



# Heritage Mountain Elementary Code of Conduct 2011-2012

SPRING 2011



HERITAGE MOUNTAIN  
ELEMENTARY

## Introduction to our Code of Conduct

School cultures are shaped by the values and attitudes of the people they involve: school staff, students, parents and the wider community. In a safe, caring and orderly school community, like Heritage Mountain, the deep, personal commitment of its members to create and maintain a respectful, welcoming and nurturing environment is explicitly stated. At Heritage Mountain Elementary we have a shared goal of encouraging socially responsible behaviours that contribute to the school community, solve problems in peaceful ways, value diversity and defend human rights.

Safe, caring and orderly schools don't just happen. They are developed by committed, thoughtful school communities using appropriate and ever-

improving policies, procedures and practices.

Heritage Mountain Elementary School's Code of Conduct outlines school expectations and acceptable student behaviour, as directed by the School Act 85 (2)(c). Students shall be subject to the District Code of Conduct for Students (Policy 17) and the Heritage Mountain Code of Conduct while attending school and school sponsored functions and activities. Students may be subject to discipline under the school and/or District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school sponsored function or activity, or otherwise.

### PROCESS

The Heritage Mountain Code of Conduct has been developed during the last few years through staff discussion in response to the introduction of the Safe, Caring and Orderly Schools Guide. Parent input has been provided by members of the School Planning Council and Parents' Advisory Council. The current Code of Conduct was reviewed by staff, School Planning Council and the Heritage Mountain Parents' Advisory Council in June 2011

## Communication

All school employees are provided with a copy of the Code of Conduct in September of each school year. New teachers -on-call and new casual support staff are provided with a copy of the Code of Conduct when arriving at the school for the first time. Employees who join the school staff during the school year are provided with a copy of the Code of Conduct at the commencement of their employment at the school. New students who enroll in the

school are provided with a planner that contains the Code of Conduct and parents are made aware of its placement in planners at the registration of new students. The Code of Conduct is displayed on the Parents' Information Bulletin Board.

The Student Code of Conduct is shared regularly with students in classrooms and is printed in all student planners. Components

of the Code of Conduct are discussed regularly in class meetings. It is communicated to parents through the school newsletter and the school web site.





Playground behaviour falls under our Code of Conduct.

## HEROES

*Honesty*

*Excellence*

*Respect*

*Others Matter*

*Empathy*

*Safety*

Our Code of Conduct also applies to students when they attend field trips and district events.



# Implementation

Behavioural expectations outlined in the Code of Conduct are consistently taught and actively promoted. The social responsibility values inherent to the HEROES program (outlined later in this document) and taught throughout the year are reflective of the intent of the code of conduct. There is an expectation for all adults (parents and staff) to model socially responsible behaviour in all school activities and classrooms. Responses to unacceptable behaviour are consistently based on sound

principles and are appropriate to the context.



# Alignment

The Heritage Mountain Code of Conduct is in alignment with other schools within a geographical cluster that feeds into Heritage Woods Secondary School. It is also in alignment with District Policy 17 (District Code of Conduct for Students), District Policy 18 (Violence, Intimidation and Possession of Weapons) and District Administrative Procedure 355 (Suspension of Students).

# Monitoring and Review

All school staff continuously monitor student conduct. Acceptable behaviours are reinforced through the HEROES program. School staff or administration, as appropriate, deal with unacceptable behaviours and ensure appropriate consequences are provided.

Staff, parents and student representatives on the Student Leadership Council review the Code of Conduct on a yearly basis. Classroom evaluations based on the Social Responsibility Performance Standards are used to assess the effectiveness of the Code of Conduct and to report to parents in three formal report cards.

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# Standards: Statement of Purpose

Heritage Mountain Elementary School promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, physical or mental disability, sex or sexual orientation – in respect of discriminatory publication and

discrimination in accommodation, service and facility in the school environment.

The purpose of the Heritage Mountain Code of Conduct is to establish and maintain a safe, caring and orderly environment for purposeful learning. It is also designed to outline expectations for student behaviour while at school, while getting to and from

school and while attending any school activity at any location. It is also meant to assist children in developing socially responsible behaviour and a developing awareness of their roles as ethical decision-makers and moral citizens.

# Standards: Conduct Expectations



Students at our Terry Fox Run!

our abilities.

**Respect:** Demonstrate respect towards peers, adults and the school environment. This includes acting responsibly in person and using the internet.

**Others Matter:** Think of other students and look out for each other and making an effort to include everyone throughout our school community.

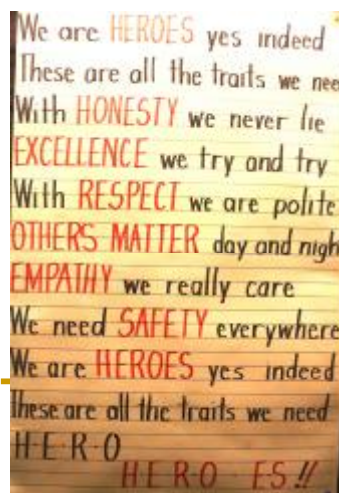
Heritage Mountain Elementary fosters "bucket filling" behaviours. We also honour "HEROES" and follow the ideas of:

**Honesty:** Be honest with peers and adults.

**Excellence:** Encouraging pride in oneself by working to the best of

**Empathy:** Show care for other students.

**Safety:** Act in a manner that creates a safe and friendly learning environment.



*"Our mission at Heritage Mountain Elementary is to pursue educational excellence and promote life-long learning, respect, and responsibility in a safe, caring and cooperative environment."*

## Unacceptable Behaviours

The following are behaviours that are deemed unacceptable; they are broad in nature and are not intended to be all-inclusive:

- behaviours that interfere with the learning of others, that interfere with an orderly environment, that create unsafe conditions or that are disrespectful of others
- acts of bullying, harassment or intimidation (including

cyber bullying), physical violence or retribution against a person who has reported incidents

- illegal acts such as possession, use or distribution of illegal or restricted substances, possession or use of weapons or theft of or damage to property
- students shall not discriminate against others on the basis of race, religion, sex

or sexual orientation, or disability, or for any other reason set out in the Human Rights Code of British Columbia, nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the basis of any such grounds

## Rising Expectations

- There is a progression of expectations held for students at Heritage Mountain as they become developmentally more responsible for their actions.
- As students advance through the grades they will be ex-

pected to continue to meet expectations in the Social Responsibility Performance Standards for the appropriate grade level.

- We expect increasing personal responsibility and self-discipline

and will apply increasing consequences for unacceptable conduct as students move through the Kindergarten to Grade Five continuum.



Our Code of Conduct sets a positive tone at Heritage Mountain Elementary.

## Heritage Mountain Elementary

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Principal: Mr. C. Mah

Our mission at Heritage Mountain Elementary is to pursue educational excellence and promote life-long learning, respect, and responsibility in a safe, caring and cooperative environment.

[www.sd43.bc.ca/heritagemountain](http://www.sd43.bc.ca/heritagemountain)

# Consequences

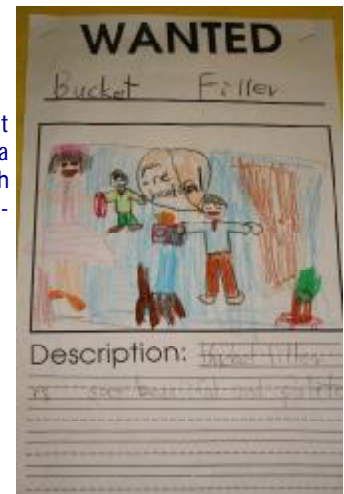
Responses to unacceptable conduct are consistent and fair. Consequences will be applied to unacceptable conduct and will be implemented based on the severity and frequency of the behaviour. Progressive discipline methods will be implemented to alter the inappropriate or unsafe behaviour. Consequences and support will be preventative, restorative and designed to educate the developing child. Students will be encouraged, as often as possible, to participate in the assignment of meaningful

consequences.

Special considerations may apply to the imposition of consequences for a student with special needs if the student is unable to comply with this Code of Conduct, due to a disability of an intellectual, physical, sensory, emotional or behavioural nature.

The Board of Education SD #43 (Coquitlam) and Heritage Mountain Elementary will take all reasonable steps to prevent retaliation by a per-

son against a student who has made a complaint of a breach of the Code of Conduct.



# Notification

At the elementary school level, many students benefit, on occasion, from adult intervention and guidance as they learn to make better decisions about their behaviour. Parents will often be asked to assist in encouraging positive behaviour.

Notification will be provided to:

- Parents of student offenders in every instance
- Parents of student victims in every instance
- School district officials as required by school district policy

- Police and other agencies as legally required
- School staff and school community as deemed appropriate by the school and/or district administration to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it.

