



## Quick Update for March 1<sup>st</sup>, 2024

**WSIB / WELLNESS** – \*\*2<sup>nd</sup> week on the update\*\* (shared on behalf of Dave Dickhout) We need your help with something, if you have been denied access to your sick days while waiting for your WSIB case to be adjudicated or told to repay the board for sick benefits paid out while your WSIB case has been decided. Please reach out to our office administrator Janna. We'll be contacting you to discuss the issues around your case.

**Snow Logs** - \*\*2<sup>nd</sup> week on the update\*\* As a Local we have shared this info before but some members may have missed it and it's leading to some letters of expectation going out and we want to avoid any members facing discipline for not doing what's required by the employer. **Snow clearing is everyone's responsibility – not just head caretakers.** Snow and ice needs to be cleared/salted when it falls and not left because "it's not my job". Our suggestion is much like other team operations – please talk with your co-workers if bad weather is coming or happening and figure out who wants to or who is willing to clear snow. If you can't figure it out as a team, duties will be assigned by your supervisor. **All snow clearing actions must be documented on the new snow log. Make note of the time(s) you went outside and what was accomplished in what areas of the building or property. Please follow the directions below to complete the log.**

In eBase, go to Logs. In the top right hand corner click on "Create Log". Choose the "Winter Weather" log from the drop down menu and make sure your location is correct. Click on "Create" in the top right corner. The log will generate and you can fill in the boxes with what you've accomplished.

This log isn't just to make more work for our members. Each year there's a number of incidents where the employer is sued by parents, community members and whoever else claims to have slipped and fallen after a snow event and it's not uncommon for our members to be dragged into legal proceedings and face questions from lawyers about what was done and when. This is a layer of protection for our own members facing scrutiny usually months after an incident happens and remembering what was done can be frustrating and complicated.

**We Need Activists** – We have a need for some activists who want to be involved with helping our members get back to work after a work related injury or from an injury or sickness that happened outside of work. Working with the employer’s WSIB and Return to Work team – you will support members in their return to work, advocating for their safe return while insuring that the employer follows the rules and policies they should be. If you’re interested in getting involved to help members, protecting confidentiality with sensitive medical information and insuring things are done properly and fairly – please contact our office at [cupelocal4153@bellnet.ca](mailto:cupelocal4153@bellnet.ca) and let us know you’re interested in a spot on our WSIB/Wellness team.

**PD Day Health & Safety Books** – Any Health & Safety books that weren’t picked up at our PD Day back in July will be sent out to schools by board mail. These books have a huge amount of health & safety info for all members and need to be kept in caretaking offices where anyone can access them.

**Vacation Info** – When you have a permanent posting, you’re entitled to paid vacation. Our vacation year runs from September 1<sup>st</sup> to August 31<sup>st</sup>. Vacation allotments for that year should be used in that same year. If for some reason you don’t use all your vacation during the year, you can apply in writing to Bob Avery to carry over up to 10 days of vacation to be used before December 31<sup>st</sup>. If you don’t apply for the carry over, unused vacation should be paid out by the end of September. If you apply for the carry over and still don’t use the vacation days before December 31<sup>st</sup>, they should be paid out by the end of January.

**In House Training** – We have an opportunity for steward as well as health & safety training available for upcoming dates in March and April. Please contact the office for more info – the dates for training are March 16-17 and April 13-14. Please contact Janna in the office for course content, hours and to confirm your attendance.

**It’s Your Section** – It seems that recently we’re having some issues on what some members should be doing while at work. Each school and location has individual sections that have been timed out by our own workload committee and members of Facilities Management. Each member who has posted for a position or is temporarily covering a position needs to be aware of everything that needs to be cleaned in that section and ensure that it’s done. We are having issues with members claiming they didn’t know or someone else told them it wasn’t their responsibility. **If you don’t have a copy of the requirements for the section you’re responsible for – ask for one.**

**Code of Conduct** – We all have a set of guidelines that we are to be observing while at work or on work property. It’s called the Code of Conduct from the HWDSB and it’s required for every school board across the province by direction from the Ministry of Education. As CUPE members and board employees – we have an obligation to know the rules of the workplace. Far too often we have members facing discipline for comments and actions that go against the Code of Conduct. From using foul language to making racist comments and everything in between – it’s not acceptable. **The workplace is a place that should be safe for everyone – both physically and mentally. The Code of Conduct is attached with this update so please post it in your caretaking office where everyone can see it and remind themselves and others of what’s acceptable or not at work.**

**Workload Committee** – If you’ve had portables added to your building and your supervisor has dropped off new schedules or just told one person to clean them for now until we get new schedules done – please let our workload committee know. If your supervisor has dropped off schedules for you and your team to “try out” for a couple weeks – please let the workload committee know. **These things are happening and it’s a management tactic to get around what should be a joint effort between the local and management to make sure schedules are done fairly.**

**Bill 124 Payouts** – This was a topic of discussion at our monthly union meeting this past Sunday but for those of you that missed it – we are currently waiting on a meeting date with the employer to discuss the new wage grids after the arbitrator decided on the raise for the 3<sup>rd</sup> year of the court challenge that CUPE was a part of. As soon as we have that meeting and agree on the new wages – the employer is responsible for printing and distributing paper copies of the new collective agreement to all locations that should be posted in our caretaking offices. **By law, the payouts to members for wages owing from September 2019 to present have to be made within 120 days of the arbitrators decision – which is early June. If the board can do all the calculations for about 4 years of wages for all members sooner than that – we may have our payouts sooner but nobody should be counting on Bill 124 payouts sooner than early June.**

In Solidarity,

Darlene  
President



# Code of Conduct

Date Approved: 2019

Projected Review Date: 2023

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## PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that it is the responsibility of all individuals to contribute to a positive school climate that is inclusive and accepting of all students and staff, and that promotes the prevention of bullying and harassment. The HWDSB Code of Conduct Policy sets out the expectations for behavior consistent with the Provincial Code of Conduct.

The Code of Conduct Policy applies to persons on school or board property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on school climate. Any person who enters into an agreement, or uses school board property (third party), must follow standards consistent with the Provincial Code of Conduct and with HWDSB's Code of Conduct Policy.

## GUIDING PRINCIPLES:

HWDSB is committed to:

- Schools which promote responsibility, respect, civility and academic excellence in a safe learning and teaching environment.
- Fostering positive school climates where all members feel safe, included and accepted.
- *Standards of Behaviour* as defined in the policy for all members of the school community (parents, students, school staff, visitors, volunteers).
- Relationships founded in mutual acceptance and inclusion, fostering a culture of respect when modeled by all.
- Prevention and early intervention strategies to address inappropriate behavior.

## INTENDED OUTCOMES:

### Positive School Climate:

- Promote responsible citizenship by encouraging appropriate participation in the civic life (physical and digital) of the school community
- Prevent bullying in schools
- Promote the safety of people in schools
- Discourage the use of alcohol, illegal drugs, tobacco and non-medical cannabis use
- Promote the responsible use of digital devices during instructional time for learning purposes (as directed by the educator) and/or for health related reasons

### Relationships:

- Ensure that all members of the school board community are treated with respect and dignity
- Maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility



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- Encourage the use of non-violent means to resolve conflict

## RESPONSIBILITY:

Director of Education  
 Members of Executive  
 Council School  
 Administrators

## TERMINOLOGY:

*School climate:* may be defined as the sum total of all of the personal relationships within a school. These relationships must be founded in mutual acceptance, inclusion, respect, responsibility and civility, and must be modeled by all. A positive school climate exists when all members of the school community feel safe, included and accepted, and actively promotes positive behaviours and interactions.

## STANDARDS OF BEHAVIOUR

*Respect, Civility and Responsible Citizenship:* All members of the school community must recognize that a whole school approach is required, and that everyone including trustees, Board employees, students, parents/guardians, Home and School, School Council, visitors, volunteers, contractors, community members on school premises, while on school buses, at school related events or activities, or in any other circumstances that could have an impact on the climate of the school must:

- respect and comply with all applicable federal, provincial, and municipal laws
- comply with the Equity and Inclusion Policy and other Board policies
- 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, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, creed, sex, gender identity, gender expression, 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, including by ensuring that cellphones and other personal mobile devices are only used during instructional time for educational purposes (as directed by an educator), for health and medical purposes and/or to support special education needs
- not swear at a teacher or at another person in a position of authority



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- follow standards consistent with the Provincial Code of Conduct
- promote the prevention of bullying

*Safety:* All members of the school community must not:

- engage in any bullying behaviours including the use of any physical, verbal, electronic, written, or other means of bullying
- engage in any hateful behaviours (physical, verbal, electronic, written) that are based on racist, anti-Semitic, Islamophobic, sexist, homophobic, transphobic and other hateful ideologies.
- engage in gender-based violence and incidents based on homophobia, transphobia or biphobia
- commit sexual assault
- traffic weapons or illegal drugs
- give drugs, 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, or provide others with alcohol, illegal drugs and cannabis (unless the individual has been authorized to use cannabis for medical purposes)
- 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 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.

Violations of the Code of Conduct shall be addressed through other relevant Hamilton-Wentworth District School Board Policies, Procedures and provincial legislation.

## ACTION REQUIRED:

Implement the following Procedures:

- Code of Conduct
- Progressive Discipline and Promoting Positive Student Behaviour

Communication of HWDSB Code of Conduct (Annually)



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## PROGRESS INDICATORS:

Intended Outcome	Assessment
Positive School Climate	Elementary and Secondary Positive Culture and Well-Being Surveys Staff Voice Survey Suspension and Expulsion data
Relationships	Elementary and Secondary Positive Culture and Well-Being Surveys Staff Voice Survey Parent Voice Survey Community Engagement Report Card Suspension and Expulsion data

## REFERENCES:

### Government Documents

Part XIII of the Education Act

Accepting Schools Act (Bill 13), 2012

Policy/Program Memorandum 128, (October 17, 2018)

An Act to Amend the Education Act (Progressive Discipline and School Safety), 2007 Ont. Reg. 472/07

Safe Schools: Creating a Positive School Climate

Caring and Safe Schools in Ontario: Supporting Students with Special Education Needs Through Progressive Discipline K-12

Ontario's Equity and Inclusive Education Strategy, 2009

Ontario's Education Equity Action Plan, 2017

Ontario First Nation, Metis and Inuit Education Policy Framework, 2007

English Language Learners: ESL and ELD Programs and Services, 2007

Trespass Act

Access to School Premises – Ontario Regulation 474/00

OCT Standards of Teaching

Ontario Human

Rights Code Ontario

Criminal Code

Provincial Code of

Conduct

All applicable curriculum guidelines

### HWDSB Policies



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21<sup>st</sup> Century Learning  
Bullying Prevention and  
Intervention  
Community Engagement  
Educational Excursions  
Policy  
Equity and Inclusion  
Workplace Violence and Harassment Prevention  
Procurement  
Staff Progressive  
Discipline Student  
Behaviour and Discipline  
Use of Board Facilities  
Volunteer Policy