

Welcome
to
Ecole Puntledge Park
Elementary



School Handbook
2023/24



This handbook has been prepared to provide you with some basic information about our school. Please take the time as a family to read and discuss it. Updated August 31 2023.

School Philosophy

Mission Statement: Puntledge Park a school for Everyone. A community of learners exploring our world in a creative, healthy and caring environment.

At Puntledge we strive to provide a safe, caring and educationally nurturing environment for all. We value all students' unique qualities and believe that everyone has the ability to learn, build relationships and contribute to our school community.

Administrator's Message

On behalf of the entire staff, welcome to Ecole Puntledge Park Elementary School (Puntledge). Puntledge Elementary has developed a positive reputation in our community of being much more than a school. It is a caring community where families, students and staff work and learn together as a team supporting each other, encouraging the best in each other, and celebrating the accomplishments of all.

Teaching and learning are hard work. At Puntledge we are committed to the development of a healthy school environment that allows all students to develop to their highest potential. We believe in appropriately challenging students to do their very best in all endeavors and to take pride in their work and, most importantly, themselves.

We will strive to ensure the best possible learning environment for your children and we encourage parents, families, and caregivers to continue to be active participants in their learning throughout the year.

We believe that optimal learning can only take place in an environment that is enjoyable, safe, orderly and caring. We welcome your expertise, concerns and suggestions as we strive to improve the learning environment for our children. Our minds and doors are always open.

Mr. Noah Burdett
Principal

Mr. Christian Streit
Vice Principal

CONTENTS

School Philosophy/Administrator's Message	2
School Day and Bells	2
Staff Members	3
Attendance and Parent Opportunities	4
Safe and Healthy Schools.....	6
Student Learning.....	8
Code of Conduct	9
General Information.....	11
School Calendar.....	17

School Schedule

Regular School Days

8:00	School Office Opens
8:35	Warning Bell
8:40	Classes Begin
10:10	Recess A (div. 6 – 16)
10:40	Recess B (div. 1-5 and 17-23)
12:10-12:40	Lunch Recess All Classes
2:30 pm	Dismissal



2023-2024 Staff Members

Principal	Mr. Noah Burdett	Support Staff
Vice Principal	Mr. Christian Streit	Admin Assistants
Div. 1 – Ind. K/1	Ms. Brooke Young	Ms. Jennifer Weber
Div. 2 – K/1	Ms. Laura Greenlaw	Ms. Emily Cummings
Div. 3 – 1/2	Ms. Rebecca Coley	Educ. Assistants
Div. 4 – 2/3	Ms. Emma Makinson/Tiffany Edwards	Mr. Dave Baker
Div. 5 – 2/3	Ms. Brooke McManus/ Tiffany Edwards	Ms. Tina Champagne
Div. 6 – 3/4	Mr. John McLaughlin	Mme. Joanie Chestnut
Div. 7 – 4/5	Ms. Krista Jernslet / Anne Coustalin	Mme. Lisa Egorova
Div. 8 – 4/5	Ms. Janine Buckley	Ms. Shirley Guidon
Div. 9 – K FI	Mme. Suzi Macleod	Ms. Jody Honeyball
Div. 10 – k FI	Mme. Paige Timbers	Ms. Carolyn Humphrey
Div. 11 – 1 FI	Mme. Chantal Stefan	Ms. Kyla Kennedy
Div. 12 – 1 FI	M. Nicholas Williams	Ms. Erin Naswell
Div. 13 – 2 FI	Mme. Suzanne Bradfield	Ms. Deneen Opala
Div. 14 – 2 FI	Mme. Angela Frain	Ms. Ran Dickman
Div. 15 – 3 FI	Mme. Lisl Clar	Ms. Maude Tanguay
Div. 16 – 3 FI	Mme. Tanya Sedunow	
Div. 17 – 4 FI	Mme. Nicole Pilot	Youth and Family Support
Div. 18 – 4/5 FI	Mme. Kerri Boland/Leah Leblond	Ms. Stacey Jacobson
Div. 19 – 5/6 FI	Mme. Grace Christian	
Div. 20 – 6 FI	Mme. Michelle Drake/Leah Leblond	Indigenous Sup.
Div. 21 – 7 FI	M. Martin Hartig	Ms. Lena Murdoch Ms. Amanda Crocker
Div. 22 – 6 LFI	Mme. Thea Black	
Div. 23 – 7 LFI	M. Kevin Swaney	
Counsellor	Ms. Bridget Mawhinney	Clerk Librarian
Curriculum Support	Ms. Anne Coustalin	Ms. Michelle Bhrun
ELL Teacher	Ms. Kira Woldring	Ms. Shannon Edwards
Learning Support	Ms. Bernadine Courage	
	Ms. Sandra Mudge	Custodial Staff
Music	Mr. Paul Colthorpe	Ms. Lorri Lavender
Speech/Language	Ms. Alex Mierzewska	Mr. Americo Pavan
Teacher Librarian	Ms. Kim Marks	
Outdoor Ed	Ms. Aimee Pollard	
Prep	Ms. Allie Hoy and Louise MacLaughlan	



Attendance

Reporting Absences

Each morning, we verify all unaccounted absences through our Whereabouts Program. Your cooperation in reporting all absences (via School Messenger, email Puntledge@sd71.bc.ca, or telephone is appreciated. If no word is received a phone call home will be made to check the whereabouts of your child.

School Messenger

School Messenger is a communication suite used by Puntledge for attendance reporting and to notify parents of unexcused absences. Emergency notifications (e.g., snow closure) are also broadcast to parents/guardians using School Messenger. Instructions for opting-in to receive SMS text messages from SD71 can be found below.

An app is also available to parents/guardians that can be voluntarily installed to mobile devices allowing messages to be received on a mobile device. Instructions for how to sign-up, download and configure the app on your mobile device, as well as accessing the platform on the web, can be found below:

- [School Messenger Parent App Mobile Device \(PDF\)](#)
- [SchoolMessenger Parent App Website \(PDF\)](#)
- [SMS Text Messaging Opt-In Instructions \(PDF\)](#)

Student Tardiness

When students arrive at school on time they experience more success. Please help your children start their day well by having them arrive at school prior to the beginning of instruction at 8:40 am. We recommend that students arrive between 8:25 and 8:35 am. If a child is not in class by 9:00 am, they need to sign in at the office counter.

Picking Up Students During the Day

When picking up a student outside of the regular dismissal times please check in with the office either in person or by phone on arrival. Please inform the office if you are sending someone other than your regular contacts to pick up your children.

Leaving During the Day

Unattended Students may not leave the school premises during school hours without written permission. Students are expected to go directly home after dismissal.

Student Drop Off/Pick Up

Our school has limited parking and drop off/pick up options. Please observe parking lot signage. Drop off and pick up (No Parking) can occur using the designated drop off/ pick up lane. Please pull way forward so others can pull in behind you. Vehicles should not be left in the drop off lanes. Just Stop, Drop and Go!!! Areas of the parking lot have been painted to indicate zone where vehicles should not stop. Please observe these areas. Here are the [parking lot expectations](#).



Volunteers and Parent Involvement

We welcome the assistance of parents and caregivers in all our school endeavours; for our classroom programs, as field trip supervisors or drivers, to help at sports days, to help with special events, etc. Many of our activities would not be able to happen without the help of volunteers. Thank you for your support! Volunteers must also complete the following [Microsoft Forms](#)

Criminal Record Check

As per School District Policy 6031MR2 all volunteers will be asked to complete a Criminal Record Check before they are able to drive, volunteer in the classroom or participate in field trips. If you are thinking about volunteering at the school, please take the time to complete the Criminal Record Check process early in the school year. Criminal Record Checks are valid for 3 years once complete and will remain on file at the school. If your last CRC was in 2020 you will need a new check in January 2024. We use the Criminal Records Review Program (CRRP) online service:

Online Link: <https://justice.gov.bc.ca/criminalrecordcheck> Access Code: 4HN64GAEQ9

Driving for School

We rely on parent/caregiver volunteers to drive on many of our school field trips to keep our costs to a minimum. **Each year** volunteer drivers need to submit:

- [Driver's Abstract from ICBC](#)
- [School District Volunteer Driver Form](#)
- First 2 pages of insurance is required, showing minimum of \$1 million liability
- Copy of Driver's License.

All information should be sent by email to puntledge@sd71.bc.ca. Scanning documents or taking a picture will work to send via email.

Booster seats are required for students who are under 9 years of age and over 40 pounds in weight and should be used until the child reaches 9 years of age or a height of 4'9".

PAC

Parent Advisory Council (PAC) The purpose of the PAC is to encourage parent involvement in the school, and to support programs and education that enhance our students' learning environment and experience. To communicate with parents and build on the school community At Ecole Puntledge Park Elementary School. All parents and guardians of students registered at Puntledge are voting members. PAC meetings will be held once a month at 6:30 pm in the library. Child minding for young children is usually available and provided by older students. We encourage you to come out and join.

Purposes of PAC:



-
1. To advise the school principal and staff on the parental views about school programs, policies and activities.
 2. To communicate with parents, and promote co-operation between the home and the school in providing for the education of children.
 3. To assist parents in accessing the system, and to advocate on behalf of parents and students.
 4. To organize activities and events for the school community.
 5. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
 6. To support, encourage, and improve the quality of education and the well being of students in Ecole Puntledge Park Elementary School.
 7. To encourage parent involvement in the school, and to support programs that promote parent involvement.
 8. To provide financial support for the goals of the PAC, as determined by the membership.

Safe and Healthy Schools

School Visitors

Please be sure to check in at the office when visiting the school. Visitors will be asked to sign in and may be given a visitors' badge.

Stay Home When Sick

Anyone entering that school including staff, parents, caregivers, and students should not come to school if they are sick and unable to participate fully in routine activities. If a staff member, student, or other person develops symptoms of illness at school and is unable to participate in regular activities, they will be supported to go home until their symptoms have improved. Appropriate infection control precautions will be taken while the person is preparing to leave the school premises, including use of appropriate hand hygiene and cleaning/disinfection of surfaces soiled with bodily fluids. They may use a mask if they are experiencing respiratory symptoms.

Medication for Students

On occasion, we are asked by a parent/guardian to ensure that a child receives prescribed medication. Administrative Procedure 316 Management of Health Conditions and Medical Emergencies, Section 3 details the required procedure. No medication shall be given to any student without written direction from the doctor or parent/guardian. It is the responsibility of a student's parent/guardian to complete and return to the school a Medical Alert and Prescribed Medication Record for their child and to ensure that appropriate medication is provided to the school and replenished as needed. If prescription medications are listed on the Medical Alert and Prescribed Medication Record, the form must be signed by a physician.

Emergency Response

Drills Regular drills such as Fire, Earthquake, Hold and Secure and Lockdown emergency response drills will be held throughout the year to practice student safety procedures. District emergency preparedness information can be found on the district website at

<https://www.comoxvalleyschools.ca/wpcontent/uploads/2021/12/Comox-Valley-ParentEmergency->



[Letter-2022.pdf](#)

School Closure

There will be occasions when schools must temporarily close due to inclement weather, power outages or for emergency reasons. The superintendent may make the decision to temporarily close any or all district schools when the safety of students and staff may be compromised. Parents, students and school district staff will be informed through the school alerting system, email, Facebook, Twitter & Instagram, and by notifying local media by 6:30 a.m. – at the latest.

Every attempt will be made to post announcements about closures on the school district website, however, power outages may interfere. If there is no announcement on the school website /social media, please be sure to listen to one of the local radio stations:

- 97.3 FM – The Eagle
- 98.9 FM – The Jet
- 100.7 FM -The Raven

No announcements by 6:30 am indicates schools are open and operating at usual.

Mental Health and Wellness

Comox Valley Schools is committed to the wellbeing of all students and staff. It is recognized in our Strategic Priority Plan as a top priority, and we continue to invest funding and resources to ensure we maintain and enhance a robust program that addresses all topics related to mental health. More information on mental Health Programs can be District website at

<https://www.comoxvalleyschools.ca/mentalhealth/>

Dogs

Thanks for keeping your dog leashed at all times on school property, especially during the crowded dismissal time. Also, if your dog is a jumper/ biter or barks at people / other dogs, stay away from crowded dismissal areas.

Wildlife in the Area

We've had a lot of wildlife reported in the area lately. Through the Fall, there will likely be more sightings of cougars and bears. It is best to assume there will be wildlife regularly near our school and please review with your child information about possible encounters. This site has some good information and guidelines to follow.

<https://www.adventuresmart.ca/wildlife/>

Parking Lot – Please click here for [parking lot expectations](#).

Bikes Around School

While we absolutely encourage biking to school and in the school parking lot Wednesdays, we ask that bikes be used extremely cautiously around the grounds at arrival time in the morning and dismissal time in the afternoon.

Wacky, Wheely Wednesdays

Will start up again mid September in the school parking lot. Students are invited to ride their bikes,



scooters, skateboards, rollerblades before school and during the morning recess. Supervision begins at 8:25 am and students must wear a helmet. A reminder that the school parking lot will be closed Wednesdays until 11:15 am. WWW will continue every week until November and then start back after Spring break.

Student Learning

Communicating Student Learning

Our school uses three different methods for reporting: Paper Portfolios, Digital Portfolios and Report Cards using MyEd. If you are unsure of the reporting method that your student's class is using, please connect with your teacher.

Paper Portfolios - Classes using paper portfolios will send home a Summary of Learning at two points during the school year

Digital Portfolios – Classes using Digital Portfolios can access them from home at any time. If your student's teacher is using Digital Portfolios for reporting, you will have been sent an email with access information. Summaries of Learning will be posted to the Digital Portfolios at two points during the school year.

Report Cards Using MyEd – Classes using MyEd will be sending home formal report cards three times a year.

If you have any questions about reporting, or about the progress of your student please contact your student's teacher. Parent/Teacher/Student Conferences traditionally occur in November. However, we encourage parents to contact individual teachers to discuss their child's progress at any time.

Inclusive Education

Puntledge is able to provide the following support services: Learning Support Teachers, Counsellor, Speech and Language Pathologist, Indigenous Support Worker, Educational Assistants and a Youth and Family Support worker.

Learning Support:

Students have a variety of strengths and stretches, and the Learning Support Teachers (LSTs) play a role in providing supports to those who require it. Learning Support Teachers provide direct instruction and resources to help students both in their Learning Centres and in the classroom. An LST can provide assessment of students and is available for consultation with teachers on an ongoing basis. The LSTs collaborate with classroom teachers to adapt the program to suit individual needs and may provide additional resource materials for teachers to use. The LST also works with members of the District Support Team to support transitions to Kindergarten and transitions to high school. The LSTs, in consultation with School Based Team and parents, might also make referrals for District services: Occupational Therapy, Physical Therapy, Assistive Technology, etc.

School Based Team (SBT)

The School-Based Team (SBT) is a collaborative problem-solving team that works with classroom teachers to develop educational programs for students who may or may not have special education designations. The SBT includes: the Learning Support Teacher, the Principal/Vice Principal, the



Counsellor, the Speech and Language Pathologist and the classroom teacher. Other guests may include the School Psychologist and district specialists. The SBT works together to make decisions regarding case managers, referrals (e.g., Speech Language Pathologists, School Psychologists), resource allocation etc.)

Library Learning Commons

Our Library, or more recently known as our Library Learning Commons (LLC) uses a whole school approach to building a participatory learning community. The library learning commons is the physical and virtual collaborative learning hub of the school. In our Library Learning Commons, we work together to foster a love for literacy and encourage collaborative problem solving using an inquiry lens. Literacy initiatives include, weekly book exchanges, book displays, book talks, reading clubs, reading and writing challenges, writer's workshop, author visits, book fairs and more. We incorporate inquiry through the use of technology, computational thinking and problem solving. Some technologies that we use in our LLC include robots (Ozobots, Dash and Dot, Sphero Bolt, Sphero Indi, Cubelets, Makey Makey, etc.), Coding (Scratch and code.org) makerspace with loose parts, digital breakout games, greenscreen, and iMovie as well as others. Our aim is to provide an array of strategies to incorporate inquiry-based student learning and inspire student literacy all while focusing on safe digital practices and digital citizenship.

Indigenous Education

Puntledge Park's Indigenous Support Workers (ISWs) provide direct support to all self-identified Indigenous Students K-12. Their main role is to make connections with students and to provide the following:

- To increase every Indigenous student's sense of belonging, cultural identity and self-esteem.
- To increase the academic success of all Indigenous students through personalized learning.
- To increase the awareness and understanding of First Nations, Metis, and Inuit history, traditions and culture for all students.
- To increase Indigenous students' skills, qualities and confidence in leadership.

Code of Conduct

At **École Puntledge Park** we strive to provide a safe, caring and educationally nurturing environment for all. Our school expectations are established for everyone's protection, safety and well-being.

School Rules:

- Do nothing dangerous or damaging to yourself, others or property – Be Safe
- Follow the instructions of staff members at all times – Be Respectful

Conduct Expectations

The school code of conduct defines appropriate behaviour at school, while traveling to and from school and while attending school functions at any location. The code applies as much to adults present in and around the building as to the children in attendance.

Acceptable Conduct:



Students are expected to do their best work and to respect others, their learning environment and their property. They must follow the school and classroom rules and accept responsibility for their own choices and actions. Regular attendance and punctuality is mandated by the School Act. Students are expected to behave safely and cooperatively and to inform adults in a timely manner of incidents of bullying, harassment and intimidation. The staff, with parent involvement, assists students in developing skills for resolving conflict, problem solving and decision making appropriate to their age.

Unacceptable Conduct:

Behaviour that interferes with the learning of others or the orderly environment of the school, injures or threatens others or causes damage to property is deemed inappropriate. The following are examples, not an all-inclusive list, of behaviours that fall into this category:

- Behaviours that interfere with the learning of others, interfere with an orderly environment or create unsafe conditions.
- Acts of intimidation or bullying, including physical, verbal or cyber-bullying
- Physical violence
- Acts of discrimination including race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and age
- Illegal acts such as possession, use or distribution of illegal or restricted substances, possession or use of a weapon (or using something as a weapon) or theft of or damage to property.

Rising Expectations

It is our expectation that as students mature and progress through the grades that they will, in most cases, be capable of greater personal responsibility and self-discipline and therefore it is appropriate to have escalating consequences for inappropriate and repeated unacceptable behaviours.

Behaviour Responses

Behaviour responses will be applied in a fair and judicious manner and wherever possible the disciplinary action will be preventative and restorative. Depending on the severity or frequency of the behaviour and on the age and maturity level of the student, one or more of the following actions will be taken. Special considerations may apply to students with special needs if they are unable to comply with the code of conduct due to a disability of an intellectual, physical, sensory, emotional or behavioural nature.

Examples of Behaviour Responses / Interventions

- Warning
- Time out
- Verbal apology
- Written apology
- Loss of privileges (Direct Supervision)
- Loss of privileges (including regular playtime)
- Thinking Sheet or Incident Report



-
- Contact parents
 - Problem solving
 - Restitution
 - Counseling
 - Removal from situation
 - Behaviour contracts
 - Part-day or out-of-school program
 - Suspension (In or Out of School)
 - Re-entry meeting with parent, teacher, counselor, student & administration

Please note that 'Examples of Behaviour Responses/Interventions' includes a range of options which provide for staff discretion in dealing with the unacceptable behaviours. Behaviour responses are tracked, and the office records frequency of incidents, especially those leading to a Behavioural Plan if the unacceptable behaviours persist.

Notification

The scope or severity of an incident may require us to advise other parties of serious breaches of the code of conduct. For example:

- Parents of the offender(s) and victim(s)
- School district officials, police and other agencies – as required by law or policy.
- Other parents – when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate actions.

Retaliation

All reasonable steps will be taken to prevent retaliation by a person against a student who has made a complaint of a breach of a code of conduct. We always distinguish between 'tattling' and 'telling' and stress the importance of doing the right thing.

Thinking About Behavior Documents

- [Thinking About My Behaviour – K-2](#)
- [Thinking About My Behaviour – Grades 3-7](#)



General Information

Lost and Found

Frequently, items such as hoodies, gym strip or binders are mislaid. If the items are labelled with names, it greatly assists in their speedy return. A lost and found box and rack is kept in the hall by the gym for mislaid items and we encourage students and parents to check this box if something has been misplaced. Smaller items, such as keys, are kept in the office. The lost and found will be cleared out at the end of each month. Left items will be donated to either our school's free store or to a local charity.

Use of the Office Telephone

The school telephones are used for business and are in constant demand. Students must have permission from their teacher or the office to use the telephone at the office for cases of special need. If a student is being detained after school and the parent is unaware, that student would be permitted to use the telephone to inform parents. Students will not be permitted to use the telephone to make after school social arrangements.



School Supplies:

We are excited that up to 50% of your child's school supplies for this year have been covered by the *Student and Families Affordability funds Grant*, a one-time funding provided by the ministry to help offset costs. The school will purchase all necessary materials over the summer and families will be asked to pay their portion in September.

We continue to believe that this model ensures equity and equality among all students as materials are ready and available in the classroom when needed. It is also less wasteful overall. The only items parents will have to provide are a backpack, lunch bag, water bottle and appropriate shoes for gym.

Dress Code:

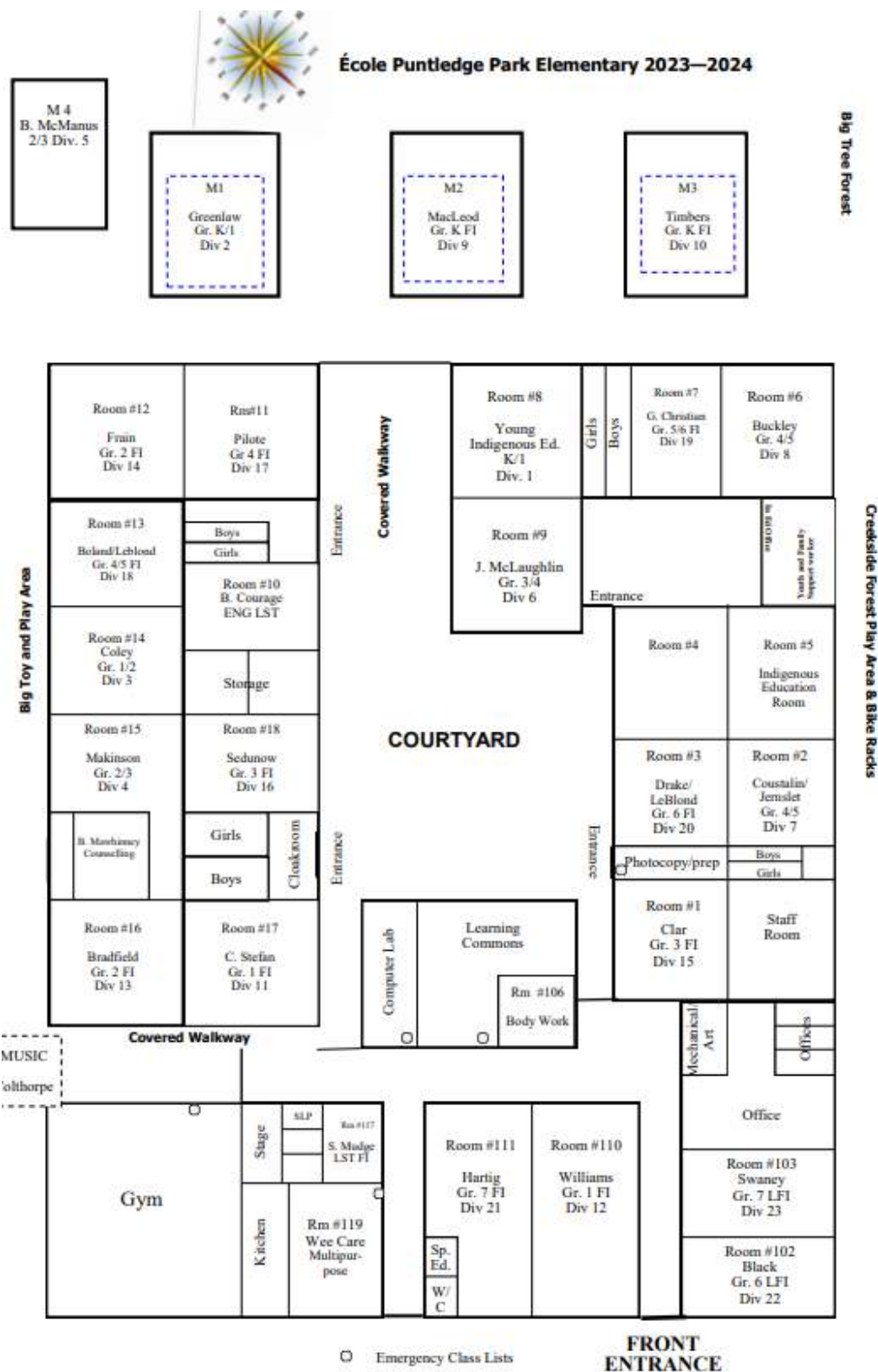
École Puntledge Park is committed to providing students with learning environments that are safe and inclusive.

We ask that students and staff wear clothing that allows them to participate in the intended activities. We also expect our staff and students to avoid wearing clothing that promotes drugs or alcohol, displays offensive language/images, or encourages discrimination.



Comox Valley School District ~ School Calendar 2023 – 2024

July		JULY 2023							AUGUST 2023							August		
1 Canada Day		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	7 B.C. Day 29-30 Non-Instructional Days		
								1			1	2	3	4	5			
		2	3	4	5	6	7	8	6	7	8	9	10	11	12			
		9	10	11	12	13	14	15	13	14	15	16	17	18	19			
		16	17	18	19	20	21	22	20	21	22	23	24	25	26			
		23	24	25	26	27	28	29	27	28	29	30	31					
		30	31															
September		SEPTEMBER 2023							OCTOBER 2023							October		
4 Labour Day		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	2 National Day for Truth and Reconciliation Observed (schools closed)		
5 Non-Instructional Day (Indigenous Focus)								1	2	1	2	3	4	5	6	7	9 Thanksgiving	
6 First Day of School		3	4	5	6	7	8	9	10	8	9	10	11	12	13	14	20 Pro-D	
30 National Day for Truth and Reconciliation		10	11	12	13	14	15	16	17	15	16	17	18	19	20	21		
		17	18	19	20	21	22	23	24	22	23	24	25	26	27	28		
		24	25	26	27	28	29	30		29	30	31						
November		NOVEMBER 2023							DECEMBER 2023							December		
13 Remembrance Day Observed (schools closed)		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	25-29 Winter Break Christmas Day Boxing Day		
23 Parent/Teacher Interviews						1	2	3	4					1	2			
		5	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
		12	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
		19	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
		26	27	28	29	30				24	25	26	27	28	29	30		
										31								
January		JANUARY 2024							FEBRUARY 2024							February		
1-5 Winter Break		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	16 Pro-D 19 Family Day		
1 New Year's Day			1	2	3	4	5	6						1	2	3		
8 First day back		7	8	9	10	11	12	13	14	4	5	6	7	8	9	10		
		14	15	16	17	18	19	20	21	11	12	13	14	15	16	17		
		21	22	23	24	25	26	27	28	18	19	20	21	22	23	24		
		28	29	30	31					25	26	27	28	29				
March		MARCH 2024							APRIL 2024							April		
18-29 Spring Break		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	1 Easter Monday 2 First day back		
29 Good Friday							1	2	31	1	2	3	4	5	6			
		3	4	5	6	7	8	9	7	8	9	10	11	12	13			
		10	11	12	13	14	15	16	14	15	16	17	18	19	20			
		17	18	19	20	21	22	23	21	22	23	24	25	26	27			
		24	25	26	27	28	29	30	28	29	30							
May		MAY 2024							JUNE 2024							June		
20 Victoria Day		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	27 Last Day of School 28 Administrative Day		
					1	2	3	4						1				
		5	6	7	8	9	10	11	2	3	4	5	6	7	8			
		12	13	14	15	16	17	18	9	10	11	12	13	14	15			
		19	20	21	22	23	24	25	16	17	18	19	20	21	22			
		26	27	28	29	30	31		23	24	25	26	27	28	29			
Event		Dates							Four-day weeks (M-Th):									
Opening/Closing Days (royal)		Sept 6/ Jan 8/ Apr 2/ Jun 27							Hornby Island									
Non-Instructional Days - Pro-D or Planning Day (yellow)		Aug 29-Sept 5/Oct 20/Feb 16																
School / Government / Statutory Holidays (green)		Oct 2/Oct 9/Nov 13/Dec 25 & 26/Jan 1/Feb 19/Mar 29/Apr 1/May 20																
Winter / Spring Breaks (grey)		Dec 25-Jan 7/Mar 18- Apr 1																
Parent / Student / Teacher Conferences (aqua)		Nov 23																
Administrative Day (no classes, teachers attend) (peach)		Jun 28																





Comox Valley Schools Protocols

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.