

Parent Handbook 2026-2027



Telephone 250-870-5129

**10300 Sherman Drive
Lake Country, BC, V4V 1Y8**

Office Hours: 8:00 a.m. to 3:00 p.m.

Principal: Mr. Th. Gruenenwald
Vice Principal: Ms. T. Kuzik
Administrative Assistant: Ms. C. Nuyens

<https://pge.sd23.bc.ca>

Welcome/Bienvenue

Welcome to École Peter Greer Elementary School! This handbook provides helpful information about our school, programs, routines, and expectations. We hope you find it useful, and we welcome feedback from families and students.

About École Peter Greer Elementary

École Peter Greer Elementary, located at 10300 Sherman Drive in East Winfield, opened in November 1992 and was officially opened on January 28, 1993. The award-winning school was designed for 550 students and includes 18 classrooms organized around shared project areas, creating flexible spaces for teaching and learning.

The school is arranged around a central foyer, with classrooms opening onto shared project areas. Bay windows, clerestories, and skylights bring natural light into the building's main spaces.

École Peter Greer offers both English and French Immersion programs. Our eagle logo, school colours of silver, black, and teal, and motto, "Soaring for Excellence," reflect our school identity. We are also proud to feature a logo by local Syilx artist David Wilson Sookinakin and student artwork inspired by Syilx artist Sheldon Pierre Louis. David's work and the student pieces are displayed in our main foyer.

Our school is named for Peter Greer, a longtime member of the Lake Country community. He became Principal of Springvalley Secondary School in 1975 and retired from teaching in 1981. In 1983, he was elected to the Board of Trustees, where he served as Chair of both the Building and Maintenance Committee and the Board until 1990.

School Focus Areas 2026-2027

Mission Statement:

Learning is a lifelong process that supports intellectual, creative, physical, emotional, and social growth. Our mission is to provide a caring environment where students develop confidence, respect for themselves and others, critical and creative thinking, responsible citizenship, and a love of learning.

Priority # 1 Improve writing skills in grades 1-5.

Priority # 2 Continued reading success in grades 1-5.

Priority # 3 Maintain positive relationships and connections amongst staff, students, parents, and the community (including our local Syilx people and Okanagan Indian Band).

Priority # 4 Building social-emotional resiliency K-5.

For more information about the strategies and actions supporting these priorities, please see our [School Community Learning Plan](#)

Staff

English Program

Cheryl Mazey	Grade K	Carys Swan	Grade 2/3
Marijke Albrecht	Grade K/1	Jacquie Portwood	Grade 3/4
Kim Payne	Grade 1	Sarah Letourneau	Grade 4/5
Whitney Martin	Grade 1/2	Kristen Dion	Grade 4/5
Kendra Harper	Grade 2/3	Nicky Krastel	Grade 4/5

French Program

Kelly Tait	Grade K	Renee Turik	Grade 2/3
Jenna Henderson	Grade K/1	Keri Gagnon	Grade 3/4
Ann-Katrine Hall	Grade 1/2	Christy Catton	Grade 4/5
Danielle Lehman	Grade 2/3		

Student Support Team

Danielle Petryshyn	Learning Assistance Teacher English, PE
Kristina Starling	Learning Assistance Teacher French
Emma Sarbit	Inclusion Teacher
Jenn Dewolf	Inclusion Teacher
Jill Friend	Counselor
Cheryl Elsworth	Speech and Language Pathologist
Sherri Savage	Teacher-Librarian/ELL
Dana Guthrie	PE/Classroom Support
Rebecca Carr	Music
Rose Alexis	Indigenous Student Advocate
Brittany Nickel	ARC Programs Support Worker
Chelsea Coates	Strong Start Facilitator
Heather Siemens	Literacy Intervention Teacher

Certified Education Assistants

Connie Radis	Courtney Daignault	Mary Ellen Buhler
Wendy Parfitt	Veronica Hudj	Susan Niro
Erica Yuill	Marissa Holt	Cayman Ferguson
Ashley Cornelius	Anita Peter	Desjaray Jackson
Kathryn Gevers	Christy Mik	Donna Gruenenwald

Clerical Support/Library Assistant - Shauna Lyon

Custodial Staff - Greg Snow, Brad Raisanen Irene Marcelino Dean Armstrong

Before and After School Supervision

Staff supervise the schoolyard from 8:00 to 8:30 a.m. and from 2:30 to 2:45 p.m. Please do not drop children off before 8:00 a.m., as the yard is not supervised before then.

At the end of the day, students should leave the school grounds and go directly home or to their caregiver. With permission from home, they may return later to play. Students who have not been picked up by 2:45 p.m. should come to the office so we can contact their family and help them get home safely. Thank you for helping us keep students safe.

Fair Notice Document regarding Student Safety

Please use this [link](#) to read this important School District document.

Supplies and Student Fees

Families may purchase school supplies through the school. This ensures students have the materials they need and also covers shared art supplies and classroom incidentals.

Purchasing through the school is generally convenient and economical. Thank you for considering this option.

<u>Supplies</u>	<u>Cultural</u>	<u>Total</u>
Grades K – 5	\$35.00 + \$ 10.00	= \$45.00

The cultural fee supports school-based experiences such as live theatre, puppet shows, musicians, and films. Payment can be made by debit, Visa, or Mastercard through [School Cash Online](#). Cheques should be payable to Peter Greer Elementary School and sent to your child's classroom teacher. Your cancelled cheque serves as your receipt; receipts will be provided for cash payments.

Student Absences, Early Dismissal and Extended Absences

Please use SchoolMessenger to report all absences, late arrivals, and early departures. This [sign-up video](#) will help you get started.

SchoolMessenger supports our safe-arrival process. You can report an absence in three ways:

- 1. Use the SchoolMessenger app, available through the Apple App Store or Google Play.
- 2. Use the [online parent portal](#)
- 3. Call the school at 250-870-5129 and follow the voice prompts.

Please report absences before 8:30 a.m. SchoolMessenger compares family reports with classroom attendance and automatically follows up on unreported absences. Please keep your contact information current so we can reach you when needed. Thank you for helping us keep students safe.

Please arrange changes to dismissal plans in advance whenever possible. Office staff cannot always reach students immediately, as classes may be outside, learning on the land, or away from their regular rooms. Thank you for helping us make dismissal safe and smooth.

Please use SchoolMessenger to report extended absences. If your child needs to leave early, a parent or guardian must come to the office and sign them out in person. For safety reasons, students cannot leave based only on a note, phone call, or SchoolMessenger entry.

Extended Absences

Students occasionally miss school for an extended time because of illness, family plans, travel, or other circumstances.

Schools do not formally grant leaves of absence. Families make these decisions based on their child's needs and circumstances.

Regular attendance is an important part of student success. Students who are ill should stay home, but we encourage families to schedule appointments and activities outside school hours when possible. After an absence, students will be supported in catching up; however, teachers cannot always prepare work packages, and many classroom experiences cannot be recreated at home.

We understand that family travel can provide valuable cultural experiences and important time with relatives who live far away. At the same time, an extended absence means a student will miss classroom learning that cannot be replaced with worksheets or workbooks. Travel may offer rich learning of its own, but it will not duplicate the daily experiences of the classroom.

Teachers are not able to prepare work in advance for family holidays. Students will be supported in catching up when they return, although some missed learning experiences may affect their progress.

Illness and Student Injuries

Illness

Healthy habits such as handwashing, good nutrition, physical activity, fresh air, and enough sleep help keep everyone well. Children who are unwell often have difficulty participating and may spread illness to others. Please keep your child home when they are sick and report the absence through SchoolMessenger.

If your child becomes ill at school, they should tell a staff member. If they are too unwell to remain in class, we will contact you or your emergency contact and care for them in the medical room until they can be picked up. The medical room is intended only as a short-term waiting area.

Students who miss school because of illness will be supported in catching up when they return. Because many classroom learning experiences cannot be recreated at home, teachers are not always able to prepare work packages for absences.

Injuries/Accidents

Students who are injured at school should tell the nearest staff member. Staff will provide basic first aid and monitor the student. Head injuries and any injury or illness needing more than basic care are assessed with extra caution, and families are contacted when symptoms or concerns arise. When appropriate, a notice will be sent home so families can continue monitoring the student.

Except in an emergency, families decide whether their child needs medical care beyond the basic first aid provided at school. We will share relevant information about illnesses or injuries that occur during the school day.

If an injured student can be moved safely, they will be taken to the medical room for assessment. If moving

the student may be unsafe, we will call an ambulance and notify the family.

For a serious illness or injury, administration and a first aid attendant will remain with the student and contact emergency services when needed. Families will be notified as soon as possible.

Families will be asked to provide transportation for non-urgent medical care.



Transportation

For current transportation information, please visit the Central Okanagan Public Schools transportation webpage:

<http://www.sd23.bc.ca/ProgramsServices/transportation/Pages/default.aspx#/=>

Medication and Medical Alert Conditions

If your child needs medication during school hours, please follow the procedures below.

1. Request a medication package from the school office. The required form must be completed and signed by a physician before school staff can administer medication.
2. Students who may need medication for an allergic reaction must also have a current medical alert form on file. Emergency medication is stored at the school and taken on field trips.
3. Medical alert and medication records are updated each term and reviewed regularly with the Public Health Nurse assigned to our school.
4. Student medication must be stored in the school's medical room. Please call the office at 250-870-5129 with any questions.

Allergy Awareness Zone

Some PGE students have life-threatening allergies to nuts, nut products, peanut oil or flour, and kiwi. Reactions may result from airborne particles or residue as well as ingestion. PGE is an allergy-aware school, so please do not send these foods to school and remember to check labels. Families in affected classrooms will receive additional information about the precautions needed to keep everyone safe.

Staff receive guidance from our school nurse about responding to anaphylaxis. Prevention is our best protection, and we appreciate families reinforcing regular handwashing and avoiding foods containing nuts at school.

Student Telephone Use

Students may use the office phone for important matters with their teacher's permission. Families may call the school and leave a message; depending on urgency, the student can return the call immediately or at the next break. Messages for teachers follow the same process. Personal cell phones must remain stored and off during the school day, including before school, recess, and lunch.

Field Studies

Field studies extend classroom learning through meaningful experiences in the community. District buses are used when possible, and PAC provides generous financial support. When family drivers are needed, district requirements include at least \$1,000,000 in third-party liability insurance, a completed driver form and criminal record check, and copies of the driver's licence and vehicle registration. Student passengers must be at least nine years old, use their own seatbelt, and should not sit in a front seat with an airbag. A signed permission form is required for each student attending a field trip.

Reporting to Parents

Student learning is communicated throughout three reporting terms. Please check the school website and calendar for dates. Some teachers also use digital portfolios to share learning with students and families.



French Immersion

French Immersion provides the same educational foundation as the English program while helping students develop strong spoken and written French. Students begin in Kindergarten or Grade 1; no previous French is required, and parents do not need to speak French. With regular opportunities to listen, speak, read, and write in French, students build increasing fluency and may continue through Grade 12.

French Immersion follows the BC curriculum, with French as the main language of instruction. The first three years are taught in French. English Language Arts begins in Grade 3 and makes up about 20% of instructional time in Central Okanagan Public Schools.

By the end of elementary school, French Immersion students typically reach a functional level of fluency in listening, speaking, reading, and writing.

French Immersion teachers are fluently bilingual, hold current BC teaching certificates, and are supported by a French-speaking Learning Assistance Teacher.

English Language Arts begins in Grade 3, after students have learned to read in French. Reading skills generally transfer readily between the two languages. Although students may initially show some differences in English spelling or sentence structure, they typically catch up by Grade 5 or 6.

Please contact the school administration if you have questions about French Immersion.

Learning Assistance Program

Learning assistance supports students who need extra help with particular concepts or who have an identified learning disability. Classroom teachers can refer students to the school-based team, which works with families and staff to put appropriate supports in place. Please contact the Learning Assistance Teacher if you would like more information.

Counselling Services

Counselling support is available to students and families through assessment, counselling, and consultation. To reach the school counsellor, please call 250-870-5129.

Indigenous Student Advocate

Indigenous Education Advocates provide emotional, social, academic, and cultural support to students while working closely with families and school staff. Our Indigenous Education Advocate at PGE is:

Ms. Rose Alexis

To contact Ms. Alexis please phone the office at 870-5129 or by voicemail at 250-870-5000 (extension 8867).



Public Health Nurses

Public Health Nurses are available Monday to Friday from 8:30 a.m. to 4:30 p.m. for health information, support, and referrals:

Rutland Health Centre, 155 Gray Road, Kelowna,
250-980-4825

Kelowna Health Centre, 1430 Ellis Street, Kelowna, 250-868-7700

- www.interiorhealth.ca

School Meal Programs

Breakfast, snacks, and brown-bag lunches are available for students who need them. Please contact the Principal or Vice-Principal to access this support.

Parent Advisory Council

The Peter Greer Parent Advisory Council (PAC) is a welcoming group of parents who volunteer to support our school and provide a family perspective on school matters. Meeting dates are shared in the monthly newsletter, and new participants are always welcome. Visit the PAC tab on our website or email pge.pacpresident@sd23.bc.ca

Executive Members:

President: Kora Holt

Co-Vice President: Stacie Jellis

Co-Vice President: Jen Millar

Co-Treasurer: Jane Sansun

Co-Treasurer: Laura Wood

Co-Secretary: Sarah Latourneau

Co-Secretary: Kristin Michiel

Members at Large: Jen Larsen, Sophie Harrison, Jessica Kittlitz

COPAC Rep: Kristin Michiel, Becky Carr, Jenn Larsen

Other PAC Roles: (all tbd at first PAC meeting)

Events:

Fundraising / Art Cards:

Social Media:

Fruit & Veggie Coordinator:

Co-Yearbook Coordinator:

Co-Yearbook Coordinator:

Hot Lunch Systems Coordinator:

Hot Lunch Volunteer Coordinator:

Parent Volunteers

Parents and family members are warmly invited to volunteer at Peter Greer. Volunteers enrich many student activities and make valuable contributions to school committees. To get involved, please contact the school to complete the required paperwork and criminal record check.

Newsletters

Our monthly newsletter highlights upcoming events and school news. It is posted on our website during the first week of each month.

<http://www.pge.sd23.bc.ca/About/Newsletters/Pages/default.aspx>

Each Friday, families receive the Family Week at a Glance (Family WAAG) through SchoolMessenger. It is also posted on our website. Paper copies are available from the office for families who need one.



Dogs at School

Regional District of Central Okanagan Bylaw No. 1343 does not permit dogs on school property. This helps keep the grounds clean and supports students who may be frightened of or allergic to dogs. Please keep dogs off school grounds; loose dogs may need to be reported to animal control. [More information](#)

What Happens if my Child Has Head Lice?

If head lice are found at school, the family will be contacted and asked to treat the lice before the student returns. Other families in the class will receive a confidential notice that does not identify the student. If you find lice at home, please let the office know; the information will remain confidential. Students may return after treatment and removal of eggs or nits. Your pharmacist, doctor, or local health centre can provide advice about treatment and prevention.

What if You Have a Concern?

If you have a concern about a classroom practice or policy, please begin by speaking with your child's teacher. If the concern remains unresolved, contact the Vice-Principal or Principal. If further support is needed after speaking with school administration, you may contact the Assistant Superintendent for the Lake Country zone, Mr. Jamie Robinson, at 250-860-8888.

CODE OF CONDUCT

TO OUR STUDENTS:

Our Code of Conduct helps create a safe, caring, and welcoming place to learn. Students are expected to participate in their learning, treat others with respect, take responsibility for their choices, and care for school spaces and materials. Each student contributes to making Peter Greer a place where learning is meaningful, memorable, and fun.



TO OUR PARENTS:

We want students and families to understand the school's expectations and how concerns are addressed. Students will be heard, informed, and treated fairly. Responses will consider the circumstances, the student's needs, and any pattern of behaviour. We share the Code of Conduct regularly through assemblies, newsletters, announcements, class meetings, and this handbook.

Peter Greer Elementary upholds the values of the BC Human Rights Code and the right of every person to learn and participate without discrimination based on race, colour, ancestry, place of origin, religion, marital status, physical or mental disability, sex, gender identity or expression, or other protected grounds.

CODE OF CONDUCT FOR SPECIFIC AREAS & SITUATIONS

ACADEMIC SUCCESS

Expected Behaviour:

Come to class ready to learn, complete assignments on time, and do your best.

HONESTY

Expected Behaviour:

Be honest in your interactions with students and staff. Lying, stealing, and cheating are not acceptable.

ATTENDANCE, ABSENTEEISM & TARDINESS

Expected Behaviour:

Arrive on time and ready to learn each day. If you are late, check in and explain the reason to your teacher. Families should report absences through SchoolMessenger. Regular attendance supports learning and connection.

RESPECT FOR OTHERS

Expected Behaviour:

Treat everyone with care and respect. Fighting, pushing, shoving, tripping, kicking, biting, rough play, and disrespectful behaviour are not acceptable.

APPROPRIATE LANGUAGE

Expected Behaviour:

Use words and gestures that show respect. Name-calling, swearing, and crude, insulting, or obscene language are not acceptable.

STUDENT MOVEMENT

Expected Behaviour:

Enter through your designated door in the morning and move safely and calmly through the school. Stay on school property during the school day unless both your family and the school have given permission to leave.

DESIGNATED AREAS

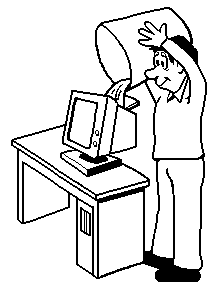
Expected Behaviour:

Use the following areas only with staff permission: the gym, equipment room, library, computer lab, kitchen, washrooms, paper room, storage rooms, staffroom, and classrooms other than your own.

CARE OF SCHOOL PROPERTY

Expected Behaviour:

Treat classrooms, hallways, washrooms, playgrounds, equipment, books, and supplies with care and respect.



EXTRA-CURRICULAR ACTIVITIES

Expected Behaviour:

School expectations apply on buses, field trips, at bus stops, and during all school-sponsored activities.



TOBACCO, ALCOHOL, DRUGS AND CONTRABAND ITEMS IN A PLACE CALLED SCHOOL

Expected Behaviour:

Students may not possess or use tobacco, alcohol, illegal drugs, weapons, or other unsafe items on school property or during school activities. This includes look-alike weapons, play guns, plastic swords, darts, matches, and lighters.

These expectations apply at school, during school activities, and to off-site or online behaviour that affects student learning or the safe, caring, and orderly environment of the school.

IN CLASSROOMS

- Pupils are not permitted in classrooms without adult supervision.
- Active participation and involvement in assigned activities is expected.
- Maximum effort on all learning experiences is essential.
- Respect for others and their property is necessary.
- Students will adhere to classroom guidelines established by the teacher.
- Children are expected to care for their own personal belongings.

LUNCH BEHAVIOUR

Students usually eat lunch at their own desks unless they are monitors or have permission to be elsewhere. If concerns arise, staff will work with the student and family using the following steps:

- Noon Hour Supervisor informs classroom teacher of misbehavior.
- Classroom Teacher discusses the problem with the pupil and attempts to work out a solution.
- After repeated similar misbehaviors or a serious offence the classroom teacher informs the Vice Principal or Principal.
- Student is warned that alternate eating arrangements may be made if poor behaviour continues. Vice Principal, Principal or classroom teacher informs parents via phone call or note.
- Continued poor behaviour results in alternate eating arrangements being made. (Student sent home to eat lunch or assigned to another area of the school.)

Students may leave school at lunch only when the school has written permission from a parent or guardian. Families are responsible for supervision during that time. Students who leave remain expected to follow the Code of Conduct and must stay off school property until lunch ends.

HALLWAYS

- Walk calmly, respect others, and take care around doorways and drinking fountains.
- Use stairways safely: hold the handrail and do not slide or jump.

WASHROOMS

- Students may use the washroom during class with their teacher's permission.
- Use washrooms respectfully and leave them clean for others.
- Whenever possible, students should use washrooms and drinking fountains during recess and lunch.

GYM

- Students do not need a separate gym strip, but should wear clothing that allows them to participate safely and comfortably in physical activity.
- Students need appropriate running shoes for physical activity indoors and outdoors. Flip-flops, sandals, winter boots, and rain boots are not safe gym footwear.
- If illness or injury limits your child's participation, please email or send a note to both the classroom and PE teachers explaining which activities are appropriate.
- Students are not permitted in gym without adult supervision.
- Food should not be eaten in gym, except during supervised activities.
- Access to equipment rooms is limited to teachers, monitors, or students with permission.

LIBRARY LEARNING COMMONS

The Library Learning Commons supports curriculum, inquiry, and recreational reading with English and French books, audiobooks, technology, coding equipment, and other resources. The teacher-librarian works with classroom teachers to nurture reading and build research and study skills.

Students are expected to use the Library Learning Commons respectfully, care for materials, and return borrowed items on time. Food and drinks are not permitted. During open times, students may read, exchange books, study, complete homework, or use library resources quietly.

ADVENTURE PLAYGROUND

- Choose safe, respectful play that protects everyone's right to feel secure.
- Pupils are responsible for the care of playground equipment taken outside.
- The parking area is out-of-bounds as a play area.
- Permission must be obtained from a teacher before retrieving any equipment that has gone into out of bounds areas.
- Nothing is to be thrown at or over the fences.

BUS BEHAVIOUR

- Use the same respectful behaviour on the bus that you use in the classroom.
- Students must remain in their seats until the bus comes to a complete stop.
- Students are not to put their heads or arms out of the open windows.
- Food and drinks are not permitted on the bus. Keep the bus clean and never throw anything inside or out a window.
- Students may talk using calm, indoor voices.
- Follow the bus driver's instructions. The driver will report concerns to the school administration.
- Pupils will be held responsible for willful damage to the school bus under Section 10 of the School Act.
- Remember that you represent our school while travelling and on field trips.

- Use safe, respectful behaviour at all times.

BICYCLES / SKATEBOARDS / SCOOTERS / ROLLER BLADES / HEELYS

- Follow the rules of the road and walk bicycles on school property between 8:00 a.m. and 2:45 p.m.
- Bicycles should be parked and locked in the bicycle rack during the school day.
- Bicycles should be in safe condition and licensed.
- All students riding bicycles to school must, by law, wear a bike helmet.
- The bicycle rack is out-of-bounds at all times except when parking your bike and when going home.
- Bicycles, skateboards, rollerblades, scooters, and Heelys may not be ridden on school property between 8:00 a.m. and 2:45 p.m.
- School staff are responsible for maintaining a safe and orderly environment. If a bicycle, skateboard, or scooter is used unsafely or disrupts learning, it may be held temporarily. If unsafe use continues, the student may be asked to leave the item at home.

E-Bikes and E-Scooters

BC regulations set age and safety requirements for e-bikes and e-scooters on public roads. The key age requirements are listed below:



- Please review the provincial rules before allowing a child to use an e-bike or e-scooter:
- **Standard E-Bikes: Riders must be at least 16 years old**
- <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/cycling/cycling-regulations-restrictions-rules/e-bikes>
- **Light E-Bikes: Riders must be at least 14 years old**
- **E-Scooters (stand-on-top): Riders must be at least 16 years old**
- <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/cycling/electric-kick-scooter-rules>
- Elementary-aged students do not meet the provincial minimum age for these devices. E-bikes and stand-on e-scooters are therefore not permitted on school grounds. Students are encouraged to walk, use a traditional bicycle, or choose another non-motorized option.

USE OF SCHOOL PHONES

- Students need permission from their classroom teacher and office staff before using the school phone. It is for urgent or important matters, and calls should be brief. Social plans should be arranged before school. After 3:00 p.m., students whose teacher is unavailable should ask office staff for help.

GUM

- Students may chew gum only when a classroom teacher has specifically permitted and supervised it.

FIRE DRILLS

When the fire alarm sounds, stop, listen, and follow staff instructions. Leave the building calmly and quietly.

- Students who are elsewhere in the building should use the nearest safe exit and then join their class at its designated gathering area.
- Students who are already outside should go to their class gathering area and wait for their teacher.
- Remain quietly with your class until the person in charge gives further instructions.
- All SD23 schools run 3 drills in the fall and 3 drills in the spring.

EMERGENCY EVACUATION DRILLS

During a potentially life-threatening emergency other than a fire or earthquake, the announcement "LOCKDOWN ALL ROOMS NOW" signals staff and students to begin lockdown procedures immediately. We will communicate with parents when we plan each of the two annual drills.

CLOTHING

Please come to school in clothing that is clean, comfortable, and appropriate for learning and play.

- Clothing and temporary tattoos may not display violent or discriminatory messages, offensive words or images, or content promoting alcohol or drug use.
- Beachwear is best kept for the beach.
- Clothing and footwear must meet the health and safety needs of the activity.
- Hats are generally welcome, although students may be asked to remove them in some learning spaces for safety or instructional reasons.
- Students need footwear suitable for outdoor play and playground equipment. Flip-flops and sandals may be comfortable indoors, but secure shoes suitable for running are needed at recess and lunch.

RESPONSIBLE STUDENT USE OF PERSONAL TECHNOLOGY DEVICES, SCHOOL TECHNOLOGY, AND DISTRICT NETWORK SERVICES

Student use of personal digital devices (any device used to communicate and/or access the internet), school technology, and district networks at school is for educational purposes. Students must abide by the school's Code of Conduct and procedures, as well as Central Okanagan Public Schools Policy 486: Student Use of Network Services and Digital Technologies.

Students will:

- Secure, power off and store personal digital devices during instructional (i.e. class time) and non-instructional time (i.e. breaks/lunch) at Elementary schools unless instructed by the Principal or school staff;
- Use personal digital devices during instructional time for instructional purposes and digital literacy skills as instructed by the Principal or school staff;
- Ensure personal digital devices are not used in areas where privacy is expected, such as restrooms and change rooms;

- Be permitted to use personal digital devices to support accessibility, accommodations, medical and health needs;
- Always take precautions to ensure online safety, privacy, and security;
- Treat others with respect and kindness when using digital devices and district network services;
- Always use digital devices and district network services responsibly and with academic integrity.

Schools provide equitable, age-appropriate access to the technology students need for learning; students do not need to bring a personal device or cellphone. Access to personal devices, school technology, and district networks is a privilege. If technology is used inappropriately, staff may limit access and respond through restorative or disciplinary processes consistent with the Code of Conduct.

TRAVELING TO AND FROM SCHOOL

The Code of Conduct also applies while students travel to and from school. Behaviour that affects the safety, rights, or learning of others may be addressed by the school.

SCHOOL NEIGHBOURS

Students are expected to be considerate neighbours: polite to people who live nearby and respectful of their property. The school may respond to behaviour in the neighbourhood that harms people or property or directly affects the school community.



DISCIPLINE

Responses to behaviour are considered individually and take into account the circumstances, seriousness, and history of the concern. Students will have an opportunity to share their perspective and understand their responsibility. In keeping with district policy, the Principal consults with staff and uses professional judgment when choosing appropriate supports and consequences. Factors may include:

- the student's age and maturity level
- the intent of the behavior – was it malicious or designed to inflict harm (a formal threat assessment protocol may be used)
- the severity, intensity and frequency of the behavior
- the student's previous record involving similar behaviors
- the student's level of cooperation in the investigation
- the student's level of remorse
- the student's cognitive functioning – were they aware of what they were doing and the possible impacts to others and the school? Is the student a designated special needs student?
- were previous school-based interventions implemented (counselling or in-school suspension)

The Principal must also ensure appropriate support for students who do not meet the Code of Conduct. Because student needs and circumstances differ, a single consequence will not be effective or appropriate in every situation.

Families will be contacted when concerns are repeated or serious. The student, family, teacher, and Principal may develop a plan that includes reflection, restitution, support, and appropriate consequences. Ongoing or serious concerns will be addressed under the School Act and Central Okanagan Public Schools policy, which may include suspension. [Policy 455R](#)

CONSEQUENCES – POSSIBLE LIST

- Problem-solving discussion
- Alternative work areas
- Restrict play and eating time at lunch and recess
- Think sheets, summary of what happened, letters of apology
- Community service: grounds clean up – garbage detail, wash desk tops, clean floors, chores
- In-school suspension
- Out of school suspensions
- Restitution
- Phone calls or note home
- Parent meetings
- Referral to Counselor
- Anger management course
- Pay for damage or cost of replacement
- Loss of privilege to ride bus
- Loss of privilege to stay for lunch
- RCMP contacted

Please Note:

This Code of Conduct follows both the School District 23 Discipline Regulations as set out by Board Policy and is in full compliance with the Ministry of Education Code of Conduct requirements.

To view the School District No. 23 Discipline Regulations/Policy, including the specific guidelines for student suspensions, please point your browser to:

<https://sd23.cmdesign.imagineeverything.com/documents/034de54f-66b1-503c-9f75-150565fef549/455R.pdf>