

Gwa'sala-'Nakwaxda'xw School

Strong Together In All We Do



Parent Handbook 2022-2023

Principal's Message

Welcome to 2022-2023 school year at the Gwa'sala-'Nakwaxda'xw School. I am so honoured to be your Principal again and I can't wait to see our students and families. This year we are looking forward to many of our community events returning, and to reconnect and strengthen the relationship between the school and home.

Our student expectations remain centered around the traditional values of Maya'xala and will help us to continue to help provide a safe and relationally rich atmosphere and to promote respect and responsibility in order to create a conducive learning environment.

We are so fortunate to have a strong team of returning teachers and staff members, as well as some new faces joining our school team. Our staff will continue to have high expectations for student success while balancing that with the emotional, social, academic, and physical needs of all students. Parents and community members play a vital role in the education of their children. When parents, elders, and other community members are engaged and involved, everyone - students, parents and families, teachers, schools and communities benefit. Together, as partners in our student's education, we can help our children learn and grow as individuals and strong members of the community.

We have an exciting year ahead of us! We hope you partner with us and enjoy a year of fun and learning with us at the Gwa'sala-'Nakwaxda'xw School. Please take a few minutes to read through our handbook and familiarize yourself with the important school information.

Please use this document as a point of reference throughout the school year. As always, if you have any further questions, feel free call us or to come to the school.

Gilakas'la

Reed Allen

Statement of Philosophy

The philosophy of the Gwa'sala-'Nakwaxda'xw School is to provide optimum learning in a culturally responsive and rich environment characterized by respect and care. Our aim is to provide child-centered learning that focuses on the cultural experiences of the children and encompasses their emotional, social, academic, and physical needs.

Our school is a place where children are accepted and appreciated for who they are, instilling in them a respect for themselves and others. Along with building a sense of safety and a strong cultural identity, we believe this fosters a sense of self-worth, self-confidence and a healthy mental attitude.

Our school is a place that strives to equip students with a wide range of experience, knowledge and skills. We set high standards of achievement for all learners. By utilizing teaching methods and developing programs that focus equally on each individual child's strengths and needs, we aim to develop the whole child and help them see their role in the community.

The school's goals include addressing the desires of the community regarding education, and implementing a feeling of ownership and pride within the community. We want our students to have an education which yields experiences that they can use successfully in this community as well as in the context of the larger world society.

The Gwa'sala-'Nakwaxda'xw School prepares students with an education which will enable them to explore future options.

Meet the Staff

Administration		
Reed Allen - Principal Karen Aoki - Vice Principal Shannon Passmore - Vice Principal/Director of Student Services Debbie Perkovich - Administrative Assistant		
Teachers		
Dianne Harris - Grade 7 Nicolas Roggeveen - Grade 5/6 Leslee Holland - Grade 4/5 Jen Hunchuk - Grade 3/4	Jackie Hunt - Grade 2/3 Melanie Pavao- Grade 1/2 Sheri-An Nicholson - K Michelle Hinatsu - Pre K	Robin Rosborough - Ba'kwam'kala Heather Hawley-P.E. Lauren Smith - Culture Myra Connaty - Prep Teacher
Support Staff		
Angela Johnson - Ed. Assistant Corey Swain - Ed. Assistant Allycia Nicholson - Ed. Assistant Hannah Waumsley - Ed. Assistant Tiffany Alfred - Ed. Assistant	Nicole Dondaneau - Ed. Assistant Paige Walkus - Ed Assistant Jane Cook - Ed. Assistant Martina Whonnock - Ed. Assistant Katerina Joliffe - Ed. Assistant	Dea-ta Dawson - Ed. Assistant Kristine Bratosh - Ed. Assistant Sarah Lancaster - Ed. Assistant Ben Wilson - Ed. Assistant Carrol Ellingson - Ed. Assistant
Culinary Staff	Operations and Maintenance	
Robert Robinson - Head Chef Richard George - Kitchen Support	Chris Andrew - Maintenance/Custodian Dusty Dawson - Custodian Bob Cadwell - Bus Driver Jon Nicholson - Operations and Maintenance Manager	

2022-2023 Year Calendar

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	5 Labour Day	6 First Day of School Gr. 1-7 8:54 - 10:30 am (NO K OR PREK) ALL WEEK	7 No Kindergarten or Pre-K	8 No Kindergarten or Pre-K	9 No Kindergarten or Pre-K
2	12 Half Day of School K & 1/4 Day PreK (all week)	13	14	15 Back to School (Dinner/Breakfast)	16 School Based ProD
3	19 1/2 Day PreK (all week)	20 Fire Drill	21	22	23
4	26 First full Day of School PreK	27	28	29	30 National Day for Truth and Reconciliation
5	3	4	5	6	7
6	10 Thanksgiving Day	11	12	13	14
7	17 Scholastic Book Fair	18 Scholastic Book Fair	19 Scholastic Book Fair	20 BC Shakeout Earthquake Drill	21 Provincial ProD
8	24	25	26	27	28
9	31	1	2 2/3 Soccer Tournament	3 4/5 Soccer Tournament	4 6/7 Soccer Tournament
10	7	8	9	10	11 Remembrance Day
11	14	15	16	17	18 Professional Dev. Day
12	21	22 Lockdown Alert Drill	23	24	25
13	28 Report Cards Due (55)	29	30	1	2
14	5	6	7 Parent/Teacher Interview	8 Parent/Teacher Interview	9
15	12	13	14	15 Christmas Concert	16
16	19 Spring Break	20	21	22	23
	26	27	28	29	30
	2	3 First Day Back After Break	4	5	6
17	9	10	11	12	13
18	16	17 Fire Drill	18	19	20
19	23	24	25	26	27
20	30	31	1	2 Lockdown Alert Drill	3
21	6	7	8	9 Fun Fair	10 School Based Pro-D (Committee)
22	13	14 Valentines Day	15	16	17
23	20 Family Day	21	22	23 Yayuma	24
24	27	28	1	2 Earthquake Drill	3
25	6 Report Cards Due (57)	7	8	9	10
26	13	14	15 Student Led	16	17
	20 Christmas Break	21	22	23	24
	27	28	29	30	31
27	3 First Day Back After Break	4	5	6	7 Good Friday
28	10 Easter Monday	11	12	13	14
29	17	18	19	20	21
30	24	25	26	27	28
31	1	2 Parent Open House	3	4	5 Professional Dev. Day
32	8	9 Fire Drill	10	11	12
33	15	16	17	18	19
34	22 Victoria Day	23	24	25	26
35	29	30	31	1	2
36	5 Report Cards Due (51)	6	7	8 Earthquake Drill	9
37	12	13	14	15	16
38	19 Sport Fun Day (Afternoon)	20	21 National Indigenous Peoples' Day	22 Ed Celeb/Grad	23 Last day for students in class
	26 Community event at school	27	28	29	30
Total Days	Inservice/ProD days = 14 scheduled	Holidays = 29	Parent contact days = 8	Instructional days = 175	Special Event days = 7 + Field trips and other things not yet scheduled

Daily Schedule

8:30 a.m.	Breakfast Club Opens for all students
8:50 a.m.	First Bell indicating students go to their classrooms
8:54 a.m.	Second Bell: Attendance is taken, all students are to be in class
10:30 a.m.	Recess begins - K4/K/1/2/3
10:45 a.m.	Recess begins - 3/4/5/6/7
12:00 p.m.	Outside play for all students
12:30 p.m.	Eating in Classrooms Primary or Cafeteria Intermediate
12:50 p.m.	First Bell indicating students go to their classrooms
12:54 p.m.	Second Bell, all students are to be in class
3:05 p.m.	End of the school day bell - Clubs and Sports Club
4:00 p.m.	Afternoon bus run M/T/TH



Bus Schedule

*Bus schedule and route may change depending on student need.

Morning Run		After School	Half days	After Clubs	Afternoon Run
8:18	Leaves Gwa'sala-'Nakwaxda'xw School	3:15	12:05	4:10	Leaves Gwa'sala-'Nakwaxda'xw School
8:23	Pick up at Harbourview Apts. / Rupert St.	3:20	12:10	4:15	Drop off at Rainbow Country Day Care Central
8:25	Pick up at Waddington Gardens	3:22	12:12	4:17	Drop off at Rupert St./ Building Blocks
8:27	Pick up at Thunderbird Way / Pine Dr.	3:28	12:18	4:23	Drop off at Waddington Gardens & Robert Scott
8:30	Pick up at Scott St & Mcdougall	3:30	12:20	4:25	Drop off at Thunderbird Way / Pine Dr.
8:32	Pick up at Woodgrove	3:32	12:22	4:27	Drop off at Scott St/ Mcdougall
8:33	Pick up at High School	3:35	12:25	4:30	Drop off at High School
8:34	Pick up at West Glacier Crecent	3:37	12:27	4:32	Drop off at West Glacier
8:40	Arrives at Gwa'sala-'Nakwaxda'xw School	3:40	12:30	4:35	Arrives Gwa'sala-'Nakwaxda'xw School

COVID 19

The COVID-19 pandemic impacted, and continues to impact students, staff and families in many ways, with some longer-term impacts of the pandemic yet to be realized. As we enter the 2022-23 school year we will continue to build on our experiences and the advice of public health experts to determine communicable disease prevention plans. Our shared experience highlights the need to continue to be flexible and responsive to changes in transmission trends, as well as provides the opportunity to incorporate our learnings into approaches for sustainable communicable disease prevention moving forward.



COVID-19 will continue to circulate in our population, and as long as cases occur within our communities, students and staff members will continue to be affected. However, BCCDC notes that transmission within K-12 school settings accounts for a minority of COVID-19 cases, even amongst students and staff. Moreover, with high immunization rates in BC and treatment options for people at higher risk of serious disease, public health advises that COVID-19 can be managed as are other serious respiratory infections in the community. As such, the following guidance supports reducing the risk of transmission of communicable diseases, including COVID-19 and will be modified as needed.

Staff, other adults entering the school, parents, caregivers, and students should not come to school if they are sick.

Families should be conducting a daily health check before sending students to school. This means a person regularly checking to ensure they (or their child) are not experiencing symptoms of illness (including but not limited to COVID-19 symptoms) that would limit their ability to participate fully in regular activities before coming to school to prevent spread of communicable diseases, such as COVID-19, within school settings.

Student Registration Procedure

All parents must register new students at the office and the following documents are required for all students attending our school:

1. Birth certificate
2. Status card
3. Medical card



Attendance and Safe Arrival Program

It is **our responsibility** as school staff to educate your children. It is **your responsibility** as parents to ensure that they are at school, on time daily and prepared to learn (free from stress, well-rested, and having had a healthy breakfast or arrive in time for breakfast in the school at 8:30).

For any absences to be excused, students are required to have a parent/guardian contact the school prior to each absence (medical appointments, funerals, severe illnesses). Administration will determine whether the excused absence is valid or not.

The school has a safe arrival program in place which ensures that each child has made it to school safely. It is the parents' responsibility to contact the school about their child's absence. If the school has not been notified that a child will be absent, the school will phone the parents/guardians of that child. If your mailbox is full or your number has been disconnected we will be contacting your emergency contact.



The Safe Arrival Program is conducted both in the morning and after lunch. Any change in phone numbers must be reported to the school immediately in order for this program to be successful.

Release Forms

According to The Freedom of Information and Protection of Privacy Act and The School Act, parents are asked to sign a release form allowing their child's picture to be used for the school and classroom Facebook pages, school media productions, newsletters, and books throughout the school year. This is for educational and community purposes only. Parents are also asked to sign a release form allowing their child to attend **field trips in the district and community**, to allow staff to administer **emergency first aid**, and allow their child to access **prevention and maintenance health programs** offered by Health and Family Services through the school.



Community & Parental Involvement

We look forward to working together as a team with parents and community members and invite your participation in the educational and recreational activities planned throughout the school year. (e.g. Welcome Back Event, Christmas Concert, Open Houses, Soccer Tournament, Sports Days, School Picnic, Yayuma, etc. as well as in-class support)



Volunteers

The staff at Gwa'sala-'Nakwaxda'xw School recognizes that a partnership between the school, parents, and community is essential to learning and success. The school appreciates and depends on volunteers for support in classroom activities, field trips, sporting events, cultural activities, fundraising, etc. We welcome those who wish to volunteer. All volunteers must be registered with the school and are subject to a criminal records check. (All teachers and people who work on an individual basis with children at the school must have a criminal record check completed)



The following obligations are required from all volunteers assisting in the school:

- Volunteers must observe all school policies and regulations.
- Volunteers must hold all matters connected with the school in confidence.
- Volunteers should respect the professional role and judgement of teachers and administrators and remember that they are in charge at all times.
- Volunteers should try to meet their commitment to the school, especially if a teacher is depending on help with planned activities.

The Ministry of Education requires volunteers for overnight trips with students to have a Criminal Record Check.

Visitors

Visitors are welcome at Gwa'sala-'Nakwaxda'xw School. However, in order to ensure the safety of everyone, we ask all visitors to check in at the office when arriving. Parents are **always** welcome to visit the school. Before visiting the classroom for any reason, parents are requested to talk to the classroom teacher first and inform the office. This will enable the office to be aware of all visitors in the school in case of an emergency.

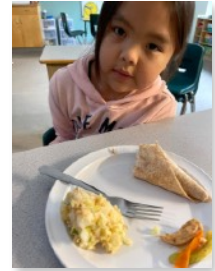


Food Programs

In partnership with Breakfast Clubs of Canada and the GNN Trust, the school provides our students with a breakfast, snack and lunch program every school day. Breakfast is served in our cafeteria between 8:30 - 8:54 am. Lunch is served between 12:30 - 12:50 pm.

By providing students with access to nutritious foods, these programs contribute to:

- short-term and long-term cognitive ability;
- the growth and development of the body and mind;
- a healthy immune system;
- healthy energy levels;
- appropriate classroom behaviours; and
- social inclusion among peers.



Our weekly food menu will be made available and posted on social media on the weekend.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast				
Oatmeal with Raisins	Homemade Banana Muffins	Hard Boiled Eggs	Shredded Wheat Cereal	Blueberry Oatmeal Muffin
Sliced Pears	Fruit Salad	Whole Wheat Toast	Fruit Salad	Whole wheat Pancakes
Milk	Cereal	Orange Slices		
Snack				
Fruit cups and granola bars	Crackers with cheese and Sausage	Chocolate Chip Muffin	Bananas and Yogurt	Veggies and Ranch Dip
Lunch				
Roast BBQ Chicken Legs	Hamburgers on a Whole Wheat Bun	Egg Salad Sandwich on Whole Wheat	Beef Barley Soup	Whole Wheat Veggies Pita Pizza
Red Beans and Brown Rice	Sweet potato salad	Vegetables and Dip	Whole wheat Buns	Fruit Salad

***Foods requiring to be heated up are not permitted at school.**

Recess and Lunch

Recess and lunch are held outdoors during favourable weather and indoors during extremely inclement weather.

Students are provided with a healthy lunch daily from our Chef Robert. Lunch will be served at 12:30; students in the Primary Classes will eat in their classrooms and intermediate students will be eating in the cafeteria. Only students who live on reserve may go home for lunch if they have permission. Students are encouraged to be prepared for all types of weather.



Sports Club

Sports Club is offered for all students every morning from 8:30 - 8:50 am and on Monday, Tuesday and Thursday after school from 3:10 - 4:00 pm (Grades 4-7). Students who want to attend the after-school Sports Club need parental permission. Off-reserve students may take the afternoon bus run home.



Homework Club

Homework Club is offered to intermediate students (grades 4 - 7) on Mondays, Tuesdays and Thursdays from 3:10 - 4:00 pm. This is a safe and supportive environment for students to complete school work and assignments. Students who want to attend the Homework Club need parental permission. Off-reserve students may take the afternoon bus run home.

Other School Clubs

Throughout the year, staff members, parents, or community members may sponsor several other clubs that run after school. Your child will bring home a permission and information sheet for each of those. There are also clubs that run during lunch, often these will not require permission but an information sheet will be sent home.

Other sports activities throughout the year will require students to attend practices and games or meets away from the school and will require parent permission for participation. Students are encouraged to participate in extracurricular activities at lunchtime and/or after school.

Head Hygiene Program

The Head Hygiene Program is a coordinated program between GNN Health Services and the school. Head Lice is a persistent challenge for all schools. Having head lice does not indicate neglect, unclean homes, or unclean children. It is nothing to feel shame about. All students will be taught head-checking procedures during the school year. These checks will occur on a weekly basis.



The program consists of the following:

- Students are taught to comb through and check their own head for signs of head lice
- Students who have signs of head lice are identified through this process
- If head lice are detected, GNN Health Services will make connect with the family and offer support
- Parents/Guardians are responsible for continuing to clean their child's hair

Student Code of Conduct Policy

At the Gwa'sala-'Nakwaxda'xw School, we have high expectations for our students. We strive to provide optimum learning in a culturally responsive and rich environment characterized by respect and care. This code of conduct serves to promote a safe and relationally rich atmosphere and to promote respect and responsibility in order to create a conducive learning environment. All expected behaviours and a disciplinary process are outlined in the Student Code of Conduct.

The Gwa'sala-'Nakwaxda'xw School's student code of conduct policy is based on the traditional values of Maya'xala (Respect).



1. Maya'xala for Self

- I have a **right** to feel good physically, emotionally and spiritually.
- It is my **responsibility** to take care of my physical, emotional and spiritual needs.

2. Maya'xala for Learning

- I have a **right** to learn in my school.
- It is my **responsibility** to be positive about learning and participate in such a manner where all students in my class can be successful.

3. Maya'xala for Others (Students and Adults)

- I have a **right** to be treated with respect and dignity.
- It is my **responsibility** to treat others with respect and dignity, helping to take care of their physical, emotional and spiritual needs.

4. Maya'xala for the School

- I have a **right** to use student equipment and school property.
- It is my **responsibility** to use the equipment and property to all applicable rules and with care and respect.

5. Maya'xala for Safety

- I have a **right** to be safe at school.
- It is my **responsibility** to behave in a safe manner and to protect the safety of others.

6. Maya'xala for the Environment

- I have a **right** to live, play and learn in a clean environment.
- It is my **responsibility** keep the environment where I live, play and learn clean.

The Gwa'sala-'Nakwaxda'xw School

Maya'xala for Self

Maya'xala for Learning

Maya'xala for Others

Maya'xala for the School

Maya'xala for Safety

Maya'xala for the Environment



Conduct Expectations

Behavioural expectations must be consistently taught and actively promoted.

Acceptable Conduct

These expectations are how students conduct themselves at school, going to and from school, and attending any school function or activity regardless of location. This includes during our food programs, any school clubs and on the school bus or van.

- *To respect others (other students and school staff)*
- *To try and do their best work*
- *To respect their learning environment and materials (tool, equipment, etc)*
- *To have regular attendance and punctuality*

Unacceptable Conduct

These behaviours are examples only and are not an all-inclusive list.

Behaviours that:

- *interfere with the learning of others*
- *interfere with play environments*
- *create unsafe conditions to learn, work or play in*

Acts of:

- *Bullying (physical, verbal, social & emotional, or cyber)*
- *Misuse of technology (cell phones, iPods, etc)*
- *Behaviour that interferes with the learning of others*
- *Physical and emotional violence (towards others or oneself)*
- *Intimidation*
- *Willful Defiance*
- *Inappropriate language*
- *Theft*
- *Vandalism*
- *Pulling the fire alarm without an emergency*
- *Phoning 911 without an emergency*



Disciplinary Process

Consequences

The severity and frequency of unacceptable conduct as well as the age, maturity and individual needs of students are considered when determining appropriate disciplinary action. The Gwa'sala-'Nakwaxda'xw School sets the following expectations for characteristics of consequences:

- Responses to unacceptable conduct should be pre-planned, consistent, logical and fair
- Disciplinary action should be preventative and restorative
- Serious and/or repeated misconduct may result in suspension from the school
- Whenever possible, students should be encouraged to participate in the development of meaningful consequences for violations of the code of conduct

Notifications

School officials have a responsibility to advise other parties of serious breaches of the code of conduct.

For example:

- Parents of student offender(s) – in every instance
- Parents of student victim(s) – in every instance
- School Officials (Band Manager and Band Council Education Committee) – when suspensions or expulsions happen
- All parents – when deemed to be important to reassure all members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it

Rising Expectations

It is our expectation that as students mature and progress through the grades that they will, in most cases, be capable of greater responsibility and self-discipline and therefore it is appropriate to have escalating consequences for inappropriate and repeated unacceptable behaviours. Conduct expectations for students in the primary grades may be very different from what we would expect of a student in Grade 7 at the same time being aware of the developmental age of students.

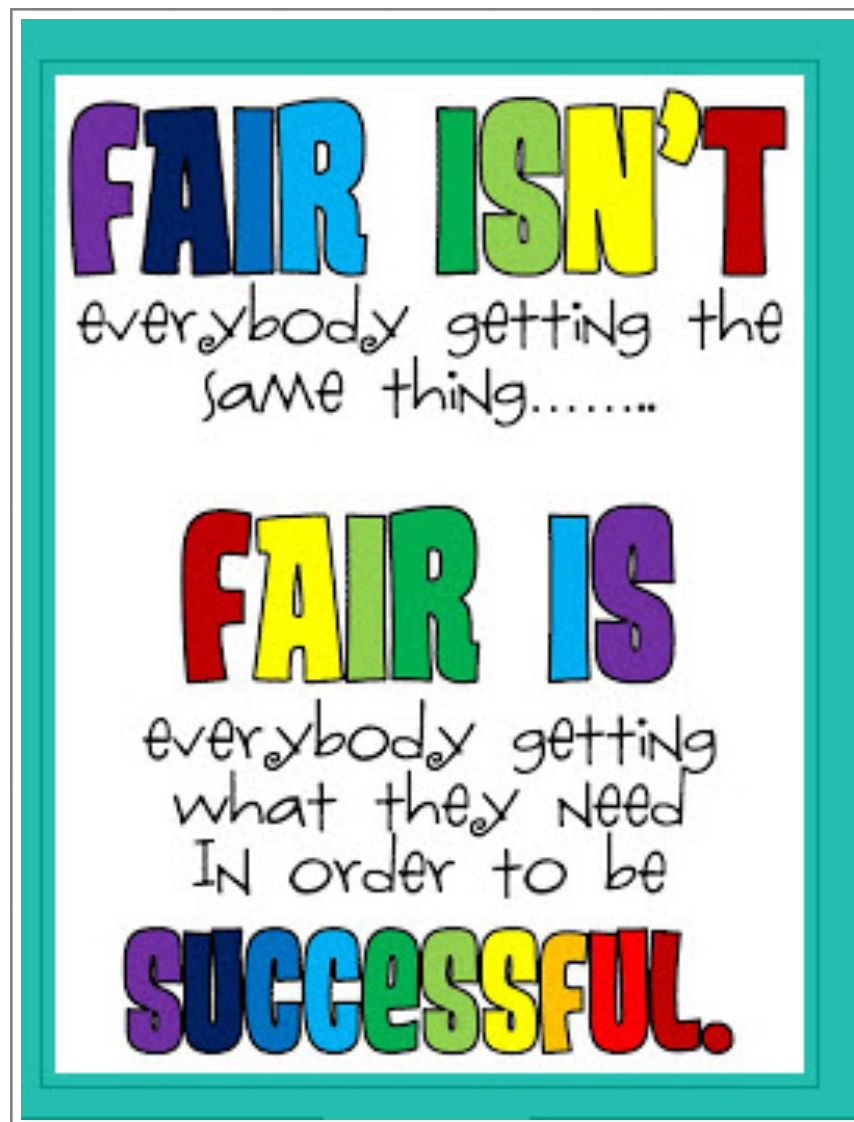
Returning to School After Suspension

Suspended students must return to school after the suspension is over. While a program for suspended students must be offered, students do not have to participate in program to return to school.

For students returning from a suspension lasting more than three school days, the principal will hold a re-entry meeting with the teacher, student and, the student's parent(s)/guardian(s), a representative from band council and an elder to:

- Make the student's transition back to school easier
- Identify any extra academic or other supports to promote positive behaviour the student may need when returning to school.

Community agencies that have been working with the student are also encouraged to attend the re-entry meeting.



Appeals/Complaints Policy

Within the Gwa'sala-'Nakwaxda'xw School, all complaints must be dealt with in a timely manner. Each member of the community is expected to follow the appropriate complaint procedure as described below. All parties involved must maintain confidentiality with respect to all aspects of this procedure.

Procedures

1. The issue must be dealt with first by the persons directly involved.
2. If the issue cannot be resolved the matter must be brought to the attention of the Principal of the school.
3. The Principal will clarify the issue of disagreement and document all matters pertaining to the issue and its resolution
4. The Principal having made a judgment to resolve the issue, both parties must be promptly notified of the resolution in writing. In this written notification, the parties must be informed of the available appeal procedures.
5. If the Principal's resolution is not accepted, the matter may be appealed to the Band Council Education Committee. The appeal must be submitted in writing no more than seven days after the Principal's decision has been received.
6. The Band Council Education Committee has the authority to make a decision regarding the appeal. This committee must always include the Band Manager. The committee will study the documentation and then call a meeting to hear presentations from the complainant and the Principal. Both parties will be in attendance and be given the opportunity to respond.
7. After this, the Band Council Education Committee will take the steps necessary to implement the decision.
8. The Band Council Education Committee shall notify the parents and the principal of its decision within seven days of the meeting. The decision shall be communicated in written form.
9. When the complaint is about the Principal, the process should start at #1. However, if there is no resolution at the end of this, the process should skip to #6 and the following.
10. The decision of the Band Council Education Committee shall be final. If parents refuse to accept the decision of the Band Council Education Committee and persist in pursuing the issues, disciplinary action may result in the removal of the child(ren) from the school.
11. Requests for extensions of the timelines mentioned in this policy, will, for valid reasons, ordinarily be approved.

Special Education Policy

We believe all children have a right to obtain an education in the setting most appropriate for their needs in which children can benefit. All children have the right to access a culturally responsive education that encompasses their spiritual, physical, social, emotional, and cognitive development to prepare them adequately for their future options. Parents are encouraged to approach their child's teacher, the special education teachers, or the principal if they would like to discuss their child's education, especially pertaining to Individual Education Plans and assessments. The school and the parents are involved in the entire process of planning for the success of each child's education.



Medication Policy

All medication should be given, whenever possible, by the parent at home. If medication must be given at school, the parent must provide **written consent**, which includes the following:

1. type of medication
2. reason medication is to be given
3. when medication is to be given (time)
4. length of time (e.g. one week, one month, etc)

Students may not administer medication to themselves.



Field Trip Policy

Informed Consent

Permission slips will be issued at the beginning of the school, which will cover all field trips within school hours on the North Island. Any field trips beyond the North Island will require an additional signed written consent form.

A Pre-Trip parent/student scheduled information meeting is mandatory for all high-risk day activities, multiple day, and/or out-of-province field trips. An administrator must be present at the meeting to discuss expected behaviour.

Supervision

Conscientious supervision of students is mandatory during all school field trips. Volunteer supervisors must be screened by the principal or designate for the suitability, be advised of the expectations of their role and may be required to complete a criminal record check. Volunteers must be competent to deal with emergencies that might arise.

All overnight co-educational excursions require the supervision of both male and female adult supervisors.



Digital Device Policy

(Cellphones, iPods, Games)

Any students coming to school with electronic devices must give them to their teacher for safe keeping during the school day. Students will not be given access to devices at recess or lunch.

The first time a student brings items to school which are not permitted or uses items which are not permitted on the school grounds, the items **will be kept by the teacher** and given back to the student at the end of the day.

The next time a student brings items to school which are not permitted or uses items which are not permitted on the school grounds, the items **will be kept by the Principal** and released only to the parent.



Social Media Policy

We realize that part of 21st-century learning is adapting to changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st-century learning.

In recognition of this, the Gwa'sala-'Nakwaxda'xw School does permit the use of social media in learning (Facebook, Instagram, Twitter, etc.) only when specifically authorized by the teacher.



Student Makeup and Clothing Policy

Students wearing excessive amounts of make-up will be asked to remove it. Students are NOT permitted to bring any make-up (lipstick, eye shadow, perfume, hair spray, cologne, etc.) to school, or wear excessive amounts of perfume or cologne. Students are not permitted to wear clothing that is distracting to others. Clothing which has inappropriate 'graphics' and/or 'wording' is not allowed. Parents will be informed of the situation and the student shall be sent home and must change into 'acceptable' clothing before returning to school.

Bicycles, Skateboard, Rollerblades, Scooters Policy

Bicycles, skateboards, rollerblades and scooters are allowed to and from school if parents allow it. Students are **NOT** permitted to use this equipment on school grounds during the school day or during school activities. Students **ARE** encouraged to use proper safety gear when using any of this equipment.



Cigarette, Alcohol, & Drug Policy

If a student is involved with alcohol, drugs, or cigarettes, including e-cigarettes and vaporizers during any school activity, they will be referred to school administration, parents will be contacted immediately. An interview with the student in conjunction with the evidence will determine a course of action ranging from referral to the school counsellor, suspension, or contacting the police authorities.

Dogs at School Policy

When there are a large number of dogs or threatening dogs at school it jeopardizes the safety of the students, the school must act. Our policy is:



1. Get the dog off of the school grounds
2. Phone the owner to come get the dog if the dog has a collar. Sometimes the dogs belong to students, who are asked to take the dogs home.
3. If we do not know the owner of the dog, and the safety of the children is at risk, then animal control will be contacted.

Student Transfer Policy

As of September 30, students who are attending other elementary schools may not be able to transfer back to the Gwa'sala-'Nakwaxda'xw School. Each student wanting to return will be reviewed by the School and Band Council on an individualized basis.

Decisions will be based on the following factors:

1. Class sizes and availability
2. Services available to support the student
3. Gwa'sala-'Nakwaxda'xw band membership



September 30 is a key date for attaining funding for each student. If a child registers after September 30 the school receives no funding for that student.

School Closures Policy

Planned school closures (e.g. holidays, professional development days, etc) are on the yearly and monthly calendar included in the newsletter. A notice will also be sent home with students the day before.

Unexpected school closures:

- a. Death/Funerals: the school will follow the direction of band council for deaths within the community and will stay open for funerals.
- b. Other (e.g. snow days, power outage days): the school will phone families to inform them that the school is closed and post on our school Facebook page.

Emergency school closures: If an emergency closure is necessary, the school will do its best to keep parents informed, through community emergency procedures and media.

Supervision Schedule

The school is responsible for the supervision of the students within its care.

Before Class (8:30 - 8:54 am)

Two staff members are on duty outside.

Class Time

The students are supervised by their teachers and support staff.

Primary Recess (10:30 - 10:45 am)

A total of three staff are assigned to the primary side and intermediate side.

Intermediate Recess (10:45 - 11:00 am)

A total of three staff are assigned to the primary side and the intermediate side.

Outside Play for all students (12:00 - 12:30 pm)

Two staff are assigned to the primary side of the school and two staff to the intermediate side.

Lunch (12:30 - 12:54 pm)

Students are expected to eat their lunch in the classroom or walk home for lunch. Only students who live on-reserve are allowed to walk home for lunch. Each class will have a staff member in the classroom/cafeteria during lunch.

Bus Duty - A staff member will be on duty for students boarding the bus at the end of each day. There will also be one staff member who rides the bus after school.

Playground Rules

Out of Bounds Areas

Any area not designated school grounds (ie. Wakas Hall, Health & Family Services, wooded areas, the roadway & staff parking lot)

- Fences
- Rooftops of all buildings
- The area by the front entrance of the school, by the big rock and totem poles
- The top of monkey bars or top of the "fireman pole"
- No climbing on any part of any equipment that's not meant for climbing

Playground Equipment

- Students may not access playground equipment (ie. basketballs, soccer balls, etc.) until the on-duty supervisor is present
- Staff member on duty will bring out the equipment
- Four Square: one ball per game
- Skipping ropes are only for skipping (not tying onto monkey bars, etc.)
- Soccer, baseball, and snowballing may only be played on the field (no soccer or dodgeball is played on hardscape between the school)
- Skateboards, scooters, and bicycles may not be used on the school grounds
- Spiderweb - no children can stand on the top

Behaviour

- Students are expected to follow the Student Code of Conduct Policy.

Additional

- Staff will wear a high visibility vest and carry a walkie talkie
- Primary students will have use of the field (no other part of the intermediate side) at lunch
- Intermediate students must stay on the intermediate side at lunch
- Supervisors stay out until all children are inside, and make sure equipment is all collected

Emergency Procedures

“Classroom Emergency Backpacks” are to be in the teacher’s possession during every emergency.

A. Fire Exit Plan:

- i) Section 31(h) of the Fire Services Act requires that a system of fire drills approved by the Fire Commissioner, be adopted and practised by all persons in every school, child care facility, children’s home, or other institution for the education or care of children.
 - ii) **For schools attended by children, the Fire Commissioner has approved a fire drill system that consists of total evacuation fire drills held at least three times in each of the fall and spring school terms.**
 - iii) Subsection 2.8.2 of the BC Fire Code requires that a fire safety plan be prepared in cooperation with the fire department and any other applicable regulatory authorities. A fire safety plan must include the requirement for a regular system of fire drills.
- Staff and students evacuate the building immediately through the outside fire exit door of each room or the closest exit door to their location
 - Each class will line up in the gathering area on the sports field. Support staff to assist teachers.
 - The teachers will report the number of students enrolled, present and absent.
 - The secretary, custodian vice principals, and principal have assigned duties.

B. Earthquake Evacuation Procedure - Earthquake drills will take place three times a year, as recommended by the BC Earthquake Alliance.

- Staff and students assume positions under desks or an appropriate location, facing away from windows.
- Sixty seconds after the quaking ceases, everyone will evacuate the building immediately through the outside fire exit door of each room or the closest exit door to their location
- Each class will line up in the gathering area on the sports field. Support staff to assist teachers.
- The teachers will report the number of students enrolled, present and absent.
- The secretary, custodian, vice principals, and principal have assigned duties.

C. Emergency Bus Evacuation Procedures - An emergency bus evacuation drill will be conducted at least once a year; a staff member will be on board for all bus evacuation drills and students will be informed; the drill will occur while the bus is en route to or from a field trip.

REAR DOOR EXIT PROCEDURES (usually the case)

- Staff member closest to the rear stands up and leaves the bus through the back door.
- Staff member closest to the front stands up and assesses the situation for injuries, then requests another staff member to evacuate any injured. This must be done by the “assessor” if no other staff member is present.
- Passengers evacuate the bus in an orderly manner - one seat at a time starting with the seat on the right closest to the back.
- Teachers will report the number of students enrolled, present and absent.

FRONT DOOR EXIT PROCEDURES

- Staff member closest to the front stands up and leaves the bus through the front door.
- Staff member closest to the back stands up and assesses the situation for injuries, then requests another staff member to evacuate any injured. This must be done by the “assessor” if no other staff member is present.
- Passengers evacuate the bus in an orderly manner - one seat at a time starting with the seat on the right closest to the front.
- Teachers will report the number of students enrolled, present and absent.

D. First Aid / Injury Procedures are used when a student is injured during school activities

- First aid is provided by a staff member with current First Aid Certification and parents are contacted.
- In the event of a more serious injury, staff call 911 and parents are contacted.

E. Lockdown Protocol is used when the administration is alerted to the presence of an unsafe person is in the building

Please see Lockdown Protocol that follows

Immediate Lockdown and Caution Lockdown