



Learning Environment Code of Conduct

Policy Number LE-05

In the Simcoe Muskoka Catholic District School Board, every elementary and secondary school shall have a Code of Conduct, as required by Ministry of Education PPM 128.

Codes of Conduct shall be consistent with the *Education Act, Regulation 298*, the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code*, PPM 128, the Provincial Code of Conduct, the Board's Code of Conduct, as stated in this Policy and Procedure, and the Board's mission, vision and strategic plan.

The Code of Conduct sets out standards of behaviour for all members of the school community.

The Board's Code of Conduct, while paralleling the *Provincial Code of Conduct*, will emphasize that each person is a unique creation of God and as such must be treated in a manner which reflects the dignity of each individual.

Procedural Guidelines Follow

Statement Number SO 7-01-02 "Code of Conduct"

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Procedures and Guidelines Supporting Code of Conduct

Policy Number LE-05

1.0 INTRODUCTION

The Simcoe Muskoka Catholic District School Board recognizes that conflict is a part of all human relationships. Our Catholic schools promote responsibility, respect, Catholic moral teachings, spirituality, civility and academic excellence in a safe learning and teaching environment. As a Catholic school system, we must be proactive to ensure that our Catholic values are preserved and promoted.

A school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions. All students, parents/guardians, teachers and other school staff have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate.

The promotion of strategies and initiatives such as Student Success and character development, along with the employment of prevention and intervention strategies to address inappropriate behaviour, fosters a positive school climate that supports student achievement and the well-being of all students.

The provincial *Code of Conduct* sets clear provincial standards of behaviour. These standards of behaviour apply to students whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate. They also apply to all individuals involved in the publicly-funded school system – principals, teachers **and** other school staff, parents/guardians, volunteers, and community groups.

Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

2.0 GUIDING PRINCIPLES

- 2.1. Our belief in our system as a learning organization and our key strategic directions speak to the importance we place on supporting and guiding students' faith formation and approaching discipline as a learning opportunity.
- 2.2. All members of the school community acknowledge that the Spirit of Christ must permeate the Code of Conduct in each school.

- 2.3.** All members of the school community are recognized as unique creations of God and must be treated with respect and dignity, especially persons in positions of authority. As a school system we promote learning that allows each student to learn in an environment that respects each individual.

3.0 PURPOSES OF A CODE OF CONDUCT

- 3.1.** The purpose of the Simcoe Muskoka Catholic District School Board's Code of Conduct is to:
- i. promote responsible citizenship by encouraging appropriate participation in the civic and spiritual life of the school community
 - ii. maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility. Our goal is to champion continuous improvement in all students and the fostering of positive relationships.
 - iii. encourage the use of non-violent means to resolve conflict
 - iv. promote the safety of people in the schools
 - v. discourage the use of alcohol, recreational cannabis and illegal and/or restricted drugs.
 - vi. prevent bullying in the schools
 - vii. ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity
 - viii. promote responsible citizenship by encouraging appropriate participation in the civic life of the school community

4.0 ROLES AND RESPONSIBILITIES

- 4.1.** The Simcoe Muskoka Catholic District School Board provides direction to schools to ensure opportunity, academic excellence and accountability in the education system. It is the responsibility of the Board to:
- i. develop policies that set out how their schools will implement and enforce the Provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety
 - ii. establish a process that clearly communicates the Provincial Code of Conduct and school board codes of conduct to all parents/guardians, students, principals, teachers and other school staff, and members of the school community in order to obtain their commitment and support
 - iii. review these policies regularly with those listed above
 - iv. seek input from school councils, their Catholic Parent Involvement Committee, and their Special Education Advisory Committee

- v. develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship and safety;
- vi. communicate effectively and accurately to enable all of us to promote the core values of the Catholic school system in which we work and learn
- vii. provide opportunities for all staff to acquire the knowledge, skills and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment

Wherever possible, the Simcoe Muskoka Catholic District School Board should collaborate with other boards to provide coordinated prevention and intervention programs and services, and should endeavour to share effective practices.

- 4.1.1. Principals**, under the direction of the Simcoe Muskoka Catholic District School Board, take a leadership role in the daily operation of a school. They provide this leadership by:
 - i. demonstrating care for the school community and commitment to academic excellence in a safe, inclusive, and accepting teaching and learning environment
 - ii. holding everyone under their authority accountable for their behaviour and actions
 - iii. empowering students to be positive leaders in their school and community
 - iv. communicating regularly and meaningfully with all members of their school community
- 4.1.2. Teachers and School Staff**, under the leadership of their principals, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and other school staff uphold these high standards when they:
 - i. help students work to their full potential and develop their sense of self-worth
 - ii. empower students to be positive leaders in their classroom, school, and community
 - iii. communicate regularly and meaningfully with parents/guardians
 - iv. maintain consistent standards of behaviour for all students
 - v. demonstrate respect for all students, staff, parents/guardians, volunteers, and other members of the school community
 - vi. prepare students for the full responsibilities of citizenship
- 4.1.3. Students** are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:
 - i. comes to school prepared, on time and ready to learn
 - ii. shows respect for themselves, for others and for those in authority

- iii. is courteous to fellow pupils and school staff, and obedient and respectful to all staff;
- iv. refrains from bringing anything to school that may compromise the safety of others;
- v. follows the established rules and takes responsibility for their own action
- vi. uses technology appropriately in accordance with the SMCDSB Responsible Use Document

4.1.4. Parents/Guardians play an important role in the education of the children in their care and can support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students. Parents/Guardians fulfill their role when they:

- i. show an active interest in their child's school work and progress
- ii. communicate regularly with the school
- iii. help their child be neat, appropriately dressed
- iv. ensure that their child attends school regularly and on time and prepared for school
- v. promptly report to the school their child's absence or late arrival
- vi. show that they are familiar with the provincial Code of Conduct, the board's Code of Conduct, and school rules regardless of modality of learning i.e. in-person or virtual
- vii. encourage and assist their child in following the rules of behaviour
- viii. assist school staff in dealing with disciplinary issues involving their child
- ix. be familiar with, and supportive of, appropriate use of technology as defined in the Responsible Use document

4.1.5. Parish and Community Partners play an essential role in making our schools and communities safer. Clergy and parish members provide support and resources in the development of the faith life, providing the foundation for the moral tone of our school communities. Other community members need to support and respect the rules of their local schools.

4.1.6. Police

The police investigate incidents in accordance with the Simcoe Muskoka Catholic District School Board Police Protocol. This protocol is based on a provincial model that was revised in 2011 by the Ministry of Community Safety and Correctional Services and the Ministry of Education.

5.0 STANDARDS OF BEHAVIOUR

5.1. Respect, Civility and Responsible Citizenship

The Spirit of Christ must permeate all directives pertaining to conduct in each school.

As such, all members of the school community must:

- i. respect and comply with all applicable federal, provincial and municipal laws
- ii. demonstrate honesty and integrity
- iii. respect differences in people, their ideas and opinions as each member is a unique creation of God
- iv. treat one another with dignity and respect at all times, and especially when there is disagreement
- v. respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability
- vi. respect the rights of others
- vii. dress in a manner that complies with the school dress/uniform code and is appropriate to school activities with regard to exposure, cleanliness and /or message
- viii. show proper care and regard for school property and the property of others
- ix. take appropriate measures to help those in need
- x. respect all members of the school community, especially persons in a position of authority
- xi. respect the need for others to work in an environment that is conducive to learning, including 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
- xii. seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- xiii. not swear at a teacher or at another person in a position of authority

5.2. Safety

5.2.1. All members of the school community must not:

- i. be in possession of, or under the influence of, or provide others with, alcohol, recreational cannabis, illegal and/or restricted or illegal drugs
- ii. provide alcohol, recreational cannabis, illegal and/or restricted drugs to a minor
- iii. be in possession of any weapon, including firearms
- iv. use any object to threaten or intimidate another person
- v. cause injury to any person with an object
- vi. inflict or encourage others to inflict bodily harm on another person
- vii. engage in bullying behaviours
- viii. commit sexual assault

- ix. traffic weapons or illegal drugs
- x. give alcohol to a minor
- xi. commit robbery
- xii. engage in hate propaganda and other forms of behaviour motivated by hate or bias
- xiii. commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school
- xiv. engage in inappropriate use of technology as defined in the Responsible Use document

5.2.2. Student behaviour that is contrary to this Code of Conduct shall be subject to investigation and response as outlined in the Student Discipline Procedures.

5.2.3. Staff behaviour that is contrary to this Code of Conduct shall be subject to investigation under the Simcoe Muskoka Catholic District School Board Human Resources procedures.

5.2.4. Parents/Guardians and other community members whose behaviour is contrary to this Code of Conduct are subject to investigation and appropriate response by the principal.

5.3. School Code of Conduct

5.3.1. All elementary and secondary schools shall have a code of conduct that clearly indicates the behaviour expectations of its school community. Each school code of conduct shall be consistent with the Simcoe Muskoka Catholic District School Board Code of Conduct (based on the provincial *Code of Conduct*), Vision, and Strategic Directions. Each School Code of Conduct must include all components of the Code of Conduct Template (see [PPM 128](#) and [PPM 145](#)) and may include other elements unique to the individual school (example: Attendance Procedures).

5.3.2. In developing and reviewing the School Code of Conduct, the principal must take into consideration the views of the Catholic School Community Council. In addition, the principal should:

- i. seek input from students, staff, parents/guardians, and members of the school community;
- ii. include procedures for timely review of the Code of Conduct
- iii. review the Code of Conduct annually in consultation with the Catholic School Community Council, students, staff, parents/guardians and the community
- iv. develop a communication plan that outlines how these standards will be made clear to everyone, including parents/guardians whose first language is a language other than English or French.



SIMCOE MUSKOKA CATHOLIC
DISTRICT SCHOOL BOARD

References

[Ministry of Education's PPM 128 The Provincial Code of Conduct and School Board Codes of Conduct](#)

[Ministry of Education's PPM 145 Progressive Discipline and Promoting Positive Student Behaviour](#)

Revised: Board Policy Review Meeting 01 – Wednesday, January 30, 2013

Revised: Board Policy Review Meeting #05 – Tuesday, May 21, 2019 (Purposes of the Code; Safety)

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