

2023-2024 School Calendar

Schools Open	Sept. 5
National Day for Truth and Reconciliation (Observed)	Oct 2
Thanksgiving Day	Oct. 9
Non-Instructional Day (Professional Development Day)	Oct. 20
Non-Instructional Day (Professional Development Day)	Nov. 3
Remembrance Day (Observed)	Nov. 13
Last day of classes before Winter Vacation	Dec. 22
Schools Re-Open after Winter Vacation	Jan. 8
Non-Instructional Day (Professional Development Day)	Feb. 5
Non-Instructional Day (Professional Development Day)	Feb. 6
BC Family Day	Feb. 19
Last Day of Classes Before Spring Vacation	Mar. 8
Schools Re-open After Spring Vacation	Mar. 25
Good Friday	Mar. 29
Easter Monday	Apr. 1
Non-Instructional Day (Professional Development Day)	Apr. 29
Victoria Day	May 20
Last Day for Students (full day)	June 26
Curriculum Implementation Day	June 27
Administrative Day – Schools Closed	June 28

SCHOOL HOURS – GRADES K - 7

8:42 am	Welcome Bell
8:45 am	School starts
8:45 am - 11:45 am	Instructional time
11:45 am - 12:20 pm	Long Recess
12:20 pm - 1:20pm	Instructional Time
1:20 pm - 1:35 pm	Afternoon Recess
1:35 pm - 2:25 pm	Instructional Time
2:25 pm	Dismissal

Students will eat either before or after long recess

Office Hours: Monday - Friday from 8:00 am to 3:00 pm

Cinnabar Valley Mission Statement

The Mission of Cinnabar Valley Elementary is to provide an inclusive learning environment, which fosters the development of:

- *Communication and application of knowledge and skills*
- *Creativity and critical thinking*
- *Personal awareness and social responsibility*

We believe education is the joint responsibility of staff, students and their families.

We believe education will enable all students to become responsible citizens who will contribute effectively to the global community.

Renewed and updated September 2023

PEANUT/ TREE NUT AWARE SCHOOL

Cinnabar Valley School has student(s) with potentially life-threatening food allergies that require the student to always have an epi-pen with them. The food allergies include all nuts as well as any products that may contain these foods.

In order to reduce the risk of accidental exposure to these foods we are asking students to avoid bringing snacks containing nuts to school. Due to the nature of these serious allergies, as well as the potential that may be a “hidden” ingredient in many foods, please support us in reminding your children not to share or sample food from others.

We realize avoiding these potential allergens requires extra planning. We thank you in advance for your cooperation and understanding.

SCENT AWARE SCHOOL

Cinnabar is also a SCENT AWARE workplace. Please refrain from using any items with perfumes or scents.

CINNABAR VALLEY ELEMENTARY SCHOOL- CODE OF CONDUCT

Statement of Purpose

- To establish and maintain safe, caring, and orderly environments for purposeful learning.
- To clarify and publish expectations for student behaviour while at school, while going to and from school, and while attending any school function or activity at any location.

Conduct Expectations

Acceptable Conduct

- Respect for self, teachers, EAs, students, parents, duty teachers and the school
- Helping to make the school a safe, caring and orderly place
- Demonstrate courteous behaviour
- Reporting to an adult, in a timely manner, incidents of bullying, harassment, intimidation, or violence
- Accepting responsibility for your own learning
- Co-operate willingly with others
- Respect own property, and that of others
- Accept responsibility

Unacceptable Conduct

The following points are examples only and are not an all-inclusive list

- **Behaviours that:**
 - Interfere with the learning of others
 - Interfere with an orderly environment
 - Create unsafe conditions
 - Create a negative climate
- **Acts of:**
 - Bullying, harassment or intimidation
 - Physical violence
 - Retribution against a person who has reported incidents
 - Dishonesty, disrespect
- **Illegal acts, such as:**
 - Theft of or damage to property
 - Possession, use or distribution of illegal or restricted substances
 - Possession or use of weapons.

Bullying

Cinnabar Valley School believes that all students, staff and volunteers should be provided a safe, secure and welcoming learning and working environment. To that end, acts of bullying and harassment will not be tolerated.

Bullying is defined as an intentional action on the part of an individual, which causes emotional or physical distress of a victim. Bullying implies a power difference of one individual over another. It may involve a single incident or a series of incidents over time.

Barbara Coloroso, the author of, **“The Bully, The Bullied and The Bystander”**, says, “bystanders are the supporting cast who aid and abet the bully through acts of omission and commission. It is important that kids recognize that they are all responsible for helping to create a safe, caring, respectful and bully-free environment. Bystanders will have consequences if they don’t accept the responsibility of reporting incidences to teachers or supervisors.”

Bullying takes three main forms:

- **Physical bullying** – involves hitting the victim in some way or taking or damaging a victim’s property.
- **Verbal bullying** – using words to hurt or humiliate others.
- **Relational bullying** – trying to convince their peers to exclude or reject a certain person or people and cut the victims off from their social connections.

Rising Expectations

Expectations will increase for students as they become older and more mature, and as they move through successive grades. Students are expected to exhibit increased personal responsibility and self-discipline and there will be increasing consequences for inappropriate behaviour.

Consequences

- Responses to unacceptable conduct are pre-planned and consistent e.g. 3 steps (below)
- Disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive

- Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct, e.g., participating in working through a “problem-solving sheet”.

Step 1

Discussion between student and staff member. When students choose not to meet behavioural expectations, there will be natural, logical and consistent consequences. Minor indiscretions are handled by staff.

Frequently the consequence will be in the form of a time-out. It may also involve completion of a “Think Sheet” where students can reflect upon their actions and consider better choices next time. Parents are informed and are required to sign the “Think Sheet”.

Step 2 - Repeated Minor Offences or More Severe Offense

Student Conduct Sheets are issued for major offences (i.e. rough play, bullying, fighting, physical abuse of others, throwing objects, defiance of authority, disrespectful/abusive language) and continual defiance of school expectations. Students are referred to the Principal. Parents are informed.

Step 3 - Major Offences or Continued Inability to Respect the Code of Conduct Go Directly to Step 3

Parents are contacted for serious incidents of misbehaviour or if minor incidents persist beyond step two. Depending on the severity or frequency of the misbehaviour, students may be given in-school or home suspensions for:

- persistent inappropriate behaviour, which disturbs, interrupts or disquiets the usual, orderly operation of the school
- inappropriate behaviour judged to have a harmful effect on the safety of other pupils

In addition to applying natural and logical consequences for misbehaviour, our discipline procedures include such methods as developing behaviour contracts and counseling for pupils.

An action plan focusing on acceptable behaviour will be developed with the student and parents. This plan may include a modified timetable permitting the student only partial attendance in regular classes for a specified time or until acceptable behaviour can be assured.

Where appropriate, Cinnabar Valley staff and administration will employ additional disciplinary strategies designed to enhance the “educative nature” of our disciplinary approach. Such additional disciplinary strategies for the student being disciplined might include:

- being interviewed by community, police or fire safety authorities.
- being required to undertake the intervention of a counselor or social worker.

- his/her family being required to pay restitution for damage done.
- being required to perform school or community service consistent with the offense.
- being required to perform an educational task appropriate to the offence, for example, a research assignment on the dangers of tobacco use.
- being required to meet, in a controlled setting, with the "victim" of his/her offence, hearing of the impact of the offence on the victim and to provide specific restitution, apology, etc.
- counseling.

Notification

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

- Parents of student offender(s) – in every instance
- Parents of student victim(s) – in every instance
- School district officials – as required by school district policy
- Police and/or other agencies – as required by law
- All 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 action to address it.



For More information or to report incidents of bullying please go to

<http://www.erasebullying.ca/>

SCHOOL DISTRICT # 68 **(Nanaimo/Ladysmith) PARENT/STUDENT** **APPEALS**

In accordance with Section 11 of the School Act, a student or the parent of a student entitled to an educational program in the School District may appeal a decision of an employee of the School Board which significantly affects the education, health or safety of the student. The failure of an employee to make a decision shall be deemed to be a decision for the purpose of bringing an appeal.

The Board advises that the proper channeling of complaints involving instruction, discipline, safety, and health is as follows:

- Teacher
- School Principal
- Superintendent of Schools
- Board of School Trustees

Any complaint about school personnel will be investigated by the administration before consideration and action by the Board.

ARRIVING TO SCHOOL

We would like to thank all our parents who make a big effort to get their children to school on time whether they drive or walk. When students are here on time, it sets the tone for the day. They can start relaxed and ready to face the day in an organized fashion. When you make sure your child arrives on time, you model values that help support learning.

There are days when getting to school on time just does not happen. We want students to know that they are welcome at school when they arrive and thus upon checking in at the office they will receive a "Welcome Slip". If arriving on time is something families struggle with, we suggest the following hints:

Suggestions that seem to help are:

- Make lunches the night before
- Pack school books and put them by the door
- Lay out your clothes before going to bed

These simple tips can prepare your child for a smoother, happier start to the day.

CLASSROOM VISITATION PROTOCOL

As parents, many of you have no doubt experienced the challenges of keeping your child(ren) on task for a period of time. You can imagine trying to keep 25 or more children on task. I am sure you will agree this could be daunting indeed. We really encourage parents to come to the school however, interruptions during instructional time make it very difficult to have a valuable discussion with you at the same time that we are teaching the children.

We would ask parents to help us by following these protocols:

1. Make an appointment to meet with your child(ren)'s teacher:
 - Call the school and leave a message to have the teacher contact you
 - Put a message in the child's planner
 - Check in at the office during non-instructional times and we will help set up a mutually convenient meeting time
2. Requesting homework for children that are absent from school:
 - When you call the school to advise of a student's absence, ask that homework be prepared that can be picked up or sent home with another student
 - If the absence is a planned one, give the teacher enough notice to prepare the appropriate homework material.
3. If you are dropping off forgotten homework, lunches or other important items, please leave it at the office.

The students should be told to pick it up at the office, or it will be delivered at an appropriate time.

All visitors to the school during instructional time need to stop in at the office, sign in and receive a visitor badge. This way we know who is in the building! We thank you in advance for helping to keep our school safe!

SCHOOL WORK POLICY WITH REGARDS TO MID-YEAR VACATIONS

Children are legally required to be in school according to the School Act unless they are ill. Unless a child is ill, the school cannot be responsible for preparing work packages for such things as family holidays that are taken outside of the regular school calendar. The reasons for this are that:

- A large amount of class instruction is done orally through demonstrations and discussions and therefore cannot easily be made up through work sheets unless considerable explanations take place
- Vocabulary development and understanding of the concepts in Science, Language Arts, etc. is tightly linked to the active participation of the student
- It is difficult for a teacher to assign work ahead of time and to know exactly what will be covered two or three weeks down the road. As the approach at the elementary level is more child-oriented than content-oriented, many variables constantly come into play such as the children's pace, difficulties, interests, unexpected special events, etc. which all affect the day to day planning.

WHAT TO DO IF YOUR CHILD IS HAVING PROBLEMS

Should you feel that your child is having educational, emotional, or social problems at school, please contact your child's teacher immediately.

In consultation with you, your child's teacher will make the appropriate referral to our School Based team which will then work on a plan to address the given identified areas of need. You should never feel intimidated or shy to come and discuss your concerns for your child with your teacher. The teacher, the principal and all of the support staff are here to serve your children. Together, the school and the home can help children over problems and/or problem times.

EMERGENCY PROCEDURES

Should your child have a serious injury during school hours, the following procedure is followed:

- The nature and seriousness of the child's injury is determined.

- If the time is not an important consideration, the home is contacted and the parents are asked to come for the child.
- If the home cannot be contacted the emergency number provided to the school is called.
- If no contact is made, the school will take the necessary action to ensure the child gets medical attention. The school will continue in its attempt to contact parents/guardians.
- If emergency care is required, the school will do so as quickly as possible. In such cases the parent may have to meet their child at the hospital.
- Remember, your earthquake contact should be someone who can reach your child. Your child will not be released to anyone else.

School District 68 Has An Emergency Closure Policy.

The decision to close schools is made by the Superintendent in conjunction with school principals, the transportation supervisor, the RCMP and the Ministry of Highways. The following emergency School closure situations are possible:

- School bus morning runs may be cancelled but schools may stay open. Announcements will be on local radio stations (WAVE 102.3 FM and WOLF 106.9 FM) by 7 a.m.
- Both schools and bus runs may be cancelled in the morning. Again, this will be announced by 7 a.m. on local radio stations.
- Schools closed in the morning may re-open in the afternoon, if conditions improve. Announcements will be on local radio stations by 11 a.m.
- Although it is unlikely, it is possible that in some extreme emergency a school or schools may be dismissed during the day, and students sent home. Radio stations will have announcements. Individual schools will attempt to notify parents. Parents should make sure the school has current telephone numbers and that students have an alternate place to go, if necessary.

EARLY DETECTION SYSTEM

- "For Your Child's Safety"

The purpose is to detect as soon as possible the whereabouts of each student not in class. For the system to operate effectively and efficiently, parents are requested to do one of the following:

- **Phone the school** (250-716-1030) if your child is late or absent from school for any reason. We have an answering machine so you do not need to wait until the school opens to call.
- **Send a note** with another child in the family.
- **Give advance notification**, preferably written, of dental/medical appointments, or any changes from the usual routing: e.g. staying/going home for lunch, early music lessons, etc.

Most parents already inform the school and this is very much appreciated. If the school has not been notified of a child's absence by 9:00 a.m. or 12:30 p.m. the school secretary will try to contact a parent at home, at work, or at the emergency number provided. Hopefully it will not be necessary to ask the police for their assistance.

Students should:

- walk/bike to and from school with friends;
- be cautious of strangers;
- report suspicious events and people to parents or teachers;
- follow a safe route to and from school established with their parents;
- inform parents of participation in any after school activities (including detentions of more than 15 minutes).

Thank you for your cooperation.

STUDENT MEDICATION

- Teachers shall not be required to administer medical procedures, nor shall teachers be required to administer medications on a regular or predictable basis.
- The administration of medication and/or other medical procedures shall be the responsibility of appropriate health personnel except for those mature students capable and trained in self-administration.
- The Board shall ensure that schools establish systems for administering medication and other medical procedures.
- Students who require medication at school will report to the office
- Student Medication paperwork is needed in order for students to receive medication at school

If you have any further questions or concerns regarding medication for your child, please contact the school office.

LOST AND FOUND

The lost and found collection at schools is quite an amazing site to see! Please check it regularly. Items will be donated to local charities a few times in the year.

FIRE DRILL



All schools conduct Fire drills several times throughout the year. Any continuous ringing of the fire bell must be treated as a real emergency (as it well could be). Pupils evacuate the school in an orderly fashion and gather at a designated place at a safe distance from the building. The deliberate activation of a false fire alarm is a very serious offence and will be treated as such.

EARTHQUAKE DRILL

Earthquake drills are conducted on a regular basis. Students stay indoors (usually under desks). In the event of an earthquake, when shaking stops, the school is evacuated in an orderly fashion. Teachers and students move to a pre-determined open space away from buildings and overhead power lines.

LOCKDOWN DRILL/HOLD AND SECURE

Lockdown drills are conducted twice per school year. Drills are supervised activities involving all members of the school community to provide the opportunity to practice the skills in the response procedure. Students are directed to the closest secure area where they remain until the lockdown is over. Classes who are outside the building in a Lockdown do not return to the school. They go to a designated safe place off of the school grounds.

Hold and Secure happens when there is a threat outside of the school, including but not limited to wildlife (cougars, bears), and police incidents not related to the school. In a Hold and Secure students are free to move within the building but are not permitted to leave nor is anyone from the outside permitted to enter.

PHOTOGRAPHS

For 2023-2024 student photos will be September 26, 2023 and class photos will take place in the Spring of 2024.

FIELD TRIPS AND INSURANCE

Our students may be on many field trips throughout the year. There is nothing better than experiencing something firsthand and a great deal of learning in many associated areas happens on field trips. All our students are required to have a signed permission slip before they can partake in these activities.

Often parents are called upon to drive a class to the field trip. Under our Board Policy, there is a special insurance rider that protects parents driving over and above their own policy. Parents also will need to complete a Volunteer Driver's Application.

Policy 4410 – Volunteer Vehicles

- The BC minimum third party liability insurance required on each vehicle is \$200,000.
- Volunteer vehicles are not to carry in excess of the number of passengers prescribed by law. Volunteer vehicles are to carry a maximum of nine passengers.
- Children may not sit in front seats with airbags.
- All children must use an age and weight appropriate


child seat until their 9th birthday unless they have reached 4'9" (145 cm) tall.

- Children who are 20 lbs (9 kg) to 40 lbs (18 kg) should be restrained in a forward-facing child seat and children who are over 40 lbs (18 kg) should be restrained in a booster seat.
- The principal or delegate shall inform in writing the volunteer driver/owner that the vehicle must meet all safety requirements, including a seat belt for each passenger.
- All volunteer drivers must have completed the Criminal Record Check and it must be on file at the school.

NANAIMO LADYSMITH PUBLIC SCHOOLS POLICY ON INCLUSION

All members of the Nanaimo Ladysmith Public Schools community have the right to expect that its policies, procedures, programs and communications are inclusive and respectful; taking into consideration visible and invisible diversities including but not limited to: race, sexual orientation, gender identity, ability, religion, culture and socio-economic status. The Board expects that all students, staff, and members of our school communities will:

- adhere to a code of conduct that is educative, preventative and restorative in practice and response;
- foster school cultures that are responsive to the diverse social and cultural needs of individuals and groups;
- understand how characteristics of diversity impact the access to, and outcomes of, education;
- recognize the injustices of marginalization, advocate for social justice and promote human rights; and
- participate in the ongoing development of practices that promote fair and equitable treatment for everyone, cultivating mutual respect, civility and a sense of belonging.

Valley Viper Ticket	
Safe	
Respectful	
Responsible	

PBIS

Cinnabar Valley is a PBIS school. PBIS stands for Positive Behaviour Intervention and Supports. PBIS is research

driven, school-wide system for teaching and responding to behaviour. Part of the system involves having a set of school-wide expectations for all students and all adults. These expectations are explicitly taught at various times in the year, including during monthly assemblies. We also use a system of positive recognition with our Valley Virtue slips. These slips are given to students who are modeling positive behaviour. Any adult can recognize any student.

A second aspect of PBIS is working to correct behavior. In keeping with the District Policy on Inclusion, PBIS focuses on discipline that is educative, preventative and restorative. Data is collected using Problem Behaviour slips and is tracked to determine trends. As PBIS is a school-wide system, adults become responsible for all students and students in turn learn to respond to all adults. Having school-wide expectations helps to ensure that the Ministry Order around school Codes of Conduct is adhered to, helping to make Cinnabar Valley Elementary Safe, Caring and Orderly for all.

The Behaviour Matrix follows on the last page of this handbook.

DROP OFF/PICK UP AND PARKING

The parking lot at Cinnabar is very busy before school and at the end of the day. Please note the following safety guidelines:

- The area directly in front of the school is a non-parking area. This is for safety to keep a clear line of sight in the parking lot and please do not double park
- The Boys and Girls Club van has designated parking before and after school. Please respect the signage.
- Please drive slowly through the parking lot as students are crossing!
- Please park in designated parking spots, not in the drop off only lane. Busses are not able to get around in the parking lot if cars are parked in the drop-off zone.
- Please turn off your car while waiting for your children

HOT LUNCH

We are extremely fortunate to have regularly scheduled hot lunches (dates TBD). Orders are online using Munch-a-lunch. Please note: if your child is absent from school on hot lunch day, you can arrange for the lunch to be picked up at the office OR it can be donated to someone who does not have a lunch on that day. No refunds can be given.

Families in need of support are offered in order to participate in Hot Lunch are encouraged to connect with the office. We do not want students to miss the opportunity to participate in these fun and nutritious lunch options due to financial constraints.

CELL PHONES/ELECTRONICS

Students are reminded that all electronics, including cell phones are to be off and put away during the school day unless they are being used for educational purposes under the supervision of an adult. Families are asked to contact the office for messages to be delivered during the day if there is an emergency.

Due to an expectation of privacy, students are not permitted to use personal electronic devices to take photos/videos during the school day.



Welcome to an amazing year of learning, celebrations and community building.

POSITIVE BEHAVIOUR EXPECTATIONS

Expectations	Hallway	Playground	Washrooms	Assembly	Gym	Library/lab	Field Trips	Emergency	Classroom	Oodle Swing
BE RESPONSIBLE	<p>"On the right to be polite"</p> <p>Hands and feet to self</p>	<p>Take care of equipment</p> <p>Dress for the weather</p> <p>Use outside class doors to enter and exit</p> <p>Leave electronics inside @ recess</p>	<p>Enter & leave quietly</p> <p>Report problems</p> <p>Be quick</p>	<p>Enter and leave quietly</p> <p>Keep your personal space</p> <p>Participate at all times</p>	<p>Enter and leave gym quietly</p> <p>Return equipment to storage area</p> <p>Show good sportsmanship</p>	<p>Enter and leave quietly</p> <p>Use quiet voices</p> <p>Follow instructions</p> <p>Log off when done</p>	<p>Return permission slips</p> <p>Look after your own things</p>	<p>Stay calm</p> <p>Stay with the group</p>	<p>Daily use of planner</p> <p>Be prepared</p> <p>Stay on task</p> <p>Neat and tidy</p>	<p>Two big or four littles at a time</p> <p>Share with others</p> <p>Ask oodlers "swing low, medium or high?"</p>
BE RESPECTFUL	<p>Eyes forward</p> <p>Silence please</p> <p>Walk in a line</p> <p>Listening</p>	<p>Help others in trouble</p> <p>Take turns</p> <p>Include others</p> <p>Use kind words</p>	<p>Empty hands</p> <p>Eyes to self</p> <p>Keep floors and walls clean</p>	<p>Facing forward</p> <p>Legs crossed</p> <p>Eyes on speaker</p> <p>Clap nicely</p>	<p>Use equipment properly</p> <p>Be helpful to others</p> <p>Share equipment & space</p>	<p>Take care of books and materials</p> <p>Share and take turns</p>	<p>Use manners</p> <p>Listen</p> <p>Keep your personal space</p> <p>Be a positive Cinnabar Citizen</p>	<p>Listen</p> <p>Be quiet</p> <p>Be helpful</p>	<p>Raise hands to share</p> <p>Inside Voice</p> <p>Listen and follow instructions</p>	<p>Gentle pushes</p> <p>Flat hand only</p> <p>One hand on the rope</p>
BE SAFE	<p>Quiet feet</p> <p>Walking</p>	<p>Hands, feet and objects to self</p> <p>Stay on school grounds</p> <p>Report problems</p> <p>Maintain other's privacy</p>	<p>Flush</p> <p>Wash hands</p> <p>Feet on the ground</p>	<p>Hands feet and objects to self</p> <p>Empty hands</p> <p>Follow instructions</p>	<p>Follow instructions</p> <p>Use equipment safely</p> <p>Wear safe footwear</p>	<p>Hands, feet and objects to self</p> <p>Push in chairs in lab</p> <p>Walk at all times</p>	<p>Stay with the group</p> <p>Follow instructions</p> <p>Follow Electronics guidelines</p>	<p>Keep hands, feet and objects to self</p> <p>Leave area quickly</p> <p>Follow instructions</p>	<p>Keep hands, feet and objects to self</p> <p>Always walk</p> <p>Push in chairs</p> <p>Line up safely</p>	<p>Be outside the green bars when waiting</p> <p>Keep swing right side up</p> <p>Sit up, legs hanging over side</p>