



# PARENT/STUDENT HANDBOOK

## 2017 – 2018



*Strong, Healthy, Proud and Self-Reliant*

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## **Fort Nelson First Nation Community Education Authority**

Band Education programs are governed by the Fort Nelson First Nation Community Education Authority. The Community Education Authority (CEA) meets every two weeks to discuss educational policy and issues. Board meetings are open to the public. Members of the Community Education Authority are:

Ms. Kathi Dickie - Chair  
Ms. Roberta Michel – Vice Chair  
Ms. Benita Behn  
Ms. Coreen Loe  
Ms. Chrystal Fincaryk



## **Chalo Parents Club**

The First Nations Parents Club was created to acknowledge and support the key role of parents in ensuring educational success for their children. It provides parents with information, support, and rewards for their efforts. This initiative involves the organization of locally-based Parents Clubs in First Nations communities in British Columbia (BC), with support materials such as newsletters, incentive gifts, and parenting materials and resources supplied by the First Nation Schools Association (FNSEA).

If parents are interested in establishing a Chalo School Parents Club, please contact the Principal at Chalo School 250.774.7651 or you can visit the First Nations Parents Club website at <http://www.fnsea.ca/programs/parents-club> to learn more.

What is the purpose of Chalo School's Parents Club?

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4021 FONTAS ROAD • RR1 MILE 293 ALASKA HIGHWAY • FORT NELSON, BC • V0C 1R0  
T: 250.774.7651 • F: 250.774.7655 • W: CHALOSCHOOL.BC.CA

1. To provide a forum for discussion regarding school activities.
2. To bring ideas, that might benefit children in the school, to the attention of the Principal.
3. To provide consultation on new programs, policies, and directions.

Who is on Chalo's Parents Club?

1. The parents of students who attend Chalo School.
2. A member of the Community Education Authority
3. School Staff Members
4. The Principal/Vice Principal of Chalo School

**Fort Nelson First Nation Education Department**

Education Director ..... Ms. Cyndi Bonn  
 Education Coordinator ..... Ms. Violet Markin  
 Financial Administrator ..... Ms. Jennifer Michel

**Chalo School Staff**

Principal ..... Ms. Amanda Mercer  
 Vice Principal ..... Mr. Bryce Ross  
 Grade 8-12 Teacher ..... Mr. Ryan MacArthur  
 Grade 8-12 Teacher ..... Mr. Seth Attrill  
 Grade 8-12 Teacher ..... Ms. Jacky Faherty  
 Grade 6/7 Teacher..... Mr. Zakary Myers  
 Grade 4/5 Teacher..... Mr. Austin Mueller  
 Grade 3/4 Teacher..... Ms. Sharon Systad  
 Grade 2 Teacher..... Ms. Kaitlyn Parker  
 Grade 1 Teacher..... Ms. Jeanie Kenneway  
 Kindergarten Teacher ..... Ms. Kathy Schultz  
 Preschool Teacher..... Ms. Roberta Badine  
 Student Services Coordinator..... Ms. Crista Ross  
 Librarian ..... Ms. Stephanie Parson  
 Cree Language Teacher..... Ms. Nora Duntra  
 Dene Language Teacher ..... Ms. Florence Michel  
 Culture Teacher ..... Mr. Raymond Needlay  
 Educational Assistant..... Ms. Hilda Woodland  
 Educational Assistant ..... Ms. Myrna Courtorelle  
 Educational Assistant ..... Ms. April Michel  
 Educational Assistant ..... Ms. Lisa Hogg  
 Secretary ..... Ms. Hayley Hannah  
 Bussing ..... Diversified  
 Custodian..... Capital Works

### Chalo School 2017/2018 Calendar

	STATUTORY HOLIDAYS/ VACATION PERIODS	DAYS IN SESSION (TEACHER)	IMPORTANT DATES	NON INST. DAY S	NUMBER OF INST. DAYS (STUDENT)
SEPT.	<b>Labour Day</b> Mon., Sept. 4	19	<b>Mandatory Staff Mtg. Non-Instructional Day</b> <b>No students in attendance</b> Tues., Sept. 05. <b>Students return for first full day of school</b> Wed., Sept. 6	1	18
OCT.	<b>Thanksgiving</b> Mon., Oct. 9 (STAT)	21			21
NOV.	<b>Remembrance Day</b> Mon., Nov. 13 (STAT)	21	<b>Parent Teacher Interviews – No School</b> Wed., Nov. 1 <b>Professional Development</b> November 16 <sup>th</sup> and 17 <sup>th</sup>	3	18
DEC.	<b>Winter Break</b> Mon., Dec 18 – Sun., Dec 31st	11	<b>Students dismissed at 3 p.m. for Winter Break</b> Fri., Dec. 15		11
JAN.	<b>Jan.1</b> (STAT)	22	<b>Students return from Winter Break</b> Tues., Jan. 2 <b>2 Non-Instructional days High School Only</b> January 26 <sup>th</sup> and 29 <sup>th</sup>	2	22 – Elementary 20 – High School
FEB.	<b>Family Day</b> Mon., Feb. 12	18	<b>Winter Break Day – No School</b> Fri., Feb. 9 <b>Family Day – No School</b> Mon., Feb. 12		18
MAR.	<b>Spring Break</b> Mon., Mar. 19– Fri., Mar 30 <b>Good Friday</b> Fri., Mar. 30 (STAT)	12	<b>Students dismissed at 3 p.m. for Spring</b> <b>Break</b> Fri., Mar. 16		12
APR.	<b>Easter Monday</b> Apr. 2	20	<b>Students return from Spring Break</b> Tues., Apr. 3		20
MAY	<b>May Long Wk.</b> Fri., May 18 <b>Victoria Day</b> Mon., May 21 (STAT)	21	<b>Students dismissed at 3 p.m. for May Long</b> <b>Wk.</b> Thurs., May 17 <b>Students return from May Long Wk.</b> Tues., May 22		21
JUN.	<b>Aboriginal Day</b> Thurs., Jun. 21 <b>Elem. Students Last Day</b> Wed., Jun. 20 <b>H.S. Students Last Day</b> Tues., Jun. 26	13.5 Elementary School Staff  16.5 High School Staff	<b>Aboriginal Day – No School</b> Thurs., Jun. 21 <b>Elem. Students Dismissed 12 p.m. for Last</b> <b>Day</b> Wed., Jun. 20 <b>H.S. Students Last Day</b> Tues., Jun. 29		13.5 Elementary  16.5 High School
TOTAL		Elem. 178.5 H.S. 181.5		6	Elem. 174.5 H.S. 175.5

**Chalo School AGM will be announced in February/March.**

#### Open Door Policy

Students are welcome to enter the school when they arrive in the morning. At Chalo School we strive to maintain a safe and friendly atmosphere. Scheduled supervision allows us to continually develop and monitor this atmosphere. We provide this supervision beginning at 8:30, recess, lunch, and until 3:30 pm.

**Safe Arrival**

To ensure that your son/daughter has arrived safely at school, we will endeavor to call each home daily if a student is absent. If your child is at home with your permission (illness, family matters, etc.), please call the school prior to 8:50 a.m. to let us know they will not be attending.

**Bell Schedule**

The Bell Schedule for **Kindergarten to grade 7** Monday to Friday is as follows:

- 8:45 ..... Morning Drums
- 8:50 ..... Morning Circle Commences
- 9:00 ..... Beginning of Classes
- 10:15 ..... Beginning of Recess
- 10:30 ..... End of Recess
  
- 12:00 ..... Beginning of Lunch Break
- 12:22 ..... Students Eat
- 12:47 ..... End of Lunch
  
- 3:05 ..... Dismissal

The Bell Schedule for **Preschool 3** is as follows: (Monday through Friday)

- 9:30 ..... Session Begins
- 11:30 ..... Dismissal

The Bell Schedule for **Preschool 4** is as follows: (Monday through Friday)

- 12:30 ..... Session Begins
- 3:05 ..... Dismissal

The Bell Schedule for Grades 8 through 12 Monday to Friday is as follows:  
High School - 324 minutes

- 8:45 -10:06..... Period One (81 minutes)
- 10:06 - 10:16 ..... Break (10 minutes)**
- 10:16 - 11:37..... Period Two (81 minutes)
- 11:37 - 12:13 ..... Lunch Break (36 minutes)**
- 12:13 - 1:34..... Period Three (81 minutes)
- 1:34 - 1:44 ..... Break (10 minutes)**
- 1:44 - 3:05..... Period Four (81 minutes)

**Before School Procedures**

Students may choose to:

- remain inside the school
- play in the gym



## Recess Procedures

Recess is a fifteen (15) minute break in our morning. Because it is such a short period, we encourage all students to go outside every day. A bit of fresh air is good for everyone! **Unless students have permission to remain inside, (a signed note from parents, or parents have phoned) students are expected to go outside for recess.**

## Noon Hour Procedures

For students who remain at school to eat lunch:

- At 12:00 p.m. students who have been assigned to the gym, park, or field for the day, need to play in the designated area, unless Administration has notified otherwise.
- Students will eat lunches in their classrooms between 12:22 p.m. and 12:47 p.m.

## Bussing Procedures

There are two after school buses. The Nation and Town Bus leave the school at approximately 3:15 pm. The teacher is responsible for helping the younger students organize their clothing and belongings prior to boarding the bus. Bus conduct is expected to conform to the policy of the board. The staff member on duty is to assist the bus driver with the loading wherever possible.



## Administering Medication to Students

**\*See APPENDIX A: Administration of Medication**

The Community Education Authority recognizes its responsibility to ensure that pupils of school age attend school and that some of these pupils may be in need of certain medication. In those cases where a pupil requires medication during school hours for health related reasons, the administration of such medication

shall be the responsibility of the parent(s)/guardian(s) to bring the matter to the Principal's attention.

It is recognized that the medication to be administered should not require any special skill or knowledge on the part of the Principal, or delegate.

The administration of medication must be carried out in accordance with the provision of the regulation in this protocol. Until such provisions are arranged, medication should not be administered, even though this may result in a pupil being absent from school for a few days.

## **Procedures and Regulations**

In providing medication to pupils, the following regulations shall be strictly observed:

1. No prescription or non-prescription medication are to be administered by Chalo School personnel, nor is the use of medication to be supervised, except in accordance with the following conditions. This applies to all medications including non-prescription/over the counter medications such as Tylenol and cough syrup.
  - a. The medication is required while the child is attending school;
  - b. A parent or guardian has requested the school's assistance and has given written authorization (form attached) to have the medication administered or supervised by an employee of Chalo School;
  - c. Written authorization has been received from a physician for prescription medications.
2. If an employee becomes aware that medication must be administered in school, the Principal shall be immediately notified.
3. If any concerns regarding the medication become evident, the Principal should contact the attending physician.
4. A record of all medication administered and the procedure for administering the medication shall be stored with the medication.
5. A log sheet (attached as Appendix A) is to be maintained in the office of the Principal or delegate to show:
  - a. the date and time of each administration of medication;
  - b. the initials of the individual administering the medication.
6. All medications in the keeping of the administrative officer or designate shall be stored in a safe and secure place.

*All Chalo School personnel have a "duty of care" under common law. In an emergency situation, the employee will take whatever action is appropriate and consistent with those of a careful (or prudent) parent.*

## **Student Services**

Our school has two services to offer. The Student Services Coordinator works in partnership with professionals, paraprofessionals, and school-based staff to bridge the gaps and address the challenges faced by students with exceptionalities. Everyone at Chalo School has a role to play in the provision of appropriate educational programming to ensure all students learn to high levels.





### **Chalo School Standards for Student Behavior**

The purpose of our Code of Conduct is to create and maintain a safe, caring and productive atmosphere for our students to learn in.

Chalo students are expected to:

1. Treat others with dignity and respect.
2. Attend school and engage productively in their lessons.
3. Help make the school a safe, caring and orderly place to learn.

### **Chalo School Code of Conduct**

All students in Chalo School are expected to:

1. Treat others with dignity, respect, tolerance and courtesy.
2. Respect the rights of others to learn and work in an environment free from abuse, intimidation, harassment, bullying, disruption, or discrimination, (i.e. Discrimination on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation of that person or class or persons).
3. Act in a safe and responsible manner toward themselves, others, and others' property.
4. Comply with classroom and school standards for attendance, promptness, language, and behavior.

### **Chalo School Bullying Policy**

The Community Education Authority has determined that a safe environment in school is necessary for students to learn and achieve high academic standards. Bullying interferes with a student's ability to learn and a school's ability to teach. Positive behaviour including respecting others, setting an example, and discouraging bullying behaviours is expected of all administrators, faculty, staff, students, parents, and volunteers.

Bullying can be physical, verbal, emotional, and cyber (email, instant messaging and other social media platforms, etc.). Any gesture that is expressed through written language, verbally, and/or physically that degrades a person is considered bullying. This includes, but is not limited to a person's race, religion, color, gender, sexual orientation, disability, national origin, or any other unique characteristic. This behaviour will be considered bullying whether it takes place on or off school property, at any school function, or in a school vehicle.

Bullying is conduct that meets all of the following criteria:

- Power imbalance such as age, size, and/or social status
- Intention to harm the other person (i.e. intended to be mean/hurtful/scary)
- Repeated pattern (i.e. continues over time and evolves from mean behaviour to bullying behaviours)

Chalo School expects students and/or staff to immediately report incidents of bullying behaviours to the Principal or designee. Staff witnessing bullying behaviour will take immediate steps to intervene when safe to do so. Each complaint of bullying behaviour will be promptly investigated.

The Community Education Authority will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of the policy.

## **Policy & Procedure**

Chalo School will not tolerate behaviour that infringes on the safety of any student. Any student who chooses to participate in bullying behaviours, violence or harassment will be met with a swift and severe consequence. However, each case will be examined on a case-by-case basis and could vary based on several factors including age, nature of the problem, past history, etc. The discipline plan will include strategies to correct the behaviour, to prevent it from happening again, and to protect any victim(s) from further harm.

This policy and procedures combine both a prevention and intervention approach to harassment, violence or bullying, which is consistent and planned.

## **Consequences**

- 1st Offence**      The parent/guardian will be contacted. At the discretion of the administration, an appointment for counseling regarding the effects of anger management will be made; the students will either have a five (5) day detention or an in-school suspension. Depending on the severity of the act or if a criminal offence has occurred RCMP may be contacted.
- 2nd Offence**      The parent/ guardian will be contacted. The offences will result in a (3) day in-school suspension and the student will have to attend a minimum of four (4) counseling sessions. Depending on the severity of the act or if a criminal offence has occurred RCMP may be contacted. At the end of the counseling sessions, the student will have to present their learning to administration and parents.
- 3rd Offence**      The parent/ guardian will be contacted. If fighting/bullying is an on-going problem and poses a threat to other students and staff, the student will be indefinitely suspended and the RCMP will be contacted.

## **Chalo School Student Drug/Alcohol Policy**

All drugs/alcohol have the potential to harm; but some drugs are more harmful than others. For a small number of people, drugs lead to serious and far-reaching consequences not only for themselves, but their families, their communities and society in general. For young people in particular, drugs can impact on their education, their relationships with family and friends and prevent them from reaching their full potential.

All young people need to be able to make safe, healthy and responsible decisions about drugs, both legal and illegal. Schools play a central role in helping them make such decisions by providing education about the risk and effects of drugs; by developing their confidence and skills to manage situations involving drugs; by creating a safe and supportive learning environment; and ensuring that those for whom drugs are a concern receive appropriate support.

Chalo School has a zero tolerance policy towards the possession, use or supply of illegal, and other unauthorized drugs/ alcohol within the school boundaries

## **RATIONALE**

The influence and effects of drug/ alcohol use on individuals, families and communities are evident in society. For the purpose of these guidelines a drug is defined as "any substance, that when introduced to the body can alter physical and/or psychological structure or function".

## **POLICY STATEMENT**

Chalo School promotes a drug/alcohol free environment. This policy and procedures combine both a prevention and intervention approach to drug education, which is consistent and planned.

## **PREVENTION**

A range of preventative strategies is designed to promote a healthy lifestyle.

- The school has a health education program in years 10-18 which includes drug education.
- In this sensitive and demanding area of teaching, where possible, the program is delivered by teachers/Dare to Care facilitators who are appropriately trained. Professional development for all staff is provided to ensure current and relevant drug information is available.
- The student services team maintains a support link with appropriate agencies and provides opportunities for parents/students to receive drug related information or learn about and discuss drug related issues.

## **INTERVENTION**

The intervention procedure is designed to respond to drug/alcohol use incidents in a way that is in the best interest of all concerned, while also conforming to legal requirements. The school does not permit students, in their care, (either whilst on the school premises, or at a school function at any other venue) to:

- Smoke and/or sell tobacco products
- Consume and/or possess alcoholic beverages
- Deliberately inhale solvents
- Possess and/or use illegal drugs
- Possess and/or use drug related equipment such as syringes, bong, pipes etc.
- Possess excessive amounts of legal drugs and/or prescribed drugs.

\*\*\*The only staff member permitted to administer analgesics, or oversee the use of diabetic syringes is the Fort Nelson First Nation Nurse or person acting on his/her behalf during his/her absence, as delegated by the Principal.

## **PROCEDURES**

Responding to Incidents of Drug/alcohol Use. In a situation where drug use is suspected, an assessment of the condition of the student will be made. The student will then be taken to the administrator who will investigate the situation.

### **The Consequences in a range of incidents of drug use are outlined below:**

Drug/Alcohol use or possession will result in the following consequences:

**1<sup>st</sup> Offence**      The Parent/Guardian will be contacted and the student will be required to attend a meeting with the Principal. An appointment for counseling regarding the effects of drug use will be made and at the discretion of administration, the student may be sent home for the day.

## 2<sup>nd</sup> Offence

The parent/ guardian will be contacted. The offences will result in suspension and the student will have to attend a minimum of four (4) drug and alcohol counselling sessions. Once the student has attended one session, they may return to school but a signed note from the counsellor must be submitted weekly to the school administrator. If a note is not submitted/ the student is not attending counselling, the student will be suspended until counselling is reconvened. Upon return to the school and after the four (4) sessions are completed, the student will present to morning circle or a selected classroom on the effects of drug/alcohol use.



## Chalo School Theft and Vandalism Policies

### Theft Policy

At Chalo School, theft is defined as taking or having in your possession another person's property without permission or consent. The following guidelines apply if you should find yourself in this unfortunate situation:

- Full restitution must be made of all items taken.
- Student will receive minimum of two (2) days detention.
- If there is a second occurrence, there will be a meeting with parents, RCMP, other interested parties, and school administration.
- Counselling may be suggested.

- If failure to make restitution, and serve detention, suspension may be applied.

### **Vandalism Policy**

- If a student vandalizes the property of the school, staff or another, full restitution must be made for the clean up or replacement of such property.
- If the student is unable to pay for the replacement of the property, the student will work community service hours.
- Student will work community service hours.
- Student will receive a minimum of two (2) days detention.
- If there is a second occurrence, there will be a meeting with parents, RCMP, other interested parties, and school administration.
- If failure to make restitution, serve detention, and/or community service hours, suspension may be applied.

### **School Dress Code**

(Students in Grade 5 and up - Staff are included too!)

Chalo School follows the School District 81 dress code. As we share students, the following rules apply:

- Clothing will cover the top of the shoulders (ie. No spaghetti straps, halter tops, muscle shirts etc. without a covering garment such as a shirt or blouse)
- Clothing will cover the midriff (ie. No “belly shirts”)
- Clothing will cover the upper chest (ie. No low necklines)
- Clothing will cover the back (ie. No backless shirts)
- Clothing with holes, mesh, or any other revealing openings will have undergarments or covering garments
- Dresses, skirts, culottes/skorts, or shorts will cover at least to the mid thigh (ie. No “micro mini shirts” or “short shorts”)

Notes:

- These guidelines apply to male and female students
- Dress guidelines may be relaxed for school social events out of regular school hours provided that student clothing worn is in “good taste”.

\*Clothing worn in Physical Education is at the discretion of PE teacher

### **Bussing Policy**

All families have the opportunity to have their children take the Chalo School bus to school. We insist that students remain seated on the bus at all times and that they follow the bus driver’s rules. Safety first! Students who are not following the bus driver’s instructions will be reported to their parents. The Chalo School Bus Policy is as follows (but not limited to):

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4021 FONTAS ROAD • RR1 MILE 293 ALASKA HIGHWAY • FORT NELSON, BC • V0C 1R0  
 T: 250.774.7651 • F: 250.774.7655 • W: CHALOSCHOOL.BC.CA

### **Verbal Warning**

A verbal warning will be issued to correct student behaviour while aboard the bus. The severity of the infraction may result in the bypassing of this step.

### **Written Warning**

Should the verbal warning be ignored and the student conducts continues to be unacceptable, the driver will issue a written warning sent to the school. The parent/guardian will be notified. Please note that the second infraction need not be related to the first infraction. The severity of the infraction may result in the bypassing of this step. After 3 written warnings, the student may receive a bus suspension.

### **Suspension**

Should the written warnings not be heeded or extreme behaviour occurs, the driver will request a suspension of riding privileges. The driver will not determine the length of the suspension but will provide input to the Principal.

Once a request for suspension is received, the Principal will discuss the incident with the bus driver and a suitable period of suspension may then be determined and notifications given as required.

## **Release of Children to Adults Policy**

The Community Education Authority believes that the safety of children is paramount. Accordingly, the release of children from school into the care of adults will only be authorized when the regulations below are met.

### **Guidelines**

1. All student records **must** contain up to date information regarding the custodial parent(s)/guardian(s). Such information will include address, home phone number, and work phone number. In addition, the records shall show an appropriate contact person for situations when the custodial parent(s)/guardian(s) cannot be reached. Any additional parental "access arrangements" shall be included in the student file.
2. Teachers may **not** authorize the release of students from school.
3. Where a valid reason exists to release the student from school the principal is authorized to make this decision. The principal shall only release a child to adults duly authorized in the student record. The principal may only release a child to another adult when the principal is in possession of written approval from the custodial parent(s)/guardian(s)
4. Under no circumstances, shall a student be released to a person who is suspected to be under the influence of narcotics or alcohol. In such circumstance, the student and the matter will be immediately brought to the attention of the principal. The principal will endeavor to contact other adults duly authorized in the student record to pick the student up.

## School Pictures

Each school year all students will have an individual, and a class picture taken. These pictures can be purchased from the sponsoring company (Lifetouch Photography) through the school. This year individual pictures will be taken on Tuesday, October 3, 2017 beginning at 9:15 a.m.

If your child does **not** attend Chalo School, and you wish to have their photo taken, an appointment will only take place after all of Chalo students photos have been taken. It will be first-come, first-served. Even then, there is no guarantee that your child's picture will be taken.

## Assembly Dates

At least once a month the entire school meets to celebrate the variety of achievements our students' accomplish. Achievements may be in the area of Art, Citizenship, Sports, Reading, Music, etc. Assemblies will usually be held that last Thursday of each month.

Thursday September 28	2:15 pm.
Thursday October 26	2:15 pm.
Thursday November 23	2:15 pm.
Thursday January 25	2:15 pm.
Thursday February 22	2:15 pm.
Thursday April 26	2:15 pm.
Thursday May 24	2:15 pm.
Wednesday June 20	10:30 am. (End of the Year Award Ceremony)

\*Please note: these dates are subject to change.

## Reporting Periods Elementary

There are four reporting periods throughout the year. Three of these reports must be written. Your child's first written report will come home on Friday December 1, 2017. The second written report will come home Friday March 16, 2018. The final written report of the year will be issued on the last day of school Wednesday June 20, 2018.

There will also be parent teacher interviews on Wednesday November 1st, 2018.

Parents are encouraged to talk to their child's teacher on a regular basis to ensure everyone is comfortable with the learning programs in place.



## Reporting Periods Secondary

<b>Wednesday September 06</b> .....	<b>Begin Term 1 / Semester 1</b>
Wednesday November 1 <sup>st</sup> .....	Parent Teacher Interviews
Friday November 10 .....	End of Term 1
Tuesday November 14 .....	Term 2 Begins
Wednesday November 15 .....	Report Cards Due to Principal by 3:00
Wednesday November 22 .....	Report Cards Issued
Thursday, January 25 .....	End of Semester 1 / End of Term 2
Thursday January 25 .....	Report Cards Due to Principal by 3:00
<b>Tuesday January 30</b> .....	<b>Begin Term 3 / Semester 2</b>
Thursday February 01 .....	Report Cards Issued
Friday April 13 .....	Term 3 Ends
Monday April 16 .....	Term 4 Begins
Friday April 18 .....	Report Cards Due to Principal by 3:00
Friday April 25 .....	Report Cards Issued
Friday June 15 .....	Report cards due to Principal by 3:00
<b>Tuesday June 26</b> .....	<b>Last Day of Classes</b>
<b>Tuesday June 26</b> .....	<b>Report Cards Issued</b>

\*Please note: these dates are subject to change.

## Chalo School (Draft) Attendance Policy and Procedures

*Adapted from School District #81 Attendance Policy and Procedures and as per Promising Practices for Raising the Attendance Rates of Students in First Nations Schools in BC – Draft One – June 2014*

### Philosophy and Background:

The Community Education Authority recognizes that chronic absenteeism is directly related to students dropping out of school.

“Chronic absenteeism is generally defined as missing ten percent or more of a school year, including excused and unexcused absences – which is approximately 18 days a year or just two days every month.”

Not all classroom work can be made up. Explanations, clarifications, discussions, opportunities for feedback, and group learning activities are invaluable components of an effective learning environment. An absence is an absence that results in a lost learning opportunity.

The general goals of Chalo School’s attendance policy are to:

- Ensure high levels of learning for all students by promoting regular attendance
- Help students develop social responsibility in preparation for their future careers.

The Community Education Authority recognizes its responsibility to ensure effective instruction and encourage students to attend and be involved in their education and in the school community. The final responsibility,

however, falls to the students and their parents/guardians. With this in mind, we feel that communication is essential, and we endeavour to keep parents informed of their child's absences on a daily basis.

An absence is an absence, regardless of the reason. Each absence results in a lost learning opportunity in the classroom. Students are responsible for any schoolwork that they have missed.

### **Home/School Communication and Attendance Procedures:**

Communication between parents, students, and teachers is critical when a student is absent from class. Students and their parents/guardians are ultimately responsible for this direct communication and for any work the student misses during an absence.

Parents/Guardians are requested to call the school or provide a written explanation to the school office (774-7651) if a student in their care is going to be absent from class. Students 18 years of age or older are responsible for calling in their own absence.

Upon returning to school, a student may be required to bring a note from a parent or guardian confirming that the parent is aware of the student's absence. If late for any class, the student must sign in at the office for a "late slip" immediately upon arrival and proceed promptly to class.

The Community Education Authority believes that parents need to be aware of all student absences; therefore, the Chalo School receptionist will endeavour to contact the parents/guardians of absent students if they fail to contact the school.

### **Absences:**

There may be numerous reasons for not attending classes. An example is travel from Fort Nelson for orthodontic work. The following reasons for absences have been taken into consideration in arriving at the allowance of eight absences as per the criteria in this policy:

1. Student illness
2. Medical, Dental, or out-of-town Specialist appointments
3. Serious illness or death in the immediate family
4. Family emergency
5. Observance of a religious holiday
6. Court Appearance
7. Family vacation
8. Student suspension
9. Other absence not approved by the school (see note below)

Note: Absences due to school activities or events, i.e. field trips, sports trips, or suspensions, or school approved community activities or events, are excluded from the attendance expectations criteria. Again, students are responsible for schoolwork missed.

School approved community activities or events may include those operated by recognized community organizations to promote healthy lifestyle and recreational practices, such as Minor Hockey, Figure Skating, Cadets, Dance, Swimming, etc. It is Chalo School's expectation that parents and the officials of any such organization will liaise closely with the school office to ensure accurate attendance information is recorded and absences are limited.

If a student is missing or is scheduled to miss several days of school for medical or mental health concerns, hospital/homebound teaching services are available. Parents can request this service by calling Chalo School's Administration.

## **Student Attendance Criteria and Monitoring Procedures:**

Classes may have volunteer peer student mentors, students gaining Teacher Assistant credits, or Educational Assistants to review missed assignments after students return from an absence.

Teachers will keep copies of hand outs/assignments/tests etc. available for peer helpers, EAs, or student Teacher Assistants to use. A location other than the classroom may be used for the completion of missed assignments if appropriate/available.

The role of the teacher is to encourage full attendance and support this by maintaining an accurate record of student attendance, sharing this information with students, and parents/guardians as required, and reporting student attendance concerns to administration.

On or before the **third absence**:

- The teacher will have a documented phone call with parents/guardians.

On or before the **fifth absence**:

- The teacher will have a documented phone call with parents/guardians.

On or before the **eighth absence**:

- The teacher will bring the student's record of absenteeism and documented phone calls to the attention of the Principal.
- The Principal will have a documented phone call with parents/guardians.
- An attendance letter will be mailed to the parents/guardians.
- Provided the student's attendance does not improve, a number of administrative initiatives will be taken. Conferences with parents, attendance contracts, course withdrawals, and exemptions from attending school are all possible options.
- Administrative action (in consultation with parents/student/teacher) may include, but it not limited to: suspension, performance contract, involvement of the guidance counselor, or other such action that is deemed appropriate. The student will be placed on an Attendance Watch List.
- Other teacher or administrative support interventions should be ongoing and other school, community, or Fort Nelson First Nation resources may be accessed at this time, i.e. hospital/homebound instruction; drug and alcohol counseling; academic assessment, etc.

## **Serious Violations to School Code of Conduct**

The Community Education Authority believes that all children have a right to receive an education in a safe and positive learning environment. The purpose of this policy is to provide a safe, caring, and orderly school environment for our students.

Student violations that threaten the safety or health of others are serious infractions. These include but are not limited to:

- Violent behaviour, assault, intimidation, threat, harassment, or possession of weapons
- Possession, exchange, or being under the influence of alcohol or illegal drugs.

In the event of these infractions, occurring on school property, at school functions, they shall be immediately addressed.

1. If there is evidence that the student is in possession of or trafficking an illicit drug, the RCMP shall be contacted.
2. If the student uses a weapon to threaten another person, the RCMP shall be contacted.

3. If the student threatened to bring a weapon to school, or suggests that s/he had access to a weapon, the RCMP shall be contacted.

The Student may be suspended and referred to a Discipline Review Committee made up of CEA representatives and Chalo administrative staff. This Committee will thoroughly review all factors of the incident and may decide:

1. To suspend the student for a defined or undefined time period and / or
2. Impose conditions that the student must meet in order to return to school, or
3. Direct that the student's educational program be delivered at home or through distance learning.

### **Threat Assessment Protocol**

In the event that the infraction is very serious in nature, the following procedures will be followed.

Guiding Principles:

1. Treat all threats seriously.
2. Investigate the incident promptly and efficiently.
3. Use support staff and external resources as a part of a disciplinary threat assessment team to evaluate threats. This includes the RCMP.
4. Take appropriate disciplinary and criminal enforcement steps.
5. Document the threat and actions taken.
6. Enhance security measures, as appropriate, to insure the safety of all students, staff, and facilities.

Assessment of credibility of threat:

How detailed and specific is the threat? What behaviours / actions has the person done in carrying out the threat? The more detailed and specific the threat, the more credibility is given. The more evidence of planning (hit lists, maps, specific times and locations documented etc.) and action/steps to carry out the threat (stockpiling of weapons, creation of suicide notes or videos, etc.), the more credibility given to the threat.

1. What is the motivation of the threat maker and credibility of the threat?
2. Could the threat maker have the information on how to carry out the threat (e.g. such as how to make bombs or homemade weapons)?
3. Could the threat maker have access to the tools, and the capability, to carry out the threat?

### **Secure School / School Lockdown**

The safety of the students and staff is the highest priority of Chalo School and the school must be prepared. During a serious emergency, Chalo administration will be in constant contact with emergency personnel at the scene.

#### **Definitions:**

"Local Emergency Response Authorities" include local policing (RCMP), fire department, and health/emergency authorities and/or other designated community services.

"Secure School": A means of action in which school safety is best achieved by "securing" the school and restricting student and staff movement throughout the building.

"Lockdown": Used in response to a major incident or threat of school violence within the school, or in relation to the school. This emergency course of action will secure students and staff in a safe location.

#### **Communications:**

The Principal shall ensure that this policy is communicated to students, parents, and the community early in the school year and other times as appropriate and required.

Chalo will hold at least 2 practice drills for "School Lockdown" in each school year. A plan detailing the Lockdown procedures shall be posted in each classroom.

The RCMP is the only authority to lift a lockdown. Stay in a secure area until notified by RCMP that the lockdown has been lifted.

**Identification of Exterior Doors and Classrooms:**

To assist the RCMP in responding to a major incident of threat of violence, entrances and all rooms with the school will be clearly identified. All exterior doors shall be clearly identified as Doors A, B, C, etc. All rooms within the school shall be clearly marked with room numbers. This information is essential for emergency personnel with knowledge of safe access routes.

**Roles and Responsibilities:**

The Principal is responsible for overall planning, the make-up of the plan, scheduling drills, inviting RCMP, Fire and Emergency Services to participate and be aware of planning and drills, training of students and for the overall safety of staff and students. In an actual incident, the RCMP are responsible for management of the threat and subsequent criminal investigation, however the Principal shall provide full cooperation with the RCMP.

School Staff have the overall responsibility for the training, safety and well-being of students.

Students have a responsibility to be familiar with the plan and to respond quickly to the direction of the staff during a crisis situation. Any student with information or prior knowledge of an individual or a potential situation that may result in a violent incident must come forward with that information as soon as possible. This is also the case during an incident.

RCMP are responsible to respond and investigate violent incidents. During a violent incident, the RCMP will assume command and control of the response and investigation but will liaise and work closely with school administration and other emergency services throughout the process.

Parents/ Guardians must be informed of the existence of this plan and should reinforce with the children their responsibilities to follow directions during a crisis and disclose any information they may have prior to or during a crisis situation.

**Procedures:**

School Principal (or Designate)

1. Announce Secure School over the public address system as follows: "This is a lockdown, a lockdown, a lockdown." All Staff and students are to respond accordingly.
2. Contact local emergency response authorities as applicable.
3. Contact FNFN Administration.
4. Lock all exterior doors (where it is safe to do so), except in the event that one exterior door is left unlocked for emergency personnel access.
5. Ensure that no one leaves the school.
6. Announce "All clear, all clear, all clear" announcement over the public address system once the RCMP has made this determination.

**Staff:**

1. Teachers and Staff check hallways for students and direct them to the nearest classroom.
2. Lock all doors.
3. Take attendance, noting absent students and any additional students who have entered the room.
4. Close blinds / curtains. Turn off lights. All interior windows covered.
5. All lie or sit silently against a safe wall (wall not visible through door or window).
6. All cell phone ringers shall be turned off.
7. The use of email and text messaging shall be monitored by a teacher.
8. Disregard bells and alarms.
9. Remain calm and assure students that the situation is under control and that help is on the way.
10. Do not allow students to leave the area.
11. Only open the doors when an "all clear" is given by the Principal or RCMP officer.



## Cell Phone Policy

### Purpose

The purpose of this policy is to govern the use of wireless cellular phones for Chalo School employees and students.

### Policy and Appropriate Use

At no time will the use of any personal electronic devices invade or infringe upon the personal privacy or safety of any student or employee.

Cellular phones or other communication electronic devices must be turned off during class / instructional time.

As text messaging can interfere with student and employee productivity and can be distracting to others, text messaging is to be limited to circumstances demanding immediate attention.

While there are some instances when you do need to text, you need to refrain from doing so during the following times, unless permission has been granted:

- During class times
- When interacting with a community member or member of the public

**APPENDIX A:**

**Chalo School (Fort Nelson First Nation)  
Letter of Authority – Medication**

The purpose of this form is to provide the School Principal with the necessary information and authority to administer medication to pupils who require it in order to function satisfactorily in school activities.

Name of Pupil: \_\_\_\_\_

- a. Attending Physician: \_\_\_\_\_  
Telephone: \_\_\_\_\_
- b. Ailment being treated: \_\_\_\_\_  
Medication: \_\_\_\_\_
- c. Name of Medication: \_\_\_\_\_
- d. Method of Administration: \_\_\_\_\_
- e. Exact dosage: \_\_\_\_\_
- f. Consequences of missing medication or incorrect dosage:  
\_\_\_\_\_  
\_\_\_\_\_
- g. Emergency procedures for (f):  
\_\_\_\_\_  
\_\_\_\_\_
- h. Important side effects:  
\_\_\_\_\_  
\_\_\_\_\_

I consider that the above medication and administration thereof during the school day to be in the best interest of the above named pupil, and hereby authorize its administration by the School Principal or delegate.

Attending Physician: \_\_\_\_\_

I hereby authorize the School Principal or designate to administer the medication as described above to my son/daughter and to contact the physician named above should there be any further questions or concerns. I further authorize the physician to release any information pertinent to this matter.

Signature of Parent or Guardian:

\_\_\_\_\_



