



2024-2025
Wickaninnish Community School Handbook
Welcome to Our School!

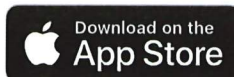


As part of our communication to parents, Wickaninnish Community School's Handbook is intended to inform all students, parents and staff of the programs, policies, and procedures, which are in effect within our school.


We ask that parents read and discuss this handbook with their children. Please keep it and use it as a resource for information about our school during the school year.

Wickaninnish Community School
431 Gibson Street, Box 220
Tofino, British Columbia, V0R 2Z0
Phone (250)725-3254/Fax (250)725-3264

DOWNLOAD THE SD70 APP



Wickaninnish School Staff respectfully acknowledge that we live, work and play in the traditional, ancestral & unceded territory of the Tla-o-qui-aht & Nuu-chah-nulth First Nations. We strive for cultural inclusion & reconciliation through our work and are continuously learning to do this better.



FIRST PEOPLES PRINCIPLES OF LEARNING

Learning ultimately supports the well-being of the self, the family, the community, the land, the spirits, and the ancestors.

Learning is holistic, reflexive, reflective, experiential, and relational (focused on connectedness, on reciprocal relationships, and a sense of place.)

Learning involves recognizing the consequences of one's actions.

Learning involves generational roles and responsibilities.


Learning recognizes the role of indigenous knowledge.

Learning is embedded in memory, history, and story.



Learning involves patience and time.

Learning requires exploration of one's identity.

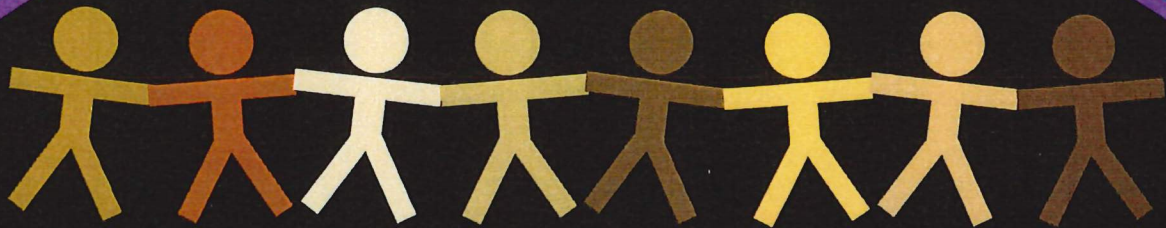
Learning involves recognizing that some knowledge is sacred and only shared with permission and/or in certain situations.



For First Peoples classroom resources visit: www.fnesc.ca



EVERYONE IS WELCOME HERE



EVERYONE BELONGS

ḥačatakin ćawaak
hišuk?is ćawaak

**BIENVENUE À TOUS
TOUT LE MONDE EN FAIT PARTIE**



SD70 Pacific Rim



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Wickaninnish Community School Staff

All school staff can be contacted by calling the school at (250) 725-3254.

Email is also an efficient way to get ahold of school staff.

Office Staff and Administration

Principal – **Dani Stone**

dstone@sd70.bc.ca

Vice-Principal – **Chris Michaud**

cmichaud@sd70.bc.ca

Administrative Assistant – **Ashley Botting**

abotting@sd70.bc.ca

Indigenous Support Worker (ISW)- **Darlene Frank**

dfrank@sd70.bc.ca

Indigenous Support Worker (ISW)- **Gerald Frank-Perry**

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West Coast Community School Coordinator **Caleb Harding**

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Strong Start Coordinator **Kimi Henderson**

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Staff

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District Contact Information:**Mailing Address:** 4690 Roger Street, Port Alberni, BC, V9Y 3Z4**District Office Phone:** 250-723-3565**District Office Fax:** 250-723-0318

Title	Name	
Superintendent of Schools	Tim Davie	tdavies@sd70.bc.ca
Assistant Superintendent	Peter Klaver	pklaver@sd70.bc.ca
Director of Instruction – Inclusive Ed.	Michell Bennett	bross@sd70.bc.ca
Director of Instruction – Learning	James Messenger	jmessenger@sd70.bc.ca
Secretary-Treasurer	Barb Ross	bross@sd70.bc.ca
Director of Childcare and Early Years	Katherin Charbonneau	kcharbonneau@sd70.bc.ca
Director of Instruction-International	Marc Fryer	mfryer@sd70.bc.ca
Director of Instruction- Indigenous	Jaime Hansen	jhansen@sd70.bc.ca
Controller	Carla Neville	cneville@sd70.bc.ca
Director of Operations	Greg Roe	groe@sd70.bc.ca
Manager of IT/Data Management	Michael Gough	mgough@sd70.bc.ca
Manager of Human Resource	Trisha Wilson	twilson@sd70.bc.ca
Manager of Mental Health & Wellness	Siri Curliss	scurliss@sd70.bc.ca
Manager of Corporate Services	Paula Mason	pmason@sd70.bc.ca
Healthy School Manager	Kirstin Nesbitt	knesbitt@sd70.bc.ca
Executive Assistant-International Education	Deb Hallworth	dhallworth@sd70.bc.ca
Executive Assistant-Human Resources	Hannah Fletcher	hfletcher@sd70.bc.ca

Strong Start**Learning times**

Monday: 8:45-11:45
Tuesday: 8:45-11:45
Wednesday: 8:45-11:45
Thursday: 8:45- 11:45
Friday: 8:45-11:45

Strong Start's first day will be Oct 15th.

The First Friday of every month Strong Start closes for outreach in community.

Wickaninnish Community School Parent Advisory Council (PAC)

All parents and guardians of students at the school are members of the Wickaninnish PAC!

Every parent and guardian are invited to attend any number of meetings throughout the school year, which are held approximately once every 4 weeks, usually at 6pm in one of the school classrooms or on Zoom. The meetings are both informal and informative, and it is a great opportunity to sit down with other parents and members of the school administration to get the inside scoop on everything you need to know!

The purpose of the PAC is:

1. To host regular meetings to facilitate communication between parents, caregivers, administrators, and teachers/school staff.
2. To enhance our children's education by supporting school activities; to sponsor social and community events for the benefit of our students; and to create opportunities to communicate around issues related to our children's education, development, and physical/emotional health.
3. To raise funds necessary to support programs, events and purchases that contribute to the enhancement of our children's school experience. For more information search **Wickaninnish PAC** on Facebook for weekly updates. PAC Meetings will take place:

Weds Sept 25th 6-7pm

Weds Oct. 23rd 6-7pm

Weds Nov 20th 6-7pm

Weds Dec 18th 6-7pm

Weds Jan 22nd 6-7pm

Weds Feb 19th 6-7pm

Weds March 12th 6-7pm

Weds April 23rd 6-7pm

Weds May 21st 6-7pm

Weds June 18th 6-7pm



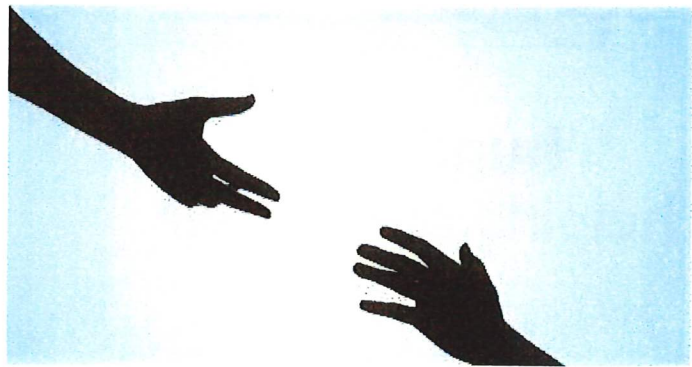
4 Nuu-chah-nulth Principles (Tla-o-qui-aht)

hišukʔiš čawaak
everything is one



ʔiisaak
respecting it

hupiictał
helping each other



ʔuʔaałuk
taking care of

Scan for audio.



Wickaninnish Code of Conduct

We believe that the school environment should be a happy, safe environment that respects the rights and needs of all students, staff, and families. We seek to create a positive atmosphere through the creation of a preventative code of conduct. For school district policies and procedures please visit [SD70 Pacific Rim](#) [SD70 Pacific Rim](#)

PHILSOPHY--We believe that:

1. Everyone is responsible for their own behaviour.
2. It is a responsibility of the school community (staff, families, and community members) to teach, model and reinforce appropriate behaviour.
3. All behavior has consequences both positive and negative.
4. All behaviour, both positive and negative, is a form of communication. As adults of our school learning community who are supporting students in our care, we strive to support students in this communication and these skills.

GOALS--We will strive to:

1. Create a happy and safe inclusive environment for all.
2. Teach children to make positive choices in order to become healthy contributing citizens.
3. Foster the growth of responsibility and respect for all people, property, and our environment.
4. Support all students in being able to graduate with dignity, purpose, options, and leave more curious when they came to us.

Our School's Social Skills Program

***Includes a focus on treating each other with iisaak (respect).**

Acceptable Conduct and Focus of Instruction

Our instruction focuses on:

Be Polite/?iisaak (Respecting it)

Use ?iisaak in all interactions with themselves, others and our school community.

Be Positive/ hupiiicst'at (helping each other)

Solve problems in a constructive way. Follow instructions and rules.

Encourage and help others, foster an "I can do" attitude.

Being supportive of yourself and others can help you to feel more positive.

Continue to grow in having and learning about fostering a growth mindset.

Be Prepared/ /u/aatuk (Taking care of)

Take responsibility for being on time and having yourself and your supplies ready.

Practise new skills and study.

Be prepared to try your best, make mistakes and learn.

Be Productive/ hacatakma cawaak (Everything is one)

We are all connected with our actions and words impact ourselves and the world around us. We strive to help students and families distinguish between bullying and teasing/unkind behaviour. Students are consistently learning social and communication skills and often mistakes are made in their interactions with peers. In these instances, we strive to support students in solving problems so that all parties feel heard and safe moving forward.

SCHOOL CALENDAR FORM - GENERAL

2024/2025 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
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28	29	30	31			

AUGUST						
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25	26	27	28	29	30	31

SEPTEMBER						
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DECEMBER						
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29	30	31				

JANUARY						
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FEBRUARY						
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30	31					

APRIL						
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27	28	29	30			

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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

INSTRUCTIONS: Using the Fill Colour tool, highlight the Non-Instructional days and Vacation Periods with the colours in the legend.



- Instructional
- Non-Instructional
- Vacation Period
- Statutory Holiday
- Observation of the Federal Government designated day for the National Day of Truth and Reconciliation.

Please Note - Easter Monday and Boxing Day are not observed statutory holidays in British Columbia.

Non Instructional Days 2024/2025

- School Planning Day - Monday, September 23, 2024
- National Day for Truth and Reconciliation – Monday, September 30, 2024
- Provincial Specialists Professional Development Day - Friday, October 25, 2024
- School-based Day – Monday, November 18, 2024
- Curriculum Implementation Day - Monday, January 20, 2025
- School-based Day - Friday, February 14, 2025
- Local Specialists Professional Development Day - Monday, April 28, 2025
- School-based Day - Monday, May 26, 2025
- Administrative Day - Friday, June 27, 2025



Bell Schedule

8:45	Entrance Bell/Class begins	12:30 – 12:50	Outdoor Play
10:45	Recess	12:50 - 1:15	Lunch
11:00	Recess Ends	1:15 -	Afternoon Classes Begin
12:30	Lunch Begins	2:45 –	Dismissal
		Fridays Early Dismissal at 2:15	

Students will not be supervised on school grounds before 8:30am and after 2:45pm. If you drop off your child at school in the morning, please drop them off after 8:30am.

If your child(ren) will be absent from school in the morning or afternoon, please let the school office know. The office opens at 8 am, or an email to abotting@sd70.bc.ca can be sent. We also have voicemail where you can leave a message before 8 am.

Attendance

Regular school attendance is important for:

- Developing good habits that are important at school, further education, and work.
- Meeting friends and developing lasting relationships.
- Having the best possible opportunity to achieve their full potential.
- Lessen anxiety that could arise from being late or missing lessons from the previous day.

Absence and lateness can mean:

- Missing out on coursework and lessons; it can be very hard to catch up.
- Losing touch with friends and staff can impact social-emotional wellbeing.
- Long term negative accumulation affects; 3 days missed a month can result in 30 days a year missed, which by grade 7 accumulates to 210 days, which is over a full year of school missed. There are approximately 182 days in a school year, so each day counts.

General Procedures

Students are to enter the school only after the entrance bell goes at 8:45 a.m. and proceed to their classrooms or designated lining up area. We recognize the importance of ensuring our students have the opportunity to get outside each and every day.

Our school has two outdoor play periods each day rain or shine. Therefore, students are expected to dress appropriately for the weather i.e., rain gear on rainy days, hats, and sunscreen on sunny days. Students arriving late (after 8:45am) are to report to the office.

Bus and Boat Students

Parents of bus and boat students who have made other transportation arrangements for their child(ren) at the end of the school day should send an email to school or call the office. The school staff will inform the bus/boat drivers of known changes. School rules apply on the bus and boat. Our bus and boat driver(s) have full authority to maintain order to ensure safety on the buses and boats. For misconduct on a school bus or boat the driver may suspend a student from the privilege of riding a bus or boat. **Absolutely no technology usage on our school bus/boat. No cell phones, video games or technology of any form while on our school bus and boat.**

Bus and Boat Conduct

Bus and boat riding are a privilege. Students are expected to exhibit the same behaviour required in the classroom while on the school bus and boat. These expectations are for the safety of all:

1. Follow directions of the Bus and Boat Driver.
2. Stay properly seated in your seat.
3. Keep your hands to yourself.
4. Behave as you are expected to in the classroom.
5. No rude/discourteous behaviour.
6. Please be respectful of neighbors and their properties while waiting for the bus or boat.

Bus and Boat Schedule Tofino Bus provide school bus services to and from Wickaninnish Community School. Our daily bus schedule begins on September 3, 2024.

Bus schedule

<p>Ty-Histanis/Esowista: (2 buses)</p> <p>House #3 8:05 First road/ intersection 8:07 Second road/intersection 8:09 Roundabout at medical center 8:11 Roundabout at daycare 8:13 Esowista 8:16 School arrival at 8:40 Opitsaht pick up at dock 8:35</p>	<p>Opitsaht:</p> <p>Opitsaht pick up at dock 8:35</p>	<p>BUS#3 Town Bus <i>*This bus also transports Opitsaht students to and from the dock.</i> <u>Town bus:</u> Visitor’s Centre 8:15 Jensen’s Bay 8:17 Lynn Rd loop begins at 8:19 Hellesen 8:25 Abraham 8:28 Botanical 8:29 Industrial Way 8:30 Yew Wood/Gas ‘N Go 8:31 Crab dock 8:34 School arrival 8:40</p>
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Late Bus leaves from the school at 4:15pm. Late boat students will be dropped off at the corner of 4th and main street and the boat will be waiting at 4th street dock.

The late bus is designated for students who are participating in after school activities.

Boat schedule

LEAVE OPITSAHT

First Boat 8:20 Last Boat Leaves 8:30

ARRIVE AT SCHOOL - by bus 8:40 LEAVE SCHOOL - 2:45pm *With more students attending, from Opitsaht there may be more than one boat. Students ride the boat 12 at a time. Youngest children will be given priority on the first boat.*

Lunch Hour Routine & Lunch Program

Here at WCS our routine is the “backwards lunch routine”. We see children benefiting from a more relaxed eating environment where they are not so wiggly, will not be so eager to get out to play, and in turn waste their food. Therefore, outdoor play is from 12:30-12:50pm followed by students eating in their classrooms from 12:50-1:15pm.

Parents will be asked to indicate their lunch routine for their children for this year. If you wish to change your routine at any time, please let us know. The options are as follows:

1. My child will come home for lunch each day.
2. My child will bring their lunch each day.
3. My child will be participating in the lunch program each day.

Please note there will be no supervision of the outdoor areas from 12:50 to 1:15 pm each day as children will be inside eating lunch.

Noon Hour Procedures

Students will play outdoors and are always to remain on the school grounds. After lunch recess they will be eating their lunches in their classrooms. **Students who plan to leave school grounds must be picked up and signed out by a parent or guardian. Students are not permitted to leave school grounds without being signed out. This can be done through the office.**

Life Threatening Allergy

Wickaninnish Community School is no longer a nut free school. Please ensure that you inform staff of any allergies that require immediate medical attention or an EPI-pen. Forms are in the office which will need to be completed if your child has an allergy. When we receive this information, we make certain that all staff are aware of both the allergy and the location of your child’s EPI Pen if it is needed.

Student Services

Elementary Counsellors

At Wickaninnish Community School counselling services are available to students through our school counsellor, local Community Outreach counsellors, and Nuuchah Nulth Tribal Council counsellors. Students may be referred to counselling services by the classroom teacher, other school staff, or parents and guardians.

Speech Language Pathologist

A speech language pathologist provides diagnostic services and speech and language therapy. A student may be referred to the speech language pathologist by their classroom teacher, learning assistance teacher, parent(s)/guardian(s), or community agencies. All Kindergarten students receive a Speech and language screening.

Class Assignments

Much thought goes into creating classrooms at our school. Staff carefully considers the following criteria when placing students: class dynamics, specific grouping for academic or social needs, balance for gender, ethnicity, abilities and student needs. Our goal is to create learning communities in each classroom that are diverse and will help students grow in their learning.

If you have any educational concerns that you feel should be taken into consideration when we make placement decisions for your child, please discuss these with your child's teacher or the principal by Spring 2025. A letter will be sent out to families informing them of this process.

Cell Phone Use at School Policy

As a school community we have seen that cell phones are becoming increasingly prevalent and while they sometimes are a good learning resource what we mostly see is students accessing social media or communicating with each other during the school day.

At school we are working hard on fostering friendships and face to face social interactions. We know how important these interactions are and want to make sure that students have the opportunity to practice these communication skills at school.

As a school community we are asking parents to support us by requesting their children keep their cellphones at home and communicate through our office via phone or email.

We know that it is difficult for families to get bombarded with playdate requests or changes of plans throughout the day so we hope this will aid in students preplanning these activities with families. It also helps the school and student to be working with the same information when changes to after school and pick up plans are shared through the office. This also cuts down on the anxiety students feel and ensures we are making sure students are following their after-school plans.

If students are not able to keep their phones at home, we will ask that your child leave them in their backpack or check them in with their teacher or the office where they will be safely secured away for the day and if they need to communicate with you directly, they are welcome to ask an adult and we'd be happy to provide their device to them in the office so they can communicate with you.

If students are using their device without adult permission / supervision, we will be taking them and keeping them in the office and we will ask a family member to come and collect the device.

Expectations for cell phones will be enforced at any school related or extracurricular related events whether they take place in or on school grounds.

We know how expensive these devices are and don't want anything to happen to them while at school. We hope that this policy will help to ensure that devices are not broken or misplaced.

If you have questions or concerns regarding our school cell phone use policy, please contact administration directly as we are happy to answer and explain why we are continuing to enforce this policy in our building dstone@sd70.bc.ca.

Lost and Found

Students are responsible for the care and safety of all personal belongings. A lost and found box and coat rack are in the hall across from our main office for students to look for misplaced items. Found items should be turned in to the office immediately.

Please label your child's items with their name for easy identification.

Bicycles/Skateboards/Scooters

Bicycles, skateboards, and scooters are the student's responsibility and should be locked and/or stored for security. The school is not responsible for any stolen bicycles, skateboards, or scooters. The use of a helmet is mandatory when on school property. **Students are not permitted to use these items during school hours.**

Visitors

All visitors are required to report to the office to receive authorization for their presence on school grounds and to sign in. This safety measure ensures that students are safe from intruders.

Volunteers

The school would like to thank all our volunteers who have dedicated time to enrich our students' education and lives. We truly believe that having volunteers within our classrooms enhances what we work towards as educators, fostering a stronger community both within the school and in our community. With this in mind, we also need to make sure that we are following School District #70 and Ministry of Education guidelines around safe schools.

Once educators have established who are going to be the volunteers in their classrooms on a regular basis, what the expectations are during their time, general procedural items (e.g., fire drills, signing in and out, and so forth), and scheduling, volunteers will need to have a criminal record check completed by the RCMP which will be put on file in the office prior to beginning their volunteer work within the school. We will be following administrative procedure 3110 found on the school district website.

If you have any questions regarding volunteering or volunteers within our school, please contact the office. Volunteer drivers are often needed as well. Please email Ashley at abotting@sd70.bc.ca to receive your package so we can get you signed up if this is something you would like to support our school with.

Emergency Disaster Procedures

Students practice the following during our earthquake drills, which takes place during the Great Shakeout this year. It is scheduled for Oct 17th at 10:00am:

MOVE AWAY from windows, shelves and other hazards.

TAKE COVER under a table, desk or counter.

TAKE CRASH POSITION to protect your head.

COUNT TO 60 and wait for your teacher's instructions.

In the event of an earthquake or tsunami the following procedures will take place:

- 1) Students and staff from Wickaninnish Community School will be evacuated.
- 2) Phone calls to the school are discouraged to maintain open lines for emergency use.
- 3) No pupil will be dismissed from the school unless a parent or designate comes for them. Do not immediately drive to the school so that streets may be available for emergency vehicles.
- 4) We recommend that families develop "in home" emergency procedures.

School Closures Due to Power Outages

BEFORE SCHOOL STARTS

Power is off before 7:45 a.m.

Administration will contact our superintendent and they will determine if classes will continue. Information regarding closures will be shared via email and school district #70 Pacific Rim app.

IN-SCHOOL POWER OUTAGE

Power goes off while students are in class

Students stay in their class and wait for an announcement. Wickaninnish administration will contact B.C. Hydro for an update and will consult with the superintendent as to next steps. Staff and students will remain in classes and monitor the situation. Please note that during a power outage you will need to check your APP and email for updates that get posted as quickly as possible.

As always if you have any questions or concerns during an outage, you can email administration dstone@sd70.bc.ca or call the school directly (250)725-3254.

If Power goes off while students are at recess or lunch

Students return to their regular classroom and follow the procedure for in-class power outages.

Emergency Contact Arrangements

In the event of a power outage or prolonged evacuation while school is in session, our goal is to contact each student's household and confirm that someone is there before we send your child home. We have discovered that in a few cases, no one is at home or at the designated "emergency" contact; therefore, please be sure that your information is up to date through completing the verification information form that will be sent home in September. These forms can be returned to your child's classroom teacher or dropped off at the office.

In the event that the morning session is cancelled we will send a whole school email out to families, post on our PAC Facebook page, post to the school district Pacific Rim app, and try to get this message out through our local radio station as well.

We will follow school district #70 administrative procedure 3000. [3000schoolclosure-adverseweatherpoweroutage.f1d290971.pdf \(sd70.bc.ca\)](https://www.sd70.bc.ca/3000schoolclosure-adverseweatherpoweroutage.f1d290971.pdf)

Gradual Release Procedure:

In the event of an emergency occurring at the school (fire, earthquake, etc.) students and staff will follow our safety evacuation plan to ensure the building is exited in a timely and safe manner. Upon exiting the building, we marshal on the field and then move students to the lacrosse box adjacent to the parking lot for students to sit and wait. We will take attendance and await further updates either from administration or emergency responder personnel. If the event is such that we can no longer use our building due to unsafe conditions, we would access our sea can storage container with emergency supplies to ensure students and staff are as comfortable as possible.

We recognize that in an extreme event many families will come to the school to pick up their child/ren. While we want families reunited with their child/ren as soon as possible we also need to ensure that students leave our care in an orderly and thorough manner hence utilizing **gradual release procedures**.

In a **gradual release** family or designate will come to pick-up their child/ren from the court area. Staff will be set-up at the entrances of the court with our gradual release binders containing each child's contact form. Once we have verified release information your child/ren will be released into your custody. If you have not filled out a gradual release form for your child/ren, please do so as soon as possible.

Wildlife

Report all wildlife sightings near the school by calling the school. (250)725-3254. Please also report sightings to the Conservation Office (250)724-9290.

Celebration and Reinforcement

Early in the year we review and teach our code of conduct in all classes. Classes will also spend the first few months creating, discussing, and reviewing their own classroom expectations.

These lessons are reviewed informally throughout the year.

Preventive Measures

Students are taught to report unsafe, teasing, or bullying type behaviours. When a staff member receives a report or notices a problem, they respond on the spot by speaking to the child.

Bullying: At Wickaninnish Community School we define bullying as:

Bullying is unwanted, aggressive behaviour among school aged children that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behaviour must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviours happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

The staff will:



1. Describe what is happening – *I heard you _____ that is not kind.*
2. Point out the impact on others – *When you say that it makes others feel unhappy.*
3. Remind the student of behaviour expectations – *We are polite to others.*

If the behaviour is serious or repeated, a formal report is made to the office. Parents are contacted and a behaviour support plan may be put in place for the child.

We encourage families to report any unsafe teasing or bullying behaviours to classroom teachers and administration. **If we do not know about the problem, we cannot work of fixing the problem.**

Intervention

A strategic plan for teaching and supporting pro-social behaviours may be put in place for a child. It may consist of individual or small group instruction in social skills, perhaps with the school counsellor. There may be restrictions placed on movement during free time to allow for increased supervision until difficulties are resolved, a goal-oriented monitoring plan and a coordinated home/school plan may be implemented. At times we may also refer to outside agencies for student and family support.

Minor and Major Offences

Minor Offences

Staff members will deal with minor offences on the spot. A behaviour concern will be documented by the staff member and given to the teacher for further follow-up. The entire staff works on encouraging and teaching the four P's: Be Prepared, Be Polite, Be Positive and Be Productive.

Major Offences

Major offences are those behaviours that threaten the orderly function of the school, are threatening to the well-being of others or continuous disruptive behaviour. Major offences will be handled by a formal referral to the office for behaviour support. The teacher along with school administration, the parents/guardians and the student will maintain open communication. A plan of action will be decided upon, discussed by all parties concerned and acted upon. The consequences for major offences may include: time out from class, assigned duties, apology, and/or in school or out of school suspension from school.

Steps to Resolving Issues in Schools: A Checklist for Parents

1. Act as soon as possible; do not let the problem get out of hand or remain unresolved.
2. Listen carefully to what your child is saying. Try to understand all viewpoints of the issue. Do your best to look at the issue logically, leaving your emotions out of the picture for the time being.
3. Determine clearly in your mind what the issue is. Establish what the facts are and what information may be missing. Begin to form questions.
4. Decide if your child needs your support or if they can resolve the issue by themselves.
5. If you act on your child's behalf, bring your concern(s) to the person directly involved (unless inappropriate). Request a meeting at a mutually convenient time. Assume good intentions; we are all on the same team and have the same goal of supporting your child.
6. Clearly identify the purpose of your contact, including your understanding of the issue. Listen carefully to what the other person has to say. Try to see the issue from their perspective. Ask questions to clarify the issue and/or response.
7. If your concerns are not addressed in the initial meeting, or any subsequent meeting, contact that individual's immediate supervisor (principal, school district staff, superintendent) and request their involvement (follow the guidelines in #6).
8. If, after meeting with the supervisor, your concerns are still not addressed, the supervisor can describe the next steps you may wish to take. At times this may entail appealing a school employee's decision. Our school district has a policy regarding the steps to take in this process. Ask for a copy of the policy and review it before proceeding.

DRUGS/ALCOHOL (this is inclusive of the new Federal Cannabis Legislation and nicotine for minors)
School district administrative policies 5013 found at
[5013pupilinvolvementwithillegaldrugsandalcohol.da54221013.pdf \(sd70.bc.ca\)](https://www.sd70.bc.ca/5013pupilinvolvementwithillegaldrugsandalcohol.da54221013.pdf)

If a student becomes involved with drugs or alcohol during school hours or at a school function that student will be suspended from school pursuant to the School Board Policy outlined below:

“The Board of School Trustees will not condone any involvement with illegal drugs, or the illegal use of drugs or alcohol by pupils during school hours or at any school functions that take place inside or outside of the district’s geographical boundaries.”

It is the policy of the Board of School Trustees that if the Board is satisfied that a pupil was willfully involved with illegal drugs or alcohol, that pupil may be suspended for five school days. Subsequent involvement by that pupil in the use of drugs or alcohol at a school function shall result in a suspension of greater than five days.

For any further questions or information please reach out to the school; By phone at 1-250-725-3254 or Email Principal Dani Stone dstone@sd70.bc.ca