

# Parent & Student Handbook 2023 – 2024

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<b>Vice Principal:</b>	Jackie Borosa	<a href="mailto:Jackie.borosa@sd68.bc.ca">Jackie.borosa@sd68.bc.ca</a>
<b>Secretary:</b>	Jane Clancy	<a href="mailto:jane.clancy@sd68.bc.ca">jane.clancy@sd68.bc.ca</a>

**Office Hours: 8:00 a.m. to 3:30 p.m. Monday to Friday**

<b>Monday - Friday</b>	
<b>8:30 a.m. – 2:06 p.m.</b>	
<b>8:30 – 10:15</b>	<b>Instruction (105 Mins)</b>
<b>10:15 – 10:30</b>	<b>Short Recess (15 Mins)</b>
<b>10:30 – 11:45</b>	<b>Instruction (75 Mins)</b>
<b>11:45 – 12:16</b>	<b>Big Recess (31 Mins)</b>
<b>12:16 – 2:06</b>	<b>Instruction (110 Mins)</b>
<b>2:06</b>	<b>Dismissal</b>

SEPTEMBER

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Schools open for students	Tuesday, September 5, 2023
National Day for Truth & Reconciliation	Monday, October 2, 2023 <i>(observed)</i>
Thanksgiving Day	Monday, October 9, 2023
Professional Development Day	Friday, October 20, 2023
Professional Development Day	Friday, November 3, 2023
Remembrance Day	Monday, November 13, 2023 <i>(observed)</i>
Last day of classes before winter break	Friday, December 22, 2023
Winter break – Schools not in session	December 23 – January 7, 2024
Schools reopen after winter break	Monday, January 8, 2024
Professional Development Day	Monday, February 5, 2024
Professional Development Day	Tuesday, February 6, 2024
Family Day	Monday, February 19, 2024
Last day of classes before spring break	Friday, March 8, 2024
Spring break – Schools not in session	March 9 – March 24, 2024
Schools reopen after spring break	Monday, March 25, 2024
Good Friday	Friday, March 29, 2024
Easter Monday	Monday, April 1, 2024
Professional Development Day	Monday, April 29, 2024
Victoria Day	Monday, May 20, 2024
Curriculum Implementation Day	Thursday, June 27, 2024
Year-end Administrative Day	Friday, June 28, 2024

STATUTORY HOLIDAY	VACATION PERIOD
NON-INSTRUCTIONAL DAY	ADMINISTRATIVE DAY

**Total days in session: 188**

**Minimum number of hours of instruction that must be offered as per School Act and Calendar Regulation:**  
 853 hours of instruction for students in Kindergarten  
 878 hours of instruction for students in Grades 1 to 7  
 952 hours of instruction for students in Grades 8 to 12

**ONLINE LEARNING (K-12):** Island Connect Ed has year-round schooling with the school closed during district-wide winter and spring vacations and August 7, 2023 – August 25, 2023 for summer vacation.

2023 – 2024

School Calendar

## Principal's September Message to Students and Families

Nu w'ilm to *École* North Oyster School!

'Uy' skweyul – *Good day* – *Bonjour*

We are very excited to welcome back returning students and to extend a warm *bienvenue* to families who are new to our community. We kindly ask that you take a moment to read through the following handbook to help the school year run smoothly and efficiently.

Our beautiful School, located on the traditional and unceded territory of the Stz'uminus people, which we are grateful to learn from and respect its care.

Your child is in expert hands with our dedicated staff who ensure that high quality learning experiences are available every day. Social Emotional development is front of mind, and we are committed to ensuring that students are supported when challenges arise. We approach peer conflict as an opportunity to work on resolution, repair, and resiliency.

One of the unique ways *École* North Oyster School fosters positive interactions and mega-cognitive skills is through our Cedar Animal Families. Students are assigned to one of our six mixed-grade groups: Wolves/*Loup*, Ravens/*Corbeaux*, Salmon/*Saumon*, Bears/*Ours*, Orcas/*Orque*, Beavers/*Castors*.

Cedar Families work as a team to demonstrate specified core competencies related to good character and optimal habits of mind for learning curricular content. Staff are on the look out to recognize students who show the competencies by giving them Cedar 'tickets' which they complete and submit at the office.

Cedar Assemblies are an opportunity to celebrate and reward the Animal Family with the most collective tickets. Individuals' students are also acknowledged by their classroom teacher for exceptional growth. We also use this monthly gathering to review our core values, present the next theme and complete a collective activity as part of our school wide focus.

As this School year unfolds, we appreciate when parents keep us informed if there are changes that may impact your child (*i.e., moves, changes in family structure, loss of pets, illness, life changing circumstances*). When these types of situations occur, please email our regularly checked general inbox: [info.no@sd68.bc.ca](mailto:info.no@sd68.bc.ca) or call the main line at: [250-245-3330](tel:250-245-3330).

Hay ch q'a – **Thank you** – *Merci* Mme. Kelly Payne *Principal* Mme. Jackie Berosa *Vice- Principal*



Stqe:ye'  
Wolf-Loup  
Communication



Spa:l  
Raven-Corbeau  
Creative Thinking



Sce:lhtun  
Salmon-Saumon  
Critical Thinking



Spe'eth  
BEAR-OURS  
Personal & Social Responsibility



Q'ullhánumucun  
Orca-Orque  
Positive Personal & cultural identity



Squléw  
BEAVER-LE CASTOR  
Beaver  
Social Responsibility

### North Oyster Mission Statement

To create a community partnership within a safe environment that will inspire well rounded, lifelong learners.  
*Créer une association des différents membres de la communauté scolaire au sein d'un milieu sécurisant où les élèves aspireront à devenir des apprenants à part entière pour la vie.*

North Oyster strives to instill a love of learning, the ability to self-regulate, to process information, to think critically and creatively, and to acknowledge and celebrate differing abilities and backgrounds. North Oyster students are

nurtured to become resourceful global citizens of tomorrow. A child's education is a shared responsibility between home and school. Support and encouragement are essential to ensure that a child reaches his/her potential. An educational program that is balanced can foster the development of the *whole* child - *intellectually, socially and physically*.

### **The Right Opportunity in the Right Environment**

Children need to assume an active role in their learning. They learn in various ways and at different rates. We know also that learning is both an individual and a group process. At North Oyster we value success and build it in for every child. Commitment and cooperation between school and home are the key.

### **Open Communication**

Parents and teachers need to establish and maintain open communication. Effective communication means taking the issue right to the source: Please feel free to phone, e-mail or come in and talk with us about any concerns you may have – bring a friend if you like. As partners in your child's education, we must each feel comfortable conveying our observations and concerns while listening actively to what the other party is saying. A child's needs are best served when home and school cooperate in an open and ethical manner. Over the year, teachers will inform parents of the goings-on at school. If there is a concern, the teacher contacts the parent, sometimes the office as well. When parents have concerns, they should first contact the teacher (by note / phone call / e-mail) to arrange a time to meet and discuss in person. Sometimes issues are referred to school administration. In every case, the utmost in terms of confidentiality and respect are assured and expected.

### **Parents' Advisory Council (PAC)**

The Parents' Advisory Council (PAC) is the central link between parents and the school. By definition, *every parent is automatically a member of the PAC*. Parents are strongly encouraged to get involved in PAC activities as this benefits all students. The PAC organizes special events and fundraising activities. The PAC executive consists of a President, a Vice-President, a Treasurer, a Secretary, two Directors and a school representative to the District-PAC (DPAC). The North Oyster PAC asks parents to LIKE and follow their Facebook page. E-mail: [northoysterpac@gmail.com](mailto:northoysterpac@gmail.com)

### **Code of Conduct 2023-2024**

#### **Purpose:**

- To promote a climate of mutual respect and understanding where all have equal dignity and rights
- To establish and maintain a safe, caring, and orderly environment for purposeful learning
- To clarify and publish expectations for student and parents/ guardians' behaviour at school, going to and from school, and while attending any school function or activity at any location
- To promote appropriate and respectful digital citizenship for all online activities including research and the use of social media
- To outline our school-wide behavioural expectations

#### **Expectations and Responsibilities**

##### ***Acceptable Behaviour for École North Oyster Students***

- Respecting self, others, the learning and physical environment
- Attending school regularly and on time
- Engaging in purposeful learning activities
- Helping to make the school a safe, caring and orderly place
- Informing a staff member or other trusted adult in a timely manner of incidents of bullying, harassment or intimidation
- Understand, use and follow the Habits of the Heart (empathy, integrity, curiosity, self-confidence and reflection).
- Students will remember that school is a public space. Students will dress in weather and activity appropriate and safe clothing. Clothing must not contain profane, violent, discriminatory or derogatory logos or words
- Students may wear hats at appropriate times

##### ***Unacceptable Behaviour for École North Oyster Students***

Examples of such undesirable behaviour would include but are not limited to:

#### **Behaviours that...**

- Interfere with the learning of others

- Interfere with the social-emotional well-being of others
- Interfere with an orderly environment
- Create unsafe conditions

#### **Acts of...**

- Physical violence
- Destruction of others' work or property
- Retribution against a person who has reported an incident
- Bullying, harassment, or intimidation

#### **Illegal acts, such as...**

- Possession, use or distribution of illegal or restricted substances
- Possession or use of weapons
- Theft of or damage to property

#### **Harassment, intimidation, and bullying...**

Are behaviours which disrupt a student's ability to learn and interfere with the school's ability to maintain an appropriate learning environment. Therefore, harassment, intimidation and bullying, constitute serious misconduct which warrants appropriate intervention should it occur and the implementation of educational programs and administrative measures which are designed to prevent it from occurring. Bullying can be physical or verbal, or can involve social alienation. It can be direct or indirect.

**Direct Bullying** can include:

- Open assault such as: hitting, punching, kicking, throwing things, jostling, poking and spitting
- Verbal taunts or open and overt threats to harm the other individual

**Indirect Bullying** can include:

- Teasing, criticism, gossiping, spreading malicious rumours, threatening to withdraw friendship, social isolation or exclusion from the group
- **Using media/technology to publish hateful or discriminatory messages**

When determining whether a specific behaviour is bullying, consider if it is: targeted, repeated over time, intended to hurt, or involves a power imbalance. Harassment, intimidation and bullying are intentional written, verbal or physical acts that may:

- Harm a person or damage another person's property
- Seriously impact another person's social-emotional well-being
- Have the effect of substantially interfering with another student's education
- Be severe, persistent, or pervasive and create an intimidating environment
- Have the effect of substantially disrupting the orderly operation of the school

**Bystanders (to bullying) may have consequences if they don't accept the responsibility of reporting incidences to teachers or supervisors.**

#### **Consequences:**

When disciplinary action is required to address unacceptable conduct, the consequences will be preventative, educative and restorative in nature.

- Wherever possible, students will be engaged in the development of meaningful consequences for violations of the code of conduct using Collaborative and Proactive Solutions and/or Restorative Practices
- The discipline will be age-appropriate, individualized, and meaningful for the students so as to help them move towards self-discipline and self-control in the future.

#### **Notifications:**

- École North Oyster and the SD 68 Board supports the Provincial Standards for Codes of Conduct Order M 208 with respect to discrimination as set out in section 7 (discriminatory publication) and section 8 (discrimination in accommodation, service, and facility) of the Human Rights Code, RSBC 1996, c. 210.
- École North Oyster and the SD 68 Board may have the responsibility to advise other parties of serious breaches of the code of conduct including: parents/ guardians, school officials, police, and other agencies.
- École North Oyster and the SD 68 Board will take all reasonable steps to prevent retaliation against a student who has been responsible in making a complaint of a breach of the code of conduct.

## **As partners in education, we can all expect that:**

### **Students will:**

- arrive on time, rested and ready to learn
- work diligently and complete assigned work
- bring a positive attitude and a sense of optimism to school each day
- demonstrate the behaviour expectations outlined in the North Oyster Code of Conduct

### **Parents will:**

- encourage their child to do his/her best to succeed
- ensure the child attends regularly and arrives on time
- ensure the child arrives rested, fed, clean, dressed for the day's weather, ready to learn
- support the child in following the educational program the school has designed for him/her
- empower the child with resiliency, and a sense of responsibility towards self and others
- work with school staff to best support the child in their learning
- tell the office about changes to your contact information (phone number, e-mail, address, etc.)

### **Teachers will:**

- act as positive role models and preserve the dignity of every pupil in their charge
- provide engaging learning activities and assess student progress
- teach, monitor and reinforce behavioural expectations
- adapt the student's program according to individual need
- collaborate with staff and parents on developing an individual educational plan (IEP) when necessary
- initiate requests to access Learning Services Support staff as needed
- provide two written reports to parents as well as engaging in ongoing communication throughout the year

### **The Principal will:**

- oversee all educational programs and instructional practices within the building
- ensure appropriate student placement and programming
- exercise authority in matters of student conduct during school-related activities both on and off the premises

### **Student Rights and Responsibilities:**

Students are to behave safely and responsibly at all times, displaying good manners and consideration for others. The following are student **rights** and **responsibilities**.

- I have a **right** to learn.
- I have a **right** to hear and be heard.
- I have a **right** to be respected.
- I have a **right** to be safe.
- I have a **right** to privacy and to my own personal space.

All **rights** carry with them a **responsibility**...

- It is my **responsibility** to listen to instructions, to complete assignments and to allow those around me to work as well.
- It is my **responsibility** to listen politely while others are speaking.
- It is my **responsibility** to be conscious of my own actions and aware of the feelings of others.
- It is my **responsibility** to use appropriate language.
- It is my **responsibility** to respect the personal property of others, and to respect their right to privacy.

### **Our Philosophy of Discipline**

*To punish a child is to arouse resentment and make him/her uneducable. The essence of discipline is finding effective alternatives, which leave the child's dignity intact, teach him how he has violated others' rights and teach him to do better.*

... **H. Ginnott, Teacher and Child**

## Personal Electronic Devices

As the prevalence of electronic technology continues to expand in our society, so have the implications for personal electronic devices in school. At North Oyster we encourage *healthy, active living* with *physical play* and *pro-social interaction*. Hand-held electronic games tend to curtail social interactions and reduce physical activity. Our policy is identical to other elementary schools in that **all electronic devices, including hand-held games, cellular telephones, mp3 players, iPads and iPods should be turned off during the school day except under direct teacher supervision**. Parents, your support is greatly appreciated in reinforcing this policy. Please note that schools take no responsibility for lost or damaged personal electronic devices.

## Elementary School Procedures

1. Parents are asked to give us a call **(250 245 3330)** whenever you know in advance that your child is going to be late or absent. Our 24-hour answering machine will record your message at any time of day or night.
2. Elementary-aged children are required to remain on school property throughout the school day and under the supervision of responsible adults. Students are not permitted to leave the school grounds unless signed out at the office by the parent or caregiver. No student is permitted to be inside the building unsupervised.
3. Upon arrival, students remain outside until the bell. Students are met by the teacher at their designated entry door. On rare occasions of extremely wet weather, an announcement will be made inviting all students to come inside to their classrooms. Best thing is to dress for the day's weather and expect to spend recess time outdoors.
4. Students may use the reception telephone provided they have a **telephone pass** issued by their teacher. Students are not permitted to make social arrangements via the school telephone. Please ensure your child's pick up arrangements are made prior to sending them to school and please communicate these arrangements to your child's teacher when they differ from your child's usual routine. We do, of course, understand that sometimes circumstances necessitate last minute changes. In this case, please phone the office.

## Volunteers in the School

School volunteers must have an approved criminal record check on file with the office. If you would like to volunteer with our students, please ensure you follow the procedures below to obtain your criminal record check. As this process can take time, we encourage parents who may wish to volunteer with us throughout the year to complete a check as soon as possible.

### Parent Volunteer Drivers - SD68 Policy 4410

We rely on our parent volunteers to drive students to events through the year. Volunteer drivers are required first to register with the school office and complete the Volunteer Driver Form. Volunteer drivers must:

- have an approved criminal record check on file with the office
- have an approved driver's abstract on file with the office (to obtain an abstract at no charge, call ICBC and have them fax it or email it to the school)
- complete a volunteer driver form
- be 21 years of age and in good health
- hold a valid full B.C. Driver's license (not an N) and vehicle insurance with a minimum of \$200,000 liability
- ensure each child under 9 has a booster seat
- keep children out of the front seat of vehicles equipped with passenger-side airbags

## Attendance

- Regular attendance and punctuality are important indicators of social responsibility. Students arriving late miss out on important learning opportunities and disrupt the learning of others. Schools must maintain precise records of attendance and punctuality.
- Parents sometimes ask whether it's okay for their children to miss school time to go on a family holiday. Please remember, particularly in French Immersion, that the majority of a child's learning occurs through face-to-face discussions in class and group interaction. Regular attendance is important for second language development. Time away from school cannot be easily made up by doing worksheets and text book exercises. Prolonged absences for any reason other than illness are generally discouraged. This being said, we fully recognize that certain trips can provide tremendous learning opportunities. Ultimately, we leave it up to the parent to weigh the pros and cons of any extended absence.

## Early Warning Detection System

- For student safety, North Oyster uses the Early Warning Detection System to determine as soon as possible the whereabouts of any student who does not arrive in the morning.
- The Early Warning Detection System relies heavily on parents remembering to phone us in advance (250-245-3330) if you know your child is going to be late or absent. Our answering machine will record your message 24 hours a day. You can also send a note or let us know in advance.
- Unless we know the reason for your child's absence, our staff will phone home to inquire. This is a big job at our large school, so thanks in advance for remembering to call us first.
- **Parents** It is very important to let us know immediately whenever there are changes to:
  - phone number(s), address, e-mail
  - emergency contacts
  - custody orders/parenting time schedules
  - medical conditions
  - a significant family situation that might impact your child's learning at school

## Homework

Homework refers to any task that a student is asked to complete outside of school hours. This can include unfinished work, projects, reading or practicing math facts and spelling words. Instilling conscientious work habits at home is important for the years ahead. Parents are strongly encouraged to be proactive in providing a quiet work place and supervising prompt and proper homework completion. You can help your child develop great study habits just by showing interest in and looking over their work, asking questions, scheduling a regular homework time on weeknights, keeping in touch with the teacher, and above all, praising your child for all his/her efforts. A very small amount of homework may occasionally be assigned in the primary classes (K-Grade 3). Usually "homework" in the younger grades is just a little bit of nightly reading, counting and possibly spelling. Assigning homework in the intermediate grades is at each teacher's discretion. New research is showing that homework is not perhaps as beneficial as we once thought it was and so some teachers may choose not to assign it. However, as a guideline, students in grades 4-6 can anticipate about half an hour of homework and grade 7s can expect upwards of one hour of homework or study time, to review and organize the day's material and to read, read, READ for vocabulary development.

## Reporting to Parents

Our reporting process has moved to one of ongoing communication. A written progress report will be issued in February and a summative report will be issued in June. Teachers will also communicate progress to you on an ongoing basis, throughout the school year. Where applicable, student achievement is assessed according to provincial Performance Standards in each area of the curriculum. You can find more information about BC's new curriculum at <https://curriculum.gov.bc.ca/>. For the written reports, students' progress will be noted on a competency scale, rather than via letter grades.

## Healthy Eating Policy

Schools, parents and the community all share the responsibility of instilling healthy eating habits in children. Health conscious and well-nourished children are better equipped to learn and are more likely to engage fully in learning and take advantage of the educational opportunities available. We ask that students bring only **healthy snacks** and **lunches** to school. Please see the *Canada Food Guide* for examples of foods that children should choose most often.

## Make the Most of your Day at North Oyster

The extra-curricular activities schools offer depend on the availability of staff sponsors and community volunteers. North Oyster students are encouraged to take an active part in any extra-curricular offerings and to abide by school rules while doing so. Activities such as clubs and sports can occur during the school day or after school. Activities involving students outside of school hours require signed parental consent as well as signed parental permission for travel.

### **Interventions for Students**

**School-based team (SBT):** *SBT meetings are held as needed for staff to generate strategies to support individual children with learning needs that require adaptations or modifications to their program. Parents are encouraged to communicate to the teacher whenever there is a concern over the child's overall progress at school.*

**Learning Support:** *Inclusion Support Teachers provide small group instruction in reading, writing and mathematics. A student may be referred by their teacher to School-based Team and work with Inclusion Support Staff.*

**Flexible Learning Groups:** *Students achieving at differing levels in reading and mathematics receive instruction in flexible groups that are tailored to meet their needs and learning styles. This includes reading groups and literature circles, as well as math groups. Learning groups are created by teachers and delivered by teachers, education assistants, parent volunteers and buddy class partners.*

**ELL (English Language Learning):** *A student whose first language is not English is eligible to receive ELL support to gain familiarity with proper verb tenses, pronunciation and idioms and expressions they can expect to encounter in the school setting. This service is also offered to extend vocabulary and build awareness and experience in the school setting. ELL students report gaining confidence to speak out, validate and share the knowledge they bring from home.*

**Health Care:** There is no nurse at the school. Health Care Professionals do not work in public schools. If you have specific questions relating to health or hygiene, please call the VIHA Health Unit at 250-755-6200 or dial 811.

**Medication at School:** Sometimes children require prescription medication during the school day. Please **do not allow** your child to carry or leave medication at school. Medications should be handed by the parent directly to the office staff along with appropriate instructions. Arrangements are made for staff to administer medications to students. Parents simply complete a medication form in the office. If your child requires special medical attention of any kind, please provide details on the student information form.

**Counselor / Child Youth and Family Support Worker (CYFSW):** Counselors and CYFSWs provide a range of pro-active and intervention services. Working in tandem with the School-based Team, they help develop and implement behaviour and safety plans to support students at risk, and on occasion may refer families to community resources beyond the school. Counseling services include:

- being a member of the School-based Team
- managing behaviour plans, identifying and implementing appropriate supports and empowering students in managing behaviour change
- providing individual and group counseling, including crisis intervention
- liaising with parents and staff, facilitating referrals to access support from appropriate outside agencies
- providing support and resources for developmental, remedial and preventative programs
- promoting personal development and social skills through esteem building, social responsibility, goal setting, problem solving and decision making
- assisting in transition processes from pre-school to kindergarten and from grade 7 to secondary

**Library Services/“Learning Commons”:** The school library plays a central role in children’s education and constitutes an integral part of our School Plan for Literacy. The North Oyster Library (“Learning Commons”) houses resources in both French and English in formats including print, video, DVD, multimedia, which address the research and leisure reading requirements of our students. The library collection numbers thousands of titles covering the entire elementary curriculum plus many interests of children from Kindergarten to Grade 7. A section of the collection also offers books of interest to parents. Parents are welcome to borrow books for themselves and for their children. All classes visit the library with our teacher-librarian at least once a week.

**Fine Arts:** A music specialist provides music instruction to students from Kindergarten to Grade 7.

**District Learning Services:** The school district strives to provide a full range of Learning Services including School Psychologists, Speech and Language Pathologists, Behaviour Support, Autism specialists and Alternate Education Programs.

### **Fire/Earthquake Procedures**

**Fire Drill:** Schools are required to conduct emergency evacuation drills a number of times throughout the year. Students practice evacuating the school in an orderly fashion and gathering at the designated assembly area for attendance and further instructions.

**Earthquake Drill:** Earthquake drills are conducted regularly as well. Students practice the *duck, cover and hold on* procedure and then evacuate outdoors once it is safe to do so. Staff, students and visitors gather in the designated assembly area.



# **INFORMATION FOR STUDENTS WHO RIDE SCHOOL BUSES**

## **Special Notes to Parents**

1. Be certain that your child(ren) is at the bus stop on time and that pets are left at home.
2. Provide the necessary protection for your child(ren) when going to the bus.
3. Be sure your child(ren) is properly dressed and prepared for inclement weather.
4. Remember that the proper conduct of your child(ren) is your responsibility.
5. Parents and guardians are responsible for any damage to a bus caused by their child(ren).
6. Encourage your child(ren) to obey all traffic rules and school bus regulations.
7. Students are to use only their assigned bus and regular bus stops unless alternate arrangements have been made in writing.
8. Parents/guardians are reminded that they are responsible for their children's safety until they board the bus in the morning and after they leave the bus in the afternoon.
9. Parents and students should be aware that buses are equipped with video cameras to monitor student behavior.

## **Rules for Students Who Ride School Buses**

1. The bus driver is in charge.
2. Smoking, eating or drinking are not permitted on the bus.
3. Students should take their seats quickly and remain seated while the bus is in motion.
4. The aisle of the bus must be kept clear at all times.
5. Leaving waste or other rubbish on the floor or throwing it from the windows of the bus is not permitted.
6. Extending arms, legs or head out of the bus windows is extremely dangerous and is not permitted.
7. Students should be at the bus stop five (5) minutes before the scheduled pick up time; the bus will not wait for those who are late.
8. Students must stay in bus loading zones while waiting and will load and unload the bus in an orderly manner.
9. Remain on the shoulder of the road after getting off the bus until the bus leaves and disperse when safe to do so.
10. If the bus does not arrive within 20 minutes of the scheduled time students should return home.
11. Damage to the bus or equipment should be reported to the driver as soon as possible.
12. Students are not to cross in front of a bus.
13. Students may not have anything in their possession that may cause injury to anyone else on the bus.
14. Students are not permitted to use cellular phones or headphones/electronic devices during the loading or unloading process.
15. If riding a bus equipped with seatbelts, seatbelts **must** be used at all times.

## **Disciplinary Guidelines**

<b>1. Offenses</b>	<b>Elementary Students</b>	<b>Secondary Students</b>
<i>First</i>	<ul style="list-style-type: none"><li>• Warning Student and parent(s) must sign a bus behaviour report form.</li></ul>	<ul style="list-style-type: none"><li>• Warning Student and parent(s) must sign a bus behaviour report form.</li></ul>
<i>Second</i>	<ul style="list-style-type: none"><li>• Suspension of privileges - 2 school days</li></ul>	<ul style="list-style-type: none"><li>• Suspension of privileges - 5 school days</li></ul>
<i>Third</i>	<ul style="list-style-type: none"><li>• Suspension of privileges - 5 school days</li></ul>	<ul style="list-style-type: none"><li>• Suspension of privileges - 15 school days</li></ul>
<i>Fourth</i>	<ul style="list-style-type: none"><li>• Suspension of privileges for balance of school year</li></ul>	<ul style="list-style-type: none"><li>• Suspension of privileges for balance of school year</li></ul>

### **2. Vandalism**

Suspension involving vandalism will not normally be lifted until restitution has been made.

## **Student Transportation Policy**

School District 68 (Nanaimo-Ladysmith) will provide transportation or pay transportation assistance allowance for students living beyond the established walk limits defined by the Ministry of Education.

### **Eligibility**

- Kindergarten to Grade 12 students who are enrolled at their home school or the francophone program who live beyond the walk limits.

### **Walk Limits**

- Grades 1-3 pupils living beyond 4 kilometres (2 ½ miles) from school will be eligible for transportation.
- Grades 4-12 pupils living beyond 4.8 kilometres (3 miles) from school will be eligible for transportation.
- All Grades 1-12 pupils may be required to walk up to 3.2 kilometres (2 miles) to the nearest bus stop.

**Note:** Kindergarten mid-day service will be provided only where enrolments warrant busing. **Kindergarten students must be accompanied both to and from the bus stop by a responsible adult.**