



## Code of Conduct 2020/2021

### INTRODUCTION

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).

### CODE OF CONDUCT: KEY ELEMENTS

#### 1. Process

The Heritage Mountain Code of Conduct has been developed 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 Parent Advisory Council. The current Code of Conduct has been reviewed by the Heritage Mountain Staff and PAC. Student representatives in the Student Leadership Council met with the Principal in May 2009 to discuss elements of the original Code of Conduct and to provide their input in the creation of it.

#### 2. 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 staff are provided with a copy when arriving at the school for the first time. Employees who join the school during the school year are provided with a copy of the Code of Conduct. 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 time of registration. The Code of Conduct is displayed on the Parents' Information Bulletin Board. The Student Code of Conduct is shared regularly with students and is printed in all student planners. Components of the Code of Conduct are discussed regularly in class. It is also communicated to parents through the school newsletter and the school website.

#### 3. Implementation

Behavioral expectations outlined in the Code of Conduct are consistently taught and actively promoted. Social responsibility values 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 behavior in all school activities and classrooms.

#### 4. Monitoring and Review

All school staff continuously monitor student conduct. Acceptable behaviours are reinforced through class discussions, morning announcements, assemblies and other teaching moments. School staff, or administration, as appropriate, deal with unacceptable behaviours and ensure appropriate consequences are provided. Staff, parents and students 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 formal report cards.

#### 5. 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).

#### 6. Standards

##### a) 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 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.

## b) Conduct Expectations

These expectations apply to behaviour at school, during school-organized or sponsored activities, and behaviour beyond these times (including on-line behaviour) that impacts the safe, caring or orderly environment of the school, and/or student learning.

**Acceptable conduct:** Students at Heritage Mountain are expected to

### Respect Themselves by:

- being prepared to learn
- not tolerating disrespectful behaviour toward themselves
- taking pride in their identity
- engaging in purposeful learning activities
- solving problems in peaceful ways

### Respect Others by:

- being safe and respectful toward others
- being cooperative and include others
- inform a trusted adult, within a timely manner, (in advance, if possible) of incidents of bullying, harassment or intimidation

### Respect the Environment by:

- cleaning up after themselves
- recycling and conserving resources
- caring for school resources and property

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

- students shall not discriminate against others on the basis of their race, colour, ancestry, place of origin, marital status, family status, age, religion, sex or sexual orientation, or disability, or for any other reason, set out in the Human Rights Code of British Columbia (Section 7 and 8), 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
- 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
- using/naming a physical illness, disability or condition to threaten, harass or intimidate others in the community
- 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 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.

A search by school officials of a student under their authority or a search of student property may be undertaken if the school has reasonable grounds to believe a school rule has been or will be violated, and that the evidence of that violation will be found in the location or on the person of the student being searched. Students know that their teachers and other school authorities are responsible for providing a safe learning environment and maintaining order and discipline at school. As a result, they must know that, where reasonable grounds exist, this may require searches of students, their desks, their cubby areas and their personal effects and the seizure of prohibited items.

Students should also be aware that the schools may collect, use and disclose personal information about students for the purposes of investigating and addressing student misconduct, safety and maintaining order and discipline in school. Such collection and use of student information may include information that is obtained from witnesses or collected from other secondary information sources (e.g. social media). All personal information of students collected by the school will be collected in compliance with and under the authority of the Freedom of Information and Protection of Privacy Act (ss. 26(a),(b), and(c)) and the School Act. Questions about the collection, use or disclosure of student personal information should be directed to the Associate Director of Information and Learning Technologies Stephen Whiffin, at [swhiffin@sd43.bc.ca](mailto:swhiffin@sd43.bc.ca).

**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 expected 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.

**c) 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 may 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.
- Consequences for students will be restorative in nature, rather than punitive, whenever possible and appropriate
- 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 person against a student who has made a complaint of a breach of the Code of Conduct.

**d) Notification:** School staff may, depending on the severity and frequency of unacceptable conduct:

- have students inform parents directly about instances of unacceptable conduct
- contact and inform parents directly about a student's unacceptable conduct
- inform the parents who have been the victims of unacceptable conduct
- inform school district officials as required by district policies
- in extreme circumstances, police and other agencies will be contacted as required by law
- there may be times when the entire school community is informed of an incident and/or the outcome of an incident (Safe, Caring and Orderly Schools Guide)