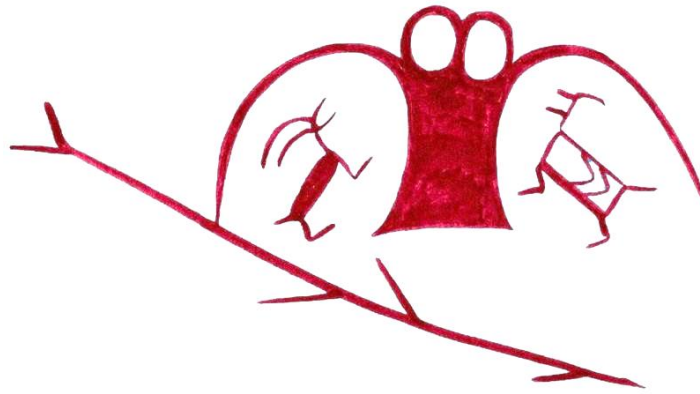


Stein Valley Nlakapamux School Society

Section 2



SCHOOL POLICIES

Contact Information:

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When the school first started, the Elders shared the meaning of the logo.

Picture of the owl; wings are the mountains. The Owl protects all the animals and everything in the Stein, including the Stein Mountains. The line below is the Stein River.

The book “They Write Their Dreams on Rock” stated it can have different meanings. One had a split on the bottom owl which meant something else. Another picture had a cut on the bottom – this had another meaning. The picture had different versions.

This information was given to Ruby Dunstan by Millie Michelle, Mable Joe, Louie Phillips, Hilda Austin, and other Elders.

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Overview

The purpose of the School Policies is to provide a clear understanding of the obligations and expectations of the policies and procedures associated with the Stein Valley Nlakapamux School. The principal, under the direction of the school administrator is primarily responsible for implementing the school policies. These policies and procedures are updated and revised as required.

There is also a School Code of Ethics & Conduct, a Student/Parent Handbook and a Board Terms of Reference that accompany these Policies.

For Staff, there are Personnel Policies and Job Descriptions that are specific to them.

Vision Statement

Our students are proud Nlakapamux, academically successful and self-reliant, today and in the future.

Mission Statement

We provide a wide variety of holistic educational programs within an Nlakapamux environment that involves the students, families, staff, knowledge keepers and the community.

Our Philosophy

We believe that students who have Nlakapamux identity will have positive self-esteem and confidence to succeed.

**tseedeeda ash wheekdim
(the way we see it)¹**



**YAmashtm a demEEwht.ahhWOO.Ahh
(respecting the land that is)**

¹Rona Sterling-Collins, 2013. Stein Valley Nlakapamux School, Section 5 - Board of Directors Terms of Reference

Guiding Principles

Tseedeeda Ash Wheekdim, or, the way we see it, was a visioning process which resulted in the following 16 foundational statements of Stein Valley Nlakapamux School.

1. Language/NIha.KapamhhchEEn

NIha.KapamhhchEEn represents our way of thinking and our way of viewing the world. Our language is the invisible glue which holds our Nation together. Stein Valley Nlakapamux School is committed to promoting, speaking and writing NIha.KapamhhchEEn.

2. Culture

Every thought and action at Stein Valley Nlakapamux School comes from a place of cultural significance. We acknowledge the various cultural ways of thought, learning, communication, worshiping, expressing oneself and living. The curriculum acknowledges the rich and dynamic culture of the Nlakapamux. It is our primary focus to make Nlakapamux culture visible and enriching.

3. Elders

Our Elders are our most significant teachers. They keep the wisdom of our ancestors. Elders are role models who provide love, understanding, motivation, guidance, encouragement and wisdom. As a community of learners, we acknowledge our Elders with the respect that they have earned.

4. Community

Education at Stein Valley Nlakapamux School happens within the social, economic, and political context of the Canadian community as well as within the local Nlakapamux and Lytton community. We promote involvement rather than segregation. Our doors are always open and community members are welcome to join us on our journey.

5. Healing

Stein Valley Nlakapamux School recognizes the need for people to heal. Our school is a place where individuals of all Nations can seek the healing they need. Our school is also a place where people of all Nations can heal relationships between each other. We believe that at first individuals heal then families then communities. When a community is healthy, a Nation is healthy. The medicine wheel is instrumental in our quest for healthy living.

6. Discipline

Discipline is an important tool in healing and learning. As a community of learners, we are committed to self-discipline. We will all strive to be the best we can. We recognize that firm discipline takes a personal commitment from all involved, is hard work, requires taking risks, and requires forgiveness and providing choices. Discipline is not about control, but about being committed to healing and learning.

7. Spirituality

Spiritual growth is an intimate and personal quality of human development. We do not deny ones' need to express and live spiritually. We accept the diversity with which people believe and worship. We will do our best to support, encourage and respect the spiritual needs of our learning community.

8. Respect

First Nations Education at Stein Valley Nlakapamux School demands expects and teaches the value of true connectedness through relationships of personal respect. Respect involves viewing and appreciating all forms of life and the interconnectedness of this life.

9. Self-Determination

At Stein Valley Nlakapamux School, we believe in our inherent right to own our land and resources and to manage our land and resources as we see fit. We are an independent Nation within the greater Canadian context. Self-determination provides us with jurisdiction and control over every aspect of our lives.

10. History

At Stein Valley Nlakapamux School, we do not deny the facts of the conquest of our people and our lands by other people. We acknowledge our struggle to overcome this part of our history. We forgive those who imposed their will upon us. We will never allow that to happen again.

11. Trust

At Stein Valley Nlakapamux School, we acknowledge the need to have solid relationships built upon trust. Teachers must have trusting relationships with all students and the broader community. The students and the community must trust in the teachers.

12. Love

Guiding, supporting, discipline, teaching and interacting all must occur in the arena of love. Love is unconditional.

13. Expectations

Everyone in our community of learners is expected to do the best they can all the time. We have very high expectations of our students: mentally, physically, emotionally, and spiritually. We expect parents to fulfill their obligations in providing children with the foundation to be active learners. We expect the community to provide support and encouragement. We expect teachers to provide rich and positive learning experiences for our children.

14. Diversity

Education at Stein Valley Nlakapamux School recognizes the vast diversity in human nature. We acknowledge different cultures, family make-ups, life choices, learning needs, learning styles and instructional strategies.

15. Relevancy

Education offered at Stein Valley Nlakapamux School is relevant to all learners in that we strive to meet individual needs. Education is relevant in that it acknowledges the social, political, economic and historical context in which our community of learners lives.

16. Accountability

Education at Stein Valley Nlakapamux School acknowledges our need to be accountable for our performance. We must do what we say we are doing and we must be able to prove it. We hold students accountable for their school performance, parents accountable for their children and the community accountable for the support and structures that our school needs. Teachers are accountable to the students, parents and broader community: We are all interconnected.

Admission of Students

Policy

Stein Valley Nlakapamux School accepts students for K4 to Grade 12 program from Lytton First Nation and neighbouring communities.

Procedures

1. The K4 program is available to all children who have reached the age of four (4) years by December 31 of the current year of registration.
 - a. Priority for registration is as follows:
 - i. Lytton First Nation members
 - ii. Sibling already attending the school
 - iii. Other
 - b. Completed Registration requires the following:
 - i. SVNS registration fully completed
 - ii. Photocopy of the original birth certificate;
 - iii. Emergency Contacts – a minimum of two people who can pick up the child/ren in the event that the parent/guardian cannot be contacted;
 - iv. Information about any allergies or medical conditions that the child may have;
 - v. Current immunization record indicating all immunizations are up to date
 - vi. By July 30, the required information and forms must be completed and all immunizations up to date. Failure to do so will result in the child being required to stay home until forms are received.
2. The school will decline to register a child if:
 - a. It is after September 30th of the school year
 - b. The number of students in the classroom has reached capacity as per the teacher/student ratio and individual student skills and abilities. K4 is a maximum of 16 students with a part-time assistant.
 - c. Should the school decide to accept the child after September 30th due to relocating to the community or due to extenuating circumstances, the school will make every effort to locate resources, human and financial to meet the diverse needs of a student. However, this may not be possible if the student transfers during the school year.
3. Admission of students at times other than the beginning of the year:
 - a. Any student suspended from another school must settle their suspension situation prior to transferring to SVNS. Applications for admission must be submitted to the principal.
 - b. All new student applications who are not attending the school will be reviewed and decided upon by the principal.

Attendance

Policy

Student learning opportunities are maximized if the school and home work together to ensure regular attendance. In order for students to succeed in school, they must have a minimum of 90% attendance (less than 19 absences in the school year). It is the parents'/guardians' responsibility and duty to send their child to school.

Procedures

1. The classroom teacher will take attendance twice per day (once in the morning and once in the afternoon).
2. The attendance will be sent to the office indicating students who are absent – in the morning and in the afternoon.
3. After 20 minutes, the administration office will make every effort to contact those parents/guardians of students who are absent.
4. When students arrive late, they will be required to check into the office for a late slip.
5. Teachers will send monthly letters to parents/guardians for all students who have more than 3 unexcused absences per month and are habitually late.
6. Parents'/guardians' phone calls to the school or notes written to the school are required for each absence. After 2 consecutive days, the school will contact the parent/guardian. If a student is absent due to illness for three (3) consecutive days, a note from the doctor is required. Should the illness be related to COVID-19, please refer to Student Illness and Medical Appointments Policy.
7. Intermittent notices will appear in the weekly newsletter requesting parents/guardians to inform the school of student absences.
8. Individual teachers will contact parents of individual attendance concerns once per month, or earlier if necessary.
9. After five consecutive days of unexcused absences, the principal will contact the parent/guardian with the expectation that attendance will significantly improve.
10. Should a student miss more than 50% of classes in a given month, the parent and student must attend a meeting with the principal and teacher to demonstrate how they will improve punctuality, attendance and complete outstanding school assignments.

11. If there has been no improvement in attendance over the next month and the principal has exhausted all communication efforts, the principal will notify the Band Designated Representative and/or the Education Coordinator of their respective Bands.
12. If there has been no improvement in attendance over the next month and the principal has exhausted all communication efforts and there have been concerns with child protection², the principal will notify the local delegated Aboriginal Child Welfare agencies or the Ministry of Children & Family Development.
13. Should there be no improvement in the student attendance and academic achievement, credits will not be provided for Grade 10 to 12 students.
14. The student may be removed from the school registration and will be required to re-register for the following school year.

² Section 13 – When Protection is Needed. Child, Family and Community Service Act, BC.
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96046_01#section13

Animals on School Property

Policy

Non-school animals including dogs and livestock, excluding registered therapy animals are not permitted onto the premises of Stein Valley Nlakapamux School.

Procedures:

1. The principal will determine who the owners are of the animals and will instruct the owners to remove their animals from the school grounds.
2. Staff's animals are not permitted in the school at any time.
3. Animals which reappear, the principal will contact the owners and indicate the following:
 - a. They constitute a serious threat to the health and safety of the school environment;
 - b. Precautions should be taken to ensure that animals do not come to the school;
 - c. If the animals continue to come to the school, the principal will make a report to Lytton First Nations and the RCMP to remove the animals from the school premises, as required.

Behavioural Expectations and Behavioural Guidelines

Policy

In an effort to foster responsibility and accountability, encourage self-control, and to provide for a safe and healthy environment, expectations for student behavior have been established.

Procedures

1. Teachers are encouraged to solve the discipline problems with the student as much as possible.
2. The “No Tolerance for Bullying and Disrespect Statement for Stein Valley Nlakapamux School” will be adhered to by all. These actions will not be tolerated:
 - a. Name calling
 - b. Hurtful teasing e.g. Mean words about another person
 - c. Swearing
 - d. Rejection talk e.g. Saying another person cannot play
 - e. Hurtful actions e.g. Hitting, pushing, slapping, budging, throwing things at people, scratching, punching, kicking, tripping, choking, strangling, whacking, fighting and pulling people off play equipment.
3. Student response when others break the “No Tolerance” rule:
 - a. Tell the person what they are doing that they do not like
 - b. Tell the person how they feel about what has been done
 - c. Tell the person what they want them to do instead
 - d. Tell the person that they will report it to the teacher and/or duty supervisor, if they don't stop.
4. The staff will respond, when students report another person breaking the “No Tolerance” rule, as follows:
 - a. Ask the student what they did about the bullying (did they follow the steps?);
 - b. Problem solve with the student and/or mediate the situation;
 - c. Ensure that the student who broke the rules accepts responsibility and restores the situation with the other person;
 - d. If the situation hasn't been resolved and depending on the severity of situation, the student (s) may:
 - i. Participate in a discussion with the teacher, counsellor, parent or other staff member
 - ii. Student will accept responsibility either orally or in written form
 - iii. Receive detention
 - iv. Write a plan stating how they intend to change their behaviour
 - v. Receive an in-school suspension and/or

vi. Out of school suspension.

5. Teachers will communicate with the parents about discipline problems that are not resolved through discussions and remediation with the student.
6. In the event that the measures that the teacher has taken with the student do not result in a positive change of behaviour, teachers will contact the parent directly.
7. If the student's behavior persists even after the parent has been contacted or it is a serious infraction, the student will be referred to the principal and/or designate. The principal or designate will call a joint meeting that includes the student, teacher, counsellor and the parent to resolve the situation. If necessary, a contract will be drawn up with the student that states the steps the student will take to begin interacting and acting in a respectful manner.
8. If the situation continues, the school may request a circle with all parties and invite staff who have restorative training and the LFN Restorative Justice team to assist in the circle.
9. If the situation continues, the matter will be referred to the school administrator and/or School Board.

Bicycles, Skateboards, Scooters and Roller Blades

Policy

Stein Valley Nlakapamux School recognizes the benefits of students riding their bikes, skateboards, scooters and using rollerblades.

Procedures

1. Stein Valley Nlakapamux School is not responsible for any bikes, skateboards, scooters or rollerblades broken, stolen or left on the school property.
2. Students are required to store their bikes in the bike rack and leave them there for the school day;
3. Students are not be permitted to ride their bikes, skateboards, scooters and roller blades around the school grounds during the school day, unless accompanied by a staff member of SVNS.
4. Students bringing skateboards, scooters and roller blades to school all have to adhere to the same rules.
5. Skateboards, scooters and roller blades must be left at the principal's office, and only picked up at the end of the day or when under the supervision of staff.

Bullying and Harassment Prevention Policy

Policy:

The safety and wellbeing of children at Stein Valley Nlakapamux School is of paramount consideration. Children must be protected from abuse, neglect, bullying, harm or threat of harm. Stein Valley Nlakapamux School will ensure that children attending the school will experience a learning environment that enables every child to feel safe, valued, connected, and respected.

We will ensure that students are protected from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity and expression (BC Human Rights Code, July 2016), while remaining consistent with our values, tseedeeda ash wheekdim and guiding principles (Stein Valley Nlakapamux School Policies).

Students who feel safe, valued, connected, and respected tend to be physically and mentally healthier, and perform better academically (Preventing Bullying and Ensuring Safe and Caring School Communities – Level 1; Province of British Columbia, 2013, p 13).

Guiding Principles

We honour and live in accordance with our 16 Guiding Principles however, the following four are paramount in dealing with bullying and harassment:

- **Culture:** Every thought and action at Stein Valley Nlakapamux School comes from a place of cultural significance. We acknowledge the various cultural ways of thought, learning, communication, worshiping, expressing oneself and living.
- **Healing:** Stein Valley Nlakapamux School recognizes the need for people to heal. Our school is a place where individuals of all Nations can seek the healing they need. Our school is also a place where people of all Nations can heal relationships between each other. We believe that, at first, individuals heal then families then communities. When a community is healthy, a Nation is healthy. The medicine wheel is instrumental in our quest for healthy living.
- **Love:** Guiding, supporting, discipline, teaching and interacting all must occur in the arena of love. Love is unconditional.
- **Accountability:** Education at Stein Valley Nlakapamux School acknowledges our need to be accountable for our performance. We must do what we say we are doing and we must be able to prove it. We hold students accountable for their school performance, parents accountable for their children and the community accountable for the support and structures that our school needs. Teachers are accountable to the students, parents and broader community: We are all interconnected.

Definition of Bullying:

- i. Bullying is any type of repeated behaviour, intentional or unintentional that causes a person to experience physical hurt or emotional pain.
- ii. Bullying involves the abuse of power in relationships and can involve all forms of harassment, humiliation, domination and intimidation of others. Note that bullying includes both overt and covert behaviors.
- iii. Bullying and various forms of intimidation are unacceptable behaviour and will be taken seriously. All forms of bullying are considered serious as it can damage self-esteem and form a barrier to effective teaching and learning.

There are four types of bullying:

- *Physical*, where a person is harmed or their property is damaged
- *Verbal*, where a person's feelings are hurt through insults and name-calling
- *Social*, where a person is shunned or excluded from groups and events.
- *Cyber Bullying*: Includes the use of electronic media to slander (the action or crime of making a false spoken statement damaging to a person's reputation), defame (damage the good reputation of someone), spread rumors, tease, provide unwanted attention, harass and cause discomfort. Often there is potential for such electronic communication to be spread widely, and a permanent record of the bullying is likely to exist. Under certain circumstances (such as harassment and making threats) cyber bullying is a criminal activity and is illegal.

Examples of Harassment:

Generally, harassment is comment or conduct that is known, or ought reasonably to be known, to be unwelcome. Harassment can be a single incident or a series of incidents; it may be in spoken or written form. The unwelcome comment or conduct does not have to be directed at a specific person for harassment to occur. Comments or conduct that tend to ridicule or disparage a group may give rise to an offensive environment and thus to harassment:

- i. **Physical Aggression:** spitting; pushing; tripping; hitting; shoving; kicking; hair pulling; hiding personal possessions (lunch, etc.); damaging property; attacking family or friends; coercion; intimidation; threatening with a weapon; defacing property; stealing.
- ii. **Verbal Aggression:** inappropriate teasing; name calling; offensive remarks, inappropriate jokes or innuendo, mocking; sarcasm; putdowns; whistling/catcalls; leaving nasty or threatening notes; threatening or intimidating phone calls; giving dirty looks; racist, sexist taunting; daring another to do something dangerous; verbal threats against property; verbal threats of violence or inflicting bodily harm; coercion; extortion; includes all forms of communication including mail, e-mail, text messages, voice mail, notes or yearbook journaling.

- iii. **Nonverbal – Body Language:** inappropriate glaring; snickering; gestures; ignoring (silent treatment); shunning; confining; surrounding; blocking, unwelcome physical contact such as inappropriate touching or patting.
- iv. **Intimidation:** stealing; extortion; pranks; dares (public challenge); bribery; threats; locking in a confined space; swarming; stalking; anonymous phone calls; gossip; breaking confidence.
- v. **Discrimination:** racial slurs; imitation of accent; put downs about cultural differences; gender harassment; insults about appearances (weight, glasses).
- vi. **Social Isolation and Alienation:** shunning; exclude from a group; rumours or malicious rumour spreading; public humiliation; undermining; embarrassing gossiping; setting up a student to look foolish; inciting hatred; racist, sexist or homophobic alienation; setting up someone to take the blame; display of pornographic, racist or other offensive or derogatory material.

Initial intervention for harassment:

- i. This is a summary for dealing with students who are involved with harassment behaviours. Confidentiality must be practiced in these procedures. However, in areas of serious self-harm, abuse or harm inflicted on another person, these issues must be brought to the appropriate authority.
- ii. The staff person should immediately meet in private with the student(s) and complete these steps:
 - **Investigate** the complaint or report; interview participants, witnesses and review evidence as necessary.
 - **Assess** if the harm is harassment or child abuse. In the case of child abuse, refer to the Child Abuse Policy.
 - **Parental Involvement** – Parents may be informed and involved early in the discussion, dependent on the severity of the incident.
 - **Student Reconciliation**
 - Describe the harassment behaviour to the students in a specific and concrete way and explain the impact on the recipient(s).
 - State the school’s policy on harassment and possible action or consequences.
 - Discuss expectations in a specific and concrete way. Explain options: encourage student to suggest remedies. Indicate when you will check back with students to see if the harassment has been resolved.
 - The school may hold a Sharing Circle with all parties involved including parents/guardians.
 - **Documentation** – A summary of these events should be written and retained by the staff person and administration.
- d. ***Secondary Intervention:***
 - i. If the harassment behaviour continues or escalates, the following action must be taken.

- **Inform** parents that the behaviour has continued / escalated and action will be taken.
- **Refer** to principal and/or appropriate authority immediately.
- **Student Reconciliation** – Staff and administration are responsible to make a plan for healing and accountability for all involved, including parents, caregivers, harassed student(s) and harassing student(s), counselling staff and teacher involved. Prudence needs to be exercised with the alleged harassing students until a plan of action is developed. In school suspension may be part of the student reconciliation and accountability.
- Restorative Justice: The school may invite the LFN Restorative Justice team to participate in Circle meetings.
- **Expulsion and Board Involvement** – If the disciplinary action proposed is serious, such as expulsion, the principal and/or school administrator should inform the school board prior to taking any action. The board should carry out a reasonable investigation of the matter and then in consultation with the principal and/or school administrator make a determination as to the appropriate discipline to be administered.
- **Dispute Resolution** – If there is a dispute from any party whois involved concerning the matter, the principal and/or school administrator should inform the board who should then take over the responsibility for dealing with the matter. The board should carry out an investigation before taking any action.

Bus Behaviour

Policy

Appropriate bus behaviour is required on the bus at all times. Misbehaviour could result in having bus-riding privileges suspended or removed.

Procedures

1. All passengers must:
 - a. Be on time to board the bus. Buses will not wait for late comers.
 - b. Remain seated at all times while the bus is in motion
 - c. Put bags under the seat in front of them
 - d. Not wave their arm(s) or put any body parts outside the windows
 - e. Not throw any item in the bus and outside the windows/doors
 - f. Not open back door or the windows with alarms unless in an emergency
 - g. Refrain from shouting or making loud noises
 - h. Stay out of aisles while bus is in motion
 - i. Keep the bus clean and hold on to the garbage until bus has stopped and then put it into the garbage container
 - j. Not smoke on or near the bus
 - k. Not eat or drink on the bus

2. The driver's responsibilities include:
 - a. Knowledge of the school bus transportation rules and regulations
 - b. Pre-inspection and post-inspection
 - c. Ensure bus is mechanically sound prior to transporting students
 - d. Ensure students are picked up and dropped off according to the schedule (both during the regular school day and during special field trips)
 - e. Ensure that K4 to Grade 3 students are dropped off at the designated stop when there is a parent/guardian to meet them or designated person as pre-arranged with the school. In the event that there is no parent/guardian at the bus stop, the student is brought back to the school where the parent/guardian will pick up the student.
 - f. Safe transportation of students between school and home or on excursions
 - g. Enforce bus rules and ensure student's safety when boarding, riding, and departing
 - h. Report concerns to the Bus Driver Supervisor and Principal
 - i. Maintain a daily record of the number of passengers transported.

3. The supervisor's responsibilities for field trips include:
 - a. Being with the children at all times (e.g. If a child in the supervisors group needs to go to the washroom, the group goes to the washroom)
 - b. Staying with group – no wandering off
 - c. Refraining from smoking
 - d. Eating meals with the assigned group
 - e. Being prompt for **all** scheduled meetings, including meeting at the bus, special events, etc.
4. The student's responsibilities include:
 - a. Never wandering from group leader
 - b. Eating lunch with assigned group
 - c. Listening to group leaders/supervisors
 - d. Respecting self and other at all times
5. When a student is misbehaving on the bus:
 - a. The driver shall report any incidents or violations or misconduct to the Bus Driver Supervisor and the principal;
 - b. If dangerous conduct is occurring, the bus driver is required to pull off the road at the first safe opportunity to address the matter;
 - c. Students will have their bus riding privileges suspended or revoked for misconduct. In such cases, parents will be responsible for transporting their child to and from school.
6. In Case of Emergency, the bus driver shall:
 - a. Abide by bus evaluation policy and procedures
 - b. Contact the teacher or group leader
 - c. Contact the parent/guardian or emergency contact of the child (if possible)
 - d. Contact the school principal and the Bus Supervisor.

Cellphones, IPod's, Ipad's, Cameras, Toys, Trading Cards

Policy

Students are not permitted to bring their personal cellphones, iPod's, iPad's and cameras, toys or trading cards to school. If they are brought to School, they must hand their devices into the Secretary upon arrival into the school.

Procedures

1. Students who bring their personal devices to school must hand them into the Secretary upon arrival to school. They can only pick them up at the end of the day or when they are leaving the school for the day.
2. Should a student be caught with their personal devices throughout the day, they will be confiscated by the staff member. The parent/guardians must come to the school to pick up any personal devices that have been confiscated.
3. Stein Valley Nlakapamux School will not be held responsible for any personal devices such as cell phones, cameras, ipod's, Ipad's, air pods, toys, and trading cards etc., brought to school.

Child Abuse

Policy

The SVNS Board of Directors recognize the critical role that they and their staff have in the overall health and wellness of its students.

Procedures

1. All Board of Directors, teachers and support personnel must be familiar with the *BC Handbook for Action on Child Abuse and Neglect for Service Providers*³ (June 2017).
2. Staff are required to attend an annual orientation on child and family reporting protocols and guidelines at the beginning of the school year.
3. The Board of Directors recognizes their role in protecting its students from school personnel or others (including children) who physically, sexually or emotionally abuse children.
4. The Board of Directors will provide health and safety programs for its students to assist them with their own protection from harm and sexual offences.
5. The principal will assist school personnel in identification and their legal duty to report cases of child abuse under the Child Family and Community Service Act (Part 3, Division 1.14.1).
6. The Appointed School Official (ASO) is the principal of the School. The Alternate Appointed School Official (AASO) is the school administrator.
7. If there is a reason to believe that a child has been or is likely to be:
 - Physically harmed, sexually abused or exploited, or neglected by a parent, or
 - Otherwise in need of protection as set out in section 13 of the *Child, Family and Community Service Act*.
8. It is all staff's legal responsibility under section 14 of that *Act* to report promptly to an intake social worker at NIha'7Kapmx Child and Family Services (N7).

³ Ministry of Children and Family Development. June 2017. *BC Handbook for Action on Child Abuse and Neglect for Service Providers*: https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/public-safety/protecting-children/childabusepreventionhandbook_serviceprovider.pdf

9. If staff are unable to speak directly to the N7 Intake Social Worker, a report will be made to 1-800-663-9122. The Children's Help line is 604-310-1234. If the child is in danger, the staff member will call 911. The ASO or AASO will notify the Band Designate will be notified. All information regarding disclosures will remain confidential.
10. In the event of staff receiving a disclosure from a student, the following protocol is to be adhered to as practically possible:
 - a. Report to a Ministry for Children and Family Development Social Worker or a Social Worker from a delegated First Nations/Aboriginal Child Welfare agency that provides protection services.
 - b. The staff member must take notes documenting only what the student reported verbatim and not asking follow up questions.
 - c. The staff member must not include assumptions or opinions.
 - d. When quoting a student's comments, use quotation marks around direct quotes from students.
 - e. Notify the principal who will notify the school administrator that a report has been made.
11. All information gathered is held confidential and put in a sealed signed envelope and put in the Student's PR file which will abide by the disclosure policy as stipulated in the *BC Handbook for Action on Child Abuse and Neglect for Service Providers*⁴ (June 2017).

⁴ Ministry of Children and Family Development. June 2017. *BC Handbook for Action on Child Abuse and Neglect for Service Providers*: https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/public-safety/protecting-children/childabusepreventionhandbook_serviceprovider.pdf

Complaints and Appeals

Policy

Stein Valley Nlakapamux School recognizes the benefits of parent/guardians involvement in the education of their children. All complaints and appeals will be heard with the utmost respect.

Procedures

1. Complaints must be addressed to the person that the complaint is about.
2. If the complaint has not been resolved between the two parties, it can be taken to the School Administrator and/or Principal.
3. If the complaint is still unresolved between the School Administrator and/or Principal and parties, then it can be appealed in writing to the School Board.
4. The School Board may request that the complainant and other parties (as required) meet with the Board in person.
5. The School Board will make a decision within ten working days. The decision will be in writing to the complainant and other parties, as required.
6. The decision of School Board is final and binding.

Computers and Other Technological Devices

Policy

Computer and other technological devices are for school use only. The use of computer and other technical devices are encouraged provided their use does not jeopardize the safety and privacy of any student, including themselves, the security of SVNS computers and the computer system and does not violate any Canadian law.

Procedures

1. For student use, the “Computer Network Acceptable Use Agreement” must be signed by the user and the sponsor (usually the parent/guardian) and returned to his/her homeroom teacher.
2. If students are found to be in violation of the rules (i.e. accessing Facebook, Twitter, Instagram), their privileges will be revoked. Under the direction of the principal, information which is considered private will be deleted.
3. If students are found to be abusing their privileges by participating in cyber bullying, sexting or other forms of breaking the law, disciplinary action may be taken, up to and including suspension from school.
4. The student will be required to write a letter accepting responsibility for violating the rules.
5. Should the student’s privileges be revoked, the principal will notify the parent/guardian on the disciplinary action taken.

Drugs and Alcohol

Policy

Stein Valley Nlakapamux School recognizes the negative effects of alcohol and illegal drug use. Drugs and alcohol use can lead to misuse and addiction. We will not tolerate any alcohol or illegal drug use on school grounds or while on school trips.

Procedures

1. Those students found to be consuming alcohol and/or illegal drugs while at school or previous to attending school or while on school field trips shall:
 - a. write a letter on the effects that alcohol and/or drugs has on their overall health and well-being
 - b. be suspended for a minimum of five days, or until a restorative and/or justice healing circle occurs
 - c. participate in a healing circle with parents/guardians in attendance or
 - d. provide school service or other consequences.
2. Those students found to be distributing/selling alcohol and/or illegal drugs at school or on school trips may:
 - a. be expelled from school
 - b. be suspended from school
 - c. participate in a healing circle with parents/guardians in attendance
 - d. be required to provide school service
 - e. have other consequences applied or
 - f. face legal implication.
3. There will be random checks of backpacks and lockers.
4. RCMP will be involved in cases of consumption and distributing/selling of alcohol and/or drugs.

Educational Programming and Curriculum Development

Policy

Staff of the school will adhere to standards of educational programming and curriculum development, in accordance with the Ministry of Education, including the Independent Schools Branch.

Procedures

1. Teachers are expected to:
 - (a) Follow the requirements in the Independent School Act for developing and delivering educational programming and curriculum to students of the school.
 - (b) Follow the guidelines for teachers in the core competencies from the Ministry of Education.
 - (c) Collaborate with the Special Education department in developing and implementing an Individual Education Plan (I.E.P.s) or S.M.A.R.T. Goals for any student in their classroom considered to have additional learning requirements and/or special needs. These should be completed by the end of September and reviewed and updated by February annually.
 - (d) Submit a daily classroom schedule to the principal who will then submit it to the school administrator which is reflective of the overall educational programming for the semester.
2. All teachers must provide the principal with a written copy of the educational programs and/or curriculum that they intend to use in their classrooms by August 30 of each school year or as directed by the principal and/or designate.
3. Teachers are expected to update their education programs and/or curriculum plans and submit them to the principal and/or designate by the end of January.
4. The principal must provide consent before any new educational programs or curriculum is developed or used in any classroom or program of the school.

Elders in the School

Policy

Stein Valley Nlakapamux School recognizes that Elders and Knowledge Keepers are a valuable resource to the school as they carry the past, current and future cultural knowledge and language of the Nlakapamux people.

Procedures

In selecting Elders/Knowledge Keepers, the principal will ensure that they:

1. Have the skills, knowledge, and experience appropriate for the activity;
2. Are fully informed to exhibit positive behaviour, act as an appropriate role model, and to uphold Stein Valley Nlakapamux School's Policies;
3. Are committed to fulfill their responsibilities as supervisor for the duration of the activity including evenings and weekends;
4. Will submit a written request for a Criminal Record Check through the Ministry of Public Safety and Solicitor General's Office with SVNS Finance Department. If a Criminal Record Check is questionable, all duties, responsibilities and activities with the school will be immediately terminated.
5. The SVNS will pay for the costs for a Criminal Record Check for employees, volunteers and Elders.
6. At the discretion of the principal, a screening process may be conducted, prior to any active volunteer activities, using the following process:
 - a. Provide a current letter of interest;
 - b. Informal review process by the Language/Culture Committee; and
 - c. Criminal Record check.
7. Should the Elder/Knowledge Keeper disclose that they may have a prior criminal conviction, they may choose to have the Personnel Committee review the details in order to be considered to participate in school activities.
8. It is the responsibility of the Elder/Knowledge Keeper to notify the principal if they have any charges since their Criminal Record Check has been done.

Field Trips

Policy

Stein Valley Nlakapamux School recognizes the benefits of fieldtrips outside of the school environment for educational purposes. We also recognize that field trips are privileges for students.

Procedures

1. Ninety per cent (90%) attendance is required to participate in field trips (local and distant).
2. Students not completing the required course of studies at school will not be permitted to participate in field trips.
3. All day trips within our catchment areas require a notification being given to parent/guardians.
4. Day trips beyond our catchment areas will require permission forms to be signed by parents/guardians and returned to the school.
5. All overnight field trips will require a permission form to be signed and returned by parents/guardians.
6. All overnight field trips will have at least one male and one female chaperone.
7. No alcohol and/or drugs will be permitted on school field trips.
8. Elementary teachers and SSWs are responsible for closely supervising their students while cooking items over open fires.

Safety

1. The safety of students and staff on all field trips is of paramount importance. Therefore, all teachers and trip chaperons shall ensure that:
 - (a) Any potential safety issues have been identified;
 - (b) A plan to deal with safety issues has been developed; and,
2. Emergency Procedures For all field trips
 - (a) Supervisors are to be aware of any potential student medical problems, e.g., bee sting allergies, and will assign a specific adult to be responsible for such a student;
 - (b) A first aid kit appropriate to the needs of the students/nature of the event must be available on the trip;
 - (c) A chain of notification must be in place in the event of an emergency. This chain is to include the principal, the Director of Education and as necessary, the parents/guardians; and,

- (d) A means of emergency communication is to be available.
- (e) There are a variety of activities that students could engage in that present a range of potential dangers that must be considered. The Safety Checklist on the field trip application must be considered and all appropriate sections completed for all field trips. Outdoor Education and Wilderness trips put students into unique situations. The safety checklist must be completed for trips of this nature.

3. Supervision

- (a) All students and supervisors are expected to follow all school policies, procedures and codes of conduct.
- (b) The use of tobacco products, electronic nicotine delivery systems, alcohol, or non-prescription drugs by any participants is prohibited for the duration of the field trip.
- (c) The staff sponsor of a field trip must ensure that appropriate supervision is planned. Appropriate supervision is dependent upon:
 - 1. The age and maturity of the student;
 - 2. Any inherent danger of the activity;
 - 3. The circumstances of the particular activities; and,
 - 4. Appropriate arrangements for non-participants.
 - 5.
- (d) Guidelines for supervision
 - 1. A minimum of two (2) adults must accompany all overnight trips. When a co-educational overnight trip is planned, both male and female supervisors are a required part of the contingent. One of the adults must be a school employee.
 - 2. In all cases, non-school employee supervisors must be approved by the principal.
 - 3. All volunteers accompanying students on any field trip during which they may be alone with a student must complete a Criminal Record Check through the Ministry of Justice. The search results must indicate 'No criminal record was found for the purpose of working with children'.

4. Identification

- (a) Supervising teacher(s) on the field trip must be in possession of a list of all participants with a copy filed at the office.
- (b) List must include pertinent medical information (Care Card, etc.).
- (c) Secondary students will carry some form of personal identification.

5. Transportation

- (a) School and Chartered Buses/Rental Vans
 - 1. All charter buses and/or rental vans must be booked through the school office staff who will ensure that the company and vehicles meet all necessary and required school, provincial and federal regulations. All individuals who drive a van or bus must have the appropriate valid license

and must comply with all related Provincial or Federal regulations. around length of work day, number of rest stops, completing a driver's log book, etc.

(b) Private Vehicles

1. Supervising adults(s) of the event must ensure that a master list of all student participants and drivers is provided for the school office prior to the trip. Supervisors will retain a copy of the master list during the trip.
2. School owned buses and public transportation are the preferred modes of transportation. However, when private vehicles are used to transport students participating in a school activity, the supervising adult must ensure that the driver of each vehicle has completed a Volunteer Driver Application and filed it at the school office which states that:
 - a. They have provided a copy of a valid BC driver's license, current ICBC driver's abstract, vehicle registration and insurance document with a minimum of \$2,000,000 liability insurance;
 - b. Drivers must have a valid Criminal Record Check on file with the school;
 - c. They will act in accordance with the BC Motor Vehicle Act with regard to the use of seat belts and the use of approved booster seats;
 - d. The vehicle is in good mechanical shape and road worthiness; and, drivers will comply with the BC Motor Vehicle Act driving laws and observe safe driving practices.
3. Student Drivers
 - a. In no cases may a private vehicle driven by a student be used to transport other students.

Files and Records

Policy

The School will maintain files and records pertaining to students in a safe and confidential manner, in a locked, fireproof cabinet.

Procedures

2. A student file must be maintained for each student in the school. Each file shall be reviewed bi-annually and annually and updated as necessary in order to provide an accurate record of the student's education. The following data must be included in the student file:
 - (a) Official administrative records
 - (b) Educational achievement records
 - (c) Notification that the child is on an IEP and/or a copy of the IEP
 - (d) Personal information, medical information, emergency information
 - (e) Report cards
 - (f) Attendance records
 - (g) Assessments
 - (h) Other relevant information
3. The classroom teacher must ensure that all relevant data is placed in student files.
4. All information contained in a student's file is considered to be strictly confidential to staff, students and parents unless released by the parent or student upon the age of eighteen.
5. Student files are accessible only to the school staff who are directly involved with the student's program, and upon permission by the parents/guardians in the event another professional requires information on the student. In addition to the right of access, the student and/or her or his parents have a right to a professional interpretation of the data contained in an official record.

6. The principal will ensure that student records are reviewed on a bi-annual and annual basis, and upon the student's transfer to another educational institute, to ensure that the contents meet the preceding guidelines.

Transfer of Student Files

7. Files, photocopies only may be transferred under the following circumstances:
 - (a) upon receipt of an appropriate request by an educational institute
 - (b) where the parent/guardian or student (if 18 or older) consents
 - (c) when the student is enrolled in the outside agency
8. Photocopies will only be released to outside agencies upon written consent of the parent/guardian.
9. All students and employees of the school who have access to information that is in a student's file are expected to keep confidential all the information that in the file.

Permanent Student Record

10. The Permanent Student Record must be retained by Stein Valley Nlakapamux School for 55 years after a student has withdrawn or graduated from school⁵.

⁵ Ministry of Education (2021). Permanent Student Record Instructions:
<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/permanent-student-record>

Footwear

Policy

All students and staff are expected to have footwear specific to indoor use.

Procedures

1. The purpose of maintaining the floors and for safety in evacuation situations, students and staff are requested to keep a pair of shoes at school, to be worn at the school, and designated as indoor footwear.
2. In the event that a student does not have an extra pair of shoes for indoor designation, the student may be able to use their gym shoes.
3. The principal and/or designate will have discretion to allow outside shoes.

Fundraising

Policy

Fundraising is an on-going process at Stein Valley Nlakapamux School in order to better meet our educational needs.

Procedures

1. Fundraising dollars are often used for extracurricular field trips such as swimming and skiing.
2. Some fundraising may also be done for school equipment.
3. The PAC will work closely with the principal and staff in the fundraising efforts and will be responsible for all reporting requirements, as required.
4. Fundraising is an extracurricular activity.
5. In the event that staff are involved in fundraising for internal and external groups, all activity must be done after school/working hours and cannot interfere with the school program.

Gym Strip

Policy

All students and staff are expected to have appropriate gym strip at School for PHE classes.

Procedures

1. Having and using appropriate gym strip for PHE classes allows for full participation in and saves wear and tear on regular clothes.
2. All students are required to have gym running shoes.
3. Students should take their gym strip home on a regular basis for washing.

Head Lice

Policy

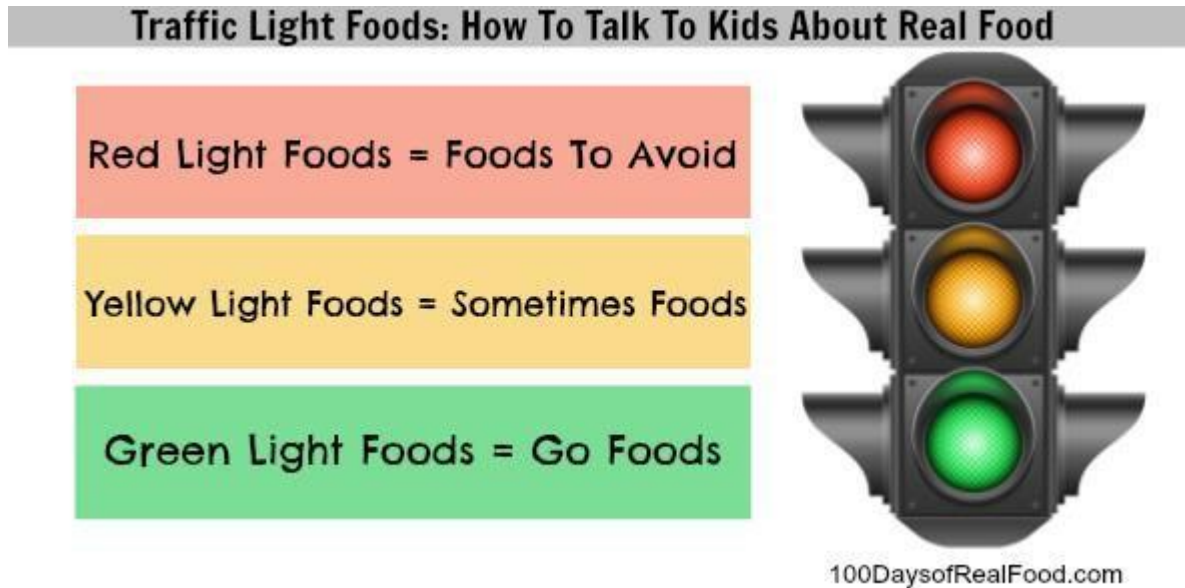
Stein Valley Nlakapamux School students and staff, because of their close proximity to one another, may become exposed to head lice, and accordingly, we are committed to working with parents and health agencies to reduce the likelihood, and dealing with treatment in an effective manner.

Procedures

1. The principal and/or designate will request the CHR (Community Health Representative), parent volunteers, or school staff to do head checks for lice, as required.
2. Staff will report suspected cases of head lice and eggs to the principal and/or designate.
3. Parents/guardians will be notified if their child requires treatment.
4. The principal and/or designate will report any re-occurring cases to the CHR or the Band Health representative.

Health and Nutrition

Policy: *The school is a strong advocate for the students to eat healthy and nutritious food because healthy food contributes to brain growth and development.*



Procedures:

1. Energy and sports drinks are not permitted in the school or on school trips.
2. Students will be provided with a health and nutritious breakfast and lunch therefore, they will only be required to bring a healthy and nutritious snack.
3. Students will be educated about healthy and nutritious foods which will be based on the traffic light: Green – Foods that build healthy brains and bodies; Yellow – Foods that can be eaten sometimes; and Red – Foods to Avoid.
4. Green Light Foods give you the fuel that you need for your brain and your body. These foods can be picked out of the garden, field and trees and include the following items: bananas, carrots, oranges, avocados, apples, grapes, berries, lettuce, spinach, cauliflower, cucumbers, artichokes, broccoli, green beans, peppers, sweet potatoes, tomatoes. Green foods also include plants such as beans (i.e. black beans, pinto beans, lima beans and kidney beans), nuts (i.e. cashews, pecans, peanuts, walnuts, pistachios), seeds (i.e. sunflowers and pumpkins) and whole grains.
5. Light green foods include foods from healthy animals such as eggs, milk, cheese and some meat products like fish, chicken and beef, moose, deer and elk.

6. Yellow Light Foods are okay to eat sometimes. The yellow light indicates that you need to slow down on how much of these foods that you take into your body. A lot of yellow foods are made with white flour and sugar. These items include sugary items (i.e. cookies, cake), packaged items (pretzels, crackers and white bread) and drinks such as lemonade and chocolate milk. –
7. Red Light Foods are foods that you want to avoid as much as possible. These foods are made in factories and come in packages. The best way to determine if the food is red or not is to read the ingredients on the package. Some Red Light ingredients to avoid are artificial food dyes, hydrogenated oils, high fructose corn syrup, sodium or other ingredients that are difficult to pronounce like monosodium glutamate.
8. Students will not be permitted to eat red light foods in the school. They will be sent home with a reminder to parents to send mostly green light items with their child.
9. Should students continue to bring red and yellow snacks to school, the principal will send home a letter to the parents/guardians reminding them of the school policy.

Homework

Policy

The staff of Stein Valley Nlakapamux School recognizes that it is necessary, and in the students' best interests, to assign work to be completed outside of school hours. Homework is an integral part of a student's education, and will be assigned at the teacher's discretion.

Procedures

1. Homework is assigned in order to provide:
 - a. extra practice of skills assigned in school
 - b. an opportunity to complete work started during the day and not completed.
2. Homework is assigned at the parents/guardians or students request.
3. Homework is assigned in order to facilitate parental/guardianship support and awareness of the student's education.
4. Homework will make up a part of each students' assessment, evaluative and reporting process.

Inclusive Learning Assistance and Special Education Delivery

Preamble

The Board confirms its commitment to the principle of inclusion by which students with special needs participate fully in the educational process and are placed in regular classrooms with students who do not have special needs, except when other educational programs or settings are appropriate, taking into account the best interests of the student with special needs and other students. The Board strongly encourages the provision of an inclusive learning environment that is safe and inviting for all students.

The school believes that the development of an Individual Education Plan (hereinafter referred to as an "IEP") for each student with special needs is the best means of providing a quality education. Leadership of the school supports planning processes that require meaningful consultation with parents or guardians, educators, person in the community, and, where appropriate, the student. Parents/guardians are recognized as valued contributors to support the needs of their child.

Policy

The process described below outlines the key responsibilities of school personnel and describes in a sequential manner, guidelines and practices which are designed to ensure that the necessary support for the student is provided at each stage of the process.

The process may not apply in its entirety in all cases. Often, school-based support will have a positive result, eliminating the need for a referral to other agencies. Students with learning needs are required to register this information with documented learning challenges upon application to the school. The school leadership will then determine how they might be positioned to best support the student learning needs that are specific to helping that student be successfully enrolled.

Procedures

1. Key Responsibilities of school personnel:
 - a. Principal and School Based Support Team
 - The school will maintain flexibility in order to accommodate students with special needs. The principal will ensure that teachers receive the information they need to work with students with special needs who are assigned to them, and as required, that the school is organized to provide some first-line resource support on-site.
 - The principal in consultation with the incoming student, their parents and their agent (if applicable) will ensure that a school-based team is operational in the school to facilitate the collaborative efforts of the team members in meeting the special needs of students.

- The school will reserve the right to limit the number of special needs students enrolled at any specific grade level to ensure that the number of special needs students are able to be adequately supported. This defined number will take into consideration the types and levels of special needs accommodations being required and therefore may be different at each grade level. The school principal will consult with the teachers of that grade level to determine the appropriate supports and limits.

b. Teachers

- Teachers will often be the first to identify the need for additional support and when necessary, will relay this information to the principal.
- The teacher in consultation with the student support team responsible for a student with special needs designs, supervises and assesses the educational program for that student. Where the student requires specialized instruction, this is best done in consultation with the principal along with the parents and the student.
- Where the student's program involves specialized instruction by someone other than the classroom teacher, collaborative processes are required to make best use of the expertise of the specialists. Coordinated planning is important for student success.
- As required, the principal may coordinate requests by the school-based team for additional support services involving other school personnel, community or regional services/agencies.

c. Education Assistants

- While teachers are expected to design programs for students with special needs, education assistants play a key role in many programs for students with special needs, performing functions which range from personal care to assisting the teacher with instructional programs. Under the direction of a teacher, they may play a key role in implementing the program.
- While education assistants may assist in the collection of data for the purpose of evaluating student's progress, teachers are responsible for evaluating and reporting on the progress of the student to parents.
- In cases where education assistants perform health-related procedures, they should be given child-specific training by qualified health professionals.

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2. Classroom – Identification and Support

With the support of the principal, classroom teachers:

- Conduct careful observations of any apparent learning challenges;
- Consider the questions or concerns of parents and of the student;
- Consider the need for a classroom-based assessment and Prescribed Learning Outcomes;

- Adapt the curriculum, environmental conditions and learning opportunities as necessary;
- Where concerns are continuing, consult relevant school-based support personnel;
- If there are continuing concerns after implementation of any changes based on the above consultation, and it appears that additional support is necessary, consult with the principal.
- The School-Based Support Team includes:
 - The Principal;
 - Respective Teachers and Educational Assistants working directly with that student;
 - Other persons who can provide relevant advice, including other teachers, medical personnel, psychologists, speech and language pathologists and qualified professionals. The composition of the team may vary from student to student while considering the specific grade level. A request for consultation with the team may be made by the classroom teacher, a parent of the student or another member of the school staff.

The School-Based Support team:

- Is coordinated by the principal or designate.
- Consults with the respective teachers regarding the need for additional support and a student learning plan;
- Co-ordinates the development and implementation of the plan with the school-based team (see below).
- Identifies the student's strengths and needs;
- Recommends appropriate educational and behavioral strategies and support;
- May develop a student learning plan;
- Monitors, documents and evaluates the student's progress;
- Considers whether additional assessments or support services are necessary, and, if so, through the principal or designate, initiates a referral for further education support or assessment.
- If a student is designated as a student with special needs, an Individual Education Plan (IEP) will be developed. In some cases, the IEP may involve the use of an Education Assistant to assist the teacher in the implementation of the plan.
- Appropriate physical facilities will be provided for students with special needs as quickly as school buildings can be modified, with the approval of the Director of Education, as needed. Students' special needs will be taken into consideration in the design of new school buildings and in the renovation of existing buildings.

3. The IEP Document

The IEP document does not describe every aspect of the student's program. It makes reference to those aspects of the education program that are adapted or have been modified, and identifies the support services to be provided. IEP learning outcomes are often described as goals and objectives.

An IEP must have one or more of the following:

- The goals or outcomes set for that student for that school year where they are different from the learning outcomes set out in an applicable educational program guide; or
- A list of the support services required to achieve goals established for the student; or
- A list of the adaptations to educational materials, instructional strategies or assessment methods.

An IEP should also include the following:

- The present levels of educational performance of the student;
- The setting where the educational program is to be provided;
- The names of all personnel who will be providing the educational program and the support services for the student during the school year;
- The period of time and process for review of the IEP;
- Evidence of evaluation or review, which could include revisions made to the plan and the tracking of achievement in relation to goals;
- Plans for the next transition point in the student's education (including transitions beyond school completion).
- Where the goals established for the student are different from the expected learning outcomes for the age or grade, these should:
 - Be set at a high but attainable level to encourage parents, students and staff to hold high expectations;
 - Be accompanied by measurable objectives developed for each goal to enable IEP review and evaluation.

The IEP may be brief, or it may be more detailed and complex, depending on the complexity of the student's needs. For example, the IEP for student who needs examinations with adaptations and support with note taking can be relatively simple. In contrast, a student with multiple disabilities who requires the involvement of a variety of professionals, adaptive technologies and major curricular modifications will require a much more extensive IEP.

Parents/guardians are recognized as valued contributors to collaborative processes to support the developmental and learning needs of their child. Parents will be provided with regular updates on the progress towards IEP goals as part of the cyclical school evaluation and reporting processes.

Instruction and Appointment Days

Policy

Stein Valley Nlakapamux School will provide at least the mandated number of instructional days and hours as prescribed by the Ministry of Education and the Independent Schools Branch.

Procedures

1. The school will remain open on all designated days of instruction except
In the case of extenuating circumstances as stated in the School Closure Policy.
2. Staff are responsible to apply instructional time requirements prescribed by the Ministry of Education and/or the Independent Schools Branch at the local level to reflect local needs and priorities.
3. The school administrator will develop and put into effect, each school year, time requirements for all instructional programs offered in the school. Parents will be informed of prescribed hours of instruction that is prescribed by the Ministry of Education.
4. Non-core subjects will be authorized by the School Board and will reflect the school's vision, mission, philosophy and guiding principles.

Learning on the Land

Policy

Learning on the land (land-based learning) is an educational approach that integrates outdoor and experiential learning with a strong emphasis on environmental stewardship, Nlakapamux knowledge, sustainability, and connection to the land to ensure that students engage with the land in meaningful and respectful ways.

Procedures

1. It is a requirement that all teachers and support staff implement land-based learning in the program of studies offered to students at Stein Valley Nlakapamux School.
2. Land-based learning will be implemented based on the following guiding principles:
 - a) **Respect for the Land.** All land-based learning activities will be conducted with respect for the environment and Nlakapamux ways of knowing and being.
 - b) **Cultural Sensitivity.** Acknowledging and respecting the knowledge, traditions, and customs of Nlakapamux peoples related to the land, and integrating these perspectives into the curriculum.
 - c) **Environmental Stewardship.** Ensuring sustainability, conservation, and the importance of protecting natural resources for future generations.
 - d) **Safety and Wellbeing.** Ensuring that all land-based activities are conducted in a safe manner with appropriate risk assessments, trained personnel and necessary equipment.
3. Curriculum
 - a) Incorporate land-based learning activities across all subjects and grades.
 - b) Include land-based learning activities in all field trips, workshops and environmental projects.
 - c) Establish relationships with elders and other members of the Lytton First Nation to enrich learning experiences.
 - d) Utilizes local parks, forests, rivers and community spaces as regular sites for experiential learning activities.
 - e) Design programs and learning experiences that adapt to the changing seasons, ensuring that students can observe, learn, and engage with the land throughout the year.
 - f) Incorporate reflective practices into land-based learning activities such as journaling, group discussions and presentations to deepen understanding and encourage critical thinking.
 - g) Encourage families to participate in land-based learning opportunities.

4. Safety and Risk Management

- h) A comprehensive risk assessment will be conducted for all land-based learning activities. This risk assessment will address such things as weather, terrain, wildlife and other potential risks.
- i) All staff facilitating land-based activities will be trained in first aid and risk management.
- j) Elders of Nlakapamux knowledge keepers may be invited to assist with the land-based learning activity.
- k) Students will be provided with appropriate equipment for each activity such as clothing, footwear and safety equipment.
- l) All field trip requirements will be followed for land-based learning activities.

Learning Resources

Policy

Stein Valley Nlakapamux School Board of Directors will approve learning resources used by Stein Valley School which then become recommended resources for a five year period unless they are withdrawn. The school board may grant an extension of an additional five years to use the same learning resource.

Procedures

1. Effective July 1, 2016, all independent school authorities are required to have policies and procedures on how learning resources are chosen for use in schools as the Ministry of Education no longer conducts evaluation processes to recommend learning resources. The learning resources requirement is authorized under the authority of the Independent School Act, s4(1)(b).
2. This policy sets out the procedures that determine how learning resources are chosen, as well as how concerns or challenges will be addressed by Stein Valley Nlakapamux School.
3. SVNS will encourage teachers to utilize education media that have been formally evaluated before being used in the classroom. The Curriculum/Professional Development Committee will carry out the evaluation process which will involve a minimum of four school authority representatives: two (one elementary and one high school) teachers who each have a minimum of three year's teaching preferably in the grade level and subject area for which the resources are being used, the principal and/or school administrator and a Board Member.
4. An evaluation process must be completed prior to teachers selecting and using new learning resources in their classroom.
5. The evaluation criteria used in determining appropriate learning resources for the school will include, but are not limited to:
 - Supporting the learning standards and outcomes of the curriculum
 - Assisting students in making connections between what they learn in school and its practical application in their lives
 - Addressing developmental and age appropriateness
 - Having effective instructional and technical design
 - Meeting the requirements set by copyright and privacy (PIPA) legislation
 - Suitability based on the pedagogical, social, philosophical, cultural and/or religious values of Stein Valley Nlakapamux School.

6. Evaluating resources from the perspective of pedagogical, social, philosophical, cultural and/or religious values will:
 - encourage understanding and promote positive social attitudes and respect for diversity and individual differences
 - ensure that BC students will see themselves and their life experiences, within a free, pluralistic, and democratic society and evidenced in the learning materials they use in their classroom
 - identify potential controversial or offensive elements that may exist in the content or presentation, and highlight where resources might support positive social attitudes, diversity, and demonstrate tolerance and respect for individual differences.

7. Resource evaluation will be based on one or more of the following inclusion criteria:
 - age
 - multiculturalism and diversity
 - accessibility
 - beliefs and values
 - cultural attributes
 - socio-economic factors
 - humour
 - ethical and legal considerations
 - language
 - course content, skills, and competencies
 - respect for individual differences
 - violence
 - social responsibility
 - democratic principles
 - service learning
 - pedagogical perspectives

8. The SVNS Board of Directors will approve resources used by the Stein Valley Nlakapamux School which then become recommended resources for a five year period unless they are withdrawn. The authority may continue to use the learning resources after five years if the authority grants an extension of an additional five year period.

9. The Learning Resource approval will be confirmed by a motion passed by the Stein Valley Nlakapamux School Board of Directors.

10. Learning Resources will maintain a recommended status for five years, after which continued status will be subject to, but not limited to, criteria such as curriculum relevance, currency, and availability.

11. The recommendation of withdrawal of any resources will be made by the Curriculum/Professional Development Committee to the SVNS Board of Directors which will be approved by a motion.
12. Challenges to the use of authority recommended learning resources must be made in writing to the principal and school administrator identifying the learning resource and stating the reason why the resource(s) may not be suitable. Challenges will only be accepted from individuals in the school community whose children are directly engaged with the learning resource(s), educators who use the resource(s) or Ministry of Education staff.
13. Within 14 days of written receipt of a learning resource challenge, the school administrator will convene a meeting with an Appeal Committee which consists of 2 members of the Curriculum/Professional Development Committee and another practicing teacher who has at least three years of experience in the grade level(s) and subject area(s) for which the resource is used.
14. Based on the Appeal Committee's recommendation, the Stein Valley Nlakapamux School Board of Directors may dismiss the challenge, raise the awareness of the implications of using the resource with the teaching staff, communicate with the publisher and/or withdraw the recommended resource from further use in the school.
15. The individual issuing the challenge will be notified by the school administrator of the committee's decision in writing within 14 days of the decision.
16. Stein Valley Nlakapamux School may use the services of the Education Resource Acquisition Consortium (ERAC), First Nations Education Steering Committee (FNESC) and First Nations Schools Association (FNSEA) to assist in choosing or approving learning resources.

Definition of Learning Resources

Learning Resources are texts, videos, software, and instructional materials that teachers use to assist students to meet the expectations for learning defined by provincial and local curricula.

This policy is specific to learning resources which form the core program collection of resources.

Learning resources used in the classroom will be evaluated and approved by Stein Valley Nlakapamux School with consideration given to curriculum fit, pedagogy, social considerations, age and developmental appropriateness, as well as the school authority's philosophical, cultural and/or religious values.

Local Community Events

Policy

Stein Valley Nlakapamux School regularly participates in local community events. We take advantage of every opportunity to involve students in community events as they have a transformative impact. When we participate, we are impacted on all levels and real change occurs.

Procedures

1. If a teacher is interested in having his/her students participate in community events, the teacher must:
 - a) Notify parents/guardians at least one week's notice in advance.
 - b) Make the necessary administrative and transportation arrangements.
 - c) If applicable, receive parent/guardian permission.

Lockers and Locker Checks

Policy

Stein Valley Nlakapamux School principal and/or designate has the right to search and check lockers and personal belongings if a student is suspected that they may be in possession of drugs, alcohol, or other illicit substances, or weapons (knives, guns, other weapons).

Procedures

1. Students are not permitted to have locks on their lockers.
2. The principal and/or designate will conduct a search of a student's locker and personal belongings if there is suspicion that the student may be in possession of a school banned substance or weapon.
3. The principal and/or designate will notify the parents/guardians of the student search and the outcome.
4. Should a student be found in possession of a school banned substance or weapon, the student discipline policy will be enforced.
5. During COVID-19, lockers will not be available for students to use.

Management of Life-Threatening Allergies

Policy

Safety of the students and the staff is of utmost importance at Stein Valley Nlakapamux School. It is the responsibility of the anaphylactic/potentially anaphylactic child's parent/guardian to meet and inform the school principal and classroom teacher of their child's allergy. Anaphylaxis management is a shared responsibility that includes allergic children, their parents, caregivers, and the entire school community.

Procedures

1. It is the responsibility of the parent/guardian to:
 - a. Inform the school principal of their child's allergy (and asthma) and discuss the need for an individual plan (Strategies to avoid allergens, communication with staff, special requirements).
 - b. Complete medical forms and the "Anaphylaxis Emergency Plan" which includes a photograph, description of the child's allergy, emergency procedure, contact information, and consent to administer medication.
 - c. Advise the school if their child has outgrown an allergy or no longer requires an epinephrine auto-injector. A letter from the child's physician/allergist is required and will be put in the student's file.
2. The child's allergy must be recorded on the Permanent Student Record, School Registration Form, and student emergency contact information card. The names and photos of students with medical conditions and allergies must be posted in the copy room, staff room and kitchen areas.
3. Availability and location of Epinephrine auto-injectors or Allergy Medication:
 - a. Children who are old enough must carry their own Epinephrine auto-injector or allergy medication with them at all times.
 - b. The parent/guardian must provide the Epinephrine auto-injector or Medication to the school.
 - c. It cannot be presumed that a child/adult will self-administer their auto injector while having a reaction.
 - d. Posters describing the signs and symptoms of anaphylaxis or allergic reaction and the use of the Epinephrine auto-injector should be posted in relevant classrooms and the office.
 - e. If a child who is allergic or anaphylaxis is going on a field trip; the Epinephrine auto-injectors and allergy medication must be brought along.

4. On a yearly basis there should be awareness sessions for all staff which can be part of the Week Orientation at the beginning of the school year, which would include:
 - a. Ways to reduce the risk of exposure
 - b. Recognition of signs and symptoms of anaphylaxis
 - c. When and how to give the epinephrine auto-injector.
5. In case of emergency:
 - a. One person must stay with the individual at all times;
 - b. One person goes for help;
 - c. Administer epinephrine at the first sign of reaction
 - d. Contact the emergency room, and regardless of the degree of reaction or response to epinephrine, transfer the child to the emergency room.
 - e. It is suggested that another individual accompany the driver to provide assistance.
 - f. Contact child's parent/guardian.
 - g. A calm or familiar person stay with the child until a parent/guardian arrives.

Medical Emergencies & Student Injury

Policy

Medical emergencies or injuries can occur at school. Stein Valley Nlakapamux School staff recognizes that students may become injured or require medical emergency care during a school activity. We will do our utmost to prevent injury from happening. In the event of a medical emergency, we will provide the best treatment and care as possible: Treatment and care may require transportation to a medical facility for examination and treatment if necessary.

Procedures

1. All Staff are required to have Basic First Aid and CPR. Those who do not have a valid 1st Aid & CPR will be required to take it during their break. The course fees will be reimbursed by the Stein Valley Nlakapamux School upon submission of the original receipt and certificate.
2. If a student requires immediate attention, every attempt will be made to address the medical needs of the student immediately by the 1st aid attendant.
3. Another staff will call for emergency assistance, if required.
4. Instructions of emergency assistance will be followed.
5. The student's parent will be contacted to come pick up their child as soon as possible.
6. All medical emergencies will be reported to the principal who will inform the school administrator.
7. If necessary, a staff person of the school may drive the student to the nearest emergency unit. If a student must be transported to hospital, every attempt will be made to notify the student's parent(s). If the parents are unavailable, every attempt will be made to locate one of the persons listed on the emergency contact sheet of the student.
8. Staff of the school may not administer prescribed medicine to a student unless the parent consents, and the medicine is prescribed by a medical practitioner, dentist or a physician authorized to prescribe such medicine. The prescribed medicine must have proper instructions, be in its original container, have the date, dosage and medical practitioner's and student's legal name on it.
9. Parental consent is required for staff to administer over the counter medication to their child. Staff are required to record the type of medicine, dosage, time and date. (Form needs to be developed).

10. The principal and/or school administrator will notify the School Board President verbally with a follow up with a written report identifying all serious injuries.
11. Staff are required to fill out an *Incident Report Form*, describing what happened, any first aid that was administered, and by whom. This will be filed in the office.

Personal Information Privacy

Policy Statement:

Stein Valley Nlakapamux School Society Board is committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Protection Act⁶ (PIPA) and any other applicable legislation.

Procedures

1. Confidential information of the School shall be handled in a manner consistent with the provisions of the PIPA (British Columbia).
2. The Privacy Commissioner is the school administrator.
3. Parent instructions will be respected and abided by.
4. The Ten Privacy Principles outlined by the PIPP govern the actions of the school as they relate to the use of personal information. The Ten Principles are as follows:
 - a. Accountability
 - b. Identifying Purposes
 - c. Consent
 - d. Limiting Collection
 - e. Use, Disclosure and Retention
 - f. Accuracy
 - g. Safeguarding Personal Information
 - h. Openness
 - i. Individual Access
 - j. Complaint Process
5. The most recent update of British Columbia's *Personal Information Protection Act (PIPA)* is available, upon request, at the school office.

⁶ Personal Information Protection Act (http://www.bclaws.ca/Recon/document/ID/freeside/00_03063_01)

Photography and Yearbook

Policy

Stein Valley Nlakapamux School will photograph students and groups of students to communicate events, promote and record various education, sports and cultural events that occur throughout the school year. Annual consent for the release of the children's photographs are required by the parent/guardian.

Procedures

1. Parents/guardians will provide permission for the school to take photos of their children at the beginning of the school year.
2. Staff who take photographs of school activities and events are required to label and download the photographs to the school hard drive. They must also erase all photos from their personal devices.
3. The school will maintain a file of photographs, slides, video tapes and clippings depicting its activities, the activities of its members, employees, School Board, which will be labeled accordingly.
4. An inventory of all labeled photographs, slides and video tapes will be provided to the principal at the end of January and June annually.
5. Once a year, a yearbook will be published which will be sold to the students and community members for a nominal fee.
6. Photographs will become the property of the school.

Preschool Orientation

Policy

Stein Valley Nlakapamux School will provide an orientation for children enrolling into K4 and parents during the months of April or May.

Procedures

1. Parents/guardians of children known to be entering the K4 program will be notified in order to facilitate orientation.
2. The child must be fully potty-trained prior to starting school.
3. The non-school aged children must be accompanied to orientation by a parent/guardian or adult care-taker.
4. The length and content of the orientation is at the discretion of the Preschool teacher and School Administrator and/or Principal.

Punctuality

Policy

Stein Valley Nlakapamux School's late policy has been developed to address the importance of regular and prompt attendance; we believe that regular attendance is essential for success in school. Getting to school and class in time ensures that students can enjoy the maximum benefit of teacher instruction and full participation in class activities. As well, all students deserve the best classroom environment and that includes not being interrupted by latecomers.

Procedures

1. Teachers may assign consequences, including detentions, for unexcused lateness.
2. A student with an unacceptable pattern of tardiness may be referred to the principal and/or designate by the classroom teacher. Consequences could include parental involvement, parent/student/principal meeting, detentions and suspensions.
3. Students who are late to classes for reasons that are unacceptable and miss quizzes, tests and assignments may be assigned zero for these.

Reduce, Reuse and Recycle Program

Policy

Stein Valley Nlakapamux School is committed to protecting Mother Earth therefore, we will teach our current generation the importance of reducing, reusing, and recycling.

Procedures

1. We recognize that schools generate tons of waste, from paper and computers to food and books.
2. We believe that schools can take a leadership role in teaching the current students the importance of the 3 R's which can have a positive influence and impact on future generations.
3. Our students will be taught how to reduce waste, reuse materials, recycle and buy recycled products.
4. Students will participate in the overall program.
5. Student leaders will be selected from each classroom to take a leadership role to advocate for the 3 R's in their classroom.
6. Each classroom leader will be a member of the Green Team that will include staff representatives.
7. The Green Team will gather and dump all compost materials at the end of every school day. Containers will be washed daily.
8. The Green Team will meet monthly to keep moving the 3R's forward.
9. We believe that we can save energy, cut greenhouse gas emissions, decrease the amount of materials put into landfills and can reduce costs and save money.

Reporting Student Progress

Policy

Stein Valley Nlakapamux School recognizes the benefits of doing regular assessment, evaluation and reporting of student progress. We also recognize the student's parents/guardians right to receive such information.

Procedures

1. Students in Kindergarten to Grade 12 will receive three (3) formal reports per year and one interim report per year.
2. Elementary students will be promoted to the next grade even if they have not met the academic requirements so that they are with their peers.
3. Secondary students, when they have passed the requirements for the course will be promoted to the next course level.
4. The formal and informal report will indicate if the student is on track for passing or failing the assigned courses for the semester.
5. The informal report for March will also indicate if the student is passing or failing.
6. Parents/guardians/teacher conferences will be provided for during the Fall and Spring reporting periods.
7. For students requiring specialized assessments, the school will ensure appropriate procedures for specialized referrals/assessments of students are followed through.
8. Parents must be informed of the reason for a specialized referral/assessment and must agree in writing prior to the referral-taking place.
9. Parents shall be informed of information, recommendations for action, program recommendations or assistance required as a result of the assessment process.

Reports to the School Membership

Policy

Stein Valley Nlakapamux School recognizes the importance of effective and on-going regular communication between the school and home. Stein Valley Nlakapamux School will do the utmost to ensure effective communication with the school membership.

Procedures

1. All teachers are required to communicate with parents on a weekly basis: phone calls, text messages or using Facebook private messaging.
2. The School will communicate with the parents and community members through:
 - a. Monthly newsletters will be sent out electronically. Parents/guardians must provide an email address at the beginning of the school year.
 - b. Events that arise throughout the month will be advertised on the school Facebook and web site, as required.
 - c. Reports such as CAT4 presented at General School meetings. Annual reports will be provided to members at the General School meetings.
3. The Teacher will keep in regular contact with parents through phone calls, text messages, face to face meetings and on private messaging on Facebook.
4. The principal and school administrator will also keep in regular contact with parents and community members through phone calls, face to face meetings, school events, community events and newsletter submissions.

Respiratory Etiquette

Policy: Stein Valley Nlakapamux School will encourage proper respiratory etiquette as recommended by the BCCDC and the Ministry of Health⁷.

Procedures:

Students and staff should:

1. Cough or sneeze into their elbow sleeve or a tissue. Throw away used tissues and immediately wash hands.
2. Refrain from touching their eyes, nose or mouth with unwashed hands.
3. Refrain from sharing any food, drinks, unwashed utensils, cigarettes or vaping devices.

⁷ BC Centre for Disease Control (BCCDC) and Ministry of Health: May 19, 2020: COVID-19 Public Health Guidance for K-12 School Settings

Safe and Healthy Environment

Policy

Stein Valley Nlakapamux School will meet all health and safety procedures.

Procedures

1. School facilities and grounds will be properly maintained to meet all health and safety procedures, including Environmental Health Officer Inspections.
2. When a child is suspected of or reported to have a communicable disease by a medical practitioner, the matter will be immediately reported to the principal and the parents will be contacted to pick up their child.
3. The student will be allowed to return back to school when they are free of communicable disease. The prescribing medical practitioner must provide written notification that the student is free of communicable disease and is able to return to school.
4. The First Aid room at the school must be kept sanitized, including cleaning of blankets and pillows after each use.

School Code of Conduct

Policy

The entire education community of Stein Valley Nlakapamux School shall abide by a code of conduct. The purpose is to promote a safe, secure, supportive learning environment in which opportunities to grow, learn and teach are maximized, and where everyone is treated with respect.

Procedures

To achieve a quality educational learning environment, the staff shall:

1. Show kindness and respect by:
 - a. Respecting the property of others and self.
 - b. Avoiding name calling and other put downs
 - c. Do the best to learn as much as possible and help others to learn as much as they can.

2. Set good examples for each other by:
 - a. Obeying school rules and encouraging others to do the same
 - b. Demonstrate respect for self and each other
 - c. Demonstrate personal value of education.

3. Work together to promote appropriate and helpful behaviour by:
 - a. Making decisions appropriate to all
 - b. Encouraging each other to do what is right
 - c. Being polite, respectful and courteous.

4. Work together to discourage inappropriate and hurtful behaviour by:
 - a. Respecting individual differences
 - b. Counteracting hurtful actions with helpful ones.

School Bus - Transportation

Policy

Stein Valley Nlakapamux School will provide student transportation to and from school for regular school instruction and fieldtrips with qualified bus drivers and regularly inspected buses. Students are required to maintain proper and orderly conduct while riding the school buses.

Procedures

1. The school will provide bus transportation to students of the school on the days when school is in session and for fieldtrips.
2. On field trips, school staff will supervise students that are being transported by the school bus.
3. K4 to Grade 3 students will only be dropped off at the designated stop when there is a parent/guardian to meet them or designated person as pre-arranged with the school. In the event that there is no parent/guardian at the bus stop, the student will be brought back to the school where the parent/guardian will pick up the student.
4. Students will only be dropped off at the designated bus stop unless the parents have notified in advance the school of other arrangements.
5. Due to liability reasons, only registered students and authorized persons of Stein Valley Nlakapamux School are permitted to ride the buses.
6. School buses will adhere to transportation and safety procedures as set out by the Province of BC to ensure the safe operation of the buses and safe transportation of the students.
7. Seating plans for the bus route may be established by the bus drivers as required.
8. The students are required to follow the Bus Behaviour Policies while riding on the school bus. Misbehaviour could result in having bus transportation privileges suspended or removed. For further information, refer to the Bus Behaviour Policy.

School Bus Cancellation

Policy

The school principal and/or school administrator may cancel school bus transportation for students due to inclement weather.

Procedures

1. The Bus Supervisor will contact the principal if the road conditions are unsafe to safely transport students from home to school by 7am.
2. The principal in consultation with the school administrator will then determine whether or not to cancel bus transportation.
3. The principal and/or school administrator will use the Phone Tree to notify the staff.
4. The secretary/receptionist and teachers will notify the parents/guardians that transportation has been cancelled.
5. The secretary/receptionist will put a notice on the SVNS Facebook and web site by 8am.
6. In the event that transportation is cancelled, both students and staff who are impacted by the transportation will be considered an “excused absence”.
7. In the event that the ferry is closed due to inclement weather and water conditions, a staff member will be assigned to walk across the CN train bridge with the students who have been granted written permission from the parents. Students will be dropped off at the train bridge on the west side and picked up on the east side of the train bridge. All students will be expected to abide strictly to the walking rules (walking in a straight line, no running, no holding onto the sides of the bridge and playing on the tracks).
8. If there are no means of getting students home safely, the gym will be set up as a temporary overnight shelter and parents/guardians will be notified.
9. Parents/guardians may make alternative arrangements for their children by arranging for them to stay with their immediate family members on the east side or may pick up their children at the school.

School Bus Evacuation

Policy

School bus evacuation drills are as important a part of the school program as are fire drills to evacuate a school building. Drills must be conducted for each bus at least twice during the school year.

Procedures

1. Each bus will do an evacuation drill at least twice each school year (once by the end of October and once again before spring break); at least one drill must include the teachers, teacher assistants and the school principal.
2. All practice school bus evacuation drills will be held under the direct supervision of the Bus Supervisor.
3. The principal will assign members of the school to assist students unloading from the bus through the rear exit door due to the height of the bus from the surface on which the bus is parked.
4. When discussing school bus emergency drills with students, the importance of an orderly evacuation must be emphasized.
5. School bus evacuation route and procedures will be reviewed periodically throughout the year.
6. A record of the school bus emergency drills must be recorded and kept in the principal's office.

School Closure

Policy

Stein Valley Nlakapamux School may close due to inclement weather and or other emergency situations.

Procedures

1. The principal, in consultation with the school administrator may close the school for emergency situations such as no heat, no water or power outages that is considered unsafe for classroom occupancy.
2. Should the heat not be functioning in the school, the principal will close the school once the inside temperature reaches 18 C degrees.
3. Should there be no water running in the school and the Maintenance Department has indicated that the water will not be restored quickly, the principal, in consultation with the school administrator will close the school.
4. If the power outage is expected to be longer than two hours, the principal, in consultation with the school administrator may close the school.
5. The secretary/receptionist will contact the parents/guardians, teachers and other staff regarding the school closure.
6. The principal, in consultation with the school administrator will determine when the school will re-open and the secretary/receptionist will notify parents/guardians, teachers and other staff.

School Completion (Evergreen) Certificate

Policy

Stein Valley Nlakapamux School will award School Completion Certificates (SCC) based upon Ministerial Orders and regulations under the Independent School Act. School Completion Certificates are intended to recognize the accomplishments of students, including students with diverse abilities, who have succeeded in meeting the goals of their educational program other than graduation.

Guiding Principles

1. Stein Valley Nlakapamux School is committed to ensure that processes are in place for all students, including Students with diverse abilities, which:
 - a. Accurately identify students who require modifications to their educational program
 - b. Apply appropriate interventions to meet the educational needs of every student
 - c. Communicate accurately and regularly with parents and/or guardians regarding the educational program and progress of every student.

2. Stein Valley Nlakapamux School is committed to providing educational programs and services to students, including Students with diverse abilities, which:
 - a. Are characterized by inclusionary practices that promote participation and interaction for all students
 - b. Allows those students to experience success and challenges them to strive toward their maximum potential
 - c. Are organized to provide equitable access to all areas of the curriculum

Procedures

1. Requirements for the Granting of a School Completion Certificate
 - a. Stein Valley Nlakapamux School will submit to the Ministry of Education and Child Care the names of students to be awarded a School Completion Certificate, including Students with Special Needs, who have an Individual Education Plan (IEP) and are enrolled in an educational program that is not designed to meet the requirements for the granting of a Certificate of Graduation (Dogwood Certificate).

 - b. To be eligible for a School Completion Certificate, a student must meet the following criteria:
 - Completion of the goals of an Individual Education Plan (IEP)
 - Completion of a Transition Plan
 - Completion of Work Experience/Community Service Requirements
 - Completion of Physical Activity Requirements.

2. Evaluation and Assessment

- a. The learning outcomes for a student's program will be contained in a student's Individual Education Plan (IEP). The case manager and/or the classroom teacher will develop those learning outcomes for individualized Locally Developed (LD) courses.
- b. Stein Valley Nlakapamux School must issue marks in a manner consistent with the Provincial Letter Grade Order. In some courses, students on school completion programs will be evaluated using standards established for other students. In Locally Developed courses, marks will be based on appropriate measures of individualized progress.
- c. Stein Valley Nlakapamux School shall maintain appropriate records in the British Columbia enterprise Student Information System (BCeSIS), including the entering of marks in the Transcript and Examination system (TRAX), in order to allow the Ministry of Education and Child Care to prepare a School Completion Certificate and a School Transcript for authorized signatures and distribution. The transcript should reflect progress on Ministry Authorized courses and/or Board-Authorized (BAA) courses.
- d. Stein Valley Nlakapamux School must ensure
 - That any student who is deemed to be on a program other than one that leads to a graduation certificate must have an Individual Education Plan (IEP) and that IEP must meet requirements as outlined in Ministerial Orders, Ministerial Regulations and the School Act. The IEP must clearly indicate that the program of studies will not lead to a Certificate of Graduation (Dogwood Certificate)
 - That appropriate supports are in place to meet the requirements of the educational program that is developed for the IEP
 - That parents and/or guardians and, where appropriate, the student are included in the development and ongoing assessment of the IEP
 - That progress on the educational program developed for every student shall be reported on a regular basis
 - That reporting processes are in place to enable the Ministry of Education to issue a School Completion Certificate and a Student Transcript to students who are not on a graduation program.

School Emergency Drills, Including Fire, Earthquake and Lockdown

Policy

Stein Valley Nlakapamux School recognizes the value of periodic emergency fire, earthquake and general emergency drills. The emergency fire drills, earthquake drills, and lockdown drills must be conducted separately from one another.

Procedures

1. Emergency drills must be performed throughout the school year as follows:
 - a. Fire drills - at least four times
 - b. Earthquake drills - at least three times
 - c. Lockdown - at least twice
 - d. Hold and secure – at least twice
2. The recording of drills shall be conducted and recorded by the principal and secretary/receptionist.
3. “Lockdown” is only used when there is a major incident or threat of school violence within the school, or in relation to the school.
4. A “hold and secure” is to secure the school due to an ongoing situation outside the school which is generally not related to the school (i.e. armed robbery near the school).
5. Drills should include security measures that are appropriate to the emergency such as a major incident or threat of school violence within the school, or in relation to the school.
6. When the school is evacuated, no one is to re-enter the school until the principal and/or designate has indicated that it is safe to do so. In the event that it is unsafe to re-enter or exit a portion of the school, the staff and students will assemble at the designated location outside, at which time, arrangements will be made to transport students’ home, only if it is safe to do so.
7. Teachers must:
 - a. Post the evacuation route and procedures in the classroom and other locations throughout the school.
 - b. Ensure that students are familiar with fire evacuation routes, emergency drills, lockdown and “hold and secure” procedures during the first week of school.
 - c. Review the emergency drill procedures periodically throughout the year.
8. It is recommended that at least one of the drills be conducted in co-ordination with the local emergency management coordinator or the Lytton Fire Chief or designee,

- and be consistent with applicable federal, provincial and local emergency operations plans.
9. The principal shall ensure that a program of fire prevention education is taught in the school. Such a program may include:
 - a. The use of local and provincial fire authorities.
 - b. “Fire Prevention Week” activities.
 - c. Demonstrations on the use and maintenance of firefighting equipment.
 - d. Integration of fire prevention study within subject areas.
 10. Fire extinguisher training is brought in for staff which can be part of the Orientation Week.

School Inventory

Policy

The School will maintain an inventory of school assets on an annual basis.

Procedures

1. Teachers are provided with an inventory list at the beginning of the school year and are responsible for updating it at the end of the school year. The list must be submitted to the principal at the end of the school year.
2. The technology support worker is responsible for updating the inventory of all technology, hardware and software in the school. The list must be submitted to the principal at the end of the school year.
3. The PHE teacher is responsible for updating the inventory of all PHE and fitness equipment in the school. The list must be submitted to the principal at the end of the school year.
4. The woodworking teacher is responsible for updating the inventory of all equipment and supplies in the IA shop. The list must be submitted to the principal at the end of the school year.
5. The NlakapamuxchEEn and culture teachers are responsible for updating the inventory of all curriculum, materials and supplies in the school. The list must be submitted to the principal at the end of the school year.
6. The librarian is responsible for updating all the library and curriculum resources in the library. The list must be submitted to the principal at the end of the school year.
7. The cook and cook supervisor are responsible for updating the inventory of all appliances, equipment, food, canning and other supplies. The list must be submitted to the principal at the end of the school year.
8. The Bus/Maintenance Supervisor is responsible for updating the inventory of all buses, maintenance and gas station equipment, materials and supplies. The list must be submitted to the school administrator at the end of the school year.
9. The Custodian Supervisor is responsible for updating the inventory of all custodial equipment, materials and supplies. The list must be submitted to the school administrator at the end of the school year.

10. The administrative assistant is responsible for updating the furnishings, appliances, equipment, artifacts and art work.
11. The principal and school administrator will submit all lists to the administrative assistant who will be responsible for maintaining an inventory of all the school assets such as the facilities, equipment, furniture, art, artifacts, curriculum, software, technology, buses and other major assets.
12. Only those items with a value over \$100.00 shall be posted to the inventory list presented to the School Board. Serial number date of purchase and approximate value must be recorded.
13. The principal and/or designate shall present an annual inventory report to the School Board detailing the inventory that is currently available.
14. Any items that are taken out of the inventory have to be recorded and approved by the principal and/or the school administrator.
15. Lost or stolen equipment must be reported and an Incident Report must be filled out and submitted to the principal and/or school administrator. Depending on the nature of the incident and the value of the equipment, the principal and/or school administrator may contact the RCMP.
16. The principal and/or school administrator may contact the insurance company regarding the lost or stolen equipment.

School Library

Policy

The school recognizes that students and staff need ready access to the resources and facilities of a well-stocked and up-to-date library and will allow for the provision of this as much as financially possible.

Procedures

1. The library will have a wide range of learning and teaching resources, both print and non-print (media).
2. The library may also serve as a resource centre for staff and students.
3. Efforts will be made to find funding to employ the services of a part-time librarian/resource worker.
4. An inventory of library books and resources of the library will be developed and maintained.

School Tuberculin Screening

Policy

Safety of the students and the staff is of utmost importance at Stein Valley Nlakapamux School. Many First Nations communities continue to be high risk for tuberculosis; therefore, all necessary precautions must be taken. All Staff will require screening upon employment at the school.

Procedures

1. All staff are encouraged to take tuberculin screening upon employment.
2. If necessary and as recommended by the FNHA and Health Canada – Lytton Health Centre other follow-ups may be necessary, including a chest x-ray, to ensure the level of risk for the individual, group, school, or community is minimal.
3. In the event that the test is positive, the employee has a responsibility to inform the principal and/or school administrator.
4. The employee is required to follow the medical practitioner's medical advice which must be shared with the principal and/or school administrator.

Student Achievement

Policy

The school recognizes student achievements that are an incentive to students to do well while enriching the educational environment of the school.

Procedures

1. The student awards program shall honour significant achievements of students.
2. All students shall have an equal opportunity to be recognized for their achievements.
3. The school will host an annual awards night and graduation ceremonies to celebrate student success.

Student Detention

Policy

In certain academic or disciplinary situations, it is necessary to detain students following dismissal or during scheduled break periods.

Procedures

1. Teachers must provide the student's parent/guardian with a 24-hour notice that their child has an after school detention.
2. The elementary students shall not be detained for more than one hour for after school detention and high school students may be detained for one hour or up to a maximum of two hours for after school detention.
3. Detained students will be supervised by a teacher.
4. If a student misses a detention, he/she must serve it the next scheduled date.
5. Students who miss three (3) detentions will be suspended until there is a parent/student/teacher/principal meeting.
6. If the student continues to skip, further consequences will result which may be exclusion, restorative justice circle, suspension or other.

Student Dress Code

Policy

Stein Valley Nlakapamux School Dress Code is committed to providing a safe, orderly and respectful learning environment for all.

Procedures

1. We recognize that the way students dress is a reflection of who they are and who their family is.
2. We also recognize that the clothes students' wear reflects the pride in our school and our Nlakapamux people.
3. Students will not be permitted to cover their head with hoodies in the school.
4. We also believe that there are times and places to wear certain attire that would be appropriate.
5. Students are not permitted to wear clothing that is vulgar, offensive or obscene, or which endangers the health and safety of the students or others.
6. Presenting a bodily appearance or wearing clothing that is provocative, revealing, vulgar, offensive or obscene, or which endangers the health and safety of the students or others is prohibited. For example:
 - a. Attire or belongings with messages or illustration that are lewd, indecent or vulgar or that advertise products or services forbidden by law to minors
 - b. Offensive hardware jewelry, such as studded arm bands
 - c. Symbols, styles or attire associated with intimidation, violence, gangs, stereotypes and racism.
7. Students who are inappropriately dressed will be referred to the principal and/or designate who will deal with the situation in a mutually respectful and discreet manner.

Student Illness and Medical Appointments

Policy

Students are required to go home immediately if they get sick during the school day.

Procedures

1. Students who get sick during the school day are required to be isolated from the rest of the school and will be required to go home, as soon as possible.
2. The teacher and/or SSW will provide the student with a disposable mask to put on, tissue (if required) and will be taken to the front office and isolated in the sick room. All used tissues and paper towels will be disposed of immediately and staff are required to practice hand hygiene practices.
3. The student will be taken to the sick area while waiting for the parent/guardian to pick them up. The student is required to follow the Respiratory Etiquette and hand hygiene policy and procedures while waiting to be picked up.
4. The secretary/receptionist will call the parents/guardians to inform them that their child is sick and to request that their child be picked up as soon as possible. The student will wait in the sick room.
5. Any staff who are required to assist the sick student will be required to wear gloves and a mask and follow PPE guidelines.
6. As soon as the student is picked up, the custodian will clean and disinfect the sick areas (where the child got sick and the sick room): stripping the cot and putting the sheets and pillow cases in the washer immediately; disinfect and sanitize the bed, wall and floor and area. Gloves and mask must be disposed of immediately.
7. The parent/guardian is required to sign out their child when they pick them up. Should the student have COVID-19 symptoms, the school will recommend that the parent call 811 to get further advice.
8. 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.
9. Self-isolation and Quarantine:
 - A. Students and staff with cold, influenza, or COVID-19 like symptoms should stay home, self-isolate, and be assessed by a health-care provider. Testing is recommended for anyone with these symptoms, even mild ones.
 - B. Self-isolation is also advised for those who are considered a close contact of a

confirmed case. Public health staff identify and notify close contacts of a confirmed case. Public health also ensures those required to self-isolate have access to health-care providers and that other appropriate supports are in place.

10. If a student is required to leave school before regular dismissal for a medical appointment, the student is required to sign out at the office. The student should bring a note from home explaining the need for early dismissal or the parent/guardian must call the school and leave a message with the receptionist.
11. If a student returns to school from the medical appointment, they must sign in upon returning.

Students Leaving School Grounds Without Prior Authorization

Policy

Student safety is of utmost importance therefore, students are not permitted to leave school grounds during the school day.

Procedures

1. Under no circumstances should a student leave school grounds during the school day without signing out or obtaining permission from the office.
2. Parent/guardians will be contacted when students leave the school grounds without such permission.
3. The student must meet with the principal and/or designate prior to being readmitted back to school.
4. The principal and/or designate may request a follow up meeting with the parent/guardian.
5. Should students walk out more than three times, the student may receive a three day out of school suspension. The student will be required to follow the School Suspension Policy.

Supervision

Policy

Stein Valley Nlakapamux School ensures that students are supervised whenever they are on school premises, including before and after school and when on school field trips.

Procedures:

The School will supervise students as follows:

1. **Before School:**
Students arriving on the buses will be supervised until classes start. Students may go eat breakfast and/or play on the playground during this time.
2. **During:**
Students are to be under staff supervision at all times.
3. **After School:**
Only students with written permission from parents/guardians may stay and participate in after school programming. SVNS does NOT offer after school child-care. Staff or individuals from the community may offer after school programming with prior approval from the principal.

Staff Responsibility:

- 1.) All teaching and SSW staff are responsible for a minimum of one supervision per day per week.
- 2.) Staff must arrive no later than 5 minutes prior to their scheduled supervision shift.
- 3.) Supervisor must wait until the last student is inside and accounted for before leaving their area. If a student is unable or unwilling to come in, the Supervisor must call the front desk and arrange someone to assist.
- 4.) If the Supervisor is unable to complete their supervision block, it is their responsibility to inform the Principal and Receptionist, and to find a replacement.
- 5.) Staff must wear "supervision vests" so as to be visible and easily identifiable at all times.

Parent/Guardian Responsibility:

- 1.) Parents and guardians are responsible for ensuring that their student arrives either at school or at their designated bus stop at the appropriate time.
- 2.) In the case that a student is picked up early for any reason, Parents and guardians are required to phone the school ahead of time and arrange this with the receptionist.

- 3.) If a student is not taking the bus home, parents and guardians are responsible for picking their student up no later than five minutes after classes have ended.
- 4.) Parents and Guardians must respect and follow posted signage including but not limited to no parking signs, bus only lanes, and speed limits.

Supervision Locations:

- 1.) Before School and Recess/Lunch Breaks
 - a. Playground: Two supervisors
 - b. Elementary Hallway: One supervisor
 - c. High school Hallway: One supervisor
 - d. Breakfast/Lunch Program: Two supervisors
 - e. Gym: Two supervisors

- 2.) After School
 - a. All students must report directly to the afterschool program they have signed up for.
 - b. Students must be supervised at all times during all after school events.
 - c. After school events like basketball games must be confined to one location in the school.

Supervision Schedule:

- 1.) Supervision schedule will be established at the first staff meeting of each semester.
- 2.) The supervision schedule will not be changed or altered without prior permission/approval of the principal
- 3.) The supervision schedule will be posted in both the Staff Room and in the Receptionist area.

Suspension and Expulsion

Policy

Stein Valley Nlakapamux School believes that suspensions and expulsion of students are not in the best interests of a student's education. However, circumstances may deem suspensions and expulsions necessary for the safety and well-being of Stein Valley Nlakapamux School students, staff and property.

Procedures

1. Parents/guardians of a student suspended or expelled will be contacted by the principal and/or designate.
2. Prior to returning to school, the student and parent/guardian must meet with the principal to discuss and create a behavior plan/contract.
3. Suspensions and expulsions will result in a letter to the parents/guardians, as well as in the student's file.
4. The principal and/or school administrator will contact the President of the School Board to report all suspensions and expulsions.
5. A copy of the discipline letter will be forwarded to the President of the School Board as well as the Education Coordinator of the student's home Band.

Tobacco and Vape Products

Policy

Our School is a 100% tobacco-free school environment. Changes to the Tobacco Control Act will ensure that all schools in B.C. provide a smoke-free environment for students, staff, and visitors.

Procedures

1. A person must not smoke, use tobacco, hold lighted tobacco or use vape products in or on school property or on school trips.
2. This does not apply to the ceremonial use of tobacco in or on school property if the ceremonial use of tobacco is approved by the school board and it is performed in:
 - a. a traditional ceremonial activity or
 - b. by a prescribed group for a prescribed purpose.
3. Any person who breaks this law can be charged if the principal, school administrator and/or school board feel that there has been an infringement on the tobacco free school environment.

Use of Instructional Materials and Supplies

Policy

Stein Valley Nlakapamux School will supply students with all of the necessary instructional materials. Parents/guardians are responsible for providing each student with the required student's supplies.

Procedures

1. Students will be loaned all necessary textbooks on the understanding that they will be treated with care and respect and returned in the best condition possible, given normal wear and tear.
2. The students must fully complete a "Use of SVNS Textbooks, Supplies, and Equipment" form.
3. Students will be responsible for the replacement cost of books lost or damaged. If the school is not compensated, the privilege of using school supplies be removed or will be restricted.
4. The school will provide the parents/guardians/students with a list of necessary school supplies at the beginning of the year.

Violence and Intimidation

Policy

Stein Valley Nlakapamux School shall consider any act of violence or intimidation on school property, or during a school function, to be a serious threat to the school environment, to the health and safety of others, and to the community at large.

Procedures

1. When the principal reasonably believes that any act by a student to be violent or intimidating, they:
 - a. Shall make all reasonable attempts to minimize the risk of injury to others.
 - b. May suspend the student: the length of the suspension is at the discretion of the principal, in consultation with the school administrator in accordance with the circumstances and seriousness of the offense.
 - c. May expel the student: expulsions are for serious or ongoing breaches to the safety of others.
 - d. May recommend resolution using the Restorative Justice framework.

Visitors In The School

Policy

Stein Valley Nlakapamux School has an open-door policy during regular school hours but requires visitors to check in with the secretary.

Procedures

1. During COVID-19, NO Visitors will be allowed in the school building during school hours, including parents/guardians.
2. All visitors, with the exception of regular visiting professionals to the school must report to the office and state their reason for visiting at the school.
3. During COVID-19, all necessary Visitors are required to fill out the Visitors Pandemic Mandatory Self Declaration Form. The information will be entered into a data base for contact tracing purposes.
4. The secretary will provide a Visitors Pass for the visitor that should be clearly displayed while in the school.
5. The Visitors Pass must be returned to the secretary when leaving the school premises.
6. Visitors should not be wandering the school without permission.

Volunteers in the School

Policy

Stein Valley Nlakapamux School recognizes that volunteers make valuable contributions to both school-based and off-site activities and are essential to complementing school programming.

Procedures

1. In selecting a volunteer, the principal will ensure that all volunteers:
 - a. Have the skills, knowledge and experience appropriate for the activity;
 - b. Are fully informed that they are expected to exhibit positive behaviour, to act as an appropriate role model, and to uphold Stein Valley Nlakapamux School's Policies;
 - c. Are committed to fulfill their responsibilities as supervisor for the duration of the activity including evenings and weekends;
 - d. Have submitted a *satisfactory* Criminal Record Check. If a Criminal Record Check is questionable, all duties, responsibilities and activities with the school will be immediately terminated.
2. The SVNS will reimburse the costs for a Criminal Record Check for volunteers.
3. At the discretion of the principal, a screening process may be conducted, prior to any active volunteer activities, using the following process:
 - a. Provision of an updated and current letter of interest and resume;
 - b. Formal interview process; and
 - c. Reference checks.
4. All volunteers will be recognized annually at a school event.

Weapons

Policy

The possession or use of any weapons on or near Stein Valley Nlakapamux School shall be considered a serious threat to the entire school environment and community at large. All school personnel who believe that such a threat exists shall take appropriate action.

The definition of a weapon is any object that has the potential to be used and is intended to be used, or is used, to injure, threaten or intimidate any person.

Procedures

1. When the principal reasonably believes that any person on the school premises possesses a weapon, they shall:
 - a. Make all reasonable attempts to minimize the risk of injury to any person.
 - b. Arrange for the removal of weapons from the school premises.
2. After the principal and/or designate has ensured that safety of all she/he:
 - a. Shall, as soon as practical, notify the parent/guardian of any child involved in the situation.
 - b. May report the matter to the RCMP, and if appropriate, seek their assistance.
 - c. Make an immediate verbal report to the school administrator (followed by a written report) who will verbally inform the School Board President.
3. Suspension of Student – Stein Valley Nlakapamux School recognizes the possession of any weapon by a student on or near the school premises, or at any school function, a serious threat to the school environment and the community at large. Therefore, the principal shall suspend any student in possession of or using a weapon.
4. All cases involving weapons shall result in a suspension. The length of the suspension is at the discretion of the principal in accordance with the circumstances and seriousness of the offense.