



2018-2019 Student & Parent Handbook
Big Lake Elementary School

PO. Box 70
Big Lake, BC V0L 1G0
Phone: **250.243.2255**
Fax **250.243.2327**
www.biglakeelementary.com
On Facebook: @biglakeelementary

School Hours of Operation:

8:07am	Classes Begin
9:35 – 9:50am	Recess
12:00 – 12:50pm	Lunch
2:12pm	Classes Dismiss

Staff Directory:

Principal & Teacher: Mrs. Holly Zurak – holly.zurak@sd27.bc.ca

Secretary: Mrs. Cindy Swan - cindy.swan@sd27.bc.ca

Teacher: Mme Michelle Roberts – michelle.roberts@sd27.bc.ca

Teacher: Mrs. Tess Riley – tess.riley@sd27.bc.ca

Education Aide & Library: Mrs. Kim Benisch

Education Aide: Mrs. Shari Mailhot

Bus Driver: Mrs. Andrea MacDonald

Custodian: Mr. Richard Shepherd

Noon Hour Supervisors: Shay, Amy & Jessika

StrongStart Tina Branch, an Early Childhood Educator, facilitates a weekly Pre-school Play Group at the Big Lake Community Hall on Mondays.

Parent Advisory Committee (PAC)

The Big Lake PAC is an active group of parents who support school initiatives through volunteering, organizing activities and fundraising. All parents are welcome and encouraged to join PAC. Meetings are held once a month usually at 2:30 pm at the school. Elections of the executive (President, Vice President, Secretary and Treasurer) are held annually in the Fall. Results are sent home in the school newsletter. The current executive is listed below.

Acting President: Shay Dyer

Vice President: Jasmin Bruniski

Secretary: Vacant

Treasurer: Veronika McIntyre



Big Lake Elementary Mission, Vision, and Values

MISSION

Working collaboratively in an environment which promotes both confidence and excellence, we will enable students to develop a lifelong enthusiasm for learning and a caring, inclusive attitude toward our community and the world.

VISION

Unlock the full potential of every student.
In pursuit of this vision, our school is committed to inspiring life-long learners, fostering a student-centered thinking culture, providing a safe, inclusive learning environment, and welcoming parent and community involvement.

VALUES

The school values form the word BEAVERS relating to our long time mascot.
Beautiful, **E**nergetic, **A**rtistic, **V**isible, **E**xcellence, **R**espectful, **S**portsmanship

School District 27 – Cariboo Chilcotin Mission, Vision, Values



Mission

Ensuring all students have meaningful learning experiences, empowering them to succeed in an ever changing world

Vision

We envision an encouraging and understanding learning environment where everyone demonstrates a sense of belonging, mastery, independence and generosity

Values

The Pillars of Support for the School District No. 27 Mission and Vision are characterized by the following four core operating values:

RESPECT · RESPONSIBILITY · KINDNESS AND CARING · ACCEPTANCE

Principal's Message:

Welcome to Big Lake Elementary! Whether it be social-emotional learning, personal awareness and social responsibility, grit and growth mindset, or empathy, the language around learning has shifted in education to focus on nurturing the whole student. Dispositions are at the core of our classrooms where qualities such as creativity, collaboration, critical thinking and communication are explicitly discussed, reflected on and supported. We believe fostering a sense of independence and voice, and the ability to use it to advocate for their own learning, are some of the most important things we can do for our rural students.

In our classrooms there's a joint emphasis on the product or summative piece to learning as well as the process of learning. It is in this process that students demonstrate meaningful growth in the characteristics and dispositions of a lifelong learner. Throughout the year, we encourage ongoing communication between the family and the school to reflect on students' growth through the standards of BC Curriculum, that make up a continuum of learning. Reflecting on this growth and setting new goals together is something we look forward to doing with every family, for every child.

Big Lake Elementary is located east of Williams Lake; our school is nestled in the beautiful Central Cariboo known for endless mountain ranges, vast forests, and numerous lakes. We have a unique advantage of offering our students access to and appreciation of forest and lakeshore nature and wildlife. We are excited to expand our outdoor education and nature learning this year. We're beginning a three year program called WILD School, through Habitat Conservation Trust Foundation. We will be supported with resources, time and training to make our nature learning time increasingly meaningful.

Big Lake Elementary is a small school and we treat one another like family. Every morning, students and staff partake in a morning meeting in our outdoor gathering space. We greet each other and connect, to begin our day. We enjoy a schoolwide daily healthy snack together before recess. We celebrate together once a month at our Great Things Assembly. It's little things like this that contribute to an easy sense of belonging in our school.

One of the key strengths of Big Lake Elementary School is its community spirit. This cannot happen without strong parent support, community volunteers, dedicated teachers, support staff and students. In order for a healthy community to develop, students need to be accountable and responsible. As a community based school, we look forward to partnering with you in the development of these characteristics and your child's education as a whole. We are looking forward to another exciting year in education!

Holly Zurak, Principal

Big Lake Elementary School Expectations

Communication:

Newsletters/Communication

A school newsletter will be sent home monthly notifying parents of school and school district news items. Please phone or email if you have information to include in the newsletter that is school related. Our school also has a website, please add it to your bookmarks: www.biglakeelementary.com. Finally, a school Facebook page is another place where the school posts information, reminders, and shares photos and celebrations. Find us on Facebook at @biglakeelementary.

Attendance and Absences

It is the responsibility of each parent/guardian to provide a note or contact the school prior to, or on the day of, a student's absence to inform the school as to the reason for the absence. If phoning, please leave a message on the answering machine. Messages will be checked daily: before school, at lunch, and after school. It's also acceptable to email Mrs. Zurak, at holly.zurak@sd27.bc.ca. If you know your child/ren will be have an upcoming absence, please let us know as early as you can.

Extended Absences

When *required* by a parent or guardian, students absent from school for an extended period of time due to illness or injury will be provided with work that can be done during their absence in order to maintain their course standing.

Visitors' Procedures

We would like to encourage parents and other visitors to say goodbye to children at the school's entrance. This helps build confidence and independence in our youngest learners, and helps minimize distractions for all students. If coming in during class time, parents or other visitors should check in at the office or with a staff member when they come into the school unless they have made prior arrangements with their child's teacher (to avoid disruption). If you are picking up your child before regular dismissal, the teacher, principal or secretary must be informed.

Telephone Calls

Students are permitted to use the office telephone before and after school, at recess and lunch after asking permission. Using the telephone during class time is not encouraged unless an emergency occurs. We discourage students from using the phone to make last minute after-school arrangements. Visitors should check with a staff member if they need to use the telephone.

Equipment and Resources:

School Supplies

Please send a \$25 cheque/student early in the school year for school supplies. Additionally, students will need a large backpack, a full change of clothes (something to change into in case of the need arising, clearly labelled and in a bag), and indoor running shoes they can easily change into independently.

School/Library Property

During the school year, students are issued with textbooks and other school resource materials. They also have access to library books. Students are expected to care for the materials and return them in good condition. Students will be charged for damaged or lost items.

Lost and Found

Unclaimed items found in hallways, classrooms and the playground are placed in the Lost and Found box near the front entrance. Please check through the box if you are visiting the school to see if any items belong to your family.

Celebration:

Assemblies

Monthly celebration assemblies will be held the final Thursday of each month at 1:30pm. Staff, parent and community members are welcome to attend.

Positive Behaviour Support Program

This is a recognition and sometimes prize structured program that champions students who include others in a positive way. Recognition will be given for the Amazing Kids program during assemblies.

Student Council/Leadership Opportunities

This year the students of all ages will have a chance to participate in a leadership program where they may sign-up for different leadership opportunities. Historically, each year the intermediate students elect members for Student Council. The Student Council is responsible for planning and running some school activities as well as acting as mentors for other students. They meet with the student body to best represent them and work with the staff to turn ideas into events and activities.

Health and Safety Issues:

Healthy Eating Active Living

Big Lake Elementary has a Comprehensive School Health Plan as part of our Building Resilient Learners Plan. We encourage healthy eating and active living through nutrition education, food programs and physical activities. We support an energetic lifestyle resulting from exercise and good dietary habits, as well as daily activity. There is a Healthy Schools Policy in place in our school district www.sd27.bc.ca. The policy mandates the sale of healthy foods only in our schools. The school provides a raw vegetable or fruit snack at recess to foster healthy eating habits. Sharing of food is discouraged because of nutrition and allergy concerns.

Medical Room

Students who become ill at school are to report to the office/principal. If serious, the parent/guardian will be contacted and arrangements made for them to be sent home. Students who are unable to go home are permitted to use the medical cot.

Allergies

If your child has any allergies, it is important to note it on the school registration form. If your child has a life threatening allergy a school plan will be developed and posted in the office and staff room and everyone on staff will be made aware of procedures. Please contact the school immediately if your child develops any allergies during the school year.

Cold Weather Policy

School buses will not run if the temperature where the bus is parked is –32 degrees Celsius or colder, or if the road conditions are extreme. The school will remain open even when buses do not run. Parents can get bus information from the local radio station or the bus garage (398-3881). Mrs. Zurak will also post the message to the school's Facebook page. A **phone tree** is sent home with the students in September each year to be used to alert parents in the event the elementary bus is not running. Contact the school if you need additional copies of the phone tree. **Outdoor play in cold weather:** Generally students will play outside as long as the temperature/weather are reasonable for the season. Please ensure you child/ren are dressed accordingly.

Early Closure/Non-Scheduled School Closures

In the event of an unforeseen situation such as a power outage or extreme weather condition, school may be let out early. In this event, school personnel will contact parents/guardians or emergency contacts. All children will remain at the school with staff until arrangements have been made to ensure someone is at home or at the bus stop to meet the students.

Lice

If it is determined that a child has lice, a letter outlining the appropriate steps to be taken will be sent home with the child. The child will NOT be sent home early and will be allowed to return to school. The child's classmates will also have a note sent home letting parents know about the lice issue. Only with chronic infestation will a child be asked to remain at home until the problem is eradicated.

Emergency Procedures:

Drills

A minimum of 6 fire drills will be conducted throughout the school year. Students will receive instructions from staff as to the procedures. 2 Lockdown drills will also be practiced.

Emergency Response Plan

In the event that the school must be evacuated because of fire, bomb or bomb threat, or an earthquake, the students and staff will meet in the parking lot by the basketball court. Attendance will be taken and the Principal will ensure that all students are outside the school. Students will then be moved to the Big Lake Community Hall beside the school and calls will be made to parents/guardians to arrange for pick up of students. It is very important to have current home, work and emergency contact numbers on file in the event of an emergency situation. Fire, earthquake, and intruder drills will be held during the school year and students will receive instructions from staff on procedures that must be followed.

Conduct:

Field and Athletic Trips

While a student is away on a school sponsored trip, he/she is subject to the Code of Conduct and all policies, rules and regulations of Big Lake Elementary School and School District # 27 (Cariboo-Chilcotin).

Drugs and Alcohol

District Policy dictates that a first offence of suspicion, possession or being under the influence of drugs/alcohol will result in a 10 day suspension and a second offence an indefinite suspension. Legal sanctions related to drug/alcohol infractions are doubled in drug free zones.

Dress/Shoes

Dress or appearance that is either obscene, promotes alcohol or drugs, displays offensive language or images, encourages racism or bigotry, presents a health or safety problem and/or causes a disruption to the educational process is considered inappropriate. The administration will make the final decision as to the suitability or appropriateness of a student's clothing. Those students not dressed appropriately will be requested to change and/or will be sent home. INDOOR SHOES that do not scuff floor surfaces are required to be worn inside the school.

Tobacco Use

The school acknowledges the harmful effects from the smoking and chewing of tobacco products. The use of tobacco products is prohibited on school property. Warnings will not be issued as the use of tobacco products on school grounds is now a legal issue. Students will be given a three day suspension upon the first incident. Any further incidents will result in indefinite suspensions.

Weapons

The possession or use of weapons at school will automatically result in an indefinite suspension. Such weapons may include but not be limited to knives, firearms, laser pointers, explosives and similar items.

Harassment

Harassment is an unwelcome comment or conduct that may lead to adverse or negative consequences for the victim of harassment. In a school setting it can lead to unnecessary conflicts or student feeling unsafe or unwelcome in their classes or hallways. Harassment, or other forms of bullying, is often excused as teasing, but harassment is enjoyed only by the harasser. It is never acceptable. The ONLY judge of whether behaviour is unwelcome is the person on the receiving end. Under all circumstances, unwelcome harassing behaviour is inappropriate. It may also be illegal. In the case of sexual harassment it may be criminal.

Appropriate Language

Students are expected to express themselves in a positive, courteous manner. The use of coarse or abusive language is inappropriate at all times in or around the school. The use of 'please' and 'thank you' is encouraged at all times as a matter of courtesy.

Vandalism

Willful destruction of public or private property cannot be condoned. The costs of such damage will be the responsibility of the student/parent/guardian.

Internet Misuse

Any behavior that is in violation of SD27 Policy #5780 (www.sd27.bc.ca). Misuse includes, but is not limited to, the use of email or material posted to a website or sites to threaten or harass others, viewing or posting of indecent or obscene website content or attempts to disrupt network or computer operations. Students are directed to contact the teacher/principal if they are in doubt about any situation that may constitute Internet misuse.

Safe Transportation of Students:

Bus Safety

- The bus driver is in charge of the vehicle and the students. It is expected that students will be courteous and obey instructions promptly.

- At bus stops and at school, students will line up and proceed towards the bus, onto the bus, or off the bus only when given permission by the driver.
- Courtesy and respect among passengers is expected. Disruptive behavior (including throwing objects) and/or excessive noise disturb the safe operation of the bus and will not be tolerated.
- Respect for property is expected. Vandalism or willful damage to a bus will result in removal of bus privileges.
- Students must remain seated at all times while the bus is in motion. Personal belongings as well as heads and arms must be kept inside the bus.
- Objects that may cause injury (skates or other sports equipment) must be safely packaged.

Disciplinary Actions for Violation of Bus Rules

- Driver warns student and may report matter to Transportation Supervisor who will inform principal.
- Transportation Supervisor warns student, contacts parent by telephone followed by a letter with copy to principal.
- Transportation Supervisor suspends student, informs parent by telephone and letter regarding suspension of bus privileges, with copy to principal.

Transportation to and from School - Pickup locations & times are now on SD website.

- (1) When parents/legal guardians are picking their child(ren) up from school, They do NOT need a note. For the safety of your child(ren), please make sure that a school staff member knows that you have your child(ren).
- (2) When parents/legal guardians want their child(ren) to go to someone else's house on the bus OR want their child(ren) to be picked up by another person, please send a note with your child(ren) or phone to let a staff member know so we can safely get your child(ren) to the intended location with as little confusion as possible.
- (3) If a situation arises when a parent/guardian needs to have someone else make a decision about how their child(ren) are picked up from school or where their child(ren) are delivered to on the bus, please designate a list of possible people whom you entrust to make this particular decision and submit it to the school.
- (4) Your child(ren)'s safety is of the utmost concern and in the event that parents/legal guardians have an emergent situation and are thus not available and are unable to make anyone else aware of their situation, the school will phone the person(s) designated on your "Emergency Contact Sheet" to pick up your child(ren) from school at any point during the school day.
- (5) During field trips, it is NOT necessary to have a note or have your vehicle's insurance/driver's license on file at the school to pick up YOUR OWN child(ren).
- (6) On a school field trip, if you want another person to pick up your child(ren) please read the following *Regulation* found in the *School District 27 Policy and Regulation Manual*:

*Approval for transportation of students by means other than by school bus shall be given only where the approving principal is satisfied that the driver of any vehicle used in the transportation of students has adequate insurance, a valid drivers' license, that the vehicle is in an adequate state of repair, vehicle registration is current, that the tires on the vehicle are appropriate for the time of the year and the weather and that a **Volunteer Driver Application is***

completed. Please contact the school administrator for further assistance if this situation should arise.

Transportation of Students in Private Vehicles

If parents or other adults are transporting students in a private vehicle, a Volunteer Driver Application form must be filled out and kept on file at the school. The driver's license and insurance must also be checked to insure proper liability and requirements. The Principal or designate must check the physical condition of the vehicle, specifically looking at seatbelts and tires. It is the responsibility of the Principal to determine if road conditions are safe. This is a mandatory policy.

The responsibilities of parent volunteers are:

- To maintain confidentiality at all times
- To familiarize themselves with posted escape routes in case of emergency
- To conduct themselves in a manner befitting a school environment and in accordance with the school Code of Conduct

Reporting Student Progress:

Student Support Services

School District 27 provides support services for students. If a student is having difficulties, a referral can be made to the Student Support Services Department. Strategies to assist the student are then put in place. If a child is in need of a specialized program, an Individualized Education Plan (IEP) is developed. This is a requirement of the Ministry of Education.

Our school provides learning assistance and/or tutoring to help students in areas of literacy and numeracy. Support for specific learning needs will be provided by our teacher and principal allowing a more integrated approach and creating more relevance for the student. The Elementary School Counsellor works out of the office in Williams Lake and is assigned to our school on a crisis intervention basis. Please contact the principal if you require more information regarding student support services.

Reporting

Formal written reports are issued to parents/guardians three times a year. Informal reports to parents are provided by means of parent/teacher interviews, written reports and informal contact with parents. On formal reports, the report gives the teacher's name, letter grade, work habits, attendance and comments. Grades are based on a number of indicators including tests, assignments, quizzes, lab reports, project work, etc., depending on the nature of the course.

Primary Term Report Symbols

Level 1 = Not Yet Meeting Expectations

Level 2 = Approaching Expectations

Level 3 = Meeting Expectations

Level 4 = Exceeding Expectations

Intermediate Term Report Symbols

A = 86 - 100% Excellent or outstanding performance in relation to expected learning outcomes.

B = 73 - 85 % Very Good performance in relation to expected learning outcomes.

C+ = 67 - 72 % Good performance in relation to expected learning outcomes.

C = 60 - 66 % Satisfactory performance in relation to expected learning outcomes.

C- = 50 - 59 % Minimally acceptable performance in relation to expected learning outcomes.

I = 0 - 49 % Incomplete. Not demonstrating minimally acceptable performance in relation to the expected learning outcomes.

Intermediate Final Report Symbols

- A Excellent or outstanding performance in relation to expected learning outcomes.
- B Very Good performance in relation to expected learning outcomes.
- C+ Good performance in relation to expected learning outcomes.
- C Satisfactory performance in relation to expected learning outcomes.
- C- Minimally acceptable performance in relation to expected learning outcomes.
- F Fail – student has not achieved a pass standing. It is in his/her best interest to undertake further work at this same course level to prepare for subsequent courses or grades.
- SG Standing Granted – Although the student has not achieved a pass standing, a sufficient level of performance has been attained to warrant, consistent with the best interests of the student, the granting of standing for the course.

Work Habits

Level of achievement is NOT a factor in determining the work habit grade. Achievement is reflected in the letter grade for the course. Criteria for work habit grades are based upon the following:

1. Arrives to class on time with required materials.
2. Completes assigned homework.
3. Uses class time productively.
4. Keeps a neat and well organized notebook.
5. Works to the best of his/her ability.
6. Has a positive attitude

<u>Work Habit Grade</u>	<u>Meaning</u>
G	Good
S	Satisfactory
N	Needs Improvement

SCHOOL CODE OF CONDUCT

A. Purpose

The purpose of the Code of Conduct is to inform all members of the school community of our shared obligations and responsibilities to ensure a safe, caring and orderly school environment where students feel a sense of belonging, pride in their school, and where people in the school community are respectful, fair, and where they feel safe to work and learn. The plan is designed to establish and maintain a safe and caring atmosphere which allows for individual growth, risk taking, and the development of social understanding in a learning environment.

These conditions apply while students are in attendance at school, while travelling to and from school, and while attending any school function at any location.

B. Development and Regular Review

1. The Big Lake Elementary School Code of Conduct was originally created using input from students, parents, and staff members. These stakeholder groups continue to be included in the development of this document as it is reviewed and updated.
2. At the beginning of each year, students, staff and parents are included in the development of the Code of Conduct during class time and at assemblies, through newsletters and at staff and PAC meetings. The Code is also sent home to each family in the Student Handbook. At this time families are invited to provide feedback and input.
3. Conduct is consistently monitored by students, staff and parents to ensure Codes reflect current and emerging situations and are contributing to school safety.

C. Communicating Expectations

The Code of Conduct is provided to families in the Student Handbook in September or when they register throughout the year, presented at the opening school assembly in September, inserted in the TOC handbook, provided to new employees and displayed on the hall bulletin board and in the office.

D. Active Teaching and Promotion of Expectations

The school teacher/principal uses class time to ensure behavioural expectations are explicitly taught and promoted.

The Code of Conduct includes an emphasis on strategies of positive behavior support. The following are examples of the ways the school is providing opportunities to celebrate success.

- Amazing Student cards are distributed on a regular basis to students who demonstrate positive behaviours or commendable accomplishments. Cards are drawn and celebrated school-wide. Names of the students and the accomplishments are included in the school newsletter, website, and at the monthly celebration assembly.
- Other initiatives to promote positive behaviours throughout the year including the 8 Successful Learner Traits framework (activities and lessons), MindUP curriculum, healthy schools framework, and activities and lessons from ‘Zones of Regulations’ program.

- The students also have the opportunity to extend their knowledge and talents through many activities outside of the regular classroom, such as rural sports teams, art workshops, winter sporting events, winter camp, extra-curricular events, music and dramatic activities.
- The school traditionally has an active Student Council where students chose to offer their skills and talents, based on their interests, to make contributions to maintain and improve the school environment and physical space.

E. Expectations of Acceptable Conduct

1. Acceptable behaviour creates an atmosphere of trust and security in which students may grow in confidence as a result of their actions and achievements. Behaviours that we believe will facilitate this are:
 - to attend school regularly and follow the rules of the school
 - to participate willingly and engage in purposeful learning activities in a timely manner
 - to respect themselves, others, personal property and the environment
 - to be accountable for their behavior
 - to participate in creating a safe, positive environment

2. These conditions apply while students are in attendance at school, while travelling to and from school, while attending any school function at any location, and while acting as ambassadors of the school.

3. School District 27's policy regarding the possession or use of weapons is as follows:
Policy 5114.1

The Board of Education considers the possession or use of any weapon by anyone on school premises to be a serious threat to the school environment and to the safety of both students and staff.

Weapon:

- a. **Anything that is used, or intended to be used, or is designed to be used to put someone in fear; or**
- b. **Anything used or intended for use in causing death or injury to persons whether designed for that purpose or not; or**
- c. **Anything used, or intended for use, to threaten or intimidate any person and, without restricting the generality of the foregoing, includes any replica weapon or firearm as defined in the Criminal Code (s. 84).**

4. Prohibited grounds of discrimination set out in the *BC Human Rights Code*, as they relate to the school environment (s.7).

People are protected by virtue of their, real or perceived, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, age, sexual orientation or gender identification and therefore should not be subjected to discriminatory actions, including publication or discrimination of service.

The contents of this Code of Conduct acknowledge that if there is a conflict between this code and the Human Rights Code then the Human Rights Code shall prevail.

5. The school 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.

6. The conduct of students, parents, coaches and involved members of the greater community while acting as ambassadors of the school must align to create a safe, caring, and orderly environment where respect, responsibility, kindness, caring and acceptance are upheld.

F. Consequences for Unacceptable Conduct

1. In the event that a breach of conduct by a student occurs, certain behaviours have been highlighted with a disciplinary action plan on pages 4 and 5. These are provided in an effort to provide students, parents and staff with a guideline for disciplinary proceedings and protocol. In no way is this list meant to be wholly comprehensive as situational variables must be considered in all cases in an effort to best meet the needs of all parties involved in disciplinary incidents. When levying consequences for unacceptable conduct, the following items will be considered.
 - a. Where consequences for unacceptable behaviour are concerned, whenever possible and wherever appropriate, consequences shall be restorative rather than merely punitive in nature.
 - b. When levying consequences for behaviours of a discriminatory nature, all parties involved will be addressed and a plan will be formulated to work toward improving overall school culture and morale.
 - c. Where appropriate, student's age, maturity and previous behaviour record may factor into discipline decisions.
 - d. Where appropriate special considerations may apply to students with special needs who may not be able to fully comply with a code of conduct due to a disability of an intellectual, physical, sensory, emotional or behavioural nature.
2. As students become older and move through successive grades behaviour expectations increase. Discipline could be more severe for older students who do not demonstrate age-appropriate maturity and behaviour.
3. The use of suspension will be considered only when violation of the Code is serious or other consequences have been inadequate or ineffective.
4. In the case of serious breaches of the Code of Conduct school officials may have a responsibility to advise other parties about the incident, including: parents, school district officials, police and/or other agencies.

Levels of Unacceptable Behaviour

Level 1 Behaviours

The attending adult handles the following behaviours:

- Inappropriate classroom/playground/assembly behaviour
- Tardiness
- Lack of effort/incomplete assignments
- Minor disrespect (such as not listening)
- Inappropriate language
- Inappropriate dress
- Misuse of electronic devices
- Disregarding school rules (in Student Handbook)
- Disruptive behaviour

Level 2 Behaviours

The following behaviours are initially dealt with by the attending adult-then reinforced by the office:

- Lack of respect (major)
- Inappropriate internet use
- Disrespecting teachers' personal space and belongings
- Inappropriate representation of school (field trips/athletics)
- Cheating or plagiarism (minor)
- Truancy
- Lying
- Minor inappropriate physical contact (first offence)
- Throwing snowballs

Level 3 Behaviours

The following behaviours require immediate office referral and intervention:

- Bullying/Harassment/Intimidation/
- Inappropriate display of affection (sexually-orientated actions/suggestive behavior)
- Fighting/Assault/Gang Activity
- Direct disobedience
- Endangering safety
- Drug and alcohol infractions
- Possession/Use of a weapon
- Smoking/Tobacco use
- Criminal Acts as defined by the law
- Racism
- Theft (major)/vandalism (major)

School-Wide Consequences

Level 1 Behaviours

Behaviours that do not require administrator involvement, do not significantly violate rights of others, do not put others at risk or harm, or are not chronic.

- First offence: Inform the student of rule violated
 Step 1 Remind student of expected behaviour
 Reteach appropriate behaviour expectation
- Second offence: Restitution by the student.
 Step 2 Documentation by the teacher
- Third offence: Home contact by the teacher
 Step 3 Documentation by the teacher and referral sheet sent to office.
- Fourth offence: Move directly to “Level 2 – Step 2”
 Step 4

Level 2 Behaviours

Behaviours that require administrator involvement, significantly violate the rights of others, puts others at risk or harm, or are chronic.

- First offence: Inform the student of rule violated
 Step 1 Remind student of expected behaviour
 Restitution by the student
 Home contact by teacher
- Second offence: Referral to administration
 Step 2 Home contact by the teacher, counsellor or administration
 1-3 day in-school suspension
- Third offence: Referral to administration by teacher
 Step 3 Home contact by administration
 1-5 days in or out of school suspension
 Parent conference with administration before student returns
- Fourth offence: Move directly to “Level 3 – Step 2”
 Step 4

Level 3 Behaviours

- First offence: Referral to administration, parent conference with administration
 Step 1 1 - 3 day in or out of school suspension
- Second offence: 1 - 5 days out of school suspension
 Step 2
- Third offence: 5 – 10 days out of school suspension
 Step 3
- Fourth offence: Indefinite Suspension – referral to District
 Step 4 Discipline Committee