



SEA VIEW ELEMENTARY / JUNIOR SECONDARY SCHOOL HANDBOOK

2022-2023



Box 260, 1120 Nigei Street
Port Alice, BC V0N 2N0
Phone: (250) 284-3315
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School Website: www.sves.sd85.bc.ca

School Facebook Page: @SVEJSS

School District Website: www.sd85.bc.ca

Our Mission Statement

"Working together we strive to ensure individual student development through effective education, creating a community of life-long learners in a changing world."

Sea View Elementary / Junior Secondary School Handbook

This booklet will help you get know our school. If you have questions, please feel free to contact the school.

School Goals

- 1) to increase all students reading fluency and comprehension through targeted programs and interventions
- 2) to increase outdoor learning opportunities for students
- 3) to increase flexible thinking skills in students with the purpose of developing their resiliency.

At Sea View, we will continue to integrate the First Peoples' Principles of Learning, Knowledge, and Perspectives into all areas of learning. The school will also be continuing to find ways to grow our community connection.

Sea View Code of Conduct

At Sea View School we have a few easy-to-learn rules to help keep our school environment a happier and safer space for everyone. Parents are requested to review the school code of conduct with students at home. The code of conduct can be summarized by the acronym **SEA**:

Safe
Empathetic
Accountable

Student Contact Information

Please make sure that your child's contact information is up to date. At the beginning of each school year an information update form is sent home so that parents can provide us with current phone numbers, cell numbers and emergency contacts. It is important for us to be able to contact parents when needed.

Safe Arrival of Students

For your child's safety, please contact the school office at 250-284-3315, or your child's teacher, if he/she is going to be significantly late or absent. If you prefer, you can contact the school via email: sves@sd85.bc.ca. Contacting the school will eliminate unnecessary calls from us to determine your child's safety. For prolonged absences, parents/guardians may wish to obtain work for their child. This can be done by contacting the child's teacher and arranging to have the work picked up from the school.

Please have students sign in at the front office if they arrive late to school.

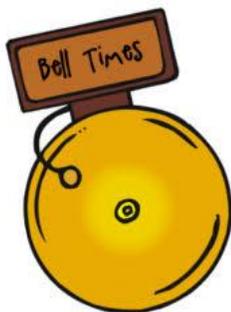
Student Attendance

Attendance is taken by classroom teachers at the start of every day and after lunch. Regular attendance is expected and fundamental to academic success. Students who are sick or exhibiting new symptoms of illness (including symptoms of COVID-19 or gastrointestinal illness) should stay home and follow the BCCDC guidelines. They may return to school when they are no longer required to self-isolate as long as symptoms have improved, their fever has resolved **without** the use of fever-reducing medications, and they are well enough to fully participate in regular activities. Should a student become ill at school, the procedures outlined in the school's Communicable Disease Prevention Plan will be followed.

Bell Schedules

Monday – Thursday:

Warning Bell	8:40
First Class	8:45
Recess	10:30 - 10:45
Lunch Time	12:00 - 12:45
Warning Bell	12:45
Class Begins	12:50
Dismissal	3:01



Friday:

Warning Bell	8:40
First Class	8:45
Recess	10:30 - 11:00
Dismissal	1:00

Parent Advisory Committee (P.A.C.)

Sea View Parent Advisory Committee meetings are open to all parents; PAC is dedicated to giving Sea View students the best education possible. We are committed to building positive experiences through communication between staff, parents, and children.

What Do We Do?

P.A.C. fundraises to give our children more opportunities with technologies, class field trips, swimming lessons and more.

P.A.C. meets every month and welcome new parent participation. All parents are welcome.

If you have questions, please e-mail us at seaviewpac@hotmail.com and keep an eye out for upcoming meeting dates in our newsletter.

Parent Volunteers

Parent volunteers are an important aspect of the educational environment at Sea View Elementary Junior Secondary School. They are called upon to help with special projects and to help with classroom projects. Our school is always looking for volunteers to help with our breakfast-club. Please contact the office for more information if you are interested in helping with the breakfast club.

*Criminal Record Checks - All parents volunteering at Sea View are required to have a criminal record check completed and submitted to the school every two years. Appropriate forms can be obtained from the local RCMP office.

Breakfast Club

Students can access a healthy breakfast at the start of the school day. This initiative is generously supported through community donations, grant funding, and school-based fundraising, and is part of our unique “Healthy, Hungry Kids Program”.

Healthy, Hungry Kids Program

Sea View School has a school-wide focus on making informed, healthy choices in conjunction with hands-on learning. Out of this vision, our Healthy, Hungry Kids Program (HHKP) has been created to provide on-going opportunities for students to develop a greater understanding of food literacy. Food literacy involves:

- learning how to grow, harvest, prepare and preserve healthy foods
- making healthy food and drink choices based on a growing understanding and awareness of nutrition
- developing safe, hygienic kitchen habits

Lessons take place in the classroom, in the community, in our school gardens, and in the school kitchen.

Lunch & Noon Hour Supervision

Students may stay at school for lunch. Lunch students are expected to remain on the school ground during the entire lunch hour. Students who wish to leave the school grounds during the lunch hour must bring a note from their parent or guardian. The lunch hour begins at 12:00 noon when the bell rings. Students eat their lunch in their classrooms. At 12:20 students will go outside for some fresh air. We encourage all students to eat a healthy lunch and to **be green** by using reusable containers as much as possible to help reduce litter. Please send food to school that students can eat right out of their lunch bags as

heating lunches takes away from their time to eat.

Note: We are a **nut free school**

Do not send nut or nut products for snacks or lunches. We have students and staff members with severe nut allergies. Students are reminded to wash food residue off their face and hands before coming to school. Thank you for your understanding.



Inclement Weather

Weather conditions in this part of the world are often wet. Please ensure that your child is dressed for outside play in wet conditions. Inside recess and lunch breaks only happen on **very wet and stormy** days. We provide outdoor or indoor supervision, but do not have the personnel to provide both. We suggest that all students have a change of clothes available in school, as well as rain gear which can be left at school. Make sure all clothing has the student's name on the label and is preferably inside a large Ziploc bag (to keep it contained).



Place-based Learning for All Grades

At Sea View School, we love where we live & learn! There are many opportunities close by for rich learning experiences when lessons take place in diverse environments. The community, the beach, the forest, and the school gardens, all complement our classroom lessons. Permission forms are sent home at the start of the year to give students consent to learn offsite in our local environment.

Flexible Learning Environments

Learning can take place anywhere, not just in classrooms. Subject areas are increasingly integrated (as opposed to being taught as separate courses). The use of technology has also changed how teachers teach and students learn. Multi-grade groupings are well-suited for developing the core competencies of the BC Curriculum.

Field Trips

Teachers bring "learning to life" by taking students on walking (local) or bussing field trips. An opportunity to participate in most field trips is considered a privilege. Student behaviour, attitude and effort in school may determine participation in field studies.

School Computers

Computer technology is integrated into many subject areas. Permission for students to use the computers and to access the internet is covered in the FOIPOP form. Sea View School provides wireless network access in school to assist students with learning opportunities. Students must understand that the use of devices in the classroom is for instructional use only **and** at the teacher's discretion. Students are not permitted to check personal e-mail or engage in social media while at school. As per the Student Code of Conduct, students are asked not to bring personal electronic devices to school. **If you choose to send your child with a personal electronic device, it is to be kept in their backpack at all times and the school will not assume responsibility for it.**

Learning Commons

Formerly known as the school library, the learning commons is a space where students can easily search and check out books. They may also work on collaborative S.T.E.M. (Science, Technology, Engineering, Math) projects, listen to stories, and do some research. The learning commons is available to all students. Please take good care of our library books and return them promptly so others can also enjoy them.

If a book gets lost or damaged, a letter will be sent to parents requesting payment for its replacement. Included is a \$10.00 processing fee, to cover the shipping cost of the new book.

Learning Assistance

Our Learning Assistance Resource Program is designed to provide services to Sea View students through assessment, direct instruction and consultation. The goal of the program is to identify and meet student needs for academic success. Parents, students, teachers, the Learning Assistance Resource Teacher, and support staff meet to develop Individual Education Plans (I.E.P.'s) for students with specific learning needs. Mrs. Peterson is the Learning Assistance Resource Teacher at Sea View School.

Elementary School Counselling Services

The District's Elementary School Counsellor provides counselling services for students at Sea View School. Parents may request counselling for their child and must complete a written consent form before counselling begins. The

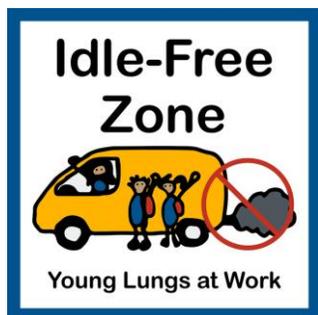
focus of school counselling is to enhance a child's healthy social-emotional development.

Procedures for Visitors and Parents at School

Our school follows BC's Safer School's guidelines and as such only leave our front door unlocked (unless we are away from the office). All visitors are required to check in at the office when entering the school. We ask that parents/guardians call to make an appointment with the staff member they wish to speak to ahead of time.

Out of respect for the learning environment, parents and visitors are not to enter a classroom during school hours unless invited by the teacher. Any parent dropping off a lunch are asked to do so at the office. Parents arriving before the dismissal bell are asked to remain outside to limit the number of people entering the building.

Parking



The parking lots at the main and upper buildings are for the use of visitors and staff-members. There is a student-drop off/pick up lane on Nigei Street, and **parents should not be driving into the parking lot to drop off or pick up students.** While waiting for your children, please do not leave your vehicle's engine running; Sea View School is an "Idle Free" zone.

Bicycles and Other "Wheels"

Bicycle racks are located outside the lower building. Students are not allowed to use bicycles or other wheeled modes of transportation (including wheeled skates or shoes) during the school day. Wearing a helmet is mandatory while riding a bicycle to and from school, and good practice when using other "wheels".

Some Additional Considerations:

Scent Free

Sea View School is a scent free environment. Your continued support and respectfulness for our learning environment is appreciated.



Administration of Medication in Schools

In order to maintain a uniform, safe, and efficient way of dispensing medication

at school, parents must have a Medication and/or Treatment Data form completed by their doctor if their child takes medication during the school day. This procedure complies with school board policy (5-20) and refers to medication that is taken on a regular or emergency basis. All medication will be administered and tracked by the office. If you have any questions, please call the school principal. Where applicable, the child is encouraged to wear a Medic Alert bracelet.

Head Lice

To prevent the spread of head lice among children at Sea View School, we ask that you check your child's head regularly (once each week or two) for the presence of head lice. If you detect head lice, please notify the school and treat immediately. Early detection and appropriate treatment will significantly limit the spread of head lice in our school.

Dress Code

We ask that students dress comfortably for the school environment. They will go outside and should also dress for the weather. Rain gear is recommended for all students. Clothing for all students should cover the midriff, have substantial coverage of the upper body, and be free from profanity and not contain images of drugs or alcohol.

Emergency Procedures

Our school participates in regular fire, earthquake and lockdown drills. In each situation students follow a specific set of guidelines for safe behavior. Should we have a real emergency students will be familiar with the routines. Each family should have an emergency plan in place and each child should know where and who to go to during an emergency. In the event of an emergency at school, students will only be released to parents, emergency contacts or emergency services when it is safe to do so.

Power Outage

In the event of an overnight or early morning power outage, children should attend school unless it has been communicated that the school is closed. If the power goes off during school hours, students will continue to receive instruction until parents have been notified of an early dismissal. School closure information will be broadcast, if possible, on CBC radio (95.5 FM) and local radio (1240 AM). Information will also be posted on the district website if possible.

Fire Drill Procedures

1. **Leave** the school in single file via outside classroom doors or the closest exit.
2. Staff close doors and windows.
3. **Proceed quietly outside and line up** classes on the large grass playing field.
4. There should be “**no talking**” during the drill. This will allow students to hear any additional instructions.
5. **Students in hallways, washrooms or visiting other classrooms** will leave the building by the nearest outside exit and rejoin their teacher and classmates on the grass playing field.
6. **Teachers will count students** and compare with the day’s attendance.
7. Teachers will send a runner to the adult wearing the Hi-Vis vest (principal, or secretary) with the attendance count and the name(s) of any missing students.
8. **Students and staff return to classroom when the clear signal has been sounded.**



Lockdown Drills

There are two types of lockdown drills. In a Caution Lockdown drill, all students are in classrooms, doors are closed and locked, and instruction continues as usual. In an Immediate Lockdown drill, students take cover within their locked classrooms, blinds are closed, lights turned off, and the classroom is silent until safety has been re-established.

Earthquake Drill Procedures

1. Assume the “CRASH” position: **drop** on knees, **tuck** head down, **cover** your head with your hands or with a book.
3. **Take cover under a desk or table** (if possible).
4. **Face away from windows.**
5. **Count aloud to 60 when the shaking has stopped.** This is to allow for aftershocks to happen. Also counting aloud is calming.
6. **Evacuate the building in single file** (only when instructed by teacher or other staff).
7. **Keep calm and move to the designated area** (playing field - same as fire drill).
8. **Teachers will count students** and compare with the day’s attendance.
9. Teachers will send a runner to the adult wearing the Hi-Vis vest (principal, or secretary) with the attendance count and the name(s) of any missing students.
10. **Do not go home without permission.**
11. **Return to the classroom when the all-clear signal has sounded.**

12. When the class returns to the classroom, **talk** about earthquakes and the drill.

Communication Between Home and School

Teachers at different grade levels will establish their own routines for communicating with parents on a regular basis. Please be aware of the tools and routines used by your child's teacher to ensure you are informed and receive important notices, etc. Examples of communication tools may include home-school communication books, e-portfolios, and/or class newsletters. Please make note of the ways in which you are invited to contact the teacher.

School Newsletter

Once a month a whole-school newsletter will be issued, relaying special events and important dates. Newsletters and updates (when necessary) are sent out and posted electronically. Let us know if you do not have internet access so a hardcopy can be sent.

Facebook Page

Be sure to 'like' our Facebook page for all the latest events and activities at Sea View School. (<https://www.facebook.com/SVEJSS/>)

School Website

Please take a few minutes to familiarize yourself with the school website. Information will be kept up to date, newsletters, important dates etc. will be posted here. (<http://sves.sd85.bc.ca/>)

2022/23 SCHOOL CALENDAR

2022

September - 17 days

School-Based In-service	Tuesday, Sep 6
Schools Open	Wednesday, Sep 7
National Day for Truth and Reconciliation	Friday, Sep 30

October - 19 days

Thanksgiving	Monday, Oct 10
Provincial Pro-D	Friday, Oct 21

November - 20 days

Remembrance Day	Friday, Nov 11
District Pro-D	Friday, Nov 18

December - 12 days

Christmas Break	Monday, Dec 19 to Friday, Dec 30
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2023

January - 20 days

In-Service	Tuesday, Jan 3
Schools Re-open	Wednesday, Jan 4

February - 18 days

School-Based Pro-D	Friday, Feb 10
Family Day	Monday, Feb 20

March - 13 days

Spring Break	Monday, Mar 20 to Friday, Mar 31
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April - 18 days

Schools Re-open	Monday, Apr 3
Good Friday	Friday, Apr 7
Easter Monday	Monday, Apr 10

May - 21 days

District Pro-D/In-service	Friday, May 5
Victoria Day	Monday, May 22

June - 21 days

Administrative Day	Friday, June 30
Schools Close	Friday, June 30

Amended: April 11, 2022



"Bringing Learning to Life"

www.sd85.bc.ca



Summary of 2022-2023 School Calendar

Instructional Days	179 days
Professional Development Days	3.75
In-service Days	2.25
Administrative Day	1

Total Days in Session 186 days

Days of instruction are different than "days in session". Days in session are days that school is "open" but the students are not necessarily in attendance. On a "day of instruction", students are to be in attendance and under supervision for the purposes of receiving

Prescribed Minimum Hours of Instruction

In accordance with the School Calendar Regulation, 2022/23, a Board of Education must offer not less than the following hours of instruction in a school year to students enrolled in the schools in its district:

853 hours of instruction for students in Kindergarten
 878 hours of instruction for students in grades 1 to 7
 952 hours of instruction for students in grades 8 to 12

Special events are updated in our newsletter.
 Check our web page at <http://sves.sd85.bc.ca> or like us on Facebook.



PARENTS' CHECKLIST:
Important Ways I Help My Child
Do His or Her Best Learning at School



1. I smile when I look at my child. I greet him like he is the most precious part of my life – because he is – and I want him to know it without a doubt.
2. We make a healthy breakfast – or we get to school in time for her to enjoy Breakfast Club.
3. My children walk or bike to school. The fresh air and exercise, and the bit of responsibility and independence is a good thing – even in the rain! When I'm nervous about them going, I walk or bike with them.
4. We pack a wholesome snack for recess – something that will make my child healthy **and** happy.
5. We save on juice and other packaged beverages – the water at school is fresh, free, and free of packaging. Water is the healthiest of all beverages, its good for regulating my child's energy levels, and for promoting brain health. And re-usable water bottles are welcome at school.
6. I limit my child's screen time and encourage him to engage in active, constructive play. Physical & imaginative play is healthy AND necessary for my child's social, emotional, mental and physical development.
7. I spend time conversing with my child every day - about whatever is important to her.
8. I help my child prepare for tomorrow by establishing routines. Homework is complete before he is tired. My child empties and repacks his own backpack so everything needed is ready to go in the morning.
9. We read together every day. It's a special time.
10. We end the day on a happy or thankful note.
11. Establishing healthy sleep habits are important. I make sure all electronics are left on the kitchen table when my child goes to bed.



"At the end of the day, the most overwhelming key to a child's success is the positive involvement of parents." Jane D. Hall

I am thankful for you.

With numerous cougar sightings occurring in populated areas on Northern Vancouver Island, please ensure your children are aware of the recommended behaviour should a cougar be encountered.

IF YOU ENCOUNTER A COUGAR

- Remain calm.
- Don't run.
- Face the cougar. Don't turn your back on the cougar. Stand up.
- Make yourself look bigger – raise your hands overhead. If you have a jacket or a backpack hold it up so you look even bigger and bulkier.
- Throw things at the cougar if it's close enough.
- Smile, show the cougar your teeth – to the cougar you're displaying weapons.
- Yell, shout and make intimidating noises – your goal is to convince the cougar that you are NOT prey, and may in fact be dangerous.

While there are active cougar sightings, we recommend that elementary students should be in groups when playing or walking outside. Our Conservation Officers will actively respond to reported cougar sightings around residential neighbourhoods and schools.

IF YOU ENCOUNTER A BEAR

Stay calm

If the bear sees you, talk in a low, calm voice and then regardless if it has seen you or not:

Back up slowly

Never turn your back on a bear. Do not run. Running could trigger an attack.

Do not stare

The bear will interpret a direct stare as a challenge.

Give the bear space

Make sure the bear has a way to get away, and that you are not blocking access to a bear's cubs or its food.

To report a conflict with wildlife that threatens public safety please call 1-877-952-7277 as soon as possible.