



STUDENT HANDBOOK

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The NDSS community gratefully acknowledges that we live, work, learn and play on the unceded and traditional territories of the Coast Salish peoples – Snaw Naw As, Snuneymuxw, and Stz'uminus Nations.

1 ABOUT NDSS

Built on the traditional territory of the Snuneymuxw people, Nanaimo District Secondary School (NDSS) was established in 1952 and was originally built as a Senior Secondary for Grade 11 and 12 students. NDSS now serves Grade 8 through 12 and is home to a variety of unique programs including French Immersion, Sports Academies and Francophone programs. Students and staff at NDSS honor the past while building habits of mind for the future.

Our diverse learning community includes approximately 1700+ students, 100 Teachers, 40 Support Staff, 5 Counselors, 5 Student Support Teachers and 4 Administrators.

At NDSS, “Our school provides learning opportunities enabling students and staff to achieve personal excellence and pursue their passions in an inclusive, supportive, and respectful environment. We educate students by teaching skills and modeling attitudes needed to become successful lifelong learners and responsible, caring school and global citizens. Our school honours dignity, purpose, and options for all.”

A NDSS, “Notre école offre des opportunités d’apprentissage permettant aux élèves et aux enseignant(e)s de réaliser leur propre excellence et de poursuivre leurs passions dans un milieu inclusif, positif, et respectueux. On instruit les élèves en enseignant les habilités et en modelant les attitudes nécessaires pour devenir des apprenant(e)s à vie ainsi que des citoyen(ne)s scolaires et globales/aux responsables et bienveillant(e)s. Notre école fait honneur à la dignité, aux buts et aux options pour tous et pour toutes.”



1.1 MISSION, VISION & SCHOOL GOALS

VISION

- Learning with Purpose
- Striving for Excellence
- Growing through Community

MISSION

At NDSS, our mission is to inspire all to be curious, have confidence, use imagination, and persevere in their learning journey.

SCHOOL GOALS FOR STUDENTS

Goal- Curriculum

- To ensure students know curriculum content taught in various subjects
- To ensure students demonstrate learning in a variety of ways
- To ensure students understand connections between concepts

Goal- Environmental Leadership

- To include students in developing awareness of their environmental footprint
- To include students in the generation of solutions to conserve energy
- To include students in meaningful dialogue in creating a sustainable planet

Goal- Belonging

- To encourage students to take collective responsibility to make everyone feel welcome
- To encourage students to participate in extra-curricular opportunities at school
- To encourage students to identify at least one staff member they feel connected to

Goal- Reconciliation

- To foster authentic student experiences with First Peoples Principles of Learning
- To foster student understanding of our collective responsibility for Truth and Reconciliation
- To foster student appreciation of the resilience of Canada's Indigenous Peoples

1.2 STUDENT CODE OF CONDUCT

Nanaimo District Secondary School Student Code of Conduct is **educative, preventative and restorative** in practice and response and is alignment with the NLPS administrative procedure pertaining to conduct: <https://www.sd68.bc.ca/wp-content/uploads/Administrative-Procedures/300/AP-344-Code-of-Conduct.pdf>

The 3 R's - *Acceptable Student Conduct at NDSS* is behavior that makes our school a safe, caring, and productive learning environment. The 3 R's characterize the type of behavior students are to model.

1. Responsible

- Accept responsibility for your secondary experience by actively engaging in learning.
- Attend classes regularly and consult your teacher(s) in the case of an absence.
- Behave safely; think before you act
- Conduct yourself in a manner that is becoming to you, NDSS, and its associated programs.
- Use digital platforms and technology appropriately.
- Inform a staff member if you know of bullying, intimidation, harassment, or violence.

2. Respectful

- Solicit and accept positive feedback from NDSS staff.
- Engage with the learning environment, as the reason you are at NDSS is to get an education.
- Treat *yourself* and all members of our school community with kindness.
- Follow classroom and campus guidelines for behavior and conduct.
- Respect the school property, our surrounding campus, and the local community.
- Work well with others and strive to find common ground with those who you find a challenge.

3. Ready to Learn

- Take care of your body and mind by getting a good night's sleep, eating well and being active.
- Arrive to class on time expecting to learn and remain for the duration of the class or activity.
- Bring required learning materials, texts and supplies with you to class or the activity.
- Complete assignments to the best of your ability and proactively ask for help when needed.
- Foster meaningful connections with friends who are positive supports to your learning.
- Connection with at least one NDSS staff member to share needs and any concerns you may have

NDSS CODE OF CONDUCT

(GUIDELINES FOR STUDENT BEHAVIOUR)

A. Statement of Purpose

- To establish and maintain a safe, caring and orderly environment for purposeful learning.
- To establish and maintain an appropriate balance between individual and collective rights, freedoms and responsibilities.
- To clarify and publish expectations for student behaviour while at school, while going to and from school, and while attending any school activity at any location.
- To promote the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

B. Conduct Expectations: Acceptable Conduct

- Arrive on time expecting to learn and remain for the duration of the class or activity.
- Bring appropriate learning materials, texts, and supplies to class or school activities.
- Participate in class to the best of one's ability.
- Demonstrate respect, and ensure safety for:
 - self
 - peers
 - teachers and other members of staff
 - the learning materials
 - building and equipment
- Complete all assigned work, thereby gaining the experience necessary for educational growth.
- Accept responsibility for one's own learning and behaviour.
- Use the internet safely and responsibly.

C. Conduct Expectations: Unacceptable Conduct

In order to be effective a school must offer a safe, supportive and comfortable environment for students and staff. It is not our intention to publish a long list of rules and consequences. Students must understand, however, that under the authority of the School Act of BC and the Policies and Procedures of School District No.68 (Nanaimo-Ladysmith), there are several actions which must be treated as serious infractions and for which the consequences will be correspondingly severe. These include:

- Bullying, intimidation, and harassment, which includes cyber bullying, are behaviours which cause huge safety concerns. They can also disrupt a student's ability to learn and interfere with the school's ability to maintain an appropriate learning environment. Therefore, harassment, intimidation and bullying, constitute serious misconduct which warrants appropriate intervention should it occur and the implementation of educational programs and administrative measures which are designed to prevent it from occurring.
- Willful disobedience to teacher or to other adult school personnel (staff, secretaries, custodians, supervision aides and teacher aides)
- The use of foul language directed toward staff or students around the school
- Physical violence or threats of physical violence
- Verbal or physical harassment
- Causing a false alarm
- Causing willful damage to property
- Intolerance – the school will treat seriously behavior or communication that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation (prohibited grounds set out in the BC Human Rights Code)
- The use or possession of a weapon (any instrument designed or used to inflict injury or to intimidate another person) -while under school jurisdiction

- The use, possession, or sale, of alcohol, drugs or controlled substances or being under the influence of either substance while at school or at a school function, wherever or whenever held. Where there are reasonable grounds to conclude that a student is in possession of a substance for the purpose of selling, supplying, or making available at school functions or while under the jurisdiction of the school, the principal should normally suspend the student immediately, inform the parents, and report the incident to the Assistant Superintendent's Office.

D. Consequences for Unacceptable Conduct

- Responses to unacceptable conduct are pre-planned, consistent, and fair.
- Disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive.
- Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct.

Step 1: Discussion between the student and the staff member occurs. When a student chooses not to meet behavioural expectations, there will be natural, logical and consistent consequences. Staff members will handle minor indiscretions. Parents are informed in the case of a suspension.

Step 2: Office Referrals for major offences (i.e. bullying, fighting, physical abuse of others, defiance of authority, truancy, disrespectful/abusive language) and continual defiance of school rules. Students are referred to an administrator. The consequence of such inappropriate behaviour will depend on the circumstances. Parents are informed.

Step 3: Parents are contacted for serious incidents of misbehavior. Depending on the severity or frequency of the misbehaviour, options could include: in-school or out of school suspension, and/or a variety of interventions, which may include Restorative Justice.

Appeal Process

Parents or guardians wishing to appeal a student suspension will be afforded the opportunity to make such an appeal to the principal of the school. Appeals of a school decision can be referred to the Assistant Superintendent.

Bullying and Harassment

What is harassment?

- Harassment happens when one person or more than one person, hurts someone
- It can be physical, verbal or non-verbal
- People who harass are trying to gain power, authority, popularity or trying to see another person upset
- Harassment is often repeated – it happens more than once

Harassment includes:

- Name calling, insults, rude remarks
- Pushing, shoving, blocking, hitting
- Writing on books, desks, walls, etc.
- Intentionally ignoring someone, exclusion, discrimination

- Inappropriate sexual comments or sexual harassment
- Rumours
- Threats – physical or verbal, teasing
- Staring, glaring, mean looks
- Unwanted touching
- Blackmail, bribery, trickery
- Stealing, extortion

Cyber Bullying

- Abusive, demeaning, hateful or insulting
- Threatening, bullying, intimidating
- Incites hurtful behaviour towards others
- May discriminate on race, religion, sex, sexual orientation, disability, and can include character defamation
- Creates a poisonous environment or disruption in the school

Reporting is not ratting

- Reporting is telling to get help.
- Ratting is telling to get someone in trouble

What should you do if you or someone else is being harassed?

- Be assertive – speak up
- Confront the person – ask them to stop
- Report the incident to a staff member
- **If you are a witness – speak up for the victim**

E. Notification

In cases of serious or ongoing breaches of the Code of Conduct, the school will advise other parties, including:

- Parents/Guardians of student offender(s) - in every instance.
- Parents/Guardians of student victim(s) - in every instance.
- School District Officials - as required by School District policy.
- Police and/or other community agencies - as required by law.
- All parents/guardians - 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 action to address it.

ACADEMIC MISCONDUCT

NDSS pursues honesty as one of its ideals. In keeping with the academic process of other educational institutions, NDSS has specific policies regarding academic misconduct.

Plagiarism

Plagiarism is a form of academic misconduct in which a student submits the work of another person as his or her own. When excerpts are used in paragraphs or essays, students must acknowledge with the use of footnotes or other accepted procedures. As well, if an excerpt is authorized by some other individual, this must also be acknowledged.

Plagiarism exists when there is no recognition given for phrases, sentences or ideas of others incorporated into written assignments.

Students should be aware that the expectations regarding the recognition of sources apply to any and all materials that they find when using multimedia and/or Internet sources.

Tests and Assignments

Students are constantly being evaluated through the use of quizzes, tests, cross-grade and final examinations, and assignments. Any form of cheating, including assisting others to cheat, on any of the above types of evaluation will not be tolerated.

Academic misconduct of any sort will result in the students involved automatically receiving zero for that particular evaluation. The parents or guardian of the student or students will be informed and subsequent incidences may lead to suspension.

STUDENT ATTENDANCE

School District Policy 3010P

1. Students are expected to attend regular programs on a daily basis.
2. Students participating in a field trip, work experience or other such sponsored activity during instructional hours shall be considered present for attendance purposes.
3. Students shall not leave the school during instructional hours without both permission of the school and knowledge of the parent(s) or guardian(s). Students must sign out at the office if they have to leave school during the day.
4. Students who are tardy or absent from school shall provide an explanation from their parent(s) or guardian(s) as to the reason for such tardiness or absence.
5. The principal or designate(s) shall accept as sufficient cause for student tardiness or absence from school:
 - a. illness of the student;
 - b. illness or affliction in the family;
 - c. a danger to health or safety from serious exposure;
 - d. an extraordinary circumstance or unavoidable cause which makes attendance impractical, if not impossible.

Students who are absent for non-medical reasons (working, vacations, and concerts) must accept the responsibility and consequences of missed class work, assignments, tests and quizzes.

NDSS Attendance Policy

Regular attendance is one of the most important elements in a student's achievement in school. Attendance is taken in each class. Students are expected to attend every class each day that school is in session. Attendance will be closely monitored by the school. Parents of students who are frequently absent will be phoned. If the student is absent, parents are requested to:

- telephone the school on the morning of the absence 250-740-2000 or email INFO.ND@sd68.bc.ca
- send a note stating the date and reason for absences when the student returns to school.

It is the student's responsibility to see the teacher to find what was missed during his/her absence.

Student Absence: NDSS Homework Policy

While we understand that students will be away from school for a variety of reasons, optimal results are best achieved through regular attendance.

Missed instruction frequently means missed opportunities for students to:

- deeply comprehend course material
- thoroughly understand assignment instructions

Additionally, many in-class evaluations, participation, tests and presentations are learning experiences that cannot be duplicated in the event of absence. While absence creates a less-than-perfect learning situation, teachers do their best to provide students with alternative appropriate direction that will enable learners to be successful.

In the case of short-term absence it is the student's responsibility to:

- see their teacher for missing work, or
- contact the school for assignments if they are able to work at home, and
- inquire about missing work if absent for extra-curricular/co-curricular activities

In the case of long-term absence caused through illness, parents should contact the school and consult with a counselor. Depending on the situation, the counselor may work with your child's teachers to develop an appropriate educational plan

In the case of long-term absence for reasons other than illness,

- Discuss plans with a counselor so that you are aware of educational consequences and a plan for success can be developed
- When commitments to activities outside school result in extended or repeated absences, parents should consult with the Principal before the school year to arrange courses in the most advantageous way and to thoroughly understand expectations for the student's return

Note:

- Teachers will do their best to supply work for up to 10 days
- First assignments must be completed/returned before additional work is supplied
- Any "make-up" work is at the discretion of the teacher
- Teachers are not always able to compensate entirely for weeks missed
- Work cannot always be provided prior to an absence; a folder of worksheets and assignments may be kept for the student's return

NDSS Policy: Lates

Students are expected to be on time. Entering classes late disturbs the class.

- Students who arrive at school after 9:00 AM, or after third period has begun, must report to the office to obtain a permission slip to enter class.
- Students will be held accountable if late for class.
- Teachers welcome students until the bell rings for the start of class and then close their doors

- Students are asked to knock on the door once and then wait outside the door until it is convenient for the teacher to admit them.
- The teacher will track the number of lates for each student and once the number reaches 3 lates the teacher will refer to the administration for consequences
- Parents will be contacted if the problem persists.

Leaving the School During the Day

In the event that it is necessary to leave school before regular dismissal, the student is required to bring a note from a parent or guardian explaining the need for the early departure and stating the time at which the student should leave school. The note should be shown to the teacher(s) of classes that will be missed. At that time any necessary make-up work can be assigned.

Students leaving early must sign out in the office. For students who become ill during the day, contact with a parent/guardian or emergency contact is required before the school can release a student.

1.3 MISSED INSTRUCTION

A significant amount of the learning objectives covered in each course is delivered in a variety of ways that be provided in advance. Students who miss in-class instruction due to vacations are required to catch up as best they can upon their return. Students are encouraged to be proactive if they are aware they will be away.

1.4 FAMILY VACATIONS

Staff at NDSS value learning that takes place in the classroom, and to maintain instructional time as our highest priority, we encourage our families to schedule non-school related activities during non-instructional time. Students whose families who decide to go on a vacation or trip during school time must notify teachers and school office.

1.5 UNEXCUSED ABSENCES

An unexcused absence is defined as a student being out of class without the knowledge of the teacher or prior approval of a parent or guardian. Each unexcused absence will be recorded in the online attendance database. *Teachers can provide interventions at their discretion for any unexcused absences* including 1:1 conversation, restitution, parental contact, time served after school, etc.

1.6 LEAVING EARLY

Students who need to leave prior to regular dismissal time must have pre-approval by their parent/guardian and sign out at the main office before leaving the building. Parents/guardians can provide permission for you to leave before the end of by sending an email, ideally at least a day in advance, with your full name, grade and the date/time that an early departure from school is required, ideally a day in advance, to our main office inbox: info.nd@sd68.bc.ca sent, in advance, by their parent/guardian via an email sent to the main The note should be shown to the teacher(s) of classes that will be missed. At that time any necessary make-up work can be assigned.

For students who become ill during the school day, one of our main office staff members must be in contact with a parent/guardian prior to allowing the student to go home independently. It is unsafe for students who are ill to go home without first notifying to the main office.

1.7 BULLYING OR HARASSMENT

Students at NDSS should always feel that they are in a safe learning environment. If this is not the case for you at any time, please reach out right away for help. Your parents/guardians, teachers, counselors,

administrators, coaches and family doctor are examples of adults that can help connect you to the support required. NDSS and all Nanaimo Ladysmith Schools are also connected to Ministry's ERASE Bullying initiative: <https://www2.gov.bc.ca/gov/content/erase/help>

If you, or someone else, is being harassed or bullied, please reach out to a trusted adult right away.

1.8 INAPPROPRIATE STUDENT CONDUCT

Inappropriate conduct at NDSS is defined as behavior that interferes with the safety, well-being or education of yourself, others, or the learning environment. This includes behaviors that occur at school, online, attending school functions or representing NDSS in the greater community. Unacceptable conduct includes, but is not limited to bullying, harassment, intimidation, discrimination, violence, and illegal acts.

2 NDSS STAFF

2.1 ADMINISTRATION & AREAS OF RESPONSIBILITY

NAME/ROLE	STUDENT AREAS OF RESPONSIBILITY
Ms. Reynolds – Principal	Student Interventions: Grade 12 (A-Z) Primary Administrator for NDSS students connected to: Additional Languages, Physical Education, Athletics, Sports Academies, Library, Cafeteria, ARROW, Indigenous Education
Mr. Jeff Hasenauer – Vice Principal	Student Interventions: Grade 8-11 (A-Gra) Primary Administrator for NDSS Students connected to: ICE, Careers, Social Studies, French Immersion, Francophone
Ms. Stacy Aitken - Vice Principal	Student Interventions: Grade 8-11 (Gre-N) Primary Administer for NDSS Students connected to: Math, Science, Applied Design, Elective Courses
Ms. Quincy Kelly – Vice Principal	Student Interventions: Grade 8-11 (O-Z) Primary Administrator for NDSS students connected to: Student Support, ARROW, ELL, Counselling, Outreach, English

2.2 COUNSELORS –

COUNSELORS	EMAIL	Student Case Load by Student Last Name
Paul Wright	paul.wright@sd68.bc.ca	A – Bun; Francophone & ARROW
Graham Giske	graham.giske@sd68.bc.ca	Bur - Gra
Heather Arnold	heather.arnold@sd68.bc.ca	Gre - L
Melissa Tolsma	mtolsma@sd68.bc.ca	M - Rosen
Kathleena East	keast@sd68.bc.ca	Ross - Z

2.3 MAIN OFFICE STAFF

Ext.	Clerical Team		Areas of Responsibility
2005	Tina Walsh	Secretary 3	Office manager, finance, credit card sign in/out, deposits, online cash system, NLPS Foundation fund requests, PAC funding requests, office supplies and Purchase Orders requests.
2007	Jill Smith	Student Records Clerk	1701, course selection, ministry forms, PR cards, files maintenance, report cards, SADE
2006	Sarah Wallin	Admin Assistant-Academies	Academies, ADS-TTOC, Amazon orders, keys (if required), newsletter, busing reports, Password Resets/Student and parent portal accounts in My Ed, transcripts, transportation
0	Kellie Hardy	Secretary 1	Announcements, attendance, courier, DAC Mail/distribution of mail, keys for subs (morning), password resets, School Dudes
2093		Secretary 1/Records	Criminal Record/Volunteer forms, EA/TTOC binders, field trip, grad, lockers, Monday Morning Memo, Password resets/Parent portal, photocopier maintenance, student parking/Staff parking, teacher Info forms, staff list/mailboxes

3 SCHOOL ORGANIZATION

3.1 2023-2024 - NDSS TIMETABLE STRUCTURE and BELL SCHEDULE

- traditional semester system
- Fridays rotate
- 4 class blocks per day from Sept-Jan
- 4 blocks per day from Feb to June

PLEASE SUBSCRIBE TO THE ND APP!

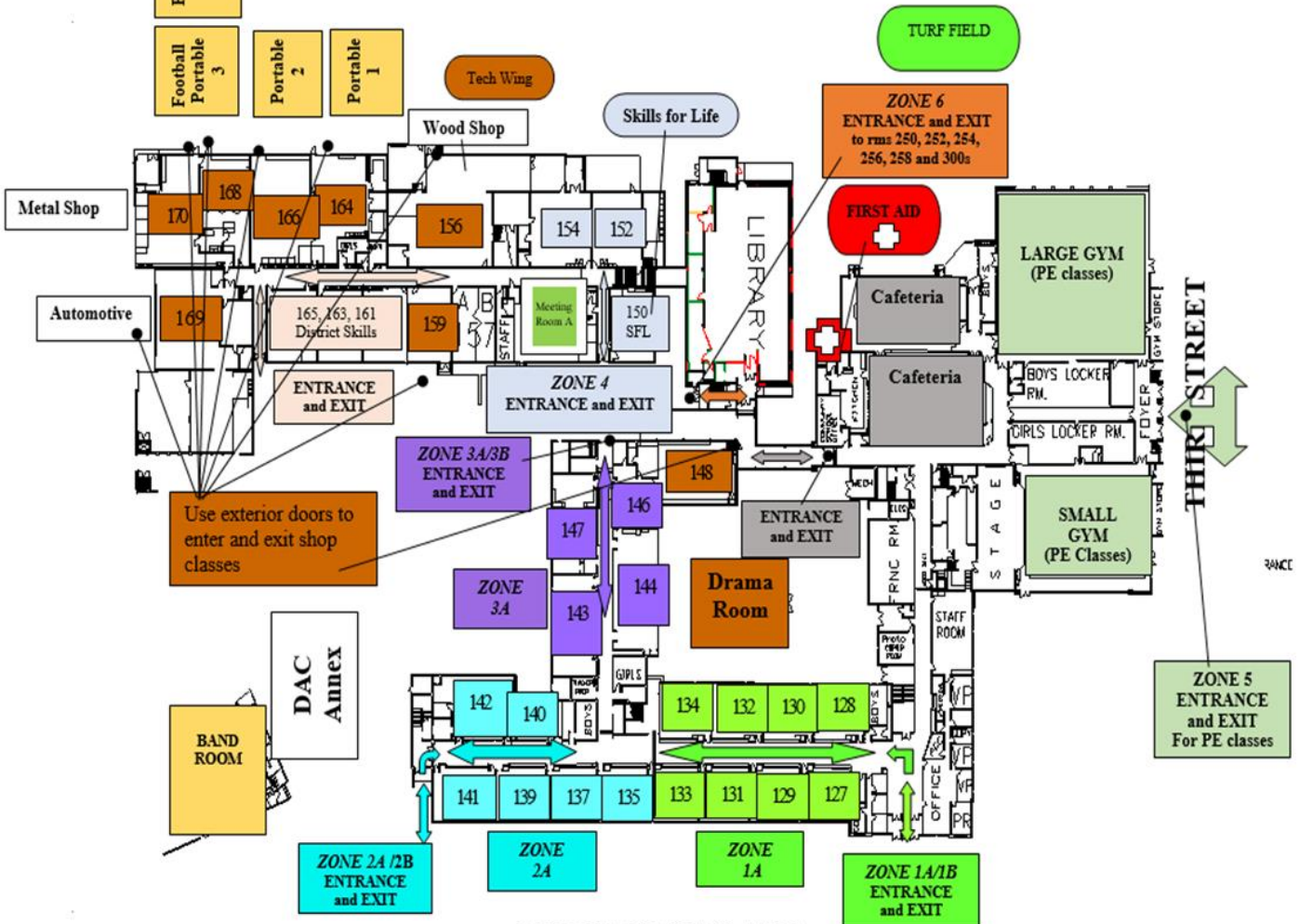
This tool will help with organization, scheduling, and assist you with staying up to date with what is happening in the school community.

Warning Bell 8:25	Mon (Early Dismissal) (PLC)	Warning Bell 8:25	Tues	Wed	Thurs	Warning Bell 8:25	Fri (Early Dismissal) Blocks Rotate Weekly
8:30 -9:40	A	8:30 - 9:55	C	B	D	8:30 - 9:40	
9:40 - 9:45	class change	9:55 - 10:00	class change			9:40 - 9:45	class change
9:45 - 10:55	B	10:00 - 11:25	D	A	C	9:45 - 10:55	
10:55 - 11:20	Lunch	11:25 - 12:05	Lunch			10:55 - 11:20	Lunch
11:20 - 12:30	C	12:05 - 1:30	A	D	B	11:20 - 12:30	
12:30 - 12:35	class change	1:30 - 1:35	class change			12:30 - 12:35	class change
12:35 - 1:46	D	1:35 - 3:00	B	C	A	12:35 - 1:46	

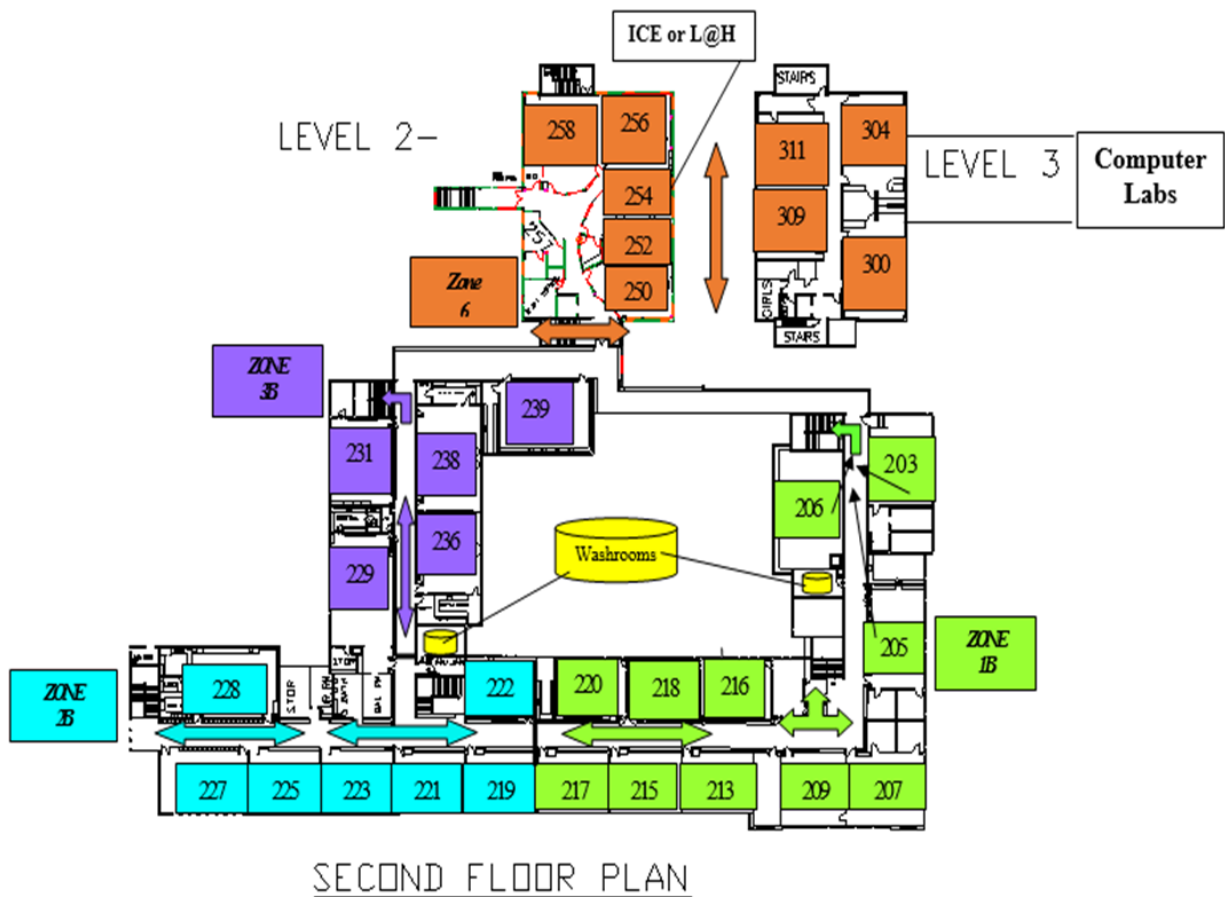
3.2 NDSS school hours for 2023-2024

	Start time	Lunch time	Dismissal Time
Mondays	8:30am	10:55-11:20am	1:46pm
Tuesdays	8:30am	11:25-12:05pm	3:00pm
Wednesdays	8:30am	11:25-12:05pm	3:00pm
Thursdays	8:30am	11:25-12:05pm	3:00pm
Fridays	8:30am	10:55-11:20am	1:46pm

NANAIMO DISTRICT SECONDARY SCHOOL



355 WAKESIAH AVE.



3.3 2023-2024 NLPS SCHOOL CALENDAR: ****

<https://www.sd68.bc.ca/document/2022-2023-school-calendar/>

3.4 ASSEMBLIES

GENERAL ASSEMBLY GUIDELINES:

1. National anthem is sung at each assembly.
2. Indigenous acknowledgement is included as part of the opening program.
3. Conduct expectations will be reviewed with students prior to attending assemblies.
4. Teachers remain with their classes during an assembly and provide active supervision of students.
5. Hats and hoodies must be removed, devices are to be turned off, or silenced and put away

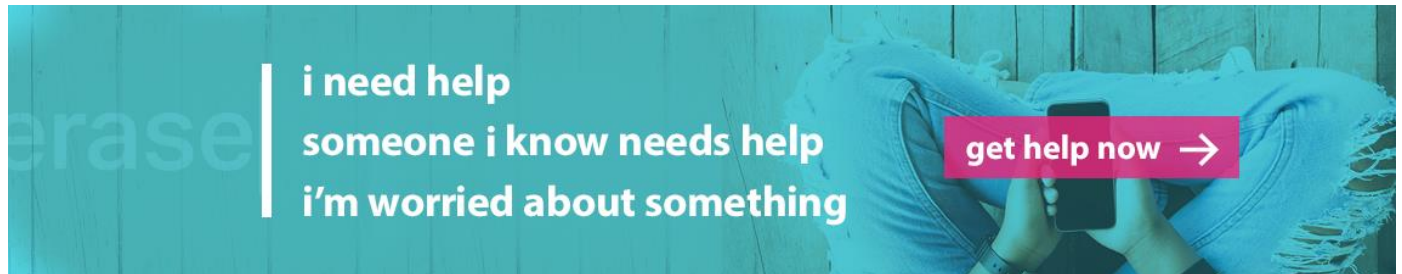
3.5 NDSS ACADEMIC CALENDAR

NDSS academic calendar is posted on the school website at: <https://nd.schools.sd68.bc.ca/students-parents/student-life/>

3.6 ERASE PROGRAM

The BC Government has created an effective program called ‘erase’ which is all about building safe and caring school communities. This includes empowering students, parents, educators and the community partners who support them to get help with challenges, report concerns to schools, and learn about complex issues facing students.

<https://www2.gov.bc.ca/gov/content/erase>



3.7 SCHOOL CLOSURE DUE TO WEATHER

If NLPS schools are closed for students due to snow, or any other weather-related problems, announcements will be made on local radio stations (WOLF 106.9 FM, WAVE 102.3 FM, and 91.7 COAST FM) by 7:00 a.m. on the day of the closure. Please do not call the radio station – tune in and listen for the announcements, which will be made on a regular basis. Listen to local radio stations or follow news apps for announcements of local school closures, which will include NDSS, as described above.

In addition, the district will post the information on the district’s website, Twitter, Facebook and mobile app.

<https://www.sd68.bc.ca/district/weather-related-information/>

Please keep in mind, however, that there may be situations where this is not always possible, for example, power outages or technical problems. The most reliable method is to listen to the local radio stations.

4 GENERAL INFORMATION

4.1 ELECTRONIC DEVICES ***

- Students may use cell phones or other electronic devices during class time only if the classroom teachers deem it to be appropriate and useful for learning.
- Individual teachers may determine their policy regarding student cell phones in the classroom.
- NDSS is not responsible for electronic devices that are lost, stolen or damaged while at school.

4.2 LEARN 68 ACCOUNTS

NLPS students all have access to a Learn68 account which includes an email address and access to electronic file storage. Teachers at NDSS use these accounts, in conjunction with Google Classroom, and it is important that students activate their accounts and learn how to use this digital educational tool.

4.3 DRESS CODE

NDSS students may wear clothing they choose so long as it adheres to our Code of Conduct and does not promote drugs or alcohol, display offensive images or language, or encourage discrimination.

Although there is the freedom for students to attend school and school related functions in attire of their choice it is under the conditions that the choice: - Conforms with established health and safety requirements for the intended activity, - Is absent of text or graphics that: • promote any illegal substances—including those controlled for minors, • display offensive language or images, • encourage any form of discrimination; and • reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, body type, and size. It is the Board's expectation that students " will dress in a manner which reflects purpose, decorum, and cultural respect.

Purpose- intention, function, relevancy: Clothing should reflect the purpose for which it will be used; i.e.: unencumbering clothes for the gym, swim apparel is for swimming/beach.

Decorum- appropriateness, standards of an environment/place of learning: i.e.: staff and students wear attire that is consistent with the expectations of a place of learning, i.e.: attire should not physically interfere with a person's ability to learn or work.

Cultural and/or Religious Respect- conventions of attire/behaviour/expectations awarded to certain groups: traditional attire should be respected and worn as deemed appropriate by the groups to which it belongs, i.e.: schools must attempt to accommodate diverse cultural attire in all circumstances.

4.4 TIMETABLE CHANGE REQUEST

At NDSS individual timetables are based on student choice of complementary courses, program enrolment and graduation requirements. Students are advised to discuss their choices with their families prior to submission of course requests. Timetable change requests should be a rare occurrence and may not be accommodated due to class size and composition requirements. Before initiating a timetable request, students are to review these guidelines below:

SEMESTER 1 TIMETABLE CHANGES:

1. The week before school (dates may vary) - Students will have an opportunity to make any changes to their timetable if there is space.

2. First week of school – Any new students will have priority over timetable changes followed by students with incomplete timetables, followed by grades 8 - 12 students.

SEMESTER 2 TIMETABLE CHANGES:

- Semester 2 timetable changes will be handed out prior to the start of semester 2.

STUDENT TIMETABLE EXPECTATIONS

- Dual Credit and CTC students have the flexibility between multiple educational sites

4.5 CAFETERIAS AND EATING AREAS

NDSS has two cafeterias (*large & small*), which can accommodate approximately 350 students. Students may bring a lunch from home or purchase nutritious food while supplies last. Reasonably price lunch specials are advertised each day outside the large cafeteria and cost between \$1.00 - \$7.00.

Lunches, either homemade or purchased, may be eaten in class, if permitted by the teacher, or outside at this time. During inclement weather (i.e.- pouring rain, wind, heavy snow), students may remain within the school to eat.

At various points during the school year, the NDSS Student Council organizes 'cash only' pizza lunches as part of their fundraising activities. Upcoming pizza lunches will be announced over the PA prior and the cost for each slide will be shared so students can bring exact change if possible.

Students must clean up after themselves using the garbage, recycling and green bins located throughout the building. Keeping the school clean is a collective responsibility and placing lunch remnants in the appropriate receptacles deters island critters from wanting to live in our building.

4.6 VALUABLES AND THEFT

Students are urged not to bring large sums of money or other valuables with them to school. The school is not responsible for items that are lost or stolen. Student cell phones are the item most frequently reported as lost or stolen and area in the school with the highest theft is the gym locker rooms. Students are advised to not leave items of personal or sentimental value unattended.

4.7 LOST AND FOUND

Lost and Found items are kept at the office. The school does not accept any responsibility for lost or stolen items. If you have lost something, please stop by the office before class, after school or at lunch.

4.8 BICYCLES

Students are encouraged to ride their bikes to school and outdoor racks are provided near the main entrance as well as at the back of the building near the learning commons. For the safety of yourself and others, please dismount your bicycle once inside the school campus and the walk your bike to the rack. As there is no inside storage for bikes we encourage the use a strong lock, as the school assumes no responsibility for theft or damage of bicycles.

4.9 SKATEBOARDS AND LONG BOARDS

Due to reason of safety, riding skateboards or long boards is not permitted anywhere on NDSS campus and the surrounding areas. This includes any school property, include the building or out, as well as the parking areas belonging to the Nanaimo Aquatic Center (NAC). Students using skateboards or long

boards to get to school must pick them up as soon as they reach the perimeter of the NDSS and/or NAC properties. They must be carried inside the building and be small enough to put inside your locker.

4.10 HEALTH SERVICES

Each September, the school will ask your parents will be asked by the school if you have any medical or health concerns that our staff need to be aware of. Students can help to ensure we have all required health information by making sure that their parents receive this paperwork and that is completed returned to the school in a timely manner. Emergencies and injuries are to be reported immediately to an NDSS staff member. Students with severe allergies who require epinephrine if exposed to the allergen must always carry an epi-pen with them and an extra epi-pen needs to be left at the main office for the duration of the school year. The First Aid station is located in the office. Each year, Grade 9 immunizations are carried out during the school day by Public Health Nurses. Information will be sent to parents and students once dates are known. Please note that NDSS staff are not permitted to dispense medication other than to assist students in the administration of an epi-pen if required.

4.11 WELLNESS CENTRE

A public health nurse and doctor are accessible at the Youth Wellness Centre located in the Nanaimo Aquatic Centre. NDSS students are welcome to drop into this clinic as well as make appointments in the NDSS Counselling center. Doctors and Nurses are available Tuesdays & Thursdays from 9:00-4:00pm and Wednesdays from 11:30-6:00pm. The number for the Wellness Centre is: 250-619-0651

4.12 SCHOOL COMMUNICATION

In addition to daily PA announcements, students are encouraged to frequently check our NDSS school website for upcoming events and activities. We also email out a newsletter to all families and lots of the content is applicable to students. You can also follow us on Twitter [@NDSSIslanders](#) for updates. Check out the latest app [My School App](#) to follow your students' day to day activities and classes.

4.13 INDIVIDUAL PHOTOS

Professional photos of each student are taken in September and retakes are generally in October. These photos are used for NDSS student ID cards and are published in the school yearbook. Families of students may also purchase individual packages through the company taking the photos. Information for families on how to order student picture will be communicated in the fall through one of the Wednesday weekly email messages sent by the Principal to the parents/guardians of NDSS students. Grad photos are handled separately and communicated directly with our Gr. 12's and their families.

4.14 SCHOOL BUSES

Nanaimo Ladysmith School District (NLPS) provides bus transportation for NDSS students who are designated our site based on their residential address or program and live 5km or more from the school. NDSS has a bus service to Jingle Pot and Gabriola Island. Students who meet this criterion, wishing to take the bus, must ask their parents/guardians to pre-register them for bus service through the NLPS transportation department. Bus registration information is on the district website at:

<https://www.sd68.bc.ca/transportation/>

Once approved, the student will receive a 'Z-pass' from the district, which allows them to ride their assigned NLPS bus for the duration of the school year. Students who are issued a 'Z-pass' are responsible for its safekeeping and are not permitted to lend it. NLPS bus routes can be found at:

<https://www.sd68.bc.ca/transportation/bus-routes/>

While riding the bus, NDSS students are expected to model exemplary behavior and adhere to our code of conduct. In the case of student misconduct on the bus, the driver reports the concern to NLPS transportation. NLPS Transportation staff and NDSS admin work together with the student and their parents/guardians to determine how the inappropriate behavior is to be handled. In serious or on-going chronic situations, yellow bus privileges may be temporarily suspended or completely revoked.

4.15 OFF-SITE FIELD TRIPS

Field trip activities are an important part of the secondary school experience. Each year, individual teachers determine which off-site opportunities they are able/willing to offer. These opportunities are labor intensive for the teacher, as they must be organized and supervised according to district policy. School regulations and code of conduct are always observed when students are off-site or attending any NDSS sponsored event.

Students who wish to participate in an off-site activity or field trip are responsible for the following:

- ensure required forms are reviewed and signed by the communicated deadline
- proactively communicate with all teachers whose class(es) you will be miss while off-site
- collaborate with all teachers to determine when you will compete, and submit, missed course work

4.16 SMOKE FREE ENVIRONMENT

The NDSS policy on smoking and vaping adheres to legislation outlined in section 2.3 (2) of the Provincial Tobacco Control Act of 2007. Smoking and the use of all tobacco products is prohibited on property owned and/ or operated by School District No. 68 for the purpose of delivering educational programs, with exceptions related to traditional aboriginal activities.

Parents, students, staff, and visitors cannot smoke, hold lit tobacco, VAPE, or use chewing tobacco anywhere on school property at any time, whether school is in session or not. This prohibition applies to school buildings, parking lots, sports fields, driveways, courtyards, and private vehicles in school parking lots. It applies to school vehicles, wherever they may be at any time.

<https://www.sd68.bc.ca/wp-content/uploads/Administrative-Procedures/200/AP-247-Smoke-Free-Environment.pdf>

DESIGNATED SMOKING/VAPING/E-CIGARETTE AREA FOR NDSS STUDENTS

There is a designated student smoking area located behind NDSS on a small section of property which belongs to the City of Nanaimo. This is a triangular piece of gravel is located on Nanaimo Aquatic Centre (NAC) grounds and therefore is not under the prevue of AP-247. NDSS students who choose to smoke/vape or use e-cigarettes are to remain within the delineated triangular area. Those who smoke or vape outside this area are subject to disciplinary action as per NLPS policies.

4.17 STAFF ONLY AREAS

NDSS students are not permitted to enter the school staff rooms, teacher preparation areas or to access the photocopiers.

4.18 NANAIMO ICE CENTRE (NIC) AND NANAIMO AQUATIC CENTRE (NAC)

NDSS is located within proximity to the NAC and NIC and our students access these facilities for a variety of reasons before and after school hours. NDSS Students also access the NAC as part of their regular PE program and are bound to our School Code of Conduct and the Code of Conducts for the NIC and the NAC. Employees of the NIC and NAC (*including managerial staff*) are not responsible to supervise or discipline NDSS students. An NDSS teacher will accompany students while at the NIC or NAC.

Nanaimo Ice Centre (NIC)

- Students with access: The NIC is only accessed by students registered in the NDSS Hockey Academy, Silvertips, or as part of a teacher supervised Physical Education Class.

Nanaimo Aquatic Centre (NAC)

- Students with access: The NAC is only accessed by NDSS students as part of a teacher supervised Physical Education Class.

5 NDSS Library Learning Commons (LLC)

The NDSS Library Learning Commons is a place to learn, collaborate and create with the 21st student's needs in mind. We provide students with the following services:

5.1 LCC RESOURCES

- A wide variety of fictional and nonfictional books, both in French and English
- Access to audiobooks and eBooks
- Individual and group workspace
- Computers and access to printing for class assignments
- Digital tools and resources for research through our LLC website
- Space to record videos or podcasts
- Various board games that can be used in the library during lunch
- Password resets for their learn68 accounts

5.2 LLC LENDING POLICY

- Books are loaned to students for 14 days, if needed they may renew their books two more times
- Textbooks are loaned to the student for the duration of their class
- Any materials not returned by the end of the school year will be charged to their student accounts
- Once the material is returned, the fine is then deleted
- Any materials returned in an unusable condition, will be charged for that resource
- Fines can be paid online or through the office



6 STUDENT LOCKERS

6.1 LOCKER RENTAL

Part of your secondary school experience is having a locker to store personal items. It is anticipated that NDSS school will be very full this year and therefore there are not enough lockers for all students. Priority will be given to grade 8 – 10's and band students. Grade 11 & 12 students will be assigned by a locker on a first come first served basis.

6.2 LOCKER CHANGE REQUESTS

The locker students are assigned at the beginning of September is the one they will use until June. Students may not change or transfer their lockers unless it is requested by their parents/guardian and then approved and facilitated by administration.

6.3 LOCKER SEARCHES

Students need to be aware their assigned locker and lock remains on school property at all times. The Principal, Vice Principals and/or our School Liaison Officer (RCMP) may enter a locker at any time without permission from the student. In most cases, after a locker search is conducted, the student's parents/guardian will be notified as to why this occurred.

6.4 LOCKER SECURITY

Although keeping personal items in your locker is generally secure, occasionally thefts do occur. As such, students are discouraged from storing extra cash, high value items, and objects of sentimental significant or other types of valuables into their locker. The school is not responsible to replace items that are lost or stolen.

Students can be proactive in keeping their locker secure by not sharing their combination with others – even friends! Those who violate the NDSS Locker Rental Agreement by allowing friends, even temporarily, to store items that don't belong to them may risk losing the use of a locker.

6.5 CHANGE ROOM LOCKERS

There are not enough lockers in our change rooms to accommodate the storage of student active wear for those taking physical education (PE) classes in any given semester. Student attending a PE class must bring their change of clothes with them each day. Change room lockers are for the exclusive use of students while participating in PE classes.

The change room lockers do not have school issued locks attached. Students are asked to bring their own, *easy to use*, lock from home that they can put on the locker to store their regular clothes and other items while they are participating in PE class. Locks left on PE lockers at the end of a class are subject to removal and will be useable after they are cut off.

7 ACADEMIC INFORMATION

7.1 ASSESSMENT AT NDSS

PRINCIPLES/GUIDELINES

At the start of each semester, individual teachers at NDSS will provide students with a course outline, which includes their assessment/reporting policy. Students have digital access to their academic records through a MYED account. The link below has detailed information about how to set up and use an account.

<https://www.sd68.bc.ca//wp-content/uploads/Student-Portal-Document.pdf>

CORE COMPETENCIES:

Core Competencies are a set of intellectual, personal, and social competencies that students develop to engage in deeper learning and to support lifelong learning through their schooling. The Core Competencies are embedded in each area of learning and are activated through the learning experiences and activities. In BC, the Core Competencies are: Communication, Thinking, and Social and Personal Responsibility, and students complete a self-assessment related to the competencies.

GRADE 8 & 9 COMPETENCY SCALE ACADEMIC REPORTING

The following feedback is provided for students in grade 8/9 to determine the level of understanding on the core competencies in each subject area. This scale is not intended to reflect student conduct, attendance and/or teacher perceptions of effort or attitude.

EMERGING:	DEVELOPING:	PROFICIENT:	EXTENDING:
In the acquisition of knowledge, skills, strategies and processes.	The ability to apply knowledge skills, strategies and processes.	In the consistent application of knowledge, skills strategies and processes.	In the knowledge, skills, strategies and processes creatively and strategically.

GRADE 8 & 9 STUDENT PROMOTION

Our junior students (gr. 8 & 9) continue to the next grade level with their peers as long as understanding of the course content can be adequately assessed using the descriptive competency scale above. In the case that a student has not demonstrated an emerging understanding of the course competencies, then NDSS counselors will work with the student and their parents/guardians to determine a plan for next steps.

The competency scale reflects student achievement in relation to widely held grade level expectations. If a student is working on curricular learning standards below grade level, the competency scale on the written report may be left blank and the comments will clearly indicate why and next steps for learning. Our Grade 8-9 students are instructed and assessed within the Ministry of Education's K-9 Curriculum.

GRADE 10 - 12: LETTER GRADE ACADEMIC REPORTING

Term Reports (November – April)	Final Reports (January – June)
A Excellent Achievement	A 86% - 100%
B Very Good Achievement	B 73% - 85%
C+ Good Achievement	C+ 67% - 72%
C Satisfactory Achievement	C 60% - 66%
C- Less than Satisfactory	C- 50% - 59%
F Unsatisfactory Achievement	F 0% - 49%
I In Progress – indicates that additional learning objectives must be met to satisfy minimum course requirements.	
An “I” must be issued in the interim report card before an “F” is assigned.	

If teachers post a mark of ‘I’ or write ‘**In Progress**’ on an interim report or a report card can indicate that there is evidence lacking making it impossible to determine a letter grade. When ‘I’ is used, a plan will be provided to the students and their parents/guardians and will indicate what evidence is missing, and when the required work is to be completed

GRADE 10-12 STUDENT PROMOTION

Our senior students (gr. 10-12) are promoted by course, not by grade. The minimum passing mark required in senior level courses is 50%. If a failing grade is received in a core course, then the students must repeat the entire course or complete the missing learning outcomes before proceeding to the subsequent course. For the pre-requisite requirements for specific courses, students should consult our on-line NDSS course calendar each spring or book to see their assigned counselor:

<https://nd.schools.sd68.bc.ca/students-parents/course-selection/>

7.2 GRADUATION REQUIREMENTS

To meet graduation requirements and be awarded a British Columbia Certificate of Graduation (Dogwood Diploma), students must earn a minimum of 80 credits and write all three of the Provincial Assessments listed below. The 80 credits must include 52 credits for required courses (including 8 credits of Career Education courses) and a minimum of 28 elective credits. Please ensure the office has your correct email address on file and stay tuned to all Grad Newsletters for upcoming information.

7.3 GRADUATION ASSESSMENTS

Graduation assessments are changing to align with the new curriculum. As part of the updated graduation requirements, students in the B.C. Graduation Program will complete three provincial assessments. These assessments focus on the demonstration and application of **numeracy** and **literacy**.

- Grade 10 Numeracy Assessment (graduation requirement)
- Grade 10 Literacy Assessment (graduation requirement)
- Grade 12 Literacy Assessment (graduation requirement)

7.4 MARK/GRADE APPEAL PROCESS

In that a student and/or their parent/guardian is concerned with an assigned mark or a letter grade, the following process applies:

1. The student discusses their concern with their mark/grade directly with the teacher.
2. If the concerns persist, the teacher, parent, and student meet to discuss and reach a resolution.

3. If no resolution is reached, the teacher meets with the Principal or a Vice Principal to discuss an appropriate forum for the parent to present their concerns.
4. After hearing the concerns, the P/VP decides the outcome that, from a school perspective, is final.
5. If a parent is still dissatisfied, then they can submit a formal appeal to the district (Policy 3560)

7.5 COMMUNICATION OF ACADEMIC PROGRESS

Student progress is formally reported through written report cards provided at the mid-point and end of each semester as well as through Ongoing Communication of Student Learning (OCSL), student led conferences and celebrations of learning. Report cards are distributed electronically to students through the BC Ministry of Education on-line platform called My Education (MyEd).

Students and their parents must sign up for an on-line MyEd Account via the Ministry of Education website. This cannot be done at school level. Information and step by step instructions as to how to do this can be found at:

https://www.sd68.bc.ca/wp-content/uploads/MyEdBC_PortalParent_OnlineBrochure.pdf

7.6 STUDY AND DL SUPPORT BLOCKS

Without sign off from parents, counsellors, and admin, NDSS students in Grades 8-11 must maintain a full timetable meaning 4 registered courses each semester for a total of 8 classes each academic year.

During their last few years at NDSS, students *may* qualify for a study or direct learning (DL) block in lieu of a regular schedule course. Prior to approving a 'spare', your assigned counselor will ensure that you are on track to graduate must approve study and DL blocks requests.

Senior students must apply to have a study block through their assigned counselor by emailing them to explain the rationale for the requested spare. Final approval is given by the Principal. In order for a study block request to be considered, grade 12 students need to be aware of the following:

1. The student must be on track to graduate; *Capstone and Career Explorations is complete.*
2. During their study or DL block, the student must go to the NDSS Learning Commons, Room 254 or sign out at the main office if they are leaving the building.
3. The main justification for a study/DL block is that the student has a large workload and the time is to complete assignments and study. Students with a history of poor time management and/or difficulty focusing on the task at hand without supervision may not be eligible for a gr. 12 spare.

We recommend that grade 12's carry a full timetable given that many classes may provide inspiration for a particular career path or new interest.

7.7 SCHOLARSHIPS AND AWARDS

Grade 12 students have opportunities to apply for numerous school and district scholarships and bursaries. The Nanaimo Ladysmith Schools Foundation coordinates these applications, and a committee makes the final student selection decision. Information on criteria for various awards is available in the NDSS counseling area and will be advertised in our monthly newsletter.

7.8 VISITORS

All visitors are required to report to the office upon arrival at NDSS. We welcome visitors who are here for educationally related purposes or school related business. Those who visit for other reasons will be asked to leave. As such, please do not invite friends who are not actively registered as NDSS students to our campus. Plan to meet them away from school.

7.9 PARKING

Vehicle parking for students who drive to school is located at Serauxmen stadium and requires an annual pass/permit issued each September by the NDSS main office. Displaying a valid parking pass for Serauxmen stadium is required even if a student is only occasionally driving a vehicle to school.

This parking lot is monitored by the City of Nanaimo and vehicles without a parking pass will be subject to towing at owner's expense. To apply for parking permit, please complete the 'student parking pass' form which is available at the main office. The form requires that student's parent/guardian sign the form prior to a pass being issued. It is to be returned to the main office when completed.

Those driving to school need to be mindful that our campus is located on two very busy roadways with 3rd Street and Wakesiah as main arteries for traffic going to NDSS, NLPS School District Office, Vancouver Island University and Downtown Nanaimo. Students need to be always driving respectfully and safely when on our campus and nearby roadways. It is important for students to note that there is a speed limit of 10km/h in the laneway behind NDSS. Unsafe drivers will be reported to the RCMP liaison officer and could have their parking permits removed by NDSS administration. NDSS students are not permitted to park in the NAC or NIC parking lots.

8 STUDENT LIFE & SUPPORTS

8.1 EXTRA CURRICULAR ACTIVITIES, TEAMS & CLUBS

Each school year the number and type clubs and extra-curricular sports teams is dependent on the skill set and willingness of our teaching staff to offer these optional opportunities. In past years NDSS has been fortunate to have sufficient interest, and a willing teacher, to offer a variety of opportunities. Please listen for announcements and posted information about 2023-2034 clubs and sports. Offerings of clubs or teams will be advertised to students as part of regular PA announcements and as part of the monthly school newsletter which is emailed home at all students and their families.

8.2 SPORTS TEAMS



STUDENT-ATHLETE CODE OF CONDUCT

NDSS is proud of the accomplishments and longstanding reputation of our athletics program. Student athletes must remember that their participation in school sport is a privilege, not a right. To ensure continuation of the program's high level of success, the following policies have been developed and apply to all students participating on NDSS school teams:

SCHOOL FIRST!

Student athletes are expected to be in good standing with the school staff and administration, and academic achievement is the priority for student athletes.

- **Attendance** – student athletes are in good standing with their classroom teachers regarding attendance. Having unexcused absences jeopardizes academic achievement and may result in a player being removed from a team*.

**Coaches may specify a time that student athletes must leave class to attend a game. Leaving class earlier than the time directed by a coach will negate the athlete from participating in that day's game as well as other potential consequences.*

- **Work Habits** – Student athletes display solid work habits in class. Unsatisfactory work habits jeopardize this good standing and could then result in a player being removed from a team.

8.3 STUDENT SUPPORT SERVICES

Students who are struggling academically in a particular course are to first ask the classroom teacher for extra assistance. If the classroom teacher is unable to provide the support the student requires, they will coordinate additional resources through a referral to our school support team (SST).

- **Social Emotional Support:** NDSS counselors are available to provide social/emotional support to students and can coordinate additional supports with the district or other community organizations when required. If students are concerned about their mental health or well-being of someone they know counselors are an excellent point of contact. If a counselor cannot be reached, please proceed directly to the main office to speak with the Principal or a Vice Principal.
- **Academic Support:** In addition to our teachers, NDSS Student Support Team (SST) Teachers are available to support students in all subjects. They are located in room 258 and students can get extra help in all subject areas. This is arranged for students by first talking to the course/classroom teacher. The classroom teacher can refer a student to our SST to coordinate a schedule/time for extra help.

• MENTAL HEALTH SUPPORTS

Mental health includes our emotional, psychological and social well-being. Taking care of mental health needs an important part of overall health. If you or a friend need help dealing with a problem, reach out to a teacher or your assigned counsellor at any time. If the school is closed and you have a non-emergency health concern, call 8-1-1 to speak with a nurse day or night or call/text one of these numbers below:

- [Black Youth Helpline](#) 1-833-294-8650 (9 am - 10 pm daily)
- [The Hope for Wellness Help Line](#) 1-855-242-3310 (24 hours daily)
- [Kids Help Phone](#) Call 1-800-668-6868 Text: 686868 (24 hours daily)
- [KUU-US Crisis Line Society](#) 250-723-2040 1-800-KUU-US17 (1800-588-8717) (24 hours daily)
- [Mental Health and Substance Use Supports in B.C.](#)
- [Métis Crisis Line](#) 1-833-MétisBC (1833-638-4722)
- [S.U.C.C.E.S.S. Help Lines](#) Mandarin 604-270-8222 Cantonese 604-270-8233 (10am-10pm daily)
- [Trans Lifeline for Crisis](#) (877) 330-6366 (24 hours daily)
- [YouthInBC](#) Call 310-6789 (24 hours daily) online chat noon to 1am daily TTY 1-866-872-0113 (24 hours daily)

8.4 ABORIGINAL LEARNING CENTER

NDSS is proud to acknowledge that we come together to work and learn on the traditional territory of the Snuneymuxw First Nation. Our Aboriginal Education team works in close coordination with NLPS schools to support the district goals for Aboriginal understandings and learning for all students.

<https://www.sd68.bc.ca/programs/aboriginal-education/>

The Aboriginal Learning Centre located in Room 146. It has been said that “What’s good for Aboriginal students is good for all students” and we could not agree more. All are welcome - Hay ch q’a!

Aboriginal Education Values Success for All – What’s good for Aboriginal students is good for ALL students. We believe in the following values:


- A sense of belonging is the foundation of students’ success
- Aboriginal identity as a source of strength within NLPS

- Gathering strength from our past will guide our future
- An approach to learning that is reflective of an Indigenous world view
- Having dignity, purpose and options as measures of 'success' for self and students



9 EMERGENCY PROCEDURES


NLPS EMERGENCY PROCEDURES



EVACUATE

Move people out of the school when a hazard exists inside.


- Direct students and other staff to exit the school via the shortest, safe route.
- Report to and assemble outside at the designated assembly site.
- Principal or designate will determine next steps



HOLD & SECURE

Security concern in the neighbourhood.

- Bring everyone into the school and remain inside. Secure exterior doors.
- Close exterior window blinds/drapes (if available).
- No one may enter or exit the school during a Hold & Secure.
- Typically normal activities continue WITHIN the school.




LOCKDOWN

Response to an armed or dangerous assailant within the immediate vicinity or inside the school.

Gather people in your vicinity into a secure room – do this quickly.


- Close and secure doors.
- Turn off lights, be quiet, get down low/behind heavy furniture – GET OUT OF SIGHT.
- Silence all cell phones and ask they be placed face down on floor.
- Alert other occupants by any means available and/or call 911 – only if safe to do so.
- OR LEAVE IF SAFE – if no secure area is available and a safe exit is, then quickly leave the area/school. Once safe, report to a predetermined off-site area and await instructions.
- Normal activities in the school cease. Await police response.



SHELTER IN PLACE

Environmental hazard may impact the school.


- Bring everyone into the school and remain indoors.
- Secure exterior doors and windows.
- Exterior windows are closed and secured with blinds/drapes closed.
- All ventilation systems are turned off (when deemed necessary).
- Principal will monitor access to the school.
- Typically normal activities continue WITHIN the school.



DROP COVER & HOLD ON

In the event of an earthquake, explosion or any other event that shakes the school.





- Quickly move away from obvious hazards.
- Drop – low to the ground.
- Cover – take cover under a sturdy table, desks, furniture or other large sturdy items.
- Hold On – to the furniture you are under and stay there until shaking stops.
- After the shaking stops, wait 60 seconds and then evacuate via the shortest, safest route.
- Report to and assemble outside at the designated assembly site.
- Principal or designate will determine next steps.




ROOM CLEAR

Move people away from a hazard contained in one room/area.

- Direct students to leave the room/area and report to designated area (E.g. school library).
- Summon assistance as needed and appropriate (E.g. Call First Aid Attendant, Principal, Vice-Principal, 911).
- Staff should remain to manage the situation arising or exit the room if unsafe.

	DROP, COVER & HOLD ON 2 drills per year Great BC Shakeout	School Drills
	FIRE 6 fire drills per year 3 per semester fall and spring Note: Actual alarms and false alarms count as drills	
	SHELTER IN PLACE AND HOLD & SECURE 1 review of procedure per year; Process of securing school exterior is to be rehearsed by Principal, Vice-Principal and staff only	
	LOCKDOWN 3 drills per year; 1 staff only (optional); 2 with staff and students	



Updated October 2020
 Manupio Ladysmith Public Schools
 www.nlps.bc.ca
 501 Westwinds Boulevard
 Nanaimo, BC V9N 5A5

9.1 FIRE EVACUATION PROCEDURE

First and foremost: all staff and students are expected to participate in all emergency drills. Students are expected to follow the directions of staff in all drills and emergencies. Teachers will advise classes of the appropriate exit from each room at the beginning of the year. Drills will be conducted throughout the school year. If the fire alarm bell rings:

- Teachers will direct the students to exit and will lead the class out of the building via the appropriate exit to the assembly area on the soccer field in front of the school.
- Students are to act in a quiet and orderly manner following the directions of the teachers and staff.

9.2 EARTHQUAKE EVACUATION PROCEDURE

Earthquake drills will be conducted during the year. Students will be given specific instructions from classroom teachers regarding earthquake drill procedures.

In the event of an earthquake students should:

- *Drop, cover, hold on, and count aloud until quake ends.*
- *Wait quietly and listen for instructions from your teacher.*
- *Your teacher will instruct to check carefully for injuries and dangerous objects before moving and standing up.*
- *If your teacher is injured, two designated students will give instructions to the class.*
- *When instructed, students will evacuate the building in single file with shoes on.*
- *Walk slowly, shuffling feet to ensure no debris is underfoot, and look up, down, left and right for dangers.*
- *Students will be led to an assembly area by their teachers.*
- *Students must wait to be reunited with parents/guardians.*

9.3 EMERGENCY ANNOUNCEMENTS

It may be necessary to communicate with staff and students regarding a safety issue via the PA system. The following announcements have been established:

INITIATE LOCKDOWN

- Used when there is a threat or danger inside the school.
- Students are to remain in their classroom. Students in the hallway should go directly to the nearest classroom.
- Students are to duck and cover, staying away from windows, outside walls and doors.
- Cell phones are to be turned off.
- Follow the directions of the teachers and staff.

HOLD AND SECURE

- Used when there is a possible threat or danger outside the school.
- Students are to remain in their classroom and may use hallways with teacher permission. Exterior doors will be locked, and no one may enter or leave the building.
- Follow the directions of the teachers and staff.

SHELTER IN PLACE

- Used if an environmental hazard may impact the school
- Students are to always remain in the school
- Typical normal activities continue WITHIN the school
- Follow the directions of the teachers and staff

DROP, COVER & HOLD ON

- Used in the event of an earthquake, explosion or any other event that shakes the school.
- Quickly move away from obvious hazards.
- Drop – low to the ground.
- Cover – take cover under a sturdy table, desks, furniture or other large sturdy items.
- Hold On – to the furniture you are under and stay there until shaking stops.
- After the shaking stops, wait 60 seconds and then evacuate via the shortest route.
- Report to and assemble outside at the designated assembly site.
- Principal or designate will determine next steps.

ALL CLEAR

- Resume normal activities.

9.4 ELEVATOR

Students who are in need, may use the elevator by signing out a key from the office.

Questions about the contents of this handbook can be emailed to: info.nd@sd68.bc.ca

