



# Forest Grove Elementary School

Box 99 – 4497 Eagle Creek Road

Forest Grove, B.C. V0K 1M0

Phone: (250) 397-2962

Fax: (253) 397-2390

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*"It takes a village to raise a child"*

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## Parent, Student and Staff Handbook 2020 - 2021

### Principal's Message:

Welcome to Forest Grove Elementary School. The information provided in this handbook reflects the collective input of parents and school staff. The handbook is a reference regarding school policies and procedures. Should you have any questions or concerns, please feel free to contact the school anytime.

At Forest Grove Elementary School, we believe that the school, the family and the community are partners in the education program. You are encouraged to take an active interest and participate fully in the life of our school. As a team, we can work together to make this year a successful one. Our goal is to provide a safe environment filled with rich learning opportunities for all.

Mark Doolan (Principal)

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### Forest Grove School Pledge

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At Forest Grove School .....  
I pledge to be a kid for **CHARACTER**  
I will be worthy of **TRUST**  
I will be **RESPECTFUL** and **RESPONSIBLE**  
Doing what I must  
I will act with **FAIRNESS**  
I will show that **I CARE**  
I will be a **GOOD CITIZEN** and always do my share

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## Forest Grove Elementary School Calendar 2020-2021

DATE	DESCRIPTION
September 7, 2020	Labour Day Holiday – Students Do Not Attend
September 8, 2020	Planning Day (Students Do Not Attend)
September 9, 2020	Planning Day (Students Do Not Attend)
September 10, 2020	First Day of School for students (full day)
September 25, 2020	Professional Development Day – Students Do Not Attend
October 12, 2020	Thanksgiving Day Holiday – (School Closed)
October 23, 2020	Professional Development Day – Students Do Not Attend
October 28, 2020	<i>Day Shortened By 1 Hour Per Day (Parent-Teacher Day)</i>
November 11, 2020	Remembrance Day Holiday – (School Closed)
<b>December 21 – January 1, 2021</b>	<b>Christmas Break – (School Closed)</b>
January 4, 2021	First Day Back After Winter Break
January 13, 2021	<i>Day Shortened By 1 Hour Per Day (Parent-Teacher Day)</i>
February 12, 2021	Professional Development Day – Students Do Not Attend
February 15, 2021	Family Day – (School Closed)
March 3, 2021	<i>Day Shortened By 1 Hour Per Day (Parent-Teacher Day)</i>
<b>March 15 – 26, 2021</b>	<b>Spring Break (School Closed)</b>
March 29, 2021	First Day Back After Spring Break
April 2, 2021	Good Friday Holiday – (School Closed)
April 5, 2021	Easter Monday Holiday – (School Closed)
April 23, 2021	Professional Development Day – Students Do Not Attend
May 12, 2021	<i>Day Shortened By 1 Hour Per Day (Parent-Teacher Day)</i>
May 14, 2021	Professional Development Day – Students Do Not Attend
May 24, 2021	Victoria Day Holiday – (School Closed)
June 24, 2021	Last Day Students Attend School
June 25, 2021	Administration Day – (School Closed)

## Forest Grove Elementary Staff:

Principal, Teacher.....	Mr. Mark Doolan
Teachers .....	Ms. Peggy Reed (K-1)
.....	Ms. Jenny Dahl (1-2-3)
.....	Ms. Irena Sindelar-Babicky (3-4-5)
.....	Mrs. Tanya Ilnicki (Wed & Thurs)
.....	Mr. Sebastian Kass (6-7)
Secretary .....	Mrs. Natalie Brown
Educational Assistants .....	Ms. Marion Boulter
.....	Mrs. Michelle Haretzmuller
First Nations Support .....	Ms. Angel Smith
School Counsellor.....	Mrs. Andrea Thain
Library Aide .....	Mrs. Vera Rotluff
Noon Hour Supervisors.....	Ms. Kristen Deneef
.....	Mr. Neil Pinkett
.....	Mrs. Melanie McMaster
.....	Mrs. Michelle Haretzmuller
Strong Start .....	Mrs. Sheila Nelson
Custodian .....	Mrs. Shirley Newman
P.A.C. President.....	Mrs. Kristy Abrams

## School Hours:

<b>Kindergarten – Grade 7:</b>	Monday – Friday	8:15 A.M. to 2:15 P.M.
<b>School Secretary Hours:</b>	Tuesday and Thursday	9:15 A.M. to 1:15 P.M.
	Wednesday	9:15-2:45
<b>Strong Start:</b>	Tuesday and Thursday	8:30 A.M. to 11:30 A.M.

### **\* Note - Leaving messages on our answering machine\***

*We do our best to check messages left on the answering machine throughout the day.*

*Please note, however, that we do not have a school secretary on Mondays or Fridays.*

*If you are calling late in the school day with an important message (such as a change in departure for one of our students) please be sure to speak directly to a person or ask for a call-back to ensure that your message was received.*

# SD 27 Mission, Vision & Values

## Mission:

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

## School District Vision:

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

## Core Operating 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 & Caring**  
**Acceptance**

These statements will now act as a guide for the School District's decisions around its learning priorities, its practices, its policies, its processes and its budget allocations. The Mission, Vision and Values focus on providing a wholistic and supportive learning experience to children.

# **Forest Grove Elementary Policies & Guidelines for Parents/Guardians**

## **School Mission, Vision, Value Statement:**

Our mission at Forest Grove Elementary is to support the development of the whole person to promote life-long learners who make positive choices for themselves.

**Our Belief:** "Kids do well if they can."

## **Forest Grove Community Parent Advisory Council:**

The Community Parent Advisory Council (CPAC) represents parents, guardians and the community at Forest Grove Elementary School. We work closely with administration and staff to support, encourage, and provide assistance to enhance the quality of education and the well being of all students at Forest Grove. You are encouraged to participate in the CPAC in any capacity that you are able.

CPAC monthly meetings will be held in the school at 5:00 p.m. the first **Monday** of each month. If this is a holiday the meeting will occur the following Monday. The primary purpose of the meetings is to share information with all parents: staff members share the current events in our school; and CPAC members present updates on the plans and activities. Reminders, dates and times for meetings are given in the school's monthly newsletter.

Active involvement of parents, guardians, and community members is very important to the school's success. We encourage you to attend regular monthly meetings to share ideas, talents or simply as an opportunity to meet other parents and know what is happening within our school. If you have any questions, please contact our current CPAC president, **Mrs. Kristy Abrams**.

Email: [kristy.coleabrams@gmail.com](mailto:kristy.coleabrams@gmail.com) Phone: 250-397-2294.

## **Student Attendance:**

Regular attendance and being on time are two key factors in ensuring success in school. Many important facts, upcoming events and the shape of the day are discussed first thing in the morning. It is extremely important that students do not miss these vital pieces of information. If your child is ill or absent for important reasons, please phone the school to let us know of the reason and duration of absence. If the secretary is not available, please leave a message on our answering machine before 8:15 AM. If homework will be required after a period of absence or in preparation for an extended period, please give teachers ample time to prepare necessary homework.

## **"Safe Arrival Program"**

**Please contact the school (397-2962) if your son/daughter will be absent**

To ensure the safety of our students, we have put in place a "Safe Arrival Program". If your child is not at school and we have not been notified in advance, a volunteer parent or a staff member will call you or the emergency contact to ensure that you are aware of your child's absence.

## **Special Medical Concerns:**

It is important to let us know if your child has any special health problems. If a student requires prescribed medication during school hours, the procedure outlined below must be followed:

- 1. A Medical Alert Planning Form and a Request for Administration of Medication Form** must be completed and returned to the office. This must be done on an annual basis. The **Request for Administration of Medication** needs to be signed by the child's physician.
- 2.** Student medication must be kept at the office and clearly designated for whom it is intended.
- 3.** In the event that your child is unable to participate in P.E. class **a note from the parents must be provided to the teacher.**

## **Report Cards:**

Report cards will be issued at the end of each term. Parents are requested to review the report with their child, **sign and return the envelope** with any accompanying comments or requests for interviews, to the school.

## **Volunteers**

An important aspect of the school philosophy is the teamwork between staff and volunteers in our school. Prior to working with students, all volunteers must undergo a Criminal Record Check. **Visitors to our school must check in at the office or with the principal before starting with students. Due to COVID-19 guidelines, all visitors must also wear a face mask when inside the school.**

Volunteer Drivers also need to complete paperwork, have a vehicle safety inspection done by school staff and provide a copy of their insurance and driver's license.

## **Accidents, Injuries and Illness:**

Emergencies and accidents do occur in spite of careful supervision of activities. School personnel handle routine cuts and scrapes. However, there is no nurse at the school and schools are generally not equipped to look after ill or injured pupils beyond band-aids or cold compresses.

If a student has been injured, he/she or another student should report the accident immediately to a teacher or supervisor.

Minor injuries will be looked after at the school. When injuries are more serious, 911 will be called and parents/guardians will be notified immediately, and the appropriate emergency services will be deployed.

Good health is necessary for effective learning. Students who become ill during the day are to go directly to their teacher. Our policy is to get students who are sick home as soon as possible. Our practice will be to call parents and ask that the students be picked up. **For this reason, it is important that parents keep work and emergency phone numbers current.**

To reduce the health risk to other students, it is helpful if parents inform the school should a child be absent or unwell due to a communicable or transferable illness.

## **Bullying:**

Bullying is wrong and should be reported immediately when seen or felt by anyone in our building. Bullying will not be tolerated at Forest Grove Elementary.

## **Dress Code:**

### **Student Cleanliness and Dress:**

Forest Grove School expects all students to adhere to standards of cleanliness and dress that allows for a clean and tasteful school environment.

### **Student Dress Code will consist of:**

- Students are expected to wear clothing that fits, no tank tops, halter tops, or tops that expose the naval area – and no inappropriate logos or designs, i.e. beer logos etc.
- Outdoor footwear must be appropriate and safe for the playground. Flip-flops and high-heeled sandals are inappropriate as they may result in injury on the playground or gym.
- Indoor footwear must be appropriate to wear in the classroom and gymnasium. We ask parents to please provide running shoes for indoor use with a non-marking grip sole for indoor use.

## **Homework Policy:**

Homework is an important part of the academic program and has several purposes:

- To complete work not completed in class.
- To check, review, and practice students' understanding of material taught in class.
- To prepare for future lessons.
- To complete a long-term project.
- To reinforce skills taught in class and to provide extra practice.

### **Implementation: Grades K – 3**

- Students will record books in their home reading log.
- Practice spelling words.

### **Grades 4 – 7**

Students will write their homework assignments in their student planners every day. Parents are asked to check these books on a daily basis and sign upon completion of the work. Students who regularly complete homework develop sound work habits and tend to be successful.

The homework will consist mainly of home reading, unfinished class work, spelling and occasionally projects. We ask that parents encourage their children to complete their homework within the following guidelines:

Gr. K & 1..... 10 to 15 minutes

Gr. 2 & 3..... 15 to 20 minutes

Grade 4 - 7.....30 minutes or more

If a student has a valid reason (illness or major family event) for not completing homework, parents should write a note of explanation and the student will be excused. If there is no note of explanation the following steps will be followed:

- 1) The student will be asked to stay in to complete the unfinished work.
- 2) Parents will be notified if homework is consistently unfinished.

## **General Rules:**

The basis of conduct at Forest Grove School is **RESPECT**. Emphasis will be placed on civility and respect for oneself, fellow students, others, and the environment. School Rules have strong emphasis on safety, honesty, trustworthiness, fairness, integrity, responsibility, and citizenship.

- The school has a “hands off” policy. Children must keep hands, feet and objects to themselves.
- Gum chewing and eating foods that produce litter (i.e. sunflower seeds) in the school are prohibited.
- Toys or personal possessions are best left at home unless requested by the teacher.
- Spitting on the school or on the playground is prohibited.
- Speak politely and use proper language.
- Show courtesy to all school visitors.
- Complete silence during a fire drill or earthquake drill is expected – listen for instructions.
- Check with teacher/supervisor on duty if you experience difficulty.
- Use extreme caution when walking to and from school, from parents’ cars and bus stop.
- Unless students regularly go home for lunch, all students must remain on the school grounds during the hours of school operation.
- Use school phone for urgent issues only.
- When riding bicycles; helmets are mandatory by law. It is expected that all students will wear a helmet when riding bicycles to and from the school.

**School:**

- Students should walk once inside the school building (no running).
- Keep class, boot room, and desk tidy.
- Wear proper footwear: inside shoes are required.
- Use appropriate care and respect for school property.
- Students are to eat only in designated areas.
- Students **must** wear runners with a **non-marking sole** for P.E. classes in the gym.

**Grounds:**

- Students are asked to play in the designated areas.
- Keep the school and playgrounds clean.
- All garbage must be thrown into a waste basket.
- Rough games are not permitted. **PLAY FIGHTING IS PROHIBITED.**
- Students are not allowed near cars.
- Respect other students’ games without interfering.
- Students must not throw stones, snowballs or other objects on the school property or within view of the school.
- Out of bound areas will be defined by the school personnel.

**Play Equipment:**

- The student taking out playground equipment is responsible to bring it back into the school.
- Balls should not be thrown against the windows or on the roof.
- Use equipment for its intended purpose (e.g. sit on swings).
- Students are not allowed to remove equipment from the gym and/or equipment room without permission.

**Snow:**

- Throwing of snowballs on school property is prohibited.

- Standing on crazy carpets or sleds while sliding is unsafe. Children may use our sliding hill if they slide safely.

### **Lunch Time Expectations:**

It is recommended that all students bring a nutritious lunch. Please be aware of alerts concerning food allergies. When eating lunch inside the school, students are expected to:

- Sit at the designated eating space.
- Speak with “inside” voices.
- **Sharing or trading of food is not permitted (COVID regulation).**
- Playing with food is prohibited.
- Foods, not eaten, should be taken home.
- Children must clean up their eating area.

### **Inside Days – Bad Weather:**

Students will be allowed to remain indoors during lunch and/or recess as determined by the teacher or the principal. The guideline will be:

- If the temperature is below  $-15^{\circ}\text{C}$  (approximately) the staff will determine if the play time outside is dangerous to the students.
- If the wind chill factor causes the temperature to be a concern.
- If there is enough precipitation that the students will become soaked and therefore present a health hazard.

Students are reminded that it is their responsibility to remain dry and away from puddles if it is not currently raining / snowing, or if they are not dressed appropriately for this activity.

**Parents need to ensure that their child(ren) are sent to school with sufficient clothing to keep them warm and dry (i.e. hats, toques, mitts, warm jacket, snow boots, etc.).**

### **On inside days:**

Students will be expected to:

- Follow normal lunch eating expectations.
- Remain in their classroom, unless supervised in another area of the school.
- Play or work quietly, remembering our rules of respect for others.

## Field Trips:

A field trip is carefully planned by the classroom teacher to support the school curriculum through an alternative to the classroom experience. Students are expected to abide by the same behaviour guidelines as they would in their classroom. Further, students represent the school when they are in the larger community and are therefore expected to conduct themselves appropriately and in a manner which brings pride to the school. **Students unable to follow behaviour guidelines at school or on field trips may lose the privilege of participating in future fieldtrips.** Parents will be informed if this situation occurs. This also applies to sports events held at other schools if any arise. Kindergarten students may be required to be accompanied by a parent/guardian on field trips.

## Safety: A. Fire Drills

We are required to have Fire Drills throughout the course of the school year to ensure preparedness in the event of a fire or similar emergency.

When the alarm sounds, the teacher will turn off class lights and ensure that the interior door of the classroom is closed when the student are evacuated.

The teacher will lead, via the classrooms' normal exit door, keeping well away from the building, gates and entrances, and gather in the main playing field near the front of the school (see map next page).

Classes line up at the designated safe area on the field, by division, where teachers check their attendance.

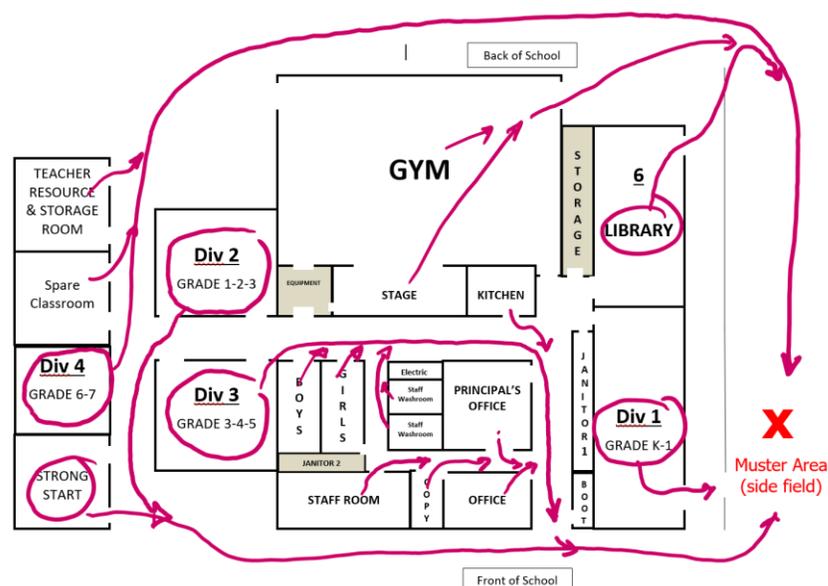
Once enrolment of each division is verified by the classroom teacher, the Principal or teacher-in-charge will check confirm attendance of students, staff and school visitors.

Classes in locations other than their classrooms are to be led outside, by their teacher, via the most direct and safe route.

Students working with adults elsewhere in the building apart from their class will be led outside by those in charge and reunited with their class.

Without direction of the Principal, or Teacher-in-Charge, no one is permitted to re-enter the building.

## Forest Grove Elementary Fire Exit Routes



## **Safety: B. Lock Down**

Definition: A lockdown is defined as the restriction of movement during the time of a potentially serious violent incident.

During a lockdown, staff will exercise critical judgement to maximize safety for students and themselves.

Staff will direct students as follows:

### **If students and staff are INSIDE the school:**

- Go to the nearest shelter room, close and lock the door and barricade if possible. (teacher classrooms should already be locked to make this process easier in case of emergency)
- Try to make the room appear uninhabited, lights out, quiet etc.
- Lay on the floor away from doors and windows.
- Remain on the floor until further directions are given.

### **If students and staff are OUTSIDE the school:**

- All students and staff outside on the school grounds are to move away from the school and travel to the designated student evacuation staging area which is the community hall next to the school. Wait until further directions are given.
- Administration should direct staff and students to move to the school evacuation site automatically when a lock down is announced unless otherwise directed.

The School Principal or Designate will:

1. Use plain language to announce on the P.A. "the building is in lock-down."
2. Call 911 or your local Emergency Services.
3. Stay on the line and provide information requested by the operator having considered your own personal safety.
4. Notify the Superintendent of Schools.

The Superintendent of School Services or Designate will:

- notify Communication Services, Director's Office and other Board officials as appropriate.
- assist police with school/student information as requested.



School  
District #27



September  
2020

# Student Threat Assessment Protocol: Fair Notice

## What behaviours initiate a student threat assessment?

A student threat assessment will be initiated when behaviours include, but are not limited to, serious violence or violence with intent to harm or kill, verbal/written threats to harm/kill others, internet website threats to harm/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.

## What is a threat?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the internet or made by gesture. Threats must be taken seriously, investigated and responded to.

## What is a Threat Assessment Team?

Each school has a Threat Assessment Team which is multi-disciplinary. The team may include principal, vice principal, school counsellor, learning support teacher and police.

### What is the purpose of a student threat assessment?

The purposes of a student threat assessment are:

- To ensure the safety of students, staff, parents and others.
- To ensure a full understanding of the context of the threat.
- To understand factors contributing to the threat makers' behavior.
- 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 threat assessment?

All threat making behavior by a student shall be reported to the principal who will activate the protocol for the initial response. Once the team has been activated, interviews may 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 and shared with parents, staff and students as required.

### Can I refuse to participate in a threat assessment process?

It is important for all parties to engage in the process. However, if for some reason there is a reluctance to participate in the process by the threat maker or parent/guardian, the threat assessment process will continue in order to promote a safe and caring learning environment for all.

## **Forest Grove Elementary School Code of Conduct 2020-21**

### **A. Purpose**

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 and fair.

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:**

The Forest Grove Elementary Student Code of Conduct will be reviewed annually by staff and parents (through CPAC) in September of each school year. The Student Code of Conduct will be continually monitored to ensure it is reflecting current and emerging situations throughout the school year. This Code will be discussed throughout the school year at staff meetings to determine whether changes to the Code need to be considered.

### **C. Communicating Expectations**

The Code of Conduct is to be communicated to staff and students via the student handbook which will be supplied at the start of each school year by:

- Posting the Code on the wall by the front office.
- Sending home in the School Student/Parent Handbook.
- Presenting at the school each September.
- Reviewing during monthly school wide assemblies as needed.

### **D. Active Teaching and Promotion of Expectations**

We have an effective behaviour support program which promotes and rewards positive actions, attitudes and school culture. Behavioural expectations are explicitly taught and promoted in class and during monthly assemblies. Teachers incorporate lessons into their classrooms. Behaviours are modeled and students actively participate in role plays or demonstrations of positive behaviour expectations.

### **E. Expectations of Acceptable Conduct**

1. Acceptable behaviour needed to create an atmosphere of trust and security in which students may grow in confidence as a result of their actions and achievements include:

- Respect for self, others, property and environment.
- Accountability for behaviour.
- Mastery of learning.
- Safety for others and self.

2. The above behaviours are expected of students while they are at school, while travelling to and from school and while attending any school function at any location.

### ***E. Expectations of Acceptable Conduct continued:***

**3.** School District #27 considers the possession or any 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. A weapon is defined as:

*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.*

**4.** The Code of Conduct shall address all the prohibited grounds of discrimination set out in the B.C. 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.*

**5.** The Board of Education of School District #27 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.** Students, parents, coaches and involved members of the greater community while acting as ambassadors of the school will conduct themselves in a manner that reflects an understanding of acceptable behaviour, respect and decorum.

## **School Code of Conduct Requirements With Respect to the Human Rights Code**

### **The Code of Conduct and the BC Human Rights Code**

- 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.
- With respect to the Human Rights Code, this School Code of Conduct in no way intends to discriminate against a person or class of persons because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation of that person or class of persons.

## Behaviour

While everyone in our school community behaves in a positive and responsible way most of the time, **Code of Conduct** violations will sometimes happen. When serious violations occur parents/guardians will be contacted.

The personal & physical safety of students is always a priority. We aim to make our school environment as safe as possible (physically and emotionally) for students, their parents & staff. We expect students to behave in a socially responsible manner **at all times**. A variety of strategies will be used to deal with problems that occur.

Where a student is physically, mentally, or emotionally handicapped, these consequences will be adjusted to reflect any impairments. The consequences for misbehaviour will progress as students become more mature, reach higher grade levels and are more cognizant of their deeds.

### LEVEL 1 BEHAVIOURS:

These actions disturb the positive and orderly school environment and include:

<ul style="list-style-type: none"> <li>• Teasing</li> <li>• Talking loudly in class/out of turn</li> <li>• Lack of respect for others, environment, property</li> <li>• Failure to follow school rules</li> <li>• Uncooperative behaviour</li> <li>• Play fighting</li> <li>• Unsafe conduct</li> <li>• Out of assigned area</li> </ul>	<ul style="list-style-type: none"> <li>• Lateness</li> <li>• Homework incomplete</li> <li>• Inappropriate physical contact</li> <li>• Inappropriate attire</li> <li>• Inappropriate assembly/audience behaviour</li> <li>• Throwing snow</li> <li>• Disrespecting other students (put downs)</li> </ul>
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### LEVEL 2 BEHAVIOURS:

<ul style="list-style-type: none"> <li>• Repetitive "Level 1" behaviours</li> <li>• Cheating</li> <li>• Lying</li> <li>• Bullying (Intimidation, racial slurs)</li> <li>• Physical aggression</li> <li>• Inappropriate internet sites</li> <li>• Non-compliance with teacher requests</li> </ul>	<ul style="list-style-type: none"> <li>• Inappropriate representation of school (field trips/athletics)</li> <li>• Misuse of washroom or playground items</li> <li>• Swearing or offensive comments</li> <li>• Disrespecting teachers' personal space &amp; belongings</li> </ul>
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### LEVEL 3 BEHAVIOURS:

Repeated Level 2 behaviours will be dealt with as Level 3 behaviour. These behaviours are highly disruptive. These incidents include:

<ul style="list-style-type: none"> <li>• Chronic behaviours</li> <li>• Drug &amp; alcohol</li> <li>• Destruction of property/vandalism</li> <li>• Serious threat</li> <li>• Violence, fighting, threats</li> <li>• Leaving school grounds without permission</li> <li>• Serious harassment</li> <li>• Weapons</li> </ul>	<ul style="list-style-type: none"> <li>• Skipping classes/school</li> <li>• Blatant defiance</li> <li>• Disrespect of a staff member</li> <li>• Swearing at staff members</li> <li>• Fire alarm</li> <li>• Matches/fires</li> <li>• Seriously inappropriate internet sites</li> <li>• Stealing</li> </ul>
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## Consequences for Unacceptable Conduct

Discipline is an opportunity for a student to learn from the experience by apologizing, discussing an appropriate consequence and making a plan to make it better for him/ herself and others. Consequences will be restorative in nature rather than punitive when possible so the student understands the impact of their behaviour. The supervising teacher/staff and/or principal will decide how to deal with students who choose to violate our school's Code of Conduct.

School officials have a responsibility to advise other parties of serious breaches of the code of conduct (e.g. parents, school district officials, police and/or other agencies).

### LEVEL 1 CONSEQUENCES:

Students who engage in Level 1 behaviours will be asked to identify the inappropriate behaviour and describe the appropriate replacement behaviour. Students may receive a mild consequence designed to discourage the inappropriate behaviour from occurring in the future. Consequences for Level 1 behaviours may include but are not limited to:	
<ul style="list-style-type: none"> <li>• Verbal correction</li> <li>• Loss of privileges</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Time out</li> <li>• Clean up duty</li> <li>• Verbal apology</li> </ul>

### LEVEL 2 CONSEQUENCES:

Students who engage in Level 2 behaviours will be asked to identify the inappropriate behaviour and describe the appropriate replacement behaviour. Step 1 – Remind student of behaviour expectations Step 2 – Restitution by the student Step 3 – Home contact by the teacher. Discuss a student plan of action with the student. The incident will be documented. Additional consequences for Level 2 behaviours may include but are not limited to:	
<ul style="list-style-type: none"> <li>• Verbal correction</li> <li>• Loss of privileges</li> <li>• Detention for a longer duration than a Level 1 consequence</li> <li>• Behaviour contract</li> <li>• Time out</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up duty</li> <li>• Written and verbal apology</li> <li>• Extended school day</li> <li>• Consultation of Principal with the parents to inform them of the behaviour</li> </ul>

### LEVEL 3 CONSEQUENCES:

Students who engage in Level 3 behaviours will be referred to the principal for immediate corrective action. After consulting with the parents and appropriate school and/or community/school district personnel, the principal will issue appropriate consequences and facilitate corrective action designed to help the student improve his/her behaviour. Consequences for Level 3 behaviours may include but are not limited to:	
<ul style="list-style-type: none"> <li>• In school suspension</li> <li>• 1-10 day or Indefinite Suspension (away from the school, at the discretion of the principal)</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Behaviour contract</li> <li>• Input from school district personnel</li> <li>• Legal intervention (e.g. RCMP)</li> <li>• Parental escort at school</li> </ul>

## **Communication Policy**

If you have a concern or question regarding your child, please contact your child's teacher. Writing in your child's **Student Planner**, sending a note, phoning or leaving a message, can do this. Appointments made in advance are the most efficient way to raise concerns or questions with your child's teacher. Please don't drop in at the beginning of the day in hopes of raising a concern, as the teacher will not have time to address your concerns adequately.

### **\* Parent/Guardian Procedures for addressing questions or concerns \***

**Step 1. Contact the teacher first.** Then, if you feel that your child's teacher has not been able to address your concern to a level that you are comfortable with, you should:

**Step 2. Contact the Principal:** Mr. Mark Doolan at **250-397-2962**.

**Step 3.** If you are still not satisfied, you should:

- a) Contact the Superintendent of Schools for SD#27 (Mr. Chris Vandermark) at **250-398-3809**
- b) If still dissatisfied, Mr. Chris Vandermark will direct you to whom you should contact to continue with further complaints.

### **Additional Communications Avenues:**

Newsletters and student planners provide families with school information throughout the year. Please take the time to read them, discuss them with your children, and keep them handy for future referral. In addition, our school web site (**forestgroveelementary.ca**) is used in an effort to enhance communication between the school, parents and our community.

# 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**