



Frank J. Mitchell Elementary School Code of Conduct

Guiding Principles

We believe:

- That all students and staff have a right to learn and work in a safe, respectful and productive environment.
- A positive, productive and responsible attitude will create strong communities.
- That everyone can learn to make appropriate choices for themselves and others.
- That all communication needs to be based on courtesy and mutual respect.
- That diversity among students and staff is to be respected but commonly accepted rules for conduct will apply to all. Age, maturity, cognitive ability and previous behaviour will be taken into consideration when defining unacceptable behaviour and the consequences that follow.

Our principles are in line with School District #5 Code of Conduct, Section 3.7R

General Guidelines for Success

Everyone shares the responsibility in behaving in ways that will make our school a safe, caring environment where teaching and learning can take place without disruptive behaviours. We believe that appropriate behaviour is a shared responsibility among students, parents and staff.

Successful students are:

- Where they are supposed to be
- On time
- Prepared and on task
- Respectful of the rights and responsibilities of others

Successful students also:

- Treat others and the environment with respect
- Use common sense
- Are caring, considerate and cooperative
- Work to do their best and allow others to do their best
- Use appropriate words to solve their problems
- Act in a safe manner

A set of positive behaviour expectations has been created and implemented where students are explicitly taught the expectations within the school. Positive reinforcement of those expectations follows, to encourage the model behaviours that we would like to see exhibited.

All students are required to follow all guidelines, rules and expectations while in attendance at school, during all school-sponsored activities such as field trips and extracurricular events and while riding on the school bus or waiting for the bus to arrive.

Communicating Behaviour Expectations to our School Community

1. FJMES teachers and students will be responsible for setting up classroom rules and responsibilities which reflect our school-wide expectations.
2. Staff will reinforce the positive behaviour expectations and use an Office Discipline Referral form to maintain consistency in dealing with inappropriate behaviours.
3. The Code of Conduct will be reviewed with staff, students and parents every year.

Unacceptable Behaviours and Consequences

The school has developed a list of unacceptable behaviours as well as possible consequences for those behaviours. The school believes that student consequences for behaviour are progressive. As such, many behaviours are dealt with in various consequences based on a number of factors, including:

- The students place in a progressive discipline model
- The severity of the individual act
- The students history of similar acts

While selecting consequences the staff will be encouraged to keep the following guiding principles in mind:

- Accept that schools are places for children to make mistakes and that they will learn from their mistakes.
- Avoid a similar problem in the future by providing the child with appropriate strategies to use.
- Assist the children responsible for changing their own behaviour with guidance of an adult in the school.
- Have a natural consequence whenever possible.
- Focus on reasons for why the problem exists as well as solutions to the problem.
- Concept of restitution – action of repairing the damage done.
- *Remember that each situation is not the same nor is each child; consequences are not predetermined but allow flexibility to best meet the needs of the individual.*

Examples of Inappropriate Behaviours	List of Possible Consequences
Defiance Disruption Verbal Harassment/Threats Inappropriate Language Electronic Violation Physical Assault/Aggression Theft Damaging property (school or others) Inappropriate Touching Coercion Weapons (possession and use) Bullying Skipping Class Creating a Safety Hazard for Others (includes running in crowded areas, tripping, pushing and not keeping hands and feet to oneself) Discrimination Disrespecting the rights of others to a safe, respectful and productive learning environment Relational Aggression	Loss of Privilege (sporting events, school trips, special activities) Parent Contact Verbal or Written Apology Conference with Student Thinking/Reflective Sheet Restorative Justice Recess/Lunch Detention Time Spent in Office In-School Suspension At-Home Suspension Incident Documented and Teacher Informed School-Community Service

Use of Cell Phones and Digital Devices



The Board of Education and Frank J. Mitchell staff believe that cell phones and other digital devices can play a vital communication role. However, there is a proper time and place for them to be used at the school. Students may carry cell phones or other digital devices to and from school, but their use at school is limited in these ways:

1. Cell phones and other digital devices will not be used in change rooms or washrooms at any time.
2. Cell phones and other digital devices are not to be used during recess or lunchtime. Our belief is that students should be active and social during these times.
3. Cell phones and other digital devices may be used in the classroom only at the discretion of the classroom teacher. Cell phones will be housed safely in the classroom while not in use.

Violation of the above may result in disciplinary action being taken and confiscation of the cell phone or digital device by the classroom teacher or school administration.

Definition of Terms

Bullying – is aggressive behaviour that may be a one-time occurrence but is most often repeated attacks: physical, physiological, social or verbal, by those in a position of power, which is formally or situationally defined, toward those who are powerless to resist, with the intention of causing distress for their own gain or gratification.

Cognitive Abilities – the brain-based skills and mental processes that are needed to carry out any task from the simplest to the most complex

Cyber Bullying – is overt or covert bullying behaviour using digital technologies, including but not limited to: harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces.

Discrimination – comments, displays or actions made to students or staff that express racial stereotypes, racial hatred, sexual stereotypes, sexual hatred, sexual orientation stereotypes or sexual orientation hatred, made directly, written or via electronic communication

Harassment – a) behaviour that is unwelcome or behavior that ought to be known to be unwelcome that excludes, intimidates, or denies the right of every individual to a safe and comfortable living environment; b) behaviour based on a student's race, sex, religion or disability that is unwelcome, unwanted, and/or uninvited by the recipient. It can be verbal, non-verbal, and/or physical and includes unwelcome sexual advances, requests for sexual favours, and other verbal or physical contact of a sexual nature.

Relational Aggression – also known as covert 'secretive' bullying and/or social aggression, is a psychological and emotional form of abuse; it uses relationships to inflict injury upon another; it is characterized by gossip, teasing, slander and exclusion; it is very common in cyber-bullying.

Restorative Justice – a) puts the emphasis on the wrong done to a person as well as on the wrong done to the community; it recognizes that crime is both a violation of relationships between specific people and an offence against everyone; the greater community; b) involves the victim, the offender and the community in search for solutions, which promote repair or possibly reconciliation.

AUTHORITY OF BUS DRIVERS AND DISCIPLINE

Background

Drivers are responsible for the safe operation of buses at all times and have complete authority over passengers.

Procedures

1. Drivers will report minor infractions of conduct, or any unnecessary tampering with equipment, or damage by students to the appropriate Transportation Coordinator or to the respective Principal or Vice-Principal.
2. If necessary for discipline, drivers are authorized to assign seats or places to the students in the bus as they see fit. Refusal to obey instructions of the driver will be considered grounds for suspension.
3. If, after due warning by the driver, a student or students persist in poor behaviour, the driver will report the matter to the appropriate Transportation Coordinator by the way of the Student Misconduct Report (Form 351-1). The appropriate Transportation Foreman will take the matter to the Principal of the school where the student(s) attend and notify the offenders' parents of said problem advising them that bus privileges may be suspended if their child does not improve immediately.
 - 3.1. The driver will complete the form "Student Misconduct Report" (Form 351-1) and notify the transportation supervisor as soon as possible. As a result of a Student Misconduct Report being filed, the appropriate Transportation Coordinator may issue a warning letter, a two (2) day suspension, a five (5) day suspension or an indefinite suspension of bus riding privileges.
 - 3.2. In all cases, a letter will be sent to the parent(s) of the child to inform them of the action taken, with a copy to the appropriate Principal. If possible, parents will also be contacted by telephone or email.
4. If gross misbehaviour occurs on a school bus, the driver shall, if the incident occurs on the way home, take the student to their regular de-embarkation point and inform the student that they shall not ride on the bus until they and their parents meet by appointment with a committee of the Board. The driver shall notify the appropriate Transportation Coordinator upon return to the bus garage. The supervisor will advise the parent(s) and the appropriate Principal by letter and telephone if possible, of the action taken.
 - 4.1. The matter of reinstatement or privileges will be considered by a committee of the Board at a time to be arranged on the request of the parents concerned.
5. In all discipline cases, the Principal or Vice-Principal will be notified and further discipline action may be taken.

6. Principals have the prime responsibility to work with the driver in enforcing the Code of Conduct expectations for students being transported on the same bus.

Reference: Sections 6, 7, 11, 17, 20, 22, 23, 65, 79, 85 School Act

Approved: 1997/98

Revised: August 15, 2021

CODE OF CONDUCT FOR SCHOOL BUS PASSENGERS

Background

It is the practice of the District to provide transportation for certain students in its schools. However, parents remain responsible for supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once the student boards the bus (and only at that time) does he or she become the responsibility of the District. In view of this, the District regards the bus as an extension of the classroom, and all students are required to conduct themselves in accordance with the same standards of behaviour that have been set for the classroom.

The District supports its schools in maintaining optimum student conduct.

Procedures

Students violating these rules may be reported to the transportation supervisor and may be suspended from riding the bus until assurance is received, in writing, from both parents and the student that these rules will be observed.

1. Bus drivers are in full charge of the school bus at all times and students must obey them.
2. Bus drivers may assign a seat for which the student is responsible. Failure to follow the bus driver's direction may result in loss of bus riding privileges.
3. Students are expected to be at their bus stop five minutes prior to scheduled bus departure time.
4. Unnecessary conversation with the driver is prohibited.
5. The District Code of Conduct is to be observed on the bus. Any disturbance which takes the driver's attention and endangers the safe operation of the bus is prohibited.
6. All school buses are District property; all District policies and administrative procedures are in effect.
7. Students must not litter the bus. Throwing anything in or around the bus is prohibited.
8. Vandalism on the bus will not be tolerated; any damage thus caused, will be charged in accordance with the provisions of the School Act.
9. Students must not extend any articles or parts of their body out the windows.
10. Students must remain seated while the bus is in motion.

11. Only those students who are regular bus students are allowed to travel, to and from school, on the school buses.
12. After having received written or verbal parental authorization, an administrative officer, after checking with the driver, may authorize students, other than regular bus students, to ride on the bus. The Principal's written authorization must be presented to the bus driver by the student.
13. Students will only be allowed to get off the bus at their regular stops unless a note from the parent is presented to the driver. Drivers will retain notes for 24 hours.
14. When leaving the bus, students are expected to follow the directions of the driver. Students must always ensure that vehicle traffic has stopped or cleared before they cross the road.
15. All buses have digital recording devices, and they may be used without warning.

Reference: Section 6, 7, 11, 17, 20, 22, 65, 79, 85 School Act
School Regulation 265/89

Approved: 1997/98
Revised: August 15, 2021

School District 5

2022-2023 Annual School Calendar

July 2022						
Su	M	Tu	W	Th	F	S
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31						

August 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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April 2023						
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June 2023						
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25	26	27	28	29	30	

 School Breaks

 Professional Development Days

 Stat Holidays

 Administrative Day

 Second Semester

Welcome to SchoolCashOnline

Fast. Safe. Convenient.



Accepted Payment Methods

VISA  eCheck

What is School Cash Online?

School Cash Online allows parents to easily make online payments for the school fees available to their children.

- ✓ Pay all your student's school fees with the click of a button. Wherever. Whenever.
- ✓ Stay connected and informed of all school activities
- ✓ Never miss out on field trips, school events, yearbooks and more
- ✓ Say hello to smart online forms, and goodbye to cumbersome paper based forms for data submissions

How to Register

Follow these instructions to create your School Cash Online account today.

- 1 Create Your Profile:**
Go to <https://sd5.schoolcashionline.com> and click on "Register".
- 2 Confirm Your Email:**
Check your inbox for the email confirmation and click on the link inside. Sign in with your new login details.
- 3 Add a Student**
Click "Add Student" and fill in the required fields with your child's details.







SCHOOL DISTRICT 5
SOUTHEAST KOOTENAY

School District 5 Introduces SchoolMessenger

Continuing to foster and enhance ethical communication between the School District and all learners, students, staff, parents and community in a timely and inclusive manner.

School District 5(Southeast Kootenay) is launching SchoolMessenger for communication with parents. SchoolMessenger is a communication platform that allows our schools and district to send out mass communications to parents/guardians using multiple methods simultaneously. The SafeArrival system provides parents with a faster and easier way of reporting absences.

The benefits of SchoolMessenger include:

-  Parents can choose how to be notified (email, phone call, text message)
-  Absences are easier to report at 1-(833) 566-1225, on the app or website)
-  More timely notification in an emergency
-  Schools can respond faster when a student is unexpectedly absent and may be missing

SchoolMessenger Communicate


SchoolMessengerCommunicate is an automated notification system used to send out general announcements.



As a parent/guardian, you can decide how you want to receive announcements (email, phone call, and/or text message).

There is nothing you need to do to receive announcements from the school. You can customize how you receive what kind (General, Emergency, or Attendance) announcements. For example, you may only want to receive general announcements (upcoming events, newsletters, etc.) via email, but you might want attendance info to come as a text message so that you see it right away.

You can set up your Smartphone or Android phone app or website account right away to make sure you are ready when we launch SchoolMessenger Communicate and SafeArrival:

-  Using your mobile device, download and install the [School Messenger app](#) from the [Apple App Store](#) or the [Google Play Store](#). The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence.

- Use the [Safe Arrival website](#). The first time you use the website, select [Sign Up](#) to create your account. Select Attendance then Report an Absence.



Please get in touch with your child's school if your contact information (email or phone number) has recently changed so SchoolMessenger has the most current information on file.

SchoolMessenger SafeArrival

One of our greatest priorities is ensuring that all our students arrive safely to school every day. To enhance our existing absence-checking procedure School District 5 (Southeast Kootenay) is introducing a new, more efficient student absence reporting system called **SafeArrival**. This new system will reduce the time it takes to verify student attendance, making it easy for you to report your child's absence and easy for staff to respond to unreported student absences.

It is also used to contact parents and guardians when a child is absent (if the absence was not reported in advance). The automated notification system will attempt to contact parents/guardians at multiple contact points until a reason is submitted for the absence. If our system is unable to reach the designated contacts, office staff will follow up.

If you report your child's absence in advance using the SafeArrival [toll-free number](#), [website](#) or [mobile app](#), you will NOT receive these notifications.

With SafeArrival, you are asked to report your child's absence in advance using any of these 3 convenient methods:

- Using your mobile device, download and install the [SchoolMessenger app](#) from the [Apple App Store](#) or the [Google Play Store](#). The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence.
- Use the [SafeArrival website](#). The first time you use the website, select [Sign Up](#) to create your account. Select Attendance then Report an Absence.
- Call the toll-free number **1-(833) 566-1225** to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time up to a maximum of 10 consecutive days. It is important to note that when setting up your account, you must register using the email address and phone number associated with your child's MyEducation BC account.

SchoolMessenger SMS

Opt In



*if your number is Canada-based.

You will receive a text message requesting you to opt into your school or School District 5 text message alert service. This number was provided through your contact information in MyEducation BC.

If you would like to continue receiving messages from your school or district you must reply affirmatively with one of the opt-in key words. Simply reply to the original message (or send a text message to 978338 in Canada) with either the words "opt in" or "subscribe".

If you do not receive a text message, you still can participate in SchoolMessenger SMS (Short Message Service), known as "text messages" from your cell phone by texting "Y" or "Yes" to 978338. Standard message and data rates may apply.

- ☒ For help information, text HELP, INFO, AIDE to 978338.
- ☒ To opt out at any time, text STOP, END, CANCEL, QUIT, UNSUBSCRIBE, ARRET to 978338.

Participating carriers: Rogers Wireless, MTS, Bell, Sasktel Mobility, Telus Mobility
Yours truly,

School District 5 (Southeast Kootenay)

Jennifer Roberts
District Principal

Southest Kootenay School District Code of Conduct Guiding Principles

We believe:

- that all students and staff have a right to learn and work in a safe, respectful and productive environment.
- a positive, productive and responsible attitude will create strong communities.
- that everyone can learn to make appropriate choices for themselves and for others.
- that all communication needs to be based on courtesy and mutual respect.
- that diversity among students and staff is to be respected, but commonly accepted rules for conduct will apply to all. Age, maturity, cognitive ability and previous behaviour will be taken into consideration when defining unacceptable behaviour and the consequences that follow.

General Guidelines for Success

Everyone shares the responsibility of behaving in ways that will make our schools a special place where people are valued and where excellence in performance is the commonly shared goal. Inappropriate behavior is that which disrupts the teaching and learning environment of the school, creating greater difficulty for students to have success.

Summary:

Fair Notice

1. All students and staff have a right to learn and work in a safe, respectful and productive environment.
2. Threats must be taken seriously, investigated and responded to. Schools in Southeast Kootenay School District have zero tolerance for not responding to serious violence or threatening behaviours.
3. A threat is an expression of intent to do harm or act out violently against someone or something. It may be verbal, written, drawn, posted on the Internet or made by gesture.
4. All threat making behaviour(s) by a student(s) shall be reported to the Principal, who will activate the Southeast Kootenay School District protocol.
5. Following an investigation, a comprehensive plan, involving the support and participation of community agencies, will be developed to bring positive change, safety and well-being for all students and staff.

Southest Kootenay School District

940 Industrial Road No. 1

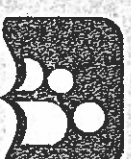
Cranbrook, B.C. V1C 4C6

Phone (250) 426-4201

www.sds.bc.ca

Student Threat-Violence Risk Assessment

Fair Notice and Process



Southest Kootenay School District

The model presented in this document reflects the thinking and work of J. Kevin Cameron, Director of the Canadian Centre for Threat Assessment and Trauma Response.

What Behaviours warrant a Student Violence Threat/Risk Assessment to be initiated?

Assessment to be initiated?

A Student Violence Threat/Risk Assessment will be initiated when behaviours include, among other activities, serious violence or violence with intent to harm or kill, verbal/ written threats to harm or kill others, Internet website/MSN threats to harm or kill others, possession of weapons (including replicas), bomb threats and fire setting.

Duty to Report

To keep school communities safe and caring, staff, parents, students and community members must report all threat related behaviours. Every threat must be taken seriously, thoroughly investigated and a response and follow through completed.

What is a threat?

- An expression of intent to do harm or act out violently against someone or something.
- May be verbal, written, drawn, posted on the Internet or made by gesture.

Threats must be taken seriously, investigated and responded to. Schools in Southeast Kootenay School District have zero tolerance for not responding to serious violence or threatening behaviours.

What is a Violence Threat/Risk Assessment Team?

Each school has a multi-disciplinary Violence Threat/Risk Assessment Team. The team may include the School District Threat Assessment Safety Officer, Principal or Vice-Principal, School Counsellor, Youth Care Worker, Aboriginal Education Support Worker (when appropriate), and others.

It is important for all parties to engage in the Student Violence Threat/Risk Assessment process. If for some reason there is reluctance to participate in the process, by the threat-maker or parent/guardian, the threat assessment process will still continue in order to ensure a safe and caring learning environment for all.

What is the purpose of a Student Violence Threat/Risk Assessment?

The purpose of a Student Violence Threat/Risk Assessment are:

- to ensure the safety of students, staff, parents and others
- to ensure a full understanding of the context of the threat
- to begin to understand the factors that contribute to the threat-maker's behaviour
- to be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat-maker
- to promote the emotional and physical safety of all.

What happens in a Student Violence Threat/Risk Assessment?

The process of a Student Violence Threat/Risk Assessment:

- All threat making behaviour(s) by a student(s) shall be reported to the Principal, who will activate the Southeast Kootenay School District protocol.
- Interviews will be held with the student(s), the threat-maker, parents and staff to determine the level of risk and develop an appropriate response to the incident.
- Intervention plans will be developed.

VTRA

**Mission Statement Southeast
Kootenay School District**