
Appendix B: CODE OF CONDUCT - TEMPLATE

CODE OF CONDUCT**1. Introduction**

[Name of school] is committed to providing a safe, caring and inclusive learning and working environment by promoting respect, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable and accepted.

The School's Code of Conduct as outlined applies to all members of the school community, including students, parents and guardians, school staff, volunteers and visitors when:

- On school property;
- Travelling on a school bus that is under contract to the school and/or school board;
- Participating in extra-curricular activities;
- Participating in off-site school-sponsored activities; or,
- Engaging in an activity which will have an impact on the school climate.

All district and school-sponsored sporting activities are also governed by the [NCS](#) *School Sport Code of Conduct*.

2. Standards of Behaviour

All members of the school community are expected to:

- Respect and comply with federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect the rights of others and treat one another with dignity and respect at all times, regardless of economic status, race, colour, national or ethnic origin, language group, religion, gender, sexual orientation, gender identity, age or ability;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Demonstrate best effort during all school-based activities.

3. Inappropriate Behaviours

In abiding by **[Name of school]** Standards of Behaviour, all members of the school community are expected to refrain from inappropriate behaviours, including:

- Breaking federal, provincial or municipal laws;
- Demonstrating behaviour that discriminates based on economic status, race, colour, national or ethnic origin, language group, religion, gender, sexual orientation, gender identity, age or ability;
- Demonstrating violent or bullying behaviour (physical, verbal, social, electronic) that intentionally hurts (physically, socially or emotionally) another person;
- Making derogatory or hateful comments toward an individual, group of people, idea, opinion or believe, such as racial, homophobic or transphobic comments;
- Threatening an individual, group of people or property;
- Injuring an individual, group of people or property;
- Using technology to intentionally abuse or bully another person;
- Using technology to interfere with the positive climate of the school;
- Using language that is violent, profane or discriminatory;
- Wearing clothes that depicts violence, profanity or discrimination.

4. School-wide Practices

[Name of school] practices school-wide strategies to promote positive behaviour and discourage inappropriate behaviour. They include:

- Behavioural expectations are discussed with all members of the school community during scheduled meetings;
- Standards of Behaviour for students are reviewed, practiced and discussed on a regularly scheduled basis and as needed;
- Standards of Behaviour are applied consistently by all staff;
- Students are offered choices with the resulting consequence of each choice, so that they can make an informed decision before acting;
- Parents/guardians are contacted by teachers for feedback on student behaviour and accomplishments;
- Curricular and extra-curricular programs that promote social skill development are available. For example: an alternate program, peer mentoring, a GSA, Roots of Empathy, arts and athletics, etc.;
- Environmental and/or programming changes are considered;
- Modelling of appropriate behaviours by school staff is ongoing;
- Acknowledgement by staff of appropriate student behaviours is ongoing
- Referral for assessment by the Service Delivery team, where appropriate;
- Referral for counselling may be considered, where appropriate;
- Referral to district staff or outside agencies may be considered, where appropriate;
- Inappropriate student behaviour is consistently documented by teacher;
- Focused support is provided for small groups and individual students;

Code of Conduct /School-wide Behavioural Expectations - SAMPLE
SCHOOL-WIDE BEHAVIOUR EXPECTATIONS MATRIX

NOVA CENTRAL ACADEMY

SETTINGS	BEHAVIORAL EXPECTATIONS: CODE OF CONDUCT			
	RESPECT	RESPONSIBLE	CARING	SAFE
<i>Hallways, entrance, bus, etc</i>				
HALLWAY	Respect school property Hands and feet to self	Walk Keep to the right	Use quiet voice Be courteous of others	Walk single file Keep items off the floor
LOCKER AREAS	Use your locker only Keep hands and feet to self Get what you need and go to class	Keep all belongings in your locker Keep your items away from other's lockers	Use indoor voice Use please and thank you	Close doors gently Walk and keep your hands and feet to self
WASHROOM	Put towels in garbage Hands and feet to self Respect other's privacy Use a quiet voice	Wash hands Flush Keep visit short	Keep clean Keep it graffiti free	Allow others privacy Avoid splashing
Lunchroom/ Canteen	Use table manners Keep away from other's personal space Walk at all times Keep body to self	Accept your place and stay in seat Leave no trace Clean up area	Eat with someone who is alone Say please & thank you Clean up after yourself Use indoor voice	Listen carefully Walk single file Line up when told
Bus	Walk at all times Keep body to self	Be polite Speak politely to others	Let driver focus Sit in your seat	Listen to bus driver Talk to others quietly
Playground	Line up when told Enter building quietly Keep litter off ground	Take turns Share equipment Pick up and return equipment	Be a good friend – include others Share equipment Take turns	Run in open areas only Go down slide only Hands and feet to self Take turns
Assembly	Remain quiet when others are speaking Keep body to self Keep chairs from moving	Listen to teachers Follow directions	Listen to speaker Ask questions on topic	Walk with class in single file Sit quietly in designated area

- These expectations are widely publicized, and consistently adhered to throughout school.
- The behavioural expectations are taught, practiced, and positively reinforced.
- Teachers will conduct follow-up discussions with students in their classrooms.
- Teachers will remain with their class during assemblies.