



Code of Conduct

A Shared Responsibility

1. Purpose

The Ottawa Catholic School Board (OCSB) and its schools recognize that all people are created in the image and likeness of God, and as such, all have the right to be treated with dignity, respect and fairness, as children of God of infinite dignity and worth. To this end, the Board promotes in all of its schools a positive learning environment in which all members of the school community feel safe, included, and accepted.

The Board and its schools maintain that a whole-school approach, which involves all members of the school community, is important in supporting efforts to ensure positive behaviours and interactions in schools.

In keeping with provincial policy, the purpose of the OCSB code of conduct is as follows:

- To ensure all members of the school community, especially people in positions of authority, are treated with respect and dignity;
- To promote responsible citizenship by encouraging appropriate participation in the civic 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 in schools.

2. Standards of Behaviour

The OCSB code of conduct sets clear standards of behaviour that apply to our students as well as all individuals involved in our school community (parents/guardians, teachers and other staff members, school bus drivers, volunteers, visitors, and third-party group members). These standards apply whether they are on school/board property, in a virtual learning environment, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate.

All members of the school community must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- comply with all Ministry of Education, school board and school policies;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;

- treat one another with dignity and respect at all times, both in person and online, and especially when there is disagreement;
- respect and treat others fairly, regardless of age, marital status, family status, ethnic origin, place of origin, colour, citizenship, creed, sex, sexual orientation, gender identity, gender expression, race, ancestry 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;
- 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;
- refrain from using abusive language or swearing at a teacher or other person in a position of authority;
- refrain from recording, taking or sharing non-consensual recordings or photos of members of the school community;
- refrain from creating and/or distributing deep fake videos/audio/images;
- refrain from any inappropriate use of Artificial Intelligence to bully or cyberbully
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not use personal mobile devices during instructional time except under the following circumstances:
 - a) for educational purposes, as directed by an educator;
 - b) for health and medical purposes;
 - c) to support special education needs

All members of the school community must not:

- engage in bullying behaviours; including cyberbullying
- commit sexual assault or sexual harassment;
- traffic weapons or illegal drugs;
- give alcohol or cannabis to a minor;
- commit robbery or theft;
- be in possession of any weapon, including firearms;
- 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, cannabis (unless the individual has been authorized to use cannabis for medical purposes) and illegal drugs or related products (for students, this also includes being in possession of tobacco, nicotine products or electronic cigarettes);
- 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; and

- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school or to the property of a member of the school community;
- swear at a teacher or at another person in a position of authority;
- engage in online activity or social media activity that compromises school climate or the security and safety of the Board, students and staff;
- engage in activity that interferes with teacher/student use of Board Internet resources;
- engage in behaviour that is injurious to the school climate.

3. Roles and Responsibilities

The Ottawa Catholic School Board Code of Conduct acknowledges that responsible citizenship involves appropriate participation in the life of the school community. Active and engaged students are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

A. The School Board

It is the responsibility of the Board to:

- develop policies that set out how its schools will implement and enforce the provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;
- establish a process that clearly communicates the provincial Code of Conduct and school Board codes of conduct to all parents, students, principals, teachers, other school staff, and members of the school community in order to obtain their commitment and support;
- review these policies regularly by seeking input from school councils, the Catholic School Parent Association, and the Special Education Advisory Committee;
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety; and
- implement a protocol to guide proper etiquette in the use of the Internet and social media
- provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe, inclusive, and accepting learning and teaching environment.

B. Principals

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

- demonstrating care for the school community and a commitment to academic excellence in a safe working and learning environment;
- holding everyone under their authority accountable for his or her behaviour and actions;
- empowering students to be positive leaders in their school and community; and
- communicating regularly and meaningfully throughout the year with all members of their school community.

C. Teachers and Other School Staff Members

Under the leadership of their principals, teachers and other school staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and school staff uphold these high standards when they:

- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and
- prepare students for the full responsibilities of citizenship.

D. 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. Respect and responsibility are demonstrated when students:

- come to school prepared, on time, and ready to learn;
- shows respect for themselves, for others, and for those in authority;
- refrain from bringing anything to school that may compromise the safety of others;
- follow the established rules and take responsibility for their own actions.

E. Parents/Guardians

Parents/Guardians play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:

- are engaged in their child's school work and progress;
- communicate regularly with the school;
- help their child be appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- supervise their child's use of electronics, the internet, and social media tools;
- show that they are familiar with the [provincial Code of Conduct](#), the Ottawa Catholic School Board Code of Conduct, and school rules;
- encourage and assist their child in following the rules of behaviour and the school's code of conduct; and
- assist school staff in dealing with disciplinary issues involving their child.

F. Community Partners & Police

Community agencies and partners are valued resources that schools use to assist in the delivery of bullying and harassment prevention or intervention programs. The partnerships respect all applicable collective agreements and are consistent with the Board practice on the use of outside organizations and volunteers.

The police play an essential role in making our schools and communities safe. The police investigate incidents in accordance with the protocol developed with the local school boards. This protocol is based on a provincial model that was revised in 2016 by the Ministry of the Community Safety and Correctional Services and the Ministry of Education.

4. Communication Plan

The Board and school staff will use a variety of means, including social media, to ensure that students, staff, and the community are aware of the OCSB code of conduct.

Websites: The Ottawa Catholic School Board code of conduct will be shared on the Board's website [ocsb.ca](https://www.ocsb.ca) and on each school's website.

Student Agenda: The Ottawa Catholic School Board code of conduct will be highlighted in the electronic/hardcopy school agenda.

Newsletters: A school might also highlight the Ottawa Catholic School Board code of conduct in a school newsletter.

Translation: Parents may request a translation of the Ottawa Catholic School Board Code of Conduct by contacting their child's principal.

Grade-level Assemblies: At the beginning of the school year, schools may hold student assemblies at which details of the Ottawa Catholic School Board code of conduct are reviewed.

5. Procedures and Timelines for Review

The Board will conduct a review of its code of conduct at least once every 3 years.

In its review of its code of conduct, the Board will consult with stakeholders such as school principals and (through the principals) school Safe and Accepting School Teams, employee groups, the Catholic School Parents' Association, Parent Involvement Committee, Student Senate, and Special Education Advisory Committee.