

## **MOUNTAIN MEADOWS ELEMENTARY CODE OF CONDUCT 2024-2025**

Mountain Meadows Elementary is committed to creating and maintaining a safe, caring and orderly community. Staff, students and parents work together to create a positive culture within the school and throughout the community. Students are taught and practice socially responsible behaviour in all school settings including when they are out in the community on field trips. We want our students to recognize that they are an essential part of our community and have a responsibility to make our school a better place.

### **Process & Implementation**

The purpose of the Code of Conduct is to establish, clarify and maintain expectations for student behaviour in a safe, caring, and orderly environment. Ongoing conversations with students and direct teaching of behaviours supports the successful implementation of this Code of Conduct. Our Code of Conduct is aligned with District policies, administrative procedures, and the B.C. Human Rights Code.

Staff, students and parents have had input into the review and development of the Mountain Meadows Code of Conduct. The Mountain Meadows Code of Conduct was rewritten on May 17, 2019, during a school Professional Development Day. Our code of conduct was simplified so it was easy for your children to remember while at the same time being timeless so that students can follow these tenets for the rest of their lives.

**Take Care of Yourself  
Take Care of the Environment  
Take Care of Other**

### **Alignment**

The Code of Conduct is aligned with District policies, administrative procedures, and the B.C. Human Rights Code. Our Code of Conduct will be shared among the elementary schools in our community, the middle school, and the high school to ensure compatibility and consistency.

### **Standards**

The purpose of the Code of Conduct is to establish, clarify and maintain expectations for student behaviour in a safe, caring, and orderly environment. Ongoing conversations with students and direct teaching of behaviours supports the successful implementation of this Code of Conduct.

### **We expect students to:**

- Respect themselves, others and the school facility
- Behave in a safe & responsible manner
- Solve problems peacefully
- Value & respect diversity
- Include others & being kind
- Use technology in an appropriate, safe & respectful manner both at school and at home
- Display good sportsmanship

**Unacceptable conduct is demonstrated by:**

- Behaviour that has a negative impact on the learning environment
- Behaviour that is unsafe
- Behaviour that creates a disorderly environment
- Theft of, or damage to property
- Vandalism
- Physical violence
- Behaviour such as name calling, bullying, harassment, intimidation, being a bystander on and off the property (See School District Policy # 17)
- Behaviour that discriminates against others on the basis of race, religion, sex or sexual orientation, or disability, as set out in the Section 8 of the Human Rights Code of British Columbia:

*8 (1) A person must not, without a bona fide and reasonable justification...*

*(b) discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public because of the Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons.*

**Use of Personal Digital Devices in Schools**

All cellular phones or similar personal communication devices are to be appropriately stored during the school day. Digital devices of any kind are only to be used at the discretion of the teacher when identified as appropriate for your learning environment or because of unique circumstances.

Any use of digital devices at school is subject to all other expectations for conduct and use of technology, including AP 140.2 – Digital Responsibility for Students.

**Rising Expectations**

As students advance through the grades, they will be expected to continue to meet expectations as outlined in the Personal and Social Core Competency realm for the appropriate grade level. The expectations placed upon them will increase as they become developmentally more responsible for their actions. Older students will be expected to conduct themselves in a way that models all aspects of the Code of Conduct for our younger students.

Special consideration 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.

**Consequences**

Responses to unacceptable conduct are prompt, fair, consistent and appropriate to the incident. Disciplinary action, wherever possible, is preventative and restorative. The purpose is to educate and restore relationships.

**Notification**

The classroom teacher is the primary source of communication with families around incidents and will inform the parents/guardians of the students involved when warranted. This may include the offender, victim or bystander depending on the situation. When the behaviour is severe or ongoing, the Principal will be the one to contact families.

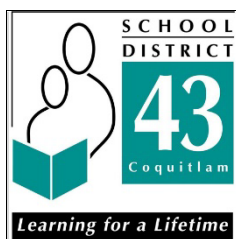
- If the behavior continues or is patterned, then supervision of student may increase. In the case of moderate or severe behaviour, a School Based Team Meeting with parents will be coordinated.
- We may also refer the behaviour issue to the district team to find solutions to support the child (services, supervision, limits, and adaptations).

- If students violate the district or school Code of Conduct, then due process will be followed according to district mandates. This would include situations involving weapons, harassment, and violence. Students may be suspended from attending school for up to five days on an informal suspension.
- All parents/guardians will be notified when it is deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate actions to address it.
- 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 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 Assistant Superintendent Stephen Whiffin, at [swhiffin@sd43.bc.ca](mailto:swhiffin@sd43.bc.ca).

### Monitoring

We will continue to monitor student behaviour using a variety of methods such as performance standards, anecdotal data, counselling and office referrals.

**Mr. Chris Martin**  
Principal  
**Mountain Meadows Elementary School**



## Policies and Administrative Procedures Overview

### June 2024

Complete copies of the following policies and administrative procedures (APs) are available on the school district website: [www.sd43.bc.ca](http://www.sd43.bc.ca) (under Board of Education)

#### 1. District Code of Conduct – Policy 17

**\* This Policy is currently under review to include language about Personal Digital Devices in Schools as per a Ministerial Order. This policy will be adjusted by August 2024 and will be available on our website thereafter. Draft language will be included in the School Code of Conduct in the interim. \***

The Board believes it has a responsibility to establish expectations of students as part of its governance role for the District. The Board further believes that the responsibility for student discipline in school is shared among students, staff and parents. Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Educators are responsible for establishing a positive school climate in which structure, support and

encouragement assist the students in developing a sense of self-discipline and responsibility. Parents are responsible for establishing a positive learning atmosphere in the home, knowing school policies and procedures, supporting the school in the enactment of these policies and procedures, and encouraging their children to understand and respect these policies and procedures. To support these aims, the Board has established a District Code of Conduct for Students, which shall be followed in all schools.

Specifically: The Board believes that appropriate student conduct, based on respect for oneself, respect for others, and respect for property is essential to the development of responsible citizens. To this end students are expected to:

- be aware of and obey all school rules
- attend classes punctually and regularly
- work cooperatively and diligently at their studies and with home assignments
- respect the rights of all persons within the school including peers, staff and parents
- respect the legitimate authority of the school staff
- respect the school's physical school facilities
- respect the ethnic diversity of our school community
- behave in a safe and responsible manner at all times
- not threaten, harass, bully, intimidate or assault, in any way, any person within the school community
- not be in possession or under the influence of drugs and/or alcohol

## **2. Violence, Intimidation and Possession of Weapons - Policy 18**

The Board believes that schools are purposeful places where students and staff must be able to work, learn and play without the threat of physical or psychological harm. Schools are characterized by sensitivity and respect for all individuals, an environment of non-violence, clear student behavioral expectations and disciplinary practices that are enforced consistently and fairly. The Board acknowledges its role in providing secure learning environments which are safe from threats, violence or intimidation.

Assessment of Risk to Others Protocol: An assessment of Risk to Others will be initiated by the school's multi-disciplinary team when behaviour includes, but is not limited to serious violence, or violence with intent to harm or kill, verbal/written threats to harm/kill others, internet/social media threats to harm/kill others, possession of weapons (including replicas), bomb threats and fire-setting.

## **3. Closure of Schools for Extreme Weather Conditions – AP 132**

In the case of extreme weather conditions, the Superintendent or designate has authority, on behalf of the Board, to temporarily close a school.

Procedures: As a general expectation, parents are to be advised that schools are open. If parents believe the local conditions are unsafe, they may keep their child at home or arrange his/her early dismissal. If schools are to be closed before classes begin, an announcement will be made by 6:30 a.m. on the school district website and school websites. Announcements may also be made on School District 43 (Coquitlam) (SD43) social media and local radio stations. For more information visit:

[www.sd43.bc.ca/NewsEvents/Pages/EmergencyInformation.aspx](http://www.sd43.bc.ca/NewsEvents/Pages/EmergencyInformation.aspx).

## **4. Digital Responsibility for Students – AP 140-2**

The District endorses the provision of district-wide network and Internet services to support student learning. While there are many benefits, there is also potential for misuse. Students are not permitted to create, distribute or access any material which is not suitable for classroom learning.

When using technology, district electronic mail (email) services, social networking, collaboration, blogging, media sharing tools, in relation to their role, students and staff are expected to act as appropriate digital citizens as laid out in the procedures.

## **5. Tobacco and Vapour Products Free Environment – AP 171**

All school property is designated "tobacco and vapour product free". Therefore, every person, including a student, employee or visitor, is prohibited from smoking, using tobacco or vapour products of any kind, or holding lighted tobacco on school property at any time, including non-school hours.

## **6. Anti-Racism – AP 205**

The District acknowledges the necessity of becoming responsive in a pluralistic society and affirms that the racial, ethno-cultural, linguistic and religious diversity of its students, staff, and community is a source of enrichment and strength for Canada.

As an educational institution, the District has a special responsibility to develop positive values, attitudes, knowledge and practices by developing a framework to promote and support equity, justice and access to all.

## **7. Formal Intervention and Suspension of Students – AP 355**

The effective management of student discipline is a necessity in establishing safe, caring and orderly school environments that foster student learning needs. When student misconduct occurs, the school and district must respond fairly, quickly, and effectively, imposing a disciplinary consequence that is appropriate to the circumstances and that reinforces for the student involved and students generally, appropriate standards of student behavior.

The Principal has overall responsibility for the maintenance of student discipline and school rules. Under the general supervision of the Superintendent and subject to administrative procedures, a Principal and/or Vice Principal has the authority to suspend or remove a suspension imposed on a student.

## **8. Personal, Discriminatory, and Sexual Harassment – AP 356**

The District recognizes the right of all students and staff members to learn and work in an environment free from personal, discriminatory or sexual harassment. The District, all staff members, students and people within school communities shall have a responsibility to promote, monitor and maintain learning environments and workplaces that are free from harassment, fear and discrimination.

## **9. Resolution of Student or Parent School Concerns – AP 380**

The District encourages students and/or parents to discuss their questions or concerns regarding the education of their children with school personnel as early and as directly as possible.

Procedures: Students or parents who disagree with or wish to question decisions or actions that are taken by teachers and/or administrators are expected to seek a resolution by pursuing the following steps:

### ***A. Teacher or Classroom Level Problem***

1. Discuss the matter directly with the teacher whose judgement or decision is being questioned.
2. If not resolved, discuss your concern with the Principal.
3. If still unsatisfied with the outcome, discuss your concern with the Assistant Superintendent (contact the board office at 604-939-9201).
4. Unresolved matters may be referred to the Board as per Board [Policy 13](#).

### ***B. Principal or School Level Problem***

1. Discuss directly with the Principal the action, policy, procedure or practice being questioned.
2. If not resolved, refer to the Assistant Superintendent (see contact information above).
3. If not resolved, refer to the Board as per Board Policy 13.

It is expected that SD43 personnel will seek a resolution to the problem as quickly as possible.