conduct and board's Code of Conduct, is developed and communicated annually to the school community
 - 3.5.1 Communications shall highlight the restrictions and requirements for personal mobile device use and the consequences of non-compliance.
- 3.6 modeling the standards of respect, civility and responsible citizenship
- 3.7 reviewing the school Code of Conduct at least once every three years, and seek input from school councils, staff, students, parents and guardians, and the school community on the review.

4. Role and Responsibilities of Educators and School Staff

Under the leadership of their principals, educators and other school staff maintain a positive learning environment and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, educators and other school staff uphold these high standards when they:

- 4.1 help students work to their full potential and develop their sense of self-worth
- 4.2 empower students to be positive leaders in their classroom, school and community
- 4.3 communicate regularly and meaningfully with parents and guardians
- 4.4 maintain consistent and fair standards of behaviour for all students
- 4.5 demonstrate respect for one another, all students, parents, volunteers, and other members of the school community
- 4.6 prepare students for the full responsibilities of citizenship, in particular the skill of respectful communication, both in person and online
- 4.7 model the standards of respect, civility, and responsible citizenship. This includes modeling appropriate use of personal mobile devices. Educators

are not to use personal mobile devices during instructional time, unless explicitly for work-related purposes.

5. Roles and Responsibilities of 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 and adherence to the board and school codes of conduct. Respect and responsibility are demonstrated when students:

- 5.1 come to school prepared, on time, and ready to learn
- 5.2 show respect for themselves, and for others, and for those in positions of authority
- 5.3 refrain from bringing anything to school that may compromise the safety of others
- 5.4 follow the established rules and accept responsibility for their own actions

6. Role and Responsibilities of 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:

- 6.1 demonstrate respect for all members of the school community
- 6.2 support the efforts of school staff in maintaining a safe and respectful learning environment
- 6.3 are engaged in their child's schoolwork and progress
- 6.4 communicate regularly with their child's school
- 6.5 help their child be appropriately dressed and prepared for school
- 6.6 ensure that their child attends school regularly and on time
- 6.7 promptly report to the school their child's absence or late arrival

- 6.8 become familiar with the provincial Code of Conduct, the board's Code of Conduct, and the school's Code of Conduct
- 6.9 encourage and assist their child in following the board and school codes of conduct
- 6.10 assist school staff in dealing with disciplinary issues involving their child

7. Role and Responsibilities of Community-Based Service Providers and Police Services

- 7.1 All community-based service providers should be made aware of the Code of Conduct through any agreements, protocols and/or contracts. The expectation should be specified that all individuals and groups shall follow behaviour standards consistent with the Code of Conduct.
- 7.2 Police services play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the guidelines established in the Police/School Board Protocol.

8. Development and Revision of School Codes of Conduct

- 8.1 School codes of conduct will:
 - 8.1.1 reflect the provincial Code of Conduct, the board's Code of Conduct and board policies
 - 8.1.2 outline the roles and responsibilities of students, staff, and parents/guardians
 - 8.1.3 state specific expectations and rules for the school, including consequences for unacceptable behaviour (See [Policy 503](#))
- 8.2 In developing or reviewing school codes of conduct, the principal will take into consideration the views of the school council. In addition, the principal will:
 - 8.2.1 seek input from students, educators, other school staff, parents, and other members of the school community
 - 8.2.2 include procedures and timelines for review in accordance with school board policy

- 8.2.3 post the school's Code of Conduct on the school website
- 8.2.4 develop a plan that specifies how the school Code of Conduct will be communicated to the school community, including parents, guardians, and caregivers.