

**ELIZA
VAN
BIBBER
SCHOOL:
CONDUCT
POLICY**

September 27

2016

The staff and the School Council at Eliza Van Bibber School have adopted
this School Conduct Policy.

**Working
Toward a
Positive
Tomorrow**

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The Four B's of EVB



School Behaviour Matrix

	Be Respectful	Be Responsible	Be Safe	Be Positive
Classrooms Assemblies Library	<ul style="list-style-type: none"> ✓ Listen to instructions and others ✓ Wait your turn ✓ Turn off personal devices ✓ Keep personal boundaries ✓ Use proper language ✓ Enter rooms quietly ✓ Participate in class discussions ✓ Stay seated and ready to learn 	<ul style="list-style-type: none"> ✓ Be present and on time ✓ Be ready to learn and follow all directions ✓ Work hard and try your best ✓ Finish what you start ✓ Look after belongings or others and school ✓ Return the furniture to its proper location ✓ Return materials to their proper locations 	<ul style="list-style-type: none"> ✓ Walk ✓ Keep hands to yourself ✓ Keep your area clean and tidy ✓ Wear your shoes ✓ Report dangers ✓ Ask your teacher before you leave the room 	<ul style="list-style-type: none"> ✓ Work hard ✓ Try your best ✓ Encourage and help others ✓ Be present ✓ Smile ✓ Be part of your culture ✓ Celebrate your achievements
Kitchen	<ul style="list-style-type: none"> ✓ Listen to instructions before using resources ✓ Allow everyone to participate 	<ul style="list-style-type: none"> ✓ Leave your area clean ✓ Clean the utensils that you used 	<ul style="list-style-type: none"> ✓ Use tools with safety in mind ✓ Walking in the kitchen ✓ Clean up spills immediately 	<ul style="list-style-type: none"> ✓ Be friendly and share resources
Field Trips	<ul style="list-style-type: none"> ✓ Listen to others ✓ Use proper language ✓ Participate in discussions ✓ Be polite 	<ul style="list-style-type: none"> ✓ Follow all directions ✓ Be present ✓ Be ready to learn 	<ul style="list-style-type: none"> ✓ Stay with your group/buddy ✓ Follow all directions 	<ul style="list-style-type: none"> ✓ Represent your community and school with pride
Hallways	<ul style="list-style-type: none"> ✓ Walk quietly ✓ Speak quietly ✓ Keep your hands to yourself 	<ul style="list-style-type: none"> ✓ Have a purpose ✓ Hurry back to class ✓ Only go where you have permission to go 	<ul style="list-style-type: none"> ✓ Look out for others ✓ Report dangers 	<ul style="list-style-type: none"> ✓ Say "hello" to people ✓ Smile ✓ Compliment others
Gym Playground	<ul style="list-style-type: none"> ✓ Be inclusive to everyone ✓ Use friendly language ✓ Share the Equipment 	<ul style="list-style-type: none"> ✓ Return equipment properly ✓ Ask permission to use equipment ✓ Use equipment and areas for their proper use 	<ul style="list-style-type: none"> ✓ Wear tied shoes ✓ Follow the rules of the game ✓ Understand the effects of temperature on playground equipment ✓ Line-up at the doors before coming in. 	<ul style="list-style-type: none"> ✓ Participate ✓ Try your best ✓ Congratulate others ✓ Share skills and knowledge with others
Bus	<ul style="list-style-type: none"> ✓ Listen to instructions ✓ Keep personal boundaries ✓ Use proper language 	<ul style="list-style-type: none"> ✓ Keep the bus clean ✓ Speak quietly 	<ul style="list-style-type: none"> ✓ Report problems to the driver ✓ Stay Seated 	<ul style="list-style-type: none"> ✓ Be courteous to the driver and passengers
Office	<ul style="list-style-type: none"> ✓ Be sensitive of other people's privacy ✓ Speak quietly 	<ul style="list-style-type: none"> ✓ Visit with a purpose ✓ Bring your concerns to the right person 	<ul style="list-style-type: none"> ✓ Use equipment only with permission 	<ul style="list-style-type: none"> ✓ Share your learning and achievements
Washrooms	<ul style="list-style-type: none"> ✓ Knock quietly ✓ Wait for your turn 	<ul style="list-style-type: none"> ✓ Flush the toilette ✓ Put paper towel in the garbage ✓ Leave the washroom tidy 	<ul style="list-style-type: none"> ✓ Report any problems ✓ Wash your hands with soap 	<ul style="list-style-type: none"> ✓ Say nice things to yourself in the mirror
Lunch / Hot Lunch	<ul style="list-style-type: none"> ✓ Take only the food you will eat ✓ Use proper language 	<ul style="list-style-type: none"> ✓ Leave your area clean ✓ Finish your lunch to insure you are ready to return to school on time 	<ul style="list-style-type: none"> ✓ Walk on the left side of the road ✓ Stay with and listen to the supervisors 	<ul style="list-style-type: none"> ✓ Thank the person who prepared your lunch

*This document was created in reference to the Northern Tutchone Principles: Caring, Sharing, Respect, and Teaching

EVB BEHAVIOUR MATRIX

ELIZA VAN BIBBER SCHOOL CONDUCT POLICY

The staff and the School Council at Eliza Van Bibber School have adopted the School Conduct Policy.

BELIEF

At Eliza Van Bibber School we are focused on the positive growth of Pelly Crossings' youth. We believe that the most important way of achieving positive growth is through communication. The following discipline strategy has been designed as a tool to reinforce positive behaviour through building relationships with our students, parents/guardians, and other members of the school community.

The disciplinary actions are created to insure the safety of all our students and school staff, while keeping to the philosophy of keeping our students in school whenever safely possible. Contact with parents is always priority in discipline matters, and conflict resolution processes are available to staff, students, and parents.

POLICY CONDITIONS

The Eliza Van Bibber School Conduct Policy applies to incidents on at school site, field trips, and on school buses. This policy also applies to incidents that start at school and are completed off the school site. In addition, acts which occur completely off campus but have direct and immediate effect on either the welfare or safety of students fall under the School Conduct Policy. When appropriate, In School Suspension and restorative measures will be used to assist in correcting student behaviour.

CONTACT INFORMATION

Due to the nature of this policy being based in communication, we will need to be able to contact parents and guardians of our students during the day. We request that parents and guardians keep the school informed of any changes in contact information.

INAPPROPRIATE STUDENT BEHAVIOUR

Definitions:

Inappropriate Behaviour:

Inappropriate student behaviour refers to actions that interfere with the rights of other students' in class or with the instructional process. These are typically minor incidents within the classroom and would not merit the teacher to directly contact the office.

Behaviour Matrix:

Eliza Van Bibber uses a Behaviour Matrix that allows us to follow a consistent process when dealing with inappropriate behaviour. The Behaviour matrix is attached to the end of this document.

Duties of Staff Members:

The following is an outline of steps that are generally followed when dealing with inappropriate behaviours.

1. *The staff member deals with the student by:*

- reminding the student of the behaviour that they need to work on. This is done during class and does not disrupt the flow of the class.
- discussing the problem privately with the student. This would be an informal interview with the objective of establishing a basic understanding of the problem and formulating a plan of action to prevent further occurrences. Let the student know that you will have to call home if the behaviour continues.
- contacting the parents. A parent or guardian is contacted by the staff member to discuss specific concerns about the student's behaviour. The parent is informed of the actions taken to date, or of the present problem. The purpose of this conference is to share information and ideas to determine present and future actions necessary to address the problem raised.
- discuss issue with the student's other teachers to see if they have suggestions in dealing with the student behaviours.
- invite the guidance counsellor to join a meeting with the staff member and the student to assist in coming up with strategies to assist the student.

When a successful resolution has not been achieved through the preceding steps then the student is referred to a member of the administrator.

2. *The administrator deals with the student by:*

- determining in an interview with the student whether the student is capable of providing a satisfactory solution to the problem.
- attempting to mediate a solution in a formal interview with the staff member, student, and parent. If necessary, the guidance counsellor would be involved.
- soliciting parent help for the student where a student refuses to participate in the solution of the problem. This generally involves a dismissal or suspension from the school.

DISMISSALS

Under the authority of The Yukon Education Act, a student may be dismissed from school for a period not exceeding three full school days. The parents or guardians will be notified of the dismissal. Prior to being reinstated to regular classes, a conference must be held with the student, parents, involved school staff and school administration in attendance. A dismissal from school is not subject to appeal.

SUSPENSIONS

Under The Yukon Education Act, a principal may suspend a student for a maximum of 10 days for any breach by the student of the duties specified in the Act. It is possible for the administration to recommend to School Council that a student be suspended for a period longer than 10 days. Any suspension can be appealed by a parent and/or the suspended student, under the guidelines set out in The Yukon Education Act.

Students out of the school on a dismissal or a suspension are not allowed on the school property, between 8:30am – 3:30pm, unless they are there under the direction of the school administration. This allowance will be under the conditions that the student has a meeting with the administration.

IN-SCHOOL SUSPENSIONS

In school suspensions are used as a deterrent for this behavior and allow the monitoring of a student more closely. The student will attend school for the regular hours but will not attend his/her regular classroom or have recess with the rest of the school.

STUDENT ATTENDANCE POLICY

At Eliza Van Bibber school we believe that regular school attendance relates directly to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and encourage promptness while not being punitive.

The responsibility for regular attendance rests with the student and parent(s) or guardians. However, any attendance policy will only succeed when all concerned parties (the student, the parents or guardians, and the school) work together.

Regular attendance is important in order for students to participate in class activities and to be exposed to the full range of knowledge and experiences necessary to successfully meet course objectives. Course work also instills self-discipline and develops skills by group interactions. Many class presentations and discussions are important to hear and participate in, and therefore, cannot be “made-up”.

This policy emphasizes the involvement of all concerned parties. Please contact the school if you have any questions or concerns regarding attendance.

Kindergarten to Grade 9 Students:

Since the students enrolled in kindergarten to grade 9 are generally under the age of 16, they are subject to very stringent attendance requirements. The Education Act (22.1) states that every child younger than 16 in September of a given school year, is mandated to attend a school operated by the Minister or a School Board. There is a clear expectation for parents to ensure attendance at a school, unless excused under Section 22.2 of the Act. Although the attendance policy process is consistent across all grade levels, an added layer of reporting absenteeism to parents of kindergarten to grade 9 students has been instituted:

Attendance Policy Process

The school wants to ensure that parents are notified of absences for the obvious safety and academic performance issues. The school follows the following procedures to notify parents.

How we need you to inform us of student absences:

If a student has a valid reason to miss class, we would like parents to phone the school at 537-3231 so teachers can be informed. As a follow-up, parents are encouraged to also send a note with the student when he/she returns to classes.

How we inform Parents of student absences:

First period teachers (a.m.) forward a list of all absentees to the office immediately after registration in the morning. The office collates this list and attempts to contact the parents of all absent students.

Parents will not be called if they have already contacted the school. We ask that parents contact the school by 8:50 a.m. to inform us of excused absences.

How we inform you of student absences:

All parents are encouraged to phone or visit as often as they wish for an attendance update. Parents are also invited to meet with teachers, counsellors or administration to address attendance concerns they may have.

What happens when you come back from an absence?

Whenever a student returns to class after an absence, it is the student's responsibility to meet with the teachers to get work, assignments or tests that were missed. It is not the teacher's responsibility to pursue a student in these matters.

School Staff Promotion of Good Attendance:

- Setting a proper example of promptness and regular attendance;
- Expecting students to attend school every day and arrive promptly
- Encouraging student attendance through teaching methods, which motivate student involvement and participation in the learning process;
- Conducting periodic discussions centered on the value of punctuality and the relationship between good attendance habits and future career goals;
- Counseling with a parent or guardian and student when a student's absence is interfering with a successful classroom experience;

School policy on student absenteeism:

Parents will be called if the student is not in attendance.

The office will print off attendance records every Friday to monitor the absenteeism of students. The office will inform the teachers of the absenteeism numbers if a student has hit one of following unexcused absence numbers.

1. *Within three unexcused absences, in a course (high school)/grade (elementary), the teacher will attempt to contact the parents, identifying the problem.*
 - Teachers will inform parents of their concerns and seek support to address the absences.
 - Students and parents will develop strategies with cooperation of the teacher and possibly seek the help of a school counselor in addressing concerns.
2. *After eight unexcused absences, in a course (high school)/grade (elementary), the office will fill out a referral form.*
 - The administration will interview the student to discuss issues and develop strategies to for success.
 - The administration will inform parents of any attendance concern and seek supports to address the absences.
 - Students will be encouraged to work after school with their teacher to make up missed assignments
 - A letter will be sent to the parents documenting the absence issue.
3. *After fifteen unexcused absences, in a course (high school)/grade (elementary), the office will fill out a referral form; the administration will attempt to re-contact the parent to pursue possible alternatives.*
 - The student, parent and administrator will meet to discuss solutions, which may include:
 - Study hall to catch up on missed work
 - Using a youth worker or CELC to monitor home and school activities
 - Referral to an external agency for support
4. *After twenty unexcused absences, in a course (high school)/grade (elementary), the administrator will attempt to re-contact the parent to pursue an alternative resolution:*
 - Adjust a student timetable where course credit is no longer achievable
 - Allowing the student to remain in the course, with no further pursuit regarding attendance,
 - Look at alternate programs that may better suit the student's attendance pattern
 - A letter will be sent to the parents documenting the absence issue.

ON TIME POLICY:

Definition:

A student is considered late if he/she is not in the classroom when the bell to start class sounds. If a student knows in advance that he/she will be tardy due to hindrances beyond his/her control, the parent/guardian must call, write a note or come to the school to have his/her tardiness documented.

Check In Policy

All students who are late to class must go to the office for a late slip. Once you have your late slip from the office you are to report immediately to your scheduled class.

Responsibilities:

1. Student's Responsibility

- It is also the student's responsibility to attend all assigned classes promptly when school is in session and to be aware of and follow the correct procedures when late to an assigned class. It is the student's responsibility to complete any consequences provided by staff. It is the student's right to be in school.

2. Parent or Guardian's Responsibility

- It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

- It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly.
- It is also the teacher's responsibility to start the class promptly after the late bell.
- Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- It is the administrator's responsibility to require students to attend all assigned classes.
- It is also the administrator's responsibility to be familiar with all procedures governing attendance, to apply these procedures uniformly within school to all students, and to maintain accurate records on student attendance.
- It is the administrator's responsibility to excuse absences or lateness, if appropriate.
- Finally, it is the administrator's responsibility to work with parents and the student to solve attendance problems.

Consequence Philosophy

It is understood that all discipline related to attendance problems will be "progressive", that is, disciplinary action will move from less severe penalties to more severe penalties as patterns of behavior warrant.

Disciplinary Consequences

Unexcused lateness will result in disciplinary action consistent with the schools Code of Conduct. Such disciplinary consequences could include, but are not limited to:

- Verbal/written notifications of attendance problems to parents and students.
- Parent/student conferences with administrators and counselors related to attendance problems.
- In-school or after-school detention.
- An attendance contract that includes student, and/or parent, and school responsibilities to work to improve attendance.
- Referral to youth skills provider.
- In school or out of school suspension.

Sequence of Notification

1. Teaching staff will notify parents of tardiness as it occurs in the school year. Teachers will use rewards and consequences at the classroom level to encourage promptness.
2. Students who receive 9 lates will have their parent notified by administration by mail or phone call. (Administrators may use rewards and consequences such as detentions and contracts to encourage promptness).
3. Students who receive 12 lates will have to meet with an appropriate school administrator before returning to class. (Administrators may use rewards and consequences such as detentions, and contracts to encourage promptness).
4. Students who receive 16 lates will have to meet with an appropriate school administrator and their parent/guardian before returning to class. (Administrators may use rewards and consequences such as contracts, referral to youth skills provider or suspension to encourage promptness).

Check Out Policy

Students leaving during regular school hours must sign out at the office. Those under the age of 16 will require parental permission to sign out.

VIOLENCE and THREAT MAKING BEHAVIOUR

Hands-Off Policy

At Eliza Van Bibber school we have a hands-off policy which covers: intimacy, horseplay and unwanted contact.

Fighting

Fighting includes: verbal harassment, or a physical act of striking, kicking, shoving, pushing or any other physical violence being used against another person.

A significant concern in altercations between students is bystanders, who verbally or physically encourage fighting. Students who encourage fighting will be considered active participants will be dealt with accordingly.

Students are required to seek staff help in preventing or stopping a fight. Counsellors, teachers, administrators, and other staff are available to help students resolve difficulties in ways other than fighting.

When two or more students are involved in any verbal or physical altercation, all parties may be suspended.

Self-defense can be claimed only when the student claiming it uses the minimum force necessary to escape injury. Active participation in a fight will result in suspension, even if the second party can be demonstrated to have started the fight.

Leaving school property to participate in a fight will not absolve the participants or bystanders from school discipline measures.

Consensual fighting will also be dealt with under this policy.

Harassment

Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory in Canada.

Eliza Van Bibber School is committed to an environment free of harassment based on race, national or ethnic origin, color, religion, age, sex, sexual orientation or disability. Types of behavior, which constitute harassment, include but are not limited to:

- written or verbal abuse or threats;
- displaying visual material which is offensive or age-inappropriate;
- unwelcome remarks, jokes, comments or innuendoes;
- condescending or patronizing behavior which undermines self-esteem, or adversely affects the working or learning environment;
- unwanted physical contact.

Disciplinary Consequences

Students involved in either harassing or fighting other students or staff will be subject to disciplinary action. This includes participating in a fight as a spectator, filming a fight or setting it up.

Acts of harassment, violence, bullying and threat making will be dealt with immediately by the administrative team and may result in the following actions:

- involved students will have an automatic dismissal from school
- parents will be notified of the dismissal and the possible suspension
- the administration will contact the school council
- the following agencies will conduct the Violent Threat Risk Assessment Protocol to assess the behaviour.
 - Yukon Education,
 - RCMP,
 - Department of Justice,
 - Department of Health and Social Services
 - SFN
- the student could receive up to a 10 day suspension by the administration
- it is possible for the administrator to recommend to the school council to suspend a student longer than 10 days.
- the student and parent/guardian will also have to attend a meeting with the administration and applicable staff members to create a reintroduction plan

Threat making behaviours may be dealt with through the Violence and Threat Assessment Protocol.

Upon Return:

Upon the student's return to the school the parent(s) and or guardians as well as the student could be involved in one or more of the following collaborations:

- Student Safety Plan
- Student Behaviour Plan
- Student Behaviour Contract

The above mentioned plans will include input from the student, parents/guardians, teacher, guidance counsellor, as well as the school administration.

FIREARMS

This policy is in relation to all firearms including but not limited to: rifles, handguns, shotguns, airsoft guns, pellet guns, bb guns, dart guns, and all ammunition for any of the above mentioned firearms.

To keep our students and staff safe we need to make sure we are preventive in all of our actions. We need to be aware of possible dangers and react accordingly when safety is in question.

Fire arms are not permitted on school property at any time. This policy includes during and after school hours. If a fire arm is permitted on a school field trip there will be a safety procedure in place to insure that this firearm is not at the school prior to or after the field trip.

There will be an automatic dismissal of any student who brings a firearm to school. This dismissal will be brought to the School Based team which deals with Violent Threat Risk Assessment and also to the School Council. The student will not return to the school until an investigation has occurred and a parental meeting has taken place.

Fire Arm Incident Procedures:

- Incident is reported
- Authorities will be contacted (if applicable)
- Student is taken into custody (office or police)
- Fire Arm is removed from the student
- Phone call home for student removal from the school
- Dismissal Letter drafted and sent home
- School Council is contacted
- Investigation occurs
- Parent / Administrator Meetings
- Administration / School Council meetings
- Disciplinary actions are assigned
- School Based Team meetings (if applicable)
- Reintroduction to the school (if applicable)

TOBACCO-FREE SCHOOL POLICY

At Eliza Van Bibber School we are required to follow the Yukon Education: Tobacco-Free Schools Policy (1001). This policy prohibits the use of tobacco in accordance with the Smoke-Free Places Act and the Government of Yukon Smoke-Free Environment Policy, 3.50, General Administration Manual. This policy includes to the following: cigars, cigarettes, chewing tobacco, pipes, "Indian" chew and tobacco products.

Eliza Van Bibber School is a smoke-free site for all students, staff and external user groups. Smoking is not permitted anywhere on school property. Students must be off school property to avoid violating school rules. EVB School can also help to get students in contact with the nursing station to implement programs and supports for cessation and becoming smoke free.

Students may be dismissed for the duration of the day or the next day if they are found smoking or using tobacco products on school property. Parents will be requested to accompany the student's return to school at the end of the dismissal to meet with the administration.

www.education.gov.yk.ca/pdf/policy_tobacco_free.pdf

SCHOOL ATTIRE

Clothing

Students are to be dressed appropriately for school; tasteful attire is encouraged. In order to maintain a business-like atmosphere.

- Items of clothing with messages that encourage the use of drugs or alcohol are not acceptable school attire.
- Items of clothing with degrading or objectifying images of either gender are not acceptable school attire.

If a student's clothing is in violation of the above offences the student will have to either change or turn their shirt inside out until they are able to get a change of clothing.

Perfumes and Offensive Smells

Due to allergies and sent sensitivities of students and staff, EVB School is a fragrance free school.

- Students who come to class with offensive smells which may include perfumes, marijuana, or tobacco will not be allowed in class and asked to change their clothes before coming to class.

PERSONAL TECHNOLOGY DEVICES

Definition

Personal devices are handheld devices include but are not limited to the following: cell phones, portable music players, and tablets.

Policy

At Eliza Van Bibber School we believe that our students learn best when they are not distracted by personal devices (PD's). The absence PD's in the classroom will allow students to focus during instruction time and also become more involved in the group dynamics of an inclusive classroom. We also understand that students may wish to use these devices during their breaks throughout the day and afterschool, which is why they are not banned from the school.

No personal devices are allowed in the classroom at EVB School they must be stored in lockers or in school bags outside of the classroom.

Disciplinary Consequences

Students who do not follow the rules regarding personal devices in the classroom with have escalating consequences. This process goes through warnings to dismissal:

If the student is defiant, when they are asked to turn in his or her personal device, he/she will be dealt with under the behaviour matrix and such actions may lead to dismissals and suspensions.

1. Warning given to the student
2. Teacher takes it for the day and returns it to the student
3. Teacher takes the PD for the day and parent(s) and or guardian is called to pick up it up
4. Teacher takes the PD and gives it into the administration, parent/guardian is called to pick up the device at the end of the day and PD is banned from the school for 5 days.
5. PD is taken by the administrator and parent/guardian is called and PD is banned for the rest of the term.
6. Student is considered defiant; PD is taken by the administration, parents are called to get the device, the student receives a one day in-school suspension. Action plan co-created with the parent/guardian.

PASSES

Hall Passes

When classes are in progress, students are allowed in the halls if they have been issued a pass by the classroom teacher. Students are to take the shortest route to take care of what precipitated the need for a

hall pass and then proceed quickly back to class. Abuse of hall privileges may result in termination of these privileges.

- Each class has one hall pass limiting only one student out of the class at a time.
- Students need to be considerate to other students who need to use the facilities.

Disciplinary Consequences

If students take excessive time out of the classroom they will have teacher assigned consequences. These consequences including the following:

- Loss of use of pass for the period or section of the day
- Detentions (recess, lunch, or after school)
- Loss of the use of the pass for the day
- Loss of the use of the pass for the week
-

If a student refuses to follow the hall pass policy they will be dealt with under the behaviour matrix.

Student Support Unit Passes

The Student Support Unit (SSU) passes are only given out from the administration or the school counsellor. These passes must be given directly to the supervisor in the SSU room. Once the student is given the pass the student must go directly to the SSU room. The pass is only valid for the time that was specified by the administrator or counsellor. If the student feels that they need to make amendments to their pass they must receive the hall pass from the SSU supervisor to return to the office.

BUS POLICY

The school bus is an extension of the school. Students will be held accountable to the school for their actions on the bus. Students need to observe the following rules at all times on the school bus or during transportation on the school activity bus.

Student responsibilities:

- Follow all school rules
- Remain seated from boarding to debussing.
- Wait for the bus at designated stops visible to approaching traffic in an orderly manner.
- State your correct name, school and grade when requested to do so by the driver.
- Do not distract the bus driver from driving.
- Keep conversation to a quiet tone.
- Do not extend any body parts out of the bus window.
- Do not cause damage to the bus.
- Smoking is not permitted.
- Do not dispose of any waste items on the bus.
- Report any damage to the driver.

Disciplinary Consequences

Riding the bus is a privilege for students. This privilege makes the parents/guardians job of getting the student to school much easier. However, if students are misbehaving on the school bus it puts all of our students in danger. If there are concerns on the school bus or activity bus the following consequences will be assigned.

All incidents on the bus will be reported by the bus driver to the school:

1. Student is given a warning and parents/guardians are called.
2. Student is removed from the bus for one day and parents/guardians will be notified and parents/guardians will have to arrange alternative transportation for the day.

3. Student is removed from the bus for three days and parents/guardians will be notified and parents/guardians will have to arrange alternative transportation for the day.
4. Student is removed from the bus for one week and parents/guardians will be notified and parents/guardians will have to arrange alternative transportation for the day.
5. Student is removed from the bus for the remainder of the term and parents/guardians will be notified and parents/guardians will have to arrange alternative transportation for the day.

DRUGS AND ALCOHOL

Eliza Van Bibber School is a pre-Kindergarten to a Grade 12 school. The school is responsible in creating and maintaining a safe environment which is free of alcohol and drugs. The use of, or possession of intoxicating liquor, illegal drugs or drug paraphernalia while under the jurisdiction of the school shall be subject to school consequences. This includes while on school property, school functions and school trips.

Disciplinary Consequences

Students of Eliza Van Bibber will be subject to disciplinary measures that are designed to keep the student safe as well as all other students and staff. A student who is caught in the possession of alcohol or drugs on them or deemed to be under the influence will be subject the following escalating consequences.

1. First offence
 - Receive a 1 day combination of in and out of school suspension
 - Student must see a drug and alcohol counsellor, or finish a work package on the effects of drugs/alcohol or conduct 1 hour of community service.
2. Second Offence
 - Receive a 5 day combination of in and out of school suspension
 - Student must see a drug and alcohol counsellor for three mandatory sessions, or complete an extensive package of the effects of drugs/alcohol or conduct 2 hours of community service.
3. Third Offence
 - Receive an 10 day combination of in and out of school suspension
 - Upon return to the school the student and parent/guardian must meet with the administration
 - Further consequences will be assigned during the parent or guardian meeting.

Distribution of Drugs and Alcohol

Students supplying or selling drugs and alcohol will be recommended to School Council for suspension for the remainder of the school year. Students are subject to arrest for all drug/alcohol related activities. The school administration, regardless of whether or not criminal charges or prosecution result, shall take disciplinary action.

LOCKERS

Locker Conduct

Lockers are provided to all of our students at the school. High school students will be provided an assigned locker and lock from the office. Students are only able to use the locker and lock which comes from the office. At the end of the year the locks must be returned to the office for students to use them

the following year on another locker. Students are responsible for keeping their locker clean and tidy as well as clear of any graffiti.

School Safety

Where deemed necessary by the school Administrator, and related staff and to protect the well-being and safety of all students, student's lockers may be inspected. On the rare instance that this action may be necessary, the student's cooperation may be requested but not essential. Any item that is considered personal and private should remain at home so that an issue need not be raised under these circumstances.

Personal Protection

The students are encouraged to use the below guidelines to insure their own security and protection:

- do not share lockers
- do not share your lock combination with anyone
- do not leave money in your locker at any time

www.education.gov.yk.ca/pdf/policy_locker_use.pdf

TELEPHONE

A telephone is available, in the rotunda of the school, before school starts, during recess and lunch, and after school. This telephone is not available during class time. If an emergency arises, a student is able to come to the office to request to use telephone, during class time.

The possession of a hall pass does not give you permission to use the telephone.

During the breaks students are asked to be respectful to the needs of other students when it comes to the use of the telephone.

PEANUT FREE SCHOOL

Due to allergies of students and staff Eliza Van Bibber is a Peanut free school. Students, staff and visitors are not allowed to bring any peanut product into the school.

Eliza Van Bibber School: Student Behaviour Referral System BEHAVIOUR MATRIX

	Step 1	Step 2	Step 3	Step 4	Step 5
	Small Verbal Reminder	Discussion With Student	Contact Parent(s)	Office Referral	Office Conference: the student, administration, all applicable teachers, guidance counsellor, and parent(s)/guardian(s)
First Minor Incident of this Nature	Teacher will remind you about the behaviour matrix.	<ol style="list-style-type: none"> 1. The teacher will ask to speak with you after class or one on one. 2. The teacher will give you some tips on how to correct the behaviour. 3. The teacher will let you know that they will have to call your parent(s)/ guardian(s) if it happens again. 4. You will have a 10 minute detention. 			
Second Minor Incident of this Nature	Teacher will remind you about the behaviour matrix.	<ol style="list-style-type: none"> 1. The teacher will ask to speak with you after class or one on one. 2. The teacher will give you some tips on how to correct the behaviour. 3. The teacher will let you know that they will be calling your parent(s)/guardian(s). 4. The teacher will inform you that if this behaviour happens again you will be referred to the office. 5. You will have a 10 minute detention. 	<ol style="list-style-type: none"> 1. The teacher calls your parent(s)/guardian(s) about the behaviour. 2. The teacher will discuss the tips that they talked to you about. 3. Your parent(s)/guardian(s) will share ideas with the teacher about how to correct the behaviour. 		
Third Minor Incident of this Nature	Teacher will remind you about the behaviour matrix.	<ol style="list-style-type: none"> 1. The teacher lets you know that they are calling your parent(s)/guardian(s). 2. The teacher will tell you that they have to fill out an incident report. 3. You will have a 10 minute detention. 	The teacher calls your parent(s)/guardian(s) to inform them of the conference.	You receive an Incident Report which is submitted to the office. The teacher and you meet with the Guidance Counsellor for strategies.	You have to attend a conference in the office. This conference is to assist you with an action plan that focuses on positive behaviour.