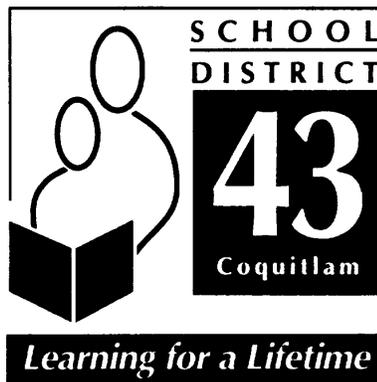


Code of Conduct 2014 – 2015



June 2014

Miller Park Community School

Mission Statement

At Miller Park we encourage each child to reach his/her educational potential and endeavor to create a safe, cooperative environment where students develop a positive self-image, empathy for others and an enthusiasm for learning.

Miller Park Community School Code of Conduct

I. INTRODUCTION

The purpose of the Code of Conduct is to provide common expectations for the behaviour of all students at our school.

At Miller Park Community School all members of our school community, students, parents and staff are committed to ensuring that we provide a safe, caring and orderly environment. All community members share the goal of promoting and enhancing socially responsible behaviours that contribute positively to the school community, to solve problems in a peaceful way, and to value diversity and defend human rights. Our expectations are that students will maintain an attitude that is cooperative, courteous and respectful.

The Miller Park Community School Code of Conduct outlines school expectations and acceptable student behaviours as directed by the School Act #85 (2c). As per School District Policy 17, our Code of Conduct aligns with the School District's Code of Conduct and British Columbia's Human Rights Code.

Therefore, at Miller Park Community School students shall not discriminate against others on the basis of race, religion, gender, 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 ground.

II. CODE OF CONDUCT: KEY ELEMENTS

1. Process

Miller Park's Code of Conduct was developed through a collaborative and communicative process that involved members of the school community: students, parents, and staff. Review discussions occur during September and May SPC meetings, staff meetings, as well as with Grade 4/5 Leadership students each year.

2. Communication

A variety of methods are used to share our Code of Conduct to the larger school community. Communication is accomplished through the following avenues:

- In September teachers instruct and review strategies that help students understand the expectations at Miller Park related to WITS, SHARP, Self-Regulation and Social Responsibility.
- www.sd43.bc.ca/millerpark - school based website that contains the full text of the Code of Conduct and our Social Responsibility Matrix
- School Planner Information Package
- Parent sign-off form on website with parent eforms – school policies
- Weekly Newsletters with associated topics and updates on meetings for PAC and SPC input
- PAC meetings / PA Connect e-mail communication network
- Monthly Assemblies organized around Social Responsibility
- Parent Interviews with principal and or classroom teacher involving positive behaviour support and Restorative Practices.
- New staff, support staff including noon hour supervisors are invited to our first staff meeting to review and discuss situations and review WITS, SHARP, Self-Regulation strategies (Check Your Engine) and Restorative Practices as a common language for use throughout the larger school community
- Principal's Blog and Twitter – Parents can receive more in-depth information and new resources about the school's learning focus

3. Implementation

Code of Conduct will be reviewed with all students as part of the Social Responsibility focus throughout the year. The Code of Conduct will be a major focus of our opening week Social Responsibility activities review of our SHARP matrix and will be used as a reference point on an ongoing basis as needed throughout the year in assemblies and student services meetings.

4. Monitoring and Review

The Code of Conduct is part of the SPC meetings and PAC meetings

Classroom meetings, circle activities, assemblies and collaborative teacher meetings involve the following:

- Team level meetings focusing on developing self-regulation strategies and techniques for students to use when dealing with stress and inappropriate conduct – the “Check Your Engine” self-regulation strategies will be taught to all students by our counselor.
- Restorative Practices are used for students who cause harm or have been harmed.
- The process of monitoring student behaviours and reviewing school wide expectations is one that involves all staff at team level meetings.
- There is an Incident Referral System that uses a paper tracking system for behavioural and discipline infractions. These referrals are compiled about the offending student and consequences for their actions are outlined in the standards section of this code of conduct under consequences. Office referral data (student behaviour incident forms) is stored in a binder in the principal’s office.
- These Incident Referrals are reviewed by the Administration and Team Leaders to note their numbers, frequency and severity of misconduct. This data will be reviewed on an ongoing basis to find patterns or areas that need special attention or focus and then used to guide instructional programs.
- Referrals call for an action plan that involves parental communication with the involved parties and several other key steps using Restorative Practices written responses and positive behavior support.

5. Alignment

This goal aligns with the Coquitlam School District’s Code of Conduct Policy 17 of improving students’ safety and sense of belonging. Miller Park’s Code of Conduct is in alignment with Banting Middle School’s and Port Moody Secondary’s Codes of Conduct.

6. Standards

Miller Park Community School promotes the values expressed in the British Columbia Human Rights Code respecting the rights of all individuals in accordance with the law which prohibits 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.

Statement of Purpose

- The purpose of the School Code of Conduct is to establish and maintain a safe, caring, welcoming environment for a positive learning and teaching climate.
- To ensure that all members of the school community understand and share the same behavior expectations. It is important that students and parents understand that students may be subject to discipline for on or off school property misuse of technology (Cyber Bullying) if it negatively impacts the school environment.
- The Code of Conduct assists children in developing more socially responsible behaviours.

Conduct Expectations

We expect acceptable conduct at Miller Park Community School while going to and from school and while attending any school activity at any location, and behaviour beyond these times (including on-line behaviour) that negatively impacts the safe, caring or orderly environment of the school and/or student learning. Students may be subject to discipline under the school and/or District Code of Conduct for any breaches in this code of conduct. Students are expected to follow the school **Social Responsibility Matrix**, to use their **W.I.T.S.** and to act **S.H.A.R.P.**

WITS:

Walk Away

Ignore

Talk about it

Seek help from an adult

S.H.A.R.P.:

- **Safety** – Students are encouraged and taught to make safe decisions about personal safety
- **Helpful** – Students are encouraged and taught different way in which they can act to be a helpful citizen in and around the school and home community
- **Accountable** – Students are encouraged and taught to be responsible for their behaviours, actions and take hold of their learning responsibilities
- **Respectful** – Students are encouraged and taught to show and model respect for self, others, school community and their environment
- **Positive** – Students are encouraged and taught to show pride in their work, to extend themselves to offer and engage in activities that promote growth and development and appreciation of others

Appropriate Behaviour

Miller Park students are expected to:

- Respect each other's feelings, bodies, property and each other's right to learn by using the review of head, heart and body to see how their actions can impact the learning environment.
- Engage in responsible behaviour in all learning and school activities by arriving at school on time, being ready to learn, listening, following directions, staying on task and completing all work to the best of your ability.
- Help to ensure that the school environment is a safe and caring place for all to learn by including everyone and by reporting unsafe or unkind behavior to staff
- Model responsible problem solving skills at school and in the community by using your W.I.T.S. to solve problems in peaceful ways
- Demonstrate S.H.A.R.P. behaviour – Safe, Helpful, Accountable, Respectful and Positive

Inappropriate behaviour includes:

- 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.
- Demonstrating a lack of respect for the feelings of others by not following the school or district code of conduct or by demonstrating behaviours that may include: bullying, cyber-bullying, harassment and marginalization, threats or intimidation, violence in any form, abuse in any form, discrimination in any form including race, color, gender, religious beliefs, sexual orientation, ancestry or national origin and retribution against a person who has reported incidents.
- Creating unsafe situations within the school which may include rudeness, swearing, fighting (or play fighting), defiant behavior, insolence or running in the halls,

- Creating unsafe or unwelcoming situations on the playground which can include throwing objects (rocks, sticks, snowballs, etc.), littering or unauthorized leaving school grounds.
- Misuse of Cyberspace/Cell Phones/Electronic Devices/Computers – students are to be aware that they may be subject to discipline (or, if applicable, confiscation of personal property) for misuse of technology if it negatively impacts on the school environment

(Forms of unacceptable conduct cited above are only some examples and not an all-inclusive list.)

Rising Expectations

As students progress through their years at elementary school it is expected that the level of personal accountability will increase and that leadership skills will develop and progress, in preparation for successful middle and high school experiences.

Consequences:

We believe that all children can learn socially responsible behaviour. Consequences will be applied in a fair and consistent manner, respecting individual rights, responsibilities, age and maturity; they will be restorative rather than punitive in nature.

Special considerations may apply to the imposition of consequences on 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.

Inappropriate behavior typically has the following consequences:

- Review of expectations and a time out
- Review of expectations, written assignment and/or loss of privileges
- Restorative Meeting with Principal, written responses sent home
- Parents are informed
- Meeting with parents
- Informal or Formal Suspensions based on the Guidelines of the District 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. The following people will be notified in breaches of Miller Park's Code of Conduct:

- Parents of the student making the poor decision or causing harm will be contacted
- Parents of any student on the receiving end
- School staff as deemed appropriate by the school and/or district
- School District Personnel will be notified as required by school district policy, e.g. Level I, II, and III suspensions.
- Police and other social service agencies as required by law

Miller Park Social Responsibility Matrix

EXPECTATION	ALL SETTINGS	HALLWAYS	SCHOOL GROUNDS	CLASSROOM AT LUNCH TIME
RESPECT OURSELVES	<ul style="list-style-type: none"> Be prepared Dress appropriately for cold or wet weather Take care of personal hygiene 	<ul style="list-style-type: none"> Walk calmly and safely 	<ul style="list-style-type: none"> Play safely with others and use equipment properly Stay within boundaries 	<ul style="list-style-type: none"> Use good table manners Use a quiet, respectful talking voice inside the classroom and hallways
RESPECT OTHERS	<ul style="list-style-type: none"> Be kind and use good manners Share and include others Listen actively Keep your hands and body to yourself Respect others' thoughts and opinions 	<ul style="list-style-type: none"> Keep moving and walk on the right hand side Use appropriate language and volume Keep your hands and body to yourself 	<ul style="list-style-type: none"> Report fighting and other unsafe behaviour Use W.I.T.S. to solve problem Be a good sport and include others Be helpful 	<ul style="list-style-type: none"> Practice good manners Respect differences in choices of food or clothing
RESPECT ENVIRONMENT	<ul style="list-style-type: none"> Reduce, reuse recycle Throw garbage in cans Ask before you borrow Report vandalism 	<ul style="list-style-type: none"> Pick up garbage Keep desks and work spaces clean Wipe feet on mats 	<ul style="list-style-type: none"> Pick up litter Take pride in the school environment Report vandalism 	<ul style="list-style-type: none"> Clean up Put all garbage in the proper container (including straws from juice boxes) and assist the recycling team by ensuring that juice containers are emptied and put into the recycling box

EXPECTATION	LIBRARY COMPUTERS	ASSEMBLIES	GYM	BUS – Field Trips
RESPECT OURSELVES	<ul style="list-style-type: none"> Keep equipment in good order Keep track of books and return them on time Be familiar with routines 	<ul style="list-style-type: none"> Listen Choose appropriate people to sit by Use "Body Check" to demonstrate listening skills 	<ul style="list-style-type: none"> Take care of personal hygiene Play safe and try hard 	<ul style="list-style-type: none"> Sit down Keep your hands and head inside bus windows
RESPECT OTHERS	<ul style="list-style-type: none"> Wait your turn Use a "quiet" voice Work on your own computer 	<ul style="list-style-type: none"> Enter/exit quietly Listen Clap at appropriate times 	<ul style="list-style-type: none"> Be on time Follow instructions Play fair and include everyone 	<ul style="list-style-type: none"> Use a quiet voice Keep hands and body to yourself Thank the driver
RESPECT ENVIRONMENT	<ul style="list-style-type: none"> Refrain from eating in these areas Respect books and equipment 	<ul style="list-style-type: none"> Take care to leave your area clean when leaving 	<ul style="list-style-type: none"> Return and care for equipment Eat elsewhere Clean up 	<ul style="list-style-type: none"> Care for the seats Pick up after yourself Close windows when you leave