SIMCOE MUSKOKA CATHOLIC DISTRICT SCHOOL BOARD

Learning Environment

Policy Number LE-05

Code of Conduct

The Simcoe Muskoka Catholic District School Board (the Board), in alignment with the Education Act, Regulation 298, the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, PPM 128, and the Board's mission, vision, and strategic plan, has a Code of Conduct which establishes behavioural standards for all members of the school community.

The Code will emphasize the importance of treating every community member with dignity, recognizing each as a unique creation of God.

Procedural Guidelines Follow

Statement Number SO 7-01-02 "Code of Conduct"
Approved: Board Meeting #14-2002 (Wednesday, June 19, 2002)
Revised: Board Meeting #04-2008 (Wednesday, February 13, 2008)
Reviewed: Board Policy Review Committee Meeting #01 – January 30, 2013
Revised: Board Meeting #05-2015 (Wednesday, March 25, 2015)
Revised: Board Meeting #15-2019 (Wednesday, November 20, 2019)
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Revised: Board Meeting #10-2024 (Wednesday, October 23, 2024)

SIMCOE MUSKOKA CATHOLIC DISTRICT SCHOOL BOARD

Procedures and Guidelines Supporting Policy Number LE-05 Code of Conduct

1.0 INTRODUCTION

The Simcoe Muskoka Catholic District School Board believes that a positive school environment exists when all members of the school community feel safe, included, accepted, and actively promote positive behaviours and interactions. All students, parents/guardians/caregivers, teachers, principals, and other school staff have the right to be safe, and to feel safe, in their school community. 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.

The provincial Code of Conduct establishes clear standards of behaviour for all individuals or organizations involved in school community activities that may affect the Simcoe Muskoka Catholic District School Board (SMCDSB).

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.

2.4. The Board fosters a positive school climate where every student learns 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:

- Foster responsible citizenship and active participation in both the civic and spiritual life of the school community, promoting engagement and collaboration among all members.
- Cultivate an environment where conflicts and differences are addressed with respect and civility, fostering continuous improvement and positive relationships among students and stakeholders.
- Advocate for the use of non-violent conflict resolution methods, promoting a safe and inclusive learning environment for all members of the community.
- Prioritize the safety and well-being of everyone within the school community, emphasizing measures to prevent harm and ensure a secure and positive school climate.
- Ensure that all members of the school community are treated with respect and dignity.

Subsection 301(2) of Part XIII of the Education Act sets out the purposes of this Provincial Code of Conduct, as follows:

- to ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity
- to promote responsible citizenship by encouraging appropriate participation in the civic life of the school community
- to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility
- to encourage the use of non-violent means to resolve conflict
- to promote the safety of people in the schools
- to discourage the use of alcohol, illegal drugs and, except by a medical cannabis
- to prevent bullying in schools

The Provincial Code of Conduct applies to the entire school community. This means that, within the publicly funded school system, the Provincial Code of Conduct applies to all individuals:

- on school property
- on school buses
- at school-related events or activities
- in other circumstances that could have an impact on the school climate
- in a virtual learning environment

4.0 ROLES AND RESPONSIBILITIES

4.1. The Simcoe Muskoka Catholic District School Board (SMCDSB) directs schools to ensure opportunity, academic excellence, and accountability in education. The Board's responsibilities include:

- Formulate policies that outline the implementation and enforcement of all relevant provincial standards, promoting and nurturing respect, civility, responsible citizenship, and safety.

- Establish a transparent process to inform parents/guardians/caregivers, students, principals, teachers, staff, and the school community about the Provincial Code of Conduct and School Board codes of conduct, seeking their commitment and active support.
- Annually review these policies with school community representation to ensure effectiveness and relevance.
- Solicit input from school councils, the Catholic Parent Involvement Committee, the Special Education Advisory Committee, the First Nation, Metis and Inuit advisory circle and community leaders to ensure diverse perspectives inform policy development and implementation.
- Develop and implement efficient and effective reporting, training, and intervention strategies to address violations of standards for respect, civility, responsible citizenship, and safety; fostering inclusivity and a positive school climate.
- Communicate effectively and accurately to all members of the school community to promote understanding and unity.
- Provide opportunities for all staff to acquire the knowledge, skills, and abilities necessary to develop and maintain academic excellence in a safe and positive school climate.

Principals, under the direction of the Simcoe Muskoka Catholic District School Board, take a leadership role in the daily operation of a school. It is their responsibility to:

i. Demonstrate care for the school community and all its members, and a commitment to academic excellence in a safe, inclusive, and accepting teaching and learning environment.
ii. Foster an environment of accountability for all school staff that contributes to a positive school environment.
iii. Empower students to be positive leaders in their school and community.
iv. Communicate regularly and meaningfully with all members of their school community.

4.2. Teachers and School Staff

i. Communicate regularly and meaningfully with parents/guardians/ caregivers.
ii. Demonstrate respect for all students, staff, parents/guardians/ caregivers, volunteers, and other members of the school community.
iii. Help students work to their full potential and develop their sense of self-worth.
iv. Empower students to be positive leaders in their classroom, school, and community.
v. Maintain consistent and fair standards of behaviour for all students.
vi. Prepare students for the full responsibilities of citizenship, in particular the skill of respectful communication, both in person and online.
vii. Model the standards of respect, civility, and responsible citizenship. This includes modeling appropriate use of personal mobile devices. Educators are not to use personal mobile devices during instructional time, unless explicitly for work-related purpose.

4.3. Students

i. Demonstrate kindness and courtesy to all staff and members of the school community and actively contribute to a positive school climate.
ii. Come to school prepared, on time, and ready to learn.
iii. Refrain from bringing anything to school that may compromise the safety of others.
iv. Follow the established rules and take responsibility for their own actions.

4.4. Parents/Guardians/Caregivers

i. Encourage and assist their child to demonstrate respect, kindness and courtesy to all staff and members of the school community and actively contribute to a positive school climate in the Simcoe Muskoka Catholic District School Board.
ii. Are engaged in their child's schoolwork and progress.
iii. Communicate regularly with the school.
iv. Help their child be appropriately dressed and prepared for school.
v. Ensure that their child attends school regularly and on time.
vi. Promptly report to the school their child's absence or late arrival.
vii. Become familiar with the Provincial Code of Conduct, the board's code of conduct, and the school's Code of Conduct.
viii. Encourage and assist their child in following the rules of behaviour.
ix. Assist school staff in dealing with disciplinary issues involving their child.

4.5. Parish and Community Partners

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. As valued community members, they are expected to:

i. Positively contribute to a safe and positive school climate.
ii. Act as role models of leadership, kindness, faith and behaviour whenever interacting with members of the school community.

4.6. 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. While on school premises, they are expected to:

i. Positively contribute to a safe and positive school climate.
ii. Act as role models of leadership, kindness, and behaviour whenever interacting with

members of the school community.

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 messaging
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. Use respectful language with all members of the school community and avoid swearing, cursing or using any hate speech toward any individual.
xiv. Exercise good judgement while representing The Simcoe Muskoka Catholic District School Board on social media and internet forums. This includes using cellphones and other personal mobile devices during authorized hours on school premises and outside of school hours.
xv. Carefully consider actions taken to avoid any potential conflicts of interest that may arise while representing The Simcoe Muskoka Catholic District School Board. In the case that you are unclear on whether a potential conflict of interest exists, please speak to your local Principal.

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
   - for students, this would also include being in possession of electronic cigarette, tobacco and nicotine products

ii. provide alcohol, recreational cannabis, electronic cigarettes, 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. commit robbery

xi. engage in hate propaganda and other forms of behaviour motivated by hate or bias

xii. commit an act of vandalism that causes damage to school property or to property located on the premises of the school

xiii. engage in inappropriate use of technology as defined in the Responsible Use document

xiv. ensure there is no targeting of violence towards marginalized and racialized individuals.

5.2.2. Student behaviour that is contrary to this Code of Conduct shall be subject to investigation and response as outlined in the LE-16 Student Discipline and Safety of Students.

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/Caregivers and other persons, such as, volunteers, visitors and other community members, including any external member of a statutory or ad hoc committee of the board, whose behaviour is contrary to this Code of Conduct are subject to investigation and appropriate response by the principal/appropriate ELC member in

consultation with Human Resources, in accordance with the committee's terms of reference.

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*)*** *a*nd 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/caregivers, 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/caregivers and the community
iv. develop a communication plan that outlines how these standards will be made clear to everyone, including parents/guardians/caregivers whose first language is a language other than English or French.

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
SMCDSB Policy and Procedure - LE-16 Student Discipline and Safety of Students

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)
Revised: Board Policy Review Committee (Wednesday, September 25, 2019)
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Revised: Board Policy Review Meeting #02-2025 (Wednesday, January 29, 2025)
Revised: Board Policy Review Meeting #03-2025 (Wednesday, April 2, 2025)
Revised: Board Meeting #08-2025 (Wednesday, June 18, 2025)