

## **CODE OF CONDUCT**

The Leo Baeck Day School is a very special place. It is an environment where teachers, students and families enjoy learning and growing in an atmosphere where excellence and social responsibility are the benchmarks.

The School promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment, and expects, from every member of the School community, conduct that is respectful, courteous, considerate, and which supports the School's Mission Statement and Goals.

This Code of Conduct outlines the School's expectations of behaviour. The acceptance and continued enrollment of a student at The Leo Baeck Day School is a privilege contingent on the agreement and commitment of the student and parent(s) to uphold, abide by and support this Code of Conduct as well as the School's Mission Statement and Goals.

This Code of Conduct is consistent with Policy/Program Memorandum No. 128 entitled "The Provincial Code of Conduct and School Board Codes of Conduct", issued by the Ministry of Education on October 4, 2007.

At the start of the School year, parents should read and discuss this Code of Conduct with their children. While we do not require members of our community to formally sign the Code of Conduct as a condition of their or their child's/children's participation in The Leo Baeck Day School, it is understood that choosing to join this community implies an acceptance of this Code of Conduct.

### **Standards of Behaviour**

By enrolling at LBDS, students automatically assume the obligations to comply with the provisions of the Code of Conduct. Central to the Code of Conduct is the understanding that each student will follow certain standards of behaviour. Self-discipline and a willingness to accept responsibility for one's actions and conduct are fundamental to the Code of Conduct.

All members of the School community must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly: regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, 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;
- respect all members of the School community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching; and
- not swear at a teacher or at another person in a position of authority.

## **Roles and Responsibilities**

**A. Every Member of the School Community** (administration, teachers, staff, volunteers, students and parents) has a responsibility to support the School, its Mission Statement and goals. These include:

**Commitment to Excellence.** Demonstrating a commitment to academic excellence and a safe teaching and learning environment.

**Respecting Individuals.** Demonstrating the utmost respect for every other member of the community. Rude, disrespectful or bullying behaviour will not be tolerated.

**Modeling Appropriate Behaviour.** Demonstrating appropriate behaviour at all times. The Head of School, principals, other administrators, teachers, staff and parents are role models for the children and as such are expected to behave in accordance with Jewish ideals of civility, respect and tolerance.

**Communicating Regularly.** Communicating regularly and meaningfully with every other member of the community, as required.

**Holding Individuals Accountable.** Holding other members under their authority accountable for their own behaviour and actions

**Respecting Property.** Demonstrating proper care and regard for School property and the property of others. Every member of the School community must demonstrate respect for School property, including the buildings and grounds, School buses used for School-related activities, lockers, equipment and text books. All must be kept clean and in good repair. In the event of destruction or abuse of School property, individuals responsible (which may include the parents of students responsible) will be required to make financial restitution or reparation.

**Appropriate Use of Electronic Technology.** Using and applying the School's computer equipment including, but not limited to, all hardware, software, printers, access to the Internet, etc., in a responsible and respectful manner, for appropriate School purposes only and accordance with the law.

**Dressing in an Appropriate Manner.** Demonstrating self-respect and respect for the School through personal cleanliness and good grooming. Every member of the School community, in the course of carrying on School activities, is expected to dress in a manner appropriate to a setting in which sacred text study, prayer and Jewish values are central.

## **B. Students**

In addition to the foregoing, every student of the School must also:

**Refrain from Unwanted Touching.** Students must not engage in any unwanted touching, including but not limited to play fighting, kicking, biting or hitting. If a student's hands are kept to him or herself, the student will not be in a position to cause harm to others, whether accidental or intentional.

**Come to School Ready to Learn.** Students are expected to come to School prepared and ready to learn and to have all notebooks, text books and materials required by the teachers. Students are also expected to complete assigned homework, to hand in assignments on due dates and to be prepared for tests.

**Respect the Right and Desire of Others to Work and Learn.** Students should be proud of their work and respect the right of others to work. Disruptive behaviour in class is not permitted and may result in the withdrawal from class or suspension or expulsion from School in accordance with School policy.

**Be Punctual and Regular in Attendance.** Students are expected to come to School and classes on time, unless there is a valid cause for not doing so. A student is expected to report to the office if feeling ill. Students must sign out of the office if leaving School for any reason during School hours.

**Show respect for himself or herself, for others and those in authority.** Students are expected to follow the established rules and take responsibility for his or her actions.

**Refrain from bringing anything to School that may compromise the safety of others.** Students are expected to exercise self-discipline and be courteous to fellow students and obedient and courteous to teachers.

## **C. Parents**

In addition to the foregoing, every parent or legal guardian of a child attending the School must also:

**Send Students to School Ready to Learn.** Parents are expected to support the School's Mission Statement and goals, and to assist their children to be prepared for each class, including having all notebooks, textbooks and materials required by the

teachers. Parents are also expected to take reasonable steps to ensure that their children complete assigned homework, hand in assignments on due dates and are prepared for tests.

**Ensure Students are Punctual and Regular in Attendance.** Parents are expected to ensure their children come to School and classes on time, unless there is a valid cause for not doing so. Parents are also expected to promptly report to the School their child's absence or late arrival.

**Show an Active Interest in their Child's School Progress.** Parents are expected to communicate regularly with the School. Parents are also expected to help their child be neat, appropriately dressed and ready for School.

**Encourage and Assist their Child in the following Rules of Behaviour.** Parents are expected to assist School staff in dealing with disciplinary issues involving their child.

**Respect Parking Lot Drop-Off and Pick-Up Rules.** Parents are expected to comply with the directions of School staff and School traffic volunteers. Parents are also expected to respect the LBDS visitor policy.

### **Responsibility of a Bystander**

LBDS is committed to provide a healthy School environment that is nurturing, caring and respectful of everyone. LBDS teaches social skills that will serve its students well throughout their lives.

If a student has been bullied, intimidated or threatened or has witnessed such behaviour, he/she needs to confide in an adult at the School. If the School is not aware of an incident, it cannot act. A student is not tattling by contacting an adult; he/she is, in fact, upholding LBDS's core values and demonstrating courage by appropriately standing up for himself/herself. No one has the right to bully, intimidate or threaten another person. It takes courage to stop such behaviour in a mature and responsible way.

If a student witnesses an act of peer bullying, intimidation or threats, he/she is a bystander and is expected to take steps to help. It is part of his/her responsibility as a LBDS student.

### **Academic Integrity**

LBDS expects that students enter the School with a serious purpose, commitment to honesty and integrity and personal responsibility. It is the student's individual responsibility to ensure adherence to the School's requirements regarding academic integrity.

Incidents of academic dishonesty include cheating or the demonstrable intention to cheat on examinations, tests or assignments. Cheating can constitute copying or paraphrasing the work of others without citation (plagiarism), viewing tests or examinations without permission of the teacher, bringing information in any physical or electronic form to a test or examination without the permission of the teacher, copying answers on a test or examination or theft of a test or examination.

### **Application of Code of Conduct**

The LBDS Code of Conduct applies to all members of the School community, including students, parents and guardians, teachers or other School staff members, Board members, volunteers and visitors.

The standards of behaviour apply:

- on School property;
- while travelling on a School bus that is owned by LBDS or that is under contract to LBDS;
- in-School sports activities;
- in off-site School-sponsored activities
- on technology or electronic communications; or
- in circumstances where engaging in an activity could have a negative impact on the School climate.

### **Consequences for Inappropriate Behaviour**

The intent of discipline is to teach and to guide. Judaism teaches that all people are created in God's image and shall be treated with respect. Successful students are respectful of others, proud of their accomplishments and self-disciplined.

At The Leo Baeck Day School a process of teaching respectful behaviour is followed, and consequences for inappropriate behaviour will vary according to the individual and circumstances. Such consequences may include, but are not limited to, the following:

- Meeting with appropriate person(s) such as peers, teachers or administrators;
- Removal from School activity, special program or recess to complete work or special assignment designated by the teacher;
- Removal from class for a period of time;
- Contact of the parent of the child involved;
- Conference involving student, teacher, parent and administrative staff;
- The arrangement of a behaviour or performance contract with the involvement of student, teachers and parents;
- Financial restitution, reparation or service in a case where damage is caused or maintenance work made necessary;
- Formal suspension from School; and/or
- Expulsion from School.

**Review**

The LBDS Code of Conduct will be reviewed for possible revisions to be conducted every three years. LBDS will continue to solicit input from the Board of Directors, parents, staff and students in the review process. The School deals with this code in accordance with "The Leo Baeck School Safe Schools Administrative Guidelines".

**Policy and Procedures for Suspensions and Dismissals**

The Leo Baeck Day School's policy and procedures for Suspensions and Dismissals is set out in a separate document. Copies of this document are available from the School office at any time.