Northeastern Catholic District SCHOOL BOARD

A place where we all belong.

CODE OF CONDUCT

SCHOOL NAME: **St. Anne School**
SCHOOL YEAR: **2026-2027**

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) believes that all people are created in the image and likeness of God and that every person has the right to be treated with dignity, respect and fairness. The Board recognizes that a positive school climate exists when all members of the school community feel safe, included and accepted and actively promote positive behaviours and interactions. The NCDSB is committed to building and sustaining safe Catholic school communities where all members and stakeholders share the responsibility of eliminating violence in accordance with our Catholic faith and gospel values. The NCDSB believes that safe learning environments enable students to reach their full academic and spiritual potential.

PURPOSE OF THE CODE OF CONDUCT

The Ministry of Education expects that school communities be places that promote responsibility, respect, civility and academic excellence in a safe learning and teaching environment and that a positive school climate exists when all members of the school community feel safe, comfortable, and accepted. Accordingly, the *Education Act* permits the Minister of Education to establish a provincial code of conduct governing the behaviour of all persons in schools. The purposes of the provincial code of conduct are:

i) to ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity;
ii) to promote responsible citizenship by encouraging appropriate participation in the civic life of the school community;
iii) to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility;
iv) to encourage the use of non-violent means to resolve conflict;
v) to promote the safety of people in schools;
vi) to discourage the use of alcohol and illegal drugs, and, except by a medical cannabis user, cannabis;
vii) to prevent bullying in schools.

The *Education Act* provides that every school board shall take such steps as the Minister directs to bring the Provincial Code of Conduct to the attention of the entire school community including students, parents/guardians, teachers and other school staff, and other members of the school community.

ROLES AND RESPONSIBILITIES

All members of the NCDSB community have the following responsibilities:

i) To respect all persons and the rights of all members of the community.
ii) To comply with all school, board, and Ministry expectations and regulations regarding behaviour.
iii) To contribute positively to the Catholic environment of NCDSB facilities.
iv) To use language that is appropriate and respectful of others.
v) To respect NCDSB property.
vi) To participate fully and positively in the life of the school, including celebrations of our faith, Religious Education, and all related activities.

STANDARDS OF ACCEPTABLE BEHAVIOUR

Respect, Civility, and Responsible Citizenship

To create, promote, and sustain a safe, inclusive and accepting school climate, all members of the school community **must**:

i) comply with all applicable federal, provincial and municipal laws;
ii) comply with all Ministry of Education, school board and school policies;
iii) demonstrate honesty and integrity;
iv) respect differences in people, in their ideas and opinions;
v) treat one another with dignity and respect at all times, both in person and online, especially when there is disagreement or difference;
vi) respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, religion, age, marital status, family status, or disability;
vii) respect the rights of others;
viii) show proper care and regard for school property and the property of others;
ix) take appropriate measures to help those in need;
x) seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
xi) refrain from using abusive language or swearing at another person;
xii) respect the needs of others to work in an environment that is conducive to learning and teaching;
xiii) not use personal mobile devices during instructional time except where authorized for health and medical purposes or to support special education needs.

Safety

To create, promote, and sustain a safe, inclusive and accepting school climate, all members of the school community are accountable and responsible for their behaviour, and **shall not**:

i) engage in bullying behaviours, including cyberbullying;
ii) commit sexual assault or sexual harassment;
iii) traffic in weapons or illegal drugs;
iv) commit robbery or theft;
v) be in possession of any weapon including a firearm;
vi) threaten or intimidate another person;
vii) be in possession of alcohol, cannabis, and illegal drugs. For students this also includes being in possession of electronic cigarette, tobacco, and nicotine products;
viii) use, or be under the influence of alcohol, cannabis, tobacco, electronic cigarettes, illegal drugs or related products;
ix) provide other with alcohol, illegal drugs, tobacco, electronic cigarettes, cannabis, and related products;
x) inflict or encourage others to inflict bodily harm on another person;
xi) engage in hate propaganda and other forms of behaviour motivated by hate or bias;

xii) commit an act of vandalism that causes damage to school property, property located on the premises of the school or to the property of a member of the school community.

EXPECTATIONS OF CONDUCT

In addition to demonstrating the Standards of Behaviour, all members of the school community are expected to align and monitor their behaviour in accordance with the following provisions:

Academic Honesty

Members of the school community must not knowingly plagiarize, cheat, or copy the language, thoughts, or ideas of another person and present them as their own work. Staff members must inform themselves of the restrictions of the Copyright Act and adhere to the *Fair Dealing Guidelines* that address copyright law (CMEC Copyright Consortium).

Alcohol, tobacco, electronic cigarettes, recreational cannabis and related products, and illegal drugs

The use of these products is strictly prohibited while on school property, at any school-related or school-sponsored event, or on the school bus.

Smoking and vaping are prohibited in all buildings and on all property owned, leased, and operated by the NCDSB, as well as on school buses or other school-sponsored transportation. This applies to parking lots as well, and smoking/vaping cannot occur while in a vehicle parked in a board-operated parking lot. In accordance with the *Smoke Free Ontario Act*, no person may smoke within 20 meters of any school property.

Attendance

Regular attendance and punctuality by all members of the school community is essential to support student success. Student attendance is compulsory as described in the *Education Act* and it is the parent/guardian responsibility to ensure students attend school. In case of a student absence or late arrival, the parent/guardian must inform the school in advance. Students in elementary schools are not permitted to leave school property during regular school hours without the principal receiving a confirmation of parental permission. Parents/Guardians must also contact the school should there be a change required to the daily dismissal routine.

Students who arrive after 8:45 in the morning or 12:30 in the afternoon will need to sign in, with a parent/guardian at the office. Parents/Guardians are to either call the office directly to speak with the secretary or leave a message or send an email to the secretary email if their child(ren) will be late, absent or leaving for lunch or early during the day. If there is to be a change to the daily dismissal routine, notification must be made by 2:00.

Care and Respect for Property and Grounds

School community members share responsibility for helping to keep school buildings, grounds, and adjacent neighborhoods clean and safe. Use of garbage cans and recycling bins to dispose of waste is expected at all times. All borrowed materials (i.e. textbooks, laptops, tools, etc.) must be returned in clean and working conditions. Damage to any borrowed material must be reported immediately. Willful damage or vandalism to any borrowed material, or to any property, building, or grounds, is not permitted and may require restitution by the person inflicting the damage.

Dress Code

Members of the school community are expected to dress in a tidy and modest manner that supports full participation in their required daily activities. Clothing, jewelry, or other visible items that are deemed by the principal to be offensive in any way, including to race, gender, or Christian teachings, are not permitted. Clothing that promotes alcohol, drugs, vulgar language, tobacco products or violence are not permitted. In all cases where staff or student uniform policies have been adopted, staff and students are required to dress according to such policies. If the dress code is not adhered to, principals will address the individual to seek compliance. Students will be asked to change the clothing and parents will be notified.

Immunization

The *Immunization of School Pupil's Act, 1982*, states that parents/guardians are required to complete the prescribed program of immunization for each pupil. Failure to do so will result in suspension and/or exclusion from school by the Public Health Unit. All parents/guardians are urged to make sure that all children have the required up-to-date immunization.

Medication

Students requiring any prescription or over-the-counter medication during the school day must comply with all expectations of the *NCDSB Provision of Health Support Services in Schools* procedure (APE012).

Parents/Guardians will be required to advise the principal of the requirement and complete the *Administration of Medication Form*. For safety reasons, no student should bring any form of medication to school without prior approval from the principal.

Photographs, Digital Images, and Audio/Video Recording

School community members are expected to respect the privacy rights of others and refrain from taking pictures or capturing audio or video recordings of any person on school property without first obtaining the permission of every person included in the image or recording. Permission must also be obtained to share images or recordings in any format (i.e. printing, digitally sharing via email or social media apps, etc.). Schools will obtain permission from parents/guardians for the purposes of including students in images and recordings within the enrolment registration and update process. Schools will also provide notice in areas where video surveillance is occurring for safety purposes, in accordance with *NCDSB Policy I-1: Video Surveillance*. It is recommended that students take steps to limit their involvement in taking pictures or recording others on school property, and to ensure permission is obtained if proceeding with this activity.

Responsible Use of Information and Communication Technology

School community members who are granted access to the Internet through the board network must abide by the provisions of the *Responsible Use of Information and Community Technology* policy (I-2) and related procedures (API001). Staff and students are required to acknowledge their review of the acceptable use provisions each year. Online activity is monitored and access to inappropriate or illegal material is prohibited.

Search and Seizure

Desks and lockers and other storage spaces are school property and as such there is to be no expectation of privacy on the part of students. A search of any storage space is permissible by the school

administrator. In this case, the principal or the vice-principal is acting under the authority of the *Education Act* to maintain proper order and discipline in the school, and not as an agent of the police.

Use of Personal Mobile Devices During Instructional Time
Personal mobile devices may not be used during instructional time unless access is required for health or medical purposes, as authorized by the principal. There are limited instances that permit staff to access a personal mobile device for work-related purposes.

Personal mobile devices should be stored in a safe location and must be silenced and out of view during instructional time. Every person is personally and solely responsible for the security of their personal device and shall adhere to all expectations for the use of a personal mobile device.

While the school recognizes the prevalence of personal electronic devices, they can pose a significant distraction to the instructional environment. Personal devices (including cell phones, smartwatches, and wireless headphones) must be turned off or silenced and stored out of sight in the student's backpack or designated storage area during all instructional periods.

Device use is strictly prohibited unless explicit permission is granted by a teacher or administrator for a specific educational activity. Phone calls to parents or guardians during the school day must be made through the main office. Parents and guardians are asked to assist by contacting the main office directly for urgent matters rather than messaging or calling their child's personal device during class hours.

Progressive Discipline Policy
Failure to follow the personal device guidelines will result in the following progressive interventions:

- **First Offense — Verbal Warning & In-Class Correction** - The student will receive a formal verbal warning from the classroom teacher. The student must immediately silence the device and place it in their backpack or designated storage area for the remainder of the day. The teacher will log the incident.
- **Second Offense — End-of-Day Device Removal** - The device will be confiscated by school staff and held in a secure location in the office for the remainder of the school day. The student may retrieve the device from the main office at dismissal (3:15 PM). The parent/guardian will be notified of the infraction.
- **Third Offense — Parent Pick-Up & Storage Requirement** The device will be confiscated and surrendered to the main office. The device will only be returned directly to a parent or guardian. Additionally, the student may be required to check their device into the main office at the beginning of each school day for a designated duration (e.g., two weeks). Continued non-compliance may result in formal disciplinary action, including loss of privilege or suspension.

Visitors
Upon arrival, all visitors must immediately report their presence on school board premises and comply fully with all local processes established to support the safety and staff of school community members.

All visitors must sign in upon arrival and sign out prior to leaving the school.

RESPONSE TO CODE OF CONDUCT INFRACTIONS

The NCDSB will distinguish between staff, students, and other member of the school community when enforcing the Provincial Code of Conduct:

i) PPM 145 *Progressive Discipline and Promoting Positive Student Behaviour* and related procedures will be used to address unacceptable student behaviour.

ii) For staff, any disciplinary policies and procedures will be used to address unacceptable behaviour, in a manner consistent with local agreements.

iii) The school board must develop, implement and enforce procedures that address unacceptable behaviour of other persons such as, but not limited to volunteers and visitors. This will be in accordance with NCDSB Policy E-1 *Access to School and Board Premises*.

Addressing unacceptable behaviour

i) Each step in addressing identified unacceptable behaviour must be documented.

ii) Boards must follow direction in the *Provincial Model for Local Police/School Board Protocol* and PPM 145 *Progressive Discipline and promoting positive student behaviour* when reporting and documenting a violent incident involving a student, as defined in PPM 120 *Reporting violent incidents to the Ministry of Education*.

iii) Unacceptable behaviour for staff shall be in accordance with NCDSB Policy P-8 Progressive Discipline of Employees and/or other related legislation.

iv) Unacceptable behaviour of volunteers and visitors shall be in accordance with NCDSB Policy E-1 Access to School and Board Premises and/or other related legislation.

Contraventions of the Code of Conduct will be investigated and addressed by the appropriate board or school staff.

PARENT/GUARDIAN ACKNOWLEDGEMENT OF REVIEW OF CODE OF CONDUCT

Each year, parents/guardians and students must review the Provincial Code of Conduct and acknowledge their understanding and acceptance of expectations. Please complete the acknowledgement form and have your child return it to their teacher.

Student Name	
Grade	
I acknowledge that I have reviewed the Provincial Code of Conduct with my child and that we understand and accept the expectations.	
Parent/Guardian Name	
Parent/Guardian Signature	