



**WSÁNEĆ
School Board**

**Policy and
Procedures
Manual**

Subject
STUDENT BEHAVIOUR ON BUS

Section	Revision Date	Original Date
402		Feb. 12/01

POLICY: STUDENT BEHAVIOUR ON SCHOOL BUS

Student behaviour on the **WSÁNEĆ** school buses must never interfere with the bus driver's attention to driving, must be respectful of other students, and must comply with safety regulations.

Guidelines:

1. Student safety is the first priority
2. The right to travel on the school bus is dependent on appropriate behaviour
3. Student safety and behaviour are the WSB's responsibility from entry into the school bus to leaving the bus
4. Student discipline on the school bus is the responsibility of the driver in the first instance. The Principal is responsible for student suspensions from bus transportation.
5. Video cameras may be used to record student behaviour on the bus.

Procedures:

1. Rules for behaviour
 - 1.1 Students must line up at bus stops without dangerous behaviour, and enter and exit bus in orderly manner.
 - 1.2 Bus will not wait for late students.
 - 1.3 While in the bus students must:
 - 1.3.1 Respect the driver
 - 1.3.2 Not block aisle
 - 1.3.3 Refrain from having head or arm (s) out of window
 - 1.3.4 Remain in assigned seat until the bus stops
 - 1.3.5 Not eat
 - 1.3.6 Refrain from excessive noises or the use of profane language
 - 1.3.7 Refrain from physical or verbal abuse towards other bus passengers

Original Policy
First Reading: February 12, 2001
Second Reading: May 7, 2001

2. Discipline
 - 2.1 For infraction of rules of behaviour students will be given a School Bus Behaviour Report slip. This slip must be signed by the care giver and be returned to the bus driver before the student is allowed to board the bus again. The driver will contact the student's care giver when a slip is given.
 - 2.2 If a student receives a second slip in a school year, the slip will be accompanied by a letter giving warning of suspension of bus privileges after a third slip
 - 2.3 One addition Report slip within the school year will result in suspension of bus privileges for a week
 - 2.4 One more slip will result in suspension for the remainder of the school year.
3. Vandalism: Vandalism on the bus may result in immediate suspension
4. Appeal Policy:
 - 4.1 Caregivers may appeal a suspension for the remainder of the school year by writing to the Principal who will convene the Student Discipline Committee to make a decision on the matter. The Committee consists of an Elder, Board Representative, a student family member, and the LTS Home-School Coordinator.



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Subject
CHILD PROTECTION

Section	Revision Date	Original Date
429.1	Mar.9/98	

POLICY: LTS CHILD PROTECTION

The present Child Protection Policy is an interim policy that will be amended when the Band control their own Child and Family Services. In the meantime, the WSB must have a clear protocol to follow in this area. Its main goals are to ensure child safety, and to have Band representative consultation at every step of the child protection process.

At present, eight communities in the Victoria area (Esquimalt, Pacheidaht, Pauquachin, Tsartlip, Tsawout, Tseycum, Sooke and Songhees) are involved in planning to develop a First Nations Child and Family Services agency. Once in operation, this agency will take over responsibilities for child and family services from the provincial Ministry for Children and Families. More responsibilities are outlined in the Child, Family and Community Service Act and will be phased over to the new agency during a period of three to four years.

The agency, to be known as NIL TU,O Child and Family Services, will offer a full range of services under the act, in other words, all of the services that can now be provided by the Ministry. During the phase in period, some cases will be co-managed by NIL TU,O and the Ministry. Towards the end of the phase-in period, NIL TU,O will take over full responsibility for all child protection services in the community.

In order to ensure effective coordination of services, NIL TU,O will have to develop a close relationship with the LAUWELNEW Tribal School and other agencies serving children from the eight communities. This will be done through on-going contact and through the use of protocols for mutual involvement in cases.

NIL TU,O will likely begin its first phase of operation in the summer or early fall of 1998.

Original Policy
First Reading: February 12, 2001
Second Reading: May 7, 2001

The Child and Community Service Act clearly outlines when protection is needed and duty to report.

Child Protection: #13: When protection is needed:

- a) if a child has been, or is likely to be, physically harmed by child's parent;
 - b) if the child has been, or is likely to be, sexually abused or exploited by the child's parent;
 - c) if the child has been, or is likely to be, physically harmed, sexually abused or sexually exploited by another person and if the child's parent is unwilling or unable to protect the child;
 - d) if the child has been, or is likely to be physically harmed because of neglect by the child's parent;
 - e) if the child is emotionally harmed by the child's conduct;
 - f) if the child's development is likely to be seriously impaired by a treatable condition and the child's parent refuses to provide or consent to treatment;
 - g) if the child's development is likely to be seriously impaired by a treatable condition and the child's parent refuses to provide or consent to treatment;
 - h) if the child's parent is unable or unwilling to care for the child and has not made adequate provision for the child's care;
 - i) if the child's parent or guardian has been absent from home in circumstances that endanger the child's safety or well-being;
 - j) if the child's parent is dead and adequate provision has not been made for the child's care;
 - k) if the child has been abandoned and adequate provision has not been made for the child's care;
 - l) if the child is in care of the director or another person by agreement and the child's parent is unwilling or unable to resume care when the agreement is no longer in force.
2. For the purpose of the subsection (1) (e), a child is emotionally harmed if the child demonstrate sever
- a) anxiety
 - b) depression
 - c) withdrawn, or
 - d) self-destructive or aggressive behaviour
3. Duty to Report need for Protection
- 3.1 A person who has reason to believe that a child
- a) has been, or is likely to be, physically harmed, sexually abused or sexually exploited by a parent or other person, or
 - b) needs protection under section (e) to (k)
- must promptly report the matter to the Ministry of Child and Family Services office (250-652-7064).

3.2 Subsection 3.1 applies even if the information on which the belief is based
a) is privileged, except as a result of a solicitor-client relationship, or
b) is confidential and its disclosure is prohibited under another Act.

3.3 A person who contravenes subsection 3.1 commits an offence.

3.4 A person who knowingly reports to the Ministry, or a person designated by the Ministry, false information that a child needs protection commits an offence.

3.5 No action for damages may be brought against a person for reporting information under this section unless the person knowingly reported false information.

3.6 A person who commits an offence under this section is liable to a fine of up to \$10,000 or imprisonment for up to (6) months, or both.

3.7 The limitation period governing the commencement of a proceeding under the *Offence Act* does not apply to a proceeding relating to an offence under this section.

Policy:

WSB Staff, in cooperation with authorized Band staff, must ensure the protection of the children from abuse.

1. Staff of the WSÁNEĆ School Board who have reason to believe that a child is being or is likely to be abused according to the above criteria (see information) must report to the Ministry of Child and Family Services (250-652-7064).
2. Staff **MUST NOT** attempt to carry out their own investigation or involve themselves in counseling with the child.
3. Staff **MUST** keep **ALL** information **CONFIDENTIAL** at **ALL** times.
4. After reporting to the Ministry of Child and Family Services. Staff members must immediately notify the Principal. The Principal must verify that the Ministry has begun consultation with the appropriate Band representative, as a consequence of the WSB Board' obligations to its member communities. The WSB will assume responsibility for this disclosure of confidential information.

Original Policy
First Reading: February 12, 2001
Second Reading: May 7, 2001



**WSANEC
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Subject
CLASS SIZE

Section	Revision Date	Original Date
400		Feb. 12/01

POLICY: CLASS SIZE

Policy: LAUWELNEW class size composition, staffing: To the best of its financial ability, and as a high priority, the WSANEC School strives for small class sizes in order to make individual student attention possible.

Guidelines:

1. This Policy is a guide for planning. The Principals' best judgment and funds available shall determine recommendations to the Board.
2. Which children shall be assigned to which class shall be determined by the Principal in consultation with staff. It is not a Board matter, unless a parent appeal reaches the Board.
3. Maximum class size will take into account, e.g.:
 - 3.1 the range of student needs and abilities
 - 3.2 services other than classroom teaching, e.g. pull-out learning assistance
 - 3.3 the size of physical space
 - 3.4 the extra needs to a split class
4. School District #63 policy on class sizes is to be consulted, but is not a determinant.

Procedures:

The following shall be the main factors to guide the determination of class size:

1. Size without consideration of special needs (K4-Gr.6)

K4:	15
K5:	20
Gr. 1-3	22
Gr. 4-6	26
2. Low/Inc High Cost: counts as 2 FTE with Teacher Assistant help
3. Learning Disability (i.e. 2yrs+belind level): counts as 2 FTE
4. Learning Assistance (i.e. 1 yr+behind level): counts as 1.5 FTE
5. Split class: subtract up to 4 FTE from maximum
6. Split class: subtract up to 4 FTE from maximum

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7. Use of Teacher Assistants: The following is a guide for the Principal's planning. T.A. assignment will also take into account other factors, e.g. behaviour problems:
 - 7.1 K4: Attendance 1-7: Teacher alone;
8-12: 0.5 FTE T.A.;
12-15: Full time T.A.
T.A. Needs determined daily
 - 7.2 K5: Attendance 1-10: Teacher alone;
10-15: 0.5 FTE T.A.;
15-20: Full time T.A.
 - 7.2 T.A.'s may be used in class or for individualized instruction
8. Class size of Middle School (Saanich Leadership Program Grades 7-9): No consideration for learning needs, other than major disabilities (High Cost/Low incidence.): 1 FTE teacher per 15 students.



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Subject

Field Trip Policy for Non-staff Chaperones & Students

Section	Revision Date	Original Date
461		Nov. 9/98

POLICY: FIELD TRIP POLICY FOR NON-STAFF CHAPERONES AND STUDENTS

All school field trips are supervised by school staff. All school rules apply to students while on a school field trip. Other rules as agreed upon by students, chaperones, and school administration are in effect for the duration of the field trip.

1. These rules are:
 - 1.1 Students are to treat chaperones respectfully at all times.
 - 1.2 Students are to treat other students respectfully at all times.
 - 1.3 Absolutely no consumption of alcohol beverages or use of drugs by students.
 - 1.4 All excursions must be under the direct supervision of a chaperone at all times.
2. School staff and community members assigned to chaperone a school Field trip are required to abide by the following code of conduct:
 - 2.1 Chaperones are to treat students respectfully at all times.
 - 2.2 Absolutely no consumption of alcohol or use of drugs.
 - 2.3 Chaperones are to seek assistance from one another in a situation of conflict with a student.
 - 2.4 Chaperones are to deal with student misbehavior in a judicious manner. Physical or verbal abuse will not be tolerated. All incidents of student misbehaviour and the resultant consequence are the sole responsibility of school staff.

Original Policy
First Reading: February 12, 2001
Second Reading: May 7, 2001

- 2.5 Chaperones must void potentially compromising situations, e.g. being alone with a student.
 - 2.6 Chaperones are to complete a report of the field trip. This may be done collaboratively or individually.
 - 2.7 All chaperones must familiarize themselves with policies governing student behavior.
 - 2.8 Chaperones are expected to supervise the students for the duration of the field trip unless alternate arrangements are agreed upon by all chaperones prior to departure.
 - 2.9 All students are to be treated equally regardless of familial connections during the field trip.
3. Chaperones must have undergone a Criminal Record check.
 4. Selection of chaperones will be done by the Principal. Chaperones will be chosen on the basis of previous volunteer involvement with the school.



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Subject

LTS: STUDENT HEALTH

Section	Revision Date	Original Date
429		Dec. 13, '96

POLICY: HIV

The WSB is committed to protecting the privacy of possible HIV carriers among its staff or student body, and to supporting such persons with the resources at its disposal. At the same time the Board is committed to protecting the health of its staff, students, and community by promoting awareness and safe practices.

Regulations:

1. All information acquired by any staff member about possible HIV carriers among students and/or staff of the WSB programmes is to be kept confidential.
2. Community and/or media inquiries about the presence if HIV carriers Are to be referred to the Administrator, who will check with the Chairperson before giving out any information.
3. All staff members are required to practise Universal Precautions, Including:
 - 3.1 Wearing disposable latex gloves when dispensing first aid, especially with open cuts. Wash hands immediately after removing gloves.
 - 3.2 Washing hands immediately after accidental exposure to blood.
 - 3.3 Covering cuts
 - 3.4 Using absorbent material to stop bleeding.

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First Reading: February 12, 2001
Second Reading: May 7, 2001

- 3.5 Immediately cleaning blood soiled surfaces and disinfecting with bleach solution. (Household bleach kills HIV)
- 3.6 Machine washing blood stained laundry separately in hot soapy water.
- 3.7 Placing blood stained materials in sealed plastic bags and discarding in a lined garbage container.
4. No student or staff member may be dismissed on account of HIV Infection, unless the behaviour of that person causes clear danger to others.
5. An information session for all staff on the details of the disease will be Held at the beginning of each school year.
6. The board will promote HIV awareness in the Saanich First Nations Communities by supporting CRD and other information sessions.



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Subject
SUSPENSION/EXPULSION

Section	Revision Date	Original Date
400		Feb. 12/01

POLICY: SUSPENSION/EXPULSION

The **WSÁNEĆ** School Board (WSB) has the right to suspend or expel a student who interrupts the learning program or jeopardizes the safety and/or health of students and/or staff.

Definitions:

1. In-school or internal suspension: the temporary removal of a student from the regular program and placement in an alternative program, such as another classroom within the school, for a period not exceeding one day.
2. Out-of-school or external suspension: the temporary removal of a student from all classes of instruction on the school grounds, and all other school-sponsored activities, except as authorized by the Principal or the Principal's designate, for a period not exceeding five school days.
3. Indefinite suspension: the temporary removal of a student for more than five days.
4. Expulsion: the removal of the right to attend ŁÁUWELNEW Tribal School (LTS) for the remainder of the school year and possible longer.
5. Student Discipline Committee: an adhoc committee, convened by the Principal, and consisting of at least an elder, a Board representative, a family member of the student involved, and the LTS Home-School Coordinator. The Committee sets the time period for indefinite suspension and makes recommendations to the Board regarding expulsion.

Guidelines:

1. In-School and Out-of-school suspensions are assigned by the Principal. Indefinite suspensions are set by the Discipline Committee. Only the Board of Directors of the WSB can expel a student.
 - 1.1 Counselling: Principal may recommend that student receives counseling as a condition of continued enrollment.

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First Reading: February 12, 2001
Second Reading: May 7, 2001

2. Normally, suspension and expulsion are extreme measures employed after other corrective strategies have failed. However, some conditions may require immediate action.
3. The WSB has a zero tolerance policy for the possession of alcohol or other drugs and for violence. The WSB reserves the right to involve law enforcement agencies in such cases.

Procedures:

1. Communication: the Principal shall make a good faith effort to inform the students' care giver immediately by phone of an out-of-school suspension, and follow up with a written communication delivered by the Home-School Coordinator within 24 hours. If it becomes necessary to consider an indefinite suspension, the Principal will also inform the WSB Administrator and will convene the Student Discipline Committee as soon as possible.
2. In the case of out-of-school suspensions and indefinite suspensions the School shall provide school work and some tutoring for the student.
3. When a student who is expelled from another school requests enrolment in LTS, the Principal:
 - 3.1 Shall recommend to the Board whether the student shall be admitted, and;
 - 3.2 If the student is admitted by the Board, shall record the expulsion from the former school in the student record.
4. When the Principal wishes to recommend expulsion, the Principal shall first recommend indefinite suspension to the School Discipline Committee, and subsequently recommend expulsion to the Board.
5. Re-admission of expelled student: the Student Discipline Committee shall recommend conditions for re-admission to the Board.

Appeal:

A care giver may appeal an out-of-school suspension by writing to the Administrator who may request the Principal to convene the Student Discipline Committee as soon as possible. A care giver may appeal an indefinite suspension given by the Student Discipline Committee by writing to the WSB Chair who will ask the Board's Policy Committee to consider the matter at its next regular meeting and make a recommendation to the Board.