




Mountain Meadows Elementary

Code of Conduct
2015-2016

School Mission:

"At Mountain Meadows Elementary School we strive, as a community of teachers, parents and students, to promote social responsibility, lifelong learning, and academic success in a safe and caring environment."

Background to our Code of Conduct

At Mountain Meadows we believe in the development, encouragement and preservation of a safe, caring and orderly school -- one in which all students can learn and develop to their own potential. Last spring the school's long-standing Code of Conduct was revised from something that was very complex, detailed and prescriptive, to something much more succinct (The Four s: Be Caring, Be Respectful, Be Responsible, Be Safe). The simplicity of this revised Code of Conduct made it easier for students, staff and parents to remember. However, as a staff, we still struggled to find ways to embed the Code of Conduct into the everyday vernacular of our school. It was for this reason that we decided, as a school community, to take the key messages from our existing Code (all elements we felt were relevant to Mountain Meadows) and to reconfigure them into an acronym that we could embed into our daily lives at the school.



Our new Code of Conduct ...

S.P.A.R.K.

S how caring

P lay safely

A ct responsibly

R espect each other

K eep our community in mind



- Be kind to everyone, including yourself
- Include others in work and play
- Use polite words and tone when speaking to others
- Play fair, take turns and think of people other than yourself
- Be a good sport and show respect for other peoples' achievements
- Listen to and consider the opinions of others
- Be your own problem-solver
- Take pride in your work and in the school
- Always try your best
- Be a global citizen, think of others and not just yourself
- Move carefully both inside and outside the school

We decided as a school community to adopt a theme of "Building Community" for this past school year. This theme became the driving force behind the many decisions that were made with regards to our Action Plan for Learning, the focus for our extra-curricular programs, and our Code of Conduct.





The Review Process and Communication

Staff and students at Mountain Meadows were all included in the Code of Conduct review process. We used discussion time at our monthly staff meetings to visit our existing Code of Conduct. Students were introduced to the review process by means of bi-weekly Wednesday afternoon sessions spent with the school Principal, at a time when their teachers were engaged in a collaboration process themselves. Students were engaged in a variety of activities that encouraged community and team-building; one of which was work around selecting an acronym around which to build our Code of Conduct.

Once it was determined that our priorities continued to be around the themes of kindness, safety, respect and responsibility, the acronym S.P.A.R.K. was selected, because the staff and students all felt that the connotation at elementary was a positive one, and the feeling was that the word "SPARK" could be embedded into our daily routines at Mountain Meadows. We could incorporate "SPARKplug awards", kids could be called "SPARKlers" ... there were many ideas shared.

A considerable amount of time was spent selecting clear and effective action words for each of the letters in the acronym "S.P.A.R.K.". Students wrote their own version of the Code of Conduct using action verbs they had thought of (see picture). In the end, the

verbs Show, Play, Act, Respect and Keep were chosen; and, following our theme of "Building Community", these action words were connected to our continued priorities of kindness, safety, responsibility and respect to create our Code of Conduct:

- S how kindness
- P lay safely
- A ct responsibly
- R espect each other
- K eep our community in mind



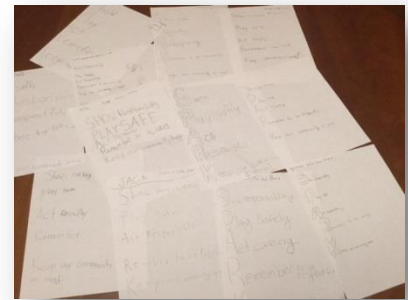
Parents also had input when the new Code of Conduct was proposed at the January 2015 PAC meeting, through regular weekly emails, and in the January and February school newsletters (see photos).

It was our school's intention to "Build Community" by utilizing the expertise of the Gleneagle Secondary graphic arts department to help us produce a new Code of Conduct logo and graphic for our front foyer. We had intended to use MME student logo designs in a school-wide contest in the spring, but one thing led another, and this never happened. This process will happen in the fall of 2015.

Reviewing the "Four B's"



Students' own Codes of Conduct using S.P.A.R.K.



January 2015 Newsletter



February 2015 Newsletter



Implementation

As it stands right now, all current students at Mountain Meadows are aware of what the acronym S.P.A.R.K. stands for. This is because they were all actively involved in the creation of the new Code. Elements of the Code have been introduced in our monthly assemblies and over our PA system.

Students in grades 3-5 had the opportunity to submit planner cover designs for next year, with one of the requirements being the incorporation of S.P.A.R.K. into the design. Each of the top six entries did a great job of this. The winning design, as selected by staff and students, is below. Not only will the planner cover remind students that S.P.A.R.K. is now a part of our school fabric, there is also an explanation of what S.P.A.R.K. stands for in the planner insert.



We will also be having each staff member (teachers, support staff, noon-hour supervisors etc.) explicitly teach and use the words of our Code of Conduct in the everyday routines of the school next year. We will have posters created with a new S.P.A.R.K. logo for each classroom and common space, and we will implement ways to use the word SPARK in promotions and contests (ex. SPARKplug or SPARKler award). We will continue to incorporate into the PA announcements S.P.A.R.K. references, and will be sure to revisit S.P.A.R.K. in monthly assemblies, as part of reflection sheets, in our monthly foci (ex. Random Acts of Kindness in February) etc.



Monitoring & Review

As a school, we would like to revisit the Code of Conduct review process in the fall, and involve more integrally all stakeholders in our learning community.

Included in the fall review process will be ongoing discussions about how we can more successfully integrate our Code of Conduct into the daily life of our school. By embedding the Code more closely into our daily processes at Mountain Meadows, its intended message will resonate more clearly and effectively with our students.

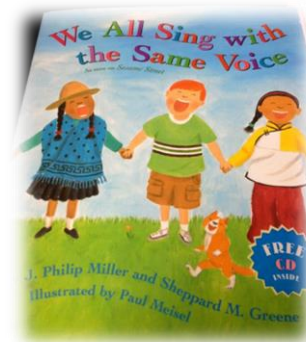
- Daily PA announcements
- Monthly assemblies
- Ongoing discussions in classrooms
- Code driven theme days and projects
- Student-generated art work promoting the code

Alignment

Mountain Meadows Elementary School has a brand-new APL goal around the theme of SEL: *to improve student learning by encouraging students to become self-aware and resilient community members.* We feel strongly that the messages contained within S.P.A.R.K. will help to support our APL goal.

The MME Code of Conduct will continue to be reviewed annually to ensure that it is aligned with District policies, administrative procedures and the BC Human Rights Code. Parents will be asked to review the Code of Conduct with their children, and then to have their children indicate an understanding and acceptance of the Code by signing in the student planner.

All teaching and support staff will model the values embedded in S.P.A.R.K., and ensure that classroom lessons align with the main messages of the Code of Conduct.



Standards: Statement of Purpose

Mountain Meadows 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 Mountain Meadows Elementary 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 both on site and off. The Code of Conduct is meant to assist children in developing awareness of their roles as ethical decision-makers and moral global citizens.



Standards: Conduct Expectations

The expectations outlined in the Mountain Meadows Elementary School Code of Conduct apply to behaviour at school, during school-organized or sponsored activities, and behaviour beyond these times (including on-line conduct).

Acceptable Conduct

Students are expected to help to make Mountain Meadows a safe, caring and orderly place. They are expected to respect themselves, others, the school and the environment while at school, while going to and from school and while representing Mountain Meadows or attending any school function at any location.

Unacceptable Conduct

The following are behaviours that we at Mountain Meadows deem unacceptable: those that ...

- interfere with the learning of others or with an orderly environment
- create unsafe conditions
- are disrespectful to others
- involve bullying (including cyber bullying), harassment or intimidation
- involve theft or damage to property
- involve the possession, use or distribution of illegal or restricted substances or weapons
- discriminate against others on the basis of race, religion, sex or sexual orientation, or disability, as set out in the Human Rights Code of British Columbia.

Rising Expectations

As students mature and rise through the grades, they will be expected to continue to meet expectations in the Social Responsibility Performance Standards 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 younger students.

Consequences

Responses to unacceptable conduct will be consistent and fair and follow clear due process. It will always be a priority to maintain the dignity of children at all costs. Determining the proper consequences will take into

consideration the respecting of individual rights, responsibilities, age and maturity. Consequences will be restorative rather than punitive in nature, and they will depend on the severity and frequency of the behaviour.

These consequences will typically follow inappropriate conduct at Mountain Meadows:

- review of expectations and a time away
- review of expectations, written assignment and/or loss of privileges
- parents are informed
- meeting with parents
- meeting with other child(ren) and the giving of an apology (verbal or written)
- short-term (in school or at home) suspension
- long-term suspension

Notification

School administration has a responsibility to advise other parties following a serious breach of Mountain Meadows Code of Conduct. As circumstances warrant, the following individuals will be notified following a serious behaviour incident:

- parent of student exhibiting serious misbehaviours
- parent of student on receiving end of misbehaviours
- Assistant Superintendent, Safe Schools Team member and/or other District staff
- Ministerial agencies and / or School Liaison Office (Police)