# SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

# CODE OF CONDUCT

Adopted: September 21, 2015

# 1.0 OBJECTIVE

To establish a Code of Conduct for staff and members[[1]](#footnote-1) of the Special Education Advisory Committee, in accordance with the Education Act.

**2.0 RESPONSIBILITY**

Special Education Advisory Committee Chair

# 3.0 DEFINITIONS

Definitions for inappropriate behaviour can be found in Operational Procedure PR697: Promoting a Positive School Climate**.**

# 4.0 PROCEDURES

The Education Act permits the Minister of Education to establish a Code of Conduct governing the behaviour of all persons in schools. A School Board must ensure that its Code of Conduct is consistent with the Provincial Code of Conduct[[2]](#footnote-2)3. The Toronto District School Board has adopted the Provincial Code of Conduct.

This Code affirms SEAC’s commitment to supporting caring and safe learning environments that are kind, supportive, nurturing, positive and respectful to enable students to reach their full potential.

Awareness, understanding and implementation of this Code of Conduct will provide a foundation for respect, civility, responsible citizenship and safety at the Toronto District School Board and for SEAC.

Board Procedures are applicable to all employees, students, parents and guardians, permit holders, volunteers and persons visiting a school or other board locations for personal or business purposes.

## 4.1. Principles

1. SEAC shall promote Caring and Safe learning environments. According to the Provincial Code of Conduct the TDSB should be a place that promotes responsibility, respect, civility, and academic excellence in a safe work, learning and teaching environment. A positive climate exists when all members of the TDSB community feel safe, included and accepted and actively promote positive behaviours and interactions. Equity, inclusion and respect are critical components embedded in the TDSB and its learning environment. Actions that jeopardize the emotional well-being or physical safety of any person in a school or other Board facility shall not be condoned.
2. The standards of behaviour outlined in this procedure shall apply to all members of the school community, including SEAC members:
   * on school property;
   * during TDSB and SEAC committee meetings
   * in circumstances where engaging in an activity will have an impact on the TDSB work and school climates.

## 4.2. Practices

The Purposes of the Code of Conduct are:

* To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity;
* To ensure that the people who come to the Special Education Advisory Committee for help and advocacy are treated with dignity and respect;
* 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 schools;
* To discourage the use of alcohol and illegal drugs; and
* To prevent bullying in schools.

**Standards of Behaviour:**

## (a) Respect, Civility, and Responsible Citizenship

Members of the SEAC must:

* respect and comply with all applicable federal, provincial, and municipal laws;
* demonstrate honesty and integrity;
* maintain confidentiality of the private information provided by families and individuals requesting help in school matters;
* 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 and promote a positive school climate that is inclusive and accepting of all pupils, including of any 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;
* 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 each other.

## (b) Safety

All members of SEAC must not

* engage in bullying behaviours;
* disclose confidential information that could damage a person or a family’s reputation or otherwise cause injury to a person or persons seeking advice or counsel from a committee member.
* commit sexual assault, or other assault;
* traffic in weapons or illegal drugs;
* give alcohol to a minor;
* commit robbery;
* be in possession of any weapon, including firearms;
* use any object to threaten or intimidate another person;
* cause injury to any person by any means;
* be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;

* 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 TDSB property or to property located on the premises of the school.

## 4.3. Roles and Responsibilities

## (a) Special Education Leadership

Under the leadership of Special Education Senior Superintendents, Supervising Principals and Special Education Support staff members provide information and help to the Special Education Advisory Committee and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, Special Education Leadership staff shall:

* Maintain consistent standards of behaviour for all SEAC participants;
* Demonstrate respect for all students, staff, parents, volunteers, and the members of the school community;

## (b) SEAC volunteers are to be treated with respect and dignity. In return, they shall demonstrate respect for themselves, for staff and others, and for the responsibilities of citizenship by:

* coming to SEAC meetings prepared, on time, and ready to participate.
* showing respect for all parties at all times, including when there are disagreements
* following the established Roberts Rules of Order for meetings
* discussing general information about matters brought to their attention by parents without disclosing private information, unless explicitly given permission to do so by the families.

# 5.0 REFERENCE DOCUMENTS

## Policies

P031: Human Rights

P037: Equity Foundation

P051: Caring and Safe Schools

P071: Gender-Based Violence

## Operational Procedures

PR697: Promoting a Positive School Climate

PR698: Police-School Board Protocol

PR703: Bully Prevention and Intervention

### Other Documents

Education Act, R.S.O 1990, Chapter E.2 as amended (particularly Part XIII)

### Ministry of Education Policy/Program Memoranda

PPM 120: Reporting Violent Incidents to the Ministry of Education

PPM 128: The Provincial Code of Conduct and School Board Code of Conduct

PPM 144: Bullying Prevention and Intervention

1. Member means a member appointed to SEAC. [↑](#footnote-ref-1)
2. Policy/Program Memorandum No. 128: The Provincial Code of Conduct and School Board Codes of Conduct [↑](#footnote-ref-2)