

Planner belongs to:

PLEASANT VALLEY ELEMENTARY SCHOOL

~ Where Eagles Fly, Students Soar ~



STUDENT PLANNER/HANDBOOK 2024-2025

6201 Dunbar Road, Nanaimo, BC V9T 2P2

Phone: 250-390-4027 Fax: 250-390-2107

School Website: <https://pv.schools.sd68.bc.ca/>

Principal: Sara Tyson Vice Principal: Sandra Shahi

Secretary : Lynn Hughes and Kim Stewart

SCHOOL HOURS:

8:40 am	Welcoming Bell
8:45 am - 11:45 am	Instructional Time
11:45 am - 12:20 pm	Long Recess (playtime outdoors)
12:20 pm - 1:20 pm	Instructional Time
1:20 pm - 1:35 pm	Short Recess (Playtime outdoors)
1:35 pm - 2:28 pm	Instructional Time
2:28 pm	Dismissal Time

- Students eat lunch during instructional time either before or after the Long Recess break depending on the class schedule.
- Supervision is 8:15 am - 8:45 am and 2:28 pm - 2:58 pm.

STUDENT ABSENCES: please email info.py@sd68.bc.ca to inform us if your child is going to be absent from school.

Emergency Contacts:

_____ phone #s _____

_____ phone #s _____

Please keep all contact information up to date and notify school office of all changes.

SCHOOL CALENDAR

<i>Schools Open for Students</i>	<i>Tuesday, September 3</i>
<i>National Day for Truth & Reconciliation</i>	<i>Monday, September 30</i>
<i>Thanksgiving Day</i>	<i>Monday, October 14</i>
<i>Professional Development Day</i>	<i>Friday, October 25</i>
<i>Professional Development Day</i>	<i>Friday, November 8</i>
<i>Remembrance Day Observed</i>	<i>Monday, November 11</i>
<i>Last Day of classes before Winter Vacation</i>	<i>Friday, December 20</i>
<i>Schools Re-Open after Winter Vacation</i>	<i>Monday, January 6</i>
<i>Professional Development Day</i>	<i>Monday, February 3</i>
<i>Professional Development Day</i>	<i>Tuesday, February 4</i>
<i>Family Day</i>	<i>Monday, February 17</i>
<i>Last Day of Classes before Spring Vacation</i>	<i>Friday, March 14</i>
<i>Schools Re-Open after Spring Break</i>	<i>Monday, March 31</i>
<i>Good Friday</i>	<i>Friday, April 18</i>
<i>Easter Monday</i>	<i>Monday, April 21</i>
<i>Professional Development Day</i>	<i>Monday, May 5</i>
<i>Victoria Day</i>	<i>Monday, May 19</i>
<i>Last Day of School</i>	<i>Wednesday, June 25</i>
<i>Curriculum Implementation Day</i>	<i>Thursday, June 26</i>
<i>Year-end Administrative Day</i>	<i>Friday, June 27</i>

Nuw'ilm and welcome to another exciting school year at Pleasant Valley Elementary! We are grateful that we learn, play and work at this great school site located on the traditional and unceded territory of the Snuneymuxw and Snaw-naw-as people. All of us in our school community hope that our students have a safe and enjoyable school year full of learning. A special welcome to our new students and their families! You are joining a positive and supportive school community.

At Pleasant Valley, our mission statement is ***to be a safe, caring, diverse community that encourages students to acquire tools for lifelong learning in a supportive, inclusive environment.***

As a part of our community, you can help us with this mission by reading our Parent and Student Handbook, as well as staying up-to-date by reading our school newsletters. Also, please ensure to keep the school informed of any important information or changes about your child so that we can best support them. As a community partnership, we will make sure to keep you informed as well. We look forward to another successful school year!

Best regards,
 Principal: Ms. Sara Tyson – sara.tyson@sd68.bc.ca
 Vice Principal: Ms. Sandra Shahi – sandra.shahi@sd68.bc.ca

EARLY DETECTION SYSTEM

Early Detection was initiated for the safety and protection of your child(ren). The purpose of the program is to detect as soon as possible the whereabouts of each student not in class. For the system to operate successfully, if your child is going to be late or absent, parents are requested to:

- Email or phone the school in the morning before 8:45 am and leave a brief message if no one is available to answer the phone.
- Send a note with another child in the family, or
- Give advanced notice, preferably written, of dental or medical appointments, or any absences.

LATE ARRIVALS

Students must report to the office to sign in when arriving after the bell. We encourage students to arrive on time to have the best start to their day. Arriving on time gives students an opportunity to check in with their peers and teacher and take part in morning routines. Students who arrive late disrupt the classroom environment by requiring the attention of their teachers or classmates to assist them in getting started on their assignments or to re-teach all or part of a lesson.

SUPERVISION OF STUDENTS

At Pleasant Valley there is before and after school supervision. Morning supervision begins at 8:15 am. There is supervision available after school until 2:58 pm. A bell will ring to signal the end of the after-school supervision and any students not yet picked up will be brought into the office. Please consider dropping your Grades 1 to 7 students off early and/or picking them up later to help alleviate the congestion in the parking lot. We ask that students arriving early or staying after school with their parents are following school rules from 8:15 am to 2:58 pm.

STUDENT ACCESS TO THE BUILDING

As a student your presence in the building prior to 8:45 am is:

1. Subject to the approval of your classroom teacher.
2. Permissible if you are participating in a teacher-sponsored activity, e.g. sporting practice in the gym.

Note: It is our school's policy that students, not in the company of an adult, enter and leave through their designated class exits.

VISITORS AND VOLUNTEERS - Pleasant Valley School is a PERFUME FREE ZONE

We welcome parents as volunteers as some of our activities need your assistance and community is built together by having you work with us for your children. Parents wanting to help **MUST** complete the volunteer package in the office, which includes having a criminal record check performed. **All visitors, and volunteers, are required to sign in and out at the office. We need to know who is in our building in the event of an emergency.**

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. Students evacuate the school in an orderly fashion and gather at a designated place. Please do not enter the school building if the fire bell is ringing.

EARTHQUAKE DRILL

Earthquake Drills are conducted during the school year. Students have a practiced procedure to follow. Take cover, once shaking stops wait 60 seconds, if no more shaking occurs, evacuate the building via the shortest, safest route. Teachers and students move to the field away from buildings and overhead power lines awaiting further instructions from school principal or designate.

LOCK DOWN DRILL

We are required to conduct 2 lockdown drills per year. In the case of a potential threat in the immediate vicinity or inside the school building, a lockdown will be initiated through PA announcement or verbal address. Students have a practiced procedure to follow. All students and staff will proceed to nearest classroom or office, classroom doors are locked (as are exterior doors), blinds lowered, and everyone is instructed to stay away from doors and windows and to be silent. Instruction resumes when the “all clear” is given.

HOLD AND SECURE/STAY IN PLACE

Hold and Secure will be activated if there is a potential threat outside the school (such as a police incident in proximity of the school). PA announcement, students remain in the school, instruction continues, exterior doors are locked, and no one is permitted to leave or enter the school until the “all clear” is given.

STUDENT EMERGENCY RELEASE

Should an event arise where we must initiate a student emergency release, students will only be released to those people listed on their student verification form and/or student emergency release form. To update student information watch for verification form and student release emails in September. It is important that these get completed and returned to the school. All parents or designated guardians who come for students must sign them out at the office or alternative Student Release Station, at the back side of the school. You will then receive a slip of paper to take to the student assembly area, or classroom, to signal authorized release of your child to the adult supervising the area.

EMERGENCY CLOSURE PROCEDURES

Occasionally, schools are temporarily closed on short notice for emergency reasons. A heavy snowfall is the most frequent reason for emergency school closure, but individual schools can also be closed because of a power outage or furnace breakdown. ***Announcements will be made by 7 am on local radio stations (i.e. Wolf 106.9, Wave 102.3), and posted on the school district website along with Twitter, Facebook and school messenger.** Parents should make sure that the school has current telephone numbers and that students have an alternate place to go if necessary.

MEDICINE AT SCHOOL/MEDIC ALERT

Children at times require prescribed or other medications while at school. There are regulations that must be adhered to for these circumstances. Required district medical forms must be completed and returned, along with student medication, on a yearly basis. **Arrangements can be made for school personnel to administer medication. All forms are available from the school office**

PHONE USE

Students may use the school phone with permission from their teacher. The phone is not to be used to arrange for rides home (except in special circumstances), or for permission to play at a friend’s house; these plans should be made in advance. Students must get a “phone pass” from their teacher, check with the front office staff, and then use the phone. At school, students should be using the school phone and not individual cell phones. (see Electronic Devices Policy below).

MESSAGES FOR STUDENTS, EARLY PICK UP

The office is a very busy place, and we cannot guarantee that messages called or emailed in will reach your child in a timely manner. We ask that whenever possible, **plan and write a message to your child's**

teacher in his/her planner regarding an early pick up. We understand that emergencies do happen but would appreciate prior notification to ensure messages are relayed without having to disrupt a class of children and instruction.

CARE OF SCHOOL PROPERTY

Students borrow library books and are issued textbooks, use school supplies and equipment (including gym equipment and technology). It is the student's responsibility to take care of any item that is on loan to them. Students who carelessly or willfully lose, deface, or destroy books and other school property, will be required to pay the replacement cost.

'WHEELS' – BICYCLES, SCOOTERS, WHEELIE SHOES & SKATEBOARDS

All wheels should be walked on the school grounds. Wheels are not permitted on the school grounds during the day, except in special circumstances, due to the risk of injury. Bicycles should be placed in the bicycle rack. There is limited storage available for other 'wheels'. Please be sure that your child wears a proper fitting bicycle helmet when using 'wheels' to get to and from school. Wheelie shoes are also considered wheels at school.

ELECTRONIC DEVICES POLICY

Our focus at PVS is on healthy, active living and we encourage active, physical play and positive social interactions. For this reason, all electronic devices, including hand-held games, that are brought to school must be turned off and kept in backpacks during the school day (8:45 – 2:28), including recess breaks. Watches with messaging capabilities also need to be turned off. Staff have the discretion to use devices for instructional and learning purposes. The school shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student. At school, students should be using the school phone and not individual cell phones or watches (see Phone Use above).

HOME-SCHOOL COMMUNICATION BOOK

All students in Grade 1 through Grade 7 are expected to use a Student Planner. Students will regularly write in assignments, deadlines, and upcoming events. Often teachers communicate with parents through the planner and we encourage parents to do so as well.

- Ask to see the Student Planner daily. Provide encouragement and guidance to help your child use the Planner properly and fully.
- Help your child to keep track of important out of school activities and special days.
- Use the Planner to communicate with your child's teacher.
- Initial the planner daily or weekly (depending on the need of the child)
- Please do not sign the planner unless you have checked if required work is complete.

SCHOOL BUS

For those students who ride the school bus to and from school we would like to remind you of the following:

- Students must be registered and use their bus pass to ride the bus. Lost or damaged cards will incur a \$10 fee for a replacement card.
- The bus driver is in charge and enforces rules on the bus within district standards. Students must be respectful and listen to the driver.
- If riding a bus equipped with seat belts, the seat belt must always be worn.

For additional information and to read the list of full expectations for students who ride the bus please see the school district website.

PLEASANT VALLEY ELEMENTARY SCHOOL – CODE OF CONDUCT
Be Respectful, Be Responsible, Be Safe

Pleasant Valley believes that all students, staff, and volunteers should be provided a safe, caring, inclusive, and welcoming learning environment that promotes the rights and responsibilities of all who learn and work together. We communicate and consistently reinforce clear expectations concerning student conduct standards. We do this in a fair and reasoned manner, using interventions that try to repair harm, strengthen relationships, and restore a sense of belonging for all concerned.

The *Nanaimo Ladysmith Public Schools 2.10 Inclusion Policy* is based on the principles of respect, acceptance, safety, and equity. It “affirms a learning environment that reflects diversity, inclusivity and equity is essential in supporting the highest level of individual growth and achievement.”

Reference to the BC Human Rights Code

The **BC Human Rights Code** states that three of its 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.
- (e) to provide a **means of redress** for those persons who are discriminated against contrary to this Code.”

It further states 8 1 (b) a person must not “discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons.”

The **Safe Caring and Orderly Schools: A Guide** states, schools should be places where students are free from harm, where clear expectations of acceptable behaviour are held and met, and where all members feel they belong.

NLPS Inclusion Policy states that all members of our school community “have the right to expect that policies, procedures, programs and communications are inclusive and respectful” Administrative Procedure that support the school Code of Conduct include:

- AP 312 - Harassment, Intimidation, Bullying and Discrimination
- AP 344 - Code of Conduct
- AP 345 – Student Suspension
- AP 347 - Sexual Orientation and Gender Identity
- AP 350 - Honouring Diversity and Challenging Racism

Code Expectations

Pleasant Valley School’s Code of Conduct expects that students will demonstrate socially responsible behaviours that reflect respect and safety at school and while attending a school function at any location.

Reflected in the Core Competencies of Social Responsibility, acceptable conduct includes:

- Considering the interdependence of people with each other and the natural environment
- Contributing positively to one’s family, community, society, and the environment
- Resolving problems peacefully
- Empathizing with others and appreciating their perspectives

- Creating and maintaining healthy relationships
- Developing lifelong learning skills & process
- Being Responsible, Respectful and Safe
- Building Belonging, Generosity, Mastery & Independence
- Valuing diversity
- Defending human rights
- Interacting respectfully with students, staff and community members
- Speaking up and reporting incidents that demean others or threaten the personal or emotional safety of individuals or groups
- Respecting the law as it applies to yourself and others

Unacceptable conduct refers to behaviour that interferes with the safe and orderly environment of the school, either person-to-person basis or through social media, including, but not limited to:

- Engaging in incidents of harassment, intimidation, bullying, or discrimination
- Interfering with the learning or orderly environment of the school or function
- Creating unsafe conditions including verbal threats of harm, swarming
- Illegal acts such as: theft or damage to property, possession, or distribution of an illegal or restricted substance, possession, use of a weapon, or physical violence.

AP 344 - Code of Conduct states: "Students with identifiable special needs might be unable to comply with a code of conduct due to having a disability of an intellectual, physical, sensory, emotional, or behavioural nature. Such students may require special consideration in the selection of appropriate forms of intervention to ensure that they are not subject to disciplinary or intervention measures as a direct or indirect consequence of having a special need."

Rising Expectations

Pleasant Valley School staff use the *BC Core Competencies for Social Responsibility* as a tool to assist in the teaching of appropriate social behaviour. There is an outline of progression of expectations held for students as they become older, more mature, and move through successive grades. Students are developing in their abilities to reflect, with evidence, as to where they are in their personal development in each of the three competency areas. We use programs such as *WITS (Walk Away, Ignore, Talk it Out, Seek Help) program, Positive Behaviour Intervention Supports, and Successful Learner Traits* to further develop social responsibility skills. The expectations are educative, preventative and allow for many opportunities to teach the same social skill in a variety of ways.

Consequences

NLPS Inclusion Policy states:

"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

Restorative Practices

- focus on creating conditions for students to learn self-discipline, fix mistakes and return to the group/class/school strengthened.
- respond and address the needs of all involved including those who have been harmed
- encourage the students, as often as possible, to participate in the development of meaningful, interventions through discussion or mediation to replace, repair or make "good" what has been taken, damaged, destroyed and/or defaced.
- help students reclaim their self-esteem through self-evaluation, personal effort, and restitution
- provide opportunities to model leadership

- emphasize the importance of positive relationships in building community and, speak to the obligation we all have to each other to move towards wholeness, restoration, and belongingness.

Participating in a meaningful consequence and may include:

- a ‘do over’ opportunity
- face to face meetings to address the harm done
- group or classroom circles to restore equity, balance, and respect
- an act of service to make a positive contribution to the class, school, or community
- school/community support to learn and practice problem solving or conflict resolution strategies
- reflective/think process that includes the opportunity to create a plan to restore the harm done

Process Elements Expectations

Our expectations are taught at the beginning of each school year in an age-appropriate manner and reviewed throughout the year. Our expectations are also linked to the Successful Learner Traits of compassionate, risk taking, enthusiastic, confident, creative, strategic, industrious, and thoughtful.

Our students, parents and staff have participated in the development and review of the Code of Conduct. The Code of Conduct is readily available to all staff, students, and parents: It is also included in Staff Handbooks, TTOC handbooks, and student planner. It is shared with coaches and involved members of the greater community while acting as ambassadors of the school. They are part of the volunteer guidelines as well as all others mentioned above. AP 312 – Harrassment, Intimidation, Bullying and Discrimination; AP 347 – Sexual Orientation and Gender Identity; and AP 350- Honouring Diversity and Challenging Racism guide the conduct expectations for individuals or groups who act as ambassadors for our school. The Inclusion Policy is the overarching policy that guides the expectations for all. As Pleasant Valley Elementary School’s Code of Conduct is based on Board Policy and Procedure, it aligns with and is compatible with the Codes of Conduct in NLPS.

Processes are in place to monitor conduct to ensure codes reflect current and emerging situations and contribute to school safety. At Pleasant Valley, we monitor student conduct to ensure that the students are learning socially responsible behaviour that reflect current and emerging situations and are contributing to school safety. Problem behavior issues are documented, and data is used to inform staff/students/families of areas needing further attention (individual, small group, or school-wide focus). We use the Code of Conduct, to help address areas of concern by providing the vehicle to teach the concept of rising expectations and rising consequences. We use data from the Student Learning Survey (Satisfaction Survey) and/or school-based climate surveys to help focus school interventions to improve students’ sense that Pleasant Valley is a safe, caring, and inclusive school.

Student Conduct – Specific to Clothing

In accordance with the school district’s Administrative Procedure AP 352 School Attire Expectations (<https://www.sd68.bc.ca/wp-content/uploads/Administrative-Procedures/300/AP-352-School-Attire-Expectations.pdf>), at Pleasant Valley School it is expected that students will dress in a manner that is appropriate and conducive to a positive and safe learning environment. Student clothing should conform to the school Code of Conduct requirements for the intended activity and should not promote drugs or alcohol, display offensive images or language, or encourage discrimination. The wearing of hats is not permitted at school assemblies and at formal school occasions. The wearing of hats at the classroom level is up to the discretion of the classroom teacher.