A photograph of a small, white and yellow flower growing in a nest-like structure made of sticks, pine needles, and moss on a dark asphalt surface. The nest is built with several sticks forming a rectangular frame, filled with dry pine needles and moss. The flower has five white petals and a bright yellow center. The background is a dark, textured asphalt surface.

Denman Island Community
School
Handbook

Dear Families,

We hope this handbook will be helpful by providing you with information about our school. Please take the time to read and discuss it with your child(ren).

As a community school we are committed to the development of a healthy school environment that all allows for each child to develop his or her full potential. We look forward to discussing school programs and policies with you at our PAC Meetings.

Denman Island Community School:

Love Where You Learn

Vision:

To have a vibrant, diverse community school where everyone plays an integral part in life-long learning.

Mission:

To foster passion, creativity and inclusiveness in our learning environment in ways which enhance opportunities, strengthen community connectivity and recognize our unique physical and cultural circumstances.

Denman Island Community School is a community of learners that values:

- Preserving and enhancing the foundational structure of our community school
- The diverse needs of our learners
- Every child's individuality in the learning process

- Building relationships and collaborating based on respect, integrity and ethical behavior
- Environmental responsibility and accountability
- Celebrating our accomplishments

SD71 Staff Members

Shelley Ord	Vice-Principal & Grades K-1 Teacher
Karla Neufer	Grades K-1 Teacher
New Teacher! (TBA)	Grades 2-4 Teacher
Daniel Farrow	Grade 4- 7 Teacher & First Aid Attendant
Shannon Kay	Administrative Assistant, Noon Hour Supervisor
Jessica Boothby	Education Assistant Noon Hour Supervisor
Asherah Woodburn	Clerk-Librarian
Kevin Flesher	Music Teacher
Bridget Mawhinney	Counselor
Nicole Seeley	Indigenous Support Worker
Virpal Davies Veronique Eriksson	Custodians
Autumn White	Bus driver

Hours of Operation

Monday-Friday

8:40	Classes start
10:00	Recess
11:45	Outside play
12:05	Lunch
12:25	Afternoon instruction begins
2:32	Dismissal

Student Safety

It is important that home, school and community work together to ensure the safety and attendance of all students. Please take note of the following guidelines.

Attendance

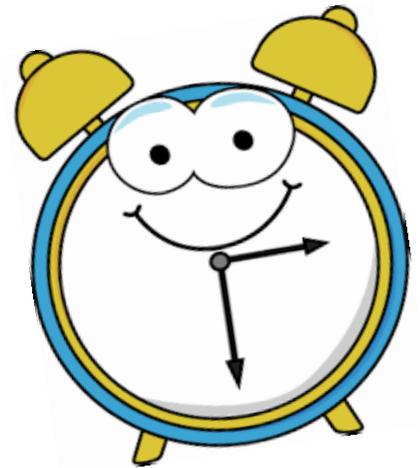
Regular attendance is encouraged and helps to support student success at school. We realize that from time to time family circumstances require students be absent from school for a duration of time. We appreciate prior notification, preferably in writing. Absence from class does not automatically excuse a student from completing assignments covered in the class during the absence.

Please inform the classroom teacher and check in with the office when taking your child out of school during the day for appointments.

Attendance is taken when classes begin. When children are not in attendance at the start of class the administrative assistant in the office will call home unless parents have previously notified us. Please note that we have an answering machine and you can leave a message on it any time of day or night. The school number is 250-335-2324.

Late Arrivals

Students arriving late must check in at the office before going to their classroom. Arriving on time reduces classroom interruptions.



Parking Lot

Please drive very slowly when in our school roundabout and parking lot. Children are not allowed to play in the parking lot. Please do not park in the bus drop off area or leave your car idling.

Busing

It is expected that students will be respectful of the rights of others and property of others when waiting at their bus stops and while riding the bus. Children who do not demonstrate responsible behavior may have their bussing privileges removed.

It is important for student safety that all bus stop arrangements for pick up and drop off are communicated to the bus driver at the beginning of the school year. Children who are unsure of where to go will be returned to the school.

Young children should be escorted to their bus stop. If you do not intend to accompany your young child to or pick him or her up from the bus stop, or if there are any changes in your child's bussing routine please inform the bus driver and the school's office.



Inside/Outside Days

We will have outside recess and lunch play times for all students whenever possible, including when it is raining lightly.

Students should come to school dressed appropriately for the weather and outside play. It is suggested that parents send along a change of clothes, particularly for young children. Clothing is easily stored on hooks or cubbies in the classroom.



When the weather is especially inclement an inside day may be announced in which case the children will either be choosing quiet games in the classroom or be invited to open gym or other designated areas.

Students should have a clean pair of indoor shoes, which they leave at school, for play in the gym.

Friends, the phone and planning ahead

We are requesting that students plan ahead if they are going to visit with friends after school. We discourage the use of the school phone for these sorts of arrangements.



If you need to leave a message with the school please note that the Administrative Assistant leaves at 12:30, calls placed after this time may not be answered. Messages can be left on the school answering machine.

Cell phone policy: We ask that students do not bring cell phones and other devices to school. In the event that a student brings a phone/device to school it will need to remain in their bag and may be used after the school bell rings at the end of the day.

Students Leaving School Grounds

Students are not allowed to leave the school grounds without written permission from a parent or guardian. At times students bring notes to walk to the store to buy lunch. Please note that when students leave the school grounds they are not supervised, and students should not be leaving school grounds during break.

Communicating Student Learning

Assessment, evaluation, and communicating student learning through reports to parents/guardians will occur regularly and in different formats through the year e.g. performance scales, written updates, reports, phone calls, open house portfolio viewings etc. Our school calendar will mark when families can expect reports outlining student learning and parents/guardians can request meetings at any time with teachers to discuss student learning.

There will also be one scheduled Parent/Student/Teacher conference in November of each year. Teachers also make as many unscheduled contacts with the home as they deem necessary.

Further, interviews can be arranged during the year at the request of parents or teachers. Please contact your child's teacher if you have questions about your child's progress.



Recycling

Our school participates in a recycling program. In each classroom there is a paper collection bin. We encourage students and teachers to re-use paper whenever possible and then place it in the proper receptacle. We are "packing in and packing out" which means students need to take all containers and packaging home to recycle. We have a compost bucket in each classroom.

Lost & Found



Each year we take several bags of unclaimed items to the free store. Please encourage your child to take responsibility for shoes, socks, coats, hoodies, lunch containers and bags etc. as these are the types of items that frequently end up in the lost and found. Lost and found items that are not claimed will be taken away at the end of each month and given to the free store or other charity. The lost and found is in a red container located in the school's foyer.

Library Notes

Welcome back to another year of reading. We invite all parents and care-givers to visit our wonderful library. Check out our Parenting section and choose some books to take home and share with your child. The Parents & Tots Morning Out on Fridays includes a visit to the library, but you are welcome to drop in at other times as well.

We thank you all for your on-going and generous support of our library and for all your assistance in helping your child to take good care of books and return them on time. We suggest, and encourage you, to provide your child with a plasticized book bag specifically for carrying library books to and from school (with name tag).

If you have any questions about book orders or anything else concerning the library, please call Asherah, who will be happy to assist you.



Denman Island Community School Code of Conduct

Rights

- We have the right to be safe and welcome in this school regardless of race, colour, ancestry, place of origin, religion, marital status, family status, physical and mental disability, sexual orientation, gender ID or expression and age
- We have the right to be happy and to be treated with compassion in this school.
- We have the right to learn at school and to work and play in a positive environment.
- We have the right to be at school and to be treated fairly, equally and without discrimination.
- We have the right to respectfully express our feelings and opinions.

Responsibilities

- We have the responsibility to make the school safe for everyone in every way, to work and play kindly and gently and to use words and actions that are not aggressive or threatening.
- We have the responsibility to come to school prepared to try our best and to learn.
- We have the responsibility to respect the uniqueness of each individual within our school, including their individual thoughts, feelings, needs and interests.

Behaviour (Bullying) which threatens the safety and well-being of others is unacceptable and will be regarded as a serious breach of the code of conduct. Examples of bullying include but is not limited to threatening behavior, cyberbullying, harassment, intimidation, social isolation, exclusion, shunning, and violent behaviours while at school, at a school related activity or in other circumstances where engaging in the activity will have an impact on the school environment.

It is the responsibility of all students to come to school prepared to do their best and be ready to learn. With that in mind it is considered grossly unacceptable behaviour to engage in the use of and or distribution of illegal or restricted substances including tobacco, alcohol, cannabis, unauthorized prescription drugs or other drugs or drug products while at school, on the way to and from school, at lunch or at a school sponsored event or at any time on school district property. These behaviours will not be tolerated and will be dealt with by staff and administration with parent consultation.

Some students may need extra support or special considerations around complying with the code of conduct due to specific, individual intellectual, physical, sensory, emotional or behavioral needs. Each child's ability to follow the code of conduct and the possible consequences for not following the code of conduct will be considered within the context of the child's age, maturity, and unique needs or circumstances.

If parents, caregivers or students have any concerns about safety they are encouraged to contact the classroom teacher or the principal as soon as possible.

Procedures for Addressing Concerns

From time to time you may have questions or concerns about your child's progress, the curriculum or teaching methodology. Please take the following steps to address your concerns:

- STEP 1: Phone or visit your child's teacher. (Try to solve the problem or have your questions answered here).
- STEP 2: Arrange to meet with the Principal.
The teacher will be present, if appropriate.
- STEP 3: If a satisfactory conclusion has not been reached, contact the Assistant Superintendent of School.
- STEP 4: Contact the Superintendent of Schools.
- STEP 5: Contact one of the Local School Board Trustees.
- STEP 6: Contact the Minister of Education.
(Notify the Trustees first of your intentions.)

Please remember to give each step a chance to work before you proceed to the next step.

Parent Advisory Council (PAC)

Denman Island Community School values the contribution that our Parent Advisory Council makes to our school. The following overview explains the role of our Parent Advisory Group.

- What: To provide advice and assistance to the principal and staff of this school.
- Who: Everyone welcome.
- When: We meet once a month (date to be determined at the beginning of each year)
- Where: School Library
- Why: When you help students gain, teachers gain, you gain and the community gains.

The result - improved communication and co-operation for all. This is a great opportunity and privilege to get the inside view on what is happening at your school. All suggestions and ideas are welcomed.

The Denman Island Community School Nutritional Guidelines created February 2014

Whenever providing food to students (other than your own) during school hours:

1. Always provide organic, locally sourced, lightly packed and sugar free food whenever possible
2. No snacks will be provided which have sugar as one of the first ingredients such as lollypops and suckers, candy, cakes, generic icing, cookies and chocolate.
3. No snacks will be provided which contain artificial colouring (i.e blue No. 2), found in icings and candy, artificial flavourings, MSG, or artificial preservatives (i.e. sodium benzoate, found in juice and other drinks).



Community Programs "Best Practices"

1. Community Education

Is a concept that advocates a process for empowering citizens in a community to address local needs. The underlying values and principles are guided by practices such as:

- Inclusiveness
- Self-determination & self-help
- Shared resources
- Leadership development
- Lifelong learning
- Integrated services
- Responsiveness
- Neighbourhood-based action
- Sustainability

2. A Community School

Is a model that subscribes to the values and principles of Community Education. In a Community School, processes are in place that develop and maintain programs, services, events and opportunities to empower the neighbourhood to satisfy community needs and provide lifelong learning opportunities for people of all ages.

3. Components Practiced in a Community School

- Regular School Program
- Ministry of Education CommunityLINK Programs in support of vulnerable children
- Community Involvement
- Community Development
- Community Use of Facilities
- Interagency Coordination
- Extended Programs, Services and Activities
- Support of Lifelong Learning
- Development of Partnerships

4. Why have a Community School?

A Community School takes one of the largest and most underutilized public facilities, the public school, and increases the investment by keeping it open during evenings, weekends and during the summer for community activities. The Community School provides a vehicle for the participation of community residents, with or without children in the school system in the activities and efforts of the neighbourhood school.

5. Advantages of Community Schools

- Increases the use of local public school facilities
- Integrates and coordinates existing public services
- Maximizes communication between school and community
- Enriches and enhances learning through formal and informal activities
- Develops the neighbourhood schools as the centre of community activities
- Improves communication between school and community by providing opportunities for local residents to participate in community activities.
- Contributes to local employment and community economic development
- More than triples the investment by leveraging funds from other sources

2019-20 Volunteer Drivers

For those of you who plan on being a volunteer driver for the 2019-20 school year, you will need to submit the following to the office to be kept on file for the school year:

- Complete and sign the Volunteer Driver's form (included in this package)
- Request a drivers abstract from ICBC. Have your driver's license on hand when you call: 1-800-663-3051 or go to <https://onlinebusiness.icbc.com/cli/>
Ask them to email the abstract to: shannon.kay@sd71.bc.ca
- Provide a copy of your Driver's License
- A copy of insurance papers with proof that the vehicle has at least \$1,000,000 in the third party liability insurance

Volunteering with our Community School

We welcome volunteers and community involvement in and with our school. Our Code of Conduct must be acknowledged and followed by those working with us. For those working with small groups/individual learners or working with the school on a regular basis we require a Criminal Record Check to be completed.



The Technology Rights and Responsibilities Framework is intended as a guide to support essential conversations about digital use, and help develop socially responsible skills, habits and attitudes in all members of our learning community. The intent of looking at both rights and responsibilities is to assist us in creating an inclusive and respectful culture which promotes participation and active citizenship in each unique learning community.

Privacy Rights

I have the right to:

- Keep my personal information, including my image, private.
- Develop my identity and to share it in the way that I choose.
- Be assured that when I give my personal information it will be kept safe and only used in appropriate ways.
- Correct any of my personal information that is inaccurate.
- Have my personal information stored in Canada and nowhere else unless I choose for it to be.
- Protection, if I report something.

Privacy Responsibilities

I have the responsibility to:

- Take responsibility for my choices and actions.
- Learn about and always be aware of the risks of sharing my personal information and images with others.
- Not take someone else's identity (e.g. use another's password).
- Not take pictures of others on school district property without their permission.
- Report inaccuracies in my personal information.

Copyright Rights

I have the right to:

- Be known as the author of works that I have created.
- Use content, music, images, etc. for my personal and educational use.
- State how others will use works that I have created and own.

Copyright Responsibilities

I have the responsibility to:

- Acknowledge and respect the ownership of others over their works.
- Respect the right of other authors to state how they want their works to be used.

Use and Access to Information Rights

I have the right to:

- Learn, and communicate my learning.
- Create new works.
- Have an opinion and to express myself.
- Access and use district resources.
- Locate and share information.

Use and Access to Information Responsibilities

I have the responsibility to:

- Seek out quality content and that will help me learn and/or perform my duties.
- Use district resources for educational, school, and district related purposes (e.g. non-profit).
- Use no more than my fair share of district resources.

Behaviour Rights

I have the right to:

- Feel safe and be respected.
- Be protected from being hurt or mistreated in body or in mind.
- Choose who I will associate with.

Behaviour Responsibilities

I have the responsibility to:

- Respect the rights and freedoms of others.
- Not hurt or mistreat others by what I create and share.
- Treat others fairly and not harass, stalk, threaten, insult or attack others.
- Report unsafe and inappropriate behaviour.

School District No.71 (Comox Valley)

Consent for the Collection, Use and Sharing of Personal Information

Schools and Districts collect, use, and share student personal information that is directly related to and necessary for their educational functions. For other school or education-related purposes, parental or student consent is required.

The Board of Education of School District No. 71 (Comox Valley) is seeking your consent to collect, keep, use and share photographs, videos, images, and/or names of students in a variety of publications and on the school or District's website(s) for education related purposes, such as recognizing and encouraging student achievement, building the school community, celebrating your child's accomplishments, and informing others about school and District programs and activities.

For example, student names, and/or images may be used or shared in

- school and District communications, such as newsletters, brochures, reports in limited or public circulation;
- school and District websites;
- online communities created by teachers and administrators to share ideas, content and messages;
- student and/or teacher made videos, CDs, and DVDs designed for educational use only;
- the school yearbook;
- press releases to local media and this includes photos of graduates that are posted annually

If you do not want this type of information published, complete the appropriate section of the **Protocol and Consent Form** that was sent home.

Consent for Outside Media in Schools

Media (including radio, television, newspapers, and other print and online media) are sometimes permitted or invited to come to the school or to school activities and allowed to take photos or video or conduct interviews with students, for the purposes of promoting public understanding of school programs, building public support for public education, encouraging student achievement, and celebrating your child's accomplishments.

If you do **not** want your child to be involved in such activities, you need to:

- Tell your child to avoid these situations,
- Tell your child's teacher of your wishes,
- Complete the **Protocol and Consent Form** that was sent home and ask the school and school district to take reasonable steps to avoid this type of publication of your child's name, image, or personal information by outside media.

Note that school and district staff cannot control news media access, photos/videos taken by the media or others in public locations (such as field trips or off school grounds) or school events open to the public, such as sports events, student performances, school board meetings, etc.