



POLICY COMMITTEE

AGENDA

Tuesday, November 19, 2019

5:30 p.m. – Grimsby Lincoln Room – Education Centre

Chair: Alex Bradnam

1. Welcome and Introduction
2. Approval of Agenda
3. New BusinessAlex Bradnam
 - B-08: Records Management Jennifer Feren
 - Newly Developed G-41: Service Animals..... Wes Hahn
 - D-06: Electronic Learning Helen McGregor
 - D-03: Approval and Conduct of ResearchJoAnna Roberto
 - Newly Developed D-15: Health and Physical Education Curriculum - ElementaryJoAnna Roberto
 - E-03: Health and Safety Lora Courtois
 - E-06: Police Criminal Record Check/Police Vulnerable Sector Check and Offence Declarations for New and Existing Employees Lora Courtois
 - E-15: Workplace Violent and Harassment Prevention Lora Courtois
 - G-08: DSBN Code of Conduct for Schools.....Kelly Pisek
4. Adjournment

Next Meeting: Tuesday, February 11, 2020 – 5:30 p.m. – Education Centre – Grimsby/Lincoln Room

District School Board of Niagara

POLICY

SECTION:	BUSINESS	POLICY:	B-08
TOPIC:	RECORDS MANAGEMENT	PAGE:	Page 1 of 1
REVIEW DATE:	June 2019 November 2024	DATE:	June 2014 November 2019
		REVISED:	June 2015

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General Policy Objectives

The purpose of this policy is to define and establish requirements for the creation and management of records (including electronic records how so ever stored) and information in support of the organizational and educational activities at the District School Board of Niagara (DSBN).

The DSBN is committed to managing records and information as important strategic assets including their collection, use, retention, disclosure and disposition. The DSBN will support the security of records and information by ensuring appropriate restrictions on access and limiting disclosure.

It shall be the policy of the DSBN:

1. To comply with relevant legislation in managing records and information assets, including the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Personal Health Information Protection Act*, the *Personal Information and Protection of Electronic Documents Act*, the *Microfilm and Electronic Images as Documentary Evidence Standard (CAN/CGSB-72.11-93)*, and other relevant statutes and regulations of the Province of Ontario and the Government of Canada.
2. To institute and maintain a comprehensive Records and Information Management (RIM) function for the systematic collection, creation, retention and disposition of records and information.

The RIM function fosters informed decision making; facilitates accountability, transparency, and collaboration, supports appropriate disclosure of information with third parties, and preserves and ensures access to records of historical significance for the benefit of present and future generations.

Scope and Policy Application

This policy applies to all general records and personal information banks that are created and/or maintained by the administrative offices and schools of the DSBN as part of the DSBN's day to day operations. As such, records and information managed by the DSBN are deemed to be in the care and custody of the DSBN and subject to this policy.

References

Policy G-15: Student Medical Information
DSBN Directory of Records
DSBN Manual for Ontario Student Record (OSR) Management
DSBN Records Retention and Classification Schedule

District School Board of Niagara

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-2-41
TOPIC:	Newly Developed - SERVICE ANIMAL	PAGE:	1 of 1
REVIEW DATE:	November 2024	DATE:	Aug-November 2019
		REVISED:	

The District School Board of Niagara (DSBN) is committed to an inclusive providing a supportive learning environment for its students through our staff and volunteers providing services that respect the independence and dignity of people with disabilities and incorporate measures that include, but are not limited to, the use of service animals that fosters independence, dignity and respect. We provide a range of differentiated placements and programs to support student success and we strive to ensure that the principal of equity of opportunity is reflected and valued in our learning environment. It is the policy of the DSBN, in accordance with the Ontario Human Rights Code, to provide individualized accommodation to students with disabilities to enable them to have meaningful access to education services.

The DSBN encourages the use of services and resources that are needed within a school by a student with special education needs. The DSBN is committed to making every effort to provide services to students that are free of barriers and biases. The DSBN permits students to be accompanied by service animals in school when doing so would be an appropriate accommodation to support students' learning needs and would meet the DSBN's duty to accommodate students with disabilities under the Ontario Human Rights Code. Pursuant to the Education Act and regulations, a school building is not a place to which the public is customarily admitted. Each request to have a Guide Dog, Service Dog or Service Animal accompany a student while attending school or a school-related event, will be reviewed individually by the DSBN. The request will consider the student's dignity, independence and disability-related learning needs and the accommodations available to enable meaningful access to education.

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The process of accommodation shall also consider the competing human rights of other students and of staff; the impact of the Guide Dog, Service Dog or Service Animal on the learning environment; and the health and safety of all individuals who are or might be in the school, on school grounds or at a school-related event.

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The DSBN encourages any family considering the acquisition of a Guide Dog, Service Dog or Service Animal to meet with the school principal before making a commitment.

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The Board shall retain data regarding the requests for Guide Dogs, Service Dogs and Service Animals. It must be realized that the rights of all need to be regarded and valued within each school setting. Decisions regarding the use of service dogs by students in the school environment are made on a case-by-case basis. All circumstances of a request, including the individual needs of the student being assisted by the service dog and the needs of other students and staff, will be considered. Where necessary in the decision-making process, rights and needs of one person may have to be balanced against the rights and needs of another. The DSBN will make every effort to ensure all student and staff needs are considered when making a decision.

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The Superintendent, school administrator, school staff, parent and student all play an important role in the application and implementation of a service dog within the school setting.

DEFINITIONS

Service Animal - An animal that provides supports relating to a student's disability to assist that student in meaningfully accessing education.

Guide Dog - A dog trained as a guide for a blind person and having the qualifications prescribed by the regulations.

Accommodation - A reasonable effort of preventing and removing barriers that impede individuals with disabilities from participating fully in the services of the DSBN.

District School Board of Niagara

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	<u>G-2-41</u>
TOPIC:	Newly Developed - SERVICE ANIMAL	PAGE:	2 of 1
		DATE:	<u>Aug-November</u> 2019
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References

Policy C-03: Service Accessibility Standards for Ontarians with Disabilities
Accessibility Standards for Customer Service, Ontario Regulation 429/07
Guide to Accessibility Standards for Customer Service, Ontario Regulation 429/07
Ontario Human Rights Code
Blind Person's Rights Act

POLICY

SECTION:	EDUCATIONAL PROGRAMS AND STUDENT SERVICES	POLICY:	D-06
TOPIC:	ELECTRONIC LEARNING	PAGE:	1 of 2
REVIEW DATE:	November 2019 November 2024	DATE:	November 2017 November 2019
		REVISED:	

The provision of electronic learning opportunities supports the goals and purposes of education as defined by the Ministry of Education and the District School Board of Niagara (DSBN) and in accordance with Ministry of Education policy.

DEFINITIONS

Electronic learning includes:

eLearning - is a system through which curriculum is delivered over a wide area network. Students can work on course material at any time and from anywhere, provided they have a computer and Internet access.

~~*vLearning* - involves the use of video conferencing equipment to connect a teacher with students at other schools in real-time; synchronously. Students can receive immediate feedback as required.~~

~~*Blended eLearning*~~ - is a blend of classroom instruction supported by the use of eLearning materials. It can also include video conferencing opportunities when available.

The DSBN believes in the appropriate use of technology to facilitate support and enhance student learning and achievement and will endeavour to provide appropriate opportunities for its use through strategies that include eLearning, ~~vLearning~~ and ~~Blended eLearning~~ by students and staff in order to:

- Augment face-to-face classroom delivery
- Offer designated credit courses
- Provide professional development opportunities for staff who are developing and teaching courses
- Provide opportunities for staff development

All content for electronic learning opportunities developed under the auspices of the DSBN is the property of the DSBN who has sole copyright to the material.

The development and provision of eLearning opportunities for students will be offered within the framework of the following guiding principles:

- Electronic learning may be offered to DSBN students who might otherwise not have access to a particular course or who might like to experience an alternate format for learning or by the recommendation of the Administrator because of special circumstances
- DSBN on-line credit courses will be available to students from Boards who are members of the Ontario eLearning Consortium according to the guidelines for access as established by the Consortium
- DSBN on-line credit courses may be offered (fees may apply) to students outside the DSBN who cannot otherwise receive the same credit from the Board with whom they are registered and have a letter of support from their Administrator
- Within each course, there will be ongoing and timely interaction among students, between teachers and students, and with facilitators or site mentors in order to enhance student learning and social interaction
- ~~Where possible, efforts will be made to meet the needs of identified and/or "at risk" students who have been offered the opportunity for on-line learning~~
- Students will be offered access during the school day to in-school technological resources necessary for them to take an electronic learning course
- Only qualified teachers will be selected to deliver electronic learning credit courses
- Teachers who design, implement or facilitate electronic learning must have completed the electronic learning professional development training as designated by the DSBN
- Program will be reviewed on an on-going basis using criteria that include:
 - student academic achievement
 - alignment of course content with Ministry guidelines and expectations
 - course completion rates
 - participant feedback

POLICY

SECTION:	EDUCATIONAL PROGRAMS AND STUDENT SERVICES	POLICY:	D-06
TOPIC:	ELECTRONIC LEARNING	PAGE:	2 of 2
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- Development of new electronic learning programs will be based on student needs guided by input from staff and approved prior to implementation by the Superintendent responsible for electronic learning

All electronic learning courses will be managed and delivered using provincially developed electronic learning credit courses through the provincial Virtual Learning Environment (VLE). All other forms of electronic learning will be completed through a platform (VLE, email provider or other) agreed upon by the ITS Information Technology Services team and the Superintendent responsible for electronic learning.

This ensures that:

- Security of copyright on DSBN electronic learning documents is maintained
- Electronic communication between students, and between students and teachers is logged
- A secure, standardized, full featured environment for electronic learning is provided by the DSBN

References

Policy E-05: Digital Technology Use by Staff

Policy D-01: Digital Technology Use by Students

POLICY

SECTION:	EDUCATIONAL PROGRAMS AND STUDENT SERVICES	POLICY:	D-03
TOPIC:	APPROVAL AND CONDUCT OF RESEARCH	PAGE:	1 of 1
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PHILOSOPHY AND FRAMEWORK

The District School Board of Niagara (DSBN) recognizes the role of, and the beneficial contributions made by, educational research conducted in authentic educational settings. Therefore, the DSBN supports research projects initiated by its own staff and external researchers, provided that the research adheres to guidelines consistent with the Municipal Freedom of Information legislation (M.F.I.P.P.A.) and conforms to DSBN procedures and requirements. These procedures provide assurances regarding maintaining confidentiality/anonymity of the persons involved, minimizing interference with regular program, and ensuring the educational benefit/relevance of research conducted with our students and/or staff within our educational system.

EDUCATIONAL RESEARCH COMMITTEE

The Educational Research Committee will review and make recommendations regarding the suitability of research requests that are submitted to the DSBN. This Committee, chaired by a Superintendent of Schools, will include representation from elementary and secondary school administrators and School Support Services personnel. The Committee will report to the Program and Planning Committee, who will forward information regarding those projects it is recommending to the Board of Trustees for final approval. The Committee will maintain a registry of all research requests received and the DSBN's decision to approve or deny research.

RESEARCH FINDINGS

Immediately upon completion of their research, each researcher approved to conduct research within the DSBN must provide the DSBN with an executive summary/abstract of their research findings. In addition, one or more copies of the complete research report shall be submitted by the researcher(s) for retention in the ~~DSBN's Professional Library and Learning Commons~~ DSBN's Research Recording Secretary's office or for circulation to the schools.

POLICY

SECTION:	EDUCATION PROGRAMS AND STUDENT SERVICES	POLICY:	D-15
TOPIC:	HEALTH AND PHYSICAL EDUCATION CURRICULUM-ELEMENTARY	PAGE:	
		DATE:	September 2019
REVIEW DATE:	September 2024	REVISED:	

Policy Exemptions from Instruction related to the Human Development and Sexual Health Expectations in the Ontario Curriculum: Health and Physical Education Curriculum Grades 1-8, 2019.

The District School Board of Niagara will exempt student(s) at the request of parent(s)/ guardian(s), "from the Human Development and Sexual Health expectations found in strand D of the Ontario Curriculum: Health and Physical Education, Grade 1-8, 2019." Policy/Program Memorandum No. 162.

The exemptions are limited to instruction related to the Human Development and Sexual Health expectations in a student's grade.

Parents/Guardians will be informed of the Human Development and Sexual Health expectations in advance of instruction. Parents/guardians will be provided with an option to have their child(ren) exempt from the instruction of the child's grade's Human Development and Sexual Health expectations using the DSBN's standard exemption form issued at the school level. Confirmation of the exemption will be issued by the school administrator prior to instruction.

There will be no academic penalty or assessment for students who are exempt.

Alternative supervision options will be made with the school administration. The child may remain at school (supervised in an alternate location) or be released into the care of the parents/guardians while the expectations are being taught.

POLICY

SECTION:	HUMAN RESOURCES - GENERAL	POLICY:	E-03
TOPIC:	HEALTH AND SAFETY	PAGE:	Page 1 of 1
		DATE:	November 2018 November 2019
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The District School Board of Niagara (DSBN) is committed to the health and safety of all its employees, by protecting all employees from workplace injury or occupational illness. All supervisors and workers must be dedicated to sharing the responsibility of reducing the risk of injury and illness by working in compliance with the law and with work practices and procedures established by the DSBN.

The DSBN shall:

1. Establish a Multi-Workplace Joint Health and Safety Committee (MWJHSC) consistent with terms of the Ontario Occupational Health and Safety Act and the DSBN MWJHSC Terms of Reference.
2. Make every reasonable effort to ensure that all administrators/supervisors know their responsibilities as described in the Occupational Health and Safety Act, and regulations thereunder, the DSBN MWJHSC Terms of Reference and this policy.

All supervisors* must:

- a) Maintain safe and healthy work conditions for staff under their authority.
- b) Ensure that staff work in accordance with safe work practices and procedures.
- c) Correct unsafe or unhealthy conditions and acts by initiating appropriate corrective action.
- d) Report and investigate all accidents/incidents.
- e) Instill safety awareness in workers through education and training.

* NOTE: A supervisor, as defined by the Occupational Health and Safety Act, Section 1. (1) means a person who has charge of a workplace or authority over a worker. A supervisor will be held accountable for the health and safety of the employees under their authority. Supervisors are responsible for ensuring that the workplace is safe and that employees work in compliance with established safe work practices and procedures.

3. Make every reasonable effort to ensure that all staff know their responsibilities as described in the Occupational Health and Safety Act, the DSBN MWJHSC Terms of Reference and this policy.

All staff must:

- a) Follow safe work procedures and practices.
- b) Use protective equipment supplied.
- c) Report any work-related illness or injury immediately to their supervisor.
- d) Report all unsafe and unhealthy acts and conditions to their supervisor.
- e) Complete appropriate training in their specific work tasks to protect their health and safety.

References

Policy E-15: Workplace Violence and Harassment Prevention
Health and Safety Act (OHSA) Workplace Harassment
MWJHSC Terms of Reference

POLICY

SECTION:	HUMAN RESOURCES - GENERAL	POLICY:	E-06
TOPIC:	POLICE CRIMINAL RECORD CHECK - POLICE VULNERABLE SECTOR CHECK AND OFFENCE DECLARATION	PAGE:	1 of 2
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PROVISION OF INFORMATION**New Employees**

The District School Board of Niagara (DSBN) has the responsibility, under law, to provide a safe and secure working and learning environment for students and employees. Therefore, all new employees being hired for school-based positions of trust or authority over children or vulnerable persons (e.g. Teachers, Educational Assistants, Designated Early Childhood Educators, Lunch Room Supervisors, Secretaries, Social Workers, etc) are required to provide an original copy (executed within the past six {6} months) of a satisfactory Police Vulnerable Sector Check as a condition of employment. New employees being hired for non-school-based positions are required to provide a recent an original copy (executed within the past six {6} months) of a satisfactory Police Criminal Record and Judicial Matters Check. This documentation is to be obtained by the prospective employee at his/her their own expense and presented to the appropriate DSBN official(s). and subsequently Subsequently, a photocopy will be retained in the employee's personnel file in the Human Resources department.

Existing Employees

Regulation 521/01 of the Safe Schools Act requires Boards of Education to collect Offence Declarations on an annual basis from all employees. An Offence Declaration must be completed electronically through the HR/Payroll Portal prior to July 31st each year. The purpose of the Offence Declaration is to determine whether a person has been charged or convicted of an offence within the previous twelve month period which would make them unsuitable as an employee.

ELIGIBILITY FOR EMPLOYMENT

- (a) The purpose of the requirement to obtain a ~~Police Criminal Record Check - Police Vulnerable Sector Check~~ Police Vulnerable Sector Check or a Police Criminal Record and Judicial Matters Check is to determine whether a person has a record of offences which would make them unsuitable as an employee. To further specify, but not to limit this purpose, the DSBN will not knowingly employ any person with a record of criminal conviction for which a pardon has not been granted for the following offences but not limited to:
- Any sexual offence under the Criminal Code of Canada
 - Any violations under the Narcotic Control Act or the Food and Drug Act
 - Any criminal offence which relates directly or indirectly to a person who is less than 18 years of age, or in the case of a person who has Special Needs, 21 years old or less
 - Crimes of violence which include, but are not limited to, threats, assaults, use, possession or concealment of a weapon or imitation of a weapon
 - Propagation of hate literature or incitement to hatred
 - Possession, distribution or sale of any pornographic or violent material

Note: This list is not exhaustive

- (b) The appropriate DSBN personnel will examine the ~~Police Criminal Record - Police Vulnerable Sector Check~~ Police Vulnerable Sector Check or a Police Criminal Record and Judicial Matters Check to identify areas of concern. Persons with a criminal record who are otherwise suitable shall not be automatically disqualified. Mitigating circumstances will be assessed before a final decision with respect to suitability is made. The following factors shall be considered, where applicable:
- The risk posed to students, employees and DSBN property and equipment
 - The specific duties and responsibilities of the position in question and the relevance of the criminal charge(s)/conviction(s) to that position
 - The length of time since the conviction(s)
 - Rehabilitative or other efforts undertaken
- (c) The DSBN will not employ persons who have criminal records and/or patterns of behaviour that may place students or other employees at risk.

POLICY

SECTION:	HUMAN RESOURCES - GENERAL	POLICY:	E-06
TOPIC:	POLICE CRIMINAL RECORD CHECK - POLICE VULNERABLE SECTOR CHECK AND OFFENCE DECLARATION	PAGE:	2 of 2
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Note: In some circumstances, only the Police Criminal Record Check may be required for immediate employment. However, a ~~Police Criminal Record Check – Police Vulnerable Sector Check~~ Police Vulnerable Sector Check or a Police Criminal Record and Judicial Matters Check is still required. The ongoing employment is contingent on a satisfactory ~~Police Criminal Record – Police Vulnerable Sector Check~~ Police Vulnerable Sector Check or a Police Criminal Record and Judicial Matters Check .

ELIGIBILITY FOR CONTINUING EMPLOYMENT/EXISTING EMPLOYEES

- (a) All employees must make their Offence Declaration electronically prior to July 31st each year.
- (b) The DSBN will not continue to employ, persons who have criminal records and/or patterns of behaviour that may place students or other employees at risk.

CONSEQUENCES OF NON-COMPLIANCE

- (a) Employees who fail to provide a ~~Police Criminal Record – Police Vulnerable Sector Check~~ Police Vulnerable Sector Check or a Police Criminal Record and Judicial Matters Check, in compliance with the Provincial Regulation and this Policy, will not be employed by the DSBN
- (b) Employees who fail to complete and submit an Offence Declaration by the date prescribed in this Policy, or otherwise established, will may be suspended without pay until the Offence Declaration is completed and submitted or otherwise established.
- (c) If the employee fails to provide the necessary documentation within a reasonable amount of time, the DSBN reserves the right to take such steps as it deems appropriate.

POLICY

SECTION:	HUMAN RESOURCES	POLICY:	E-15
TOPIC:	WORKPLACE VIOLENCE AND HARASSMENT PREVENTION	PAGE:	Page 1 of 2
		DATE:	November 2018 November 2019
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The District School Board of Niagara (DSBN) is committed to the prevention of workplace violence and harassment and to ensure the health and safety and dignity of all employees and workers in its workplace. Any threats or acts of violence or harassment by or against employees or workers or the public are unacceptable and will not be tolerated. This includes situations where an employee may be exposed to domestic violence while at work. The DSBN will take steps required to protect their workers from workplace violence from all sources. To better understand workplace violence and workplace harassment, the definitions are listed below:

Workplace violence:

- (a) Is the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- (b) Is an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- (c) Is a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace harassment:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- (b) workplace sexual harassment.

Workplace sexual harassment:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Reasonable action or conduct by an employer, manager or supervisor that is part of his or her normal work function would not normally be considered workplace harassment.

This policy recognizes that workplace violence and harassment may occur between co-workers, workers and members of the school community and workers and strangers. This policy applies to all workplace activities that occur both at and away from the workplace. Every individual at DSBN has responsibilities to ensure a healthy, safe and respectful work environment. Everyone is expected to uphold this policy and to work together to prevent workplace violence and harassment.

The DSBN will ensure this policy and the supporting programs resolution process are implemented and maintained and that workers and supervisors have the appropriate information and instruction to protect them from violence and harassment in the workplace.

All workers will adhere to this policy and the supporting programs resolution process. School Administrator(s)/Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the appropriate information they need to protect themselves.

POLICY

SECTION:	HUMAN RESOURCES	POLICY:	E-15
TOPIC:	WORKPLACE VIOLENCE AND HARASSMENT PREVENTION	PAGE:	Page 2 of 2
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Every worker must work in compliance with this policy and the supporting ~~program~~ resolution process. All workers are encouraged to raise any concerns about workplace violence and harassment and to report any violent incidents, threats of violence and workplace harassment as defined above immediately.

The DSBN will investigate and deal with all incidents and complaints of workplace violence and harassment in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Student to Staff

Harassment and risks of workplace violence that may arise because of student behavior towards employees and workers will be dealt with under the Safe Schools legislation.

This policy must be reviewed at least annually.

District School Board of Niagara

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-08
TOPIC:	DSBN CODE OF CONDUCT FOR SCHOOLS	PAGE:	1 of 4
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District School Board of Niagara (DSBN) believes that a school should be a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, included, accepted, and agree that it is the responsibility of all individuals to actively contribute to a positive school climate.

The DSBN believes that to foster a positive school climate that supports student achievement and well-being, a focus should be on prevention and early intervention strategies to address inappropriate behaviour. These standards of behaviour apply whether on school property, on school busses, or other transportation means supplied by DSBN, at school-related events or activities or in any other circumstance that could have an impact on the school climate.

The provincial Code of Conduct outlined in PPM 128, revised ~~October 17, 2018~~ **August 29, 2019**, sets clear provincial standards of behaviour.

All DSBN schools will have a link to policy G-08: Code of Conduct for Schools on their website and if applicable, in their school agendas.

PURPOSES OF THE CODE

Subsection 301(1) of Part XIII of the *Education Act* states that "the Minister may establish a code of conduct governing the behaviour of all persons in schools". Subsection 301(2) sets out the purposes of this provincial code of conduct, as follows:

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility
4. To encourage the use of non-violent means to resolve conflict
5. To promote the safety of people in the schools
6. To discourage the use of alcohol, illegal drugs and, except by a medical cannabis user, cannabis
7. To prevent bullying in schools

STANDARDS OF BEHAVIOUR

Respect, Civility, and Responsible Citizenship

All members of the school community must:

- Respect and comply with all applicable federal, provincial, and municipal laws
- Demonstrate honesty and integrity
- Respect differences in people, their ideas, and their opinions
- Treat one another with dignity and respect at all times, and 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, age, marital status, family status, 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
- Respect the need of others to work in an environment that is conducive to learning and teaching
- Not swear at a teacher or at another person in a position of authority

District School Board of Niagara

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-08
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Safety

All members of the school community must not:

- Engage in bullying behaviours
- Commit sexual assault
- Traffic in weapons or illegal drugs
- Give alcohol or cannabis 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 alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes), and illegal drugs
- Provide others with alcohol, illegal drugs, or cannabis (unless the recipient is an individual who has been authorized to use cannabis for medical purposes)
- 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
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school

According to PPM 128, the following responsibilities are outlined to support a collaborative ownership of the code of conduct.

School Administrators

Under the direction of DSBN, school administrators 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 student achievement and well-being in a safe, inclusive, and accepting learning environment
- Holding everyone under their authority accountable for their own behaviour and actions
- Empowering students to be positive leaders in their school and community
- Communicating regularly and meaningfully with all members of their school community

Teachers and Other School Staff

Under the leadership of their principals, teachers 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, teachers and other 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 and fair standards of behaviour for all students
- Demonstrate respect for one another, all students, parents, volunteers, and other members of the school community
- Prepare students for the full responsibilities of citizenship
- Allow for the use of personal mobile devices during instructional time is permitted under the following circumstances:
 - For educational purposes, as directed by an educator

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District School Board of Niagara

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-08
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- o For health and medical purposes
- o To support special education needs

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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
- Show respect for themselves, and for others, and for those in positions of 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
- Use their personal mobile device for educational purposes, as directed by an educator or as required for health, medical or to support their special education needs.

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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, inclusive accepting, and respectful learning environment for all students. Parents/Guardians fulfill their role when they:

- Are engaged in their child's schoolwork 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
- Become familiar with the provincial Code of Conduct, the DSBN Code of Conduct, and, if applicable, the school's Code of Conduct
- Encourage and assist their child in following the rules of behaviour
- Assist school staff in dealing with disciplinary issues involving their child

Community Partners

Through outreach, existing partnerships may be enhanced and new partnerships with community-based service providers and members of the community (e.g., Elders, Senators, Knowledge Keepers) may also be created. Community-based service providers and resources that boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community-based service providers and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements.

Police

The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with the DSBN. These protocols are based on the *Provincial Model for a Local Police/School Board Protocol, 2015*, developed by the Ministry of Community Safety and Correctional Services and the Ministry of Education.

District School Board of Niagara

POLICY

SECTION:	SCHOOL OPERATIONS	POLICY:	G-08
TOPIC:	DSBN CODE OF CONDUCT FOR SCHOOLS	PAGE:	4 of 4
		DATE:	December 2018 November 2019
REVIEW DATE:	December 2023 November 2024	REVISED:	

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References

Policy D-01: Digital Technology Use by Students

Policy E-11: Equity and Inclusive Education

Policy E-15: Workplace Violence and Harassment Prevention

Policy G-01: School Volunteers

Policy G-02: Safe Schools

Policy G-04: Trespass

Policy G-05: Weapons

Policy G-06: Fireworks, Firecrackers, Pyrotechnical Displays

Policy G-07: Vandalism

Policy G-11: Assault/Threatening Incidents Involving Students

Policy G-12: Alcohol and Illegal Drug Use

Policy G-13: Use of Physical Intervention with Students

Policy G-28: Student Discipline

Policy G-29: Bullying Prevention and Intervention

Policy G-38: Complaint Resolution Policy

Policy G-39: Human Rights Discrimination and Harassment or Occupational Health and Safety Workplace Harassment