

Benito School

Student Handbook



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Introducing

Staff

Teachers

Our staffing timetable for the 2022/2023 school term:

Ms. Brenna Smith - Kindergarten/Grade 1/2

Miss Pam Bowles - Grade 2/3 /4; Literacy Intervention

Mrs. Shannon Fullerton - Grade 5/6; Gr. 5-8 Math and French, Gr. 5/6 ELA and Social Studies, Gr. 7/8 Art

Miss Peyton Bardwell - Grades 7/8; K-8 Phys. Ed., Gr. 7/8 ELA and Social Studies

Mr. Brad Slepicka - Kindergarten - Grade 4/5 Music, Grade 5/6 & 7/8 Band, Grade 4 - 8 Science, Grade 4/5 Art, Health

Mrs. Jocelyn Beehler - Principal and Resource

Educational Assistants

Mrs. Lorrie Eagle

Mrs. Carrie Blosa

Ms. Keitha Kerr

Mrs. Angela Kostiuk

Library

Mrs. Angela Kostiuk

Administration

Ms. Tracy Yaschyshyn

Mrs. Jocelyn Beehler, Principal

Custodian

Mr. Darrell Coutts

Bus Drivers

Mr. Dennis Gosselin

Ms. Liza Barteski

2. School Hours

Home Room	-	8:55 - 9:00
Period 1	-	9:00 - 9:40
Period 2	-	9:40 - 10:15
<i>Recess</i>	-	10:15 - 10:30
Period 3	-	10:30 - 11:10
<i>Period 4</i>	-	11:10 - 11:45
<i>Noon Hour</i>	-	11:45 - 12:50
Period 5	-	12:50 - 1:30
Period 6	-	1:30 - 2:05
<i>Recess</i>	-	2:05 - 2:20
Period 7	-	2:20 - 3:00
Period 8	-	3:00 - 3:35
Home Room	-	3:35 - 3:40
<i>Dismissal</i>	-	3:40

3. School Cycle

Benito School operates on a 6 day cycle, with four 40 minute & four 35 minute periods per day. Kindergarten classes are held all day, every day.

4. Announcements

Announcements are emailed to teachers at the beginning of the day. During the day, we would like to avoid announcements so that we do not disturb classes.

5. Newsletter

Newsletters are sent home monthly usually on the last day of each month. If you would like to post something in the newsletter, please contact the school secretary at least one week before the newsletter is to be sent home. You can contact the secretary by phone at 204-539-2466. To view in full colour, the newsletter is available on the School webpage at <http://www.svsd.ca/schools/benito>.

6. Fire Drills

Fire drills will be held on a regular basis, approximately 10 per school year

7. Lockdown Procedure:

Will take place twice per year.

8. Communication with Families

INFORMATION from MB Government, SVSD, and Benito School

Communication via

- SVSD Website and Facebook page; updated regularly
- Benito School Website and Facebook page; updated regularly
- Powerschool phone messaging system
- Communication through Powerschool email system
- Send email notifications to families when new things added/updated to the website
- School Newsletter

ALL EDUCATIONAL PROGRAMMING SUPPORTS: from Benito School Staff and Clinicians

Provide on-going communication to support programming in all areas of need

- Educational package pick-up
- Educational support with lessons and activities
- Technology support
- Counselling supports
- Nutrition supports

Attend to inquiries made by parents, guardians and students.

Utilize Benito School Facebook Page regularly

Communicate with families

- Phone
- Email
- Online learning platforms (See Saw, Google Classroom)
- By mail: Canada Post for those without phones and technology devices

****Benito School Staff will not be communicating with Parents, Guardians or Students via social media platforms such as Facebook Messenger, Snapchat, Instagram, WhatsApp, or Other (unless an Emergency and we cannot reach you by phone)***

9. Benito School Parent Council

Benito School is fortunate to have a very active Parent Council. If you wish to become a member or require more information contact council president, Carolyn Taylor. Meetings are held at pre-determined dates.

The students are at the heart of the Benito School Parent Council, and thus their main aim has been to focus their fund-raising profits on classroom supplies, games, toys, and any project that will assist in the betterment of the student body.

Benito School Parent Council also has a **Facebook** page. Important information and announcements are often posted on this page, so all parents are invited and encouraged to join the group.

10. Student Conduct

Benito School prides itself in positive student behavior. The staff works hard to instill in our students self-discipline and responsibility for their actions. Recently, Benito School has implemented the Restitution Self-Discipline program. Through this process we will help our students identify the person they want to be; as well to identify and recognize their basic needs. Through these activities students will learn respect for themselves and others. Students are children; children don't always make good decisions, thus it is our job to keep them safe and help them learn from their mistakes. Through restitution processes we will weave between creating conditions for students to be responsible for their behavior and maintaining teacher control of the class by following Bottom Lines. It is important to have a predictable and safe environment as well as rules and procedures to do this.

An outline of Grade K-4 Bottom Lines and Grade 5-8 Bottom Lines are included. Specific classroom Bottom Lines have also been set within individual classrooms.

Consequences for Bottom Lines are clearly defined within each rule. Consequences range from Re-thinking, Lunch Detention, After-School Detention and Friday School. Student discipline issues will be reported on a Bottom Line Notice card in your child(ren)'s agenda.

Definitions:

Re-thinking– 15 minute time-out where students are removed from their classroom to think things through, and think about how their actions have affected themselves and their classmates as well as to focus on finding a better way of dealing with issues.

Lunch Detention– after re-thinking twice students are given a lunch detention. Students are to eat their lunch and sit quietly in a supervised room. It is at the teacher's discretion as to whether they work on homework/assignments during this time.

After-school detention- two lunch detentions (within one week) equal an after-school detention. After-school detentions run from 3:45 to 4:45. Parents will be notified.

Friday School– two after-school detentions (within one week) equal a Friday school (at the teacher's discretion). Friday school runs from 3:45 to 7:00. Parents will be notified.

GRADE K-4 BOTTOM LINES

- 1. Violence & Harassment:** Violence and harassment of any type will not be tolerated.

Verbal (threats & name calling) - processing and/or additional consequences.

Physical (hitting, kicking, pushing, inappropriate physical contact, shoving, poking, pinching, tazing, throwing stones, make believe violent play, hair pulling, etc.) - lunch detention and/or additional consequences.

- 2. Bullying:** Behaviour that is intended to cause, or should be known to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation, or property. It is also behaviour that is intended to create, or should be known to create, a negative school environment for another person. Bullying takes place in a context of a real or perceived power imbalance between the people involved and is typically (but need not be) repeated behaviour. It may be direct (face to face) or indirect (through others); it may take place through any form of expression, including written, verbal, physical, or Cyberbullying which is bullying by means of any form of electronic communication, including social media, text messaging, instant messaging, websites, or e-mail.

1st Offence – Lunch Detention and/or restitution.

2nd Offence- after school detention and restitution

3rd Offence - The administration of Benito School is prepared to assist in the provision of counselling and other support services for students.

- 3. Academic Dishonesty / Cheating:** Students who cheat or plagiarize will be mandated, at the teacher's discretion, to redo the required work.
- 4. Unexcused Absences, Tardiness, and Skipping Class:** Unexcused absences will be made up in after-school detentions. Cumulative unexcused absences will result in Administrative/Divisional contact with the Attendance Coordinator. Students who are not in their seats 5 minutes after the bell rings will be assigned a lunch detention. Cumulative violations will result in an after-school detention and parent conferences.
- 5. Gum Chewing:** Gum must remain in your mouth at all times. Gum snapping or bubble blowing will result in a warning.

- 6. Food and Beverages:** Students may snack at recess breaks however all wrappings/ garbage must be placed in garbage cans and recycling bins- any violation of these requirements will result in a warning and restitution.
- 7. Electronic Devices, iPods, iPhones, etc:** We recommend that these items remain at home. For bus children that have been permitted by parents to use them while riding the bus to and from school, know that the device must remain in your backpack throughout the school day. If at anytime the item is misused, or brought out of the backpack, it will be confiscated and held in the office, and given back to the child at the end of the day.
- 8. Running in Hallways or Classrooms:** Any students who run in the hallway or classroom outside of the gymnasium will be given 30 second intervention and/or re-thinking.
- 9. Hats, Toques or Hoods:** No hats, toques or hoods will be worn in the school. Any students choosing to wear their hat, toque or hood will result in warnings.
- 10. Inappropriate Attire:** Students who wear clothing showing alcohol or illegal drug pictures or writing, obscenities or suggestive pictures, or clothes that are too revealing (bare midriff) or show underwear will be required to change.
- 11. Graffiti / Defacing or Destroying School or Personal Property:** Will result in lunch detention and restitution.
- 12. Lying, Stealing & Swearing:** Any student engaging in these will result in processing and/or additional consequences.
- 13. Agenda Use & Classroom Preparedness:** Students are expected to come to class with their required supplies (agenda, pencils, pens, erasers, etc.), and a silent reading book. Students who do not carry these supplies with them will be allowed two warnings; on the third warning they will be given lunch detention.
- 14. Library Etiquette:** Students are expected to show proper library behaviour (no talking above a whisper); students who do not follow this rule will be allowed two warnings; on the third warning they will be given lunch detention.
- 15. Homework:** Students are expected to complete their homework. Incomplete homework will result in lunch detention. It is the teacher's decision as to whether the incomplete homework can be done during detention.

GRADE 5-8 BOTTOM LINES

- 1. Violence & Harassment: Violence of any type (verbal and physical) will not be tolerated.**
 - Verbal (threats, harassment & name calling) - processing and/or additional consequences.
 - Physical (hitting, harassment, inappropriate physical contact, kicking, pushing, shoving, poking, pinching, tasing, throwing stones, hair pulling, horse play, rough-housing, etc.) - processing and/or additional consequences.
- 2. Bullying:** Behaviour that is intended to cause, or should be known to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation, or property. It is also behaviour that is intended to create, or should be known to create, a negative school environment for another person. Bullying takes place in a context of a real or perceived power imbalance between the people involved and is typically (but need not be) repeated behaviour. It may be direct (face to face) or indirect (through others); it may take place through any form of expression, including written, verbal, physical, or any form of electronic communication.
 - 1st Offence – Lunch Detention and/or restitution.
 - 2nd Offence- after school detention and restitution
 - 3rd Offence - The administration of Benito School is prepared to assist in the provision of counselling and other support services for students.
- 3. Cyberbullying:** Bullying by means of any form of electronic communication, including social media, text messaging, instant messaging, websites, or e-mail.
 - 1st Offence – Lunch Detention and/or restitution.
 - 2nd Offence- after school detention and restitution
 - 3rd Offence - The administration of Benito School is prepared to assist in the provision of counselling and other support services for students.
- 4. Academic Dishonesty / Cheating:** Students who cheat or plagiarize will be mandated, at the teacher's discretion, to redo the required work.
- 5. Unexcused Absences, Tardiness, and Skipping Class:** Unexcused absences will be made up in after-school detentions. Cumulative unexcused absences will result in Administrative/Divisional contact with the Attendance Coordinator. Students who are not in their seats 2 minutes after the bell rings will be assigned a lunch detention. Cumulative violations will result in an after-school detention and parent conferences.

6. **Gum Chewing:** Chewing gum must remain in the student's mouth at all times. Gum snapping or bubble blowing will result in a lunch detention.
7. **Food and Beverages:** Students may snack at recess breaks however all wrappings/garbage must be placed in garbage cans and recycling bins- any violation of these requirements will result in a lunch detention and/or restitution.
8. **Electronic Gaming Devices:** We recommend that these items remain at home. For bus children that have been permitted by parents to use them while riding the bus to and from school, know that the device must remain in your backpack throughout the school day. If at anytime the item is misused, or brought out of the backpack, it will be confiscated and held in the office, and given back to the child at the end of the day.
9. **Ipods and cell phones:** Devices may be used on the bus, and brought to school, but remain in the locker. They may be utilized in an appropriate, respectful manner with permission from the teacher. If utilized on the bus or the school premises inappropriately, or without permission, the device will be confiscated, held in the office, and given back to the student at the end of the day.
9. **School Sports:** Athletes who are behind in assignments or have received multiple repeat detentions will miss the next athletic event, sporting event, or fun activity at the discretion of the school team.
10. **Running in Hallways or Classrooms:** Any students who run in the hallway or classroom outside of the gymnasium will be given a lunch detention.
11. **Hats, Toques or Hoods:** No hats, toques or hoods will be worn in the school – lunch detention.
12. **Inappropriate Attire:** Students who wear clothing showing alcohol or illegal drug pictures or writing, obscenities or suggestive pictures, or clothes that are too revealing (bare midriff) or show underwear will be required to change and have a lunch detention. Second offence will require the student to change, have a lunch detention and result in a phone call home.
13. **Computer Usage:** Students who use the school computers in non-class time without staff permission (computer pass) will result in a lunch detention.
14. **Graffiti / Defacing or Destroying School or Personal Property:** Will result in after school detention and restitution.
15. **Lying and/or Stealing:** 1st Offence – Lunch Detention and restitution, 2nd Offence- after school detention and restitution, 3rd Offence - The administration of Benito School is prepared to assist in the provision of counselling and other support services for students.
16. **Agenda Use & Classroom Preparedness:** Students are expected to come to class with their required supplies (agenda, pencils, pens, erasers, etc.), and a silent reading book. Students who do not carry these supplies with them will be allowed two warnings; on the third warning they will be given lunch detention.
17. **Library Etiquette:** Students are expected to show proper library behaviour (no talking above a whisper); students who do not follow this rule will be allowed two warnings; on the third warning they will be given lunch detention.
18. **Homework:** Students are expected to complete their homework. Incomplete homework will result in lunch detention. It is the teacher's decision as to whether the incomplete homework can be done during detention.
 2nd Offence- after school detention and restitution
 3rd Offence - The administration of Benito School is prepared to assist in the provision of counselling and other support services for students.
19. **Smoking, vaping, illegal drug usage, alcohol usage and/or possession of drug or alcohol paraphernalia:** will not be tolerated on school property or during school events/activities. Consequences for students possessing these items or under the influence of them may be subject to an immediate suspension, RCMP involvement, Student Services Referral, and/or additional consequences.

11. Attendance Policy

All students between the ages of 6 and 16 are required by law to attend school regularly. In order to gain maximum benefit from the educational program, students are expected to attend all classes. If possible, all appointments should be made after school hours.

Student absences are categorized as **EXCUSED, EXPLAINED or TRUANT**.

Absences are considered **excused** if the student is involved in a school activity which may include but not limited to field trips, sporting events, special outings, suspensions, etc.

Absences are considered **explained** if they are for unavoidable causes and are supported by a signed written note or telephone call to the school office at 204-539-2466 from the student's parent or guardian. Explained absences may include illness or medical appointments. In the case of prolonged illness, the student's absences must be supported by a medical certificate. An illness is considered prolonged if it keeps a student from attending classes longer than three (3) consecutive days. If a prolonged illness is an isolated case supported by a medical certificate, it will be considered as one day of absence for the purpose of protocol of response.

Student absence that is neither excused nor explained is an act of **truancy**. If the office is not notified that a student will be absent or late before **9:30 am** that student will automatically be marked truant. When a student is marked truant, an automated phone call home is triggered.

If a student is **late** for classes, the student is required to report to the office as he/she arrives prior to going to class.

It is the student's responsibility to obtain and complete all work missed while absent and to make arrangements to write tests that may have been missed. These matters should be looked after when the student returns to school.

In special circumstances when the student will be absent for several days, the school should be notified and arrangements made to keep up with the school work.

STUDENTS LEAVING SCHOOL

If a student must be taken from school during school hours, the parent should:

- a) inform the student's teacher
- b) inform the office

12. Technology Use

It is the responsibility of all members of the Swan Valley School Division to ensure that access to computer technology provided by the school system is not abused. To that end, attached to the opening registration package is the Benito School Grades K-3 Internet Use Agreement. Please read through these rules with your child/ren to maintain their on-line safety.

For students in Grades 4-8, we have created an *Internet and Technology Use Agreement Form* for each student and their parent(s) to read, complete and return. Internet & Technology Agreement Forms are **due Wednesday, September 14** Student accounts will be frozen after this date until signed forms have been returned.

13. Storms

Throughout the year, there may be times when the buses will be cancelled or the school closed due to inclement weather or an emergency. School closing announcements will be made on the school division website at <http://www.svsd.ca> and broadcast over radio stations CKDM – Dauphin (730), CJGX – Yorkton (940), FOX FM, Yorkton, and our local radio station CJ104. All students who ride a bus must have a storm billet in Benito. If the buses should be cancelled during the school day, the storm billet is where your child would spend the night.

14. School Dress Code

Parents and students are encouraged to review and follow the listed standards:

- No see through clothing.
- Shorts and/or skirts must be at least mid-thigh length.
- Tops- no bellies or cleavage showing.
- Tank tops/sundresses- no halter tops, tube tops, or spaghetti straps.
- No undergarments showing - boys or girls.
- No hats, toques, or hoods will be worn in school.
- No clothing with alcohol, drug, violent, or sexual connotations.
- No clothing with derogatory language or pictures.

Our goal for clearly outlining these clothing standards is to help prevent problems from arising and to promote acceptable student behaviour.

15. Parental Forms

At the beginning of each school year or as your child enters Benito School, you will receive a registration form and a package of important forms to be completed and returned. Below is a list of these additional forms and information regarding their importance.

Child Release Authorization

Benito School places student safety as the utmost importance, therefore, we ask that you complete and return the Child Release Authorization form included in your child's opening package. This form applies to all students who attend Benito School, and parents who wish that their child be picked up by anyone other than their designated person(s), **MUST** have a note dated and signed by the parent requesting such a privilege.

Unified Referral and Intake System (URIS)

In accordance with the *Personal Health Information Act*, the purpose of this form is to identify a child's health care intervention and apply for URIS group support that includes the development of a health care plan and training of school staff by a registered nurse. Benito School asks that parents complete and return this form, which is included in the opening package, for each child attending Benito School whether or not there is a health care condition present.

Media Release Permission From

Benito School enjoys celebrating student and school accomplishments by occasionally publishing student photos on our school / division website, Facebook page, classroom blogs, the *Star and Times* newspaper, the school newsletter, and the school yearbook. Benito School also respects the privacy of individuals and we ask parental permission to publish any photos of your child. Therefore, we ask that parents complete and return the Web / Photo Permission Form included in the opening package.

Field Trip Consent Form

Within Swan Valley School Division policy it is mandatory to receive written consent from parents and/or guardians for students to participate in field trips. Benito School appreciates the important educational value field trips can provide and asks that you complete and return this form included in the opening package.

16. Parent Permission Forms

It is Swan Valley School Division Policy that in order for students to attend activities held away from school property that a permission form be completed for each event. Periodically throughout the year, your child will bring these forms home. It is parent responsibility to ensure that forms are completed in their entirety and return to school by the due date. We will no longer contact parents for verbal consent, the child will remain at the school and not attend the activity if forms are not completed. Parent permission forms are also posted on our school website at <http://www.svsd.ca/schools/benito> under the Parents tab if an additional copy is required.

17. Administering Medicine to Students

Prescription Drugs

The administration of prescription drugs at school is governed by policy JHCB of the Swan Valley School Division. The authorization form, including doctor's signature, must be completed.

Non-Prescription Drugs

The school may provide, as a service, non-prescription Tylenol and Advil under the following guidelines:

- a) There is parental authorization in writing or by telephone, and;
- b) The dispensing of these non-prescription drugs will occur only through designated office personnel.

18. Caution Fees

Students in Grade 5 through Grade 8 are required to pay a caution fee of \$30. This fee is fully refundable if a student transfers out, provided there is no assessment for losses or damage of school property. Upon transferring to the SVRSS, Grade 8 students will have their fee returned to them.

19. Bikes / Skateboards

Students who bring bicycles or skateboards to school are to park them in the provided bike racks. At no time will the bikes or skateboard be ridden other than by the owner, home for lunch, or at dismissal. Students are asked not to loiter around the bike racks. Helmet use is recommended.

20. Nutrition Policy

The intent of Benito School's Nutrition Policy is to provide a guideline to assist in making healthy choices when packing snacks and lunches. It is not to criticize or evaluate food that is brought to school.

1. We encourage healthy and homemade snacks and lunches that include all 4 food groups. The morning snack in particular should be sugar free and nutritious. eg. Nuts, cheese, fruit, yogurt, whole wheat breads, raw fruits and vegetables, etc.
6. Benito School is a pop and energy drink free zone.

Benito School will continue to promote healthy eating and active living through the food offered in school, nutrition education and physical education.

21. Smoke-Free Space

Benito School is a "Smoke-Free Space". Smoking and/or E-Cigarettes and vaping is not permitted on or off the school grounds during regular school hours or during school activities.

22. Clean Shoe Policy

On wet or snowy days, mud and snow tracked into the School is often a problem. Having a pair of indoor shoes is required, this way students can have a clean pair of shoes regardless of the weather outside. If students do not have a clean/dry pair of shoes they will be required to go barefoot when they do not have the required indoor shoes.

23. Parking

There is a designated NO PARKING zone in front of the school. In order to ensure safety, please do not park in this zone directly in front of the school.

24. Student Evaluation

Students in Kindergarten – Grade 8 will receive a report card three times a year– November, March, and June. Following the reporting periods of November and March, there is scheduled Parent-Teacher interview time. Parent teacher interviews are scheduled from 4:30 p.m. to 7:30 p.m. on Thursday evening and 9:00 a.m. to 12:00 p.m. on Friday morning.

The grade which is given on a report card is not based on written tests alone. The grade takes into account daily work, special assignments, efforts in class, and presentations. Teachers and parents should feel free to contact each other and discuss students' progress as the need arises.

Student evaluation will be reported as follows:

Kindergarten	Student Progress Report (comments only)
Grades 1 to 6	Grade Scale
Grades 7 & 8	Grade Scale

Academic Achievement of Provincial Expectations Grade Scale		Learning Behaviours	
4 80% to 100%	Thorough understanding and in-depth application of concepts and skills	Scale C: Consistently – almost all or all of the time U: Usually – more than half of the time S: Sometimes – less than half of the time R: Rarely – almost never or never	
3 70% to 79%	Very good understanding and application of concepts and skills	Personal management skills	Uses class time effectively; works independently; completes homework and assignments on time
2 60% to 69%	Basic understanding and some application of concepts and skills	Active participation in learning	Participates in class activities; self assesses; sets learning goals
1 50% to 59%	Limited understanding and minimal application of concepts and skills; see teacher comments	Social responsibility	Works well with others; resolves conflicts appropriately; respects self, others and the environment; contributes in a positive way to communities
ND Less than 50%	Does Not yet Demonstrate the required understanding and application of concepts and skills; see teacher comments		
Additional Codes			
NA	Not Applicable	Local Option	Up to 2 local options may be added
IN	Incomplete: not enough evidence available to determine a grade at this time	Local Option	Up to 2 local options may be added
One of the following codes is used if the expectations for a student are different from the grade-level curriculum in a subject.		IEP (Individual Education Plan): This code is used if behaviour ratings are based on expectations that reflect special learning needs.	
EAL (English as an Additional Language)	Achievement is based on expectations that focus on English language learning.		
IEP (Individual Education Plan)	Achievement is based on expectations that reflect special learning needs.		

Benito School

Code of Conduct



We are committed to providing a safe, caring and inclusive learning and working environment by promoting respect, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable and accepted.

The Standards of Behaviour outlined apply to all members of the school community, including students, parents and guardians, school staff, volunteers and visitors when:

- On school property;
- Traveling on school bus;
- Participating in extra-curricular activities;
- Participating in off-site school-sponsored activities; or
- Engaging in an activity which will have an impact on the school climate.

Behaviour Matrix

Benito School

	Be Respectful	Be Responsible	Be Safe
All Settings	Dress, speak, and act appropriately. Be considerate. Use good manners. Be honest. Be a good listener. Look after your school. Respect other's efforts and contributions.	Be prepared to give your best. Follow the school rules. Recycle. Keep the school clean. Keep the school free of vandalism and graffiti. Be prepared with homework and supplies.	Follow the rules. Wear inside shoes. Keep your hands and feet to yourself.
Halls and entrances	Walk / Talk quietly Remove outdoor shoes Pick up garbage Keep hands to yourself Be polite to others. Wait your turn at fountain. Respect other people's things. Don't go in other people's lockers	Don't make marks with your shoes Keep it clean Follow the rules. Move along to class quickly. Wipe your feet. Keep the entrance, boot racks, and lockers neat and organized.	Always wear shoes Tie your shoes Walk / Clear hallways quickly. Keep your hands and feet to yourself. Clean up your messes Keep locker tidy Don't climb lockers
Classrooms	Use inside voices. Work cooperatively Listen to others. Take turns talking. Be kind and helpful.	Be on time. Be prepared with proper supplies. Be organized and independent Follow the rules / Try your best Look after supplies. Help others / Work well Hand in your homework.	Push in your chairs Hands off / Use your WITS.* Listen to the teachers. Wear inside shoes. Keep clean and tidy.
Library	Read books with clean hands. Use manners in the library. Use quiet voice in the library.	Take care of your books. Always return the books in good shape	Follow the rules Wear inside shoes. Keep your hands and feet to yourself.
Computer Room	Use computers with clean hands. Use manners.	Do not eat or drink Do not mistreat the computer Do not alter the equipment Log off when done	Keep cords together Clean area when complete No food or beverages Use internet safety guidelines
Gymnasium	Good sportsmanship Follow instructions and rules Treat equipment carefully Put equipment away Be a good listener	Change your clothes Follow the rules / Help clean up No food or water Do not tear the mats / No screaming	Tie your shoes Watch where you are going Do not aim for faces with a ball Do not throw the balls so hard Follow rules and guidelines
Recess and other times. (Inside and Outdoors)	Help someone that is hurt Share the playground equipment Talk nicely and be friendly. Listen, share and take turns. Include others / Do not fight Do not walk up the slides	Dress in proper clothes Follow rules / Play in the proper area. Take care of sports equipment. Be kind to others / Play fair Place litter in garbage cans. Report problems.	Play safely. Hands off. Use your WITS.* Stay in bounds. Follow the playground schedule. Don't leave school grounds.
Presentations	Listen to the teacher or main speaker. Respond politely. Be kind to those around you.	Show appreciation Follow the rules.	Sit down / Wear inside shoes Keep your hands and feet to yourself / Listen to instructions. Enter and exit safely.
Eating times	Sit in your seat Eat your own food. Whisper / Be friendly Do not share food.	Listen to supervisors. Bring healthy food. Clean up your area.	Eat your own food. Clean up your food mess. Wash your hands. Stay calm and quiet.
Bus	Travel safely. Sit appropriately. Follow driver's rules and instructions. Demonstrate courteous behaviour.	Care for the bus. Wait in designated areas. Place litter in your lunch kit and discard at home.	Follow inside behaviour. Keep your hands and feet to yourself / Sit in assigned seat. Remain seated until the bus comes to a complete stop.
Washrooms / Change rooms	Use inside voices. Give privacy to others. Don't peek under the door Don't write on the walls/sinks or toilets / Respect school property	Don't throw objects around Keep the room clean. Flush the toilet. Report problems. Place litter in garbage cans.	Keep your hands to yourself. Wash your hands. Don't climb on anything.

*WITS is our peaceful problem-solving strategy: Walk away, Ignore, Talk it out, Seek adult help.

Misuse of Technology

We recognize that many students often use social media networks, cell phones and other devices to communicate with family and friends. These are helpful communication tools; however, these tools also present inherent risks to the safety and well-being of students if the technology is used inappropriately. If students choose to use social media networks, cell phones, iPods, laptops, tablets or other related technology equipment, they must abide by the school wide rules. If at any point, students' use of technology interferes with or distracts from the learning of others, schools may intervene and issue consequences in relation to the outlined school wide rules. Schools will also not be held responsible for any misplaced, lost, stolen, or broken items brought to school by students.

Unacceptable Behaviours:

Unacceptable behaviour can consist of, but is not limited to (see Benito School Wide Rules for Comprehensive list)

- Rudeness, swearing
- Fighting (or play fighting)
- Lack of respect for others including teasing
- Throwing objects (rocks, sticks, pine cones, snowballs, etc.)
- Defiant behaviour, insolence
- Running in the halls
- Public displays of affection in a romantic or sexual nature
- Unauthorized leaving of the school grounds
- Littering
- Abusing another student physically, sexually or psychologically, verbally, in writing or otherwise.
- Bullying another student.
- Discriminating on the basis of any characteristic set out in subsection 9(2) of *The Human Rights Code*.
- Using, possessing or being under the influence of alcohol or illicit drugs at school.

Forms of unacceptable conduct cited above are only some examples and not an all-inclusive list.

Untolerated Behaviours:

- Gang involvement
- Possessing a weapon, as "weapon" is defined in section 2 of the criminal code (Canada)

Consequences:

Consequences will be applied in a fair and consistent manner, respecting individual rights, responsibilities, age, maturity; and be restorative rather than punitive in nature.

Inappropriate behaviour typically has the following consequences:

- Review of the expectations and a processing time.
- Review of the expectations, processing time, lunch detention, after-school detention
- Restorative acts to give back to the school community
- Parents are notified (behaviour notice)
- Short-term (in school or at home) suspension up to 5 days
- Long-term suspension (over 5 days) as per SVSD Policy 10.50
- Consultation with Student Services, police and/or fire department
- Expulsion as per SVSD Policy 10.50

Major Infractions:

Students involved in major infractions (ie. Smoking, fighting, drugs, alcohol, vandalism, overt or repeated defiance) will be dealt with by the administration. Parents will be contacted and informed of the disciplinary procedures. A suspension may occur as a result of a major violation. The RCMP will be contacted if the incident is against the law and an indefinite suspension may result. Such incidents will be dealt with in accordance with School Board Policy and Regulations on Discipline. In a report of something illegal or dangerous, the school reserves the right to search a student locker, vehicle and belongings.

Safe and Caring Environments:**Are free from acts of:**

- Bullying, cyber-bullying, harassment and marginalization
- Threat and intimidation
- Violence in any form
- Discrimination in any form including race, colour, gender, religious beliefs, sexual orientation, ancestry, or national origin.
- Restitution against a person who has reported incidents

Do not tolerate the presence of:

- Theft and vandalism
- Intoxicating or banned substances
- Weapons or replica (toy) weapons and explosives
- Intruders or trespassers – all visitors to the school must first report to the office

Students are expected to abide by the school code of conduct when travelling to and from the school. Accordingly, students may be disciplined for violations which occur off of school property and outside of instructional hours if such violations adversely affect students or the operation of any school.

The Public Schools Act requires all school board employees (administrative, teaching and support) or persons in charge of students (volunteers) who become aware that a student may have engaged in unacceptable conduct at school or at school-approved activities, to report the matter to the principal as soon as is reasonably possible. Where the principal believes that a student of the school has been harmed as a result of the unacceptable conduct, the principal must, as soon as is reasonably possible, notify the student's parent or guardians. Staff who become aware of cyberbullying are required to report the situation and to act upon it, even if it takes place outside of school hours.

Notification

As circumstances warrant, administrators have a responsibility to advise other parties following a behaviour incident:

- Parent of a student exhibiting major behaviours
- Parent of a student on the receiving end
- Divisional staff including Student Services, Risk Threat team members and Superintendent of SVSD

Appeal Process:

Students and parents must follow the school board's established appeal process. See item XIV Policy 10.50.

Benito School Code of Conduct has been structured to align with and adhere to the standards outlined in:

- The Provincial Code of Conduct: Appropriate Intervention and Disciplinary Consequences
- Guiding Principles and Policy Statements of the SVSD Policy 10.50
- Respect for Human Diversity Policy 1.03
- *The Public Schools Act*
- Benito School-Wide Rules

Please refer to our Student/Parent e-Handbook for other important procedural information at <http://www.svsd.ca/schools/benito>



SWAN VALLEY SCHOOL DIVISION

VIOLENT THREAT RISK ASSESSMENT (VTRA)

FAIR NOTICE & PRACTICE

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.

A VIOLENT RISK THREAT ASSESSMENT WILL BE INITIATED FOR THE FOLLOWING BEHAVIOURS:

- Serious violence or violence with intent to harm or kill
- Verbal/written threats to harm or kill others– clear, direct and plausible
- Online threats to harm or kill others
- Possession of weapons (including replicas) or use other objects as weapons
- Bomb threats (making and/or detonating explosive devices)
- Fire setting
- Sexual intimidation or assault
- Gang-related intimidation and violence
- Or any other incident deemed serious enough to warrant a VTRA

DUTY TO REPORT

To keep our schools and communities safe, staff, parents, students and all community members must report all threat-related behaviors to the school principal.

ALL THREATS MUST BE TAKEN SERIOUSLY, INVESTIGATED AND RESPONDED TO.

For more information go to: Swan Valley School Division / Administrative Procedure Manual/ Safe Schools/ Violent Threat Risk Assessment.

WHAT IS A VTRA TEAM?

Each School has a VTRA team which is a multidisciplinary team. School teams may include: Principal, Resource Teacher, School Division Psychologist/ Counsellor/ other staff, RCMP and community agencies.

THE PURPOSE OF THE VTRA IS.....

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

WHAT HAPPENS IN A VTRA?

All threat making behavior(s) will be reported to the Principal who will activate the protocol for the initial response.

Once the investigation team has been activated, interviews may be held with student(s), the threat maker, parents, and staff to determine the risk and develop an appropriate response to the incident. Investigations can involve student services, RCMP, and other community agencies.

Furthermore VTRA can involve locker or personal property searches.

Intervention plans will be developed and shared with appropriate people as required. Threatening behavior can result in disciplinary actions.