



**Section
400:
Students
Policies
and
Procedures**

October 2023

**N'KWALA INDEPENDENT
SCHOOL POLICIES**

Upper Nicola Indian Band

Acknowledgements

The N'kwala School Advisory Committee would like to acknowledge the Upper Nicola Band Chief and Council for trusting in them to be the decision makers of the N'kwala School. The Council recognized that the school had to have a dedicated body who could oversee the operations of the school and who were committed to ensuring that the children of the Upper Nicola Band received quality and relevant education.

On November 17, 2014, the Chief and Council approved the N'kwala School Policies, Procedures and Guidelines. The following 9 sections had over 900 pages and included the following:

Governing Policies and Procedures	100 & 200
Operations	300
Business Operations	400
Human Resources	500
School Administration	600
Health and Safety	700
Students	800
Community Engagement	900

Since many of the policies were redundant and not applicable to the school, they were removed or revised accordingly. The following sections have now replaced the above nine sections:

Governing Policies and Procedures	100 & 200
Administration and Operations	300
Students	400
Instruction	500
Health and Safety	600

A special thank you to the Advisory Committee members:

Opal Charters-Voght

Leigh Tom

Casey Holmes

Maple Manuel

Angie Holmes

Tyler Ernst

Thank you to Edith Loring-Kuhanga, B. Ed., M. Ed., Consultant/Trainer for revising and updating all of the N'kwala School policies and procedures and training the Advisory Committee on the policies and procedures.

October 2023

N'kwala School Mailing Address: General Delivery, Douglas Lake BC. V0E 1S0

Phone: 250-350-3370. www.uppernicola.com

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401 – Roles and Responsibilities of the Student

Policy:

N'kwala School believes that everyone has roles and responsibilities at the school, including students which must be communicated to them and to their parents.

Procedures:

1. The policy will be reviewed with students, parents/guardians, staff and volunteers not only at the beginning of the year but throughout the year.
2. The duties¹ and responsibilities of students from kindergarten to grade 12 are:
 - a. Attend classes on time and regularly.
 - b. Be prepared for classes with all necessary supplies and equipment.
 - c. Do your best.
 - d. Take good care of and respect school property.
 - e. Complete all classroom assignments
 - f. Respect yourself and others.
 - g. Actively participate in classroom activities and group activities.
 - h. Ask questions when you don't understand.
 - i. Maintain good physical health by eating healthy, getting exercise and sufficient sleep.
 - j. Listen carefully to teachers, staff and parents/guardians.
 - k. Help others.
 - l. Welcome and accept challenges.
 - m. Have fun and participate in school, recreation and community activities.
3. Consequences for students who don't complete their assignments during class which will include in school detention during lunch hour that will include academic support.

¹ Duties of Students, BC School Act:

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_02#section6

402: Student's Code of Conduct

Policy:

It is the shared responsibility of students, staff, parents/guardians and the Upper Nicola Band community to create a safe, caring, and orderly school.

Guidelines: The N'kwala School Code of Conduct adheres to the following traditional, legislation and policy directives:

1. The traditional Syilx (Okanagan) processes, particularly the Enowkin Wxw.
2. School Act and Regulations.
3. Section 35 of the *Constitution Act 1867-1982*, "Rights Of The Aboriginal Peoples Of Canada."
4. The United Nations [Declaration on the Rights of Indigenous Peoples](#) and [The Rights of the Child](#).
5. Utilize the "Codes of Conduct Checklist"² in the *Developing and Reviewing Codes of Conduct: A Companion to the Provincial Standards for Codes of Conduct Ministerial Order*³.
6. The [BC Human Rights Code](#) which stated purposes are to:
 - a. "Foster a society in British Columbia in which there are no impediments to full and free participation in economic, social, political, and cultural life of British Columbia."
 - b. "promote a climate of understanding and mutual respect where all are equal in dignity and rights."
 - c. The School Board believes that discrimination, as defined under the *Human Rights Code of BC* and which includes sexual harassment, is unlawful, unacceptable and offensive.

Procedures:

1. Individuals are a reflection and representation of their families and communities.

² Developing and Reviewing Codes of Conduct: A companion to the provincial standards for codes of conduct Ministerial order and Safe, caring and orderly schools: a guide (August 2007):
https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/teach/teaching-tools/student-saftey/facilitators_companion.pdf

³ Provincial Standards for Code of Conduct Order (2016):
https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/e/m276_07.pdf

2. Everyone in the school community has a responsibility to:
 - Demonstrate respect and dignity to others
 - Promote and engage in learning
 - Promote health and safety
 - Respect privacy, personal space, school environment and property
 - Model respect, compassion and caring.
3. All members of the school community must refrain from engaging in any in-person or digital communication or behaviour that is considered:
 - Interfering with the learning and working of others;
 - Bullying, harassing, intimidating, retaliating, discriminating or violent;
 - Unsafe or illegal including the possession, use or distribution of illegal or restricted substances, or possession of weapons or replicas;
 - Engaging in discriminatory conduct on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression or age.
4. Every effort will be made to support individuals and to find the root cause of the behaviour.
5. If the Code of Conduct is breached, consequences and progressive discipline will be in accordance with the age, maturity and special needs.
6. Whenever possible, incidents will be resolved with discussion, mediation and restitution, with the least amount of impact on instructional time.
7. In cases where there are serious breaches of the Code of Conduct, the police, social services and/or health care professionals may be called in to assist the school.
8. The Code of Conduct will be reviewed annually with students, staff, parents/guardians and volunteers.
9. The Code of Conduct will be displayed in prominent areas and in the classrooms in the school.
10. The Code of Conduct must be followed going to and from school, at school, on school buses, on field trips and at school functions.
11. The principal must notify the School Board when a student (s) has been indefinitely suspended or expelled.
12. Parents/guardians will be informed of their right to appeal the principal's decision to the Board.
13. The Board will meet with the student, parent/guardian and principal prior to readmitting the student back into the school community.

Cross Reference:

409 Bullying Prevention & Intervention Policy & Procedures

403: School Bus Conduct and Responsibilities

Policy:

N'kwala School believes that appropriate bus behaviour, consistent with established school standards is required at all times by those on the bus.

Procedures:

1. Student's responsibilities are:
 - A. To conform to the same behaviours and expectations that is required when in school. The bus driver is authorized to take any necessary steps as outlined in this policy with students who are not conforming to the school discipline that is expected of them.
 - B. To be at their bus stop 5 minutes in advance of their scheduled pick up time as the bus will not wait.
 - C. Only permitted to bring backpacks, lunch kits and musical instruments with them on the bus. Any outside sports equipment has to be pre-approved by the Principal in advance.
 - D. To ensure that their conduct is orderly at all times. Shoving or pushing will not be permitted.
 - E. When assigned seats, to remain in that seat at all times.
 - F. To remain seated (no moving around) in their designated seats, at all times, while the bus is in motion and up until, the bus comes to a complete stop.
 - G. To place their bags under the seat in front of them.
 - H. Not to eat on the bus, litter on the bus and on roadways.
 - I. Not to put their heads or arms out of the bus windows.
 - J. To use inside voices and not shouting or making loud noises.
 - K. Not to swear or use racist, sexist, homophobic, profane or inappropriate school language.
 - L. To line up in a single file when boarding the bus.
 - M. To check to see if vehicles are stationary and the **RED LIGHTS ARE FLASHING** before crossing the road when getting on and off the bus.
 - N. Responsible for their personal items at all times.
 - O. Not permitted to request changes to their regular bus stop unless the parents/guardians have informed the school one day in advance of the change
 - P. Not permitted to "Bumper shining" (hitching a ride by holding onto the school bus while riding on a skateboard, roller skates, bike or other mode of transportation including shoes/boots during icy conditions) is prohibited.
 - Q. Use of substance abuse is strictly prohibited.

2. The driver's responsibilities are to be:
 - A. Knowledgeable of school bus transportation rules and regulations, as per the Ministry of the Motor Vehicle Branch and N'kwala School policies and procedures.
 - B. Pre and post inspections and filling out the appropriate logs.
 - C. Knowledgeable of the bus routes, scheduled times and ensure that student's are picked up and dropped off in accordance with the schedule.
 - D. Ensure that the bus is mechanically safe and sound prior to transporting students.
 - E. Ensure that a parent/guardian is at the bus stop to meet primary students (K4 to Grade 3) prior to leaving. Should there be no parent/guardian at the bus stop, the student will be returned to the school where the parent/guardian will pick up the student.
 - F. Keep open communications with the school while the bus is in operation by turning on the CB radio at all times while the bus is in operation.
 - G. Safely transport students to and from school and on field trips, as required.
 - H. Enforce bus rules and ensure bus safety at all times (boarding, riding and exiting).
 - I. Not discipline passengers while the bus is in motion; If necessary, pull over the side of the road when it is safe to do so and correct the behaviour.
 - J. Maintain a daily record of students.
 - K. Turn on cameras prior to students boarding the bus and turn them off after the last student has exited the bus.
 - L. Report any bus infractions and incidents by filling out the Bus Incident Form and providing it to the principal;
 - M. Report any vandalism, accidents or erratic driving behaviour of other motorists to the principal and police, as required.
 - N. Not to pick up or transport any persons who are not registered students of N'kwala School.

3. The Principal's responsibilities are:
 - A. To inform the parents/guardians that for the protection, health and safety of the students and bus driver, three cameras are turned on prior to students boarding the bus and turned off when the last student exits the bus. In the event of an incident on the bus, the bus driver and Principal can review the tape. As soon as the tape is full, it automatically erases and re-records so that data isn't being stored for long periods of time.
 - B. To address any bus infractions and incidents reported by the Bus Driver: meeting with the bus driver, student and parent/guardian, as required.
 - C. At the beginning of the year, to inform students, parents and guardians that students may lose their bus privileges after three incidents and/or one major incident, depending on the severity of the incident which may also be reported to the police.

- D. To phone and send a written letter notifying the parents/guardians of any incidents on the bus and any suspensions.
- E. To suspend and reinstate passengers, as required.
- F. To ensure that all maintenance and pre/post inspections are gathered and stored in the school on a monthly basis.
- G. To ensure that the bus is maintained and serviced on a regular basis throughout the year and the records are kept in the school.
- H. To ensure that bus emergency evacuation drills are held at least twice per year.
- I. To follow up on any and all emergencies that occur while on the bus.
- J. To ensure that the bus has the appropriate insurance and liability protection.
- K. To charge the person who has vandalized the bus with the cost of repairs and maintenance.
- L. To ensure that FNESC School bus replacement funding data studies are filled out annually;
- M. To lobby for replacement buses as required.

404: Dress Code

Policy:

N'kwala believes that student's dress is a reflection of themselves, their families, the N'kwala School and the Upper Nicola Indian Band community.

Procedures:

1. Students are required to dress appropriately for the weather.
2. Students are required to ensure that all of the belongings are properly labelled.
3. Students recognize that their dress reflects not only their own individual identity but the identity and pride of their family and nation.
4. Students are not permitted to wear clothing that is provocative, vulgar, revealing, offense or obscene or which endangers the health and safety of others.
5. Students are not permitted to wear clothing, symbols, adornments, phrases or pictures which promote the use of controlled substances (ie.drugs, alcohol or tobacco), gangs, violence, a sexual nature or derogatory of a person's ethnic background, national origin, anti-religious beliefs, sexual orientation or disability.
6. As a prevention and to honour ourselves and our families, student's dress must meet the following:
 - A. Mid section: Three fingers between the top of pants and bottom of shirt; when arms are up, no part of the bra should be showing; and four fingers from the collarbone to the top of their shirt;
 - B. Shorts and Skirts: Three hand lengths above the knee.
7. Students who are inappropriately dressed will be referred to the principal who will deal with the situation in a mutually respectful and discreet manner.
8. Should students be required to change their clothing and don't have appropriate clothing at school to change into, their parents/guardians may be called and asked to bring them a set of appropriate clothes or to pick them up.
9. High school students recognize that they are role models for the younger students and therefore, should be respectful of their dress.

405: Attendance & Late

Policy:

N'kwala School recognizes that student attendance is critical to being successful in school.

Procedures:

1. Research shows that students who have at least 90% attendance in school are more successful in their studies and more likely to graduate.
2. It is the responsibility of the parent/guardian to ensure that they send their children to school on time and ready to learn.
3. The *School Act* (Article 3) requires that all children who reside in British Columbia must participate in an educational program until they reach the age of 16 years.
4. Teachers will take attendance twice per day: once in the morning and once after lunch.
5. Prior to the start of school, parents/guardians are responsible for contacting the school to inform them if their child is going to be absent.
6. After 30 minutes, the school reception will call the parent/guardian if they have not notified the school of their child's absence.
7. When students arrive late for school, they must sign in at the office for a 'late slip' immediately upon the time of arrival. After signing-in, late students are required to proceed promptly and directly to class.
8. Parents are required to notify the school in advance when their child leaves or is leaving the school prior to the end of the day and are required to sign them out at the front office. High school students must have the same authorization.
8. Parents/guardians are encouraged to make medical, dental and specialist appointments (excused) for their children after school, if possible.
9. Other excused absences include student illness, serious family illness or death in the immediate family, family emergency, traditional ceremony or sports that promote a healthy lifestyle.
10. Each absence results in a lost learning opportunity for the student. Students are responsible for any schoolwork that they have missed while absent.
11. After three unexcused absences and/or four lates within a month, teachers will send a written note or text home to inform the parents/guardians.
12. Teachers who have concerns about a student's tardiness and absences will inform parents/guardians as required.
13. After five consecutive unexcused absences, the principal will contact the parent/guardian.

14. Should there not be an improvement in attendance over the next month and the principal has exhausted every method possible, the Upper Nicola Indian Band Education Coordinator and/or Scw'exmx Child & Family Services Society (delegated Aboriginal Child & Family Services agency) will be contacted to do a wellness check on the student and family.
15. Students in grades 10 to 12 who are habitually late and absent may not receive credit for their courses.

Cross Reference: *Code of Conduct, Progressive Discipline*

406: Arrival & Dismissal, Drop Off & Pick Up

Policy:

N'kwala School has established drop off and pick up zone and procedures to ensure the safety of all students, staff and visitors.

Procedures:

1. To avoid congestion in the parking lot of the school, we encourage students who live close to the school to walk or bike.
2. Students should be dropped off along the fence at the designated area.
3. Parents/guardians may also park in the parking lot when they drop off their child(ren).
4. DO NOT park in front of the big gate as this is the bus parking zone.
5. There is no outside supervision prior to the start of the school day so students should not arrive earlier than 10 minutes prior to the morning bell unless previous arrangements have been made with the classroom teacher or the student is participating in a before school program.
6. When parents/guardians have arrived to pick up their child, please notify the receptionist who will notify your child that you have arrived.
7. Students who are waiting to be picked up after school should wait in the school until their parent/guardian has arrived.

Cross Reference: *Health & Safety Planning, Closed Campus, Visitor*

407 Lunch & Recess

Policy:

The N'kwala School Board recognizes that students learning is intimately connected to nutrition, physical exercise, and "down-time" and therefore, provides recess, a healthy snack and a healthy and nutritious lunch daily.

Procedures:

1. Students are required to go outside for recess and after eating lunch to get daily physical exercise.
2. Students will only be allowed to stay inside if their classroom teacher has given them permission to stay in and/or there is an adult supervisor available to supervise them.
3. A healthy snack and lunch is provided free of charge to all students every school day unless otherwise announced.
4. If students require more food at recess they are encouraged to bring healthy food and beverages only. Students are not permitted to bring energy drinks or Gatorade to school.
5. Special requests will not be accepted unless the child brings a letter from the family doctor stating a food allergy is present.
6. For students with specific tastes or those who will not eat the lunch provided by the N'kwala School, parent/guardian(s) will send a healthy bagged lunch for them. Students who bring lunch that needs to be cooked must drop it off at the kitchen before 9am labelled with their name.
7. Students are required to use good manners in the lunchroom:
 - a. Once you choose your spot to sit, you are required to stay there until you are dismissed;
 - b. Be respectful and courteous to those around you when you are eating;
 - c. Eat the lunch that has been provided or the lunch you brought from home;
 - d. Take only what you will eat and not waste your own food or another student's food;
 - e. No food fights;
 - f. Scrape any food remaining into the trash (or compost bin);
 - g. Wash your dishes and clean the area where you were sitting;
 - h. Stay inside the lunchroom until you are dismissed.
8. Breakfast ends at 8:50am so Educational Assistants can return to their assigned classes in a timely manner.
9. The Lunch and Recess Policies and Procedures will be communicated with the students, parent/guardian(s), and staff.

Cross Reference: *Supervision*

408: Parent/Guardian Communication

Policy:

The N'kwala School recognizes the primary role that parents/guardians have as educators in their children's lives. The school will establish clear and effective lines of communication between school and home.

Procedures:

1. The Board, Staff, and volunteers of the N'kwala School will work to cultivate a welcoming environment, where visitors, and in particular parent/guardian(s), will be respected and treated with dignity and care.
2. The student N'kwala School webpage is the "front-line" communication between school and home and will be carried by all students to all lessons.
3. Primary staff and parents are encouraged to communicate by writing notes in the daytimer. Any concerns can be followed-up can by telephone or a mutually scheduled interview.
4. Teachers are encouraged not to respond to parent/guardian(s) online bullying and online attacks.
5. All written contact with parent/guardian(s) on school letterhead must be approved by the principal with a copy saved to the Upper Nicola Band Record Information Management System.
6. The teacher will record all significant verbal contact, either by phone or in person.
7. Concerns raised by parent/guardian(s) will be dealt with at the appropriate level in the quickest timeframe possible.

Cross Reference:

Complaints & Appeals Policies and Procedures

409: Bullying Prevention & Intervention

Introduction

All people have the right to be treated with dignity, respect, and fairness. Furthermore, the N'kwala School Board recognizes that everyone has a role to play in the protection of students' physical safety, social connectedness, inclusiveness and protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity.

Policy:

N'kwala School believes in providing a healthy, safe, caring and orderly school environment for students, staff, parent/guardian(s) that is free from abuse, bullying and harassment.

Definitions

The Board adopts the following definitions from the Ministry of Education's *Developing and Reviewing Codes of Conduct: A Companion*⁴:

1. **"Bullying Behaviour** is a pattern of repeated aggressive behaviour with negative intent, directed from one person to another where there is a power imbalance. Bullying Behaviour is a type of harassment and intimidation. This aggressive behaviour includes physical or verbal behaviour and is an intentional and purposeful act meant to inflict injury or discomfort on the other person. There are three critical conditions that distinguish bullying other forms of aggressive behaviour including:
 - a. *Power*: involves a power imbalance. Individuals who bully acquire their power through physical size and strength, including status within the peer group, and/or by recruiting support of the peer group.
 - b. *Frequency*: is repeated over time. Bullying is characterized by frequent, persistent, and aggressive attacks. It is this factor that brings about the anticipatory terror in the mind of the person being bullied that can be so detrimental and can have the most debilitating long-term effects.
 - c. *Intent to harm*: is intended to hurt. Individuals who bully generally do so with the intent to either physically or emotionally harm the other person.

2. **Cyberbullying** is bullying behaviour that is carried out through electronic or social networking media such as an email, chat room, blog, discussion group or instant messaging. It can also include bullying through mobile phone technologies and modern internet technologies. Examples of cyberbullying include (but are not limited to) the following:

⁴ Ministry of Education. Developing and reviewing codes of conduct: A companion to the provincial standards for codes of conduct ministerial order and safe, caring and orderly schools. (August 2007). https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/teach/teaching-tools/student-safety/facilitators_companion.pdf

- a. Sending mean or threatening emails or text/instant messages.
 - b. Posting embarrassing photos of someone online.
 - c. Creating a website to make fun of others.
 - d. Pretending to be someone by using their name.
 - e. Tricking someone into revealing personal or embarrassing information and sending it to others.
 - f. Spreading rumours and lies with the intent to hurt someone or break-up friendships.
3. **Harassment** is defined as any unwelcome or unwanted act or comment that is hurtful, degrading, humiliating, or offensive to another person. Of particular concern is such behaviour that persists after the aggressor has been asked to stop.

Harassment is different from bullying in that it is a form of discrimination. Harassment is similar to bullying because someone hurts another person through cruel, offensive, and insulting behaviours.

Any of the following behaviours could be considered harassment:

- a. Condescending treatment that undermines another's self-respect including, name-calling, teasing, disrespectful comments
 - b. Gossiping, spreading malicious rumours, "dirty" looks, social ridicule, public embarrassment
 - c. Social isolation ("freezing out" or rejecting others), exclusion from a group, threatening to withdraw friendship
 - d. Repeated unwanted communication
 - e. Unwelcome jokes, innuendos, insults, or put downs
 - f. Taunts about a person's body, disability, religion, attire, age, economic status, ethnic or national origin
 - g. Insulting graffiti directed at an individual or group
 - h. Unwanted and uninvited sexual attention, particularly when it is intimidating, hostile, or offensive to the recipient.
4. **Intimidation** is the act of instilling fear in someone as a means of controlling that person. For example any of the following behaviours could be considered intimidation:
- a. Verbal threats: threatening phone calls or online communications that involve threats of violence against a person or property
 - b. Physical threats: showing a weapon, jostling, threatening to punch, stalking or following the victim
 - c. Defacing or stealing victim's property
 - d. Daring or coercing the victim to do something dangerous or illegal
 - e. Extortion (demanding payment or goods for the victim's safety)
 - f. Inciting hatred towards the victim
 - g. Setting up the victim to take the blame for an offence."

Procedures:

1. In order to actively promote and support appropriate and positive student behaviours in establishing a safe, caring, and orderly school, we will:
 - a. Create a school environment “where students are free from harm, where clear expectations of acceptable behaviour held and met and where all members of the school community feel they belong”⁵.
 - b. Establish a bullying prevention and intervention plan which includes prevention and intervention strategies, training, practices, and programs.
 - c. Develop meaningful partnerships with students, parent/guardian(s), community and law enforcement agencies.
 - d. Review the bullying prevention and intervention plan annually.
 - e. Get feedback from students, teachers, the principal, staff, volunteers, parents, mental health agencies, health care providers, and others in the community on the bullying prevention and intervention plan.
 - f. Make the plan accessible to the community.
 - g. Establish procedures that encourage students to report bullying incidents safely that minimizes and prevents the possibility of reprisal.
2. The Principal will:
 - a. Implement the bullying prevention and intervention plan in the school by:
 - i. Make resources available and accessible, including (but not limited to) [ERASE bullying](#);
 - ii. Include the plan as part of student’s personal planning;
 - iii. Include a statement regarding the anti-bullying policies in the *Student Code of Conduct*
 - iv. Include bullying prevention, appropriate and inappropriate behaviours in the *N’kwala School Code of Conduct*
 - b. Provide support for students who have been bullied, students who have bullied others, and students who are impacted as bystanders – **what support, details ??**
 - c. ***put this in numbered bullet points Structured process for major incidents that clearly lays out response to all staff step by step.** Meet with the perpetrator in

⁵ Ministry of Education: Safe, caring and orderly schools: a guide:
<https://alpha.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/teach/teaching-tools/student-saftey/scoguide.pdf>

- private to investigate the complaint and interview witnesses and evidence; assess if the incident is harassment or abuse; involve parent/guardian(s); reconcile with the student and determine what actions and/or consequences will be placed on the student; and hold a restorative justice circle with all concerned individuals.
- d. Establish a monitoring and review process that includes an analysis of the school climate as well as performance indicators to evaluate the effectiveness of bullying prevention and intervention policies;
 - e. Ensure the bullying prevention and intervention plan is accessible and available to the community.
3. Unacceptable behaviour, including bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours will not be accepted at school, at school related activities, school buses, on school trips or to third-party groups who are renting and/or using school space.
 4. Bullying adversely impacts a student's ability to learn, form healthy and lasting relationships and the school's ability to educate our students.
 5. The school will hold annual professional development programs to educate staff about bullying, prevention, and strategies for promoting a positive school climate.
 6. The school recognizes that early and ongoing intervention strategies, consistent with progressive discipline, the *EnoWkln' WIXw*, and a whole school approach will help address incidents of bullying. In cases of persistent bullying, more intensive interventions, such as referral to the *EnoWkln' WIXw* and/or to community services or social service agencies may be considered.
 7. This policy recognizes the seriousness of harassment (also referred to as bullying) and urges all staff and students to work toward its elimination either as a participant or as an observer. There is no acceptable level of harassment in N'kwala School.

Cross Reference:

Code of Conduct, Progressive Discipline, BC Human Rights Code

410 Assault and Sexual Assault

Policy:

In accordance with the BC Human Rights Code, N'kwala School considers any act of violence and aggression on school property and on school trips a serious threat to the health and safety of others and a threat to maintaining a safe, caring and orderly school.

Definitions

“Assault” - In accordance with the *Criminal Code of Canada*, Section 265(1)⁶, the Board adopts the following working definition of assault. A person commits an assault when:

- a. Without the consent of another person, s/he applies force intentionally to that other person, directly or indirectly;
- b. S/he attempts or threatens, by an act or a gesture, to apply force to another person, if he has, or causes that other person to believe on reasonable grounds that /she has, present ability to effect her/his purpose; or
- c. While openly wearing or carrying a weapon or an imitation thereof, s/he accosts or impedes another person.

“Sexual Assault” A sexual assault occurs where a person, without consent, intentionally applies force, or intentionally threatens to apply force, to another person in circumstances of a sexual nature such as to violate the sexual integrity of the victim.

Procedures

The following procedures may be superseded depending upon the seriousness of the violation. When warranted, serious violations may lead to immediate expulsion.

1. When a student acts in violation of this policy, the principal will:
 - a. In the event of sexual assault or physical assault causing bodily harm that requires medical attention, report the incident to police.
 - b. Inform the student that the behaviour is in violation of the policy.
 - c. Make all reasonable attempts to minimize the risk to others.
 - d. May suspend the student based on the nature of the incident and/or Inform the student that further violation will trigger the progressive discipline process.
 - e. Communicate with the student’s parent/guardian(s) (unless the student is 18 years old or 16 years old and has withdrawn him/herself from parental control) and inform them of:

⁶ Assault. Criminal Code (R.S.C. 1985 c.C-46). Government of Canada, Justice Law Website: <https://laws-lois.justice.gc.ca/eng/acts/c-46/section-265.html>

- i. The nature of the incident
 - ii. The nature of any harm to any other student(s)
 - iii. The nature of any disciplinary measures taken in response to the incident
 - iv. The supports that will be provided for the student in response to his/her engagement in the incident
 - v. Discuss the supports that will provided for his/her child.
 - f. Communicate with the parent/guardian(s) of any student who has been harmed by the incident (unless the student is 18 years of age or older, or the student is 16 and has withdrawn him/herself from parental control) of the following:
 - i. The nature of the incident that resulted in the harm of the student
 - ii. The nature of the harm to the student
 - iii. The steps taken to protect the safety of the student(s), including the nature of any disciplinary measures taken in response to the harm that resulted from the incident
 - iv. His/her right to have a discussion with the principal about the supports that will be provided for his/her child.
 - g. Consider any mitigating or other factors as set out in the *Progressive Discipline Policy*.
2. After consideration of mitigating and other factors, the principal may decide on one of the following courses of action:
- a. Suspend the student from the school for a period of one to twenty days, depending on whether the assault was spontaneous or premeditated and/or whether the assault was a repeat offence;
 - b. Suspend the student immediately and initiate a principal's investigation to determine whether an expulsion is warranted, particularly in cases where the assault victim requires treatment from a medical professional and/or where there is a sexual assault;
 - c. In the event of sexual assault or physical assault causing bodily harm and where the assault requires the assaulted student receives medical attention.
3. In cases of assault or threats, the principal may reassign or remove the perpetrator from any class containing the victim.

Cross Reference:

N'kwala School Policies: 402 Student's Code of Conduct, 617 Weapons Incident, 618 Accident Reports and BC Human Rights Code

411 Photographs and Video

Policy:

N'kwala School takes photos and videos of students to communicate, document, promote and share the success of our students and school which may be used in our reports, documents, yearbook, on our school website or other external media outlets.

Procedures:

1. At the beginning of every school year, parents/guardians will be asked to give written permission for the school to photograph and video their child throughout the school year. This includes those who register their child during the school year.
2. Where the school has no record of a signed parental consent form, parents/guardians will be asked for consent each time the school is considering using their child's image.
4. Staff and volunteers who take photos or videos of students on their personal devices will be asked to download them onto the Upper Nicola Band Record Information Management System, label them appropriately and then delete them from their personal devices.
5. The school will maintain a list of photographs and videos on the Upper Nicola Band Record Information Management System and will ensure that they are properly labelled, stored and protected. They will become the property of the N'kwala School.
6. External media outlets will be requested to get parental/guardian written permission each time that they are going to feature students and/or the school.
7. Parents/guardians who photograph their child(ren) during school events will be asked to use discretion, use the photographs and videos for personal use and not to disseminate them for public distribution under any circumstances.
8. Photographs are taken to celebrate the positive and success of students and of the school and are not to embarrass, humiliate or make fun of others. (See *Bullying Prevention & Intervention*).
9. To ensure safety of the bus, the school has installed two video cameras on the bus: one facing the students and one at the back of the bus. The bus driver turns on the camera when students enter the bus until they exit the bus. Once the video tape has been used, it is automatically erased and recorded over.

Cross Reference:

Student and Parent Use of Electronic Devices Acknowledgement Form

412: Student's Involvement with Alcohol, Intoxicants or Illegal Drugs

Policy:

N'kwala School strictly prohibits students from possessing, manufacturing, offering for sale, selling, distributing, consuming or using alcohol or drugs (including cannabis) during school hours, whether or not on school property, or at any school function that takes place inside or outside of the geographical area. This includes students consuming or using alcohol or drugs at any time, including prior to school hours, such that the student is impaired when attending on school property at any school function.

Definitions⁷

- a. Drug(s) includes but is not limited to any substance which affects a person's physical or mental capacity or functioning, which causes a marked change in consciousness, or which has a physiological effect when ingested or otherwise introduced into the body, and includes both legal and illegal forms of such substances, but does not include medications taken in accordance with a physician's or manufacturer's directions.
- b. Impaired or Impairment means a deterioration or diminishment of an individual's physiological ability, functioning, judgment, or condition, and includes but is not limited to being unable to function as that individual does under normal or usual conditions, or safely because of intoxication by any substance.
- c. Intoxicants: any substance that is known to have or does have intoxicating effects, and includes alcohol, marijuana, or any other controlled substances.
- d. School function is defined as any student activity sanctioned by the school and includes but is not limited to field or athletic trips.
- e. School property includes but is not limited to all real or personal property, facilities, land, buildings, parking lots, equipment, and vehicles, whether owned, leased or used by the N'kwala School and wherever located.

Procedures:

1. Any person who is using, marketing, and/or distributing an intoxicating or controlled substance at school or at school-sponsored events will be subject to a wide range of disciplinary actions, including search and seizure and the possibility of criminal charges being laid, depending on the circumstances of the case. – this should be #1.

⁷ School District 78 Fraser Cascade: <http://sd78.bc.ca/wp-content/uploads/2019/04/7400-Policy-7400-Student-Involvement-with-Alcohol-Intoxicants-or-Illegal-Drugs-Final-Apr-2019.pdf>

2. Persons under the influence of intoxicating, banned or controlled substances are not allowed on school premises or at any school-sponsored event.
3. Educate students and parents on the policy and the substances annually.
4. Persons using, marketing or distributing intoxicating or controlled substances are not allowed on school premises or at any school-sponsored event.
5. If the Principal deems a suspension of 5 days for initial (drug and alcohol counselling) and second offence is 10 days or under is warranted, the following will be followed:
 - A. The parent/guardian(s) will be contacted by telephone, informed of the situation and asked to come in and meet immediately with the principal and to pick up their child. If the parent/guardian is unable to come to the school immediately, then the principal will contact the emergency contact to come and pick up their child.
 - 3rd violation is referral to drug & alcohol counselling
 - B. The student will stay in the medical room at the school until the parent/guardian arrives.
 - C. If there is concern about the health and safety of the concerned student or other students, the police and ambulance will be called.
 - D. The principal will write a letter to the parent/guardian informing them of the situation. the length of the suspension and that the student and parent/guardian must meet with the principal prior to being re-admitted back to school. A copy of the letter will be sent to the President, N'kwala School Board.
 - E. Students are responsible for doing homework during all suspensions which will minimize the instructional disruption to other students and the courses.
The suspensions are a disruption to other students and the school as a whole.
 - E. Any suspensions over 10 days will have to be referred to the N'kwala School Board.
6. This policy and disciplinary procedures on intoxicating or controlled substances will be communicated to students and parents at the beginning of each school year.
9. A reentry agreement will be required outlining parent, student and school responsibilities to address the breach of conduct. Students are required to write a letter of apology that states what they have done, what they have learned about the substances and how they are going to change their behaviour when they return.

413: Suspension and Expulsion – This needs more work as it is too lengthy and difficult to understand

Policy:

N'kwala School believes that students who engage in unacceptable behavior that jeopardizes the learning of other students and/or affects the health or safety of other students and school personnel should not be kept in regular classrooms and may result in suspension and/or expulsion.

Definitions & Descriptions

1. Suspensions may be either:
 - a. **Definite** – up to and including ten school days. Definite suspensions are the responsibility of the Principal or Designate.
 - b. **Indefinite** – in excess of ten school days. Indefinite suspensions must be referred to the Board.
2. Suspensions, both definite and indefinite, may have one or more of the following objectives to:
 - a. Improve and/or correct student behaviour;
 - b. Deter other students from similar behaviour;
 - c. Protect the health and safety of others;
 - d. Plan proactive educational interventions; and
 - e. Provide or develop restorative justice opportunities.

Background:

It is important to understand the legislative context of school suspension. The N'kwala School Board and Principal are faced with the task of establishing systems of discipline in the school in keeping with the *School Act*. *Suspension and the B.C. School Act* (an excerpt from BC Ministry of Education "Focus on Suspension: A Resource for Schools"⁸, pp.5-6). The Board emphasizes that resolution is important. Suspension procedures will be implemented with this goal in mind. Expulsion is a last alternative.

1. The School and School Board has the authority, but not necessarily the obligation, to establish procedures for N'kwala discipline and suspension.
2. The discipline of a student while at N'kwala must be similar to that of a kind, firm and judicious parent, but must not include corporal punishment. (s. 76(3))

⁸ Ministry of Education (1999). Focus on suspensions: a resource for schools: <https://sd78.bc.ca/wp-content/uploads/2017/10/Ministry-of-Education-Focus-on-Suspension.pdf>

3. When students under the age of 16 are suspended, the N'kwala School still has an obligation to provide an educational program.

Procedures:

Suspension Procedures

1. The Principal and Senior Teacher are authorized by the Board under Section 85(2)(c) of the *School Act* to suspend a student when it is concluded that:
 - a) The student is willfully disobedient to a teacher or any other employee of the carrying out responsibilities approved by the Board;
 - b) The behaviour of the student has a harmful effect on the character or persons of other students;
 - c) The student has continually refused to apply themselves in his/her studies; or
 - d) The student has failed to comply with the *School Code of Conduct*.
2. The principal must send a suspension letter to the parents/guardians of the student, and a copy to the Board, outlining the type of incident and the duration of suspension.
3. When an indefinite suspension and/or expulsion has been applied, the principal shall append to the letter to the parent/guardian an information sheet provided by the Board which explains the purpose of the Board, the agenda for the meeting, the right of the parent/guardian to invite a family advocate, and the right of the parent/guardian to appeal decisions to the Board. The Board will meet to review the suspension as soon as possible after receipt of an indefinite suspension and/or expulsion. This meeting will take place after a minimum of ten school days from the date of the suspension and/or expulsion.
4. At all levels of the suspension process, parents/guardians may seek help from an advocate.

Level One: Under Five Day Suspension

1. A referral to a counselor may be considered as an alternative to suspension.
 - a. In this process the student would continue to attend home school. These referrals will be responded to quickly.
 - b. Parent/guardian(s) will verify the student is attending counseling.
2. A circle and/or the *Enowkin Wxw* may be considered as an alternative to suspension. In this process the student would continue to attend home school. These referrals will be responded to quickly.
3. Suspension Day is "day 0" with up to the next five days constituting a Level One period of formal suspension.
4. The Principal or Designate will contact the student's parents/guardians or emergency contact before suspending the student, informing them of the actions being taken and the reasons for those actions. If contact is not made with the parents/guardians by the

end of the school day, a suspended student can be released from the N'kwala School's care if:

- a. The child does not have a history of, or appear to be in emotional distress;
 - b. In the judgment of the Principal or Designate, the child's safety and well-being are not at increased risk; and
 - c. The Principal or Senior Teacher continues to attempt to make contact.
5. The principal or designate shall forthwith report the circumstances of the suspension to the parents/guardians of the student. A form letter outlining these circumstances is to be sent to the parents/guardians and a copy filed at the school.
6. During this period of suspension, it is expected that the principal or designate would, as necessary, call upon the assistance of the school staff and Band Administrator (or should it be the President?) in an effort to resolve the suspension jointly with the parents/guardians.
7. The school must continue to provide an appropriate educational program to the student.
8. A meeting will be held at the school to discuss the student's future educational plans.
9. In-school suspensions are encouraged with consideration to appropriate resources.
10. If the suspension cannot be resolved, an "Over Five Day Suspension" letter indicating that the suspension is proceeding to Level Two Resolution must be sent to the parents/guardians.
11. It is expected that attendance related problems will not normally proceed to Level Two.

Level Two: Over Five Day Suspension

Level Two Suspension is under the supervision of the principal who will work closely with the Band Administrator (or the President) to effectively resolve the Over Five Day Suspensions.

1. Upon receiving notice of an Over Five Day Suspension the Band Administrator will become involved with the Principal or Designate in the resolution process. The following reports are required to be sent to the Band Administrator within three days of the initiation of the suspension:
 - a. A Suspension Report by the Principal or designate outlining the specific behaviours;
 - b. Any other information that the school considers to be pertinent for the purpose of dealing effectively with the problem.
2. The responsibility of the Band Administrator is to conduct a resolution meeting in consultation with the principal or designate, community agencies, and parents/guardians to affect the student's re-entry into school or to find an acceptable alternative educational program.

3. If the Band Administrator, working with the principal or designate and others, resolves the situation, the parent/guardian(s) of the suspended student will be advised in writing by the Band Administrator. In cases where there is no consensus regarding the decision, the Board will be advised.
4. If the suspension cannot be resolved, the Band Administrator will inform the parents/guardians in writing of the suspended student, referring the case to the Level Three: Student Suspension Review Committee (SSRC).
5. The Student Suspension Review Committee shall be comprised of members from the Health and Safety Committee, plus the Band Administrator (no board members?).

Student 16 and Over:

6. Students who are 16 years of age or older fail to apply themselves to their studies or fails to comply with the Student Code of Conduct or policies of the Board, the Principal or designate may:
 - a. Give the student due warning, specifying the behaviours in issue and the potential consequences;
 - b. Record the date of the warning and the reasons for it;
 - c. Inform the parents/guardians of the student by letter that the student has been warned and the potential consequences in the behaviour is unchanged; and
 - d. Arrange, when practicable, for an interview with the parent/guardian at the school.
7. If, within a reasonable time after the warning, the student fails to make a reasonable effort to reform their behaviour, the principal or designate can:
 - a. Issue an Over Five Day Suspension (Level Two).
 - b. Thereafter, the processes set out in Level Two, Three, and Four of this Regulation shall apply.

Level Three: Student Suspension Review Committee

If Level 2 goes to the Band Administrator, should Level 3 go to the Board?

Student Suspension Review Committee meetings are convened for:

1. An unresolved Level Two Suspension;
2. If a member of the Board has had previous involvement at either Level One or Level Two with a particular matter under review then in such cases the Band Administrator (or the President) shall designate another individual in their place for the purposes of Level Three review.

3. A suspension that bypasses the Level Two Resolution process and goes directly to Level Three requires that Boards develop local procedures to ensure the right of appeal and procedural fairness in accordance with the School Act s 11(2).
4. The Student Suspension Review Committee (SSRC) shall be comprised of the Health and Safety Committee plus one representative from the School Board and one representative Elder from the community.
5. Upon the SSRC's receipt of the school's Suspension Report, and accompanying documentation, the case will be dealt with at the next scheduled SSRC meeting.
 - a. The suspended student and his/her parent/guardian(s) will be notified in writing of the meeting and be provided (in advance) all documentation that will be brought forward at the meeting.
 - b. The parent/guardian(s), a parent advocate if requested, the student, school staff, the principal and/or Senior Teacher and where appropriate others concerned with the student's education will be given the opportunity to be heard at this meeting.
6. The committee will consider all the information before making a decision and the principal will notify the parent/guardian(s) and the school of the committee's decision. Placements resulting from Level Three meetings are the responsibility of the principal.
7. In the event the SSRC recommends discontinuing an educational program for the student, the recommendation will be forwarded to the School Board (Level Four) for action.
8. For both Level Two and Level Three Suspensions, records will be kept regarding all suspensions and resolutions. In addition, statistics will identify the numbers and reasons for suspensions.

Level Four: Board Resolution

1. Where a decision of SSRC significantly affects the education, health or safety of a student, the parent of the student, or the student, may appeal that decision to the Board in accordance with the procedures adopted by the Board.
2. Where the SSRC refers a matter to the Board with a recommendation that the N'kwala School cease to provide an educational program to a student, the Board shall consider that recommendation at the next reasonable opportunity.

Removing a Suspension:

1. The principal may remove a suspension that they have imposed on a student.

414 Fundraising

Policy:

The N'kwala School believes that fund-raising, as a supplement to core funding, is required in order to enhance educational opportunities for students.

Procedures:

1. N'kwala School will accept funds from donors if they assist the school in meeting its vision, mission, philosophy and educational goals.
2. Funds donated to the N'kwala shall be used for the purpose indicated by the donor.
3. Disbursement of funds raised by the school will be at the discretion of the principal.
4. The funds may be used for either curricular or extra-curricular activities.
5. Students should not be exploited to support commercial enterprise.
6. Door-to-door sales shall be restricted to:
 - a. students in middle and secondary schools;
 - b. the schools' attendance areas;
 - c. family members of students living outside the school's geographical area.
7. A principal may not authorize participation of any students to assist in professionally operated bingos and casinos⁹. However, a principal may receive funds for the school on behalf of the parent advisory council or other organizations who have raised funds through bingos, casinos and lotteries.
8. If any single prize in a raffle exceeds \$1,000, the management and staff of the school and their immediate families are eligible to win the prize provided that the draw is done in a public place and there are witnesses.
9. Supervision shall be provided for all fund-raising activities and reasonable precaution taken for the safety of students.
10. In the event that staff are involved in external fundraising, all activities must be done after school hours and cannot interfere with their jobs and school programs.

Cross Reference:

Code of Conduct

⁹ <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/licences/rules-licensed-charitable-gaming.pdf>

415 Vandalism

Policy:

N'kwala School believes that any student who has willfully damaged or destroyed school property is financially responsible. Where restitution is not made by the student or his/her parent/guardian, the student may be suspended from school and/or legal action may be taken.

Procedures:

1. Upon learning that school property has been damaged or destroyed, the principal shall investigate the matter and attempt to determine who may have been responsible, the cause and the cost of the damage.
2. Photos of the damage will be taken and an incident report will be written.
3. If the principal is able to identify the student who did the damage, they will meet with the student(s) and gather details. The parents/guardians will be notified by telephone and will be asked to come in and see the damage that has been done.
4. If, in the opinion of the principal, the cause of the damaged or destroyed school property was willful or irresponsible behavior by a student, they will report it to the police.
5. The principal will write a letter to the parents/guardians and request that the damages be paid for by the student and family. The charges will include materials required and any associated labor costs. A copy of the letter shall be forwarded to the Band Administrator. Students may be required to complete repairs themselves, under the supervision of the principal, in lieu of financial payment.
6. The principal shall report all vandalism to the Board and shall plan an appropriate course of action to reduce or eliminate vandalism. The Board will work co-operatively with the parents and community to prevent further incidents.
7. The principal shall report all break-ins to the appropriate authorities.

Cross Reference:

Code of Conduct, Progressive Discipline

416 Graduation Requirements

Policy

The N'kwala School complies with the BC Ministry of Education in order to meet the requirements of graduation.

Procedures

1. To meet the general requirements for graduation and be eligible for a British Columbia Certificate of Graduation¹⁰, a student must:
 - (a) earn 80 credits, of which:
 - i. at least 16 credits must be at the Grade 12 level, including a required Language Arts 12 and Career Life Connections
 - ii. at least 28 credits must be elective course credits
 - iii. at least 4 credits must have an Indigenous focus, effective July 1, 2023
 - iv. 52 credits are required from the following:
 - Career-Life Education (4 credits), and Career-Life Connections (4 credits)
 - Physical and Health Education 10 (4 credits)
 - Science 10 (4 credits), and a Science 11 or 12 (4 credits)
 - Social Studies 10 (4 credits), and a Social Studies 11 or 12 (4 credits)
 - A Math 10 (4 credits), and a Math 11 or 12 (4 credits)
 - A Language Arts 10, 11 and a required 12 (12 credits total)
 - An Arts Education 10, 11, or 12 and/or an Applied Design, Skills, and Technologies 10, 11, or 12 (4 credits total).
 - (b) For a student to successfully complete a course, the student must obtain a final grade of at least C- (50%) in the course.
 - (c) In addition, students must complete three graduation assessments:
 - The Grade 10 Numeracy Assessment was introduced in 2018
 - The Grade 10 Literacy Assessment was introduced in 2019/20
 - The Grade 12 Literacy Assessment will be introduced in 2021/22

¹⁰ Graduation Program Order, Ministry of Education and Child Care:
https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/e/m302_04.pdf

	Required Subject Area for Graduation	Minimum Number of Credits Required for Graduation
1.	LANGUAGE ARTS	
	A Language Arts 10 or English 10 First Peoples	4 credits
	A Language Arts 11	4 credits
	A Language Arts 12 or English 12 First Peoples	4 credits
2.	SOCIAL STUDIES	
	A Socials Studies 10 course	4 credits
	Social Studies 11 or BC First Nations 12	4 credits
3.	SCIENCE	
	A Science 10	4 credits
	A Science 11 or 12 (Selected course)	4 credits
4.	MATHEMATICS	
	A Math 10 course	4 credits
	A Math 11 or 12	4 credits
5.	PHYSICAL AND HEALTH EDUCATION	
	A Physical and Health Education 10 Course	4 credits
6.	ARTS EDUCATION AND APPLIED DESIGN, SKILLS, AND TECHNOLOGIES	
	An Arts Education and/or Applied Design, Skills and Technologies 10, 11 or 12 course	4 credits
7.	CAREER EDUCATION	
	Career Life Education	4 credits
	Career Life Connections	4 Credits

2. High School teachers are required to meet with students in Grade 10 to map out their Graduation plan in accordance with the above table.
3. Students who successfully complete a course of independent directed studies will
 - (a) receive no more than four credits for that course, and
 - (b) receive the number of credits as set out in the plan developed by a teacher and the student, and approved by the principal
 - (c) the numbers of credits will be determined on the basis of the complexity and amount of work required by the course of independent directed studies when compared with other four credit courses.
4. Graduating students should be provided with interim and/or final transcripts of Grades 10, 11 and 12 courses and marks when graduating and upon future request of the graduate.

5. Teachers are required to submit all grades for courses for each graduating student to the Ministry of Education in a timely manner.

Cross Reference:

https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/e/m302_04.pdf

<https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/graduation/graduation-policy-guide.pdf>