Welcome to Queneesh

School Handbook 2017/18

Queneesh Elementary School
Student-Parent Handbook

This handbook has been prepared to provide you with some basic information about our school. Please take the time as a family to read and discuss it. Updated Aug. 25th, 2017.

School Philosophy

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

Administrator's Message

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

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

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

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

Mrs. Christine VanderRee
Principal

Mr. Noah Burdett
Vice Principal

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School Schedule

Regular School Days

8:00 am	School Office Opens
8:35 am	Doors Open – Entry Bell
8:40 am	Warning Bell
8:45 am	Classes Begin
11:45 – 12:25 pm	Lunch (Play until 12:10)
12:30 pm	Classes Begin
2:30 pm	Dismissal

Staff Members

Principal	Christine VanderRee	***Support Staff***	
Vice Principal	Noah Burdett	***Admin Assistants***	Ms. Mingo
			Ms. Levert
Div.1 - K	Ms. David/ Ms. Geneau		
Div. 2 – K/1	Ms. Fowler/ Ms. Geneau	***Educ. Assistants***	Ms. Bitten
Div. 3 – K/1	Ms. Dakin		Ms. Collins
Div. 4 – 1/2	Ms. Glover		Ms. Devine
Div. 5 – 1/2	Ms. Dickson		Ms. Furlotte
Div. 6 – 2/3	Ms. McQueen		Ms. Hubbeard
Div. 7 – 2/3	Ms. Houlgrave		Ms. Miller
Div. 8 – 4	Ms. Crowe		Ms. Robson
Div. 9 – 5	Mr. Anderson		Ms. Sagadore
Div. 10 – 5/6	Ms. Davidge		Ms. Savage
Div. 11 – 6/7	Ms. Wiest		Ms. Shepherd
Div. 12 – 6/7	Mr. Mann		Ms. Spizawka
Div. 13 - Mont. K	Ms. Hawkins/Mr. Garland		Ms. Stephens
Div. 14 - Mont. K/1	Ms. Munro		
Div. 15 - Mont. 1/2	Ms. Custer/Mr. Garland	***Aboriginal Sup.***	Ms. Sheehan
Div. 16 - Mont. 1/2/3	Mr. Burkholder		
Div. 17 - Mont. 2/3	Ms. Rippel	***Clerk Librarian***	Ms. Freney
Div. 18 - Mont. 4	Ms. Lyn Jacobson//Mr. Garland		
Div. 19 - Mont. 5/6	Ms. Fullerton/ Mr. Burdett	***Strong Start***	Ms. Friendship
Div. 20 - Mont. 6/7	Ms. Buchanan		
		ELL Home/School Co.	Ms. Lavender
Music	Ms. Lehton		
Learning Support	Ms. C. Van Holderbeke	***Custodial Staff***	Ms. DeRycke
	Ms. K. Szkwarek		Ms. Moore
Joyful Learning	Ms. S. Dakin		
Counsellor	Ms. Diewert		
Speech/Language	Ms. Franklin		
ELL Teacher	Ms. R. Van Holderbeke		
Teacher Librarian	Ms. Gardener		

General Information

Reporting Absences
Please report to us all absences (via telephone, email, or a message sent with a sibling.)

TO REPORT AN ABSENCE:
(250) 334-4029 or
queneesh@sd71.bc.ca

Learning Centre
We co-ordinate school-based resources, School District resources and community resources to provide appropriate educational opportunities for all students. We recognize that students have 'special needs' of many kinds and strive to cater to students requiring extra service. In order to support these children, Queneesh Elementary is able to provide the following services: Learning Support Teachers, Counsellor, Speech and Language Pathologist, Aboriginal Support Worker, Educational Assistants and Behavioural Resource Assistants. In addition, gifted children have the opportunity to attend the District Challenge program.

Student Tardiness
When students arrive at school on time they experience more success. Please help your children start their day well by having them arrive at school prior to the beginning of instruction at 8:45 am. We recommend that students arrive between 8:30 and 8:40 am. If a child is not in class at the 8:45 bell, they need to sign in at the office counter.

School Visits
When visiting the school or a classroom, please sign in at the office to receive a visitor's tag. If you are at the school other than during drop off or pick up, please park in the far lot (hospital side) and use a parking pass. Family passes are available by request at the office.

Picking Up Students
Please inform the office if you are sending someone other than your regular contacts to pick up your children.

When Children Are Ill
In fairness to all, please do not send your child to school if he/she has definite signs of ill health in the morning. We have neither the facilities nor the personnel to care for sick children. Good health is necessary for effective learning. Students who are ill should receive proper medical attention and should not attend school until their health is reasonable. Students who become ill during the day are to go directly to their teacher or the office. Our policy is to send students who are ill home as soon as possible. Our practice will be to call parents and ask that the students be picked up. For this reason, it is important that parents keep work and emergency phone numbers current.

Medication for Students
On occasion, we have been asked by parents to ensure their child receives prescribed medication. Please be aware that in order to do so, we require the completion of the *Request for Administration of Medication at School* Form.

Emergency Response & Fire Drills
Regular fire drills and emergency response drills will be held throughout the year to practise student safety procedures.

School Closure
In the event of power failures, please listen to our local radio stations, 98.9 FM The Goat or 97.3 FM The Eagle, for information. This information will also be posted on the school district and school's website.

Snow Conditions
In case of overnight heavy snowfall, the School Board advises parents:

a) to listen to The Goat (98.9 FM Courtenay), The Eagle (97.3 FM Courtenay), on school days during or after heavy snowfalls. Information is also posted on the school and district web sites.
b) to have arrangements made for the care of children who cannot attend school because of closures or because the children have been sent home early. Parents who are unable to make alternative arrangements must advise the school that their children are to be kept in school until regular dismissal time.

Arrival and Departure
Walk wheeled transportation on school grounds and at crosswalks. Bicycles should be locked in the racks and scooters and skateboards stored in the lockers or with teacher permission in the classroom. Students are required to wear helmets when riding to and from school. Students need to go directly home at the end of school dismissal.

School Entry
Students may enter the building when the bell rings at 8:35 am. Students must remain at the front of the school prior to the 8:35 am bell as there is no supervision at the back of the school at that time.

School Leaving
Students may not leave the school premises during school hours without written permission. They need to sign out at the office. Students are expected to go directly home after dismissal.

Student Drop Off/Pick Up

Please note that staff parking is marked at the front of the school. These spaces are not to be used for student pick up/drop off. Some of our staff arrive just prior to the bell and we need spaces available for them. The far side (East) lot is available for family parking.

Our morning and afternoon supervision staff focuses on our student drop off/pick up areas. Pedestrian traffic must use sidewalks and crosswalks, instead of cutting across traffic lanes. The lane in front of the school is for "Stop, Drop, and Go" traffic. Please move to the end of the lane and the driver is to remain in the vehicle. Please park in the side lot if you need to leave your vehicle.

Reporting To Parents
As involved partners with their child's education, parents naturally desire and need to know how their child is doing in school. Parents and teachers may contact one another to discuss individual student's progress at any time throughout the school year. Formal reports, unless reporting through portfolios, three formal written reports will be issued to parents during the year. These will be sent home with the pupil in December, March and at the end of June. Our December report card is traditionally accompanied by a parent-teacher conference just prior to reports going home. Regardless of our regular reporting sessions, we encourage parents to contact individual teachers to discuss their child's progress at any time.

Library
It is very important that our students learn how to access and use resources and manage information. Ms. Gardner, our teacher librarian will be working with classes to help develop these lifelong skills. Our library is open for classes during the school day and for general student use at other times.

Supplies and Textbooks
All neighbourhood students are responsible for providing their basic school supplies as requested on the supply list. Montessori students have classroom community supplies. Please inform the office if your family needs some assistance with school supplies.

Students are loaned textbooks during the year. Students are asked to treat these books with care as they will be charged for textbooks that are damaged or not returned. Please inform the office if your family needs some assistance with school supplies.

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

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

Dress Code

At Queneesh Elementary, students and staff are expected to dress in a manner appropriate to a school setting (e.g. only t-shirts with child-friendly logos or print with no offensive language, alcohol/drug advertisements etc.). Clothing should be safe and comfortable allowing for full participation in all activities. Hats and hoodies may only be worn in hallways but not the classrooms. For safety reasons, footwear (close-toed and non-slip) is required at all times.

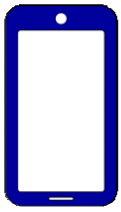
Why We Issue Each Student an Agenda

Queneesh Elementary School issues agendas to most of our students, helping them learn to manage their time and plan their days, and to keep parents and guardians informed of your child's school activities.

Most teachers require that students keep their Agendas with them throughout the school year. Individual teachers may ask parents to sign or initial the Agendas on a daily or weekly basis. This serves several purposes:

- It keeps parents/guardians informed
- It raises student level of accountability
- It informs the teacher that parents/guardians have seen it and are being kept up to date
- It fosters great two-way communication between home and school on a regular basis

Personal Digital Devices



Students are generally advised not to bring valuable personal items from home, such as i-Pods, cell phones and hand-held computer games. However, increasingly teachers are encouraging children to BYOD (bring your own device) with parent permission and under teacher supervision for educational purposes. In such cases, Responsible Use Agreement Contracts must be signed by students and parents. Except where teacher permission has been given, students are not permitted to use digital devices in the halls of the school, at recess or lunch, or inside or outside the school during school hours. Therefore, any unsanctioned use of an electronic device will result in temporary loss of that device.

Please be aware that in order to preserve the safety, culture and climate of the school the administrators have the right to access lockers, back packs and information stored on electronic devices.

Missed Work

Students are responsible for missed worked due to absences. Please be aware that for extended absences, classroom learning will have moved on and extra support may not be available. Support from home will likely be needed.

Code of Conduct

Statement of Purpose
At Queneesh Elementary School we strive to provide a safe, caring and educationally nurturing environment for all. Our school rules and policies are established for everyone's protection, safety and well-being.

School Rules:

1. Do nothing dangerous or damaging to yourself or others.
2. Follow the instructions of teachers and supervisors at all times.

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

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

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

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

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

Disciplinary Process

Consequences for misbehaviour will be applied in a fair and judicious manner and wherever possible the disciplinary action will be preventative and restorative. Depending on the severity or frequency of the behaviour and on the age and maturity level of the student, one or more of the following actions may be taken.

1. Restitution - repair or replacement of objects. Some form of service to the offended party.
2. Loss/limit or delay of access to school areas and/or equipment. Loss/limit or delay in participation in activities.
3. Denial of interaction with other students (during recess and/or lunch) - "time out"
4. In-school suspension - to be served in office, another class or alternate safe place designated by the administration.
5. Out of school suspension up to and including a period of 5 days.
6. Out of school suspension for a period exceeding five days. Follow up meeting with Superintendent and trustees.

Special considerations may apply to students with special needs if they are unable to comply with the code of conduct due to a disability of an intellectual, physical, sensory, emotional or behavioural nature. When teachers send students to the office for behavioural concerns they fill out a discipline form which states, in brief, the reason for the referral and any other pertinent information.

Notification

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

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

Retaliation

All reasonable steps will be taken to prevent retaliation by a person against a student who has made a complaint of a breach of the code of conduct. The distinction between 'tattling' and 'telling' is stressed as is the importance of doing the right thing.

Parent Opportunities

Parent Advisory Council
Purpose: The purpose of the P.A.C. is to promote and support education and to contribute to a sense of school community at Queneesh Elementary School.

Objectives:

- To enhance communication between:
  {Parents {The Board
  {Community AND {School
  {Students {Administration
  {Staff
- To provide a formal means of consultation on matters of general interest which affect the education or safety of our pupils.
- To promote co-operation between home and school.
- To promote involvement of parents and other community members.
- To organize and provide additional resources to the school through volunteer activities.

Members:
All parents and guardians of students registered at Queneesh Elementary School are voting members. PAC meetings will be held the third Wednesday of each month. Times will alternate between a 2:45 start and a 6 pm start in the library. Child minding for young children is usually available. Let the office know in advance if this is required. Please come out and join us.

Parent Volunteers:
We welcome the assistance of parents in all of our school endeavours; for our classroom programs, as field trip supervisors, as hot lunch helpers, to help at sports days, to help with special events, etc. Some of our activities would not be able to happen without the help of parent volunteers. Thank you for your support! Regular volunteers require a recent criminal record check, kept on file for three year.

If you are interested in assisting us in any way, please contact the school admin assistants and leave your name and phone number. You will be welcomed with open arms!

School Emergency Program
School District 71 has an Emergency Response Plan to ensure the safety of our students and staff in the event of an emergency. Please read through the School Emergency Program on the SD71 site which outlines the key elements of our plan and answers frequently asked questions about emergency preparedness.

School District 71 Protocols

Consent for the Collection, Use and Sharing of Personal Information
Schools and Districts collect, use, and share student personal information that is directly related to and necessary for their educational functions. For other school or education-related purposes, parental or student consent is required.

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

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

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

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

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

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

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

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

Technology Rights and Responsibilities Framework
The Technology Rights and Responsibilities framework is intended as a guide to support essential conversations about digital use, and help develop socially responsible skills, habits and attitudes in all members of our learning community. The intent of looking at both rights and responsibilities is to assist us in creating an inclusive and respectful culture which promotes participation and active citizenship in each unique learning community. Prior to the start-up of any computer work station, a pop up message will appear requiring users to agree to follow the framework before logging in will be allowed.
The Technology Rights and Responsibilities framework is intended as a guide to support essential conversations about digital use, and help develop socially responsible skills, habits and attitudes in all members of our learning community. The intent of looking at both rights and responsibilities is to assist us in creating an inclusive and respectful culture which promotes participation and active citizenship in each unique learning community.

Privacy Rights

I have the right to:

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

Privacy Responsibilities

I have the responsibility to:

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

Copyright Rights

I have the right to:

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

Copyright Responsibilities

I have the responsibility to:

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

Use and Access to Information Rights

I have the right to:

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

Use and Access to Information Responsibilities

I have the responsibility to:

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

Behaviour Rights

I have the right to:

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

Behaviour Responsibilities

I have the responsibility to:

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

School Emergency Program

A GUIDE FOR PARENTS AND GUARDIANS
Issued September 2016

A Message from the Superintendent

What Parents and Guardians Should Know

Schools should be considered one of the safest places in our communities even knowing that an emergency can strike anywhere at any time.

DURING ANY EMERGENCY, OUR FIRST PRIORITY is the safety of our students and staff. In order to provide an effective response to any school crisis, School District 71 (Comox Valley) has developed an Emergency Response Plan. The Plan works in conjunction with other local emergency plans because a school emergency could require the involvement of numerous agencies. The plans created for individual schools, along with the District Plan, are reviewed annually and always after an emergency occurs.

There is an on-site emergency response team at each school, along with a district-based Emergency Response Team that provides support and aid to schools at times of an emergency. All staff is regularly trained on emergency protocols and drills are practiced at each school.

Although standardized protocols and procedures provide the basis for our response, the way in which we respond to an emergency is greatly influenced by the specifics of an incident. We are driven foremost by our concern of ensuring student and staff safety.

Our school district collaborates closely with local emergency personnel to ensure plans are coordinated with appropriate agencies. The district's plans do not replace the authority of law enforcement, fire or EMS – staff members work in full co-operation with these agencies.

For security reasons, certain components of our emergency response plans are not publicly available. The guide that follows outlines the key elements of the Plan and answers questions parents frequently ask regarding emergency preparedness. I hope you find this guide helpful and informative.

We appreciate your support and assistance in our continued safety efforts.

Sincerely,

Dean Lindquist
Superintendent of Schools, School District 71 (Comox Valley)

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Keeping Safe

THROUGHOUT THE YEAR, SCHOOLS CONDUCT TRAINING AND DRILLS to help better prepare students and staff for possible emergency situations. When a school is confronted with an emergency, staff will assess the situation and then decide on a course of action.

Schools conduct drills throughout the year to rehearse emergency procedures. These exercises prepare students and staff to act quickly and help to minimize a child's fear during a real emergency.

In addition to the procedures described below, schools also practice protocols such as "Drop-Cover-Hold," a method of protecting vital body parts during some natural disasters. All staff and students are required to participate in these drills.

Lock-Down	Lock-Downs are usually used in response to acts or threats of violence to students and/or staff directly impacting the school. During a Lock-Down all doors to and within the school are locked. No one is permitted in or out of any area once it has been locked. Students and staff must respond very quickly to a Lock-Down command to get to a safe location before doors are locked. **No one, other than law enforcement, is permitted access to the building until the Lock-Down is over.**
Hold and Secure	Hold and Secure is used in response to security threats or criminal activity **outside** the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. **No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.**
Shelter-in-Place	Generally, Shelter-in-Place is used during an environmental emergency, such as severe storms or chemical spills. During a Shelter-in-Place, students and staff retreat to safe zones to seek shelter. This includes having students or staff who are outdoors come back into the school. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from hazardous conditions. **Students will not be released or dismissed until the situation has been resolved.**
Evacuation	An Evacuation requires all students and staff to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation centre. Parents will be informed of the alternate location through the school's Crisis Notification Network.
Dismissal	Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised. **Students will not be released unless contact can be made.**

Reuniting with your Child

WE RECOGNIZE THAT WHEN AN EMERGENCY OCCURS parents will be worried and want to be reunited with their child as quickly as possible. It is our intention to make this happen. To ensure every child's safety and the safety of staff, specific procedures have been established for releasing students.

Parents are asked to adhere to the parent-child reunification procedures listed below. Staff will work hard to ensure these procedures take place without delay. Please understand the process will still take some time. We ask for your patience when you arrive at the Parent-Child Reunion Area.

Parent-Child Reunion Procedures

1. **A Parent-Child Reunion Area will be established.** Parents will be notified at the time of an emergency of the Reunion Area's location. The location may not be at the school — the location will depend on the specifics of the emergency.
2. **You will be required to fill out a Student Release Request Form.** This ensures all students are accounted for at all times and students will only be released to authorized individuals.
3. **Students will only be released to an individual designated as legal guardian or emergency contact** on the student's Emergency Card, which is completed at the time of school registration. Please be sure to keep this information current with your school, as the school will only release a child to someone listed as an Emergency Contact — there will be no exceptions.
4. **Valid identification is required to pick up your child.** This is required to protect your child from any unauthorized individuals attempting to pick up students. Even if school personnel know you, you must still present I.D. as the school may be receiving assistance from other schools or outside agencies.
5. **You will be required to sign for the release of your child.** This is extremely important, as it ensures your child, along with other students, is accounted for at all times. Do not take your child from the school or evacuation centre without signing for his/her release under any circumstances.
6. **Once you have been reunited with your child, please leave the area immediately.** This is for your own safety and that of your child.

If you are unable to pick up your child, he/she will be kept at the Parent-Child Reunion Centre until alternate arrangements can be made. Your child will be supervised at all times.

When an Emergency Occurs

ALTHOUGH YOUR NATURAL INSTINCTS IN AN EMERGENCY may be to go to the school to safeguard your child, please understand that doing so could impede the response to the situation. Going to the school may interfere with emergency crews' and school personnel's efforts to deal with the emergency. Extra vehicles and people at the site make the task more difficult. Please follow the instructions provided to you through the communications channels outlined below. **Please do not come to the school to pick up your child unless requested to do so.**

If you arrive at the school in the midst of an emergency, please respect the protocol in progress. While we understand personal circumstances or initial reactions might move you to do something contrary to the school's established procedures, we cannot compromise the safety of students or staff to accommodate individual requests that could put anyone at risk.

Please DO NOT CALL THE SCHOOL and DO NOT CALL YOUR CHILD'S CELL PHONE.
Parents are asked not to call the school or their child's cell phone during an emergency.

- Phone systems need to remain available for handling the actual emergency.
- Overloading the system may mean the school cannot communicate with first responders.
- **Calling your child's cell phone during an emergency may be putting them at higher risk by disclosing their location or drawing attention to them during a lock-down.**
- Experts advise that under some circumstances cell phones and other electric devices may actually act as an ignition source for fires or explosions.

Keeping Informed during an Emergency

DURING AN EMERGENCY, it is unlikely you will be able to reach the school by phone. We will, however, make every effort to contact parents directly or by one of the methods noted below.

Crisis Notification Network and/or the Media

Parents will be alerted to emergency situations via the School's Crisis Notification Network (phone or electronic notifications) and local media. Stay tuned to radio stations for news alerts.

Website, Social Media and Community Hotline

The school district will also keep parents informed by posting information regarding the emergency on the district website, through social media and recordings on the District Community Hotline.

Website www.sd71.bc.ca

Additional information regarding emergency procedures is included in your child's School Handbook and on the district website. Should you have any questions or concerns, please contact your school.

Comox Valley School District ~ School Calendar 2017–2018

July
1 Canada Day

JULY 2017

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2017

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August
7 B.C. Day
29 Non-Instructional Day
30 Non-Instructional Day
31 Curriculum Implementation Day

September
4 Labour Day
29 Curriculum Implementation Day

SEPTEMBER 2017

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October
9 Thanksgiving
20 Non-Instructional Day

November
13 Remembrance Day (schools closed)
24 Parent/Teacher meetings

NOVEMBER 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December
25 Christmas Day
25 – 29 Winter Break

January
1 New Year's Day
1 - 5 Winter Break

JANUARY 2018

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

February
9 Non-Instructional Day
12 Family Day

March
26 - 30 Spring Break

MARCH 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April
2 - 6 Spring Break
9 Return to school

May
21 Victoria Day

MAY 2018

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	39	30	31		

JUNE 2018

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June
29 Admin day

Event	Dates
Opening/closing days (royal)	September 5, January 8, April 9
Non-instructional days - pro-d (yellow)	Aug. 29 & 30, Oct. 20, Feb. 9, June 29
Parent Teacher (pink)	November 24
School / government / statutory holidays (green)	Sept. 4, Oct. 9, Nov. 13, Dec. 25 & 26, Jan. 1, Feb. 12, Mar. 30, Apr. 2, May 21
Winter / spring breaks (grey)	
Curriculum implementation days	August 31, September 29