



2024-2025

**Anahim Lake
Elementary Junior
Secondary School**

Student Handbook

School District No. 27



Principal's Message

I am so very happy to welcome both new students and 'old' students to Anahim Lake Elementary Junior- Secondary School. The teachers, support staff, cook, custodian and I are excited and ready for another lively year of learning and encouraging everyone to feel safe, respected and enjoy a sense of belonging.

Building upon last year's successes with getting the children more physically active, involved in their school and community, and working to make the best of their time while in class. We hope that the people who care for our students also feel welcome. Children need many people to enrich their young minds so they become generous, kind and thoughtful community members and leaders. I hope you agree.

Please feel free to reach out with any questions or concerns you may have.

I am looking forward to many years of learning together.

Bonnie Sauder

Ms. Bonnie Sauder
Principal

Anahim Lake Elem-Jr Secondary School Staff

Name	Position
Bonnie Sauder	Teaching Principal
Lindsay Rockbrand	Teacher
Samantha Stevenson	Teacher
Amy Grieve	ISW
Jody Chamberlain	Secretary, EA, Librarian
Faith Lowrie	EA
Kandi Sill	Cook

Library

All teachers encourage students to read during evenings and weekends at home to promote literacy. Please check with your child's teacher to find out what their home reading expectations are.

Students are responsible for books signed out. Please encourage your children to take care of the library books they borrow. Provide a safe place to store the books when they are not being read in order that the books remain clean and unmarked. Students will be required to reimburse the school for lost or damaged books. Money will be refunded for books that are returned after the reimbursement has already been paid.

School Food Program

Anahim Lake Elem-Jr Secondary School receives various sources of funding for food-related programs including The Breakfast Club of Canada, Presidents Choice, Community Links Funding, Breakfast for Learning as well as the BC Agriculture Association's Fruit and Vegetable Program.

Additionally, the Ulkatcho First Nation provides a breakfast, snack and lunch program at the school. When students arrive in the morning, they can enjoy a healthy meal in compliance with the Canadian Food Guide. At morning break students are offered nutritious snacks. At lunch, hot or cold meals are prepared for everyone, which they eat together with their classmates in the Rotunda. It is also acceptable for students to occasionally bring a prepared lunch from home if they wish. If this is the case, please send hot food in a thermos or other heat-saving container.

We acknowledge that gathering to enjoy food is paramount to belonging. With evidence showing that vitamin and mineral rich food supports brain and body health, we encourage families to choose nutritional food items.

Food and drinks that are harmful to growing bodies are those that have high levels of sodium and sugar. Please do not send processed snacks or sugary drinks for your child to consume during school hours. Some of our students have negative reactions to blood sugar spikes created by these foods, making behavioral self-regulation difficult. For all of our students, and those who may already face health challenges, we wish to help them by encouraging daily hydration with water.

Of course there are times we encourage celebrations of our students. For events such as birthdays, you are more than welcome to send in a treat (cake, cupcakes, your child's favourite snack) to share with their classmates.

School Code of Conduct

Mission

To promote a school climate of kindness, understanding and mutual respect where all are equal in dignity and rights, and, where students express feelings of safety and a sense of belonging.

A. Statement of Purpose

The School Code of Conduct sets the standards of behavior expected at Anahim Lake Public School and lays the groundwork for behavioral instruction and accountability by providing a balance between individual and collective rights, freedoms and responsibilities. The School Code of Conduct also clarifies and publishes expectations for student behavior while going to and from school, while at school, while attending school functions and/or activities, and while representing Anahim Lake Public School at alternate locations.

Conduct that occurs outside of school hours and apart from school activities is not normally investigated and acted upon unless there is an impact on students or staff at the school.

The School Code of Conduct is summarized on the following pages, followed by a description of levels of inappropriate behavior and subsequent consequences.

B. Development and Regular Review

This School Code of Conduct will be reviewed annually by students, staff and parents (through the PAC) in September of each school year. Should a situation arise where the School Code of Conduct needs to be reviewed after September of each school year, time will be afforded to do so. The School Code of Conduct will be continually monitored to ensure it reflects current best practices and emergent situations should they arise.

C. Communicating Expectations

The School Code of Conduct is to be communicated:

1. To students via the Anahim Lake Public School Handbook.
2. To temporary staff via the Staff Handbook, a copy of which is retained in the school office, and
3. To parents via the Anahim Lake Public School Handbook, newsletters, and through the PAC.
4. Copies of the School Code of Conduct are retained in the school office for parents, school community members and visitors.

D. Active Teaching and Promotion of Expectations

Teachers, administrators, educational assistants and kitchen staff meet with students in large and small groups at the start of the school year and at regular intervals throughout the school year to review behavioral expectations and to outline consequences for inappropriate behavior.

E. Expectations of Acceptable Conduct

1. The following are examples of acceptable behavior for Anahim Lake Elem–Jr Secondary School students while attending school, traveling to and from school, and attending school functions.

- ✓ Respecting oneself, others and the school by being kind to oneself and others
- ✓ Helping to make school a safe, caring and orderly place
- ✓ Acting in a positive, honest and straight-forward manner (being truthful)
- ✓ Informing a ‘tellable’ adult in a timely matter (in advance, where possible) of incidents of bullying, harassment or intimidation. It is the responsibility of the bystander to report and prevent incidents of harassment and bullying.
- ✓ Engaging in purposeful learning activities in a timely manner
- ✓ Attending all classes on time
- ✓ Respecting all teachers, EA's, guest instructors and substitute teachers.
- ✓ Adhering to classroom, school and district rules and policies
- ✓ Acting in a manner that brings credit to the school
- ✓ Complying with school policy regarding use of technology at school.

2. School District No. 27 has a zero-tolerance policy regarding weapons. Possessing or using weapons, explosives, fireworks, fire crackers or any other items capable of or intended to be used to threaten, intimidate or cause bodily harm, including fake weapons or replicas, will result in immediate suspension.
3. Anahim Lake Elem–Jr Secondary School's Code of Conduct aligns with district policies, administrative procedures and the BC Human Rights Code. Anahim Lake Elem–Jr Secondary School promotes the following values expressed in the BC Human Rights Code which specify that a code of conduct:

“prohibits discrimination on the basis of an individual’s or a group’s race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, or sexual orientation.”

Anahim Lake Elem–Jr Secondary School acknowledges that the BC Human Rights Code shall prevail in situations where there is a conflict between the School Code of Conduct and the BC Human Rights Code.

4. The Board of Education will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of the breach of the School Code of Conduct. Any retribution, or threat of retribution, by a student and/or parent towards another student in a breach of the School Code of Conduct matter will be regarded as a serious matter. Any student being threatened will be protected from the threat with all means available to the School Board, including involvement of the RCMP if necessary.

5. The School Code of Conduct applies to student behavior at school, during school-organized or sponsored activities, and beyond these times that negatively impact the safety, caring or orderly environment of the school and/or student learning. Parent coaches and involved members of the greater community must also adhere to the School's Code of Conduct while acting as ambassadors of the school.

F. Consequences for Unacceptable Conduct

1. General

- a. When students do not adhere to the School Code of Conduct, staff will follow a pattern of progressive discipline. Consequences could include, but are not limited to, warnings, mediation, counseling, phone calls and/or letters to parents, detentions, restorative justice circles, in-school suspensions and out of school suspensions. In cases of serious breaches of the School Code of Conduct, the student may be referred to school district officials, police, and/or other agencies.

Progressive discipline establishes a process of clear, timely, consistent, and documented communications with the student and their parent/guardian to reinforce an understanding of expectations, to provide opportunity to correct unacceptable behavior, and to ensure due process.

The goal of progressive discipline is to modify specific behavior and to encourage acceptable behavior. The goal is not to punish the student, but to alert the student and/or parent of the need to correct unacceptable behaviors.

- b. When administering consequences for behaviors of a discriminatory nature, the school will make every attempt to address all parties involved and develop a plan to address the need for a potential change of school culture.
- c. When dealing with students, the administrator may adjust the consequence or disciplinary action based partially on the maturity level and/or grade level of the student. What is an appropriate consequence or disciplinary action for a senior student may not be appropriate for a junior or younger student.

2. Rising Expectations

Because school is a place of ongoing learning, the expectations for acceptable behavior increase for students as they become more mature and move through successive grades. Therefore, students:

- a. Will be expected to demonstrate increasing personal responsibility and self-discipline and
- b. Will receive increasing consequences and restitution for inappropriate behavior.

Special considerations may be provided to students who are unable to comply with these expectations due to a disability of an intellectual, physical, sensory, emotional or behavioral nature.

3. Suspensions

Suspensions will be warranted when violation of the School Code of Conduct is deemed serious or other consequences have been inadequate or ineffective. For serious offences, students will be brought to the office, the parent/caregiver will be contacted by the school, the student will be sent home with the parent/caregiver, and a formal letter of suspension will be drafted.

A re-entry meeting will be held prior to the student returning to school following a suspension.

4. Communicating Breaches of the School Code of Conduct

School officials have a responsibility to advise other parents of serious breaches of the School Code of Conduct.

- a. Parents/caregivers of student offender(s) in every serious incident
- b. Parents of student victim(s) in every serious incident
- c. School District Officials as required by School District No. 27 Policy
- d. Police and/or other agencies as required by law
- e. All parents, when deemed important to reassure community members that school officials are aware of a serious situation or incident and are taking appropriate action to address it

School staff members may involve parents earlier.

Parents are always encouraged to call the school if they have any questions or concerns.

G. Disciplinary Action

Level One

Behaviors	Potential Consequences
Bullying and/or harassment (minor, once only)	Student conference
Theft (minor)	Restitution
Vandalism (minor) writing/drawing on walls, bulletin boards, desks, etc.	Parental contact – phone call, meeting, etc.
Lack of effort	Loss of privilege
Lack of respect (minor)	Detention
Inappropriate language or behavior	Classroom contract
Using derogatory phrases in any situation, even if only 'joking'	Written assignment
Leaving class without permission	

Level Two

Behaviors	Potential Consequences
Bullying and/or harassment (major or repeated)	Parent contact – phone call, meeting, etc.
Major lack of respect	Student conference
Repeated non-compliance/disrupting class	Loss of privilege
Vandalism (major or repeated)	Detention
Cheating, plagiarism	Contract with office
Inappropriate internet use	Student sent home until parent meeting
Inappropriate representation of school (field trips)	Suspension
Inappropriate sexual references in speech/actions	
Use of digital device(s) during school hours	
Practicing unhygienic habits such as spitting anywhere but washrooms	

Level Three

Behaviors	Potential Consequences
Bullying and/or intimidation (major or repeated)	In-school suspension
Fighting, assault	Out-of-school suspension
Direct disobedience or defiance	Indefinite suspension
Possession and/or use of a weapon	Academic contract
Endangering safety	
Throwing rocks or snowballs	
Drugs, alcohol, tobacco use	
Inappropriate sexual comments/actions directed at peer or adults	
Ongoing non-compliance with rules for using digital/computer devices	

Tobacco Use

The school acknowledges the harmful effects of tobacco products. The use of tobacco products is prohibited on any part of the school property. Warnings will not be issued as the use of tobacco products on school grounds is now a legal issue. Students will be given a three-day suspension upon the first incident. Any further incidents will result in indefinite suspensions. Vaping products fall under this provision as well.

Drugs and Alcohol

District Policy dictates that a first offence of suspicion, possession or being under the influence of drugs/alcohol will result in a 10-day suspension and a second offence an indefinite suspension. This policy is also enforced during all school events (field trips, athletic activities, school dances, etc).

Harassment

Harassment is an unwelcomed comment or action that may lead to adverse or negative consequences for the victim of harassment.

In a school setting, harassment can lead to unnecessary conflicts and students feeling unsafe or unwelcome in their class or hallways. Harassment is often excused as teasing however harassment is enjoyed only by the harasser and is never acceptable. The only judge of whether behaviour is unwelcomed is the person on the receiving end.

Under all circumstances, unwelcomed harassing behaviour is inappropriate. It may also be illegal. In the case of sexual harassment, it may be criminal.

Bullying Policy

Bullying is a persistent pattern of unwelcome or aggressive behavior that hurts others physically and/or emotionally. A person who shows bullying behaviour usually picks on another person's culture, disability, ethnicity, gender identity, looks, religion, or sexual orientation intentionally to hurt them, and continues doing it without any sense of regret or remorse.

It is important to know the difference between bullying and single acts of aggression or conflict. Not all mean or rude behaviour or conflict is bullying. To find out more, please go to <https://www2.gov.bc.ca/gov/content/erase/bullying>.

Anahim Lake Elem-Jr Secondary School has a "Zero Tolerance Policy" for any form of bullying, including cyber bullying. In accordance with the school plan, every reported act of bullying will:

- Be acknowledged, investigated, and dealt with.
- Result in a consequence for the bully and support for the victim.
- Result in a progressive plan of remediation for the bully.
- Provide protection of the victim from retaliation by the offender.

Students who continue to engage in bullying behaviour after intervention may be suspended indefinitely.

Attendance, Lates and Absences

It is the responsibility of each parent/caregiver to contact the school to inform the school of the reason for any late or absence.

If you know your child will be absent or late on a certain day, please contact the school or send a note the following day when they return.

If notice is not given to the school of an absence for your child, a phone call home will be made by the school or our First Nations liaison may come by for a home visit to investigate the absence.

***If students are absent without notice for more than three days in a row, a parent or legal guardian must accompany the child upon return to the school. Re-entry will consist of a meeting with the Principal before the student resumes classes.**

Extended Absences

When required by a parent or caregiver, students absent from school for an extended period of time due to illness or injury will be provided with work that can be done during their absence in order to maintain their course standing. Students who willingly miss school due to holidays, etc. may or may not be provided extra work due to teacher capacity, etc.

Student Sign-Out Procedures

For the safety of the children, students must sign out at the office or sign out with their teacher before leaving our school. This applies to prearranged appointments and unexpected instances of illness or injury. Students will be permitted to sign out only for reasons acceptable to the administration.

Students in the Hallways

Students are expected to obtain any necessary school supplies from their lockers before classes begin.

If a student leaves a class, he/she must have the permission of the classroom teacher. Students are expected to be quiet and considerate of classes in session. Students found loitering in the hallways, doorways, and washrooms during class time may face disciplinary action.

Field and Athletic Trips

Students who are to be absent from their regular classes as a result of school sponsored travel must receive the permission of their teachers and ensure that any missed classwork will be made up. Teachers may refuse to give permission for students to travel on school sponsored activities if the student fails to meet acceptable standards of classroom work or behaviour.

Weapons

The possession or use of weapons at school will automatically result in an indefinite suspension. Such weapons may include, but not limited to, knives, firearms, laser pointers, explosives, pepper spray, etc.

Appropriate Language

Students are expected to express themselves in a positive, courteous manner. The use of coarse or abusive language is inappropriate at all times in or around the school.

The use of words such as "please", "thank you", "excuse me" and "sorry" is encouraged at all times as a matter of courtesy. Such skills help ensure our learners of future success both in and outside of the classroom.

Appropriate Dress

School is a place of business and education. Students are expected to dress accordingly at all times and to follow standards set by the school administration and classroom teachers for their classroom/subject areas.

The administration will make the final decision as to the suitability or appropriateness of a student's clothing. Those students not dressed appropriately will be requested to change and/or will be sent home.

Behavior on School Buses

A large percentage of our students arrive and leave school each day on the school bus. Students are expected to conduct themselves in a courteous manner, obeying all bus rules and instructions from the driver.

Unacceptable conduct in the bus loading zone or on a school bus may result in the loss of privilege of riding the school bus.

Leaving School Grounds

Students are not allowed to leave the school grounds during the school day unless it is for a school sanctioned event. If children do leave, without written permission from the Principal, parents/legal guardians will be held liable and students may or may not be allowed to return to school.

Vandalism

Willful destruction of public or private property cannot be condoned. The costs of such damage will be the responsibility of the student/parent/guardian and students could be subject to suspension.

Bicycles, ATV's, Dirt Bikes and Snow Machines

Students wishing to travel to school on their bicycles, ATVs, dirt bikes and snow machines responsibly may do so. Helmets are strongly encouraged for riders to and from school. However, helmets are mandatory for all riders on school property. It is expected that students who ride motorized vehicles such as snow machines, ATV's and dirtbikes remain on roads, and not on sidewalks, paths or any part of the school's play areas. They should be parked in the school parking lot throughout the day and ridden home after the school bus departs and only if safe to do so. They are not to be used on school property after school hours, including during after-school programs. Failure to use these modes of transportation responsibly may result in the loss of privilege to use these means of transport on school grounds.

Food in the Gym / Classrooms / Library/ Hallways

To ensure a clean environment and safety in the gym, library and hallways, food and drinks are to be consumed during breaks in the Rotunda. This includes food supplied by our kitchen or brought from home. We strongly discourage sugary drinks and processed snack food.

Indoor Shoes and Sport Shoes

To ensure Anahim Lake Elem-Jr Secondary School remains a safe and clean environment for staff and students, indoor shoes will be required for students and staff. All students spend time outside, normally after eating lunch and for younger students, during recess and after lunch. Boots and cold weather clothing including gloves, mittens, hats, toques, scarves, jackets and snow pants are a necessity during winter months in Anahim Lake. Please ensure your children are dressed appropriately when they leave for school. Hoodies and sneakers are not acceptable replacements for warm winter wear. If your family needs assistance in ensuring your children have these cold weather items, please contact your child's teacher or the principal. None of our children should be cold when playing outside.

Sport shoes are required for PE classes, normally held in the gym. Boots, slides, and other footwear are not conducive for active play. Outdoor shoes and boots are to be worn when outdoors and removed when entering the school. Outdoor footwear will be removed in the mudroom and kept on the shelves there. Students may carry their outdoor footwear to their lockers and store them inside until they are needed.

Student Lockers

All students from Grades 5-10 are provided with an assigned locker for the storage of personal property, books, footwear and outdoor clothing. Students are to use combination locks provided by the school.

Students are advised that personal property such as coats, hats, sports equipment and other personal items which may be brought to the school are the responsibility of the student. The school is not responsible for articles lost or stolen from lockers, classrooms, change rooms, other areas of the school, or at any events or functions held at the school or on school related trips. Therefore, it is not recommended that valuables or non-school related items be kept in lockers.

The school recognizes that students may wish to hang pictures or posters in their lockers, however these must be appropriate in nature. Students will be asked to remove any inappropriate or offensive materials.

The administration reserves the right to access a locker at any time if deemed necessary.

After-School Activities

Students not attending school on the day of an after-school activity will not be allowed to attend or participate in the activity. This includes Denisiqi's after school program.

Extra-Curricular Sports

Due to our school's small number of students, we have not had extra-curricular teams which compete with other schools in our area and district. We are, however, becoming more and more involved with other schools including events in Bella Coola, Tatla Lake and Williams Lake.

Fire Drills

Over the course of the school year, we will be holding several school-wide fire drills. Students will receive instructions from teachers as to procedures to be followed.

Telephone Calls

Students are permitted to use the telephone in the office before and after school and at noon hour or during breaks.

Electronic Devices

We recognize that all students require digital citizenship skills to participate fully in their communities and make smart choices online and in life. Schools offer an ideal platform to educate our youth about responsible use of technology.

During class time, the use of laptops will be necessary for some lessons. Under the provincial guidelines, digital devices, such as phones, are not allowed from the time students arrive at school until the last bell of the day.

Anahim Lake Elem-Jr Secondary School will not assume responsibility for any lost, stolen or damaged electronic devices.

Homework

If your child is going to be away from school for an extended period of time, please ensure you make arrangements with the classroom teacher to pick up missed work.

The following are grade-specific guidelines to homework assignments:

Grades K-1

If your child is in the early primary grades, homework will be in the form of reading or looking at story books. Children in these grades will not be expected to do homework every night.

Grades 2 - 6

If your child is in the late primary or early intermediate grades, you can expect that your child will have some homework and should be doing at least ½ hour of reading per night.

Grades 7-9

In the late intermediate and junior high grades students should be bringing homework home almost every night. If these things are not happening and you are concerned that your child is not keeping up with his or her academic potential, please contact their teacher or the Principal.

Grade 10

Grade 10 is an important year for students with the introduction of Provincial Exams and students accumulating credits towards graduation (reflected on students' transcripts). It is important students keep up with their studies, prepare for exams, and seek assistance when needed. If you are concerned that your child is not keeping up with their academic potential, please contact their teacher or the Principal. Grade 10 students can expect to complete at least 1 hour of study for homework in order to prepare for both Grades 11 and 12.

Counseling Services

Due to the remote location of our school among other contextual circumstances, we are unable to offer a full-time counselor. However, SD27 may help with providing online counselling sessions. Please reach out and ask the Principal for support.

Medical Room

Students who become ill at school are to report to the office. If serious, a parent or guardian will be contacted and arrangements made to transport the student home or to the Anahim Lake Health Clinic. Students who are unable to go home may be permitted to use the medical room until they are feeling better or until they can go home.

**For the safety of all students and staff, please keep your child at home if they are ill.*

Cold Weather

Parents must exercise caution and discretion when deciding whether or not to send their child to school when temperatures are significantly low and conditions are hazardous. Responsibility for such decisions cannot rest with the supervisor, the bus driver, or the Board.

Please dress your child appropriately for the weather at all times as school buses always run and students go outside up to temperatures of -20C.

Winter Weather – General

The cancellation of school buses will be determined by the Transportation Supervisor. The school will remain open and fully staffed on such days. If in doubt, please contact the school.

If road conditions are such that, in the opinion of the school bus driver, the school bus cannot be operated safely, they must contact their immediate supervisor, report the road situation, and the supervisor will make the decision whether or not the bus should operate.

Keys to Student Success

1. Coming to school prepared for learning with the necessary tools - books, writing supplies, paper, binders, pencil crayons, etc. Since all families pay the same amount for these at the beginning of each year, teachers appreciate when students do not waste these shared resources. Breaking writing utensils, mishandling books and paper and/or damaging one another's resources shows a lack of respect.
2. Participating in classroom discussions and putting effort into completing all classroom assignments to the best of your ability.
3. Use appropriate language when speaking to all adults and students in our building.
4. Show respect to all adults and students in the building.
5. Respecting school and other people's property.
6. Asking permission to leave the classroom. Use appropriate entrances and exits in the building unless instructed otherwise.
7. Use appropriate bus behaviors as discussed and practiced at the beginning of the year.

Parent Information

We encourage all parents to take an active role in their child's education by discussing their school day with them, asking about homework, reading/writing with them, and coming to the school to volunteer or simply attend parent/teacher conferences. Any amount of time spent doing these things will make an important difference to your child's and other students' successes at school.

The time you spend will be beneficial in terms of familiarizing yourself with the operation of the school, with the teachers, and in assisting us to teach your children to their fullest potential. There are many ways in which you can become involved. Please check with your child's teacher for further information.

Parent Advisory Committee (PAC)

Anahim Lake Elem-Jr Secondary School has an active and committed PAC. This group is open to any parent/guardian of a student attending our school. The PAC's role is to advise the school administration and staff on matters relating to the education of our children. Discussions at PAC meetings can include: school policies, school philosophy and direction, suggestions for improvement, allocation of funding and planning of extra-curricular and family events. PAC meetings are advertised in the school newsletter and are held at the school.

Reporting Student Progress

Report cards are issued three times per year for Elementary and Intermediate students. (K-7)

Formal written reports are issued to parents/guardians four times per year for Junior-Secondary students. (8-10)

Informal reports to parents are provided by means of parent/teacher interviews, written reports and informal contact (phone calls, notes, etc.) with parents.

Beginning in 2023-2024, all children in Grades K-9 no longer received letter grades on their report cards. Instead, you will see information on where your child is on the Provincial Proficiency Scale. The scale uses the terms "Emerging", "Developing", "Proficient", and "Extending" to describe student learning.

Please read the information from the Province of BC which is included with the first progress report of the year. For further information, please contact the principal.

Use of the Letter Grade "I"

The letter "I" will be used to alert parents when students are not demonstrating minimally acceptable performance in relation to the expected learning outcomes. The "I" may be used at any time during the school year. The underlying principle is that parents and students should be alerted to a problem as soon as teachers detect it.

Students and parents are informed and provided an opportunity to consult with teachers about the problems students are having and possible solutions.

When an "I" reporting symbol has been assigned:

- Teachers will identify the problems and specify a plan of action to help students achieve the learning outcomes.
- The "I" letter grade must be converted to another letter grade or percentage.
- Before the students' records are transferred to another school, unless there is agreement between the Principals of the two schools to defer conversion of the "I" reporting symbol;
When letter grades are recorded on the permanent student record card; and
Before submission of Grades 10, 11 or 12 marks to the Ministry for inclusion on students' transcripts of grades.
- An "F" letter grade can only be assigned if an "I" reporting symbol was previously assigned, or as a result of failing a provincially examinable course.

Communications Protocol

There are times when a member of the community may have a problem or a concern with the school or a school employee.

The following guidelines have been developed to help you present your concerns. It is hoped that this process leads to a satisfactory solution quickly and effectively. Throughout the process every effort will be made to ensure confidentiality. This process applies to student/school-based issues as well.

If a student initiates an appeal, an adult may be present at any stage of the process. These guidelines are meant to help you. If you need assistance, please do not hesitate to contact either the Secretary- Treasurer's or Superintendent's office at 1.250.398.3800.

Step 1

Try to resolve the issue at the source (School, Maintenance, Transportation, Education Departments).

- Identify the specific problem (list specific examples that illustrate the problem).
- Make an appointment to see the person with whom you have a concern.
- Respectfully express your concern.
- Ensure mutual understanding of the concern.
- Together, explore possible solutions.
- Together, set up an action plan with times, dates, and follow-up.
- If a resolution cannot be reached, inform the other party and move to the next step.

Step 2

Seek assistance from the immediate supervisor. Call the School Principal if you are unsure who to contact.

- Make an appointment with the supervisor.
- Identify the concern and establish what has to be done to reach a solution.
- The supervisor will help explore further options to resolve the concern.
- Together, set up an action plan with time, date, and follow-up.

Step 3

Contact the Superintendent's or Secretary-Treasurer's office.

- Phone the Superintendent's or Secretary Treasurer's office. Identify the concern and what you have done to resolve it.
- A meeting between you and the appropriate administrator will be made so that you can explain the problem and what you have done to resolve it. The administrator will work with you in an effort to reach a satisfactory solution.
- Together, set up an action plan with times, dates, and follow-up. If no solution can be reached, the issue is then brought to the District Appeal Review Committee.

Step 4

Complete a 'Notice of Appeal' Form – available from the Superintendent's office.

- After completing the form, submit it to the Superintendent's or Secretary-Treasurer's office. This should be done within 30 days after the decision under appeal was made.
- A date for the District Appeal Review Committee will be set. You will be invited to attend.
- You will be advised in writing of the Appeal Committee's decision.
- If you are unhappy with this decision, you may bring this matter to the Board of School Trustees.

Step 5

Referral to the Board of School Trustees

- The request to the Board must be submitted in writing to the Secretary-Treasurer's office.
- Once a meeting date with the Board has been set, you will be notified and invited to attend. You will then have an opportunity to explain your position.
- You will be notified in writing as soon as possible of the Board's decision.

Step 6

If you are not satisfied with the District's Appeal's Process, you may contact the Ombudsman of BC at 1.800.567.3247.

If you have any questions or concerns, please do not hesitate to call the school. We are happy to help with any issues that may arise during the school year.