

# CAPSTONE ENGINEERING ACADEMY

## GENERAL CODE OF CONDUCT

Effective Date: July 2021

This Code of Conduct applies to staff, parents/guardians, contractors, consultants, volunteers, stakeholders, Board Members on-site at Capstone Engineering Academy (Capstone), during on-site or off-site school related tasks or activities (including on-site at Roots 2 STEM).

In keeping with the values of Capstone Engineering Academy to ensure that all everyone involved with Capstone is provided with a welcoming, caring, respectful and safe learning environment, it is expected that everyone shall:

- 1) Treat others with respect.
- 2) Treat the Capstone and Roots 2 STEM facilities and property with respect.
- 3) Show respect for authority, property and differences in race, colour, religion, physical disability, mental disability, ancestry, place of origin, age, gender, gender expression, gender identity and sexual orientation.
- 4) Be punctual and prepared for tasks and activities.
- 5) Contribute to being a part of the positive, welcoming, caring, respectful and safe learning environment; reporting any incidents of harassment, bullying, discrimination or violence during or outside of school related activities.
- 6) Respect diversity and refrain from demonstrating any form of discrimination.
- 7) Contribute positively to the environment and culture of the Capstone Engineering Academy community.
- 8) Recognize the zero-tolerance policy regarding use and/or possession of drugs and associated paraphernalia.
- 9) Comply with the rules of the school and follow any instructions by staff or Head of School while on-site.
- 10) Refrain from by-standing or participating in, and shall report immediately to a staff member, any witnessed bullying or bullying behaviour directed towards students, staff or others, whether during school hours or not, in the school building or premises or not, or by any electronic means.
- 11) Follow safety procedures as outlined by staff or administration.
- 12) Be prohibited from engaging in unacceptable behaviours such as bullying, defined by the *Education Act* as, "repeated and hostile or demeaning behaviour by an individual in the

school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation." Such behaviour is unacceptable whether or not it occurs within the school building, during the school day or by electronic means.

- 13) Be prohibited from engaging in other unacceptable behaviours including theft, intimidation, harassment, discrimination, criminal activity, endangering selves or others, encouraging unacceptable conduct, cyber bullying, being under the influence of drugs or alcohol, use of improper or abusive language, physical altercations interfering with the orderly conduct of classes. Such behaviour is unacceptable whether or not it occurs within the school building, during the school day or by electronic means.
- 14) Abide by this Code of Conduct and expectations as laid out in the Capstone Engineering Academy Handbook.
- 15) Sign the Code of Conduct acknowledgement and provide the signed copy to Capstone administration.

This Code of Conduct shall be made publicly available on the School website and shall be provided to all staff and parents.

This Code of Conduct shall be reviewed each school year.