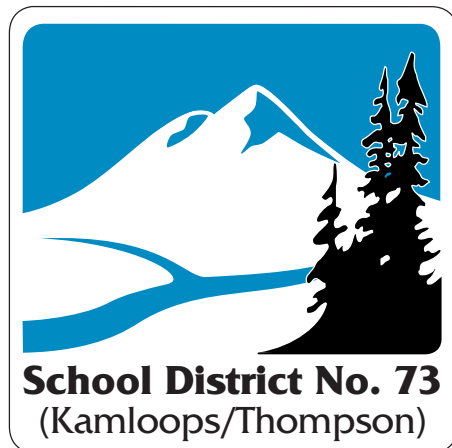


Safe Caring & Orderly Schools

School District No. 73 (Kamloops/Thompson)
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Revised: December 2009





School District 73 is committed to maintaining Safe, Caring and Orderly Schools through the establishment and regular review of policies, procedures and practices at both the district and school level. Students who feel safe, comfortable and appreciated achieve better academically. Enabling them to be well adjusted requires the participation of the whole community – neighbours, friends, relatives, parents and school staff.

This booklet provides an overview of School District policies that address the safety and well-being of your child. For more information about procedures, practices and resources, ask your school principal or visit our website at www.sd73.bc.ca.

ALCOHOL AND OTHER DRUGS

POLICY 606.1

Effective Date, September 22, 2008

The Board of Education believes in providing students with a learning environment conducive to maximizing their intellectual, physical, social and emotional development. The presence of alcohol and other drugs interferes with that learning environment.

Students affected by alcohol and other drugs may harm themselves and negatively impact others and the learning environment. The Board is committed to preserving the health and safety of all students.

The Board is concerned with the disruption of the learning environment for all students and recognizes that students, staff and others affected by such disruption must be protected.

The Board accepts the concept of substance use as treatable and recognizes that this problem in schools cannot be solved solely by suspending those students who are involved. The Board will strive to maintain a balance between compassion and aid for students seeking help for substance use problems and the protection of the learning environment.

The Board expects students to be completely free of alcohol and other drugs while under the jurisdiction of the District. For the purpose of this policy, jurisdiction of the District includes extra-curricular activities sponsored by the school and extra-curricular activities which take place at a school other than the school attended by the student, including activities outside of the geographic location of the District.

For the purposes of this policy, 'using' includes having used or consumed alcohol or other drugs at any time during any day when the student is or will be under the jurisdiction of the District as set out above. Any student using, possessing or under the influence of alcohol or other drugs while under the jurisdiction of the District will be suspended by the Superintendent, Assistant Superintendent, principal or vice-principal in accordance with the provisions of Policy 600.2.

REGULATIONS

1. Students are expected to be free of alcohol and other drugs. Students found to be using, under the influence and/or in possession of alcohol or other drugs or exhibiting physical characteristics that indicate recent use such as odours, affected behaviour etc., will be subject to the following consequences:

- a) First Offence
 - i. For incidental or minor involvement, the student will be suspended for up to five school days. For cases other than those of minor or incidental involvement, the principal or vice-principal will suspend the student for a period of time determined by the principal or vice-principal in consultation with the Superintendent or designate.
 - ii. The principal or vice-principal, in consultation with the Superintendent or designate, may recommend counseling through school or appropriate community services. The suspension may be reduced by the principal or vice-principal after consideration of the reports provided as a result of the counseling.
- b) Subsequent Offence

In addition to any consequences which may be imposed pursuant to a) First Offence, as set out above, the principal or vice-principal will suspend the student and refer the student to the Superintendent for a disciplinary hearing in accordance with Policy 600.2.

2. Students found to be involved in the selling and/or supplying of alcohol or other drugs will be subject to the following consequences:

- a) The student will be suspended and referred to the Superintendent's office for a disciplinary hearing.
- b) The student will be issued notice to immediately leave the school in which the student is registered and will be directed that the student is not to enter any school or other property owned by the District, with the intention that this direction will be consistent with Section 177 of the School Act, such that if the student does enter on any lands or premises owned by the District, that student will be committing an offence contrary to Section 177 of the School Act; this direction will be in effect from the date of commencement of the suspension and will continue until such time as the Superintendent or designate amends or sets aside the direction.

3. Students should be aware that the principal or vice-principal will consult with the RCMP. The principal or vice-principal or any teacher who finds illegal drugs or drug paraphernalia has been authorized to confiscate those illegal drugs or paraphernalia on behalf of the school and will turn those over to the RCMP together with a report as to the source of the drugs and/or drug paraphernalia.

ALCOHOL AND OTHER DRUGS – STUDENT ATHLETES

POLICY 606.2

Effective Date, September 22, 2008

The Board of Education believes there is no place for alcohol or other drugs in sports.

REGULATIONS

1. The suspensions set out in this policy are in addition to any discipline which may be imposed pursuant to Policy 606.1. For the purposes of this policy, an "Athlete" is a student who is participating in a school sport and who has signed a Student Athlete's Code of Conduct. For the purposes of this policy, 'participation' includes tryouts, exhibition play, season of play and playoffs.

2.
 - a) Any Athlete who violates Policy 606.1 at any athletic event under the jurisdiction of the District will be suspended from participation in the athletic program for one calendar year from the date of violation.
 - b) (Any Athlete who violates Policy 606.1 at any non-athletic event under the jurisdiction of the District or under the jurisdiction of any other school district while representing his/her school or School District No. 73 (Kamloops/Thompson) will be suspended from participation in the athletic program for the season of play as defined in the current British Columbia School Sports Handbook.

3. Before the Athlete can be reinstated, the Athlete and parent or guardian must have a formal meeting with the athletic director and the principal to discuss further participation in school athletics.

4. Nothing herein is to be interpreted so as to prevent the Athlete from attendance at regular physical education classes during school time.

APPEALS BYLAW

BYLAW 1200.1

Effective Date, March 31, 2008

A Bylaw as required by Section 11 of the School Act, R.S.B.C. 1996, c.412, to provide procedures for the Board of Education to hear appeals by parents and students. A student entitled to participation in an educational program in the District, or his/her parent/guardian, may appeal a decision of an employee of the Board if such decision significantly affects the education, health or safety of the student. If a student under the age of 19 years initiates the appeal, a copy of the appeal will be sent to his/her parent/guardian.

“Decision” includes the failure or refusal of an employee to make a decision.

The following decisions are deemed to significantly affect the education, health or safety of a student:

- disciplinary suspension from school for a period in excess of fifteen (15) school days;
- other discipline imposed pursuant to Regulation 1(b) and (c) of Policy No. 600.2;
- suspension from school for a health condition;
- placement in a specialized educational program; (grade placements with specific teachers are not considered placement in a specialized program)
- grade promotion and graduation;
- refusal to offer an educational program to a student 16 years of age or older; and, any other decision that in the opinion of the Board significantly affects the education, health or safety of a student.

1. Initial Steps

The formal appeal process will apply only after the following administrative procedures have failed to resolve the issue within a reasonable time:

- a) First, the student and/or parent must either meet with the employee who made the decision in question or with the school principal or immediate supervisor of the employee in order to solve the problem.
- b) Second, if the matter is still not resolved, the student and/or parent must meet with the Assistant Superintendent or designate having jurisdiction in order to solve the problem.

2. Appeals Procedure

Every appeal to the Board pursuant to this policy must be initiated by a written Notice of Appeal directed to the Board through the Superintendent (with copies to the employee whose decision is the subject of the appeal and the school principal or immediate supervisor of the employee). An employee of the Board may assist a student/parent/guardian in completing the Notice of Appeal where the parent/guardian is unable to do so.

The Notice of Appeal shall state:

- a) the name, address, and school placement of the student (including, where appropriate, grade level and homeroom teacher);
- b) the name and address of the person(s) making the appeal;
- c) the decision which is being appealed;
- d) the date on which the student and/or parent or guardian bringing the appeal were informed of the decision;
- e) the name of the Board employee(s) who made the decision being appealed;
- f) the grounds for the appeal and the relief sought;
- g) summary of the steps taken by the student and/or parent or guardian to resolve the matter.

3. District Action

- a) Upon receipt of a Notice of Appeal, the Assistant Superintendent or designate must provide a copy of the Notice of Appeal to the employee whose decision is the subject of the appeal and must invite

a written response from the employee and from the school principal or immediate supervisor of the employee. The Assistant Superintendent or designate, must prepare a report for the Board concerning the matter and must provide a copy of this report to the student and/or parent or guardian bringing the appeal, the employee(s) whose decision is the subject of the appeal, the school principal or immediate supervisor of the employee and the Superintendent. The Board must consider an appeal only after the Superintendent has determined that bonafide efforts have been made to resolve the matter in question through the consultation process as outlined in Section 1.

- b) The Notice of Appeal must be initiated in a timely manner. The Board will invite written submissions from the student and/or parent or guardian bringing the appeal and may decide the appeal based on the written submissions. The Board may invite oral submissions from the appellant, the employee whose decision is the subject of the appeal and the school principal or immediate supervisor of the employee; or take any other steps deemed desirable or necessary. Where the Board considers it desirable to receive oral submissions, it shall set a time, date and place for this purpose and shall give notice to all parties concerned. At any time during the appeal process, the appellant is entitled to be accompanied by a parent, advocate, support person or interpreter/translator. Appellants must inform the Board at least two days prior to the appeal being heard who will be appearing to participate in the appeal.
- c) Appellants may choose to make their appeal in writing only. In such instances the appellants must be given copies of any written information considered by the Board in reaching a decision, and must be given an opportunity to reply to any such written information.
- d) The Board must decide the appeal based on the oral and/or written submissions and reports presented to it.
- e) The Board may make any interim decision it considers necessary pending the disposition of the appeal.
- f) The Board may request the Superintendent to instruct the Assistant Superintendent to investigate matters pertaining to appeals and to make recommendations on whether an appeal should be heard. In such circumstances, the Assistant Superintendent must prepare a written report to the Board and must provide a copy to the appellant and to the employee involved.
- g) The Board must make a decision within forty-five (45) days of the date on which the Board receives the appeal, and shall make the award as soon as practicable after all the information is gathered and shall promptly notify, in writing, the appellant, the employee involved, and the school principal or the immediate supervisor of the employee of their decision.
- h) The decision of the Board may be appealed to a Superintendent of Achievement in accordance with the provisions of the School Act.
- i) The Board may refuse to hear an appeal where:
 - i. the appeal has not been initiated within a reasonable time from the date the decision affecting the student's education, health or safety was made; or
 - ii. the appellant has refused or neglected to take the initial steps set out in Section 1. above; or
 - iii. the Board determines that the decision does not significantly affect the student's education, health or safety.
- j) Appeals and decisions on appeals will usually be In-Camera. All appeals will be heard individually. The Board may decide to hear an appeal in public, at the request of the appellant, provided the Board is satisfied that the public interest favours hearing or deciding the appeal in public and that this would

not breach the privacy of an individual or release confidential information or disclose any other information that under the Freedom of Information and Protection of Privacy Act should not be disclosed.

- k) The Board may consider an appeal notwithstanding any defect in form or other technical irregularity.
- l) No decision of the Board under this policy shall be interpreted as abrogating any right, benefit or process contained in the employment contract of the employee whose decision is the subject of the appeal, or depriving the employee of any right or process under law.

4. Procedure for Hearing Appeals

- a) The Vice-Chairperson will ensure that all parties concerned have received written information pertinent to the appeal prior to the appeal being heard.
- b) The Board will listen to the appellant without interruption as the appellant makes submissions.
- c) At the end of the appellant's submissions, the Board members may ask questions to clarify the appellant's position.
- d) The Board will then listen to the Assistant Superintendent or designate without interruption as he/she presents his/her submissions.
- e) At the end of the Assistant Superintendent's or designate's submissions, the Board members may ask questions to clarify the Assistant Superintendent's or designate's position.
- f) Once all questioning by the Board is complete the parties involved will be asked to leave. The Board will then decide whether to uphold or set aside the decision of the staff. The Assistant Superintendent or his/her designate must not participate in the Board deliberations.
- g) The decision must be communicated in writing by the Board member chairing the appeal to the appellant, his/her parent/guardian, the employee, the school principal or immediate supervisor of the employee, the Assistant Superintendent and the Superintendent. The decision must be communicated forthwith after the Board has made its decision.

BULLYING, INTIMIDATION AND HARASSMENT

POLICY 903.1

Effective Date, September 22, 2008

The Board of Education recognizes that students, district employees, volunteers, sponsors, parents and trustees have the right to a positive, safe and secure environment free from harassment, bullying and intimidation and accepts that it has a duty to promote tolerance and respect for the rights of all who attend its schools.

Harassment is defined as repeated, objectionable conduct or comment, directed toward a specific person or persons which has the effect of creating an intimidating, humiliating, hostile or offensive learning or working environment and includes sexual harassment. Harassment does not include conduct or comments made in the good faith exercise of the rights, duties and responsibilities of those participating in the school environment.

REGULATIONS

1. The Superintendent or the Secretary-Treasurer shall ensure that any complaint of harassment, bullying or intimidation by trustees, district employees, volunteers, sponsors, parents or students is properly investigated and appropriate action taken where the complaint is substantiated.
2. All complaints of harassment, bullying or intimidation shall be investigated in accordance with due process.
3. No person shall be subject to reprisal, threat of reprisal, or discipline as a result of filing a bona fide complaint of harassment, bullying or intimidation. The person against whom the complaint is made shall be given full access to the allegations and nature. Complaints of bullying, intimidation and harassment which are substantiated will be treated seriously and in no case will such complaints be minimized or trivialized, or the complainants left to deal with it themselves.
4. The rights and interests of all parties (complainant and respondent) shall be considered when appropriate actions are decided.
5. In the event that the complaint is found to be fabricated or malicious, appropriate action will be taken.
6. All incidents or reports of harassment, bullying and intimidation involving students shall be recorded in the school discipline file.
7. Students who engage in acts of harassment, bullying and intimidation while at school, at any school function, in connection to or with any District sponsored activity or event, or while enroute to and from school are subject to disciplinary action, up to and including suspension or, where the student is sixteen (16) years or older, suspension or expulsion, in accordance with Board policy on student conduct.
8. All schools shall develop and implement educational programs on bullying, harassment and intimidation.

CODE OF CONDUCT

POLICY 600.1

Effective Date, February 25, 2008

The Code of Conduct is intended to encourage acceptable student behaviour in order to establish and maintain a safe, respectful and caring learning environment. This code will clarify expectations for student behaviour while at school, while going to and from school, while attending any school function or activity at any location, or in other circumstances where engaging in the activity will have an impact on the school environment. The Code of Conduct prohibits discrimination on the basis of an individual's or a group's race, colour, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation.

1. Acceptable conduct includes the following:

Students are expected to:

- a) Respect themselves, others, and property.
- b) Attend school regularly and be punctual for all classes.
- c) Engage in purposeful learning activities and set high standards for personal achievement.
- d) Show consideration for diversity: the thoughts, feelings, and heritage of others.
- e) Use electronic systems in a respectful, responsible, and ethical manner.
- f) Conduct themselves in a polite, respectful, and co-operative manner.
- g) Dress in a manner that appropriately reflects a school environment.

2. Unacceptable conduct includes but is not limited to the following:

Students are expected NOT to:

- a) Engage in behaviours that interfere with the learning of others.
- b) Engage in behaviours that create unsafe conditions.
- c) Bully, harass or intimidate others.
- d) Engage in physical violence.
- e) Retaliate against a person who has reported incidents.
- f) Possess, use, or distribute illegal or restricted substances.
- g) Possess or use weapons.
- h) Damage property.
- i) Use personal technology devices, such as cell phones or cameras, during the school day except where expressly authorized.

Students who contravene this Code of Conduct will be subject to progressive discipline, reflective of the age and maturity of the student, any special needs, and the severity and frequency of the unacceptable conduct. The discipline will be fair, consistent, and meaningful, for the purpose of making restitution and enhancing student responsibility and self-discipline. Special considerations may apply to students with special needs if these students are unable to comply with a Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature. The Board will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of a Code of Conduct.

School officials will notify parents, school district officials, and other agencies as deemed appropriate for any particular incident.

RACE RELATIONS

POLICY 900.1

Effective Date, September 22, 2008

The Board of Education seeks to encourage and foster positive relations between groups and individuals of all races and cultures.

The Board condemns and will not tolerate expressions of racial or ethnic prejudice in any form by its trustees, personnel or students.

REGULATIONS

1. Any incident arising that contravenes this Policy shall be handled through immediate intervention, exercising discretion and judgement. While insisting upon tolerance, the intervention shall promote understanding and appreciation of differences. Discretion does not extend to either refusing to investigate reports or ignoring any incidents.

2. The following statement shall be posted in all schools:

RACE RELATIONS POLICY

School District No. 73 (Kamloops/Thompson) encourages and fosters positive relations between groups and individuals of all races and cultures.

Expressions of racial or ethnic prejudice in any form by its personnel or students will not be tolerated.

Any incident arising that contravenes this policy should be reported to the principal who shall respond through immediate intervention, exercising discretion and judgement. While insisting on tolerance, the intervention shall promote understanding and appreciation of differences.

Discretion does not extend to either refusal to investigate reports or ignoring any incidents.

All students and staff are bound by this policy and shall act in a manner that displays respect for the worth and dignity of all persons.

SEARCH OF SCHOOL LOCKERS

POLICY 609.1
Effective Date, September 22, 2008

Each secondary school will include in its school policy a section outlining acceptable use of school lockers. Such a section should also advise that school officials may search lockers at any time and without prior notice in order to ensure compliance with the conditions of use and other school policies and rules.

STUDENT ATTENDANCE

POLICY 603.1
Effective Date, September 22, 2008

The Board of Education recognizes the importance of regular student attendance. Reasons for absences must be acceptable to the principal.

Schools shall develop policies, procedures and interventions that encourage regular school attendance.

REGULATIONS

1. Principals may accept student absences for participation in community activities that complement the school program.
2. Students are expected to be responsible for their actions including attendance and punctuality at school. When it appears to the school staff and administration that a student's attendance is irresponsible, due disciplinary process will be followed.

STUDENT DISCIPLINE

POLICY 600.2
Effective Date, September 22, 2008

This policy applies to any student who is on school property, who is in attendance at school, or at any school sponsored activity or whose conduct at any time or any place interferes with or obstructs the missions or operations of the District or the safety or welfare of students or employees.

When the Superintendent, Assistant Superintendent, principal or vice-principal judges student behaviour to be in conflict with the learning environment, or when progressive interventions have failed to correct inappropriate behaviour, that person may discipline a student.

1. Discipline can consist of:
 - a) suspending a student.
 - b) suspending a student from attendance at school in the District and arranging for a transfer of the student to another school in the District.
 - c) suspending a student pending the student entering into a behaviour contract, safety plan or other appropriate program; where the disciplinary hearing results from a subsequent offence under Policy 606.1, the student's educational setting and conditions for re-admittance to an educational program may be determined as part of a disciplinary hearing.
 - d) any student suspended for five days or more pursuant to Regulation 1(c) may at the discretion of the principal or vice-principal be given a Directed Suspension. Students receiving a Directed Suspension will be expected to adhere to the following:
 - i. Students must have punctual and consistent attendance at the Directed Suspension site.

- ii. Students must meet the behavioural expectations as set out by the Directed Suspension teacher.
- iii. Students must satisfactorily complete coursework assigned to them during the duration of the Directed Suspension.

REGULATIONS

1. Suspensions of over five (5) days require consultation with the Superintendent's office.
2. Suspension in excess of fifteen (15) school days requires review and approval of the Board of Education.
3. When a student under the age of sixteen (16) years of age is suspended the school will provide an educational program.
4. Parents and students should be made aware that discipline decisions made by the Superintendent, Assistant Superintendent, principal or vice-principal in this regard are subject to appeal to the Board as provided by the School Act and Policy 1200.1.
5. The Superintendent, Assistant Superintendent, principal and vice-principal will ensure due process is followed and that discipline is appropriate to the violation.

THREAT/RISK ASSESSMENT

POLICY 542.1

Effective Date, December 7, 2009

The Board of Education is committed to creating and maintaining an environment in schools where students, staff, parents/guardians, and others feel safe. The Board has established a protocol for responding to student threats/high risk behaviours.

REGULATIONS

1. Definitions

High Risk Behaviours – High Risk Behaviours include, but are not limited to, possession of weapons, bomb threats, and threats to kill or injure others. Threats may be written, verbal, posted on the Internet, or made by gesture. They may be direct, indirect, conditional, or veiled.

Immediate Risk Situations – Immediate Risk Situations are those situations involving high risk that require immediate police intervention, such as when a student is making a threat and is in possession of a weapon.

2. Reporting

- a) Any person in a school having knowledge of high risk student behaviour or having reasonable grounds to believe there is a potential for high risk behaviour shall immediately report the information to the principal or designate.
- b) The principal or designate will activate the Stage One Threat/Risk Assessment Protocol.
- c) No action shall be taken against a person who makes a report unless it is made maliciously or without reasonable grounds.
- d) In cases where a report is made maliciously, the person shall be dealt with according to Board Policy and the law, where applicable.

3. Fair Notice

- a) Prior to any threat/risk assessment protocol being implemented, all students, staff, and parents/guardians shall be provided with information about the protocol and procedures so that "fair notice" is given that threat behaviour will not be tolerated.

- b) The principal or designate shall take the lead to ensure that students, staff, and parents/guardians are aware of the threat/risk assessment protocol and that a consistent message is given regarding the use of the protocol.

4. Duty to Respond

- a) Schools shall respond to all high risk/threat related behaviours. All high risk behaviours shall be taken seriously and assessed accordingly.

5. Immediate Risk Procedures

- a) These are matters for immediate police intervention.
- b) The principal or designate shall contact the police immediately and take steps to ensure the safety of all those in the school by activating established procedures such as school evacuation or school security (lock down).
- c) The principal or designate shall notify the Superintendent or designate following initial police contact.

6. High Risk Behaviours

- a) Upon receiving a report of high risk behaviour, the principal or designate will activate the Stage One Threat/Risk Assessment Protocol.
- b) The principal or designate shall notify the parents/guardians of the student making the threat at the earliest opportunity as well as the parents/guardians of those students against whom the threat was made. Parents/guardians become an integral part of the initial risk assessment process.
- c) The Stage One Threat/Risk Assessment Protocol will guide the process from initial assessment, to planning interventions to decrease risk, to plans for re-entry to school if a suspension has occurred.
- d) When information suggests that a student who has made a threat poses a medium to high risk, the Assistant Superintendent of Student Support Services will be contacted to activate the Stage Two Violence Threat Risk Assessment (V-TRA) Team.

7. Duty to Victims and Others

- a) The principal or designate shall ensure that appropriate support is provided to those against whom threats have been made.
- b) The principal or designate shall notify all school staff, and parents/guardians, if necessary, within a reasonable time period, when the protocol has been activated as a result of high risk behaviour.

8. Students Requiring Special Consideration

- a) When dealing with students under twelve years of age, students with special needs, or other exceptional students, accountability/maturation issues and cognitive abilities shall be taken into consideration.
- b) Since these students can still pose a risk, the Stage One Threat/Risk Assessment will still be activated.
- c) The principal or designate and the Assistant Superintendent for Student Support Services shall determine police involvement.

9. Threat Assessment Incident Report

- a) If the level of risk is low to medium, school interventions are enacted and the Stage One Report Form is sent to the Assistant Superintendent of Student Support Services. Pages 9 – 12 of the Report are placed in the student's file.
- b) If the level of risk is medium to high, contact the Assistant Superintendent of Student Support Services to activate the Stage Two V-TRA Team.
- c) The V-TRA Team completes the risk evaluation (low, medium, high) and develops a long term intervention/treatment and/or a risk management plan.
- d) The final Stage Two Violence Threat/Risk Assessment Report is written by the Assistant Superintendent of Student Support Services and copies are given to the parents/guardians and placed in the student's file.

VIOLENCE FREE ENVIRONMENT

POLICY 903.2

Effective Date, September 22, 2008

The Board of Education recognizes that students, employees and volunteers/sponsors have the right to a safe and secure environment.

Violence means the attempted or actual use of any physical force or use of any object as a weapon with the intention of causing injury and/or death, or to threaten or intimidate any person. No student shall possess any weapon for any purpose.

REGULATIONS

1. The supervisor, principal or vice-principal shall investigate alleged acts of violence in accordance with the rules of due process.
2. All incidents of violence shall be registered in a District central file.
3. Students involved in serious incidents of violence may be subject to a risk assessment prior to school/program re-entry and placement.
4. The RCMP shall be notified of a serious incidence of violence, where appropriate.
5. Students involved in fighting or assaults at school or in school related activities are subject to discipline, which may include suspension from school or transfer from school.



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