

GAP

GENERAL ADMINISTRATIVE PROCEDURE

SECTION:	500 SCHOOL ORGANIZATION AND MANAGEMENT
GAP NUMBER:	557.00
SUBJECT:	Catholic Code of Conduct – Community Members
REFERENCE:	Policy 9.01 Catholic Code of Conduct Policy 2.00 Advocacy: School Concerns Resolution Policy Policy 6.69.1 Harassment and Discrimination Policy 7.12 Access to DPCDSB Properties
EFFECTIVE:	October 24, 2023
REVIEWED DATE:	
AMENDED DATE:	

*“...and what does the Lord require of you
but to do justice, and to love kindness, and to walk humbly with your God?”
Micah 6:8*

1. PURPOSE

- 1.1 The purpose of this General Administrative Procedure (GAP) is to elevate and enhance the Principal’s existing authority under the *Education Act*, the *Trespass to Property Act* and Dufferin-Peel Catholic District School Board (DPCDSB) policies and GAPs as they relate to ensuring that their school remains a safe and healthy place to learn and work for all students and staff.

2. BACKGROUND

- 2.1 The DPCDSB relies on parents/guardians, students, families, and staff as its partners working together to ensure that DPCDSB schools and offices are safe and healthy places to learn and work for all.
- 2.2 The DPCDSB has a legal obligation to ensure a safe learning and working environment for its students and staff. Policies and GAPs enacted by the Board of Trustees addressing inappropriate conduct by DPCDSB staff and students include the following:
- (a) *Policy 9.01: Catholic Code of Conduct* and *GAP 530.00 – Catholic Code of Conduct (Policy 9.01)*
 - (b) *Policy 2.00 Advocacy: School Concerns Resolution Policy*
 - (c) *Policy 6.69.1: Harassment and Discrimination* and *GAP 305.00 – Employee Workplace Conduct (Including Workplace Harassment)*
 - (d) *Policy 9.02: Progressive Discipline* and *GAP 552 – Progressive Discipline*
 - (e) *Policy 7.12: Access to DPCDSB Properties*

- 2.3 This GAP applies to inappropriate conduct directed toward DPCDSB staff and/or students by parents/guardians, families, and other community members who are not DPCDSB staff or students. The resources set out herein may also be utilized by DPCDSB General Managers and members of Senior Management Council in appropriate circumstances and with necessary modifications.

3. DEFINITIONS

- 3.1 For the purpose of this GAP, the following words have their corresponding meanings:

- (a) “Community Member” means a parent, guardian, family member of a student and/or another member of the school community who is not a student or staff member.
- (b) “Inappropriate Conduct” means any behaviour of a Community Member that the Principal determines, in their sole discretion, is or is likely to result in the following, regardless of intent:
- abuse, harassment and/or discrimination, directed towards an individual or group of individuals;
 - a negative effect on the school climate;
 - a violation of applicable laws and DPCDSB policies and GAPs, including Policy 9.01.
- (c) “Hate Speech”, as defined by the Ontario Human Rights Commission, is “the use of extreme language or a form of communication that expresses detestation for or vilifies an individual or group of individuals based on colour, ethnicity, place of origin, race, creed, gender, or sexual orientation, among other grounds of discrimination under Ontario's *Human Rights Code*. Hatred is often rooted in anti-Black, anti-Asian, and anti-Indigenous racism, misogyny, homophobia, transphobia, antisemitism, Islamophobia, and white supremacy”. [Taking action to build awareness and challenge hate in Ontario | Ontario Human Rights Commission \(ohrc.on.ca\)](https://www.ohrc.on.ca/en/taking-action-to-build-awareness-and-challenge-hate-in-ontario)

- 3.2 In determining if behaviour is Inappropriate Conduct, the Principal shall prioritize impact over intent of the parties involved when making decisions regarding consequences.

- 3.3 Examples of Inappropriate Conduct include, but are not limited to, the following:

- Swearing, or using offensive language or gestures;
- Hate Speech;
- Making false accusations against a staff member, student, or Community Member;
- Threatening to do bodily harm to anyone;
- Displaying a temper, or shouting at members of staff, students, or Community Members;
- Damaging or destroying school property or the property of others on school property;
- Unsafe driving on school property;
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication;

- Electronically recording meetings or telephone calls with staff without the explicit prior consent of all involved;
- Posting defamatory, offensive, or derogatory comments about the school, its staff, students, or any Community Member, on social platforms, or in or on any other forum;
- Any aggressive behaviour (including verbally or in writing) towards anyone;
- Disciplining another person's child;
- Disregard for compliance with DPCDSB and school policies and procedures.

4. ROLES AND RESPONSIBILITIES

4.1 School Principal

4.1.1 The school Principal may initiate the following steps in addition to the rights and obligations of a Principal as set out in the *Education Act*, the *Trespass to Property Act* and DPCDSB policies and general administrative procedures, including those set out in Section 1:

(a) **Warning Letter:** The Principal may, in their sole discretion, issue the letter set out in *GF 413 Warning Letter*, with necessary modifications, to any Community Member who performs Inappropriate Conduct on school property, at a school event, and/or in any circumstance where, in the Principal's opinion, the conduct may have a negative impact on the school climate.

(b) **Communication Plan:** Where the Principal determines that a communication plan between a Community Member and any staff member is necessary, they will engage, through the Family of Schools Superintendent, DPCDSB Legal Services for assistance in drafting this plan. The Communication Plan may have the effect of limiting the Community Member's method of communication with staff and the form, timing, and frequency in which communication may take place.

(c) **Trespass Notice:** Where the Principal determines that a Community Member has failed to comply with any warning (including verbal warnings) regarding their Inappropriate Conduct, the Principal may engage, through the Family of Schools Superintendent, DPCDSB Legal Services to request that a Trespass Notice be sent to the Community Member pursuant to the *Trespass to Property Act*. A Trespass Notice is enforceable by police and bars the Community Member from attending at the school and/or any school-related event.

4.1.2 Where a Warning Letter, Communication Plan, and/or a Trespass Notice is issued against a Community Member, the Principal shall inform their Family of Schools Superintendent, who will then inform the area Trustee(s) as soon as possible.

4.1.3 Where a Trespass Notice is issued against a Community Member, the Principal shall ensure that their local police division/detachment is provided with a copy of the Trespass Notice for enforcement.

4.1.4 The Principal shall call police and/or engage private security through the DPCDSB Chief Security Officer as appropriate in the circumstances.

4.1.5 The Principal shall notify the Superintendent of Human Resources and Employee Relations, or their designate, in compliance with their procedures for reporting actual or perceived threats to the health and safety of staff.

4.1.6 The Principal and Family of Schools Superintendent shall support the Community Member, when possible and when it is safe to do so, by identifying steps that the Community Member can take to rebuild a safe and constructive relationship with the school.

4.2 Family of Schools Superintendent

4.2.1 In addition to notifying the area Trustee(s) in the circumstances identified above, the Family of Schools Superintendent shall ensure that the Superintendent of Human Resources and Employee Relations, or their designate, has been notified in compliance with procedures for reporting threats to the health and safety of staff.