

# Penelakut Island Learning Centre Student - Parent Handbook



## **Mission Statement**

Our children are gifts from the Creator who need our nourishment and guidance. Penelakut Education will support quality programs that promote the Hul'qumi'num culture and language. We will strive to educate our children to be independent, life-long learners, who contribute to the growth of the Penelakut Tribe's vision of a self-governed society

## Important Dates to Remember

August 30 - 2	Registration and Orientation by schedule
September 30, 2021	Truth and Reconciliation Day – No Class
October 11, 2021	Thanksgiving Day- No Class
November 4, 2021	End of Quarter 1
November 8, 2021	Quarter 2 Begins
November 10, 2021	Interim Report Cards
November 11, 2021	Remembrance Day – No Class
December 16, 2021	Last Day of Class before Winter Break
December 17, 2021 – January 2, 2022	Winter Break
January 3, 2022	First Day of Class after Break
January 20, 2022	End of Quarter 2 and Semester 1
January 26-27, 2022	Semester 1 Final Exams /Instruction
January 27, 2022	S1 Report Card Conference – No classes
January 31, 2022	Semester 2/Quarter 3 Begins
February 21, 2022	Family Day – No Class
March 14-18, 2022	Spring Break
March 21, 2022	First Day of Class after Break
April 14, 2022	End of Quarter 3
April 15, 2022	Good Friday – No Class
April 18, 2022	Easter Monday – No Class
April 19, 2022	Quarter 4 Begins
April 21, 2022	Interim Report Card and Conference
May 23, 2022	Victoria Day – No Class
June 15, 2022	Graduation Ceremony
June 21, 2022	Aboriginal Day – No Class
June 23, 2022	Last Day of Classes
June 27-28, 2022	Semester 2 Final Exams – No class
June 29, 2022	Final Report Cards Available

## **Penelakut Island Learning Centre Code of Conduct**

Be a respectful learner  
Be a responsible learner  
Be supportive and caring  
Strive for excellence  
Behave in a safe manner  
Become an independent adult

### **Expectations for Students**

Accept responsibility for our learning and actions  
Respect others, so that we can all work without disruption.  
Put forth our best effort at all times and work to the best of our abilities.  
Attend school punctually and regularly.  
Behave in a safe manner in order to make the school safe and orderly.  
Report any acts of hostility, harassment, or illegal activities to a school employee.  
Demonstrate pride through our work and our school.  
Actively participate in both individual and group learning.  
Work with honesty and integrity by not plagiarizing or cheating.  
Take advantage of learning opportunities by seeking assistance and participating in all school events.

### **Expectations for Parents**

Provide a supportive, positive attitude towards the child and the school  
Provide a home environment that encourages learning  
Help maintain effective communication between the home and school  
Advise the school before the beginning of the school day if your child will be absent  
Assist children in understanding and following the Code of Conduct

### **Expectations for Staff**

Provide a safe, secure, and positive school environment  
Prepare and provide an appropriate and challenging program  
Establish effective and consistent routines  
Provide assistance to students when and where it is needed  
Support and maintain school policies  
Help to maintain productive and effective communication between School and Home

Assist the students in understanding and following the Code of Conduct  
Respect the students' individual worth, dignity and needs

## **Conflict Resolution**

Students are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct.

In most cases discussion between the student and staff member will occur. If a student does not meet the behavioural expectations, there will be a natural, logical and consistent consequence. Staff members will handle minor indiscretions and parents will be informed based on the incident.

If students continue to display inappropriate behaviour, which disturbs or interrupts orderly operation of the school they may be suspended or expelled.

If a parent has a concern about a staff member, the parent needs to speak with that person directly. If a resolution is not achieved, the Principal needs to be informed and problem solving efforts need to be made to resolve the issue. If it is still unresolved, the parent may choose to take matters further (i.e. Education Coordinator, Band Administrator)

## **Student Policies and Procedures**

### **COVID 19 Policy**

Please refer to the current Provincial COVID 19 Public Health Guidelines in the K-12 School Settings.

**Continued** health and safety measures, like handwashing/hand sanitizing stations, masks, daily health screens, and increased cleaning, will be done to reduce the spread of COVID-19 and help keep our school safe.

### **What happens if a student/staff member gets sick?**

If a staff or student in a school is confirmed by public health as positive for COVID-19, public health will work with school administration to determine what actions should be taken, including if any staff or students who have been in contact with that person need to self-isolate, and if other staff and students' families should be notified. Schools should not provide notification to staff or students' families if a staff member or student becomes ill at home or at school,

including if they display symptoms of COVID-19, unless directed to by public health.

If a student/staff member shows any COVID-19 symptoms at school, there are safety protocols in place to protect students and staff:

- 👤 The student waits in an isolated room
  - 🏠 The school contacts parents/guardians to take the student home
  - 🧼 Staff clean and disinfect exposure areas
  - 📞 The school notifies public health officials
- Then public health:
- 👤 Contact traces to identify potential COVID-19 exposures
  - 🏠 May recommend testing
  - 📅 May recommend 14-day isolation if necessary
  - 📞 Gets in touch with close contacts
  - 📄 Provides follow-up recommendations as needed, which may include suspending in-class learning
- Parents will be notified if their child has been in contact with a COVID-positive person and needs to self-isolate. Students will receive learning support while self-isolating.

Learn more: <http://backtoschool.gov.bc.ca/>

### **Visitors and School Pick-Ups/Drop-offs**

Due to COVID 19 restrictions visitors are not permitted. If you require access to the building you must book an appointment by calling 250-246-2327.

If you are dropping off or picking up a student please wait in your car and we will send the student out.

### **Food Services**

Due to COVID 19 restrictions, our normal communal food options have been eliminated. We have a full-time cook preparing basic breakfast and lunch options. Breakfast will be available until 8:30 am and lunch will be from 12:00 – 12:45 pm. Students will return to the spot they last attended class to eat.

A microwave will be available for use, but students will not be permitted access to the kitchen. Students will have to diligently return dirty dishes to the kitchen for sanitization through the dishwasher. Students that want coffee are asked to bring their own coffee mug and are responsible for taking this home daily to sanitize.

Students may choose to bring food from home or go home for lunch.

## **Tobacco, Alcohol, Drugs**

PILC prohibits student from using alcohol or drugs while attending school. British Columbia law requires strict enforcement of a tobacco-free policy anywhere on school property.

In accordance with the newly updated Tobacco and Vapour Products Control Act students are not permitted to smoke or use vapour products on school premises.

In accordance with the newly created Cannabis Control and Licensing Act (CCLA) PILC prohibits the following:

- Prohibits cannabis smoking and vaping everywhere tobacco smoking and vaping are prohibited, as well as at playgrounds, sports fields, skate parks, and other places where children commonly gather;
- Prohibits the use of cannabis on school properties and in vehicles;

Both adult students and minors must comply with this restriction.

Students, who possess, consume, or who are under the influence of alcohol or illegal drugs while at Penelakut Island Learning Centre, may be suspended immediately and removed or asked to leave. In the case of a minor a parent or guardian will be notified and the student may be expelled. Adult students who do not comply with this alcohol, tobacco and drug policy may be expelled after consultation with the adult student, principal and education coordinator.

## **Fighting, Bullying, Harassment and Intimidation**

All students have the right to attend school, free of threat of physical abuse and harassment. Students involved in fights, intimidation or harassment while at Penelakut Island Learning Centre will be suspended or expelled. A parent or guardian will be notified. Students will be involved in a consultation with parent, teacher and principal to determine the type of suspension or restitution. In the case of an adult student, the consultation will occur between teacher and adult. Principal may be called in if necessary. For further information see the Bullying Prevention and Remediation Policy for Penelakut Island Learning Centre.

## **Sexual Harassment**

Sexual Harassment is any sexual orientated behaviour, either verbal or physical, of a student or staff member which is objectionable to another student or staff member will be considered harassment if:

1. the offending student/staff member is notified that the action is considered offensive
2. the offending student/staff member persists in the action after he/she has been requested to stop.

Harassment and coercion is a serious breach of conduct and the student is subject to immediate suspension or dismissal from the Penelakut Island Learning Centre. For further information see the Harassment, Intimidation and Aggression Policy for Penelakut Island Learning Centre.

### **Phones and Personal Electronic Devices**

Cell phones and any type of personal electronic device must be OFF and OUT OF SIGHT during class time, unless students have teacher permission for their use. Phones can be a huge distraction from school work. Please ensure you are listening to your teachers about their expectations for cell phone use. Be polite and aware that these lessons are designed for you and your involvement is essential for school success! Personal electronic devices (phones, cameras, iPods, MP3 players, tablets, laptops, etc.) are a part of modern society and the school accepts that many students will possess them. However, their application and relevance in the classroom should be limited to teaching and learning. Teachers and students have a right to teach and learn in a classroom environment free from interruptions from cell phones and other devices. Teachers may give permission for students to use these devices in class, but students must not assume that they have the right to use them, unless the use is outlined in a student's Individual Education Plan (IEP). If the use of these devices causes any disruption or distraction to the teaching and learning environment, the teacher may ask the student to put the device away. Repeated disruptions may result in the device being taken away from the student. The device will normally be returned to the student at the end of the class. For chronic issues, the device may be taken to the office and returned to a parent at the end of the day. For serious offences, the device may be confiscated as evidence. For privacy reasons, use of phones and personal electronic devices will NOT be permitted in the washrooms, or in other environments where their use could create discomfort and embarrassment to the school population. No images of students or staff in schools or at associated facilities or activities are to be uploaded to school, public or private websites without the written consent of the person or persons and/or their parents or guardians, in the photograph or video. Inappropriate use of these devices may result in discipline, which may include suspension and/or involve the police. The school accepts no responsibility for these devices if they are brought to school and undertakes no responsibility to investigate their misplacement, loss or theft.

## **Computers and Technology**

Computers and technology are available for enhancement of student learning and for meeting requirements for technology based curriculums. Students are required to use computers to gain the skills necessary to function effectively in an increasingly complex technology environment.

Students must respect the schools equipment and sign an Internet Use Agreement form. Students who misuse the technology offered will be consulted, and technology privileges may be removed temporarily or permanently.

## **Vandalism**

Penelakut Island Learning Centre strives to provide a respectable learning environment. Vandalism and destruction of property including graffiti is not acceptable. Students who commit acts of vandalism or destruction of Penelakut Island Learning Centre property will be suspended or expelled.

## **Weapons**

Weapons are considered any instrument that can be used to injure, harm or intimidate another person. Weapons of any kind are not allowed. A student found in possession of a weapon may be subject to immediate expulsion and the authorities may be called.

## **Search & Seizure**

The Principal and band administrator have the legal right to search your person or property if they have reason to believe you may be in possession of any illegal substance or property. The administrators may search your clothes, backpacks, bags, locker or vehicle. Any illegal items found will be confiscated. Parents and/or the RCMP may be contacted. Consequences may include suspension. This has been endorsed by all school districts, and upheld by the Supreme Court.

## **Dress Code**

We respect individual rights and expect students to dress in a manner which is appropriate to the school environment. Students are expected to use common sense and consider clothing that is not offensive or distracting to others. For example clothing with reference to drugs or alcohol would be considered inappropriate.

### **Textbooks**

Textbooks are supplied at no cost, but it is expected that all students are responsible for the proper care and return of the textbook issued to them. A fine may be issued if the textbook is not returned or severely damaged.

### **Freedom of Information and Protection Privacy**

Penelakut Island Learning Centre gathers and maintains information used for the purposes of admission, registration, and other fundamental activities related to being a member of the Penelakut community, attending an independent school. The information provided by the student and any other information placed into the student record will be protected and used in compliance with the Freedom of Information and Protection of Privacy Act.

Students should be aware that information about a student cannot be released to a third party, including a parent or spouse, without written consent. For more information please see Penelakut Island Learning Centre Personal Information Privacy Policy for Parents and Students.

### **Confidentiality of Student Records**

Penelakut Island Learning Centre works to keep student records confidential and protect the privacy of the individual. Students are entitled to a transcript of their academic record and to an explanation of any information recorded on it. Requests for transcripts or other information must be accompanied with written consent from the student.

### **Report Cards**

Report Cards are issued four times a year. Report cards are created and distributed based on the Ministry of Educations publication, Reporting Student Progress: Policy and Practice.

### **Incomplete Grades**

An “I” (incomplete) grade may be assigned by an instructor when a student has not completed all the requirements of a course. Students given a “I” grade may

earn a passing grade by fulfilling an agreement with their instructors to complete certain assignments within a specified time.

Students will be given a “To be completed” form listing the incomplete assignments.

### **Grade 12 Expectations**

Career Life Connections is a provincially mandated graduation requirement. CLC is run as part-time class instruction and an independent project completed outside of class time with support of teachers. Students must consult with their advising teacher to complete the requirements for this course.

### **Academic Appeal**

Students may appeal academic decisions. Appeals must be initiated by notifying the head teacher of Penelakut Island Learning Centre in writing, as soon as reasonably possible after an incident has taken place.

See the Federation of Independent School Association, Procedural Fairness Best Practice Guidelines for Independent Schools for further information.

### **Attendance Warning**

Students may be required to withdraw from a course or a program because of poor unexcused absenteeism. Before this action is taken:

1. The teacher will consult with student and give a verbal warning
2. Be put on a two week probation period where the student must regularly attend classes
3. Be withdrawn if they do not meet the requirements of the two week probation period

### **Graduation Requirements for Students in Grade 10, 11, and 12**

Students in British Columbia will receive a B.C. Certificate of Graduation (or “Dogwood Diploma”) when they successfully complete the provincial graduation requirements.

Here is a link for helpful information regarding these requirements:

<https://curriculum.gov.bc.ca>

All grade 10, 11 & 12 subjects will appear on the graduation transcript including all examinable and non-examinable courses. Students require a MINIMUM of 80 credits (equivalent to 20, 4 credit courses from grade 10, 11, 12) to graduate.

Most of our students earn more than the minimum. Students should check with their counsellor if they have questions.

Here is an overview:

- At least 16 credits must be at the Grade 12 level, including a required Language Arts 12;
- At least 28 credits must be elective course credits;
- 52 credits are required from the following:
  - Career Life Education (4 credits) and Career Life Connections (4 credits)
  - Physical & Health Education (4 credits)
  - Science 10 (4 credits) and a Science 11 or 12 (4 credits)
  - Social Studies 10 (4 credits) and a Social Studies 11 or 12 (4 credits)
  - A Math 10 (4 credits) and a Math 11 or 12 (4 credits)
  - A Language Arts 10, 11, and a required 12 (12 credits total)
  - An Arts Education 10, 11, or 12, and/or an Applied Design, Skills, and Technologies 10, 11, or 12 (4 credits total).

In addition, students must also complete the three new graduation assessments

## **Emergency Procedures**

### **Fire Procedure**

In the event of a fire please follow the following:

Exit the building by walking with your group or class if possible  
If there is heavy smoke, stay low and crawl if necessary  
Close the door to the room or area  
Leave the building carefully using the stairwell closest or safest  
Report to the meeting area across the road/parking lot from the school  
Wait in line with your group or class while attendance is taken  
Do not re-enter the building until officially advised by fire department

### **Earthquake Procedure**

In the event of an Earthquake, it is recommended that students and staff react in the following manner:

1. Take immediate cover under tables, desk or other stable objects that will offer protection against flying glass or debris and hang on to something solid.

## DUCK COVER AND HOLD

2. When building movement stops, you may leave your covered area
3. After a major shock, evacuate the building, as additional shocks or tremors may occur.
4. Keep calm, do not run.
5. Proceed to the area across the road from the school.
6. Take attendance and communicate any injuries to group leaders.

## Lock Down

If there is a lock down:

1. If you are in class proceed to the back corner room
2. Crouch down and remain completely quiet
3. Do not panic
4. Stay away from all doors and windows
5. Your goal is to remain hidden
6. Wait for supervisor to give further instruction