



UMCA RICH TREE ACADEMY

CODE OF CONDUCT

The School's Philosophy

The philosophy of UMCA Rich Tree Academy (the "School" or "UMCA") is to focus on developing a love of learning while guiding and challenging every student at all stages of learning. UMCA is dedicated to the education of students in a safe and caring community that fosters the development of character, courage, creativity and a passion for learning.

The School 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 behaviors and interactions.

All students, parents, teachers and staff members have the right to be safe, and feel safe, in the school community. With this right comes the responsibility to contribute to a positive school climate. The promotion of strategies and initiatives, such as character development, along with the employment of prevention and intervention strategies to address inappropriate behavior, fosters a positive school climate that supports academic achievement for all students.

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.

These standards of behavior apply not only to students, but also to all individuals involved in the School community – parents, volunteers, teachers, and other staff members – 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.

For all purposes of this Code of Conduct, reference to parents includes, where applicable, custodial and non-custodial parents and/or guardians; reference to the School community includes students, teachers, parents and guardians, administration, and volunteers.

Standards of Behavior

By enrolling in the School, students automatically assume the obligation 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 behavior. Self-discipline and a willingness to accept responsibility for one's actions and conduct are fundamental to the Code of Conduct.

Respect, Civility, and Responsible Citizenship

All members of the school community must:

- 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, both in person and online, especially when there is disagreement or difference;
- 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;
- 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 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, including by ensuring that personal mobile devices are only used during instructional time for the educational and other permitted purposes.

Safety

All members of the school community must not:

- engage in bullying behaviors, including cyberbullying;

- 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;
- cause injury to any person with an object;
- be in possession of, or be under the influence of alcohol, tobacco, cannabis, electronic cigarettes, illegal drugs or related products;
- provide others with alcohol, tobacco, cannabis electronic cigarettes, illegal drugs 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 extensive damage to school property or to property located on the premises of the School or to property of a member of the school community;
- record, take or share non-consensual recordings or photos of members of the school community.

Inappropriate Behavior

Examples of inappropriate behavior include, but are not limited to:

- uttering a threat to inflict serious bodily harm on another person;
- swearing at a teacher or other person in authority;
- committing an act of vandalism causing damage to school property or property located on school premises;
- bullying, intimidating or threatening another person;
- fighting;
- using a weapon to cause or threaten bodily harm to another person, including knives, firearms or replica guns;

- committing physical assault on another person;
- committing sexual assault;
- throwing objects in anger;
- extortion;
- destruction of property;
- trafficking in weapons, cannabis, or illegal drugs;
- possession of firecrackers;
- harassment of any kind;
- distributing hate material;
- inappropriate use of electronic communications/media; including accessing inappropriate materials on the internet; posting or texting offensive, derogatory and/or degrading comments or images on personal or commercial websites (e.g. Facebook, Instagram, X, Threads, TikTok, YouTube, Snapchat and similar sites); and
- conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

Responsibility of a Bystander

The School is committed to provide a healthy school environment that is nurturing, caring and respectful of everyone. The School 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 behavior, they need to confide in an adult at the School. If the School is not aware of an incident, it cannot act.

Students are not tattling by contacting an adult; they are, in fact, upholding the School's core values and demonstrating courage by appropriately standing up for themselves. No one has the right to bully, intimidate or threaten another person. It takes courage to stop such behavior in a mature and responsible way.

If a student witnesses an act of peer bullying, intimidation or threats, they are a bystander and is expected to take steps to help. It is part of their responsibility as a UMCA student.

Roles and Responsibilities

The Code of Conduct recognizes that all members of the school community, including the Principal, teachers, other staff members, students and parents have an obligation to comply with the standards of behavior outlined in this policy.

Each member of the school community has the following roles and responsibilities:

The School

UMCA will provide direction to promote student achievement and well-being and to ensure accountability in the School. It is the responsibility of the School to:

- develop policies that set out how the School will implement and enforce its Code of Conduct and other rules that promote and support respect, civility, responsible citizenship and safety;
- review policies regularly with students, staff, parents, volunteers and the community;
- seek input from the Board of Directors, parents, students, staff members and the school community;
- establish a process that clearly communicates the Code of Conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety; and
- provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment.

Principal

Under the direction of the Board of Directors, the Principal takes a leadership role in the daily operation of the School. The Principal will provide this leadership by:

- demonstrating care for the school community and a commitment to academic excellence in a safe, inclusive, and accepting teaching and learning environment;
- holding everyone under their authority accountable for their own behaviour and actions;
- empowering students to be positive leaders in their school and community;

- communicating regularly and meaningfully with all members of the school community; and
- providing an example of respect and civility for all members of the school community.

Teachers and Other School Staff Members

Under the leadership of the Principal, teachers and other school staff members maintain a positive learning environment and are expected to hold everyone to the highest standard of respectful and responsible behavior. As role models, teachers and school staff uphold these high standards when they:

- 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 standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and
- prepare students for the full responsibility of citizenship.

Teachers shall also assist the Principal in maintaining close co-operation with the School community and in establishing and maintaining consistent disciplinary practices in the School. In addition, teachers must assist the Principal by reporting incidents and assisting the Principal in conducting an investigation.

Students

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 behavior.

Respect and responsibility are demonstrated when students:

- come to school prepared, properly dressed in their uniform, on time, and ready to learn;
- adhere to school uniform or dress code rules;
- show respect for themselves, for others, and for those in authority;

- refrain from bringing anything to school that may compromise the safety of others; and
- follow the established rules and take responsibility for their own actions.

Parents and Guardians

Parents and guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents and guardians fulfill their role when they:

- 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 school rules and 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.

Sanctions

All UMCA community members are responsible for observing both the letter and the spirit of the School's policies and procedures. As a general principle, the School reserves its right to apply a full range of sanctions, including expulsion, to any offence committed by a student. Although the specific provisions set out in this Code of Conduct outline steps that the UMCA normally will take in the event that a student contravenes, or attempts to contravene, the provisions of a Code of Conduct, they do not take away from the ultimate discretion of the School to apply any sanction that is appropriate in the particular circumstances of an offence, including the expulsion of a student.

When exercising its discretion to determine the appropriate sanction to apply to an offence, UMCA will take into account:

- the particular student and the circumstances;
- the nature and severity of the behaviour; and

- the impact on the school climate, including the impact on students or other individuals in the school community.

The range of sanctions that the School will apply to offences include:

- meeting with appropriate person(s) (such as peers, faculty, administrators);
- removal from a school activity, special program or recess to complete work or a special assignment designated by the teacher;
- detention;
- probation;
- in-school suspension;
- behaviour or performance contract with the involvement of the 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, with conditions to return to school to be discussed with parents and students in accordance with the school policy; and/or
- expulsion from school.

The School reserves the right to expel a student when the continued attendance of that student would not be in the best interests of that student or the School. The School also reserves the right to expel a student when their behavior is in breach of the Code of Conduct, seriously jeopardizes the School's ability to guarantee the dignity and safety of its students and/or interferes with learning, or involves conduct which is injurious to the School's moral tone or to the physical or mental well-being of others. In these circumstances, the School will make reasonable efforts to assist the student's family in securing suitable alternative education arrangements.

Review

The Code of Conduct will be reviewed for possible revisions every three years. The School will continue to solicit input from the Board of Directors, parents, staff and students in the review process.

STUDENT COMMITMENT TO THE CODE OF CONDUCT:

I have read and I understand, support and agree to comply with the UMCA Rich Tree Academy Code of Conduct. I will make a commitment to meet these expectations, comply with the school's rules and regulations and be a positive, contributing member of the School community.

Student's Name: _____ Date: _____

Student's Signature: _____

PARENT COMMITMENT TO THE CODE OF CONDUCT:

As parent/ legal guardian of this student, I hereby indicate that I have reviewed the UMCA Rich Tree Academy Code of Conduct with my child, and I understand and agree with it. I will assist my child to meet the expectations outlined in the Code of Conduct. I will support the faculty and staff of School in this effort. Should my child not comply with the provisions set out in the agreement, I understand that discipline may result.

Parent's Name: _____ Date: _____

Parent's Signature: _____