

J. L. JORDAN CATHOLIC SCHOOL
CODE OF CONDUCT
STANDARDS OF BEHAVIOUR

As a Catholic community, it is the mission of J. L. Jordan Catholic School to shape Catholic education within our school in keeping with Gospel values and the teachings of the Roman Catholic Church.

The vision for our students at J. L. Jordan is to think clearly, act wisely, feel deeply, and live responsibly. To this end, all members within the school community accept responsibility for the well-being of every other member.

It is our vision to embrace God's love as we work together to achieve excellence in all that we do, to strive for academic excellence and the development of a strong, caring community.

Our Code of Conduct's Standards of Behaviour are based upon the Gifts of the Holy Spirit which foster Wisdom, Understanding, Right Judgement, Courage, Knowledge, Reverence, Wonder and Awe, for all individuals.

All persons within the Catholic school community are to be treated with respect and dignity. It is the responsibility of all students, parents, and staff to be aware of their rights and the rights of others and to act accordingly based on the Gospel values upon which our Catholic Faith is founded.

Members within the school community are expected to use peaceful means to resolve conflict. Respect and civility are essential in maintaining a safe learning and Christian environment. Responsible discipleship will be the vehicle used to promote peaceful communities. Through a variety of programs and learning experiences, we will promote an environment where conflict and difference can be addressed in a manner characterized by respect and compassion.

Expectations

In communities characterized by the peace of Christ, the possession, use or threatened use of an object or serious threat, which endangers the safety of anyone will not be tolerated. Alcohol, illegal drugs or any misuse of harmful substances will not be accepted.

Any hurtful act towards any individual that threatens or challenges personal dignity, safety, learning and teaching will be respectfully addressed through means of forgiveness, reflection, restitution and restorative justice.

The provincial standards as outlined in the Code of Conduct apply to all individuals on school property, on buses or at school authorized events/activities or in other circumstances where engaging in the activity will have an impact on the school climate.

1) Respect, Civility, and Responsible Citizenship

All members of the Catholic school community must:

- respect and comply with all applicable federal, provincial and municipal laws including the teaching and laws of the Catholic Church;
- demonstrate Gospel values including honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is a disagreement;
- treat others fairly, respecting race, ancestry, place of origin, colour, ethnicity, citizenship, religion, gender, sexual orientation, age or disability;
- cherish, honour and 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 Catholic school community including persons in position of authority;
- respect the need of others to work in a Catholic environment that is conducive to learning, teaching and growing in Christ; and at all times use language that is reflective of a Catholic environment.

2) **Safety**

Members of the Catholic school community must not:

- engage or encourage passively and/or actively bullying behaviours. Bullying takes various forms (physical, verbal, exclusion or cyber), and is characterized by an imbalance of power between the bully and the intended target, the bully is satisfied and enjoys the results of his/her actions, there may be an implicit or explicit threat of further aggression and incidents will include the bully, the target and bystanders.
- commit sexual assault;
- traffic weapons or illegal drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- 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 drugs or non-prescription drugs;
- 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;
- use electronic media or communication devices inappropriately (i.e., recording, filming and transmitting);
- commit an act of vandalism that causes damage to school property or to property located on the premises of the school.

3) **Roles and Responsibilities**

Principal – Under the direction of the Catholic District School Board of Eastern Ontario, principals will take a leadership role in the daily operation of a school. In providing this leadership they will:

- model Gospel values through all daily interactions with all individuals;
- demonstrate care for the Catholic school community and a commitment to academic excellence in a safe teaching and faith-filled learning environment;
- hold everyone under their authority accountable for his or her behaviour and actions;
- empower students to be positive leaders in their Catholic school and community;
- communicate regularly and meaningfully with all members of their Catholic school community.

Teachers and Other School Staff Members – Under the leadership of their principal, teachers and other school staff members must 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:

- model Gospel values through all daily interactions with all individuals;
- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, Catholic school, parish 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 Catholic school community;
- prepare students for the full responsibilities of citizenship and discipleship.

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 and discipleship through acceptable behaviour. Respect and responsibility are demonstrated when students:

- model Gospel values through all daily interactions with all individuals;
- come to school prepared, on time, and ready to learn;
- show respect for himself or herself, for others, for those in authority and for their surroundings on and off school property;
- refrain from bringing anything to school that may compromise the safety of others;
- follow the established rules and take responsibility for his or her own actions.

Parents – Play an important role in the education of their children, and can support the efforts of Catholic school staff in maintaining a safe and respectful faith-filled learning environment for all students. Parents fulfill their role when they:

- model Gospel values through all daily interactions with all individuals;
- show an active interest in their child’s school work and progress;
- communicate respectfully and regularly with the school;
- help their child to be neat, 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;
- show that they are familiar with the provincial Code of Conduct, the Board’s Code of Conduct, and school rules;
- encourage and assist their child in dealing with disciplinary issues involving their child.

Community Partners and the Police – Through outreach, partnerships already in place may be enhanced, and new partnerships with community agencies and members of the community may also be created. Community agencies are resources that J. L. Jordan Catholic School can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between J. L. Jordan Catholic School and community agencies which would encompass such areas as child protection, mental health and youth justice systems in order to formalize the relationship between them. These partnerships will respect all applicable collective agreements. 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 Catholic District School Board of Eastern Ontario. These protocols are based on a provincial model that was developed by the Ministry of the Solicitor General and the Ministry of Education.

4) **Prohibited Items**

- Objects that are injurious, that may be used as a weapon, or are offensive to others must not be brought to school.
- J. L. Jordan Catholic School is a smoke-free, drug-free, and alcohol-free environment. Over the counter medication or prescriptions must not be brought to school unless the necessary signed “Administration of Medication Form” is on file in the school office.

5) **Visitors**

- All visitors must sign in and out at the school office. Students arriving late must check in with office personnel.

- The safety of our children is a priority. All the doors at the school are locked during the school day. Visitors must buzz the office at the door and wait until school personnel identifies the visitors, and unlocks the door. On occasion visitors may have to wait until a staff member can identify them either on the camera or through the intercom. This is a small price to pay to help with the students' safety.

6) Bus Safety

- Please review the STEO Bus Safety Guidelines, which are sent home with your child at the beginning of each school year. Bus safety is extremely important and children must be made aware of the rules and regulations. Students are not allowed to go home on a bus that is not their own route. Please arrange alternative transportation if your child needs to change his/her regular routine.
- Transportation by school bus is a privilege and not a right. Bus drivers will report misbehaviour to the Principal. While riding on the bus, students are responsible to their Principal. Students riding on the bus are expected to practice safe and appropriate behaviour while waiting for and traveling on the bus. Students violating the conduct code may receive a warning for the first offence. Subsequent offences may result in suspension of bus privileges. In all cases of withdrawal of bus privileges, parents are obligated to arrange other transportation.

7) Dress Code

The students should show pride in their school and themselves by dressing appropriately for school. Students are asked to follow these guidelines for appropriate dress at school:

- Hats should not be worn in the school. Bandanas should be worn kerchief style.
- Clothing should not have words which are obscene, racist, sexual, promote violence, or use of alcohol or drugs.
- All tops should have a sleeve/strap, which are at least three adult fingers wide or 5cm wide. Tube tops are not allowed.
- Midriffs should be covered. Tops should be long enough to be tucked in.
- Clothing should be clean and not intentionally ripped.
- Shorts should be an appropriate length i.e. no short-shorts.

8) Supporting a Strengths-Based Approach to Building Resiliency, Positive Mental Health and Well-Being

“Resiliency is an ability to bounce back and adapt to life’s challenges while maintaining an attitude of hope and optimism.”

All schools in CDSBEO are working to develop a strengths-based culture of practice where whole schools, classrooms and students are nurtured towards positive change. In order to accomplish this, students are asked to participate in a Resiliency, Mental Health and Well-Being Survey to better understand their perceived level of resiliency, well-being and positive mental health.

Information from the survey is used to empower school teams to better understand the strengths and needs of students to create positive changes in their schools and classrooms. In doing so, our goal is to support students in developing those skills that are essential for navigating life’s challenges and becoming healthy adults.

Should you have any questions regarding this survey, or would like more information, please contact your school’s Principal.

9) Violent Threat Risk Assessment Protocol (VTRA) and Suicide Prevention Intervention and Risk Review Protocol (SPIRR)

The CDSBEO and partnering community agencies have developed Collaborative Response Protocols to ensure student safety and to support students in need. These protocols identify risk indicators and appropriate steps to follow to ensure

a timely response and that intervention plans are in place. Information on the protocols can be viewed online at www.cdsbeo.on.ca

10) Data Collection by Catholic District School Board of Eastern Ontario

Over the course of the school year as part of its mandate to educate its students, the Catholic District School Board of Eastern Ontario under the authority of the Education Act, (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended, will collect personal information about each student. The information collected may be written, oral or visual. This personal information will be used to register and place the student in a school or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and that may be required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, contact your school principal.

J.L. Jordan Catholic School Personal Electronic Devices and Electronics Use

- 1) Possession of an electronic device by a student is a privilege which may be denied to any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their electronic devices. J. L. Jordan Catholic School will not assume any responsibility for any theft/loss/damage to personal electronic devices.
- 2) Students may use only their own personal devices - properly registered under this agreement. They may not lend/borrow devices to/from their friends, peers or other persons.
- 3) The use of electronic devices, for any purpose; including telephone calls, text messaging, and other functions, is not permitted at any time, on school grounds, without permission from school staff. This includes indoor lunch recess. Any games or music on the devices must be appropriate for use in a Catholic School, and in keeping with our moral standards.
- 4) Any phone communication during the instructional day will take place only through the use of school telephones, and, only with permission from administration, staff, or, office staff (with the exception of emergency situations as deemed by the principal). Parents should continue to contact their child/children through the normal school channels for any emergency situation.
- 5) Electronic devices must be turned completely off during the school day with the exception of using an electronic device only with permission from the teacher.
- 6) Students involved in field trips, extra-curricular activities and athletic events will contact their coach/staff involved for rules involving electronic device. Coaches/teachers will set their rules and establish consequences involving their use during these events.
- 7) **Using an electronic device to take pictures, video or audio clips is not allowed unless a teacher has provided a student with direction to take pictures, video or audio clips for learning purposes.**
- 8) If a teacher or administrator suspects that a device has been used inappropriately, the administrator will ask the student to share photos taken; games played or sites visited with the administrator. If the child refuses, the device will be held until parents can come to the school to view the device together with the administrator.