

# Welcome!

## Gabriola Elementary School

680 North Road

P.O. Box 130

Gabriola, B.C. V0R 1X0

**Telephone: 250-247-9342**

**Fax: 250-247-8639**

Principal	Dr. Rob Hoban
Secretary	Karin Howard
Teachers	Rose Boulton Tom Bradbrooke Kathy Gurr April Hilland Jennifer Holme Luke Laurie Sooz Svensson Suzanne Volk
Music Teacher	Thomas Bradbrooke
Support Teachers	Michelle Sokoloski
Teacher Librarian	Andrea Doak
Counselor	TBD
CYFCW	TBD
Educational Assistant	Diana Moher
Bus Driver	Rick Fleming
Custodial Staff	Graham Fisher

### School Mission Statement

Our mission is to establish a nurturing and challenging educational community in which everyone is encouraged to develop a love for learning and respect for themselves, others and the environment.

### Our Goals for 2018 - 2019

To maintain and improve student achievement in Literacy and Numeracy through real world place based environmental learning.

*Try your best, get better each day, do the right thing – it's the Gabriola way*

### Hours of Operation

The school runs from Monday to Fridays.

8:40	School begins.
10:00	Short recess (15 min.)
12:00	Students dismissed for lunch recess (35 min.)
12:35	Students return to class to eat lunch. Teachers are present reading aloud to students or other learning
2:32	Dismissal Tuesday – Friday
1:32	<b>Early Dismissal on <u>Every</u> Monday</b>

\*The school provides supervision before school and after school until the bus leaves. Please ensure your child is able to be safely on his / her way or make alternate arrangements with friends or neighbors for their care.

## All About Us!

### Absence, Lateness & Teacher Notes

To ensure the safety of our students, attendance records are checked every morning by the school secretary. When a student is unaccounted for, a telephone call is placed to the home. Parents who know their child will not be attending school are encouraged to contact the school early in the morning. In the case of an extended absence, please contact your child's teacher regarding possible homework. Parents can support learning by encouraging students to be on time for school. Students arriving after 9:00 in the morning or 12:45 in the afternoon are required to stop in at the office and check in with the school secretary. Attendance is vital to student success. It can be expected that if your child has missed a notable amount of school that a letter will be sent home or a discussion with the principal to understand why attendance is low will occur.

**Accessibility** No student will be excluded from activities because of an inability to pay. Please contact the teacher or principal should this need arise.

### Allergies: Be Allergy Aware

In past years, we have become increasingly aware of the dangers of peanuts and other nut products. An increasing number of students are highly allergic. Though staff has been instructed in the correct procedures regarding anaphylactic shock by a public health nurse, we feel that caution and prevention is the best approach. We are requesting your cooperation for we may need to restrict students bringing nut items into the school.

### Art Program

Art Program is an extra-curricular activity offered. This school/community program has been designed to teach students the language of Art while developing their creativity. This program runs after school from January to March. Artists from the community are invited to share their skills with our students.

### Caught-in-the-Act

When teachers and supervisors "catch" students doing something positive, they can give out a "Caught-in-the-Act," a slip of paper with details of the child's name and clever deed, that is entered into a weekly draw for prizes.

### Booster Seat Legislation – Field Trips

Effective July 1, 2008, Children must ride in booster seats until they are a minimum of 4 ft, 9 inches tall, or a minimum of 9 years old. It presents new challenges for schools and may, require the use of a school bus more often.

## Bus Information

Some important points are:

- The proper conduct of children on the bus is the responsibility of students and parents/guardians.
- Schedules are approximate, and students need to be at the bus stop five (5) minutes before the scheduled pick-up time. The bus cannot wait for those who are late.
- If the bus is more than 20 minutes late, students should return home.
- At dismissal time, students are asked to line up, single file, around the corner of the gym, alongside the fence and avoid running out onto the parking lot.
- Students may not have anything in their possession that may cause injury to anyone on the bus. The Motor Vehicle Act prohibits scooters, skis and poles, toboggans, sleds, skateboards, hockey sticks, etc. on the regular school bus. Musical instruments that fit comfortably on a student's lap and skates with guards in a gear bag may be transported in the passenger compartment of a regular school bus.
- All students require the use of a free first time zpass. Registration is available on SD 68 website – transportation. Every year families must sign up again. Also please note that if cards are lost there is a \$10 replacement fee.

## Educational Assistants

These staff members are trained paraprofessionals and allocated to the school. The principal, together with the school-based team, is responsible for their assignment to students and classrooms.

## Class Placements

The staff works carefully to discuss the best placement for students. The following criteria are considered: balancing number of boys and girls, peer interactions, friendships and support groups, a mix of ability levels, learning styles, special needs, maturity level, work habits, physical and intellectual growth, contractual agreements, and educationally relevant information from parents. Previous teachers who are most familiar with the students make recommendations, but ultimately, class placement is the principal's decision and responsibility. Parents who have specific questions and/or concerns may discuss their child's future academic and behavioral needs with their classroom teacher.

## Clubs / Athletic Teams

School clubs are formed as students, teachers and parents express an interest. Clubs have included Drama, Art, Chess, Choir, Knitting, Garden and Science club. Athletic teams may include cross country running, football, volleyball, basketball and track and field.

## Communication Channels

A parent can find out what's going on at the school by:

- Using the student planners as a communication book
- Going to Parent Advisory Council (PAC) meetings
- Reading class/school newsletters/emails
- Reading notices on bulletin boards
- Accessing the district, school and PAC websites
- Weekly "This Week at GES" emails

And when in doubt, phone the teacher or the principal. We welcome your calls.

## Computers

Students will have the privilege of using technology (computers, iPads, Smartphones) throughout the year. The technology you will engage with will be used as a tool to showcase your learning in unique and differentiated ways. Technology is not a toy; it is a tool to help you learn. Parents are asked to sign a form to grant students permission to use the Internet. It is a privilege to use technology. If one does not follow the technology user expectations one will not be able to use any technology.

## Dress Code

There are lots of ways to dress for school ...



... but there are a few things that aren't okay.

Remember...

- Tops meet bottoms, cover all sides and underwear does not show.
- Offensive language or images/content must not be present.
- Proper footwear at all times.
- Dress for the weather – we are a place-based school and go outside often.
- Dress to not distract from learning.

We believe that students should be able to learn in a safe and caring space that is free of bias and discrimination. When making choices about what to wear to school, we respect your individuality and that dress of a student rests with the student and their parent/guardian. To ensure that our learning environments are safe and respectful spaces your clothing cannot pose a safety concern or conceal your identity. Note that exceptions are granted to students who wear head coverings or other garments/objects for the purposes of religious observance, medical or sensory needs. This dress code was created with consensus between staff, parent and student voices.

## Counseling Services

The counseling services at Gabriola Elementary provide support for children and/or their caregivers. For example,

students may need help managing inappropriate behavior, social skills development, friendship concerns, bullying, emergency support, social/emotional support, and family separation or divorce.

Parents can contact the counselor, child, youth and family support worker (CYFSW) or teacher directly to request service. A referral form is filled out and approved by parents/guardians, and the counselor/CYFSW will meet with parents/guardians to clarify the services available. In addition to direct counseling, the counselor is a qualified teacher of classes related to career planning, personal planning and social responsibility among other subject areas.

## Cultural Events

Performing artists and authors are brought into the school for the benefit of all students. Presentations may include drama, puppetry, dance, music, pantomime, and storytelling. These events are often provided through support from the school PAC and district.

## Custody Information

When a legal custody agreement is in place, the school requires a copy. Should the agreement change, the school needs a copy of the new agreement. Please make an appointment with the principal in the event there are such issues or disputes so that we all have a clear understanding of the situation.



## DPA (Daily Physical Activity)

It is expected that all students will participate in DPA, Daily Physical Activity. According to the ministry, students will participate in 30 minute of daily physical activity as part of the students' educational program. Students are requested to dress appropriately.

## Dogs at School

On those rare occasions when dogs come onto the school grounds, it is important they be kept on a leash at all times. Dogs are not to run free. If the dog's visit is part of a classroom event, it is advisable for students to meet the dog on the covered patio. Dogs should not be in the building unless they are a "working" dog as in the case of a Seeing-Eye dog.

## Electronic Games & I-PODS

Teachers may have different rules within their classrooms regarding games, phones, and I-PODS but there are some standard expectations. Students are strongly encouraged to leave their electronic gadgetry at home to prevent issues about loss or theft. A few students require cell phones to communicate with parents/caregivers before or after school, but the phones must be turned off during school

hours. Electronics are not to interfere with instruction. Student use of personal cameras is discouraged due to potential confidentiality concerns. Use of electronics during school breaks is not allowed unless consent is given by the principal. The school is not responsible for lost or stolen personal items.

## Extreme Weather/Power Outages

The weather is the determining factor as to when children should be picked up in case of a power outage. When it is warm outside, the students are able to remain at school. The water supply has been designed to gravity feed toilets in the event of power outages and therefore, bathroom use and sanitation is not an issue. However, with no heat, the building cools very quickly during the winter months so it may be prudent to check in with the school on those occasions. Information is posted on the school district website, [www.sd68.bc.ca](http://www.sd68.bc.ca), or available on local radio stations.

## Head Lice

Head lice are insects that live in human hair. Tiny and hard to see, they bite scalps to feed, irritating the skin and making it itchy. Lice lay eggs (nits) on hair strands close to the scalp. Nits are usually found above and behind the ears, and at the nape of the neck. Unlike dandruff, nits cannot be brushed off. Head lice do not carry disease, nor do they mean a child is dirty. Anyone can be infested. Early treatment will prevent this problem from spreading. After treatment, it is preferred that the nits are removed. Re-infestations are easier to detect if nits from the previous infestation are completely removed. As well, none of the lice shampoos are 100% effective. If a nit survives, one louse can lay up to 350 eggs in 3 weeks. The public health nurse strongly recommends the "wet-comb" method which uses conditioner (immobilizes the lice) and a lice comb. For more information about the wet-combing method, please contact the school.

## Scent-Free

Gabriola Elementary School is a scent-free environment. As sources of indoor air pollutants include, among other things, personal care products (ie scented products), staff, students, and visitors are asked to refrain from using such items.

## Illness: Staying Healthy and Keeping Others Healthy

The Vancouver Island Health Authority recommends the following precautions:

- Cover your cough or sneeze with your arm or shoulder
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand gels are also effective.
- Avoid touching your eyes, nose or mouth. Infections can spread that way.
- If you develop a fever and cough, stay home and limit contact with others to keep from infecting them.
- If your symptoms become more severe contact your health care provider.

- Let the school know the nature of your child's illness.

## Library

All classes come regularly to the Library. Thanks to the Gabriola PAC, the library has become a much celebrated spot in our school. It is bright and inviting. Parents are welcome to become "users" of the library. Through support from the PAC, the GES library has a growing "parent" collection.

## Nutrition Guidelines

Gabriola Elementary School promotes a healthy active lifestyle through our food program, nutrition education, Action Schools Program and physical education. Our school has incorporated Canada's Food Guide to healthy eating and focuses on serving nutritious food during classroom and school functions.

## Parent Advisory Councils (PACs)

In 1989 the School Act established Parent Advisory Councils (PACs) as the official representative of the parent voice in the public education system. The Act states that there shall be only one PAC for each school, and that through its elected officers, the PAC may advise the School Board, the principal and staff on matters pertaining to the school.

### Gabriola PAC

All parents and legal guardians of students registered at Gabriola Elementary are the voting members of the Gabriola Parent Advisory Council (GPAC)

### District PAC

Our District PAC (DPAC) represents collective parental views in District #68 to the School Board and to BCCPAC. The DPAC also assists parents and PACs in accessing the system, liaises with partner groups and community organizations, and organizes activities to inform parents.

Provincial PAC [www.bccpac.bc.ca](http://www.bccpac.bc.ca) 604-687-4433

## Parking

- All vehicles enter at the south end of the circle drive and exit at the north end.
- Drop students off at the gym side (gravel parking lot) of the building so they may walk around to the rear of the building where supervision is provided.
- When possible, students are asked to use their classroom doors for entrance and exit to the building.
- Please do not park in the bus lane or handicapped spots and keep the bus and fire lanes clear at all times.
- Please do not use staff parking in front of the school.
- When parking on the gravel area by the forest, please leave the space by the trees open for turning.

## Report Cards

In Nanaimo Ladysmith Public Schools, we are moving from a model of 'reporting to parents' to 'communicating student learning with parents' on an ongoing basis. We are supporting educators to provide parents with timely and responsive communication of student learning throughout the year, following district policies and procedures. Parents

will receive two written reports (Progress Report in January and Summative Report in June) that include descriptive written comments and a summary of student progress. Student progress will be reported in relation to widely held grade level expectations and the Learning Standard's from the New BC Curriculum. Parents will also receive 'Ongoing Communications of Student Learning' a minimum of 3 times per year in each of the core subject areas (Language Arts, Mathematics, Social Studies & Science), that adhere to the following four criteria: includes authentic evidence of learning, explicitly references the Learning Standards, includes student voice, includes descriptive feedback.

## School Supplies

Students need to have regular supplies (pencils, paper, etc.), appropriate gym shoes and a planner (ordered by the school and paid for by the parents). This year we are trying a plan where we buy your child's school supplies paid for by the parents. Costs is \$30 for per student.

## School Grounds/Boundaries

Once students arrive at school, they are expected to remain on the school grounds unless they regularly go home for lunch. If students are leaving the school grounds for lunch or appointments, they must have a note for that day signed by the parent /guardian giving permission. The note must be given to the principal and teacher. The students are expected to be respectful of the merchants, demonstrate knowledge of good nutrition when making purchases, and respect the environment by not littering. Boundaries at the forested edges of the school are marked by fences and orange dots painted on trees.

## Snow Etiquette

To prevent injury, throwing snow and snowballs are not permitted at school. Sliding is permitted only in a supervised sliding area. Students may use crazy carpets or their own plastic bags. The rule of thumb for choosing a slider is that it must "fold" or "bend".

## Student Records

Please let the school know when the student's address or telephone number changes. It is vital to keep records up to date so that school staff can contact parents as needed, particularly in an emergency. Students and parents are entitled to examine all student records while accompanied by the principal or his/her designate.

## Student Leaders

Students are involved in programs such as public address announcers, assembly set-up, office helpers, changing the road sign and so on.

## Student Support Services

Support beyond the classroom is provided in these areas:

- School Support Teacher
- Counselor
- Youth & Childcare Worker (CYFSW)

If you feel your child would benefit from these services, please talk to your student's teacher who can refer the student for these programs.

The School District provides service on an itinerant basis to our school in the areas of:

- Speech and Language
- School Psychologist
- Teachers for the visually and hearing impaired.

Referrals are made through the "School-Based Team." This team consists of the principal, the school support teacher, the counselor, the classroom teacher, and any other people who are involved, including parents.

## Telephone

Students have a telephone available to them for emergency purposes. The phone is located on a table outside of the office. Students must have a phone pass from their teacher to access the phone. **The school secretary will only relay telephone messages of an urgent nature. Please make after school arrangements before school.**

## Welcome to Kindergarten

The Ministry of Education is funding this program aimed at promoting readiness skills for 5 year olds. WTK is a one-time orientation opportunity usually held in May. Children and parents visit the school and have an opportunity to explore a variety of sample activities. Children leave with a bag of similar materials and books intended to be enjoyed over the summer.

## Ready-Set-Learn

The Ministry of Education is promoting closer connections between 3 and 4 year olds and school in their efforts to promote literacy. Watch for information about this year's RSL program in March or April.

## Wheels

Scooters, skateboards, bicycles, and roller blades are great ways to get to school but please walk them when on school grounds. This is true before and after school. Bicycles can be parked in the bike racks in the treed area in front of the school. Please remind your children that:

- All riders MUST wear a helmet
- Student must follow the 'rules of the road'

## Volunteers in the School

- Community volunteers, with teacher guidance, provide students with additional individual attention. Parents and community members interested in participating in our volunteer programs can register with the school. Volunteers are required to complete a criminal record prior to participating in a school related activity

## Notification / Communication

In every case, the school strives to work with parents and staff to change unsuccessful behavior and to assist the student in becoming a socially responsible citizen.

Parents/caregivers are kept informed on a regular basis through the following means:

- Telephone calls home
- Notes in student agendas
- Letters home
- Think Sheets, routinely sent home, signed, and returned the next day
- Referral Sheets, routinely sent home, signed, and returned the next day
- School-based Team meetings
- Report cards
- On going communications
- Positive behavior is acknowledged through "Caught in the Act" awards given at assemblies

## The Community

- On an "As-Needed" basis respecting right of privacy

School District Officials are kept informed through:

- Suspension reports
- Unofficial reports

Police and/or other agencies as required by law

- Phone
- Letter

## The Gabriola Way - Code of Conduct

### Statement of Purpose:

We at Gabriola Elementary strive to develop a safe, caring, inclusive and welcoming environment that promotes the rights and responsibilities of all who learn and work together, including community members.

This is a living document in that students, staff and parents participate in reviewing and further developing this document as it reflects our changing needs. The "Gabriola Way" is an integral part of our school life and is actively taught in classrooms and to the whole school in weekly Gatherings. During Gatherings, the "Gabriola Way" is taught using the virtue *kindness* and all proper behaviours such as hallway practices, playground rules, etc... are taught from this perspective. Core competencies as they apply to the "Gabriola Way" are integrated as well. Individual classrooms are given opportunities to present at Gatherings. Behaviour is monitored by data collection of "Think" sheets filled out by the principal to see if the teaching and student learning is having a positive impact on our student body.

The *Nanaimo Ladysmith Public Schools 2.10 Inclusion Policy* is based on the principles of respect, acceptance, safety and equity. It "affirms a learning environment that reflects diversity, inclusivity and equity is essential in supporting the highest level of individual growth and achievement."

### Reference to the BC Human Rights Code

The *BC Human Rights Code* states that three of its purposes are to:

“(a) foster a society in British Columbia in which there are no impediments to full and free participation in economic social political and cultural life of British Columbia  
(b) promote a climate of understanding and mutual respect where all are equal in dignity and rights.

(c) to provide a **means of redress** for those persons who are discriminated against contrary to this Code.”

It further states 8 1 (b) a person must not “discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons.”

The *Safe Caring and Orderly Schools: A Guide* states, schools should be places where students are free from harm, where clear expectations of acceptable behaviours are held and met, and where all members feel they belong.

NLPS Inclusion Policy states that all members of our school community “have the right to expect that policies, procedures, programs and communications are inclusive and respectful”

Administrative Procedure that support the school Code of Conduct include:

- AP 312 - Harassment, Intimidation, Bullying and Discrimination
- AP 344 - Code of Conduct
- AP 345 – Student Suspension
- AP 347 - Sexual Orientation and Gender Identity
- AP 250 - Honouring Diversity and Challenging Racism

### Code Expectations

The Gabriola way is about expecting that students will demonstrate socially responsible behaviours that reflect respect and safety at school and while attending a school function at any location.

Accepted Behaviour refers to socially responsible behaviours that help to make the school a safe, caring and inclusive environment including:

- Contributing to the school community
- Solving problems in peaceful ways
- Valuing diversity
- Defending human rights
- Speaking up and reporting incidents that demean others or threaten the personal or emotional safety of individuals or groups
- Foster the growth and responsibility of respectful interactions with students, staff and community members and other’s property

**All learners in our school strive to follow and understand the following belief statement:**

**Try your Best, Get better each day, Do the right thing  
It’s the Gabriola Way**

Unaccepted Behaviour refers to behaviour that interferes with the safe and orderly environment of the school, either person-to-person basis or through social media, including, but not limited to:

- Engaging in incidents of harassment, intimidation, bullying or discrimination
- Interfering with the learning or orderly environment of the school or function
- verbal threats of harm, swarming
- Illegal acts such as: theft or damage to property, possession or distribution of an illegal or restricted substance, possession, use of a weapon, or physical violence

AP 344 - Code of Conduct states: “Students with identifiable special needs might be unable to comply with a code of conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature. Such students may require special consideration in the selection of appropriate forms of intervention to ensure that they are not subject to disciplinary or intervention measures as a direct or indirect consequence of having a special need.”

Staff believe that all children at Gabriola Elementary School want to work and play in a safe, respectful, caring, positive environment. Most children at the school do an excellent job of demonstrating these behaviors and modeling them for others.

### Rising Expectations

There is a progression of expectations held for students as they become older, more mature and move through successive grades. The expectations are educative, preventative and allow for many opportunities to teach the same social skill in a variety of ways.

### Consequences

NLPS Inclusion Policy states:

“The Board expects that all students, staff, and members of our school communities will adhere to a code of conduct that is educative, preventative and restorative in practice and response”

#### 1. Restorative Practices

- focus on creating conditions for students to learn self-discipline, fix mistakes and return to the group/class/school strengthened.
- address the needs of those who have been harmed
- encourage the students, as often as possible, to participate in the development of meaningful, interventions through discussion or mediation to replace, repair or make “good” what has been taken, damaged, destroyed and/or defaced.
- respond to the harm are meaningful in addressing the needs of all involved
- help students reclaim their self-esteem through self-evaluation, personal effort and restitution

- provide opportunities to model leadership
- emphasize the importance of positive relationships in building community and, speak to the obligation we all have to each other to move towards wholeness, restoration and belongingness

Participating in a meaningful consequence and may include:

- a ‘do over’ opportunity
- “Think” sheets with staff
- face to face meetings with staff to address the harm done
- group or classroom circles to restore equity, balance and respect
- an act of service to make a positive contribution to the class, school or community
- school/community support to learn and practice problem solving or conflict resolution strategies
- reflective/think process that includes the opportunity to create a plan to restore the harm done
- restorative practices involving families of those harmed and doing the harm

## 2. Student Suspension

Discipline measures used with students should be viewed in the context of helping students achieve intellectual and social development. The purpose of suspension, or any other discipline strategy, should be to meet these provincial goals and to develop self-reliant adults. *Focus on Suspension BCEd*  
Suspension is one strategy in a more complex problem-solving process designed to support the student in changing inappropriate behaviour. Used judiciously, suspension can have positive effects, including:

- ensuring safety for everyone in the school community
- assigning clear consequences for a range of serious breaches of code of conduct
- providing the time for planning support for behaviour change
- promoting collaboration among family, school, and other community services to solve problems

To be equitable consequences may vary from student to student where the misconduct appears to be similar. Intervention must be appropriate to the student’s age, maturity, needs, exceptionalities, extenuating circumstances and the nature of previous intervention taking in consideration of the needs of the school.

Refer to **AP 344 Student Suspension**

### Notification

School administration may advise other parties or agencies of serious breaches of the code of conduct depending on the severity and/or frequency of misconducts and the

impact on others and/or the school community. Illegal acts will be reported to the RCMP and/or District Administration to develop a safety plan that will include the components of education, prevention and restorative action.

### Dress Code

**There are lots of ways to dress for school ...**



**... but there are a few things that aren’t okay.**

#### Remember...

- Tops meet bottoms, cover all sides and underwear does not show.
- Offensive language or images/content must not be present.
- Proper footwear at all times.
- Dress for the weather – we are a place-based school and go outside often.
- Dress to not distract from learning.

We believe that students should be able to learn in a safe and caring space that is free of bias and discrimination. When making choices about what to wear to school, we respect your individuality and that dress of a student rests with the student and their parent/guardian. To ensure that our learning environments are safe and respectful spaces your clothing cannot pose a safety concern or conceal your identity. Note that exceptions are granted to students who wear head coverings or other garments/objects for the purposes of religious observance, medical or sensory needs. This dress code was created with consensus between staff, parent and student voices.

### Technology

Students will have the privilege of using technology (computers, iPads, Smartphones) throughout the year. The technology you will engage with will be used as a tool to showcase your learning in unique and differentiated ways. Technology is not a toy; it is a tool to help you learn. You will be responsible for reading, understanding and following the technology user expectations listed below:

*I will use technology in a safe and respectful manner. This means:*

- I will have clean hands and a clean workspace when using technology.
- I will not have food or drink near any device I use.
- I will use both hands and never run when I carry and transport technology.

*I will follow teacher instructions while using technology. This means:*

- I will only use Apps and educational websites I am asked to visit.
- I will not adjust, move or delete any software, apps or files on any of the technology I use.
- I will not alter or modify anyone's work except my own.
- I will not participate in email, text messaging or any social media activities without teacher permission.

*I will adhere to ethical digital citizenship practices when using technology. This means:*

- I will not take and/or share photos of anyone without permission.
- I will not download images or text without the owner's permission.
- I will cite all sources I use in my research and respect copyright laws.
- I understand that networks and most hardware/software I use belongs to Nanaimo Ladysmith Public Schools. My activities will be monitored by school and network administrators.

It is a privilege to use technology. If I do not follow the technology user expectations mentioned above, I will not be able to use any technology.

### **Retaliation**

No student, school employee, parent or volunteer may engage in reprisal or retaliation against a victim, witness, or other person who brings forward information about an act of harassment, intimidation, bullying, prejudice or discrimination. Reprisal or retaliation is prohibited and will result, where appropriate, in discipline and/or in the filing of a complaint with other appropriate authorities.

### **Appeal Process**

The Board of Education recognizes and respects the fact that students and /or parents or guardians may sometimes disagree with decisions made by employees. The School Act of British Columbia gives parents or guardians and students (with parental consent) the right to express concerns or appeal certain decisions. This right of appeal applies to decisions that significantly affect the health, education or welfare of students. Information regarding the Board's appeal procedure and a copy of the formal appeal bylaw can be accessed at [sd68.bc.ca](http://sd68.bc.ca) / Board Policies / 1000 Board Governance / 4.0 Bylaws. Prior to an appeal it is expected that school administration, students and parents or guardians will work to try to resolve concerns at the school level.



### **Bus Schedules**

*All times are approximate and subject to change.* Please check the District website for current information.

<http://www.sd68.bc.ca/wp-content/uploads/Route-13.pdf>