David Stoddart School
1203 Cariboo Avenue
Clinton, BC V0K 1K0
250-459-2219 or Fax 250-459-7949

2015-2016

Handbook
INTRODUCTION

STAFF

Administration

Principal          Mrs. Carol Pickering

Teaching Staff            
K/1                Mrs. Larisa Buis
Grade 3/4/5            Mrs. Monique Carmichael
Grade 5/6/7            Mrs. Paige Coxon
High School            Mr. Brian Carmichael
                       Mrs. Teri Coxon
Trades& Transitions     Mrs. Karen Miller
Learning Assistance     Mrs. Nicole Pigeon

Support Staff

Secretary           Mrs. Linda Allison
First Nations Support Worker
                     TBA
STA

                        Mrs. Tammy Fletcher
 Noon Hour Supervisors
                        Mrs. Carrie Allison
                        Mrs. Lorna Conrad
                        Mrs. Sheri Coldwell
                        Miss Terry Rickett
 Custodian            Mrs. Tracy Rickett/ Miss Terry Rickett
 Bus Driver           Mrs. Paula Bolster
 Crosswalk Guard       Mrs. Tracy Rickett
                       Mrs. Tammy Fletcher

Schedule: 2015/2016

8:50—Warning Bell—Elementary/High School
8:55—Classes Start—Elementary/High School

8:55-10:14— Block 1
10:14-10:21— Nutrition Break—High School
10:30—10:50—Recess—Elementary
10:21-11:40—Block 2
11:40-12:19 Block 3
12:00—12:45 —Lunch Elementary
12:19—1:00—Lunch High School
1:00-1:39 Block 3
1:39-2:57 Block 4
2:50—Dismissal Elementary
2:57—Dismissal High School

High School Students who have permission to leave the school during instructional time MUST check out through the office. Please send a note for the year with your High School Students if they have permission to leave the school grounds at lunchtime.
### SCHOOL HOLIDAYS & IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>Monday, September 7, 2015</td>
<td>Labour Day</td>
</tr>
<tr>
<td>Tuesday, September 8, 2015</td>
<td>First day of school</td>
</tr>
<tr>
<td>Monday, October 12, 2015</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>Wednesday, November 11, 2015</td>
<td>Remembrance Day</td>
</tr>
<tr>
<td>Monday, December 21, 2015</td>
<td>Winter Break</td>
</tr>
<tr>
<td>Monday, January 4, 2016</td>
<td>School Re-opens</td>
</tr>
<tr>
<td>Monday, February 8, 2016</td>
<td>Family Day</td>
</tr>
<tr>
<td>Monday, March 21, 2016</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Friday, March 25, 2016</td>
<td>Good Friday</td>
</tr>
<tr>
<td>Monday, March 28, 2016</td>
<td>Easter Monday</td>
</tr>
<tr>
<td>Monday, April 4, 2016</td>
<td>School Re-opens</td>
</tr>
<tr>
<td>Monday, May 23, 2016</td>
<td>Victoria Day</td>
</tr>
<tr>
<td>Wednesday, June 29, 2016</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Thursday, June 30, 2016</td>
<td>Administrative Day (School closed to students)</td>
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### DISTRICT NON-INSTRUCTIONAL DAYS

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>Monday, September 28, 2015</td>
<td>School Based</td>
</tr>
<tr>
<td>Friday, October 23, 2015</td>
<td>Provincial</td>
</tr>
<tr>
<td>Monday, November 2, 2015</td>
<td>District</td>
</tr>
<tr>
<td>Monday, February 1, 2016</td>
<td>School Based</td>
</tr>
<tr>
<td>Friday, February 19, 2016</td>
<td>Regional</td>
</tr>
<tr>
<td>Monday, April 25, 2016</td>
<td>School Planning</td>
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### EARLY DISMISSAL DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>Wednesday, November 4, 2015</td>
<td>Early dismissal</td>
</tr>
<tr>
<td>Thursday, November 5, 2015</td>
<td>Early dismissal</td>
</tr>
<tr>
<td>Wednesday, March 2, 2016</td>
<td>Early dismissal</td>
</tr>
<tr>
<td>Thursday, March 3, 2016</td>
<td>Early dismissal</td>
</tr>
<tr>
<td>Wednesday, May 18, 2016</td>
<td>Early dismissal</td>
</tr>
<tr>
<td>Thursday, May 19, 2016</td>
<td>Early dismissal</td>
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</tbody>
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***Please contact the school for appointment details***

### BOARD MEETINGS

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>Tuesday, September 8, 2015</td>
<td>George M. Murray Elem.</td>
</tr>
<tr>
<td>Tuesday, October 6, 2015</td>
<td>SKI! Mountain School</td>
</tr>
<tr>
<td>Tuesday, November 3, 2015</td>
<td>Desert Sands School</td>
</tr>
<tr>
<td>Tuesday, January 5, 2016</td>
<td>Cache Creek Elem.</td>
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<tr>
<td>Tuesday, February 2, 2016</td>
<td>Ramkisson Secondary</td>
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<tr>
<td>Tuesday, March 1, 2016</td>
<td>David Stoddart School</td>
</tr>
<tr>
<td>Tuesday, April 5, 2016</td>
<td>T'st'et</td>
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<tr>
<td>Tuesday, May 3, 2016</td>
<td>Lillooet Secondary</td>
</tr>
<tr>
<td>Tuesday, June 7, 2016</td>
<td>School District Office</td>
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</tbody>
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Updated: June 10, 2015
ATTENDANCE
In a safe and caring school, student safety is a priority and to ensure students are safe, we telephone home if children are absent. If your child will be away, the school must be notified. Further, students cannot leave school without permission from a parent or guardian.

LATE POLICY and LATE SLIPS
One of the many traits of a responsible, caring citizen is punctuality. We encourage all students to be punctual, and ask that parents help us by making arrangements to have students arrive on time. Students show respect for the learning of others by not disrupting a class in session.

Students who are late must stop at the office to pick up a late slip. The late slip is required to enter class.

Elementary Students
If lates become an issue, elementary students will be asked to make up time by staying after school, with a supervisor. If you wish to discuss this further, please contact the office.

Jr/Sr High Students
1. Students must make up the amount of time that they are late for class. All unexcused lates will be made up at the end of the day.
   i If a student doesn’t show up for the “make up time” on the day of the late/lates, the time to be made-up will double for the following day.
   ii Three missed “make-up” sessions will be an automatic one day in-school suspension.

2. When a student is late 3 times, parents are contacted and apprised of the situation. Parents and student are informed that a 6th late will mean an in-school suspension without technological devices.

3. When a student is late a 6th time, a one-day in-school suspension is issued

4. If after three weeks there are no further lates, student tracking is reset – starting fresh

5. If another late occurs before the reset period, student is issued a two-day in-school suspension.

6. Further lates require a parent meeting and exploration of out-of- school suspension.
David Stoddart School Code of Conduct

David Stoddart School promotes the values of the BC Human Rights Code of respecting the rights of all individuals in accordance with the law-prohibiting discrimination based on race, color, ancestry, place of origin, religion, marital status, physical or mental disability, sex or sexual orientation.

Our Code of Conduct applies to all members of our school community (students, staff, parents, and visitors to the school). At David Stoddart School, we

- believe that all students have the right to feel supported in reporting unsafe conditions, actions, or potential incidents, without fear of retaliation
- recognize the needs of students may vary depending on the age and maturity of the student as well as the frequency and severity of behaviours

Students are expected to:

- Be respectful
- Be responsible
- Be engaged

Conduct Expectations

- Student behaviour enhances the teaching/learning/school environment
- Students are respectful, courteous, and cooperative with school staff and each other
- Students attend school daily and arrive on time to class with proper materials, prepared to work
Students care about the appearance and reputation of their school and work diligently to maintain a positive image

Older students model positive behaviour and actively endeavour to make the school a positive place for younger students.

Use appropriate language

Keep hands and feet to themselves

Remain on the school grounds during school hours unless written permission is given by the parent

Enter and leave the building in an orderly manner

Use “indoor” voices in the school

Remove hats and other headgear for assemblies, public presentations and in elementary classrooms. Removal of hats in secondary classrooms is at the discretion of the classroom teacher.

Play safely in designated areas in sight of supervisors

Older students are held to a higher standard of behaviour than younger students and can expect more severe penalties for infractions than younger students

Unacceptable Conduct

Unacceptable conduct consists of but is not limited to

Behaviour that hinders or disrupts the learning environment

Unsafe behaviours

Acts of bullying, harassment, or intimidation

Physical violence

Possession, use or distribution of illegal or restricted substances

Possession or use of weapons

Theft, vandalism, or damage to property

Refusal to follow all reasonable staff requests

Disrespectful acts towards staff or other students

Consequences for Unacceptable Conduct:

Consequences are tied to the severity and frequency of inappropriate conduct as well as the age and maturity of the students, and special needs, if any. Disciplinary action is preventative and restorative, consistent and fair. Whenever possible and appropriate, consequences will be restorative in nature rather than punitive. Special consideration may apply to students with special needs if these students are unable to comply with a code of conduct due to having a disability of an intellectual, sensory, emotional or behavioural nature. Students, where appropriate, will participate in the
development of meaningful consequences for violations of the Code of Conduct. All reasonable steps will be taken to prevent retaliation by a person against any student who has made a complaint of a breach of the code of conduct.

**Level One**

Consequences “are on the spot” and may consist of the following:

- reminder of expectations,
- "Time Out" with specific tasks given
- Thirty second intervention (Is what you’re doing helping or hurting the situation?)
- Restitution (to make it right)
- Referral to Connections Room
- A record may be made

**Level Two**

Consequences may consist of the following:

- A logical restorative consequence such as but not confined to:
  - Clean up of damage /Service to the school
  - Act of kindness to person(s) who were affected by the unacceptable behavior
- Restorative consequences may take place during student’s break times as appropriate
- Problem solving sheet
- Referral to Connections Room
- Class meeting
- Review of the Code of Conduct
- Parent/guardian may be contacted
- A record will be made

**Level Three**

Consequences may consist of the following:

- A referral to the principal is made immediately as a result of the unacceptable behavior or repeated level one or two behaviours.
- A meeting with the classroom teacher and staff involved with student, (supervisor, STA, learner support teacher) as well as parents/guardians may be called to develop a plan of action
- A logical restorative consequence assigned
- Behavior plan developed if needed
- Contact with community agencies
- Referral to counseling

**Level Four**
Consequences may consist of the following:
- In-school suspension
- Restorative consequences
- Out of school suspension
- Parents/guardians contacted
- Meeting setup to problem solve with staff, parents and student if needed
- Referral to counseling as appropriate
- Referral to district team
- Contact with community agencies as needed

**Level Five**
Consequences may consist of the following:
- Out of school suspension are given for severe acts of violence such as using a weapon or threatening to use a weapon, severe fighting or as a last resort to repeated, ongoing misbehaviours
- Serious breaches of the Code of Conduct will result in procedural notification, including, but not limited to:
  - School District officials
  - Parents/guardians of offenders and student victims
  - The RCMP and/or Ministry of Family and Children Services as required by law
    - If, following repeated suspensions, a student is unwilling or unable to follow the School Code of Conduct, the student may be expelled from school. A student who is under 16 who has been suspended for an extended period-of-time will be provided with an alternate education/home study program.

** Provision of Educational Programs (While Under Suspension) **

**PROVISION OF EDUCATIONAL PROGRAM**

In the event that a student is suspended, the school district shall continue to make available to the student an educational program.

1. The Board may consider whether to refuse to offer an educational program to a student 16 years of age or older where the student:
a. has refused to comply with the Code of Conduct other rules and policies of the Board or the school, or
b. has failed to apply himself or herself to his or her studies.

2. If the administration considers that a student meets either of the above criteria, the administration shall:

a. give the student due warning
b. the warning shall include identification of the reasons for the issuance of the warning and the consequences of failure of the student to reform his or her behavior giving rise to the warning,
c. record the date of the warning and the reasons therefore in a book kept for that purpose,
d. inform the parents or guardian of the student by double registered letter that the student has been warned,
e. send a copy of the letter to the Superintendent of schools,
f. arrange, when practicable, for an interview with the parents or guardian of the student at the school; and

g. advise the student and the parents of their right to appeal decision, which “significantly affect the education, health, or safety of a student”.

3. If, within a reasonable period of time after the warning, the student fails to make a reasonable effort to reform, the administration shall suspend the student indefinitely to the Superintendent of Schools.

4. A student under the age of 16 who has been suspended for an extended period of time may be provided with an alternate education/home study program

**Visitors**

All people **not** enrolled or employed at David Stoddart School are considered to be visitors and must report to the office. People who are at the school for valid educational purposes will be granted permission to be in the school. All other persons must be off of David Stoddart School property during school hours. School hours includes instructional time, scheduled breaks, all school sponsored events, as well as an hour before and after instructional time. **This means that students may NOT bring friends or relatives to school for the day. For safety reasons we ask that all parents stop at the office, other than before or after school.** During the day Linda will be glad to deliver lunches, messages or to get your child for appointments, etc. so that classes are not being disturbed.
**Students with Medical Conditions or Require Medications at School**

Please fill out the Medical section on the Information Verification Form as it applies to your student.

**Ministry of Education Smoking Ban**

In light of the new legislation that was introduced on March 6, 2007 (Bill 10, the Tobacco Sales Amendment Act, 2007 – Banning tobacco and smoking in public places and schools) Smoking on the David Stoddart School grounds is prohibited. This ban includes smoking, and the use of smokeless tobacco products, during the school day, at all extracurricular activities, for after school user groups, and third party users. In other words, no **smoking, or using smokeless tobacco, anywhere on school grounds at any time.**

**Appropriate Dress**

Students are expected to dress in a manner appropriate for a public, multi-aged community – Think G rated!

The following rules apply for students at David Stoddart School.

No clothing (including hats) with inappropriate messages (swearing, advertisement of drugs or alcohol, sexual innuendo, put downs, suggestive messages)

Sunglasses are not allowed in class.

During warmer weather, appropriate modest clothing remains a requirement. Hats are not allowed in the elementary classrooms and may be allowed in secondary classrooms at the discretion of the teacher.

If a staff member is uncomfortable with a student’s attire, he/she will ask the student to cover up or change to more appropriate clothing. If there are further concerns, the student will be referred to the principal.

**Connections Room**

We believe that discipline is part of the overall educational process and the Connections Room is here to support all our students for both discipline and non-disciplinary issues.
Any faculty member can assign a detention at any time during school hours. Detention for tardiness, absences to make up work, or misbehaviour is given as a reminder of the school standard. Chronic offenders may be subject to a discipline review involving parents, teachers, and administration and other school professionals. All detentions involve the completion of school work and are to be served in the school’s Connections Room and supervised by school personnel to assist with their school assignments.

Students may choose to go to the Connections Room before school and during the lunch break to receive extra tutoring. **All students are expected to follow the expectations of the Connections Room supervisor at all times**

**Computer Use Policy**

All students of S.D.74 are required to read, understand and sign the “**Computer Network Acceptable Use Agreement**” before any network or internet access is granted.

Failure to comply with the “**Computer Network Acceptable Use Agreement**” may mean that a student will not have access to the school’s computer and network resources for any educational purposes.

**School Bus Transportation**

All students travelling on school buses are subject to the School District’s Student Code of Conduct and the Code of Conduct for School Bus Students. These Codes apply to travelling to and from school, extra curricular and co-curricular trips, and other school functions.

**The following Code of Conduct for School Bus Students shall apply:**

- The Bus Driver is in charge of the students on the bus.
- Students must not distract the driver while the bus is in motion.
- Students *must* obey the Bus Driver while on a school bus or at a bus stop.
- Conduct must be orderly at all times. Shoving or pushing is not allowed on or off a school bus.
Students must remain properly seated at all times. The Bus Driver may assign seats to students.

Students are not to put heads or arms out open windows.

Eating of lunches or other articles of food shall be at the discretion of the Bus Driver.

Students must not throw articles on the bus, around the bus in bus stop areas, or from bus windows.

Foul language will not be tolerated.

Smoking, consuming alcoholic beverages or drug usage while on a school bus will not be tolerated.

When leaving the bus, students must observe the directions given by the driver. If students have to cross the road, they should do so in front of the bus after making certain the highway is clear.

Students must remain on the shoulder of the road or designated area while waiting for a bus.

It is the responsibility of the School Principal to administer and supervise the general conduct of students and the School Principal shall exercise paramount authority in matters concerning the discipline of students

Extra-curricular Privileges

Any student suspended from school loses his/her privilege to take part in any school activities or any extra-curricular activities during the period of the suspension.

Students who flagrantly disregard school rules and regulations during extracurricular activities and field trips may be suspended from participating in fieldtrips and extracurricular activities for the rest of the school year.

Field Trips

School District 74 Gold Trail has detailed policies regarding field trips. Below is a brief outline of the SD74 Field Trip Policy. Please contact us if you would like to see the complete policy listing.
Guardians & parents will be informed as soon as possible when a trip of any kind is contemplated.

Day trips and overnight trips within the province of BC may be approved by the principal of the school, provided all school trip regulations are satisfied.

Trips outside the boundaries of the Province of BC must follow a special approval process.

Day School Journey Form is sent home in September to be signed.

**Transportation (Field Trips)**

- The Board of School Trustees believes that transportation via school district bus with professional drivers is the safest option available for students.

- School Principals should contact the Operations Department well in advance of the proposed trip to ensure that a bus (if applicable) is available when needed.

- Authorized public carriers, or private vehicles with volunteer drivers, are permitted only if they are adequately insured and operated by a designated individual with the necessary qualifications and according to these regulations.

- The School Principal may authorize responsible adults to provide supervision duties and use private vehicles for the trip. Each passenger in each private vehicle must have and use an individual seat belt during the trip. Adult volunteer drivers must have a minimum of one million dollar third party liability insurance per passenger and an automobile in good mechanical running order and must complete the Volunteer Driver Application Form attached to these regulations. The School Principal must ensure a complete annual Volunteer Driver Application School Checklist (attached to regulations) has been completed for each volunteer driver prior to approval of the trip.

- **Student drivers will not be permitted to transport themselves or other students on school approved trips.**
Supervision (Field Trips)

- Teacher supervision or other adult supervision approved by the Superintendent must be provided for all school trips. At least one teacher must be provided for each group of up to 30 students. Larger groups must have an additional teacher or approved adult supervisor. The principal must ensure all adult supervisors undergo a criminal record check prior recommending approval to the Superintendent.

- Trip supervisors are responsible for and will enforce the student code of conduct established for schools according to the School Act and/or approved by the school principal.

- Overnight co-ed trips must have at least one male and one female adult supervisor unless special arrangements have been made and have been approved by the Superintendent of Schools.

- **In the event of a serious breach of School Rules or Board Policy, the supervisor shall inform the offender(s) of the infraction and the school administration shall be contacted immediately.** Consequences may include a student being sent home.

Vandalism & Theft

All damages caused voluntarily to the School Board's property, private vehicles etc. during school hours or during extra-curricular activities, will be subject to the following:

The students or their parents will be held liable for payment of the cost of damages or replacement in the case of theft (cost of material and labour) without delay. In certain cases, reimbursement in the form of compensation could be applied with parental approval.

The R.C.M.P. may be contacted to decide if criminal charges apply to the situation.

Drugs & Alcohol- Serious Offense

Any student caught consuming and /or selling drugs or alcohol will be dealt with according to School District 74 Discipline Guidelines.

The R.C.M.P. may be contacted to decide if criminal charges apply to the situation.
Furthermore, any student caught consuming and/or selling drugs or alcohol will be expelled from all extra-curricular activities for that given school year.

**Violence – Serious Offense**

Any student caught fighting, or any student guilty of any form of violence will be subject to disciplinary actions up to suspension or expulsion. See SD#74 Disciplinary Guidelines. Furthermore, the possession of any dangerous weapon or object is strictly forbidden on school property.

**Harassment & Bullying – Serious Offense**

The school board has a very clear policy on all forms of harassment. Every person has the right to the safeguard of his dignity, honour and reputation. *Therefore, all forms of harassment are deemed unacceptable and intolerable.* All Staff and students at DSS are expected to make a “Big Deal” out of any incident considered to be bullying or harassment.

We encourage any student to come forward with complaints of harassment, be they verbal, mental, physical or sexual. Furthermore, any student who witnesses inappropriate behaviour is expected to report it to school staff. Normal procedure is to see Administration, but you may also see a teacher or anyone else you feel comfortable with.

Remember to always ask for **HELP!**

**Digital Device Policy**

The appropriate use of multimedia devices, such as, but not limited to, cell phones and other digital devices, plays an important role in communication, and may enhance student learning opportunities. These devices should work
in partnership with the safety, security and privacy of students and/or with school operations.

If a digital device is brought to class, and is used inappropriately, the teacher will confiscate it and the student will have to pick it up at the office at the end of the day. **All digital devices are brought to school at students’ own risk.**

Pictures or videos of students or staff in schools or at associated facilities or activities may not be uploaded to school, public or private websites without consent of the person(s) or their parents or guardians in the picture.

**Text-Books**

Each student is provided the required textbooks for his/her courses in September. Students are asked to make a real effort to care for these books, which must last for several years. If a textbook or library book is lost or badly damaged, then that student will be charged the net price.

Should you find that your bookbinding will cause you to lose pages, alert your teacher who may be able to supply you with another. If possible, try to repair your book by using tape on the binding.

**Lockers**

Lockers are loaned to students for the year. Although some students like to "decorate" their lockers during the year, they must be aware that only appropriate magnetic decorations may be used. No stickers or tape.

Should a locker be found to be, unclean, wilfully damaged (including graffiti), a bill for the repairs/cleanup will be issued to the student. They are brand new lockers this year so let’s keep them looking brand new.
Every student is assigned a locker for books and clothing. **Lockers are the property of the school and may be opened by the school administration for any reason.** No one is allowed to change lockers unless he has obtained permission from the school administration. **The school is not responsible for loss of personal items due to theft.**

Please take care of what has been assigned to you, be it a textbook or locker or any other school equipment.

**Hot Lunch Program**

Lunches are provided according to the Ministry of Education Healthy guidelines. Prices of lunches differentiate between elementary students and high school students. Watch for menus in the first few weeks of September.