

SUN PEAKS SCHOOL

4040 Sundance Drive, Sun Peaks BC

Phone: (250) 578-7227 • Fax: (250) 377-2223

Mailing Address: c/o HGEC, 245 Kitchener Cres, Kamloops BC V2B 1B9



Dear Sun Peaks Families,

I hope this letter finds you healthy, well rested, and that you had a beautiful summer making memories with your loved ones. Our hearts go out to anyone affected by the fires this summer. We welcome back all of our students and families and a special welcome to a few new students and families. The Sun Peaks staff are looking forward to welcoming our students back on Tuesday, September 5th from 10:30 am to noon, with the exception of Kindergarten students who will be starting gradual transition on September the 6th.

On September 5th the first day of school, students in grade 8/9 will meet at Mr. Massey's portable in our P2 location. Students in grade 5/6/7 will meet Mrs. Gray and Ms. Greer in our P5 location. Students in grade 1-4 will meet in front of the elementary school location at the top of the platter. I will visit each campus to welcome our students.

On Wednesday September the 6th, students will attend all day. Students in grades 8 and 9 will head straight to Mr. Massey's class. Students in grade 5-7 will return to the portables in the P5 and students in grade one to four will meet in the same place at the elementary campus on the hill.

We will be available to guide students into their 'draft' classrooms for the first week. Similar to prior years, we hope to have classes finalized as soon as possible. Your flexibility is appreciated as we have a few new families and it can be hard to predict enrollment changes until the end of the first week and sometimes the first few weeks'.

A lot of thought has been put into building each classroom. In order to have a great start to the year, we encourage you to have a conversation with your children, and reiterate that no matter which class they are in, it will be a positive learning experience for them. Our teachers are well trained and comfortable within a multi-grade setting and will be working hard to develop a positive class and school culture that is inclusive of all students.

I am excited to reconnect with the students and learn all about their summer and I look forward to welcoming all of our new students. The following September newsletter provides information for the coming year, but if you have any questions, please don't hesitate to call the office (located at Heffley Creek Elementary) at 250-578-7227.

Sincerely,

Jennifer Boyle, Principal

SUN PEAKS SCHOOL

4040 Sundance Drive, Sun Peaks BC

Phone: (250) 578-7227 • Fax: (250) 377-2223

Mailing Address: c/o HGEC, 245 Kitchener Cres, Kamloops BC V2B 1B9



Staff

This year we are lucky to have almost all of our staff returning including Breann Erickson in the roll of Prep/Library.

Ms. Jennifer Boyle	Principal
Mr. Keith Massey	Teacher
Mrs. Amber Gray	Teacher
Ms. Meghan Greer	Teacher
Mrs. Jillian Schmalz	Teacher
Mr. Jeremy Banks	Teacher
Mrs. Kimberly Rinaldi	Teacher
Mrs. Emily Fell	Teacher
Ms. Breann Erickson	Prep/Library Teacher
Mrs. Kyla White	Learning Assistance shared with Heffley
Mrs. Maria Davis	Certified Education Assistant
Mrs. Peggy Leduc	Certified Education Assistant
Mrs. Kathy Haney	Secretary (based at Heffley Creek M/T/W)
Mrs. Naomi Winter	Secretary (based at Heffley Creek Th/F)

Bell Schedule (Elementary)

School Opens	8:25 (There is no supervision before 8:25)
Classes begin:	8:30
Start of Recess Break	10:05
End of Recess:	10:20
Start of Lunch	12:20 (Kids play first)
Kids come in to eat	12:55
End of Lunch Break	1:20
End of Day	3:34

Bell Schedule (Grade 8/9)

School Opens	8:25
Classes begin:	8:30
Long Break	11:10
End of Recess:	11:30
Start of Lunch	12:10
Classes resume	12:58
End of Day	2:57

SUN PEAKS SCHOOL

4040 Sundance Drive, Sun Peaks BC

Phone: (250) 578-7227 • Fax: (250) 377-2223

Mailing Address: c/o HGEC, 245 Kitchener Cres, Kamloops BC V2B 1B9



First Week Schedule/Kindergarten Schedule

For Kindergarten start times please refer to the letter sent to parents in June. To have the best start possible for students, we begin our year at Sun Peaks Elementary with a gradual transition for our Kindergarten students. We look forward to having our new students join us at the school this year in small groups starting on September the 6th. If you need a copy emailed to you please feel free to call the school, 250 578 7227.

School Learning Goals

- Students will acquire strong foundational skills in numeracy and literacy. With these skills we will promote inquiry and critical thinking to solve problems in real life situations.
- Every learner will feel welcome, safe and have a strong sense of belonging to Sun Peaks School.

We will be continuing to focus on these goals over the coming year as we continue to strive to develop our students to their full potential.

Mission: Building compassionate, resilient learners who are deeply rooted in our mountain community

Vision: At Sun Peaks school we strive to be a community of resilient learners who embrace diversity, relationships, and proudly represent their school in a safe, kind, and invested manner.

Motto: Embracing diversity, living actively and achieving our dreams one peak at a time.

Student and Family Affordability Fund for 2023-2024

The District is pleased to announce that the unused funds from the Provincial Student and Family Affordability Fund received last year is available for the 2023-2024 school year. The use of these funds will be prioritized to help students and families with the increased cost of living by providing financial assistance for the cost of school supplies, course fees, academy fees and enhancement fees if needed. Please indicate your consent to use these funds by selecting the checkbox in SchoolCash when paying online or by indicating your consent on the paper-based order form returned to the school.

SUN PEAKS SCHOOL

4040 Sundance Drive, Sun Peaks BC

Phone: (250) 578-7227 • Fax: (250) 377-2223

Mailing Address: c/o HGEC, 245 Kitchener Cres, Kamloops BC V2B 1B9



School Fees

A notice to collect school fees and school supply money will be sent out the first week of school. School supply money covers all of the materials that are used in the school by the students. Beyond pencils and paper, this includes specialized art supplies and many other supplies that are necessary in the classroom. Fees also include the agendas. We encourage all families to pay for school fees online if possible.

Grade 8/9 students will be required to bring their own supplies. Mr. Massey will provide a course outline and a detailed school supply list. For the first week please provide:

- (1) Zippered two-inch binder
- Pens
- Pencils
- Calculator
- Dry erase markers
- Lined paper
- Dividers
- There is a separate Art fee to cover art supplies

Verification Reports and other Permission Forms

The school district requires parents to update Student Verification Records on a yearly basis. Along with this document, a *permission for personal information consent*, an *Outside Media in Schools*, and a *Student Use of District Technology resources* form and a permission slip for local activities done throughout the community will be sent home the second week of school. **Please return these forms to the school no later than September 18th**. These forms are required as soon as possible so the students may participate in all learning activities.

Lunch Supervisors

We are still in need of parent support for **lunchtime supervision**. Lunchtime supervisors are paid a stipend of \$12/day and are integral to the safety and supervision of the school. We are looking for supervisors at the main campus at the top of the platter and in P5, and if you are able to take on this role or even one day a week please contact Ms. Boyle through email (jboyle@sd73.bc.ca) or at the office (250-578-7227).

When volunteers are in the school, we emphasize the importance of confidentiality. Records and personal information are confidential and we expect our volunteers to respect that. Regular volunteers are required to sign a volunteer agreement, and all visitors to the school must sign in at the office.

SUN PEAKS SCHOOL

4040 Sundance Drive, Sun Peaks BC

Phone: (250) 578-7227 • Fax: (250) 377-2223

Mailing Address: c/o HGEC, 245 Kitchener Cres, Kamloops BC V2B 1B9



Student Dress Code

The District recognizes that a student's choice of dress can form an important part of self-identity and that students should be free to dress in a manner of their choosing, subject to the terms of this Administrative Procedure. It is our expectation that our students will respectfully represent Sun Peaks School both in and outside of school. At school, and at all school functions, students are expected to dress in a manner and style appropriate for school. Students must not wear clothing which undermines the District's commitment to a safe and inclusive learning environment.

Please refer to *Administrative Procedure 350.2-Student Dress Code* for further information.

Indoor Shoes

Students need "indoor" shoes at school. In addition, athletic shoes are required for PE during the fall and spring (Please, no flip flops or open toe shoes). We will be regularly walking around the community and accessing the resources in the community. It is recommended to have an additional pair of boots for recess in the winter because students arrive in their ski/board gear.

Medical Policy

Please contact the school if your child has any health issues or potentially life-threatening conditions that we need to be made aware of. No medications (prescription or non-prescription) are to be administered by school district employees without prior written consent of the parent/guardian and doctors must sign a ***Request for Administration of Medication at School*** form which includes written medical advice from a physician. This form must be renewed/resigned each school year.

Photo Day

Student and class photos will be held on Tuesday, September 26th by Tyler Meade Photography.

PBIS at Sun Peaks

Our philosophy is that students need to be taught positive behaviour in a variety of settings with consistent language and lessons. We have focused on being **Safe, Kind, and Invested** in and around the school. During the school year we will be continuing to teach these attributes through specific lessons. Throughout the year we will review PBIS during staff meetings to see how we are doing and look to our next steps. Please talk with your child about being **Safe, Kind and Invested** in the school and community. Our school matrix that demonstrates what these behaviours look like in various settings is attached.

SUN PEAKS SCHOOL

4040 Sundance Drive, Sun Peaks BC

Phone: (250) 578-7227 • Fax: (250) 377-2223

Mailing Address: c/o HGEC, 245 Kitchener Cres, Kamloops BC V2B 1B9



Student Safe Arrival

SafeArrival is an absence management system that improves student safety and makes it easy for you to let the school know about your child's absence.

You are asked to report your child's absence in advance whenever possible using one of these convenient methods:

1. SchoolMessenger app (free)
 - a. If you haven't already provided your email address to the school, please do so.
 - b. Get the app from the Apple App Store or the Google Play Store (or from the links at go.schoolmessenger.ca).
 - c. Tap "Sign Up" to create your account.
 - d. Select "Attendance" from the menu, and then select "Report an Absence".
2. Web and Mobile Web: go.schoolmessenger.ca.
 - a. If you haven't already provided your email address to the school, please do so.
 - b. Go to the website.
 - c. Click "Sign Up" to create your account.
 - d. Select "Attendance" from the menu, then select "Report an Absence".
3. Interactive Toll-free Phone ([1-844-350-2647](tel:1-844-350-2647))
 - a. Call the toll-free, interactive telephone system.
 - b. Follow the instructions to report an absence.

Absences can be reported in advance:

- 24 hours/day, 7 days a week
- For any school day in the school term, including multiple day absences
- Up to the cut-off time (8:30 am) on the day of the absence

Whenever an absence is reported or updated, you will receive a confirmation notice by email and/or text message (assuming you have provided your contact information to the school).

If you don't report your child's absence in advance, the automated notification system will try to contact you (using the communication preferences if you have set them up in the SchoolMessenger app). This may include push notifications to the app, email, SMS text message, phone calls. You will be asked to provide the reason for your child's absence immediately. You may do so using the phone line, website or mobile app.

If you try to explain an absence using SafeArrival but are then told that it is past the cut-off time, please contact Kathy Haney or Naomi Winter, the Secretaries, directly at 250-578-7227. Please direct any concerns, inconsistencies, or troubles with SafeArrival to Kathy as soon as possible so that they may be rectified.

SUN PEAKS SCHOOL

4040 Sundance Drive, Sun Peaks BC

Phone: (250) 578-7227 • Fax: (250) 377-2223

Mailing Address: c/o HGEC, 245 Kitchener Cres, Kamloops BC V2B 1B9



Guidelines for Personal Electronic Devices at Sun Peaks School

- Students who bring devices such as cell phones, iPods, MP3 players, Nintendo DS's or similar will be instructed to keep these items in their backpacks for the duration of the school day until dismissal.
- As per *Administrative Procedure 145* the safe keeping of these devices are solely the responsibility of the owners.
- Students needing or wanting to use cell phones to contact parents while at school must use the same procedure currently in place for using the school phone – ask a staff member for permission first - and return device to backpack when finished.
- Students may use e-type readers for quiet reading times upon permission of the teacher (safekeeping is the responsibility of the student).
- Please see *Administrative Procedure 145* for more details

Important dates to note

September 5: Staff and students return to school, student in grade 1-9 will attend from 10:30-noon

September 6: Students return for first full day; Kindergarteners will follow their gradual entry schedule

September 8: Elementary School in session

September 12: PAC Meeting at 8:45 at Cahilty Creek

September 25: District Non Instructional Day

September 21: Terry Fox Run –Toonie for Terry

September 29: School in Session -Orange Shirt Day

September 30: National Day for Truth and Reconciliation

October 2: No school in session National Day for Truth and Reconciliation

October 2: Missoula Children's Theatre Audition's for students in grade 1-9

October 3 – 6: Missoula Children's Theatre

October 9: Thanksgiving

October 20: District Non Instructional Day

October 25: Parent Teacher Interviews –Early Closure 1:34pm

Application for Transportation Assistance

Click here for the link to the School District Transportation Assistance Form for families within our catchment area, who live more than 4 km from our school

<https://www.sd73.bc.ca/en/community-parents-and-students/resources/PDFs/Application-for-Transportation-Assistance.pdf>

SUN PEAKS SCHOOL

4040 Sundance Drive, Sun Peaks BC

Phone: (250) 578-7227 • Fax: (250) 377-2223

Mailing Address: c/o HGEC, 245 Kitchener Cres, Kamloops BC V2B 1B9



Parent Involvement and Parent Advisory Council

There are several ways in which you can be an active parent at Sun Peaks School. Our Parent Advisory Council meets on a regular basis and the meeting dates are published in the school newsletters. Our PAC welcome all parents to come to all meetings. Our first PAC meeting of the year is on September 12th at 8:45 at Cahilty Creek Kitchen. Our PAC executive members are as follows:

Caroline Thompson- Chair

Dana Hoppenreys - Vice Chair

Shannon Mitchell - Secretary

Vicky Kosciuw- Treasurer

Jennifer Stroken - Director of Fundraising

Missoula Children's Theatre –Oct 2nd-7th 2023

We are very excited to announce that ArtZone has asked our school to partner up to bring the Missoula Children's Theatre to Sun Peaks. Auditions will take place for a part in the play next October 2nd-7th. Please encourage your child to think about trying out. We are incredibly grateful to ArtZone for organizing this very exciting event for the community of Sun Peaks. More details to come soon.

School Calendar

Please note that although school is generally not in session on Fridays for the Elementary cohort, there are several weeks throughout the year that students will attend on Fridays. These days generally occur after a statutory holiday. We have school this Friday, September the 8th.

SUN PEAKS SCHOOL

4040 Sundance Drive, Sun Peaks BC

Phone: (250) 578-7227 • Fax: (250) 377-2223

Mailing Address: c/o HGEC, 245 Kitchener Cres, Kamloops BC V2B 1B9



Elementary K-7 Four Day Week SCHOOL CALENDAR FORM - GENERAL 2023/2024 CALENDAR

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Instructional
- Non-Instructional
- Vacation Period
- Statutory Holiday
- National Day of Truth and Reconciliation

SUN PEAKS SCHOOL

4040 Sundance Drive, Sun Peaks BC

Phone: (250) 578-7227 • Fax: (250) 377-2223

Mailing Address: c/o HGEC, 245 Kitchener Cres, Kamloops BC V2B 1B9



Secondary Grade 8/9 Calendar

SCHOOL CALENDAR FORM - GENERAL

2023/2024 CALENDAR

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

■ Instructional
 ■ Non-Instructional
 ■ Vacation Period
 ■ Statutory Holiday

SUN PEAKS SCHOOL

4040 Sundance Drive, Sun Peaks BC

Phone: (250) 578-7227 • Fax: (250) 377-2223

Mailing Address: c/o HGEC, 245 Kitchener Cres, Kamloops BC V2B 1B9



SUN PEAKS ELEMENTARY PBIS Matrix

Typical Settings/ Contexts	Safe	Kind	Invested
Classroom	<ul style="list-style-type: none"> Wear inside shoes Keep floor clean Walk 	<ul style="list-style-type: none"> Work willingly with anyone Offer help when needed Encourage and recognize one another 	<ul style="list-style-type: none"> Do your best Stay on-task Participate in all activities Get started right away
Bathroom	<ul style="list-style-type: none"> Use toilet for what it's for Wash hands Leave promptly 	<ul style="list-style-type: none"> Be prompt and clean up 	<ul style="list-style-type: none"> Stay on-task
Playground	<ul style="list-style-type: none"> Have a safety plan Use materials so no one gets hurt Keep hands and feet to self 	<ul style="list-style-type: none"> Include others Respect the natural environment 	<ul style="list-style-type: none"> Clean up after yourself
Ski Hill	<ul style="list-style-type: none"> Follow SPE School ski rules Follow Alpine Responsibility Code 	<ul style="list-style-type: none"> Ski willingly with anyone Encourage one another's efforts Build positive relationships with Sun Peaks staff 	<ul style="list-style-type: none"> Be prepared to ski Be ready on time Return on time
Community	<ul style="list-style-type: none"> Get permission before leaving assigned areas Stay with your group 	<ul style="list-style-type: none"> Match your behavior to the environment Appreciate the experience and those who provided it 	<ul style="list-style-type: none"> Participate in community events Demonstrate pride in your community
Lunch	<ul style="list-style-type: none"> Clean up after you eat Wash hands 	<ul style="list-style-type: none"> Eat quietly Use table manners 	<ul style="list-style-type: none"> Eat your food



SUN PEAKS SCHOOL

4040 Sundance Drive, Sun Peaks BC

Phone: (250) 578-7227 • Fax: (250) 377-2223

Mailing Address: c/o HGEC, 245 Kitchener Cres, Kamloops BC V2B 1B9



Cashless Schools

How to create an account:

Go to [SchoolCash Online](#) and click Register.

- Type your first name, last name, and email address, and create a password.
- Select a security question.
- Select **YES** to receive email notifications. You will not receive any marketing emails. Selecting **YES** enables the system to send you fee notifications.

SchoolCash Online will send you a registration confirmation email. If you do not receive it, check your Spam folder.

Use your email address and password to log in.

How to add a student to your account:

Sign in to [SchoolCash Online](#).

- **Primary Guardians** (as identified in MyEdBC) will receive a system generated email from SchoolCash Online advising that you have been granted access to (Student First and Last Name).
- Please click "Accept" to add this student to your account.
- You will now be able to pay school and activity fees for your student(s).
- **Additional Users:** Contact the Guardian identified as "Primary" in MyEdBC.

How to make a payment:

- You will be able to view any available items attached to your students that are set up on your account.
- Select the item which you would like to purchase and click "**Add to Cart.**"
- Once you have finished adding items to your cart, click "**Continue.**"
- You can pay for multiple students' items in one checkout.

For more information go to <https://www.sd73.bc.ca/en/community-parents-and-students/cashless-schools.aspx>

SUN PEAKS SCHOOL

4040 Sundance Drive, Sun Peaks BC

Phone: (250) 578-7227 • Fax: (250) 377-2223

Mailing Address: c/o HGEC, 245 Kitchener Cres, Kamloops BC V2B 1B9



STUDENT CODE OF CONDUCT [Student Code of Conduct - Administrative Procedure 350](#)

The Code of Conduct outlines acceptable student behaviour to establish and maintain a safe, respectful and caring learning environment. This code will clarify expectations for student behaviour while at school, while going to and from school, while attending any school or district-related function or activity at any location, or in other circumstances where engaging in the activity will have an impact on the school environment. The Code of Conduct prohibits discrimination based on an individual's or a group's Indigenous identity, race, colour, ancestry, place of origin, religion, family and marital status, age, physical or mental disability, sex or sexual orientation, and gender identity or expression.

1. Acceptable conduct includes but is not limited to the following:

Students are expected to:

- a) Respect themselves, others and property;
- b) Attend school regularly and be punctual for all classes;
- c) Engage in purposeful learning activities and set high standards for personal achievement; d. Respect others, regardless of differences, including Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons;
- d) Use electronic systems in a respectful, responsible, and ethical manner;
- e) Conduct themselves in a polite, respectful, and co-operative manner;
- f) Dress in a manner that is consistent with SD73's Administrative Procedure 350.2: Student Dress Code.

2. Unacceptable conduct includes but is not limited to the following:

Students are expected NOT to:

- a. Engage or encourage behaviours that interfere with the learning of others;
- b. Engage in or encourage behaviours that create unsafe conditions;
- c. Discriminate against others because of Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons;
- d. Bully, cyberbully, harass or intimidate others;
- e. Verbally, physically or sexually harass others;
- f. Engage in threatening or violent behaviours;
- g. Retaliate against a person who has reported incidents;
- h. Possess, use, or distribute illegal or restricted substances;

SUN PEAKS SCHOOL

4040 Sundance Drive, Sun Peaks BC

Phone: (250) 578-7227 • Fax: (250) 377-2223

Mailing Address: c/o HGEC, 245 Kitchener Cres, Kamloops BC V2B 1B9



-
- i. Possess or use weapons;
 - j. Steal, including identity theft;
 - k. Damage property or equipment;
 - l. Use personal technology devices, such as cell phones or cameras, during the school day except where expressly authorized

Students who contravene this Code of Conduct will be subject to progressive discipline, reflective of the age and maturity of the student, and the severity and frequency of the unacceptable conduct. The discipline will be fair, consistent, and meaningful for the purpose of making restitution and enhancing student responsibility and self-discipline. Special considerations may apply to students who are unable to comply with a Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature. The Board will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of a Code of Conduct.

School officials will notify parents, school district officials, and other agencies, as deemed appropriate for any incident.

SUN PEAKS SCHOOL

4040 Sundance Drive, Sun Peaks BC

Phone: (250) 578-7227 • Fax: (250) 377-2223

Mailing Address: c/o HGEC, 245 Kitchener Cres, Kamloops BC V2B 1B9



SCHOOL DISTRICT NO. 73 (Kamloops-Thompson)

1383 - 9th Avenue, Kamloops, BC V2C 3X7 | Tel: 250-374-0679 | Fax: 250-372-1183 | www.sd73.bc.ca

Fair Notice for Parents and Students 2023-2024

Dear Parents and Students:

The safety of our students is a top priority for us all. As a school system, we have been involved in intensive safety training with our community partners – the police, Child & Youth Mental Health and the Ministry of Children and Family Development. Together we have developed a district plan for responding to all situations in which students may be posing a threat to themselves or others. School District No. 73 has a policy in place that requires principals to activate a multidisciplinary "threat assessment" protocol in all cases of students making significant high level threats to harm themselves or others. The procedure is available on the school district website at www.sd73.bc.ca

What is a threat?

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

Duty to report

In order to keep school communities safe and caring, staff, parents/guardians/caregivers, students and community members must report all threat-related behaviours to the school principal.

What is a Site-Specific Threat Assessment Team?

The school has a site-specific threat assessment team that includes the principal(s), counsellor(s), teachers and a member of the police.

The purposes of a student threat assessment are:

- to ensure and promote the emotional and physical safety of students, staff, parents, the student making the threat, and others
- to ensure a full understanding of the context of the threat
- to understand the factors underlying the behaviours of the threat maker
- to be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker
- to promote the emotional and physical safety of all

A student threat assessment will be initiated for behaviours including, but not limited to:

- serious violence or violence with intent to harm or kill
- online threats to harm/kill others
- possession of weapons (including replicas)
- gang related intimidation and violence
- verbal/written threats to harm/kill others (clear, direct, plausible)
- bomb threats (making and/or detonating explosive devices)
- fire starting
- sexual intimidation and violence

What parents and students need to know:

- any threat must be reported to the school principal
- investigations may involve the student services counsellor, the police or other community agencies
- investigations may involve locker or personal property searches
- interviews will be held with the threat maker and other students or adults who may have information about the threat
- parents of students who are directly involved with a threat will be notified
- threatening behaviour may result in disciplinary action and/or change in school placement
- an intervention plan may be developed for the student making the threat and a support plan developed for any individuals targeted by threats

Collection Notice

The School District is subject to personal information privacy laws, and will undertake the collection of this information in compliance with the requirements of such laws, including limiting collection of information that is relevant and necessary to address a risk or threat and by ensuring that information is collected from online open source sites. The School District will not collect information as part of a threat assessment unless there is reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate circumstances.

Sincerely,

A handwritten signature in blue ink that reads "Rhonda Nixon".

Rhonda Nixon, Ph.D, Superintendent of Schools