

Eunoia Forest School

Code of Conduct

Policy and Procedures

Created: May 30, 2021

Effective: May 31, 2021

Revised: March 21, 2022, February 25, 2023. **February 11, 2026**

Note: *Owner/Operator* refers to the Owner/Operator or Designate

Purpose

Eunoia's Code of Conduct aims to:

- promote a safe, positive environment:
 - where every person is treated with respect and dignity,
 - where every person feels included and accepted,
 - where children are encouraged and supported to be active contributors, responsible citizens, positive leaders, and role models in their community, and
 - where conflict and differences are addressed with respect and civility, without bullying or violence, by:
 - clearly setting out
 - acceptable and unacceptable behaviours for all members of the Eunoia community and
 - a process to ensure behaviour expectations are communicated to all children, families, staff, volunteers, and other community members.

Policy

- Eunoia promotes a safe, positive school environment to foster student success and well-being. Each student is capable and rich in potential, and each student is encouraged and supported to achieve their goals.

- Eunoia takes a whole-school approach to creating a safe, positive school environment. Each individual has rights, including the right to shape Eunoia's activities. Each individual has the responsibility to protect the rights of others.
- Eunoia uses prevention and early intervention strategies to promote and support prosocial, constructive, healthy behaviours and relationships free from discrimination and harassment, as outlined in Eunoia's Behaviour Guidance Policy and Procedures and Inclusion and Equity Policy and Procedures.
- Eunoia's Code of Conduct (COC) applies:
 - in all circumstances affecting Eunoia's school climate (e.g., during in-person and online programs and during online exchanges between Eunoia students outside of program hours)
and
 - to all individuals who interact with Eunoia (e.g., children, parents/guardians, staff, volunteers, the Owner/Operator, service providers, support workers, and other visitors).
- Non-compliance with Eunoia's Code of Conduct is addressed through relevant Eunoia policies and procedures (e.g., Behaviour Guidance, Suspension of Children, Monitoring Compliance and Contraventions, Workplace Violence and Harassment, and/or Complaints and Concerns).
 - A parent/guardian, family member, service provider, support worker, visitor, police officer, community partner, or other community member may be denied access to Eunoia for violating Eunoia's Code of Conduct.
- Eunoia's COC draws from documents and mandates guiding safety in Ontario's public schools, including the provincial Code of Conduct.

Procedures

- The Owner/Operator or Administrative Assistant posts Eunoia's COC in both formal and child-friendly language at www.eunoiaforestschool.ca.
 - Eunoia will provide an accessible copy of the Code and/or seek to have the Code translated when requested.
- Adults demonstrate their commitment to the COC by signing a document.
 - A parent/guardian is responsible for explaining the COC to their child and explaining what marking the document means.

Eunoia's Code of Conduct

As a member of the Eunoia community, I will:

- demonstrate Eunoia's core values, as well as honesty and integrity, by:
 - treating everyone respectfully, fairly, kindly, and with dignity at all times,
 - respecting rights enshrined in the *Canadian Charter of Rights and Freedoms*, the *United Nations Convention on the Rights of the Child*, and the *Universal Declaration of Human Rights*,

- respecting each person's ideas, opinions, and unique identity,
- using inclusive and respectful language (rather than swearing),
- remaining respectful during disagreements and seeking help to resolve conflict peacefully if necessary (e.g., rather than threatening someone or using harsh language or violence),
- showing proper care for property belonging to Eunoia or others,
- assisting others who request or need assistance,
and
- acting in ways that promote personal safety and the safety of others,
- comply with all of Eunoia's policies and procedures,
- inform the Owner/Operator of any concerns regarding Eunoia's policies and procedures,
- follow set boundaries,
- use mobile devices during program only:
 - when required to support health, medical, or special education needs,
 - when capturing moments for pedagogical documentation,
 - when a Mentor has suggested using a mobile device for an educational purpose,
 - as needed during an emergency,
and/or
 - to communicate with the Owner/Operator or Eunoia colleague about an urgent matter,
- inform the appropriate individual (e.g., the Program Lead Mentor) before leaving Eunoia,
- abide by municipal, provincial, and federal laws,
- and
- fulfill the responsibilities of my role, as described below, to the best of my ability, seeking assistance as necessary.

Roles and Responsibilities

Eunoia

- All members of the Eunoia community contribute to ensuring that Eunoia has a fair and supportive COC that effectively fosters a positive school climate.
 - All members of the Eunoia community contribute to an open and ongoing dialogue regarding Eunoia's school climate. The Owner/Operator builds relationships to actively engage all partners, including inviting community members to participate in enhancing Eunoia's positive school climate.
 - Children, family members, staff, volunteers, and additional members of the Eunoia community are invited to participate in Eunoia's annual climate survey, described in Eunoia's Inclusion and Equity Policy and Procedures.
 - Staff, volunteers, children, parents/guardians, support workers, service providers, and the Owner/Operator review the COC and sign a document to demonstrate their commitment to the COC at least once every 12 months.

- The Owner/Operator actively promotes and supports compliance with the COC as set out in Eunoia's Inclusion and Equity Policy and Procedures, Behaviour Guidance Policy and Procedures, Suspension of Children Policy and Procedures, Monitoring Compliance and Contraventions: Policy and Procedures, Supervision of Volunteers Policies and Procedures, and Registration, Waitlist, and Refund Policy and Procedures.
- At least every 3 years, the Owner/Operator and Policy Writer review and, as necessary, revise Eunoia's Code of Conduct Policy and Procedures.
 - The following documents are consulted:
 - Ontario's *Provincial Code of Conduct*,
 - Ontario's *Education Act, 1990*,
 - the *Ontario Human Rights Code*,
 - relevant policies for schools established by Ontario's Ministry of Education,
 - and
 - all other relevant legislation.
- When conducting the review, the Policy Writer and/or Owner/Operator actively seek the views of diverse children, parents/guardians, staff, volunteers, community partners (e.g., social service and mental health agencies), other community members, and any advisory committees that Eunoia develops as it grows (e.g., a family involvement committee).
 - The Policy Writer and/or Owner/Operator ensure that members of marginalized groups (e.g., Indigenous families and children with disabilities) are invited and supported to participate in reviewing and revising Eunoia's COC in respectful and meaningful ways.

Owner/Operator

- The Owner/Operator provides leadership in applying the COC effectively by:
 - demonstrating care for the Eunoia community,
 - making decisions consistent with the goals of the COC,
 - demonstrating commitment to children's success and well-being,
 - empowering students to be leaders within and beyond Eunoia,
 - building meaningful relationships with community members, including through frequent communication and attentive listening,
 - training staff about bullying, including strategies for prevention and intervention, and
 - holding community members accountable for their behaviour.
 - The Owner/Operator responds to non-compliance and contraventions of Eunoia's Code of Conduct.
 - If an individual (e.g., parent/guardian, service provider, support worker, or other visitor) not otherwise referenced in a policy addressing non-compliance or contraventions is alleged to have breached Eunoia's Code of Conduct, the Owner/Operator will:

- investigate the reported occurrence by reviewing any relevant evidence (e.g., documentation) and speaking to the individual whose practice is in question and others who were present during the alleged contravention or act of non-compliance.
 - If the alleged contravention or act of non-compliance is severe and if there is clear and cogent evidence supporting the allegation, the Owner/Operator may ban the individual from Eunoia, while conducting the investigation as expediently as possible and providing the individual with an estimate of when the investigation will be completed. The Owner/Operator may adjust or terminate a service provider's contract, even before completing an investigation.
 - When conducting the investigation, the Owner/Operator records important details (e.g., dates of interviews, names of people consulted, and a summary of information exchanged) on lined, numbered pages and signs the notes before storing them in a file labelled with the name of the individual who is the subject of the investigation.
 - If the Owner/Operator has evidence of a contravention or act of non-compliance (e.g., through monitoring procedures or through an investigation), she assesses the immediate risk to children at Eunoia (e.g., examining the nature and severity of the act).
 - If no child is at immediate risk, the Owner/Operator arranges a time later in the day to meet with the individual in question.
 - During the meeting, the Owner/Operator informs the individual of their non-compliance or contravention and discusses next steps.
 - If there is an immediate risk to a child, the Owner/Operator quickly enacts protections (e.g., instructs the individual to cease the problematic behaviour and prevents the individual from interacting with others as necessary).

- The Owner/Operator meets with the individual as soon as possible and before the end of the day to inform the individual of their non-compliance or contravention and to discuss next steps.
- When discussing next steps with an individual, the Owner/Operator:
 - attempts to understand the reason for the contravention or act of non-compliance (e.g., misunderstanding)

and

- determines whether there is opportunity for improvement and/or a need for action, given:
 - the nature and severity of the contravention or act of non-compliance,
 - the reason for the behaviour,
 - the number of prior contraventions and acts of non-compliance,
 - and
 - any previous actions taken regarding the individual and/or similar behaviours.
 - Opportunities for improving compliance include reviewing Eunoia's Code of Conduct.
 - The Owner/Operator has discretion to implement any of the following measures:
 - a verbal warning,
 - a written warning, documented in the individual's file,
 - and
 - a temporary or permanent ban from Eunoia.

Staff and Volunteers

- Staff members and volunteers promote compliance with the COC in their interactions with children, parents/guardians, colleagues, and other community members, such as by:

- nurturing children's confidence and skill development,
- constructing learning environments and employing instructional materials and teaching and assessment strategies that reflect the diversity of all learners,
- empowering students to be leaders within and beyond Eunoia,
- preparing children for the responsibilities of citizenship,
- communicating with parents/guardians frequently and meaningfully,
- helping children understand the COC,
- holding children, colleagues, and the Owner/Operator accountable for their behaviour in equitable ways,
- teaching students about bullying, including strategies for prevention and intervention,
- and
- embedding principles of equity and inclusion across Eunoia's curriculum.

Children

- Children apply the COC and encourage others to do the same within their capacity, such as by:
 - arriving at Eunoia with required clothing and gear and nothing that may compromise others' safety, striving to be on time,
 - engaging in activities when they feel ready,
 - striving to behave in ways that are prosocial, constructive, and healthy,
 - taking responsibility for their behaviour, with guidance from staff, volunteers, and parents/guardians,
 - sharing their opinions and perspectives when they feel ready,
 - and
 - co-constructing Eunoia's climate with peers, staff, volunteers, parents/guardians, the Owner/Operator, and other community members through daily participation in programs and, as comfortable, leadership activities.

Parents, Guardians, and Family Members

- Family members encourage their children to apply the COC and support staff, volunteers, and the Owner/Operator to maintain a safe, positive learning environment, including by:
 - participating in, and celebrating, their child's learning and growth,
 - assisting their child to arrive at Eunoia prepared and on time and reporting when their child will be absent or late,
 - encouraging their child's leadership skills and acts of citizenship within and beyond Eunoia,
 - communicating regularly with Eunoia,
 - respectfully communicating concerns about the COC and its implementation to a staff member or the Owner/Operator,
 - and
 - collaborating with Eunoia to guide their child's behaviour.

Service Providers, Support Workers, and Other Visitors

- Services providers, support workers, and visitors can enhance the application of Eunoia's COC, such as by:
 - offering new means of promoting children's development and confidence,
 - introducing children to new opportunities for responsible citizenship,
 - offering new resources that bolster children's readiness to learn and families' capacity to support children's learning, behaviour, and development,
 - sharing unique perspectives, and
 - facilitating new relationships among children, families, and their community.

Police

- Eunoia will call on police when necessary to ensure everyone's physical safety and/or when legally required.
- Eunoia may invite police to participate in learning activities in ways that are sensitive and safe for children and families who have had traumatic experiences involving police.

Additional Community Partners

- Through outreach, Eunoia will build partnerships with community members and community-based service organizations with the capacity to enhance Eunoia's learning environment and/or contribute to prevention and intervention activities that support implementation of Eunoia's COC.
 - Eunoia will establish protocols for strong, formal arrangements.

Eunoia's Code of Conduct (Child-friendly Language)

I help to make Eunoia a safe, happy place.

All kids and grown-ups at Eunoia need to:

- be caring
- make choices that are healthy and safe
- invite other children to play, even if we are different from each other
- be kind and fair to others
- take care of the environment
- listen to other people's ideas
- use kind words (not swear words)
- ask for help when needed
- help others
- listen to rules that are meant to keep us safe and
- tell a grown-up if they feel worried.

At Eunoia, we don't:

- hurt others when we are mad or frustrated
- wreck things that don't belong to us
- use cell phones or tablets unless it is an emergency, a Mentor says it's okay, or a device is our typical way of communicating
- run away.

Kids, families, Mentors, volunteers, Ellisha, and people who visit Eunoia all do special things so that me and my friends can learn and be safe and happy at Eunoia. If a kid or grown-up doesn't do these things, I can tell a Mentor, Ellisha, my family, or another grown-up who I trust.

I will:

- come to Eunoia wearing clothes for playing outside
- bring the things I need to Eunoia each day
- leave things that might hurt other people at home
- try to be on time
- try activities when I feel ready
- share my ideas when I am comfortable
- behave in ways that keep me and the people around me safe
- show care for people or things that I have hurt and
- be honest.

Ellisha and the people who work at Eunoia listen to kids and grown-ups to make sure Eunoia's rules help kids learn, stay safe, and feel happy. Ellisha makes sure the rules are followed, too.

Ellisha is a leader. She shows everyone else how to make Eunoia a safe, happy place for kids to learn. She cares about the community and wants kids to do great things and be leaders, too. She makes decisions and makes friends that help kids learn and be happy and safe. She tells people when they need to change their behaviour.

Mentors and volunteers teach people how to be caring and safe, how to help others, and how to use their voice. Mentors, student teachers, and volunteers will help me learn new things, feel confident, and be a leader at Eunoia and in my community.

My family helps me and the people who work at Eunoia. My family helps me to learn, grow, help others, and use my voice when I am at Eunoia or in my community. My family helps me get to Eunoia on time with all the things I need, and they tell Eunoia if I will be late or if rules don't make sense to my family. My family and my Mentors work together.

Special teachers and visitors might share new ideas and tools and help me to make new friends and try new things in my community.

Police might come to Eunoia if there is an emergency. My Mentors will try to make sure I won't feel sad or scared before the police come to teach me and my friends.

Next year, I might have new teachers at Eunoia who teach me special skills.

Glossary

Community members in this policy, children, parents/guardians, additional family members, staff, volunteers, the Owner/Operator, service providers, support workers, visitors, and all other members of the public who interact with Eunoia or live and work near Eunoia

Mentor a staff member who facilitates programs at Eunoia

Service provider in this policy, any person who provides service that involves directly interacting with children and who is employed by a third party contracted by Eunoia (e.g., resource teachers, speech and language pathologists, nurses, occupational therapists, entertainers, sport/activity instructors, and other individuals providing presentations or lessons; NOT fire/health inspectors, CAS investigators, or inspectors)

Support worker a person who supports a child's participation in an activity or program. A support worker may be a staff member, a service provider, a family member of a child, or an individual contracted by a family, at the discretion of the Owner/Operator