



## ***Riverside School Board - Policy***

*Resolution B179-20070703*

### ***Riverside School Board Code of Conduct***

#### **1. Statement of Intent**

Riverside School Board is committed to providing a stimulating and caring environment which enables all students to achieve personal success. As such, it promotes responsibility, respect, civility and academic excellence in a safe environment.

All students, parents, employees and community members have the right to be safe, and to feel safe physically, emotionally and psychologically in the School Board community. With this right comes the responsibility to be a law-abiding citizen and to be accountable for all actions including those that put at risk the safety of others or oneself.

The Riverside School Board Code of Conduct sets clear standards of behaviour.

The Code of Conduct applies at all times to students, parents or guardians, volunteers, commissioners, employees, community partners and visitors.

#### **2. Standards of Behaviour**

As members of the Riverside community, we:

- Comply with applicable laws, regulations, policies and procedures whether on School Board property, on school buses, while in attendance at authorized events or venues, or in the larger context of our School Board community.
- Foster a caring and honest environment based on trust and respect where all are treated with dignity.
- Promote responsible citizenship that recognizes and respects the rights of all.
- Maintain an environment where conflicts and differences can be addressed with respect and civility.
- Maintain a safe and secure environment.
- Maintain confidentiality of information.
- Avoid conflicts of interest and respond appropriately should incidents arise.
- Show proper care and regard for School Board property and the property of others.
- Demonstrate honesty and integrity in both word and deed.
- Recognize and accept differences and diversity in people, their needs, ideas and opinions.

### 3. Roles and Responsibilities

Every individual is responsible for knowing, understanding and complying with the Code of Conduct. The School Board will ensure that it is clearly publicized, easily accessible and appropriately promoted to ensure that it is an integral element of the School Board's philosophy.

All members of the Riverside community are to be treated with respect and dignity and must uphold high standards of ethical and professional conduct. Modelling and instilling respect, trust, honesty and integrity into the School Board environment is a collective and continuing responsibility.

- **Riverside School Board and its commissioners** provide direction to schools that ensures opportunity, excellence and accountability through the development of policies that delineate standards for respect, civility, responsible citizenship and safety.
- **Administrators** take a leadership role in daily operations by holding the individuals under their authority accountable for their behaviour and actions.
- **Employees** are role models and, under the leadership of their immediate superior, they maintain order and are expected to foster the highest standard of respectful and responsible behaviour.
- **Students** must demonstrate respect for themselves, for others, for authority, for property and for the responsibilities of citizenship through acceptable behaviour.
- **Parents** play an essential role in the education of their children and have a responsibility to support the efforts of School Board staff in maintaining a safe and respectful environment.
- **Community members** play an important role in providing a safe environment by supporting and respecting the rules of the School Board and its local schools.

### 4. Areas of Application

Members of the Riverside School Board community have the responsibility to be respectful citizens and to be accountable for their actions in the following areas:

#### **Alcohol, Drugs and Other Substances**

The use, sale and unlawful distribution of illicit drugs or non-prescribed medications for which a prescription is legally required are strictly prohibited. The consumption of alcoholic beverages is also prohibited on School Board property and during all school or School Board sanctioned events. All School Board employees and students must be fit at all times to perform their respective duties. Anyone found to be under the influence of illegal drugs or alcohol will not be permitted on School Board premises.

At School Board sanctioned social events the consumption of alcoholic beverages, by adults only, may be permitted.

Furthermore, any student found in possession of illegal drugs will be dealt with in accordance to Riverside School Board's *Policy to Maintain a Drug-Free and Violence-Free Atmosphere in our Schools*.

## **Confidentiality**

All non-public information will be treated as confidential. The confidentiality of information entrusted to the School Board must be maintained except when disclosure is authorized or legally mandated. In addition, such information will not be shared unless there is a legitimate reason for someone to be privy to the information in question.

Many documents contain highly sensitive information entrusted to the Board by third parties. Information of this kind must be protected against unauthorized disclosure and misuse.

Proprietary documents and information include but are not limited to:

- legal proceedings;
- nominative information;
- internal audit report;
- security information regarding facilities and networks; and
- student records.

## **Conflict of Interest**

A conflict of interest arises in situations where one's personal interests or relationships might impair judgment and the ability to make decisions with integrity and impartiality.

Individuals must be diligent in avoiding situations that may lead to an actual, potential or perceived conflict of interest. It is understood that School Board employees must not use their position for personal gain or for the benefit of family, friends, colleagues or any other individual.

## **Discrimination**

Riverside School Board prohibits all forms of discrimination, whether directed against an individual or a group. This specifically includes discrimination based on race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, and physical or mental disability.

## **Diversity in the Workplace**

Riverside School Board embraces and celebrates diversity in the workplace. Culture, ethnicity, gender, age, religion, disability, sexual orientation, education and experiences, are just some of the facets of diversity. By valuing differences, Riverside School Board creates an inclusive educational environment based on merit and fairness where all employees can contribute to their fullest potential.

## **Employment Equity**

Riverside School Board is committed to creating and maintaining an equitable and diverse workplace that reflects the community it serves. It ensures fair and equitable employment practices for all employees, but in particular, in conformity with the Employment Equity Act, those of the following designated groups: women, visible minorities, Aboriginals and persons

with disabilities. This is crucial to the goal of promoting a diverse and inclusive academic culture.

## **Harassment**

Harassment constitutes a violation of an individual's dignity and basic human rights. Riverside School Board is committed to promoting and providing a learning and working environment free of all forms of harassment.

Harassment may be defined as unwelcome comments or behaviours, often repetitive in nature, which deny individuals the dignity and respect to which they are entitled because the behaviour is discomforting, offensive, humiliating and embarrassing. Recognized as inappropriate are:

- threats, intimidation and verbal abuse;
- unwelcome remarks or jokes;
- unnecessary physical contact such as touching, patting, pinching or punching;
- any other action that may reasonably be perceived as offensive or degrading.

Sexual harassment may be defined as unwelcome gender-related comments, gestures with sexual overtones, or physical contact of a sexual nature that offend, humiliate, or create a harmful effect, as well as behaviour that is generally recognized as inappropriate.

All cases of reported harassment shall be addressed. All cases of harassment reported to Riverside School Board will be treated in the strictest confidence in accordance with the *Policy to Counter All Forms of Harassment*.

## **Information Technology and Network Security**

The Riverside School Board information technology (*IT*) network equipment and software is the property of the School Board. Users must protect the Board's computer systems and associated software from threats to its security, such as deliberate destruction of data and equipment, interruption of service, disclosure of sensitive information, theft and corruption. All individuals who use or access this network are responsible for safeguarding it to the best of their ability and for complying with the following security measures:

- Access to the computer system is granted to authorized users only.
- Users are responsible and accountable for the equipment placed at their disposal and for their use of the computer system.
- All access codes and password must be kept confidential.
- No device may be connected to the Board's network or to computers without the permission of the Board.

The Board provides e-mail and internet services to facilitate the work of its employees and the academic activities of its students. Messages created, sent and received using the Board's e-mail system is the property of the Board and may be subject to access and disclosure by the Board.

Use of the Board's e-mail and internet services for personal purposes is permitted as long as it is infrequent and does not interfere with the performance of regular duties.

The service cannot be used for the following:

- to send or receive offensive and disruptive messages;
- for political, religious or commercial solicitation;

- to cyber-bully or harass.

Members of the Riverside School Board community must refrain from using RSB computers, internet services, mobile phones or any other electronic devices for inappropriate purposes.

## **Health and Safety**

Riverside School Board is committed to promoting a safe and secure educational environment, regardless of whether individuals are on Riverside School Board premises or fulfilling their duties away from the School Board.

All Riverside School Board community members must:

- comply with School Board procedures when carrying out their duties;
- comply with all School Board policies regarding health and safety issues;
- comply with all relevant laws and regulations governing workplace health and safety;
- wear prescribed safety equipment.

## **Safeguarding Assets**

All individuals are responsible for safeguarding School Board resources placed at their disposal, whether these are financial, material, technological or human resources. Access to these assets requires authorization and adequate controls. Appropriate measures must be taken to prevent loss, willful or otherwise, which may result in personal injury, property damage, theft, abuse or unauthorized access.

All use of School Board funds must be authorized and accompanied by the appropriate supporting documents.

## **Violence and Aggressive Behaviour**

Violence and aggressive behaviour consists of an intentional action that threatens the health, safety, dignity, physical or psychological integrity of others.

All members of the Riverside School Board community have the right to an environment free from violence and threats. Riverside School Board prohibits all forms of physical, verbal, or written aggression or violence against anyone on School Board property or present at any School Board sponsored event. This restriction also applies to weapons.

It is the responsibility of each Riverside School Board member to report any violent act or threat of violence.

For more information please consult Riverside School Board policies, namely the *Policy to Maintain a Drug-Free and Violence-Free Atmosphere in our Schools* and the *Policy to Counter All Forms of Harassment*.

## **5. Compliance**

All members of Riverside School Board, including volunteers, visitors and service providers, are required to comply with the Code of Conduct. Consequently, it is important that we understand the impact of our decisions and act accordingly. Failure to comply with Riverside's Code of

Conduct will lead to the application of consequences consistent with the nature of the non-compliance.

Consequences for non-compliance with the RSB Code of Conduct will be in accordance with all applicable laws, Board policies, collective agreements and rules of individual schools and centers. In some cases they may include disciplinary measures, legal proceedings or both.

## **6. Conclusion**

This Code of Conduct is intended to provide guidance with respect to fundamental standards of ethical and legal behaviour for all members of the Riverside School Board community and individuals will be expected to assume responsibility for their actions.

It is hoped that the learning and working environments at Riverside School Board will be positively enhanced as a result of the application of this Policy.

Any questions regarding the Code of Conduct should be directed to the appropriate school or School Board administrator. For additional information, please consult the policy section of the Riverside School Board website at [www.rsb.qc.ca](http://www.rsb.qc.ca).