

WELCOME ~ GILAKAS'LA



Live and Learn – Learn and Love

2021-2022

Learner/Family Handbook

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Hornby Island Community School Mission Statement (to be reviewed Fall 2021)

Our mission is to provide a safe, secure, and inclusive environment, which fosters each student’s positive self-concept and which creates opportunities for each young person to grow to his or her potential. As a community school, our mission is to reflect and support the community of Hornby Island in an inclusive, integrated manner through advocacy, programs, services and activities that respond to expressed needs of individuals and the community.

At Hornby Island Community School we value community and its natural environment.

We embrace attributes of:

- 21st Century Learning
- Project Based Learning
- Place Based Learning

We put children’s intellectual, emotional and physical development first.

We envision and support:

An environment safe for risk taking, responsibility, and being receptive to learning through building of strong relationships in a nurturing, open and honest space.

We hold a vision of our school actively supporting community and in turn a community that supports our school. Hornby Island Community School is a reflection of our vibrant community, thriving because it is unique. *(We will review this mission statement at least once each year at our Parent Advisory Council (PAC) meetings and/or Community Engagement meetings each Fall.)*

Our School Year

To see an overview of the School District Calendar visit our school website for regular updates!

<https://www.comoxvalleyschools.ca/hornby-island-community-school/> or sd71.bc.ca

Hours of Operation: Monday to Thursday

School Starts:	8:40AM
Get Outside (GO) Break:	10:15AM
Class Resumes:	10:30AM
GO Break and Lunch:	12:00PM
Class Resumes:	12:45PM
Outdoor Learning/Whole School Focus	3:00PM
Dismissal:	3:35PM
After School Programming - Hornby Island Educational Society (HIES)	

Our Staff (schedules may change)	
Alissa Vernon Pratt	Vice-Principal (Mon/Fri)/Multiage Support (Tues)/ Classroom Teacher (Wed/Thurs)
Judi Ayers	Classroom Teacher (Mon-Thurs)
Kerri Boland	Classroom Teacher (Mon-Thurs)
Sandra Rutherford	Classroom Teacher (Mon/Tues)
Matt O'Donnell	Fine Arts (Drama, Music, Visual Arts, Dance - Thursdays)
Sarah Coull	Teacher Librarian (every 2 nd Wednesday - may change according to topics being explored)
TJ Dunn	Every second Monday -Speech and Language Pathologist (SLP) Consultation
Andrea Flesher	Learning Support Teacher (LST) Varied Schedule-Consultation
Lisa Hamilton	Educational Assistant (EA), Break Time Supervisor
Jules Platt	Educational Assistant (EA), Break Time Supervisor
Florette MacLean	Clerk-Librarian, Break Time Supervisor, First Aid Attendant
Charmaine Logan	Sr. Administrative Assistant, Break Time Supervisor, First Aid Attendant
Margot Janz	Counselor ½ day Tuesday each week (mornings)
Mary Savoie	Sr. Custodian
Jala Klone	Custodian on Call

Allie Quelch	Custodian on Call
Debra Selkirk	Bus Driver
Alexandra Lamont	Parent Advisory Council (PAC) Chair
Joy Jeffries – Board Chair Braea Walmsley - Rep	Hornby Island Educational Society (HIES) President
TBA	Hornby Island Educational Society (HIES) After School Programs

Our School Learning Model

Parents, learners, staff, and community are working together to co-create a learning model for Hornby Island Community School to honour and recognize both in school and out of school learning and needing flexibility to access these opportunities when in a rural and remote location. Our school operates Monday to Thursday with extended hours, 8:40-3:35, to provide Fridays for families to attend off island events/programs/activities, as well as focused time to pursue passion projects/talents/sparks. We encourage the sharing of at home learning at school to inspire and teach others.

You can also contact alissa.pratt@sd71.bc.ca (Vice Principal) for further information.

Our Methods of Communication

At Hornby Island Community School we know that communication between school and home is of great importance to a child’s success at school. School teachers and other school staff share information frequently through the following pathways:

Monthly Calendar Update: Sent home in paper and electronic format. Shows upcoming events and celebrates past successes and student recognition. The calendar is updated in weekly notices and posted on our school website.

Weekly Notice: Sent out by email every Thursday to parents and staff. We also post the notice to our school website. Please be sure to check your email every Thursday as important information such as school field trips, meetings, etc. are posted and announced in these notices.

Student Safety

School and community work together to ensure the safety and attendance of all students. Please take note of the following guidelines.

Allergy/Health Alerts

Tips for sending food to school:

- Please be aware we also have students with allergies/sensitivities to specific foods, students are not to share their lunches with others.

Scent Free: We have learners and staff sensitive to scents. For the comfort of all, including those with allergies to scent, our school is scent free. Please refrain from wearing perfumes and oils in our school building.

Attendance at School

Regular attendance is encouraged and expected. Attending classes helps to build community within the school as well as a commitment to supporting learners in working toward their academic goals. At times, family circumstances or opportunities available for learning off island may require learners to be away from the school. **To ensure grade level learning outcomes are met, please meet with your child's teacher to discuss plans for the absence, assignments to be completed, and our blended learning resources that can support your child** during his/her absence from regular programming.

It can be challenging for students to build positive social relationships and a sense of routine if prolonged absences occur. Please work to ensure regular attendance occurs. If there are ways the school can support your family for increased attendance please contact us.

Attendance is taken at 8:40 when classes begin. When children are not in attendance at this time, the Administrative Assistant in the office **will always** call home unless parents have previously notified us. Please note we have an answering machine and you can leave a message at 250-335-2125 at any time of day/night. You may also email our Administrative Assistant, Charmaine at charmaine.logan@sd71.bc.ca or hornbyisland@sd71.bc.ca to report an absence. We will reach out in the morning if a child's absence is not reported by 9:30am, and if we cannot reach you, we may contact Emergency contacts.

Appointments

Please inform the classroom teacher, and check in with the office when taking your child out of school during the day for appointments to ensure our attendance is correct in case of emergency.

Arriving On Time

Arriving on time helps to minimize disruptions to our learning environment and provides your child the opportunity to connect with peers and our staff before the day begins. If your child does arrive after 8:40am please check in at the office before going to the classroom to ensure our attendance is correct in case of emergency.

Plans with Friends

If plans are made for visits after school, please ensure we have a note indicating where a child should go and who with. **The school needs permission from a parent to release a child into the care of another adult.** Arrangements should be made **prior to the end of the school day and be in the form of written permission.** We will not allow students to use school phones to coordinate playdates during school time, as often this can lead to confusion and extra coordination for school staff.

Students Leaving School Grounds

Without written permission from a parent or guardian, we are unable to grant students permission to leave school grounds as they are in our care between the start and end times of our day. Please note that when

students leave the school grounds they are not supervised by school staff unless it is a school-led event or field trip.

Parent Parking at drop-off/pick up times

Parents driving students to or from school will be asked to **park at the Sollans road parking area, and take the path to the front entrance of the school. Bike riders need to dismount and walk bikes up to the bike racks to avoid hitting pedestrians.** Pay close attention to the bus and its movements. Please watch for small children, bike riders, and for signs indicating places where parking is not allowed. Adhere to speed limits in the area and accompany your child around the parking areas and roads.

Bikes/Wheels

We encourage learners to travel by bike to school as we believe it is an environmentally preferable method of travel and terrific exercise! All learners bringing bikes, skateboards, scooters, etc. are required to wear helmets while on school property during school hours (including half an hour before start time and half an hour after end time). **Please note, learners are not supervised during their arrival/departure to and from school by bike.**

Please walk your bike up to the school on the pathway to avoid pedestrians being hurt. Bikes should not be in the parking areas, please stay on the pathways.

Learners are not permitted to use their bikes etc. during the school day without permission from school staff and parents. **Use depends on the level of supervision available and the type of activity requested.**

Bussing

Riding the bus is a privilege. 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 behaviour may have consequences such as an assigned seat or having their busing privileges removed. Our school Code of Conduct, as well as bus rules are expected to be followed during time on the bus.**

It is important for student safety that all bus stop arrangements for pick up and drop off are communicated to the school and bus driver at the beginning of the school year.

Children who are in Kindergarten to Grade 3 should be escorted to and met at 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.***

For questions relating to busing, please contact **First Student Bus Inc.** Dorothy.Palmer@firstgroup.com

Taking the Bus

If your child will be registering to take the bus and you would like him/her to ride the bus the first week of school you will need to submit a bus registration online prior to the end of the previous school year (last day of school).

If you wish to register your child in September of the current school year, there will be a transition time before your child can ride the bus timelines for administration and processing. Until you receive notice that your child is registered to take the bus, you will need to make alternate arrangements for him/her to arrive at school.

If your child is already registered to take the bus you do not need to update the registration form from year to year unless there are changes/updates (i.e. change of address/bus route, changing from occasional to daily registration, etc.). Please be sure to check with the school office if you do not know what your child's current registration information is on file.

Be sure to review the bus pamphlet/brochure (attached) with your child and review the information below.

Bus supervisors (staff) and bus drivers **cannot** allow students to get off at an unregistered stop that is **not approved by parent/guardian.**

If your child is not taking the bus or is getting off at another stop please:

- call the school prior to 2:00PM or email hornbyisland@sd71.bc.ca and Alissa Pratt at alissa.pratt@sd71.bc.ca
- put a note on the bus board
- the earlier we have notice the better



Inside/Outside Days We will have outside learning/breaks for all students as a large part of our program whenever possible, **including when it is raining, hailing, sleet, snowing etc.** Students should come to school dressed appropriately for the weather and for 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 an inside day is called, students will choose from a variety of inside activities for what supervision will allow for e.g. Studio, Gym, Green Space, and/or Learning Commons activities.

School Closures, Power Outages, Ferry Cancellations

Our procedures for power outages and ferry cancellations that may affect regular operations of our school are as follows: if the power is out before school starts, the Principal/Vice Principal will contact the School District to make a decision on closing the school. If the school is to be closed we will begin the emergency phone tree call outs. **If the power goes out during the day, we will make a decision based on information we receive about how long we will be without power.** If there is an issue with our generator we may need to close the school. If this is to happen, we will contact parents/guardians/emergency contacts. For this reason, and in the case of other emergencies, it is **VERY** important we have your verification forms with alternate emergency contacts. If School District #71 is closed due to weather conditions, Hornby School will also be closed unless otherwise stated. Again, the phone tree call out will be in effect and all efforts will be made to ensure call outs happen early in the morning.

If there are power outages we may not get through to your phone line; please be sure to listen to the local radio stations at 97.3 The Eagle and/or 98.9 The Goat, and if you can, check the School District website for notices on school closures at: <https://www.comoxvalleyschools.ca/>. Usually closures are announced prior to 6:30AM.

Please note: contact information we have on file is provided by parents at the beginning of the school year when you review and sign the student verification form; If there are any changes in contact information throughout the year (i.e. phone, address, etc.) please notify the school as soon as possible so this can be updated in our system.

Communicable Diseases

COVID 19

Please see our comprehensive School Plan for Communicable Diseases attached to the handbook.

Head Lice

To help prevent the spread of head lice among children at school, we ask that you check your child's head each week for the presence of head lice. The wet-combing technique is now recognized as the best method for detecting lice and their nits. If you detect head lice on your child, we ask that you treat the lice immediately and notify the school so we can send a notice to other families to check their children. We will keep the information confidential. **Head lice are a nuisance, they do not carry disease and are not a health risk. For this reason, the School District #71 does not provide checks, nor will we isolate or stop children from attending school if they do have lice.** More information is available at <https://www.healthlinkbc.ca/healthfiles/hfile06.stm> or from the public health nurse at 250-331-8520. We also have parents and staff that are willing to help you if needed. Thank you for helping to prevent head lice from becoming a problem. Your cooperation is very much appreciated!

Communicating Student Learning

Assessment, evaluation, and communicating student learning through reports to parents/guardians will occur regularly and in a variety of formats through the year e.g. performance scales, written updates, reports, phone calls, showcases of learning, portfolio viewings etc. Our school calendar will mark dates when families can expect summaries of learning outlining student performance in relation to children in a similar age range. Parents/Guardians can request meetings at any time with teachers to discuss learner progress.

Recycling Program

We recycle students' juice boxes, cans and plastic bottles, and have a compost bucket in each classroom. Learners and staff are encouraged to bring snacks and lunches that do not have wrappers or excess plastic packaging to cut down on the amount of garbage we produce.

Lost & Found

Each year we take several bags of unclaimed items to the free store. Please label clothing/items and 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.

The School Library/Learning Commons

Book borrowing starts after learners have reviewed guidelines for book care and library use, usually the second week of school. This is in order to ensure that the books in our collection stay in great shape for the next reader. Please remember to bring **bookbags and books to school on Wednesdays** for the book exchange. (Primary learners do get a sticker for remembering to bring their bag.)

1. Borrowing period = Two weeks. (If you need to renew, just let the library clerk know)

2. Borrowing Limit = as many books as you can care for and keep track of.

This will vary with the patron. Each family and personality type has different needs around keeping themselves and their borrowed books organized. ('Cared' for means returned to the library in good condition and on time.)

3. Formal Library Book Exchange days will be posted for your child's classroom in the weekly news

All enrolled learners are given handmade bookbags when they first start using the library. These are cloth bags with names inside that belong to the student. The intention is that they are used to carry books safely between home and school. Many families find them a useful device for keeping the library books organized within the home.

4. All books must be signed out.

In addition to formal book-exchange times, book borrowing is welcome anytime. The Learning Hub is typically open when the school is. **Please sign out books on the Sign-out Sheet on desk if the Library Clerk is not available.**



Snacks and Lunches

We are often asked if learners can bring “sweet treats” to school. As we are a school environment, we ask that families not send treats to share with others unless special permission has been obtained. Sometimes we have several birthdays in a week and if everyone brings cupcakes we can end up with a pretty unhealthy snack week!

Occasionally, we will have treats at school as part of celebrations or activities and are careful to make healthy choices as well as meet individual student needs.

“Chow for Now” – is our “hot lunch” program. This program is run by the school, PAC, and volunteers, this program needs a lot of parent and community support. If you would like to volunteer please get in touch with the PAC or the school office. Once the program has taken shape for coming year, forms detailing the offerings will be sent home with students. There is a small charge to families to purchase the food, and there is subsidy available if needed.

Visitors School Sign-in/out Sheet

We are excited to have visitors in the new school. At this time, parents/guardians need to make an appointment to visit to maintain COVID 19 protocols. Permission is needed to enter classrooms due to privacy and safety requirements.

At this time, visitors are required to complete a health check and to sign in and out of the school as approved visitors.

Thank you for your cooperation in helping us maintain a safe and secure environment. Please direct any questions to the front office.

Using School Washrooms

All adult visitors are to use the staff washroom located in the “Greenspace” during school operating times.

School District #71 Emergency Plans:

Please familiarize yourself with our school district’s emergency plans so you know what to expect if we are faced with an issue. <https://22.files.edl.io/514d/08/29/18/195050-ba39fe2d-0f39-4c7e-b526-fd4701c77d38.pdf>

Hornby Island Community School Code of Conduct – Code of Caring

The Hornby Island Community School Code of Conduct is a "living" document. We will commit to reviewing it regularly at student meetings, Parent Advisory Council (PAC), and staff meetings. We will also ask for feedback from the community as the Code of Conduct is expected to be followed by staff, learners, families, and community members working with our school. We will update it as necessary each year and as we learn and grow together.

Hornby Island Community School is a public school. We embrace uniqueness and the wealth that can come with a variety of perspectives and life experiences. That said, to ensure the comfort of those within our school community and to create a viable learning environment, we also need an awareness of behaviours that will be accepted and unaccepted by our community when we are together and when we represent our school in the community. **PLEASE NOTE:** 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 behavioural 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 vice-principal as soon as possible. **We cannot address concerns we do not know about.**

[The British Columbia Safe and Orderly Schools document](#) outlines features of the school code of conduct. We



have included these items and will also personalize it for our unique school setting.

The Code of Conduct is broken into 3 pieces:

- Respect for Self
- Respect for Others
- Respect for Property

Within each section are examples of what expected behaviours are, and are not, and possible consequences for individuals with behaviour that conflicts with what we have identified to be safe and orderly behaviour in each area.

[The BC Ministry of Education also provides additional resources](#) for guiding the creation of the Code of Conduct and Safe, Caring, Orderly Schools.

Hornby Island Community School – Code of Conduct

Respect for Others

Behaviours that fit with how we want our school to be. When people are respecting others it...	Behaviours that are not respectful. When people are disrespectful of others it...
Looks Like	Looks like
<ul style="list-style-type: none"> • inviting and including others • smiling • waving • reading others feelings and reacting accordingly • being safe so others don't get hurt (e.g. walking in the halls, careful risk-taking on the playground) • accepting the rights of others; race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, gender identity or expression and age • working together - cooperation • respecting personal space 	<ul style="list-style-type: none"> • discriminating against, making fun of, or criticizing others for their race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, gender identity or expression and age • bullying and cyberbullying • intimidating others • threatening others with words, gestures or physical actions • excluding others from games and activities • manipulating/planning to leave others out or to make fun of them • deliberately provoking someone to encourage reaction • actions that could result in others being hurt physically or emotionally • violent behaviour toward others • disrupting the learning environment interrupting others' learning • intentionally damaging belongings of others • stealing things from others
Sounds Like	Sounds like
<ul style="list-style-type: none"> • laughing • kind words • school appropriate language 	<ul style="list-style-type: none"> • nagging • teasing • swearing

<ul style="list-style-type: none"> • offering to help others • giving compliments • greeting each other with kind words • disagreeing using kind words 	<ul style="list-style-type: none"> • negative comments • telling rumours or re-telling rumours • hurtful words
Feels Like	Feels like
<ul style="list-style-type: none"> • comfort/relaxed • happy • confident • safe • others support you 	<ul style="list-style-type: none"> • fear • anxiety • loneliness • desperation • depression
Possible Consequences:	Contacting parents, loss of school privileges (e.g. having higher level supervision at break and more unstructured times), apology, counselling and/or Learning Support Teacher referral, in school suspension, out of school suspension.

Respect for Property

Behaviours that fit with how we want our school to be. When people are showing respect for personal property and that belonging to others it...	Behaviours that are not respectful of property. When people are showing disrespect for property it...
Looks Like	Looks like
<ul style="list-style-type: none"> • taking care of their own supplies (e.g. put them away carefully in an organized way, hanging up coats etc.) • taking care of resources (e.g. computers, books, classroom supplies, etc.) • demonstrating understanding that the materials and supplies people have cost money and sometimes have emotional value as well • picking up litter inside and outside of the school even if it isn't yours 	<ul style="list-style-type: none"> • leaving supplies on the floor or lying around • treating supplies and resources carelessly • throwing litter on the floor or on the school grounds • stealing • grabbing things from others • breaking others' things intentionally • vandalism (drawing, writing, scraping, etc. on school property, property of others, or property of self)
Sounds Like	Sounds like

<ul style="list-style-type: none"> • saying respectful words about the things they have "I like my new coat. It was a gift and I know it cost my parents a lot of money I have to take care of it." • appreciative words "We are lucky to have so many fun activities in our classroom!" • asking to borrow someone's things e.g. "Could I borrow some of your felt pens?" 	<ul style="list-style-type: none"> • taking things for granted "I don't care if my coat gets ripped, then I'll get a new one anyway." • being unappreciative "I wish we had better stuff in our classroom." • using manipulation to get someone's things "You'd better give me your felt pens or I won't invite you over this weekend." • Making fun of someone for their property "Your coat is ugly, I can't believe you picked that one out."
Feels Like	Feels like
<ul style="list-style-type: none"> • organized • positive culture • appreciation for what we have • cooperation • caring 	<ul style="list-style-type: none"> • unorganized • unappreciative • uncaring • destructive • hurtful • harmful • damaging
Possible Consequences:	Contacting parents, loss of school privileges (e.g. having higher level supervision at break and more unstructured times, apology, counselling and/or Learning Support Teacher referral, replacement of lost and or damaged items, in school suspension, out of school suspension.

Respect for Self

Behaviours that fit with how we want our school to be. If people in our school are respecting themselves it will....	Behaviours that are not respectful. If people in our school are not respecting themselves it will...
Look Like	Look like
<ul style="list-style-type: none"> • well rested • well fed • goal setting • exercising 	<ul style="list-style-type: none"> • too tired to learn • too hungry to learn • too angry to learn • eating non-nutritious food • not exercising often • harmful substance use
Sound Like	Sound like
<ul style="list-style-type: none"> • positive self talk "I am getting better at that!" "My strengths are..." 	<ul style="list-style-type: none"> • negative self talk "I can't do that." "I'm not good at that." etc.
Feel Like	Feel like
<ul style="list-style-type: none"> • comfort/relaxed 	<ul style="list-style-type: none"> • fear

<ul style="list-style-type: none"> • happy • confident • safe 	<ul style="list-style-type: none"> • anxiety • loneliness • desperation • depression
Possible Consequences:	Contacting parents, loss of school privileges (e.g. having higher level supervision at break and more unstructured times, apology, counselling and/or Learning Support Teacher referral, replacement of lost and or damaged items, in school suspension, out of school suspension.

Other resources we use to support our Code of Conduct:

(These are some of the resources we use to guide our teaching and learning of our expected ways of being.)

Common Sense Media <https://www.commonsense.org/>

Positive Behaviour Intervention and Supports (PBIS) <https://www.pbis.org/>

[Erase Bullying](#)

WITS Program



WITS Program – “Creating Responsive Communities for the Prevention of Peer Victimization”

For more information visit the WITS website at <https://witsprogram.ca/>

(Image from: <http://www.witsprogram.ca/> as accessed August 2016)

Technology Use at Hornby Island Community School

Using technology to support our learning and also educating learners about responsible technology use is part of our curriculum. At Hornby Island Community School we have a laptop cart and other technology we can use as part of our programming e.g. iPads, robotic kits, etc.

When signing onto our computer network learners are reminded of our School District Responsible Use Policy. <http://www3.sd71.bc.ca/resources/learn71/integrating-technology/digital-citizenship/Pages/default.aspx>

Learners are asked to leave personal electronic devices at home. We have plenty of technology to support learning at the school. If parents/guardians do allow devices to come to school their usage will be determined by the staff. If devices are utilizing SD71 WiFi Responsible Use criteria must be met.

If learners are unwilling to follow school guidelines or staff instruction for device use the device will be taken to the school office for parents/guardians to pick up.

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:

Copyright Responsibilities

I have the responsibility 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.

- 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.
-

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.

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 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** included in this package.

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** included in this package 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.

We are a Community School – What Does that Mean?

Basically...together is better!

“A Community School is the hub of the community. It is both a place and a set of partnerships between the school and other community resources. Its integrated focus on academics, child and youth development, family support, and community development leads to improved student learning, stronger families and vibrant, healthy communities.” (Source: ACE- BC – www.acebc.org as accessed August 2015)

- Community connections and engagements
- Health and Wellness initiatives
- Family support services
- Youth connections
- Early learning initiatives



- Integrated services with agencies and organization
- Supporting and enhancing student learning
- After school and summer programs
- Community use of school facilities
- Lifelong learning

Values of Community Schools

- Inclusiveness
- Self-determination and self-help
- Shared resources – human, physical, and financial
- Leadership development
- Lifelong learning
- Interagency coordination, cooperation and collaboration
- Neighbourhood-based action
- Sustainability

Parents as Partners - Parent Advisory Council (PAC)

All parents of children registered at Hornby Island Community School are members of the PAC. Meetings are held monthly, usually in the school library. Watch our notices for meeting dates, times, and topics. If you cannot make meetings, you can send suggestions/concerns etc. to the PAC Chair – check our website for more information

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 be completed. We also ask our regular volunteers to agree to a commitment of confidentiality to protect learner privacy. Contact Administrative Assistant, at hornbyisland@sd71.bc.ca for more information.

Volunteer Drivers

Volunteer drivers will need to provide the following:

- Complete and sign the Volunteer Driver's form
- Driver's Abstract <https://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx> request the Abstract be emailed to: hornbyisland@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 third party liability insurance

Recreation and After School Programs

Recreation programs such as tennis and soccer are run through Hornby Recreation (a committee of HIRRA). After School Programs e.g. pottery, art, STEAM etc. are supported by the Hornby Island Educational Society (HIES). Keep an eye on our newsletters, website, and email to find out what programs are being offered.

Use of School Facilities

Priority for school facility bookings outside of school hours are given to those organizations providing programming to children/youth. Our gym and “Creative Commons” spaces can be booked by community groups. These bookings will now be made online through the SD71 website. Please book way in advance. Call the school for more information.

We are looking forward to a great year of learning together with you!

Please do not hesitate to contact us with any comments, questions, suggestions, or concerns you may have.

Alissa Vernon Pratt

Vice Principal – Teacher

Hornby Island Community School

Email: Alissa.Pratt@sd71.bc.ca

Phone: 250-335-2125