School District # 54 (Bulkley Valley)

ENROLLING SCHOOL: Smithers Secondary School

Identification must be provided

STUDENT INFORMATION

Legal First Name:		Legal Last Name:		Legal Middle Name:	
Usual First Name:		Usual Last Name:		Usual Middle Name:	
Grade:	Gender: Male☐ Female ☐ Other☐	Date of Birth:		Personal Health Number:	
Language Spoken:		Other Languages:			
PHYSICAL ADDRESS		**MAILING ADDRESS** ***(If different from physical address)***			
Street # and Name:		Street # and Name:		PO Box #:	
Apt#: / City: / Postal Code:		Apt #: / City: / Postal Code:			
Home Phone: Unlisted ☐		Students Email Address:		Students Cell Phone:	

BUS INFORMATION

School Bus Transportation required? ☐ Yes ☐ No	☐ AM Pick-up ☐ PM Pick-up	☐ Regular Use ☐ Occasional Use
Alternate AM Address:		
Alternate PM Address:		
Additional Information:		

PARENT/GUARDIAN INFORMATION

	Parent/Guardian 1		Parent/Guardian 2		Parent/Guardian 3	
Last Name:						
First Name:						
Relationship to student:						
Legal Custody: ***(If applicable)***	Sole ❑ Shared ❑		Sole ❑ Shared ❑		Sole ❑ Shared ❑	
Court order in effect?	Yes ❑ No ❑		Yes ❑ No ❑		Yes ❑ No ❑	
****If there are any custody arrangements, legal documentation must be filed with the school****						
Contact Authorizations	Lives with Student	❑	Lives with Student	❑	Lives with Student	❑
	Student Pick Up	❑	Student Pick Up	❑	Student Pick Up	❑
	Receives Mailings	❑	Receives Mailings	❑	Receives Mailings	❑
	Family Portal Access	❑	Family Portal Access	❑	Family Portal Access	❑
	Receives Email	❑	Receives Email	❑	Receives Email	❑
Home Phone:						
Cell Phone:						
Work Phone:						
Place of Employment:						
Email address:						
PHYSICAL ADDRESS:	**Same as Students ❑**		**Same as Students ❑**		**Same as Students ❑**	
Street # and Name:						
City:						
Province:						
Postal Code:						
MAILING ADDRESS:						
Street # and Name:						
PO Box:						
City:						
Province:						
Postal Code:						

EMERGENCY CONTACT INFORMATION:

Please note, parent/guardians listed above will be contacted prior to Emergency Contacts.

	EMERGENCY CONTACT-1	EMERGENCY CONTACT-2	EMERGENCY CONTACT-3
Last Name:			
First Name:			
Relationship:			
Home Phone:			
Work Phone:			
Cell Phone:			
Email Address:			
	Student Pick up ☐	Student Pick up ☐	Student Pick up ☐
	Lives with student	Lives with student	Lives with student

MEDICAL INFORMATION – Life-threatening Conditions

Description of Condition:	Medications:

HEALTH ALERTS – Non-Life-threatening Conditions

Description of Condition:	Medications:

STUDENT LEGAL ALERTS

Copy of Order provided to School Yes ☐ No ☐
Description of Court Order:

CITIZENSHIP

Country of Birth:	Citizenship:	Refugee ☐	Entry date to Canada:
Visa Status:	Work Permit ☐	Study Permit ☐	
Visa Expiry:	Work Permit Expiry:	Study Permit Expiry Date:	

INDIGENOUS ANCESTRY

Is your child of Indigenous Ancestry? Yes❑ No❑			Band of Membership:
Inuit ❑	Metis ❑	Non-Status ❑	Band of Residence:
Status on Reserve ❑		Status off Reserve ❑	Status #

I give consent for Indigenous support programming/services: Yes ❑ No ❑

OTHER INFORMATION

Past Assistance:	Learning Assistance ❑	Educational Assessment ❑	Adaptations ❑
	Counsellor ❑	Modifications ❑	Hearing ❑
	IEP ❑	Speech/Language ❑	Physical Accommodations

PERMISSIONS

❑ I give my consent for the release of my name, phone number and address for school communication purposes, such as Parent Advisory Council, safe arrival program, and classroom phoning / email committee etc.

❑ I give my consent for the publication of my child's name, photograph and comments to be published for school purposes including but not limited to newsletters, yearbooks, brochures, news media, magazines, reports, school websites, videos and other forms of social media.

❑ I give my consent for my child to participate in neighborhood, curriculum-based off school ground activities.

The information contained on this form is collected under the authority of the School Act, Section 13 and 79. This information will be used for education programming and administrative purposes, and when required, may be provided to health services, social services or support services as outlined in Section 79(2) of the School Act. The information collected on this form will be protected consistent with the Freedom of Information and Protection of Privacy Act (FIOPPA). If you have any questions about the information recorded on this form, please contact your school administration.

Date:	**Signature of Parent/Guardian:**

*****A textbook deposit of $85 and lock fee of $10 is required for all Grade 8-12 students. Payment is due upon registration.***

ENROLLING SCHOOL NAME: Smithers Secondary School

Student Withdrawal - Consent for release of Information

Student Name: _____

Previous School Name: _____

City/Province: _____

I authorize the above-named school to release all documents, including my child's file and his/her confidential file containing assessments or Individual Education Plans which would assist School District # 54 in developing an appropriate educational program. All information provided will be considered confidential and treated accordingly.

Date: _____

Parent/Guardian Signature: _____

Please send files to:

Smithers Secondary School
4408 3rd Ave. PO Box 849
Smithers, BC V0J 2N0

Student Conduct

The Board has a responsibility to establish, in agreement with the School Act and Regulations, the standard of conduct expected of the students of the district. In an effort to provide all students with a safe, positive learning environment, the District Code of Conduct formalizes expectations for student behavior, and individual school codes of conduct are developed within the framework of the district code. It is important for students and parents to be aware of district and school-wide expectations pertaining to student behavior. In the first days of the school year teachers work to make sure students understand expectations. In addition to this, we would like to make you aware of the following Board policies:

Student Involvement with Illegal Drugs and Alcohol (9.120)

The Board opposes any involvement with illegal drugs or alcohol on school property or at school functions both within the district and on school travel or off school property. Any cases of pupil involvement with drugs or alcohol shall result in a suspension to the Board. The Board may impose a suspension of twenty (20) days, more or less, to reflect the nature and seriousness of the circumstances.

Bullying/Intimidation (9.235)

The Board considers any act of bullying or intimidation to be a serious threat to the school environment and to the safety of students and staff. Administrators and staff shall make all reasonable attempts to minimize the risk of injury to any member of the school community and to take appropriate disciplinary and/or remedial action in accordance with the circumstances and seriousness of the offence.

Weapons at School (9.700)

The Board considers the possession or use of any weapon by people on school property to be a serious threat to the school environment and to the safety of both students and staff. The definition of a weapon shall be at the discretion of the school staff. The Board shall take appropriate action and/or lay charges against any individual so involved.

Please indicate you have read the above policies by signing below:

Date: _____

Student Name: _____

Parent/Guardian Signature: _____

TECHNOLOGY – STUDENT ACCEPTABLE USE

(Policy 6.335)

ADMINISTRATIVE REGULATIONS

1. Students are responsible for good behaviour on school technology structures just as they are in a classroom or a school hallway. Communications on the network are often public in nature. School Codes of Conduct apply to student behaviour and communications.

2. Students may not access the Internet without permission from a Teacher.

3. Students are responsible for their network accounts and all activity taking place in their allotted storage space and under their password. Passwords must not be shared.

4. All technology structures, including computers, internet, email, hand-held devices, etc. must be used responsibly and in particular, when students use any of these structures, their conduct must reflect a respect for the rights of others and must not include offensive or illegal behaviour.

5. The use of all telecommunication and audio or video recording devices, including cellular phones, pagers/beepers, and cameras at schools and school sponsored or school related activities on or off school property, is prohibited during the school day except where expressly authorized.

6. These regulations apply to Student use of District technology structures within school/district facilities and outside of school/district facilities.

7. The connection of personal computing devices (laptops, etc.) to the district network is governed by Regulation 6.335.3.

8. A progressive system of discipline will be applied by teachers and/or Principals to students contravening these regulations.

9. Non-Acceptable usage includes, but is not limited activities that:

a. May lead to personal financial gain
b. Could be interpreted as gambling
c. Are used to conduct private business
d. Obscure the origin of any message under an assumed computer network address
e. Access illegal or offensive computer networks
f. 'hacking' into systems or deleting files to which the student does not have access privileges, introducing viruses or downloading or copying copyrighted material
g. Access, download or distribute unlicensed software or documentation
h. Initiate or distribute chain letters, advertising or unauthorized solicitations
i. Have not been approved during school hours by the student's teacher
j. Access electronic systems or information inappropriately or without authorization
k. Vandalize the system or system accounts
l. Produce product and/or service advertisement or political lobbying
m. Utilize network-intensive resources such as network games

n. Violate or attempt to violate the security of the system or attempt to subvert other systems
a. Deliberately or recklessly expose systems to computer infections
b. Contravene any relevant federal, provincial or municipal statute

10. Students are required to sign a statement indicating that they have read, understood, and will comply with these regulations.

By signing below, I attest that I have read and understand ***Regulation 6.335.2 Student Acceptable Use***. I further and explicitly agree to comply with all provisions.

Enrolling School Name: _____

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent/Guardian Signature: _____

Date: _____

SMITHERS SECONDARY SCHOOL - CODE OF CONDUCT

Purpose: The purpose of Smithers Secondary School is to foster a safe, secure and supportive community which encourages individual excellence and mutual respect, and prepares students for life's challenges.

CONDUCT EXPECTATIONS

Acceptable Expectations: Students at SSS are expected to conduct themselves in a responsible and respectful way at school, while going to and from school, and while attending any school function at any location. Such behaviour includes:

- Respecting oneself, others and the school
- Helping to make the school a safe, caring, clean and orderly place
- Reporting, in a timely manner, incidents of bullying, harassment, intimidation, or discrimination
- Regularly attending and engaging in purposeful learning activities
- Acting in a manner that brings credit to the school
- Including and welcoming students of all abilities, sexual orientation, gender identity or expression, and ethnicity

Unacceptable Conduct: Students at SSS are expected to avoid and help eliminate such adverse conduct as:

- Behaviours that:
  - ➢interfere with the learning of others
  - ➢interfere with an orderly environment
  - ➢create unsafe conditions
- Acts of:
  - ➢bullying,, harassment, intimidation, discrimination
  - ➢physical violence
  - ➢cheating and plagiarism
  - ➢truancy/lack of attendance
  - ➢swearing and foul language

- Illegal Acts, such as:
  - ➢possession, use or distribution of illegal or restricted substances
  - ➢possession or use of weapons
  - ➢theft or damage to property
  - ➢ Recording (pictures, video, audio) any person on SSS property or during school hours, without their consent

Statements referencing the specifically prohibited grounds of discrimination, as outlined by the Human Rights code:
race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, gender identity or expression, and age.

Rising Expectations: At Smithers Secondary School all students are expected to be positive role models. As students become older and more mature they are expected to:

- take increasing responsibility
- be more self-disciplined
- promote our school as safe, caring and secure

Consequences: At Smithers Secondary School, we believe in following a progressive discipline model that is not merely punitive but considers the age and maturity of the student involved. When possible, consequences will focus on restorative practices. Discipline infractions are categorized as MILD, MODERATE or SEVERE and are designed to address each individual situation.

MILD infractions are expected to be handled through standard effective classroom management

MODERATE infractions include ongoing, chronic behaviours and may be referred to administration

SEVERE infractions are considered gross misconduct and will be referred to administration and may result in suspension from school and possibly suspension to the School Board Office. Such infractions include:

- Racism
- Sexual Harassment
- Violence
- Bullying
- Drug/Alcohol Use
- Weapons
- Vandalism
- Discrimination
- Recording (video, pictures, audio) without consent

Notification: When it becomes necessary, the school will take responsibility to notify other parties of serious breaches of the Code of Conduct. For example:

- Parents will be notified by staff and/or administration in the event of discipline infractions involving their children
- The School Board Office may be notified as required by school district policy
- The RCMP or other agencies may be notified as required by law.

******** Special considerations and/or accommodations may be given to students who are unable to comply with the code of conduct due to having a disability that is either intellectual, physical, sensory, emotional, or behavioral in nature.