

Skeena Middle School Core Values

Skeena Middle School's Code of Conduct is built on our agreed-to core values: **Relationships, Respect, Honesty, Responsibility and Perseverance.**

RELATIONSHIPS – Build, enhance and model positive interactions with all members of our school community through mutual acceptance, inclusion, respect, responsibility and citizenship.

RESPECT – Take care of and value yourself, others, and the environment around you. This includes property that belongs to others and your school.

HONESTY – Be truthful in words and actions, and consistent in carrying out commitments, responsibilities and activities.

RESPONSIBILITY – Be accountable for your own behavior, actions and learning. Demonstrate self-discipline, a strong work ethic, commitment, pride and a positive attitude.

PERSEVERANCE – Stay with a task by demonstrating commitment, pride and a positive attitude. Work hard without giving up.

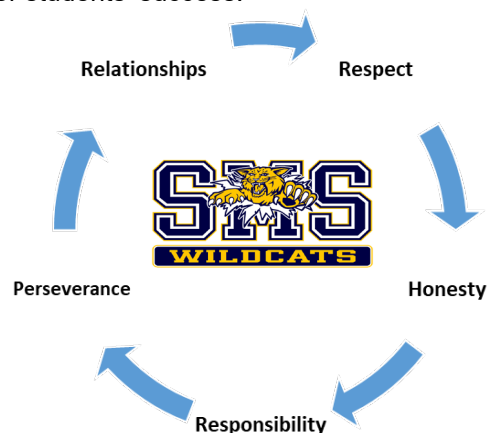


We believe that all our students...

- have the capacity to learn, grow, and develop into knowledgeable, reflective, caring, ethical, and contributing citizens.
- must be engaged in learning that is relevant, challenging, integrative, and exploratory.
- face significant life choices and need support in making wise and healthy decisions.
- thrive academically, socially, and emotionally in a learning environment where trust and respect are paramount and where family and community are actively involved and committed.
- will be surprised to discover what they can achieve when they are encouraged to inquire, explore, create and connect in a safe, nurturing environment.
- are at a pivotal time in their cognitive, social, emotional and physical development.
- are shaped by the influences of home, school and community.

What we believe about parent involvement...

- that building partnerships with parents is a critical element to a child's success and development.
- we are available and encourage conversation and dialogue through e-mail, telephone, and this student planner.
- that the most effective means of communication is person to person.
- that parents should visit the school anytime, but particularly during the times set aside for parent/teacher conferences or other events at the school.
- we encourage parents and their children to work with the teachers to problem-solve issues or concerns; this partnership can be very powerful for students' success.



SMS Behaviour Expectation Matrix

Relationships – Respect – Honesty - Responsibility - Perseverance

	Self	Others	Learning
All Settings > School > Community > Home	<ul style="list-style-type: none"> • Strive for Excellence • Dress Appropriately • Speak Appropriately • Act Appropriately 	<ul style="list-style-type: none"> • Be Inclusive • Help Others • Be Kind, Supportive • Actively Listen • Appreciate Diversity • Show Empathy 	<ul style="list-style-type: none"> • Arrive on Time • Be Prepared • Stay Focussed • Be Engaged • Keep Clean and Tidy
Hallways and Stairs	<ul style="list-style-type: none"> • Walk on Right Hand Side • Avoid 2nd Floor Rails • Be Respectful • Use Inside Voice • Stay Calm & Quiet 	<ul style="list-style-type: none"> • Be Courteous • Respect Personal Space • Keep Hands and Feet to Self 	<ul style="list-style-type: none"> • Be Considerate of Classes in Session • Follow Directions from Adults • Respect Hallway Displays
Outside	<ul style="list-style-type: none"> • Play Safely and Fairly • Dress Appropriately • Report Misbehaviour 	<ul style="list-style-type: none"> • Sportsmanship • Use Appropriate Language 	<ul style="list-style-type: none"> • Follow Instructions and Rules • Respect Supervisors
REM Lee Theatre and Assemblies	<ul style="list-style-type: none"> • Listen and Pay Attention to Presenter • Be a Kind, Respectful Audience • Follow Directions When Entering/Exiting 	<ul style="list-style-type: none"> • Sit With Your Class • Keep Hands and Feet to Self • Avoid Distractions 	<ul style="list-style-type: none"> • Be Attentive • Travel Safely to and from R.E.M.
Library and Computer Lab	<ul style="list-style-type: none"> • Enter and Work Quietly • Respect Equipment and Materials • Report Damage 	<ul style="list-style-type: none"> • Respect Others Using Same Space • Return Things Where They Belong • Share Materials and Equipment 	<ul style="list-style-type: none"> • Follow Library Rules • Use Appropriate Websites • Use Library for Educational Purposes
Gym	<ul style="list-style-type: none"> • Wear Appropriate Clothing and Footwear • Be Willing to Participate in all Activities • Do Your Best 	<ul style="list-style-type: none"> • Encourage Others to do Their Best • Share and Return Equipment • Display Sportsmanship 	<ul style="list-style-type: none"> • Use Listening Skills • Know and Practice Rules
Open Area and Lunch Break	<ul style="list-style-type: none"> • Grades 7 & 8 Remain in Own Classroom • Use Good Manners • Make Healthy Food Choices 	<ul style="list-style-type: none"> • Respect Noon-Hour Supervisors 	<ul style="list-style-type: none"> • Recycle, Reduce, Reuse • Clean-up (Pack in Pack out)
Washrooms	<ul style="list-style-type: none"> • No vaping, smoking, drugs or alcohol • No eating or drinking • No vandalizing or graffiti • No loitering • Leave when asked 	<ul style="list-style-type: none"> • Be respectful • Be courteous • Avoid distractions 	<ul style="list-style-type: none"> • Use the washroom, wash your hands, then back to class • Washrooms are not for socializing

SMS Code of Conduct

In this context, respect is central to our beliefs about what our school should look and feel like. We expect all students and staff to be respectful towards each other at all times in the school community. We also expect members of our community to be respectful towards the school building, including all of the furniture and equipment found here.

Responsible behavior and attitudes towards school are essential to our ideal school climate. Students should be responsible in all aspects of their school life, and try to make good choices that will contribute positively to their school community.

As a school, we are responsible for the safety of everyone in our school community, and we believe that every student has the right to feel safe in their learning environment. At Skeena Middle School, we all share the responsibility for the physical, emotional, and psychological safety of the students and adults in our school.

At Skeena Middle School, we recognize and value diversity in our community. In support of this, we will not tolerate discrimination, violence, bullying, harassment, or intimidation. We recognize that diversity includes students and other school community members identifying as lesbian, gay, bisexual, transgender, two-spirit, intersex, queer, or questioning. Any discrimination directed towards these and other members of our community based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity and expression, and/or age will not be tolerated.

Statement of Purpose



The purpose of the Skeena Middle School Code of Conduct is to help students understand and demonstrate appropriate behaviour. Appropriate behaviour is defined as behaviour that is safe, respectful, responsible, and legal. It contributes to a positive school climate in which everyone feels a sense of respect, safety, and belonging. The Skeena Middle School Code of Conduct provides guidelines for showing respect for the dignity of others, their rights, and property. It also provides a framework with consequences to help students understand the results of their actions as members of the school community.

The Skeena Middle School Code of Conduct applies to every student whether they are on school property, going to and from school, on field trips, or at any school-sponsored event (during or outside school

hours). The Code of Conduct also includes student behavior off school grounds or on school buses in the community if it adversely affects students, staff, or the operation of our school or other schools.

Acceptable Conduct

The following list gives a number of examples of how students, parents, staff, and community members are expected to conduct themselves at school throughout the day, while in the school building, on school grounds, attending a school function, on a school field trip, or when engaging in other conduct that impacts the safe, caring, or orderly nature of our school. This list is meant to provide examples of acceptable behavior and is by no means a complete list.

- Be respectful of yourself, others and the school
- Help to make the school a safe, caring, and orderly place
- Arrive on time and attend school regularly
- Bring all necessary materials to each class
- Be attentive in class
- Work independently and cooperatively
- Give your best effort to everything you do
- Hand in work on time
- Contribute positively to the school environment and our community
- Show respect for our community, our neighbours, and the plants and wildlife in our area
- Be responsible for your own learning
- Solve conflicts using peaceful strategies
- Inform an adult in a timely manner of incidents of bullying, harassment, or intimidation
- Wear clothing appropriate for a school environment
- Respond to directions given by a staff member respectfully and without arguing
- Students may be in the gym only when supervised by an adult
- Stay away from parking areas, except when leaving or entering the school
- Use crosswalks and traffic lights when crossing roads

Unacceptable Conduct

The following list provides a number of examples of unacceptable behaviours; by no means is this list complete.

- Any behavior or actions involving drugs or alcohol
- Wearing clothing or items with words, slogans, pictures, images, or symbols that are offensive or that promote alcohol, drugs, tobacco products, violence or sexism
- Physical or verbal aggression against another person (such as: fighting, spitting, stealing, bullying, lying, cheating, kicking, play fighting/rough play; inappropriate gestures, verbal abuse including swearing, name calling and threats, discrimination whether in person or on-line; intent to harm others, throwing snowballs, sticks, stones, etc.)

- Inappropriate use of technology – including but not limited to accessing inappropriate material, photography/videography, inappropriate use of social media
- People being harmed, threatened or harassed- physically, verbally or emotionally
- Taking, defacing or destroying the personal property of another person or school property
- Disturbing others who are working by making excessive noise
- Racial, religious or sexual harassment remarks
- Retribution against a person who has reported incidents
- Behaviours that create unsafe conditions
- Acts such as bullying, harassment, or intimidation.
- Behaviour that intimidates or exposes students or staff to physical harm, ridicule, hatred, or contempt, whether it occurs at school or off school grounds, is unacceptable



Consequences

If a student has difficulty recognizing his or her responsibilities in relation to the expectations we have set out, an adult in charge will intervene and respond with an appropriate consequence. These may include:

- Restriction of privileges and activities
- Lunch or after school detention
- Temporary removal from the group
- Parent-student conference with school personnel
- Replacement/repair of damaged property
- Removal from class
- Community service at the school
- Problem solving discussion
- Restitution
- Parent contact
- Referral to or meeting with our school counsellor
- Suspension – in-school or out-of-school

Rising Expectations



While we firmly believe in a consistent approach when dealing with students, it is understood that consequences for inappropriate decisions or choices will take into account a student's age, maturity, and individual needs.

Communication

The school will take the following steps to communicate expectations to students and the greater school community:

- All students, staff, and parents will be given or have access to an electronic copy of our Code of Conduct and Student handbook at the beginning of the year.
- Students and parents will be expected to sign a form indicating that they have read and discussed the Code of Conduct and agree to abide by it.
- Expectations will be stated clearly at the first school assembly during the first week of school in September.
- Each classroom teacher will review school-wide and classroom expectations with their class at the beginning of September.
- The school code of conduct will be posted on the school website.
- Specific behavioral expectations will be posted around the school.
- Reminders will be given to individuals, teams or the whole school as deemed necessary throughout the school year.

Notification

Depending on the nature of the unacceptable behaviour, the school staff will contact the following people, in a timely manner:

- The parent or guardian of the student who has broken the code of conduct (this may be through a written note to be signed, an email or a phone call)
- Parents of a victim of bullying or intimidation will be notified directly
- School District officials may be contacted (as required by school district policy if there has been a breach of district policy)
- The RCMP and other agencies as required by law
- The school staff and community as deemed appropriate by the school and/or district administration



Procedures and Policies

Accidents, Injuries, and Illnesses at School

We have a certified First Aid person on duty here at the school, although we cannot guarantee that this person is available at all times. We also have additional staff with training that can help out on an "as-needed" basis.

When accidents occur on school grounds or within the school building that involve injuries, they must be reported to the office as soon as possible so that we can get proper treatment started. After any such incident, an official Incident Report Form is filled out detailing what happened and what was done by our First Aid attendant. If necessary, you will be contacted to pick up your child. If our First Aid person determines that immediate medical attention is required, and if we cannot get in contact with you or your emergency contact, we reserve the right to call an ambulance. We will always err on the side of "better safe than sorry".

If your child becomes ill during the day, we may put them in the medical room to see what develops. If things appear to be more serious, we will contact you to come and take your child home. For this reason, it is important that you keep your home, work, and emergency phone numbers current with us.

In fairness to all, please do not send your child to school if there are definite signs of ill health in the morning. We have neither the facilities nor the personnel to care for sick and injured children. Good health is necessary for effective learning. Students who are ill should receive proper medical attention and not return to school until their health is reasonable and they are not contagious. Please ensure that the school is aware of any absence from school.

Administration of Medication

Except in special situations, staff members are not allowed to administer medication to students. In no instance will staff administer medication from a source other than the parent.

If you have a special situation requiring someone here to help your child take required medication, please check at the office and get a special form that must be completed by your doctor, signed by you, and then returned to the school along with the medication in blister package form.

Alcohol and Drugs

Alcohol and drugs are addictive and a health hazard. No student will be in possession of or under the influence of alcohol or illegal drugs while in school or at School District 82 (Coast Mountains) sponsored events, regardless of whether the activity takes place inside or outside the School District geographical boundaries. For the purposes of enforcing school rules and maintaining a safe and orderly learning environment, principals and vice principals may conduct lawful searches of student lockers and any other property found on school premises. In accordance with School District Policy, the principal, vice-principal, or a designate may conduct random locker searches to ensure compliance with school board policy regarding drugs. These searches may include the use of drug detection dogs from an accredited organization.

Allergies

Skeena is a **NUT & SCENT FREE ZONE** in order to accommodate people with allergies and sensitivity to these products.

Nut Allergies – Due to members of our school community with severe nut allergies, please do not bring any nuts or food items with nuts to school.
Scent Allergies - Please refrain from using strong smelling deodorant, body sprays, lotions and perfumes etc. Students are not to spray scents at school or use scented products.

Scent Free
ZONE



Attendance and Late Arrival

Regular attendance is fundamental to successful achievement at school. Students will attend all classes unless excused by a parent/guardian.

Students who must leave school during the day must sign out in the office. A note, email or phone message must be provided to the school office for an absence to be excused. We have a call-out system in place to confirm absences; **however, if your child will be absent, please notify the office in advance or as soon as possible.**

Punctuality is valued in our society, and punctuality at school contributes to preparation for the workplace. Therefore, students are expected to be in their classrooms with required materials before the bell rings to start the class. **If you arrive late to school at any time, you must sign in at the office.** You will be asked to provide a reason for your tardiness — if you have a note, or medical appointment slip, please hand it in for our records. You will be given a late slip to give to your classroom teacher. It is important that you go to class as quickly as possible; it is also important that you join the class-in-progress as unobtrusively as you can.

In our opinion, there are two kinds of lates: excused and unexcused. In short, students will be held accountable for anything that is unexcused, such

as sleeping in, forgetting to set alarm clocks, etc. We do track the number of times you are late, and will go through a process of meeting with you and/or your parents to discuss strategies for being on time. Students may be required to make up missed instructional time at lunch or after school.

Bikes and Skateboards/Long boards

Students may use skateboards as a means of transportation to and from school. Respect and consideration for the safety of self, others, and the community must be the first priority of all skateboarders. Boards must be stored in the office during school hours and must not be ridden on school property. All bikes should be locked during the school day and must not be ridden during the school day.

Skeena Middle School is not responsible for lost or stolen bikes, boards, etc.

Closed Campus

Skeena Middle Secondary has a **closed** campus for all of our students. This means that **no students should be leaving our campus during the school day unless they have signed permission form from a parent/guardian and have signed out through the office.**

Any student who wishes to go home for lunch is required to bring a note of permission from their parent/guardian. This permission does not extend to friends. Students who wish to leave grounds at lunch on a regular basis **must** have a signed permission slip on file in the Main Office. Permission forms are available in the office.

Communication

Announcements - Daily lunchtime and afternoon announcements are given over the intercom each day. Various school events and activities are also announced.



Students are expected to be listening attentively during the announcements so that information can be shared. Also, students should pay particular attention to the hallway monitor screens that display information and announcements.

Phone Calls Home – Students may call home using the student phone located inside the office door. They must have permission from their teacher if they are using the phone during class time.

Signing In/Out of the School - Students who are not feeling well who use the student phone need to come to the office to sign out. For safety purposes, a secretary or another adult at the school must speak with a parent.



School Newsletter

Weekly Update – Each week, the SMS Weekly Update will be emailed home to parents.

Automated Call Out System – Reminders and short information messages will be sent out as necessary throughout the year.

School Website – Information bulletins and newsletters can be accessed on our school website at skeena.cmsd.bc.ca

Dress Code

Common sense is the key to student dress at Skeena Middle School. Students will dress in an appropriate manner that shows respect for themselves and others. Student appearance and clothing should be consistent with the following restrictions:

- SEND THE RIGHT MESSAGE - Clothing that displays drugs, alcohol, obscenities, or sexual innuendoes are prohibited.



- Hoods are to be removed when entering/inside the school.

Emergency Procedures

We take your child's safety very seriously. We have a well-established program of safety instruction for all children starting the first week of school every year. Emergency route maps are posted in all rooms, as are emergency procedure sheets. A regular program of fire drills, lock down procedures, earthquake drills, and other emergency procedures are carried out throughout the year, testing the emergency preparedness of both our building alarms as well as our staff and students. All students are required to take part in this program in a very serious way.

Locker Rental Fees

Skeena Middle School provides optional (with a fee) school lockers for all students during the school year. In using your school locker, you agree to keep only your personal belongings in the locker. You also agree **not** to keep anyone else's belongings in your locker. Do not share your lock combination.

A fee of \$30 will be collected at the beginning of September. This fee is non-refundable, and includes locker rental, the student planner and concert fees.

Lost and Found

We are very much aware that clothing, shoes, and school supplies cost a great deal of money, and these items are easily "lost" in a school this size. To help minimize problems with this, we would urge you to mark all belongings with your child's name. Things that are "found" are generally brought to the office or the lost and found in the school.

If we find your child's name on an object, we will return the article quickly. We do maintain a "lost and found" bin in the school, and we will display "found" items at parent visitations and other times when we have lots of people moving through the school. If your child is missing something, please feel free to come in and have a look! Due to limited space, our "Lost and Found" items will be routinely collected and donated to local groups. This will only be done after they have been put on display and students and parents/guardians are notified.

Parent/Guardian Volunteers

The quality of education at Skeena Middle School is greatly enhanced by parent/guardian volunteers. Without the support of our Parents/Guardians, a number of opportunities for our students would not be possible. Interested Parents/Guardians must have a valid Criminal Record Check on file at the school and complete other forms associated with volunteering. If you are interested, please contact our office at 250-635-9136 for more information.



Smoking / Vaping

Smoking/Vaping is addictive and a health hazard. Smoking/Vaping is not permitted at Skeena – inside or on school grounds – this is a School Board Policy, which applies to everyone. If it is illegal to purchase tobacco - it is unacceptable to smoke. Electronic Nicotine & Non-nicotine Delivery Systems (also called vaporizers or e-cigarettes) are considered to be cigarettes – and, as such, are not permitted.



SOGI and Anti-Racism

Skeena Middle School is committed to providing a safe, respectful, and inclusive environment for all, regardless of gender, sexuality, race, religion, ability, or any of the other innumerable factors that make each of us unique. To this end, Skeena abides by the following CMSD 82 Policies, which are available on the CMSD Website ("*Board of Education*" > "*Policies and Procedures*")

1. Policy 1020: Diversity in Schools
2. Policy 1095: Sexual Orientation and Gender Identity (SOGI)

Skeena Middle School - Personal Electronic Device Policy

Personal Electronic Devices, especially cell phones, are valuable and important communication devices in today's world. However, use of cell phones/electronics during the instructional day seriously impedes and distracts from the learning process. Research shows a significant correlation between excessive use of cell phones and poor mental health. As a school, we believe that taking a break from cell phone/electronic use during the day will help improve mental health and allow students to focus on their school day. Our goal is to create a more focused, respectful, and safe learning environment and school community by removing what we have found to be a source of distraction and disconnection between students and their learning, as well as in the development of interpersonal relationships. We understand students often need to use cell phones on route to and from school, for safety reasons, and to communicate with their families, etc. With this in mind, we know many students will arrive with cell phones.

Responsibilities:

- **Students are to turn off cell phones (not on vibrate) and keep them in their locker or backpack during the instructional day from the time they arrive on school grounds until they leave school grounds at the end of the school day.**
- **Students** may have the opportunity to have their cell phones stored in their class storage system (pocket chart, basket, wooden box etc.).
- **Student** cell phones will remain off the entire day until after the end of day bell. Phoning parents can be done at the office or, with permission from a teacher, in a classroom. If parents need to reach their child, they should call the office to relay a message.
- **Students** are able to use electronic resources for their educational and learning needs such as calculators, laptops, iPads, etc.
- **Students** will understand that photography and video are strictly prohibited at school.
- **Students** should not wear headphones or earbuds during the day, unless the teacher has permitted them in the classroom.
- **Teachers** will review the cell phone policy and consequences for cell phone policy violation with all their students at the beginning and throughout the year.
- **Teachers** may give permission for students to use Personal Electronic Devices under their direct supervision only for educational reasons.
- **All staff and students** will consistently implement this policy in order to ensure the learning process is not impacted or disrupted by technology use.
- **Parents/Caregivers** please do not call, text, or message your child during the day as they will not have access to their cell phone. Please contact the office if you need to contact your child during the day.

Message to Parents/Caregivers

Supporting our students in the appropriate use of technology is the shared responsibility of home and school. SMS staff is committed to working with our students and values its partnership with parents/caregivers and the community. Once we have ensured a common understanding in our school at the outset of the year, this is what you can expect if your son/daughter requires extra support managing the above guidelines:

Teacher Responses:

1. Warning given and student is asked to put the device in their locker or backpack.
2. If a student continues to use technology inappropriately, the personal electronic device may be held by the teacher or given to the office.
3. Families will be contacted. (Teacher will call or e-mail)

Office Responses:

1. If misuse persists, the office will be notified and hold the phone for the day.
2. For students who face continual difficulty with the expectations, a plan will be put in place in consultation with staff, the student, and parents/caregivers.

Some possible examples are:

- A. Classroom Teacher holds phone (check-in, check-out)
- B. Office holds the phone (check-in, check-out)
- C. Phone is used for specific purposes at specific times
- D. Phone does not come to school

We kindly ask families to support our Personal Electronic Device Policy by contacting the school directly if you would like to contact your child during the school day. Our goal as a school is to explicitly teach students how to utilize technology as a learning tool. This policy is a way of increasing student engagement in the classroom and encouraging interaction with peers and movement.

Individual Exemptions

Individual students with documented and verified needs will work with the relevant School Based Team member (principal, vice principal, counsellor, learner support teacher or other trusted teacher) to develop and enact an appropriate exemption plan. Final approval of the plan is given by administration and will be communicated to the staff working directly with the student.

NOTE: The security and storage of personal electronic devices are the student's and family's responsibility. The district and the school assume no responsibility for the safety, security, loss, damage, repair or replacement of personal electronic devices.

For the purposes of this policy, Personal Electronic Devices include cellphones, smart devices (watches), tablets, video games, electronic games, etc.

Personal Property

Students should not bring unnecessary items, valuables, or large sums of money to school. The school cannot be responsible for theft or damage.

Students are urged to safeguard their valuables by keeping them safe on their person or locked safely in their lockers. Students should NOT share their locker combination with anyone or leave their locker un-locked or open.

No valuable items should be left unsecured anywhere at school including in classrooms, the change rooms or outside.

The school will assume no responsibility for any lost or damaged items.

Theft

Members of our school community are encouraged to participate in keeping our school crime-free. Students need to respect the property and rights of others. Theft is illegal and will not be tolerated at Skeena Middle School.

Plagiarism

At Skeena Middle School, the administration and staff take plagiarism seriously. Plagiarism is a form of stealing. At school it usually involves taking someone else's ideas of work and claiming that it is your own.

This definition includes the following:

- Copying ideas, phrases, sentences or paragraphs from books, the internet or any other source without giving credit to the author.
- Paraphrasing: This is when a student uses ideas, which are not their own, and simply changes an occasional word or the order of a sentence.
- Using photographs, charts, statistics, figures, numerical data or any other visual source without giving the source of the information in the assignment.
- Submitting work from parents or other students. Although we encourage parent involvement, students should not hand in work which has any portion written by parents, other family members or students.

To avoid plagiarism students should use proper citation whenever they use information from another source. When a source is used a student must give the teacher a clear description of where they found the information and whose ideas are being used. In this case the quote is followed by the name of the author and the page on which the information was written. This would also require a bibliography, which would include information about the book that was used. Different teachers may have different methods of citing work, but all are designed to have students give credit for ideas which are not their own.

Consequences of Plagiarism

In any situation where a student is suspected of plagiarism, parents/guardians will be contacted. Plagiarism may result in the following consequences:

- a “zero” on the assignment
- a makeup assignment on another topic
- submission of a rewritten assignment

Teachers may use any of the above penalties at their discretion.

Snacks and Lunch

Breakfast, snacks, and lunch are available each school day for all students. Our food program follows the Ministry Guidelines for Healthy Eating in schools.

We have a space open each morning and lunch for students in need of a breakfast or lunch. Healthy snacks are also available.

Skeena Middle School participates in the BC School Fruit and Vegetable Nutritional Program. We will have fruit and vegetables delivered to Skeena and available free to students every couple of weeks.

Student Conduct

Instructional Areas

Students should contribute to a safe, respectful, and positive learning environment, thus helping to make school a positive experience for all.

Common Areas

Students should behave in a responsible and reasonably quiet manner in the hallways and common areas throughout the school. Skeena should be a safe, pleasant, and comfortable place for all.

Traveling To and From School

All students are expected to conduct themselves properly while traveling to and from the school. All students, while traveling to or from school are subject to the Code of Conduct of Skeena Middle School. Students who violate the School Code of Conduct while traveling to and from school or are involved in situations that negatively affect the welfare of other students or the learning atmosphere of the school will be subject to consequences from the school.

Bus Behavior

The primary goal of our District bus drivers is student safety. It is important for bus students and their parents to ensure proper student behavior while students are riding in District buses. All students, while traveling to or from school on a bus are subject to the Code of Conduct of Skeena Middle School. Only those students who have returned a completed District Bus Form (available from the office) will be permitted on a bus. Students will only be permitted on the bus they are registered on.



The District has a specific Policy and accompanying Regulations regarding bus behavior. All students and parents/guardians, need to know that it is a privilege for a student to ride the school bus; it is not an absolute right. Bus drivers have the right to issue "warnings" as well as 1 and 2-day bus suspensions for rule infractions. If your child receives a bus suspension, as parents/ guardians you will be required to make arrangements to get your child to and from school; you may be asked to attend a meeting with the Principal or Vice-Principal.

Visitors to the School

All visitors – including parents and guardians - to Skeena Middle School must report to the office to check in/sign in. If a visitor is going to a classroom or elsewhere in the school, they will be given a visitor badge to wear during their time at SMS.



Skeena Middle School SCHOOL LOCKER USE POLICY

1. Skeena Middle School provides optional (with a fee) school lockers for all students during the school year. In using your school locker, you agree to keep only your personal belongings in the locker. You also agree **not** to keep anyone else's belongings in your locker. Do not share your lock combination.
2. You may **only** use a school lock. All combinations are kept on file in the office.
3. Our school lockers policy enforces a zero-tolerance for the following items:
 - **Illegal drugs including marijuana, cocaine, heroin, etc; any drug paraphernalia**
 - **Alcohol**
 - **Vape sticks, vape juice, any other paraphernalia**
 - **Stolen property**
 - **Weapons**

- **Items deemed by the school or RCMP to be a danger to students or others**
- **Anything that is illegal to possess**

With parent consent, you are permitted to keep prescription drugs in your locker if your doctor has prescribed those drugs for your own use only and the office is aware. Prescriptions should be in a properly labeled container and the quantity brought to school should be minimal.

4. It is very important to note that although you have a lock on your locker, you do not have an expectation of privacy for your lockers. **Lockers are the property of Skeena Middle School/ Coast Mountains School District.** All students need to know that administration has the right to open, search, and inspect your locker.

5. If your locker is searched and administration finds any item listed above in section three in your locker, the school may seize those items and use them as evidence against you for school discipline. Administration may give seized items to the RCMP for possible criminal investigations and charges.

Skeena Middle School

Student Internet & Network Acceptable Use Agreement (Procedure: Internet & Network Acceptable Use)

Responsible use of school computer facilities requires that users:

1. Do not use computers for personal use.
 2. Do not use computers for non-assignment information or entertainment programs/sites.
 3. Do not pursue, view or create material that is illegal, obscene, pornographic, harassing, discriminatory, or comprised of foul language/images.
 4. Do not interfere with or change the normal, proper operation/settings of the school computers.
 5. Do not damage, deface or mistreat any components of the computer equipment.
 6. Do not give another student their account information.
 7. Never publicize their or other students' home address or phone number. Also never, publicize a photo of themselves, or other students, with their name(s) or any other personal information.
 8. Do not put any work on display through the internet without consent of the author.
 9. Do not interfere with the computers that others are using.
- ** If a student is ever in doubt about what is "acceptable, responsible use", they simply needs to ask a teacher/administrator.

Inappropriate use of school computers will result in the following:

1. Restriction or cancellation of access/use privileges. (Parents/guardians will also be informed of any consequences.)
2. A charge to repair or replace any equipment that has been damaged.

Special Note regarding privacy: The school's electronic network is the property of Coast Mountains Board of Education School District 82 and will be monitored, maintained, and managed by an employee of the district in such a way as to ensure its availability and reliability in performing its educational mission, and to ensure proper and ethical use of the computers within the system. This will require the ability and authority to inspect any

and all materials transferred by or stored within the computer system/network server by any and all users. Because of this, users will have no reasonable expectation of privacy.

Parents and Guardians,
Please review our Code of Conduct and Handbook with your child before signing below. We appreciate your ongoing support in maintaining a safe, responsible, and respectful school environment.

Student: YES! I have read and discussed the Skeena Middle School Code of Conduct and Student Handbook. I understand and agree to abide by the expectations and content in the Code of Conduct and Student Handbook.

Student Name

Student Signature

Date

Parent/Guardian: YES! I have read and discussed the Skeena Middle School Code of Conduct and Student Handbook. I understand the expectations placed upon my son/daughter as a student of Skeena Middle School.

Parent/Guardian Name

Parent/Guardian Signature

QUESTIONS or COMMENTS:

DO NOT REMOVE THIS PAGE.