

# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

---

<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Procedural Guideline</i>	STUDENT CODE OF CONDUCT	
<i>Applicable Policy</i>	STUDENT CODE OF CONDUCT	520

---

Board Admin Approved: August 27, 2024

Reviewed: August 19, 2024

Review By: December 2029

---

## PURPOSE

Superior-Greenstone District School Board is committed to establishing and maintaining a safe and secure environment for its students, staff and community where all members of the school community are to be treated with respect and dignity, especially persons in positions of authority.

This policy is written in accordance with the Education Act, Ontario Regulation 472/07, Policy Program Memorandum (PPM): 119 (Equity and Inclusion), 128 (Provincial and School Board Codes of Conduct), 145 (Progressive Discipline and Promoting Positive Student Behaviour) 144(Bullying Prevention), *Smoke-Free Ontario Act, 2017*, and the Superior Greenstone District School Board Code of Conduct.

## DEFINITIONS

**“Director of Education”** – a Director may be referred to as a Supervisory Officer. The Director of Education is the chief executive officer and chief education officer of the school board. The Director is the sole employee who reports directly to the Board and acts as secretary to the Board. All school board staff reports either directly or indirectly to the Director of Education.

## Table of Contents

1. Roles & Responsibilities
2. Guidelines for School Codes of Conduct
3. Alcohol, Tobacco, Electronic Cigarettes, Cannabis (and related products), Illegal Drugs
4. Enforcement of Restrictions to Student Personal Mobile Device Use
5. Report Card Communication
6. Social Media on School Networks

## PROCEDURE

### 1.0 Roles and Responsibilities

#### 1.1 School Staff

It is expected that all staff:

- help students work to their full potential and develop their sense of self-worth

- empower students to be positive leaders in their classroom, school, and community
- communicate regularly and meaningfully with parents
- maintain consistent and equitable standards of behaviour for all students
- demonstrate respect for one another, all students, parents, volunteers, and other members of the school community
- prepare students for the full responsibilities of citizenship, in particular the skill of respectful communication, both in person and online
- 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 purposes.

## 1.2 Principal

It is expected that Principals (or designate):

- will develop a School Code of Conduct that aligns with the board and provincial codes.
- demonstrate care for the school community and a commitment to student achievement and well-being in a safe, equitable, inclusive, and accepting learning environment
- hold everyone under their authority accountable for their own behaviour and actions
- empower students to be positive leaders in their school and community
- communicate regularly and meaningfully with all members of their school community
- model the standards of respect, civility and responsible citizenship.

## 1.3 Students

It is expected that students:

- come to school prepared, on time, and ready to learn
- show respect for themselves, and for others, and for those in positions of authority
- contribute to creating learning environments that are safe, equitable, inclusive, and fair
- refrain from bringing anything to school that may compromise the safety of others
- follow the established rules and take responsibility for their own actions

## 1.4 Parents and Guardians

It is expected that parents and guardians:

- are engaged in their child's schoolwork and progress
- communicate regularly with the school
- help their child be appropriately dressed and prepared for school
- ensure that their child attends school regularly and on time
- promptly report to the school their child's absence or late arrival
- become familiar with the Provincial Code of Conduct, the Board's Code of Conduct, and, if applicable, the school's Code of Conduct
- encourage and assist their child in following the rules of behaviour

- assist school staff in dealing with disciplinary issues involving their child

## 1.5 Community Partners

Partnerships with members of the community and community-based service providers should be developed and enhanced. Community-based service providers are resources that boards can use to deliver prevention or intervention programs. These partnerships must respect all applicable collective agreements.

## 1.6 Police

The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with the local school board and applicable legislation. These protocols are based on the *Provincial Model for a Local Police/School Board Protocol, 2015*, developed by the Ministry of the Solicitor General and the Ministry of Education.

## 2.0 **School Codes of Conduct**

### 2.1 **Provincial Code of Conduct**

School codes of conduct are governed by the Ontario Provincial Code of Conduct

#### 2.1.1 **Purposes of the Provincial Code of Conduct**

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

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

#### 2.1.2 **Those governed under the Provincial Code of Conduct:**

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

#### 2.1.3 **Standards of Acceptable Behaviour Respect, civility, and responsible citizenship**

All members of the school community must:

- comply with all applicable federal, provincial, and municipal laws
- comply with all Ministry of Education, school board and school policies

- demonstrate honesty and integrity
- treat one another with dignity and respect, both in person and online, especially when there is disagreement or difference
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, 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
- refrain from using abusive language or swearing at another person
- respect the needs of others to work in an environment that is conducive to learning and teaching
- 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

#### **2.1.4 Safety**

All members of the school community must not:

- engage in bullying behaviours, including cyberbullying, or other actions that are considered injurious to the moral tone of the school environment
- commit sexual assault or sexual harassment
- traffic in weapons or illegal drugs
- commit robbery or theft
- be in possession of any weapon, including firearms
- threaten or intimidate another person
- be in possession of alcohol, cannabis, and/or illegal drugs
  - for students, this would also include being in possession of electronic cigarette, tobacco and nicotine products
- use, or be under the influence of alcohol, cannabis, tobacco, electronic cigarettes, illegal drugs or related products
- provide others with alcohol, illegal drugs, tobacco, electronic cigarettes, cannabis or related products
- inflict or encourage others to inflict bodily harm on another person
- engage in hate propaganda and other forms of behaviour motivated by hate or bias
- commit an act of vandalism that causes damage to school property, to property located on the premises of the school or to the property of a member of the school community
- record, take or share non-consensual recordings or photos of members of the school community

#### **2.2 School Codes of Conduct**

Schools must develop and update their own codes of conduct to implement, at minimum, standards consistent with Board and Provincial Codes of Conduct. School codes of conduct must link locally developed standards to the relevant board and provincial standards.

Schools must ensure that opportunities which promote the standards of the Board and Provincial Codes of Conduct are made available for all members of

the school community. This includes promoting the knowledge, skills, and attitudes relevant to it.

School principals are expected to develop codes of conduct to address specific local school-related needs. Where local codes have already been developed, they must be updated to be consistent with the Provincial Code of Conduct and address requirements specified by the board.

### **2.3 Communication for School Codes of conduct and Related Policies**

A school's code of conduct can only be successfully implemented if members of the school community are aware of and understand its policies and procedures. As a result, schools must:

- establish a process that clearly communicates the codes of conduct policies and procedures to all parents, students, principals, teachers, other school staff, and other members of the school community and will include:
  - *communication of how all members of the school community would appropriately report unacceptable behaviour*
  - *an annual notification to parents and students reminding them of the restrictions and requirements for student personal mobile device use and the consequences for non-compliance*
  - *this process must consider and include parents whose first language is a language other than English or French*
- post signage in school entrances and other visible places that reflects the behavioural expectations of the School, Board, and Provincial Codes of Conduct.
- make the codes of conduct policies and procedures available to the public on the school or board's website or through other means
- if the board enters into an agreement with another person or entity, other than a board, respecting the use of a school operated by the board, the board shall include in the agreement a requirement that the person or entity follows the standards that are consistent with the board's code of conduct and related policies

### **3.0 Alcohol, Tobacco, Electronic Cigarettes, Cannabis (and related products), Illegal Drugs**

Under their Codes of Conduct and aligned with Superior-Greenstone District School Board Substance Use and Abuse supporting document, schools must establish mechanisms to address the possession, use and sale or distribution of tobacco, electronic cigarettes, nicotine products, recreational cannabis, alcohol, and illegal drugs. The enforcement must comply with the board's obligations under the Education Act and

other applicable legislation and provincial policies, including PPM 145 Progressive discipline and promoting positive student behaviour.

Schools must also follow the direction in Provincial Model for a Local Police/School Board Protocol regarding mandatory and discretionary notification of incidents to the police.

School codes of conduct must also remind the school community (students, staff,

parents) that:

- *The Smoke-Free Ontario Act, 2017 prohibits smoking (tobacco and cannabis) and the use of electronic cigarettes (vaping) at schools, on school grounds, and all public areas **within 20 metres of these grounds**. Anyone smoking or vaping on school property is guilty of an offence and if convicted may result in a fine under the Smoke-Free Ontario Act, 2017.*
- *The Smoke-Free Ontario Act, 2017 also prohibits the sale and supply of tobacco or e-cigarettes to anyone under 19 years of age. Anyone who sells or supplies tobacco or an e-cigarette to a student under 19 years of age is guilty of an offence and if convicted may result in a fine under the Smoke-Free Ontario Act, 2017.*

At minimum, in the case of these substances being found in the possession of students, parents must be notified, and the student must surrender the item(s) to the staff member or administrator. As per PPM 145, it is expected that students involved in these incidents would receive support to learn from inappropriate behaviours and make choices that support continuing their learning.

Schools must develop a local policy on how surrendered items, including personal mobile devices, will be handled in compliance with applicable provincial policy and legislation, including the Education Act and the Smoke-Free Ontario Act, 2017.

#### **4.0 Enforcement of Restrictions to Student Personal Mobile Device Use**

Schools must develop guidelines/policy setting out how they will enforce the restrictions on student use of personal mobile devices at school. These guidelines must comply with the board's obligations under the Education Act and other relevant provincial policy and legislation. Guidelines must, at minimum, align with the following direction provided in this memorandum:

- all members of the school community must 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

At minimum the school policy must require that for Grades 7 to 12 students' personal mobile devices are 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 above.

- 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
- If the student does not hand in their personal mobile device when required, they must be sent to the Principal's office. Principals have discretion under PPM No. 145, Progressive discipline and promoting positive student behaviour, to consider a range of responses to address this behaviour up to and including suspension. To support the implementation of the above, school guidelines must include:
  - *an approach to enforcement of the restrictions that includes clear*

*expectations of responsibility for students, educators, principals, and superintendents*

- *best practices for educators on classroom management related to responsible use of technology*
- *a requirement for schools to have an annual notification sent to parents and students reminding them of the policy, its requirements and consequences for non-compliance*
- *a requirement that the expectations and responsibilities under the school policy, the best practices for educators and the annual notifications for parents be shared with all educators and principals*

For students in grade 6 and below, at minimum the school policy must require that students' personal mobile devices are 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 following circumstances:

- for educational purposes, as directed by an educator
  - for health and medical purposes
  - to support special education needs
- 
- if an educator sees a personal mobile device that is not stored out of view, they must require the device be handed in for the remainder of the instructional day and the device must be placed, by the student, in a storage area in a location designated by the principal
  - If the student does not hand in their personal mobile device when required, they must be sent to the Principal's office. Principals have discretion under PPM No. 145, Progressive discipline and promoting positive student behaviour, to consider a range of responses to address this behaviour up to and including suspension (for students in Grades 4 – 6). To support the implementation of the above, school guidelines must include:
    - *an approach to enforcement of the restrictions that includes clear expectations of responsibility for students, educators, principals, and superintendents*
    - *best practices for educators on classroom management related to responsible use of technology*
    - *a requirement for schools to have an annual notification sent to parents and students reminding them of the policy, its requirements and consequences for non-compliance*
    - *a requirement that the expectations and responsibilities under the school policy, the best practices for educators and the annual notifications for parents be shared with all educators and principals*

The student is 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.

## **5.0 Report Card Communication**

Beginning in the 2024-25 school year, report cards will communicate information to students and their parents about classroom distractions, where applicable, including those related to the use of personal mobile devices. This will be communicated using the section of the report card reserved for comments on learning skills and work habits in the Elementary Provincial Report Cards and in the comment box reserved for course comments in the Secondary Provincial Report Card.

It is expected that comments are supportive of students' ongoing development of learning skills and work habits as outlined in Growing Success (2010) and assessment, evaluation and reporting practices and procedures are fair, transparent, and equitable for all students and include strengths and next steps.

## **6.0 Social Media on School Networks**

Superior-Greenstone District School Board will restrict access to all social media platforms on school networks and school devices.

Social media platforms can only be used by students at school for educational purposes, directed by an educator. Exception protocols for the use of social media for pedagogical or work-related purposes will be determined in consultation with staff, principals and vice-principals, senior administration, and the Board's Information Technology department.

## **7.0 Expectations**

It is essential that in the development and implementation of Codes of Conduct and related guidelines and procedures that the authority and expectations for all parties are understood.

### **7.1 Principals and Vice-principals**

It is expected that Principals and Vice-principals:

- demonstrate care for the school community and a commitment to student achievement and well-being in a safe, inclusive, and accepting learning environment
- hold everyone under their authority accountable for their own behaviour and actions
- empower students to be positive leaders in their school and community
- communicate regularly and meaningfully with all members of their school community
- model the standards of respect, civility and responsible citizenship.

### **7.2 All School Staff**

It is expected that teachers and staff:

- help students work to their full potential and develop their sense of self-worth
- empower students to be positive leaders in their classroom, school, and community
- communicate regularly and meaningfully with parents
- maintain consistent and fair standards of behaviour for all students
- demonstrate respect for one another, all students, parents, volunteers, and other members of the school community
- prepare students for the full responsibilities of citizenship, in particular the skill of respectful communication, both in person and online
- model the standards of respect, civility, and responsible citizenship. This includes modelling appropriate use of personal mobile devices. Educators are not to use personal mobile devices during instructional time, unless explicitly for work-related purposes



### 7.3 Students

It is expected that students:

- come to school prepared, on time, and ready to learn
- show respect for themselves, and for others, and for those in positions of authority
- refrain from bringing anything to school that may compromise the safety of others
- follow the established rules and take responsibility for their own actions

### 7.4 Parents

It is expected that parents:

- are engaged in their child's schoolwork and progress
- communicate regularly with the school
- help their child be appropriately dressed and prepared for school
- ensure that their child attends school regularly and on time
- promptly report to the school their child's absence or late arrival
- become familiar with the Provincial Code of Conduct, the board's code of conduct, and, if applicable, the school's Code of Conduct
- encourage and assist their child in following the rules of behaviour
- assist school staff in dealing with disciplinary issues involving their child

## **REFERENCES AND RELATED DOCUMENTS**

*Ontario Education Act*

Ministry of Education Policy/Program Memorandum 128

SGDSB Policy 520 Student Code of Conduct

SGDSB Policy 535 Progressive Discipline and School Safety