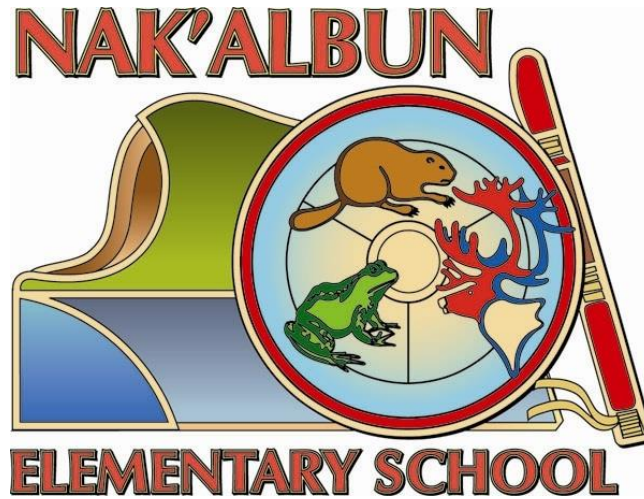


Welcome to the 2023 - 2024 School Year!!



Mission Statement

Honouring Dakelh teachings, we inspire each individual child to realize their unique potential in a safe and encouraging environment.

Vision Statement

Confident in their identity, supported by community and Dakelh traditions, our students are empowered and successful.

Values

In everything we do,

WE:

- respect ourselves, others, and the environment;
- create a sense of belonging by making connections and building positive relationships;
- act with compassion and take care of each other;
- hold the highest standards;
- celebrate diversity;
- Collaborate;
- demonstrate pride in ourselves and our school;
- have some fun!

Parent and Student Handbook

September 5, 2023

Hadi!

My name is Travis Klak, and I am very excited to be the incoming Principal at Nak'al Bun Elementary School. As we enter a new school year, I am honoured that you have chosen the team at Nak'al Bun Elementary for your child's educational experience. Please be assured that the safety and well-being of all the students, staff and the community is of the utmost importance to us at all times.

Nak'al Bun Elementary School has a strong tradition of student learning and achievement. With the support of students, staff, parents, and our community, we will continue to build on previous successes and ensure that students, when finished here, will be prepared to enter and graduate high school with a Dogwood Certificate. It is our continued hope that graduation rates will see a noticeable increase over the coming years.

We are all looking forward to seeing our returning staff and students and look forward to officially welcoming our new students! We continue to be dedicated to maintaining the focus on academic achievement and cultural enrichment while looking after the social, emotional and safety needs of all of our learners.

We look forward to seeing our Kindergarten to Grade 7 students on Tuesday, September 5th for their first half-day of school! Classes begin Full Day on September 6th. K4 Nursery will begin on September 11th. We hope to see everyone throughout the year! There will be many activities throughout the school year that will invite families into the school, and we certainly encourage everyone to be involved as much as possible.

Please take a close look at the school information package and do not hesitate to contact the school at 250 996-8441 with any questions. If you are a parent or guardian and would like to join our private Nak'al Bun Elementary School Facebook group, please find us on Facebook, and send a request to join. There is always lots of information on there! Please keep in mind that our school Face book page is for information sharing, and in order to keep our school warm, welcoming, and respectful it is important that the Facebook page is also a safe and respectful environment. If you have any questions or concerns, please do reach out to your child's teacher either by phoning the school or through email.

I look forward to an exciting and positive year with everyone!

Respectfully,

Travis Klak, Principal, Nak'al Bun Elementary School

INDEX

SECTION	TOPIC
SECTION A:	Mission Statement Vision Statement Values School Goals
SECTION B:	Staff, Procedures and Guidelines
SECTION C:	School Programs, Services, Calendar and Activities
SECTION D:	Student Health
SECTION E:	Student Enrollment
SECTION F:	Appendix Educational Resource Policy Child Protection Policy Bullying Discrimination Policy Tobacco & Vapour Products Policy

SECTION A:

MISSION STATEMENT

Honouring Dakelh teachings, we inspire each individual child to realize their unique potential in a safe and encouraging environment.

VISION STATEMENT

Confident in their identity, supported by the community and Dakelh traditions, our students are empowered and successful.

VALUES

In everything we do, we:

- Respect ourselves, others and the environment
- Create a sense of belonging by making connections and building positive relationships
- Act with compassion and take care of others
- Hold the highest standards
- Celebrate diversity
- Collaborate
- Demonstrate pride on ourselves and the school
- Have some fun

SCHOOL GOALS:

1. The three goals formulated by our teaching community are:
By June 2023, all curriculums taught at Nak'al Bun Elementary School will include a minimum of 50% indigenous and local content.

STRATEGIES:

- Research based practices and curriculum that are consistent throughout the school.
 - Professional Development and mentorship opportunities for teachers.
 - Support from Kirsten Baker-Williams, Director of First Nations Language and Culture
 - A Strategic Plan to be developed and led by inherent rights holders
 - Programming will be relevant to the Nak'azdli Whuten Nation
2. **Nak'al Bun Elementary School students will have greater access to updated technology, and will learn the skills associated to use the technology effectively and appropriately.**

STRATEGIES:

- Professional Development and mentorship opportunities for teachers.
 - Purchase of updated laptops and iPad.
 - Research of best practise in Computer Technology
3. **Nak'al Bun Elementary School will research Social Studies programs with strong indigenous cultural components, and implement a new program that is the 2016 BC curriculum with cultural links from K-7, by June 2022**

STRATEGIES:

- Create a team of staff members to meet, and set out a plan to research possible programs, collect samples and choose a new program.

TO ACCOMPLISH OUR GOALS THE SCHOOL WILL:

1. Set and maintain high standards of achievement in all program areas;
2. Recognize individual needs and attempt to meet these needs;
3. Provide programs as prescribed by the Ministry of Education;
4. Provide exposure to a variety of skills and interest in both the Provincial Ministry of Education’s curriculum and First Nations’ Studies;
5. Value the development of students’ self-respect, and their respect for others;

SECTION B: STAFF, PROCEDURES AND GUIDELINES

STAFF LIST:

Principal	Mr. Travis Klak
Vice-Principal	Mr. Erin Reilly
Carrier Language & Culture Program	Mrs. Sara Sam
K4 Nursery	Mrs. Tania Julian
Kindergarten	Ms. Susu Robin
Grade 1	Mrs. Brahm Singh
Grade 2	Ms. Roselyne Luge
Grade 3	Ms. Jessica Rasmussen
Grade 4	Ms. Susan Erickson
Grade 5	Ms. Alicia Easton
Grade 6	Ms. Lindsay Butler
Grade 7	Mr. Daniel Brown
Inclusive Education	Ms. Courtney Lameman
Speech and Language Assistant:	Mrs. Treasure LaBoucane

Support Staff:

Ms. Margaret Bird	Mrs. Ursula Prince	Mrs. Robyn Ouellette
Ms. Mikayla Johnson	Mrs. Nina Bray	Mrs. Debbie Lalonde
Mrs. Karon Williamson	Ms. Tia Prince	Mrs. Mary Bird
Ms. Kailee Myles	Ms. Emilia Johnson	Mrs. Rachel McKerracher
Ms. Stacey McConnell	Ms. Kylee Prince	Ms. Amy Cantelo
Ms. Caroline Bird	Miss. Madison O’Hara	Mrs. Rachel Zimmerlee
Mr. Theo Turzanski		

Receptionist	Ms. Chelsea Little
Executive Assistant	Mrs. Rose Alfred-Sam
Carrier Language Assistant	Mrs. Sonya Louie
Food Server	Mrs. Colleen Prince
Food Server	Mrs. Karon Williamson
Bus Driver	Ms. Linda Thomas

Bookkeeper	Mrs. Kathleen Burdeniuk
Maintenance	Mr. Riel LaBoucane
Custodians	Mrs. Shannon Rivard
	Mr. Alec Prince
	Ms. Irene Duncan

OFFICE HOURS:

Office hours are 7:45 am – 4:00 pm on days when school is in session. Please call between office hours. If your call is not answered, please leave a message. **All bus change request must come into the office prior to 2:00 pm.** Requests after this will not be accepted for the safety of students. The school telephone number is 250-996-8441, Extension 123.

VISITORS:

Any visitor entering the school will be required to sign in and out and receive a visitor's pass. Parent's wanting to see their child's teacher will be required to make an appointment to discuss your question or concern.

BELL SCHEDULE:

Morning:	7:45 - 8:10 am:	Outside Play
	7:50 am:	1 st Bus Arrives
	8:15 am:	2 nd Bus Arrives
	8:10 - 8:30 am:	Breakfast
	8:30 am:	Bell for class to start.
	8:30 - 9:50 am:	Classes
Recess and Snack:	9:50 -10:05 am:	Snack
	10:10 -10:25 am:	Recess
	10:30 -12:00:	Classes
Lunch and Lunch Recess:	12:00 -12:15 pm:	Lunch in Classroom
	12:15 -12:45 pm:	Recess
	12:50 – 2:50 pm:	Afternoon Classes
Dismissal:	2:55 pm	
Bus Runs	Bus 2: 3:00 pm	
	Bus 1: 3:30 pm	

ATTENDANCE POLICY:

It is the mission of Nak'al Bun Elementary School to achieve high levels of learning for all students by promoting regular attendance. Excellent attendance is necessary for academic continuity, and to help students develop social responsibility in preparation for their future.

Students who are not in their classrooms by 8:30 bell are considered late and must report to the office. Late are noted on report cards. Attendance will be closely monitored, and all precautions will be taken to assure student are in school every day if healthy. Chronic unexplained absenteeism will result in further investigation including outside agency help if necessary.

A child that has not been accounted for at the beginning of the day will receive a phone call home to determine a reason for the student's absenteeism. Parents/guardians can assist the school by phoning the school and

notifying the school as to the status of a student's non-attendance. Parents/guardians will be contacted if a student is not in attendance and contact has not been made.

For your child's safety, and so both you and the school know the whereabouts of your child at all time, students must remain on the school property during the day unless they have been signed out by a parent or guardian.

NOTE: Any students that come to school unwell or become unwell in school will need to be picked up within 30 minutes of a phone call from the school.

SUPERVISION OF STUDENTS:

Staff provide supervision before school and during morning and lunch recesses. Teachers assume building supervision at 8:30 am. Please time your child's arrival at school between 7:45 am and 8:35 am each day. Please be aware that there is NO adult supervision prior to 7:45am. For the safety of students, do NOT drop students off prior to this time. Students arriving prior to 7:45am will not be allowed entry to the school and will be the responsibility of the family caregiver. During lunch hour supervisors and school administration supervise the students. Supervision after school is provided until the last bus leaves at 3:30 pm. Parents are encouraged to have their children go directly home after school.

STUDENT DRESS GUIDELINES:

Students and their parents are expected to support a learning environment where attire is appropriate and is not offensive to others. Articles of clothing which promote alcohol, drugs, inappropriate language and images, or discrimination of any form are not acceptable. School administration will determine if students' dress is appropriate. Some examples for dress expectations are as follows:

- Shirts cannot be seeing thru.
- Neckline must be appropriate.
- Clothing must cover the mid-section.
- Waistbands of pants must be at the waist level.
- Undergarments are not to be seen
- Hats and caps must be removed in the school.

FRONT OFFICE PROTOCOL:

Our school receptionist is a valued and very busy member of our school staff. To allow them the best working environment, and to limit interruptions, students must have teacher permission before going to the office.

Students should only enter the office areas when invited to do so by a staff member. Otherwise, they should wait by the office counter until the secretary can help them. Students must adhere to social distancing protocols in the office area. The office phone is not available for students.

ELECTRONIC DEVICES:

Students must not use personal cell phones, iPad, iPods or other electronic devices during school hours. Missing electronics are not the responsibility of the school at any time. If a student is using any electronic device on school property, the device will be taken from the student immediately and it is the responsibility of the parents to pick up the device.

LOST AND FOUND:

All clothing and other items found in the school are placed in a "Lost and Found" box located in the main hall. Students may retrieve their lost articles at recess, noon or after school. Items unclaimed after a reasonable period of time will be given to a charitable or clothing organization. It is advisable to mark all articles with your child's name. This procedure would assist us greatly in returning lost articles to the rightful owner.

SCHOOL WIDE RULES:

RESPECT YOURSELF

RESPECT OTHERS

RESPECT PROPERTY

These rules are applicable to every setting in the school. Specific behaviours relating to these rules should be taught in the specific setting where they are expected.

For example: The following rules apply in the washrooms:

We respect ourselves in the washroom by:

- Washing and drying our hands when we are finished

We respect others in the washroom by:

- Respecting privacy
- Avoiding teasing, hitting, or pushing behaviours
- Flushing the toilet
- Keeping the counters and floors clean and clear of debris

We respect property in the washroom by:

- Throwing paper towels and tissues in the garbage
- Reporting any broken items to my teacher
- Not writing on walls

SCHOOL RULES:

1. Students must follow the directions of teachers, supervisors, assistants, substitutes, parent helpers, and follow the class set of rules and procedures.
2. No name calling, abusive or violent language, swearing.
3. There is NO hands on at any time this year due to health and safety reasons.
4. Rough play, play fighting, or hitting is unacceptable.
5. Students must always walk respectably in the school corridor following all arrows, barriers and signage.
6. Do not take or touch other people's belongings.
7. Use school property, equipment, books, etc., appropriately. Students and their family are responsible for the replacement cost of all books, materials and property that is lost or destroyed.
8. Students must wear indoor non-marking footwear at all times. Marking sole shoes are not permitted.
9. No spitting anywhere, anytime! Failure to follow this rule is a Level 3 consequence.
10. Students are not permitted in the office areas or staff room without permission and supervision.
11. All students must enter and exit the school at their designated door.
12. Students are expected to be outside at designated outdoor times unless excused under extra-ordinary conditions with written permission.
13. On indoor days, students must stay in their designated area (classroom or gym) and may only leave with the permission of supervisors.
14. Restorative justice rules must be followed while being served.
15. If a student is asked to leave restorative justice because of his or her behaviour, he or she will be automatically sent to the Principal's office for further consequences.
16. Homework and assignments must be completed by the given date assigned by the teacher.
17. All teachers, assistants, supervisors and students will be treated with equal respect.
18. No possession or use of alcohol, drugs or paraphernalia, tobacco products, or vaping products.
19. No hats and/or hoods are to be worn inside school. We want to see your beautiful eyes!
20. Appropriate attire must be worn at all times. NO rude, obscene, or inappropriate clothing.
21. No gum, candy, pop, chips, energy drinks, sugary drinks, iced tea in the school.
22. Water and healthy snacks are recommended for recess and lunch to ensure students can perform at their best.

OUTDOOR RULES:

RECESS:

Nak'al Bun Elementary School supports the "Fresh Air Policy" and students are expected to go outside at recess and lunch recess for fresh air and exercise. Please ensure your child/ren are dressed appropriately for the weather.

1. Permission slips will be requested by the school allowing students to ride their bicycles to and from the school. It is **required** that students wear helmets while riding their bicycles. Students will not be allowed off property without a proper helmet. Parents or guardians will be responsible to pick up the bicycle. All bicycles must be parked and locked until school is dismissed.
2. No snowball, woodchip, or rock throwing.
3. Students must remain in their designated recreational sections during recess and lunch breaks.
4. Kitchen zone is out of bounds for all students.
5. Students must enter the school through their designated door, put their backpacks and coats away and eat breakfast in their classroom. Students will be supervised in their classroom after finishing breakfast.
6. A washroom passes or permission from a supervisor is needed to use the washroom during outdoor recreation.
7. Students are not permitted to leave the school grounds unless they have been signed out or have been given written permission from a parent/guardian. Parents and/or guardians will be informed immediately if a student leaves the school property. It will be the responsibility of the parents or guardians to pick up and return their child to school.
8. Students must wear appropriate outdoor wear during winter months at school. Students may be loaned outdoor wear if necessary and available.
9. Students must have winter coats, snow pants, hats, mitts, and appropriate footwear for sliding and other outdoor activities.
10. No food is allowed outside at recess time to prevent garbage or scraps that will attract wildlife.
11. If a student has spotted any wildlife around the school, please inform the supervisor immediately.
12. Skating Policy:
 - a. Students with their own skates must bring them in a cloth bag.
 - b. Students must wear appropriate clothing for skating, including socks, hats and mitts.
 - c. All students **MUST** wear a helmet at all times on the ice. The school has helmets for the students to use if they do not have their own.
 - d. Students are expected to remain on the ice at all times, as skating is an educational activity in the Physical Education curriculum.
 - e. The vending machines at the arena are not allowed to be used by students during skating times.
 - f. Students are expected to follow the general rules of the arena.

DISCIPLINE POLICIES:

LEVEL I MISCONDUCT:

Teaching and support staff will investigate situations to determine whether minor misconduct on the part of the student, which impedes orderly procedures or interferes with the orderly operation of the school, has occurred. These incidents can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel and/or the Principal.

Acts of **Level I Misconduct** include but are not limited to the following:

- Not doing homework
- Name calling
- Not listening
- Not following outside rules
- Classroom disturbance

- Failure to have assignments and/or needed materials for class
- Hallway misconduct
- Minor disrespect or insubordination
- Hallway disturbances: loitering, running, no pass, tripping, etc...
- Classroom tardiness
- Tardiness to school
- Undirected profanity
- Eating candy and/or gum chewing
- Wearing hats indoors
- Open food/drink containers in the hall and outdoors
- Cheating
- Disrespect for others: teasing, calling names, abusive language
- Littering inside or outside the school
- Throwing items of minor nature: paper, etc...
- Stealing minor items such as pencils
- Abuse of or failure to return school owned books or library materials
- Inappropriate attire

LEVEL II MISCONDUCT:

Level II misconduct is defined as misconduct in which the frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from continuation of Level I misconduct, require the intervention of personnel on the administrative level because the execution of the Level I discipline has failed to correct the situation. Also included at this level is misconduct that does not represent a direct threat to the health and safety of others, but the educational consequences are serious enough to require corrective action on the part of administrative personnel. Teaching staff should investigate situations to determine whether minor misconduct on the part of the student, which impedes orderly procedures or interferes with the orderly operation of the school, has occurred.

Acts of **Level II Misconduct** include but are not limited to the following:

- Continuation of Level I misconduct after reprimand
- Abusing school property: marking texts, walls, furniture, etc...
- Throwing potentially dangerous objects
- Cutting class or skipping restorative justice and/or detention
- Gambling
- Directed profanity/obscenities/abusive language
- Physical quarrelling, with possible intent to fight
- Truancy
- Forgery: excuses, passes, report cards
- Tampering with school equipment: fire extinguishers, etc...
- Use of water pistols, squirting instruments
- Throwing items out of windows
- Disruptive behaviour associated with any school staff: principal, teachers, teacher assistants, secretaries, etc...
- Unauthorized sale of items
- Verbal threats to others.

Disciplinary options for **level I and level II misconduct** include but are not limited to the following:

- Verbal reprimand
- Conference with student
- Conference with parents or guardian (by phone or in person)
- Behavioural contract between teacher and student

- Referral to counsellor (If applicable)
- Withdrawal of classroom privileges
- Restorative justice

LEVEL III MISCONDUCT:

Level III misconduct is defined as acts directed against persons or property that could seriously endanger or threaten the health or safety of others in the school.

These acts always require administrative actions, which could result in an In-School Suspension, Out of School Suspension, Indefinite Suspension, and/or possible intervention of law enforcement authorities.

Acts of **Level III Misconduct** include but are not limited to the following:

- Continuation of Level II misconduct after reprimand
- Hands on incidents
- Failure to comply with the rules and guidelines set out in the COVID Health and Safety School Plan
- Fighting – using fists or physical contact
- Spitting
- Vandalism: destruction or defacing school/student property
- Possession of pornographic material
- Defiant/threatening behaviour toward staff/others
- Ongoing bullying
- Possessing/use/selling of tobacco products, alcohol vaping products and/or other drugs
- Theft of school and/or personal property
- Leading/participating in a riot (behavior of one (1) or more students with the intention of causing disruption of the school environment)

IN-SCHOOL SUSPENSION:

Restriction from normal school routines but are still on the school grounds with supervision. All assignments will be completed and will receive credit. All suspension rules are to be obeyed or time will be doubled or possibly stepped up to an Out-of-School Suspension. Any student receiving an In-School Suspension may not participate in practices, contests, or games during the period of suspension. This includes evening activities if applicable. The period of suspension shall end at 8:00 a.m. on the next calendar day. Completed work and a parent meeting will be required prior to the return to class.

OUT-OF-SCHOOL SUSPENSION:

Suspension from the school grounds and all activities for a predetermined amount of time. All assignments will be provided to the suspended student. Students are recommended to complete any assigned assignments. A student receiving an Out-of-School Suspension is not to exceed ten (10) days but may be fewer. Any student receiving an Out-of-School Suspension may not participate in or attend any school activity or be on school property during the period of suspension. The period of suspension shall end at 8:00 a.m. the next day of pupil attendance. Completed work and a parent meeting will be required prior to the return to class.

INDEFINITE SUSPENSION:

Suspension from the school grounds and all activities for an undetermined amount of time. Students on an Indefinite Suspension may be removed from the entire school program depending on the violation. Any student receiving an indefinite suspension may not participate in or attend any school activity or be on school property during the period of the suspension. Students on an indefinite suspension, accompanied by the parent or guardian, must have a meeting with, and have approval from, the Nak'al Bun School Council prior to the re-entrance to Nak'al Bun Elementary School. A safety plan and conduct plan will be necessary and must be always followed for the student to remain in the school

APPEALS PROCESS:

In the event that a decision made by School officials is considered by a parent or guardian to be detrimental or unfair to the student, the following process is to be initiated:

1. Parent or Guardian, and student are to meet with the school Principal or Vice Principal and the teacher in an effort to resolve the problem the earliest possible time, (within 5 school days).
2. In the event that the issue is not resolved, the parent or guardian has the right to request by letter to the school, a meeting with School Council.
3. The issue shall be presented to School Council both from the Parent's perspective and the school's perspective. A final decision from Council will be presented no more than 5 school days after the initial meeting with School Council.

Parent or guardian may, if they choose, have a community member present with them.

* Written records are to be kept at all stages of process.

PARENT/STUDENT CONCERNS:

There may be occasions when concerns regarding student progress, student behaviour, or school practice may arise. In cases such as these, it is helpful if parents know how to get the problem resolved, the concern shared, or the questions answered. Nak'al Bun School staff want to respond to all parent concerns in a manner that is helpful, shows mutual interest for the child, and resolves the problem. Generally, it is recommended that parents take the problem to the staff member closest to the problem first.

Step 1: Contact your child's teacher. If you feel that your child's teacher has not been able to address your concern you should...

Step 2: Contact the Principal. If the Principal or Vice Principal has made every effort to resolve the issue, and you are still not satisfied, your next course is to...

Step 3: Contact Lorretta Moise, Education Manager at Nak'azdli Whuten or Nak'al Bun School Council.

SCHOOL COUNCIL:

Nak'al Bun School Council meets monthly with administration, to discuss school operations. A person wishing to address concerns to School Council may do so by informing the school Principal in writing one week prior to the scheduled meeting.

RESTORATIVE JUSTICE:

If a student is assigned to Restorative Justice, they are expected to adhere by the following guidelines: Students will report to the assigned Restorative Justice room for either the assigned recess or lunch recess time. In Restorative Justice and/or Detention, students are expected to arrive on-time, stay for the assigned time, stay seated, and be respectful. During Restorative Justice, the student will participate one-on-one, or in a circle, in a reflection of their misconduct and what led up to it. The student will work with Mrs. Sam to decide on school-appropriate school the school-appropriate issue(s). Students will write a letter of apology if needed and will present the letter to the appropriate staff/student. Nak'al Bun Elementary realizes the benefit that can be had, when students actively participate in acknowledging and recognizing their own actions and consequences so that they can learn to seek out help/assistance in a non-disruptive and respectful way. Restorative Justice helps students learn to take responsibility for their actions, and actively brainstorm alternative behaviours/solutions that will not result in misconducts of any level.

If for some reason a student does not follow the guidelines set forth, they will be forwarded to the Principal's office. This will be considered a Level II misconduct. The student will still owe their pre-assigned Restorative Justice and/or detention time, plus an additional noon hour of Restorative Justice session. Parents/guardians will be notified if necessary.

Sometimes students may be assigned an in-class Detention with the classroom teacher, where the aim is to make up wasted learning time, and/or catch-up on work they defiantly chose not to complete.

GYMNASIUM:

1. Students must wear clean, non-marking running shoes in the gym, at all times.
2. Students must not be in the Gym area unsupervised at any time.
3. Full participation is expected at all times as per the BC Curriculum.
4. It is the teacher's responsibility to ensure that the gym and equipment room is tidy following the departure of their gym class.

LIBRARY:

The library houses an extensive collection of non-fiction, fiction, and reference materials that are arranged in primary and intermediate sections. Students are encouraged to use the library and borrow books to read at home. Please encourage your child to take good care of books and return books promptly. Students are charged the replacement cost for lost or damaged books. These charges must be paid prior to students attending the end of year field trips.

1. As all classes are encouraged to visit the library weekly, please review appropriate behaviours for the library.
2. Teachers will be responsible for ensuring that all books have been properly re-shelved and returned in an appropriate time frame.
3. Lost books, and damaged books, will be charged to the borrower.

MORNING RECESS PROCEDURE:

1. Hand washing procedures will be enforced prior to playing outside and immediately after returning inside.
2. Students should be encouraged to use the washrooms before and/or after recess break.
3. Weather permitting, students are to go outside at recess time, unless they have permission (a signed note with a reasonable excuse from parents, or teacher authorization) to do otherwise; please ensure students have season/weather appropriate outdoor clothing and footwear.
4. Weather not permitting (colder than – 20 degrees Celsius, heavy rain, or heavy snow), students will remain within their classrooms, and supervision will be conducted throughout the hallways.

NOON HOUR PROCEDURE:

1. Hand washing procedures will be enforced prior to eating, playing outside and re-entering the school.
2. Students will eat lunch in their designated classrooms
3. Students will be expected to go outside to play at their designated times, unless alternate activities have been planned (ex. Intramurals, library, clubs, etc.)

AFTER SCHOOL PROCEDURE:

1. All classes will be dismissed at 3:00pm. Teachers and/or designated assistants are to supervise their classes from the classroom to the bus area every day and stay with students until they have entered the bus.
2. Students walking and/or bicycling home must have prior written permission from their parents/guardians.

EVACUATION OF THE SCHOOL:

In the event of a situation requiring the evacuation of the school, the Fire Alarm Drill procedures will be followed. Should the conditions allow for outdoor gathering, the students will be moved to within a safe distance on the recreational area of the school grounds. Should the temperature or inclemency of the weather dictate that shelter is needed for the student body, staff should proceed with the students onto an available school bus where further instructions will be made available.

If it is necessary to send students home upon notification of the Principal or designated representative, classroom teachers and support staff will work together to contact the family of each student in their classroom confirming the call on a class list. The school bus will be used to transport students' home.

TIPS FOR EVACUATION AND FIRE DRILLS:

1. When the fire bell rings, the teacher should take a class list and LEAD the class out the nearest fire exit to an area well clear of the building. The classroom Education Assistant or a designated student, if no EA available, should be assigned to close the classroom door(s) and be the last person out of the room. **DO NOT STOP TO PICK UP COATS AND BOOTS.**
2. As a part of regular classroom procedure, students should know that if they are in the washroom during a fire bell, they are to leave the building through the nearest exit and report to their classroom teacher. The school Vice Principals will check or assign other staff to check washrooms.
3. Support staff will evacuate by the nearest exit, leading the students in their charge. Once outside, support staff will take/send students to their classroom teacher.
4. If you have students with a support staff member, wait a reasonable period of time for the students to return to your group before sending a runner to find the missing person(s).
5. Please avoid students from wandering in the parking lot as this area is to be kept clear for emergency vehicles.
6. Students are to wait quietly in their class group until an “All Clear” signal is received (a series of 3 bell rings).
7. Do not enter the building until you are told to do so.
8. Refer students to the office whose conduct was such that it may have endangered lives in the event of a real fire.

BUSSING:

Students riding the bus must be registered with the school. Parents can complete a registration form at the school. Parents must make arrangements **prior to 2:00 pm** with the front office if their child is to go to another caregiver after school. Students that miss the bus to go home will remain at school until parents are contacted. Parents are responsible for transporting their child.

BUS DROP-OFF AND PICK-UP:

A bus schedule of the bus route is provided in the student packages at the beginning of the school year.

STUDENT DROP-OFF:

The student’s drop-off and pick area are located at the parking lot in front of the school. When dropping or picking up your child(ren) do not park in the bus drop-off and pick-up area or enter the rear of the school. Parents should not drive through the bus parking lot to pick up or drop off their children. Please be very mindful of the 10km per hour speed limit, as safety is our greatest concern.

BUS RULES:

1. Throughout the year, we will have two after school bus runs. The first for general student dismissal is at 3:00pm and the second run will leave at approximately 3:35pm. The remaining students may have an outside recess while waiting for the second run. Staff will supervise students leaving the school to board their bus run.
2. Teachers are responsible for helping younger students organize their clothing and belongings prior to boarding the bus.
3. Bus conduct is expected to conform to the school wide ‘RESPECT’ rules. Assigned student bus monitors will assist the bus driver. Teachers and support staff will assist the bus driver with the loading wherever possible.
4. Nak’al Bun School Busing is offered to all students within town limits, and operates under the following regulations:
 - a) The bus route is set at the beginning of the year, and any changes made will be sent out as a notice three days in advance.

- b) When the weather is below -30 degrees, no bus will run for safety reasons. The school will remain open, but it is the responsibility of the parents to transport their children to and from school.
- c) All Kindergarten and Grade One students must be met at his or her bus stop by a parent/older sibling/responsible person. If no such person is at the stop, the school will attempt to contact the home, and the child will be brought back to the school for pick up.
- d) No student can get off at a different bus stop than their own, without a note/phone call from the parent prior to 2:00 pm that day. Students will only be dropped off at **designated** stops.
- e) All phone calls to the school regarding drop-off changes/confirmations, must be made before 2:00pm, to avoid any confusion.

Parents should NEVER call the bus cell phone regarding drop-off; calls must be made to the school. If it is an emergency, contact the school, and we will contact the bus driver.

- f) Please remember that it is the parent’s responsibility to monitor their child at the bus stop, both before and after school. The school is not responsible for student interactions at the bus stop.

NAK’AZDLI BUS RULES:

Loretta Moise, Education Manager at Nak’azdli Whu’ten, is in charge of the bus. All concerns regarding busing must be directed to Loretta Moise at the Band Office at 250-996-7171. There will be a bus policy manual available which will be included in the student package at the beginning of the school year.

These rules apply to all students traveling to and from school-by-school bus:

1. The driver is in charge!
2. Follow directions the first time they are given.
3. Keep hands, feet, and other objects to yourself.
4. Talk quietly, using appropriate language.
5. Tobacco products, drugs, vape products and alcohol are prohibited.
6. Unregistered students are not allowed on the bus without written permission.
7. No eating or drinking on the bus.
8. Any damage to the bus will be the financial responsibility of parents or guardians and will be justification for bus privileges to be revoked.

Safety rules to observe when your child (ren) boards or gets off the bus:

- ✓ ALWAYS – wait for the driver’s signal to proceed before crossing any roadway.
- ✓ ALWAYS – cross in front of the bus; NEVER go behind it.
- ✓ ALWAYS – look both ways before crossing the road.
- ✓ ALWAYS – think safety.

FIELD TRIP PROCEDURES:

Approval from the Principal prior to all field trips is mandatory. Written parental consent must be obtained prior to the trip. Parental involvement is encouraged. Please note: an up-to-date Criminal Records Check must be submitted to the Principal prior to attending Field Trips as a chaperone. This is a provincial law.

Students participating in field trip activities are to behave according to Nak’al Bun Elementary School Rules. This will be in effect from the beginning of the trip until dismissed by the teacher. Inappropriate behaviours will result in the student being returned to the school and/or home and will affect future participation in field trips. Safety is the top priority for all field trips, and students must demonstrate this prior to attending.

STUDENT SUPPLIES:

Nak'al Bun provides all student supplies for students (excluding backpacks, water bottles & lunch bags). Nak'azdli Whut'en members will have costs covered by Nak'azdli Whuten.

Non-Nak'azdli members are charged **\$50 per family**. This is due to be paid to the office no later than September 17, 2022. In the event that a student loses or improperly takes care of their supplies, that student may have to replace the item at their own cost.

TEXTBOOKS:

Teachers are required to keep a list of textbooks that have been assigned to students. Students must be encouraged and expected to treat all textbook with respect. Destroyed or defaced textbooks will be charged to the student's family at replacement cost. An average textbook is over \$150.00. These charges must be paid prior to students going on end of the year field trips.

NUTRITION AND LUNCHESES:

We promote healthy eating habits. On days when your student brings his/her snack and/or lunch to school, we encourage you to send healthy choices for food items. Sugary snacks and drinks are strongly discouraged. Teachers will contact families if there are ongoing concerns regarding food items. A toll-free number 1-800-667-3438 to a dietician, is available for any questions with regards to what is or is not healthy, for your child.

BREAKFAST AND LUNCH PROGRAM: (No Cost)

BREAKFAST: Monday – Friday
SNACK: Monday, Wednesday, Friday.
HOT LUNCH: Tuesday & Thursday

MENU:

Menu items will vary according to seasonal availability. The monthly menu will be sent out with the monthly newsletter, as well as are available on the front counter at school. Please look over each menu, and if there is something on the menu your student will not eat, please send a healthy substitute. If your child is on a specialized medical diet, please let our kitchen know and we will meet the needs of your child

SECTION C: SCHOOL PROGRAMS, SERVICES, CALENDAR AND ACTIVITIES

SCHOOL PROGRAMS:

The elementary program is organized into primary grades (Kindergarten 4 to Grade 3) and intermediate grades (Grades 4 to 7).

1. ELEMENTARY SCHOOL:

- Communicate effectively through writing, speaking and visual arts.
- Make connections between area of study and life outside the classroom.
- Be creative and reflective learns.
- Define personal and education goals and establish plans to meet those goals.
- Develop positive attitudes toward themselves and others.
- Be responsible.

2. STUDENT COURSES:

- Carrier Language and Culture
- English Language Arts
- Mathematics

- Social Studies
- Science
- Arts Education (Art, Music, Drama, and Dance)
- Technology
- Physical Education

STUDENT REPORT CARDS:

The Ministry of Education guidelines require that anecdotal reports be completed for the primary grades (Kindergarten – Grade 3). Letter grades are currently used in the intermediate grades (Grade 4 – 7). Detailed formal report cards are issued three times per year, generally in November, March and June. The Ministry also mandates two informal report cards. Teachers will provide interim reports at their discretion. Informal report cards provide an important link between home and school and can be accomplished in a variety of ways, such as telephone calls, interim reports (written or oral), and conferences.

SCHOOL SERVICES:

SPECIAL EDUCATION TEACHER/LEARNING ASSISTANCE:

A Special Education Teacher is in the school to provide support for additional instruction and services to those students identified by the Ministry of Education Special Education guidelines. Intervention and/or enrichment is provided to all students in Grades K to Grade 7, 4 days per week.

SCHOOL COUNSELLORS:

We currently have no School Counsellor. We will inform parents when we have hired one.

SCHOOL FACEBOOK PAGE:

Nak'al Bun Elementary School has a Facebook page with information about upcoming school events, announcements, and programs at our school. This is an information page only. Any comments will be approved before it will get posted. Any negative comments will be removed immediately and result in the deletion of the member from the group. This Facebook page is a closed group, open only to Parent/Guardians and Grandparents, as well as staff. This keeps our children safe. Please contact the front office if there are issues connecting to the page.

MONTHLY NEWSLETTER:

A monthly newsletter is sent home, usually on the last week of the month. The newsletter will also be available on our Facebook page.

CLASS DOJO:

Class DOJO is a classroom communication platform for teachers, parents and students. The platform allows teachers to share events, pictures, announcements and other information with parents and students.

SECTION D: STUDENT HEALTH

This School has a goal to keep all children safe and healthy. You are the best judge of your child's health, and we trust you will not send your child to school if they are sick. Parents should be advised to keep children at home or make alternate arrangements for the following conditions.

- Pain – any complaints of unexplained or undiagnosed pain
- An acute cold with fever, runny nose and eyes, coughing and sore throat.
- Difficulty in breathing – wheezing or persistent cough

- Fever (100 F/38C) accompanied by general symptoms such as listlessness (may be an early sign of illness that requires a physician's attention)
- Sore throat or trouble swallowing
- Infected skin or eyes or an undiagnosed rash (See a physician)
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps. Nausea and vomiting may be an early sign of illness that requires a physician's attention
- Severe itching of body and scalp (spots or rashes must be examined by a physician)
- Children with nits or head lice should be kept home until all nits and live lice have been removed.
- Children with unknown or suspected communicable diseases

IT IS REQUIRED TO KEEP OR TAKE A CHILD HOME WHEN THE CHILD:

- Is suffering from one or more of the above symptoms
- Is not well enough to take part in the regular program of the school

RESPONSIBILITIES OF THE PARENT:

- Parent will inform the school, within 24 hours of a serious illness or contagious disease in the family
- Parent will ensure that the child is free from symptoms before returning to the school. In the case of a communicable disease, a doctor's approval must be given before returning to this School
- Parent will provide any necessary prescription or non-prescription medicine for the child in the original container, and sign a Medication Authorization Parent Consent Form for school administration of prescribed medications, or take a child home if the child has one or more of the symptoms listed on the policy
- Parent will provide information on the care of the recuperating child when the child returns to the school, providing that the child can continue with the school program

RESPONSIBILITIES OF THE SCHOOL:

- School will report a case of a communicable disease to the Medical Health Officer within 24 hours
- School will notify parents immediately if a child becomes ill or injured. If the parent cannot be notified the emergency contact person will be notified
- If emergency contact person cannot be reached, the school is entitled to contact a physician or ambulance if necessary. All costs incurred are the responsibility of the parent or guardian.
- School will provide a quiet, supervised area for a child who becomes sick while at school, until parents can pick them up.
- School will maintain a valid First Aid Certificate attendant at all times

WHEN CHILDREN ARE SICK:

Good health is necessary for effective learning. Please do not send your child/ren to school when signs of sickness are noticed in the morning. If students become sick at school, parents will be contacted immediately. It is the responsibility of the parents to have the child picked up in a timely manner (within 30 minutes). Students who are ill should seek medical attention and return to school when they are well and are ready to learn.

CONTAGIOUS DISEASES:

If your child is showing signs of an infectious or contagious disease, the school will contact you immediately and you will be required to pick them up from the school.

It is our policy not to admit any child who has a communicable disease. We require the child to be symptom free for 24 hours or a doctor's clearance stating that they are no longer infectious before they can return to school. Please notify the school if your child has been exposed to or has a communicable disease. We will advise the other parents/guardians of a communicable disease by sending a notice home with each child and on

the Nak'al Bun Elementary Facebook page. The school reserves the right to send home or refuse attendance to any child that is considered not well enough to attend.

HEAD LICE:

The school wishes to support the prevention of spreading head lice among students, and will follow the procedures below when a child is found with head lice:

- Students who are found to have head lice while at school, will have their parents/guardians notified, and it will be requested that they treat the child's head before he/she returns to school.
- Notice will also be sent home to the class of the child, for parents/guardians to monitor their children's heads, to help prevent the spread of lice.
- When the child returns to school after a treatment request was sent home, the child will have his or her hair checked again by a staff member before returning to class. If lice are still present, parents/guardians again and will be requested to pick up their child and treat the head lice again.
- Please contact Nak'azdli Health Unit or Public Health if you require assistance with the procedure(s) for treating head lice.

PRESCRIPTION AND NON-PRESCRIPTION DRUGS:

When medication must be administered to a child during school hours, and to ensure the highest level of safety and well-being of the students in the school's care, the following guidelines and procedures are followed:

1. The parent/guardian will obtain from the school office and complete a "Request for Administration of Medication at School" form giving all necessary information relative to their child's medication or physical needs. The student's attending physician must complete the "Prescribing Physician" section of the form.
2. The Principal will ensure that a medication plan of action is developed for the daily care of the student. The medication plan of action shall include the following:
 - a. The name of the staff members responsible for the administration of the medication.
 - b. The location of the secure medication.
 - c. Recording procedures (use "Administration of Medication Record" form).
 - d. Other pertinent information.
3. A copy of the "Administration of Medication Record" form will be stored with the medication.

EMERGENCIES AND ACCIDENTS:

Emergencies and accidents do occur in spite of careful supervision of activities. School personnel handle routine cuts and scrapes; however, schools are generally not equipped to look after ill or injured students beyond the Band-Aid or cold compress stage. If an injury is more severe or treatment is beyond the school's capability or requires parent supervision, the parent or guardian will be contacted. Our First Aid personnel are Treasure LaBoucane and Tania Julian. Nak'al Bun Elementary School abides by all recommendations, Guidelines and Policies to keeping our children and school community safe is our utmost concern.

SECTION E: STUDENT ENROLLMENT

STUDENT ENROLLMENT POLICY:

INTENT:

Nak'al Bun Elementary School strives to promote student learning and academic achievement by maintaining a low student – staff ratio. To this end, the maximum enrolment for classes will be twenty (20) students. Nak'al Bun School Council will use the following policy and procedure for student enrolment.

Priority for student enrolment is based on the following;

1. Students who are registered members of Nak'azdli Whut'en
2. Students having one parent who is a member of Nak'azdli Whut'en
3. Students currently enrolled at Nak'al Bun School

4. Students enrolled by June 15th if space is available
5. Students attending K-4 **MUST** register for Kindergarten by June 15th and will be enrolled based on this priority ranking.
6. Students can be enrolled after June 15th will be accepted if space is available, with the previous priority ranking followed.
7. Students not accepted may go on a wait list and will be admitted according to the previous priority ranking, and then on the date of their application.
8. Parents/Guardians will be contacted as soon as a seat becomes available.

STUDENT TRANSFER POLICY:

Students wishing to transfer to Nak'al Bun Elementary School must do so by September 30th. Any students wishing to transfer after that date will need to submit a formal request to the Principal. In town transfers after September 30th are discouraged, and subject to review by the Principal. Admission will be based on class size, school operating capacity, and availability of trained staff for any special needs of the student. Parents who wish to re-enrol a student after previously removing that student due to disciplinary issues may make a request by letter to the School Council. The letter should clearly indicate evidence of a changed attitude and behaviour sustained over a period of time, which would warrant consideration of re-enrolment by the school.

Documentation to prove the evidence may be requested (Doctor reports, psychiatrist/psychologist reports, school reports, counsellor reports, etc.). The School Council may choose to re-enrol the student with or without probationary conditions or may refuse to accept the re-enrolment.

Decisions are to be made in consultation with the Principal of the school, and will be based on program capacity, including consideration of the following factors:

- The operating capacity of the school is defined by the Ministry of Education and Nak'al Bun School Council.
- The level and availability of trained staff assigned to the school.
- The physical space in which instructional programs operate in the school.
- The school's ability to provide appropriate educational programs for the applicant and other students.
- The impact on other students already enrolled at the school.

SECTION F: APPENDIX

EDUCATIONAL RESOURCE POLICY:

INTENT:

Nak'al Bun School Council recognizes the need for having guidelines for the selection of appropriate educational resources, i.e., textbooks, novels, essays, short stories, poetry, video, audio and other learning materials.

POLICY:

Therefore, we, as a governing authority declare that learning resource materials used at Nak'al Bun Elementary School:

1. Must enrich and support the British Columbia curriculum;
2. Must meet the varying needs of students based on ability and provide a wide variety of perspectives;
3. Must encourage student growth in factual knowledge, critical thinking and analysis, personal judgement, visual appreciation and ethnic diversity.

The Nak'al Bun School Council requires its school staff to be mindful of not using learning materials that contradicts the beliefs and values stated in the school's mission, philosophy and goals.

REGULATIONS:

1. Nak'al Bun School Council recognizes that parent(s) or guardian(s) may find instructional materials conflict with their views. As such, parents or guardians may challenge the appropriateness of learning resources used at Nak'al Bun Elementary School.
2. The school receiving notice of challenge of learning resources shall try to resolve the concern internally.
3. The Principal and / or teacher shall explain to the parent (s) or guardian (s) the school's selection procedure, criteria and qualifications of persons selecting the resource.
4. The Principal and / or teacher shall explain to the parent (s) / or guardian (s) the alignment of the resource with the educational program and Provincial curriculum.
5. In the event that the matter is not resolved, the Principal shall follow the Appeals Process outlined in the Student, Parent, and Teacher Handbook on page B-8.

CHILD PROTECTION POLICY:

INTENT:

Nak'al Bun School Council seeks to provide a safe, healthy, nurturing, learning environment in the school's cultural context. Therefore, we, as a governing authority affirm that students have a right to be protected from child abuse and neglect.

The purpose of this policy is to support a comprehensive and collaborative approach (in reference to Operational Protocol between Nezul Be Hunuyeh and Nak'al Bun Elementary School, May 2, 2014) when responding to child abuse and neglect, by providing school staff with direction on their legal obligation to report child abuse and neglect to a Child Welfare Worker under the *Child, Family, and Community Service Act*.

POLICY:

The Nak'al Bun School Council requires its school staff to be aware of their obligation to report child abuse as prescribed by legislation. All school staff must understand and respect their legal obligation to report child abuse and neglect to a child welfare worker where they have reason to believe that a child is in need of protection within the meaning of the *Child, Family and Community Service Act*.

REGULATIONS:

Within these regulations, "reason to believe" means that, based on observation or information received, the person believes that a child has been or is likely to be at risk. Proof is not required. The Child Welfare Worker may investigate and will make a determination whether abuse or neglect has occurred or is likely to occur.

- 1. Steps to be taken when a school staff has reasonable grounds to believe that a child has been abused, when the alleged abuser is a person other than a school employee, are as follows:**
 - a. Employees having a reasonable belief or suspicion that a student is or has been abused, by receiving information from that student, shall immediately report the information or incident to a Child Welfare Worker at the local office of the Ministry for Children and Families.
 - b. As a matter of courtesy, the employee shall notify the Principal that s/he has grounds to suspect child abuse and has notified the Ministry for Children and Families.
 - c. If the employee has a concern but is not sure whether the concern amounts to a reason to believe that the child needs protection, the employee should consult with the Principal and/or a Child Welfare Worker about whether the indicators observed are cause for concern or amount to reason to believe that the child needs protection.
 - d. The employee's responsibility is not discharged by reporting to any person other than a social worker who is the delegate of the Ministry for Children and Families.
 - e. The employee shall familiarize themselves with the Operational Protocol established between Nezul Be Hunuyeh and Nak'al Bun Elementary School for ensuring the safety and well-being of children.

BULLYING AND DISCRIMINATION PROTECTION POLICY:

INTENT:

Nak'al Bun School Council seeks to provide a safe, nurturing, learning environment in the school's cultural context. Therefore, we endeavour to teach and model appropriate behaviour. To this end, we are to encourage and correct in a spirit of love and humility, not just bullying behaviours, but such things as selfishness, unkindness, racism, sexual comments and inconsideration.

Nak'al Bun School Council seeks to provide an environment free from harassment and bullying of any kind and are committed to providing a compassionate, inclusive, and non-threatening atmosphere in which each and every one of our students and staff can learn, work and achieve.

Nak'al Bun School Council will promote an attitude of respect and dignity towards others. ***WE PROHIBIT ALL FORMS OF BULLYING.***

The Nak'al Bun School Council believes that it is essential students feel connected through the relationships that are created between students, staff, and parents that are part of the school community. No program is in existence or will be proposed at Nak'al Bun Elementary School that would, in theory or in practice, promote or foster doctrines of (1) racial or ethnic superiority, or persecution, (2) religious intolerance or persecution, (3) social change through violent action, or (4) sedition.

Nak'al Bun Elementary School will continuously develop strategies to ensure that children attending the school will experience a learning environment that enables them to feel safe, respected and connected with the school community. This will include the protection of the students' physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, regardless of their gender, race, culture, religion or sexual orientation, which remains consistent with the school community's values, cultural perspectives and philosophical values.

Strategies and activities that are employed at Nak'al Bun Elementary School for building and maintaining school community and to enable students to feel safe, accepted and respected include the following:

- Encourage students to report to staff any form of bullying
- Supervision of students in all areas of school during school instructional hours
- Monthly school awards to students demonstrating academic excellence, effort, attendance, social responsibility
- Weekly assemblies to discuss various school and classroom expectations

BULLYING REPORT/RESPONSE PROCEDURES:

- Students are reminded by school staff to report any forms of behaviour by students or staff that make them feel uncomfortable or make them feel bullied or harassed.
- On receiving any report of bullying or harassment, school staff will immediately report incident to the Principal.
- The Principal on receiving report of bullying or harassment will conduct an investigation which will include but not be limited to, interviewing students or staff who have witnessed or have been bullied or harassed.
- The Principal will upon determination that, bullying or harassment, has occurred will interview those who were involved in the bullying or harassment and will administer appropriate disciplinary actions as outlined in the Nak'al Bun Teacher, Parent, Student Handbook.

DEFINITION OF BULLYING:

Bullying can be generally defined as the use of aggression, intimidation and/or cruelty with the often-intentional result of hurting another person verbally, physically or emotionally. By its nature bullying often has an ongoing element.

SPECIFIC TYPES OF BULLYING MAY INCLUDE, BUT ARE NOT LIMITED TO:

- **EMOTIONAL:** being deliberately unkind, shunning, excluding, or tormenting.
- **PHYSICAL:** pushing, kicking, hitting, tripping, punching or using any other sort of violence against a victim.
- **RACIST/INTOLERANT:** taunts, slurs and/ or physical threats directed around a victim's race, religion or ethnicity.
- **SEXUAL:** initiating and / or executing unwanted physical contact, making sexually threatening and /or abusive comments, using slurs regarding one's sexual orientation.
- **VERBAL:** name-calling, ridiculing, using words to attack or threatening.

PLEASE NOTE:

An instance of bullying may fall into more than one "category" listed above. Bullying also applies to any of the specific types of bullying listed above, occurring on social media outlets – 'cyber bullying'.

TOBACCO AND VAPOUR PRODUCTS POLICY:

INTENT:

Nak'al Bun School Council seeks to provide a safe, healthy, nurturing, learning environment in the school's cultural context. Therefore, we, as a governing authority will endeavour to ensure that Nak'al Bun Elementary School staff teach and model appropriate behaviour. To this end, we discourage the use of tobacco and vapour products unless it is directly related to and / or used for cultural or ceremonial reasons.

TOBACCO, CANNABIS, VAPE FREE POLICY:

A tobacco, cannabis and vape free environment helps create a safe and healthy environment. Smoking and second-hand smoke are known to cause serious lung diseases, heart disease and cancer. Nak'al Bun Elementary School Council recognizes the hazards caused by tobacco – vapor use, and exposure to second hand tobacco smoke. Our policy to provide a tobacco, cannabis and vape free environment for all students, employees and visitors to keep a safe and healthy school environment. This policy covers the smoking of any tobacco product and the use of oral tobacco products, "spit" tobacco and e-cigarettes, and it applies to students, employees and visitors. No use of tobacco or cannabis products including cigarettes and "spit tobacco" or e-cigarettes are permitted at any time on Nak'al Bun Elementary School property.

PROCEDURE:

1. Students, employees, and visitors will be informed of Nak'al Bun Elementary School Council's Tobacco-free Policy through signs posted throughout the school.
2. Visitors will be informed of the Tobacco-Vapor Free Policy by school newsletters, school socio-community media, during school events and signs posted throughout the school.
3. Any violations of this policy will be handled through due process using school policy.