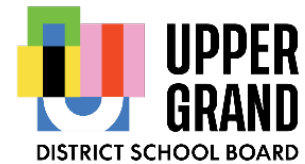


Code of Conduct Policy 213



Category:	Community Relations
Administered by:	Associate Director
First adopted:	September 2001
Revision History:	January 2008, March 2013, February 2017, August 2019, December 2019, June 2023, June 2024
Next Review:	2024-2025 school year

1. Policy Statement

It is the policy of the Upper Grand District School Board to maintain a safe and inclusive learning and teaching environment through the adoption of a Code of Conduct. A Code of Conduct promotes responsibility, respect, civility, and academic excellence, and sets clear standards of behaviour for all members of the school community. The goal is to create a positive school climate where all members of the school community feel safe, included, and accepted.

2. Definition

Electronic Cigarette (E-Cigarette)

A vaporizer or inhalant-type device that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine, may be called an electronic cigarette, e-cigarette, or other name. The process of inhaling and exhaling the vapour is called vaping.

School Community

School community is defined as trustees, all board staff, students, parents, guardians, caregivers, police services, community partners, and community groups who use board facilities.

3. Details

- 3.1 This policy is in effect for all members of the school community while on school and board property, school buses, at school-authorized events and off site at school-sponsored activities, in a virtual learning environment, and in other circumstances that could have an impact on the school climate.

- 3.2 Principals shall ensure that a school Code of Conduct, based on the provincial Code of Conduct and the board's Code of Conduct, is communicated annually to the school community.
- 3.3 The Code of Conduct will be reviewed at least once every three (3) years.

4. Intention of the Codes of Conduct

The board's code of conduct and school codes of conduct are based on the provincial Code of Conduct which is established under subsection 301(1) of Part XIII of the *Education Act*. These codes of conduct are intended to:

- 4.1 set out clearly what is acceptable and what is unacceptable behaviour for all members of the school community within each learning environment: on school and board property, school buses, and at school and school-related events and activities on or off site, in a virtual learning environment, and in other circumstances that could have a negative impact on the school climate
- 4.2 ensure that all members of the school community are treated with respect and dignity
- 4.3 promote responsible citizenship by encouraging appropriate participation in the civic life of the school community
- 4.4 maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility
- 4.5 encourage the use of non-violent means to resolve conflict
- 4.6 promote the safety of people in the schools
- 4.7 discourage the use of alcohol, illegal drugs and, except by a medical cannabis user, cannabis
- 4.8 prevent bullying in schools

5. Standards of Behaviour

5.1 Respect, Civility and Responsible Citizenship

5.1.1 All members of the school community must:

- 5.1.1.1 respect and comply with all applicable federal, provincial and municipal laws

- 5.1.1.2 respect and comply with all Ministry of Education, school board, and school policies
- 5.1.1.3 demonstrate honesty and integrity
- 5.1.1.4 respect differences in people, their ideas, and their opinions
- 5.1.1.5 treat one another with dignity and respect at all times, both in person and online, especially where there is disagreement or difference
- 5.1.1.6 respect and treat others fairly, regardless of age, sex, gender identity, gender expression, sexual orientation, race, colour, place of origin, culture, citizenship, ancestry, origin, religion, creed, family status, marital status, socio-economic status, employment, housing, disability
- 5.1.1.7 respect the rights of others
- 5.1.1.8 show proper care and regard for school property and the property of others
- 5.1.1.9 take appropriate measures to help those in need
- 5.1.1.10 seek school staff assistance, if necessary, to resolve conflict peacefully
- 5.1.1.11 respect all members of the school community
- 5.1.1.12 respect the needs of others to work in an environment that is conducive to learning and teaching
- 5.1.1.13 not use personal mobile devices during instructional time except under the following circumstances:
 - for educational purposes, as directed by an educator
 - for health and medical purposes
 - to support special education needs

Refer to section 7 – Management of Personal Mobile Devices for more information.

5.1.1.14 not use abusive language or swear at another person

5.1.2 Students are to follow the board's dress code guidelines in Appendix A.

5.2 **Safety**

All members of the school community must not:

5.2.1 engage in bullying or cyber-bullying behaviours

5.2.2 commit sexual assault or sexual harassment

5.2.3 traffic in weapons or illegal drugs

5.2.4 give alcohol, cannabis or illegal drugs to a minor

5.2.5 commit robbery or theft

5.2.6 be in possession of any weapon, including firearms

5.2.7 threaten or intimidate another person

5.2.8 cause injury to any person with an object

5.2.9 be in possession of cannabis (unless a medical cannabis user), or illegal drugs (unless the individual has been authorized to use cannabis for medical purposes)

5.2.9.1 Students must also not be in possession of electronic cigarette, tobacco or nicotine products.

5.2.10 use, or be under the influence of, alcohol, cannabis (unless a medical cannabis user), tobacco, electronic cigarettes, illegal drugs or related products (unless the individual has been authorized to use cannabis for medical purposes)

5.2.11 provide others with alcohol, illegal drugs, tobacco, electronic cigarettes, cannabis or related products (unless the individual has been authorized to use cannabis for medical purposes)

5.2.12 inflict or encourage others to inflict bodily harm on another person

- 5.2.13 engage in hate propaganda and other forms of behaviour motivated by bias, prejudice, or hate
- 5.2.14 commit an act of vandalism that causes damage to school, or board property, to property located on the premises of a school or board facility, or to the property of a member of the school community
- 5.2.15 record, take, or share non-consensual recordings or photos of members of the school community.

6. Reporting of Violations

6.1 Duty to Report

Any employee of the board, transportation provider or Before and After School Care provider, who becomes aware that a student of the board may have engaged in an activity for which a suspension or recommendation for expulsion could be imposed shall report the matter to the principal or designate.

6.1.1 Such report must be made at the earliest, safest opportunity, and in any event no later than the end of the school day, or if reported by a transportation provider, by the end of a transportation run.

6.1.2 The duty to report to the principal or designate includes making a verbal report, and submitting a Safe Schools Incident Report, in either written form or electronically using the online Incident/Accident Reporting System.

6.1.2.1 If the incident involves an employee and is identified as violent under the *Occupational Health and Safety Act*, an Employee Incident Report must also be submitted. Refer to [Policy 417 Violence in the Workplace](#).

6.2 Employees

All instances of employee harassment are to be reported as per [Policy 408 – Harassment in the Workplace](#).

6.2.1 Employees who believe a student has harassed them should report the incident(s) to the principal or immediate supervisor who will report the incident to the principal.

6.2.2 An employee who feels they have been the subject of workplace harassment by someone other than an employee or student should report the incident by contacting a principal, manager, superintendent, or union/association representative, who shall advise the employee's immediate supervisor.

6.3 **Students, Parents, Guardians, Caregivers, Visitors and Volunteers**

An online reporting tool is available on the board and school websites for UGDSB parents, guardians, caregivers, visitors, volunteers, and students in every grade – victims or witnesses – to report incidents at any time, from anywhere.

7. **Management of Personal Mobile Devices**

Students are responsible for their personal mobile device, how they use it and the consequences of not following the school board's policy on personal mobile device use.

7.1 **Students in Grades 7-12**

Personal mobile devices must be stored out of view and powered off or set to silent mode during instructional time, except when their use is explicitly permitted by the educator under the circumstances outlined in 5.1.1.13.

7.1.1 If the educator sees a personal mobile device that is not stored out of view, they must require the device be handed in for the instructional period and the device must be placed, by the student, in a storage area in a location in the classroom designated by the educator.

7.2 **Students in Grades 6 and Below**

Personal mobile devices must be stored out of view and powered off or set to silent mode throughout the full instructional day, except when their use is explicitly permitted by the educator under the circumstances outlined in 5.1.1.13.

7.2.1 If the educator sees a personal mobile device that is not stored out of view, they must require the device be handed in for the instructional period and the device must be placed, by the student, in a storage area in a location in the classroom designated by the principal.

8. Consequences

- 8.1 Violations of the board's or school's Code of Conduct shall be addressed through relevant UGDSB policies, procedures and provincial legislation.
- 8.2 Students in grades 4-12 found to be in violation of the school's or board's Code of Conduct will result in progressive disciplinary action as detailed in the Safe Schools procedure 503-D, up to and including suspension and/or expulsion.
- 8.3 As per the *Smoke-Free Ontario Act*, any individual who violates the prohibition on smoking and vaping in schools or on and around school grounds (within 20 metres) may be charged and may face a fine.
- 8.4 If a student does not hand in their personal mobile device when required, they must be sent to the principal's office. Principals have discretion under board policy 503 Safe Schools, using progressive discipline and promoting positive student behaviour, to consider a range of responses to address this behaviour including suspension.

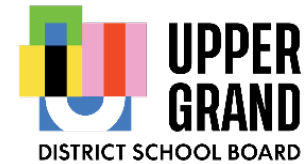
9. References

This policy shall be administered in conjunction with:

- all related federal, provincial and municipal legislation
- [Education Act](#), its regulations and [Ministry of Education Memoranda](#)
- [Provincial Code of Conduct \(PPM 128\)](#)
- Board policies, including:
 - [103 Trustee Code of Conduct](#)
 - [200 Community Use of School Facilities](#)
 - [203 Video Surveillance](#)
 - [205 School Volunteers](#)
 - [208 Smoke and Vape-Free Environment](#)
 - [304 Transportation](#)
 - [318 Responsible Use of Digital Technologies](#)
 - [322 Safe Operation of Schools and Board Sites](#)
 - [408 Harassment in the Workplace](#)

- [417 Violence in the Workplace](#)
- [503 Safe Schools](#)
- [504 Equity and Inclusive Education](#)
- [508 Educational Field Trips and Off-Site Activities](#)
- [P.05 Protocol for Collaborative Agreements](#)
- [P.09 Police/School Board Protocol](#)
- [Service de Transport Wellington-Dufferin Student Transportation Services \(STWDSTS\) Policies and Procedures](#)

Code of Conduct Policy 213 - Appendix A



UGDSB Philosophy on Student Dress Codes

It is the policy of the Upper Grand District School Board to ensure a safe and inclusive learning and working environment for all students, staff and the community, regardless of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, socio-economic status, employment, housing, sex, and sexual orientation (Policy 504 Equity and Inclusive Education).

The UGDSB's student dress code philosophy is one way that we are working to ensure safe, inclusive and equitable learning environments for all of our students. Schools need to be able to focus on teaching and learning without undue emphasis on monitoring dress code infractions. Dress codes must be presented in a manner that does not reinforce stereotypes. We believe that students have a right to learn in a safe and caring space that is free of bias and discrimination, and that students have a right to respectfully express their individuality. To ensure that our learning environments are safe and respectful spaces, our board has adopted a shared set of guidelines for student dress (listed below).

UGDSB school principals, in consultation with their school council, staff and students, shall determine a dress code for their students. Schools are encouraged to create a dress code that is based on the board's dress code philosophy, values and guidelines.

Our values and beliefs:

- All students should be able to dress for school without fear of unnecessary discipline, body shaming, bias or discrimination.
- Individuals are responsible for managing their own personal biases and or perspectives/ opinions (distractions) related to others' choices of clothing.
- All students are treated equitably regardless of their race, age, ability, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic circumstances, or body type/size.
- Students have a right to wear clothing of their choice that expresses their self- identified gender.

- Students have a right to wear religious attire without fear of discipline or discrimination.

Guidelines for school dress codes:

- Dress codes must avoid using language that reinforces stereotypes.
- Student dress code enforcement must not result in unnecessary barriers to school attendance.
- Courses that include attire as part of the curriculum (for example, public speaking and job readiness) may include assignment-specific dress. Schools need to be aware that there may be diverse culturally-specific attire that would also meet the requirements of a course.
- Schools must maintain a safe learning environment in classes where protective or supportive clothing is required. For example, activity-specific shoe requirements are permitted (e.g., athletic shoes for Physical Education).
- Dress codes must prevent students from wearing clothing or accessories that display (but are not limited to) the following: Images, logos or language that portray, ethnic prejudice, racism, sexism, vulgarity, gang-related markings, obscenities, profanity, hate speech, and/or pornography.
- Dress codes must prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia, or other illegal conduct or activities.
- Dress codes must prevent students from wearing clothing that exposes genitals, buttocks, and breasts.
- School staff need to be able to explain the dress code and address dress code infractions without using body-shaming language.

February 2018