Sacred Heart Catholic School Code of Conduct 2026-2027

Rationale

The Northeastern Catholic District School Board 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. We recognize 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.

In establishing a Code of Conduct, the Northeastern Catholic District School Board expects to foster schools that are places that promote responsibility, respect, civility, academic excellence, and well-being in a safe, inclusive and accepting learning and teaching environment.

The Code of Conduct, along with procedures related to Progressive Discipline, Promoting Positive Student Behaviour, and Bullying Prevention and Intervention set out clear standards of behaviour which apply to all individuals involved in our Catholic schools – staff, visitors, volunteers, parents or guardians – whether they are on school property, on school buses or at school-related events or activities, or in other circumstances that could have an impact on the school climate.

Purpose of the Code

- To ensure that all members of the Catholic school community, especially people in positions of authority, are treated with respect and dignity;
- To promote responsible and faithful citizenship by encouraging appropriate participation in the civic and faith life of the school community;
- To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility;
- To encourage the use of non-violent means to resolve conflict;
- To promote the safety of people in the schools;
- To discourage the use of alcohol and illegal drugs, and, except by a medical cannabis user, cannabis;
- To prevent bullying, including cyberbullying, in schools; and
- To respect the teachings, traditions, and principles of the Roman Catholic Church.

Roles and Responsibilities

All members of our Catholic school communities and visitors to our Catholic school communities have the following responsibilities:

- to respect the person and the rights of all members of the school community;
- to comply with all school, board, and Ministry expectations and regulations regarding behaviour;
- to contribute positively to the Catholic environment of the school;
- to use language that is appropriate in a school setting and respectful of others;
- to respect the property of the school at all times: building, grounds, equipment, materials; and
- to participate fully in the religious life of the school, including the celebration of liturgy, Religious Education and related activities.

383 Birch Street North, Timmins ON P4N 6E8
[T] 705-268-7443 [F] 705-267-3590 [W] www.ncdsb.on.ca

Standards of 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**:

- Respect and comply with applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, in their ideas and opinions;
- Treat one another with dignity and respect at all times, especially when there is disagreement;
- 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, appearance or disability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need, including those who are experiencing bullying;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Respect all members of the school community, especially persons in positions of authority;
- Respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring that personal mobile devices are only used during instructional time for educational and other permitted purposes; and,
- Use appropriate language with all persons and not swear at any person in a position of authority.

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**:

- Engage in bullying behaviours, including cyberbullying;
- Commit sexual assault;
- Traffic in weapons, illegal and/or restricted drugs;
- Give alcohol or drugs, including cannabis or cannabis products to a minor;
- Commit robbery;
- Be in possession of any weapon or replica weapon, including a firearm;
- Use any object to threaten or intimidate another person;
- Cause injury to any person with an object;
- Be in possession of, or be under the influence of, or provide others with alcohol, illegal and/or restricted drugs, cannabis or cannabis products;
- Inflict or encourage others to inflict bodily harm on another person;
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- Oppose authority;
- Commit an act of vandalism to school property, property located on the premises of the school or personal property.

383 Birch Street North, Timmins ON P4N 6E8
[T] 705-268-7443 [F] 705-267-3590 [W] www.ncdsb.on.ca

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).

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.

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.

Drugs and Alcohol

While on school property, at any school-related or school-sponsored event, or on the school bus, the possession, sale, or use of alcohol, illegal or restricted drugs, and, unless the person is a medical cannabis user, cannabis, is not permitted.

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 procedures (API001). Staff and students are required to the 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.

Smoking and Vaping

Smoking and vaping is prohibited in all buildings and on all property owned, leased and operated by the Board, 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 law, no person may smoke within 20 metres of any school property. Students are not permitted to engage in smoking or vaping during school, at any school-related or school-sponsored event, or while on the school bus.

Use of Personal Mobile Devices During Instructional Time

The use of personal mobile devices, including cell phones, tablets, wearable technology (i.e. SMART watches) and any audio devices (including headphones), during instructional time is only permitted under the following circumstances:

- for educational purposes, as directed by an educator
- for health and medical purposes
- to support special education needs

The use of any personal mobile device must not, in any way, interfere with teaching conducted by the staff or the learning of any student during instructional time. Personal mobile devices need to be stored in a secure location (locker, pocket, purse, backpack, etc.) and they are not to be visible unless

permitted by an educator. Possession of a personal mobile device by a student is a privilege which may be denied to any student not abiding by the terms of this code. Students shall be personally and solely responsible for the security of personal devices.

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.

Response to Code of Conduct Infractions

Contraventions of the Code of Conduct will be investigated and addressed by appropriate board or school staff. Contraventions by staff members shall lead to consequences determined by the board's personnel policies, collective agreements, and professional standards. Contraventions by students shall result in a response or consequence that is appropriate to the age, special needs, and individual circumstances of the student in relation to the nature of the infraction. Where appropriate, consequences shall follow the standards of progressive discipline. A range of responses or consequences may be applied, including:

- verbal or non-verbal warnings from teacher or adult in authority
- re-location within the classroom or learning environment
- discussion with student by teacher, vice principal, and/or principal
- discussion with parent/guardian
- loss of privileges
- restitution (i.e. financial, community service)
- collaboration with or referral to support personnel (i.e. CYW, ISW, MHW, MHAN, Attendance Counsellor)
- referral to, and involvement of, community agencies
- peer mediation
- restorative justice
- suspension
- expulsion

Student consequences shall be applied in accordance with the NCDSB Safe Schools policies and procedures.

Acknowledgement of Review

Each year, parents/guardians and students must review the 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 Code of Conduct with my child and that we understand and accept the expectations.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Student Signature: _____