

Pacific Coast School 2024/25

Our Place in Space

Staff Handbook

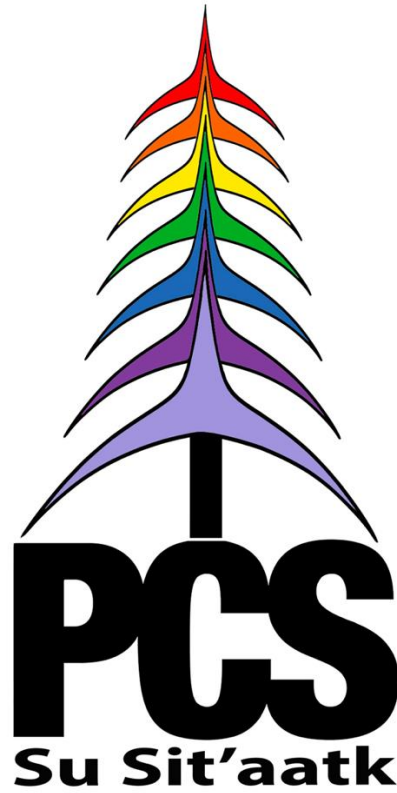


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Code of Conduct

PACIFIC COAST SCHOOL

Pacific Coast School's Code of Conduct has been established to maintain a safe, caring and healthy learning environment.

As members of the school community it is our responsibility to demonstrate positive conduct and refrain from unacceptable behaviours. All members of the school community have an obligation to act in a respectful manner at all times. This means behavior that:

- Supports learning
- Promotes safety
- Respects property, environment, personal space and privacy
- Models respect
- Does not discriminate against others on the basis of race, religion, sex or sexual orientation, disability, or for any other reason set out in the Human Rights Code of British Columbia, nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the basis of any such grounds.

PCS Students' Rights & Responsibilities

We aim to maintain a safe, caring and healthy learning environment.

PCS expects all community members to exhibit behaviour that:

Supports learning ~ therefore students have the:

- **RIGHT** to receive an appropriate education
- **RESPONSIBILITY** of being an active partner through on-time, regular attendance

Promotes safety ~ therefore students have the:

- **RIGHT** to a safe and secure learning environment
- **RESPONSIBILITY** to behave in a manner which does not distract, disrupt, offend, endanger others or cause damage to property and/or equipment

Respects people, property and the environment ~ therefore students have the:

- **RIGHT** to be treated with dignity and respect by all members.
- **RESPONSIBILITY** to treat all members with dignity and respect.
- **RIGHT**, unless removed by due process, to participate in all classroom and extracurricular activities.
- **RESPONSIBILITY** to follow school procedures and the Code of Conduct at all times

The following behaviours are considered unacceptable:



Interfering with the learning of others

- Being disrespectful or using threatening language
- Engaging in acts of bullying, harassment, discrimination, and/or violence (including internet communication).
- Bringing weapons, including toys and replicas, to school
- Participating in unsafe and/or illegal acts (i.e. attending school under the influence of drugs or alcohol)
- Destruction of property

Whenever possible, breaches of the Code of Conduct will be resolved by discussion, mediation and/or restitution. For each incident, every effort will be made to support those individuals that have been involved, including those affected and/or those who reported.

If the safety or education of others is compromised, or if there is ongoing failure to meet the expectations of the Code of Conduct, this will result in a range of consequences. These may include, but are not limited to, the following: referral to the SD 52 District Discipline Committee, change of program, change of school, suspension, expulsion or involvement of police and/or government agencies when necessary.

All members of the Pacific Coast School community have the right to be treated fairly and consistently, and should know and understand this Code of Conduct.

The Pacific Coast School's Code of Conduct applies to each and every student; however, individual circumstances involving an identified special need will be considered when applying consequences of the school code of conduct.

ALCOHOL, CANNABIS AND/OR ILLEGAL DRUGS

The Board of Education and PCS does not condone the use of illegal drugs, cannabis and/or alcohol in district schools or school sponsored activities regardless of whether the activity takes place inside or outside of the district's geographical boundaries.

PCS takes a harm reduction approach to the use of drugs by all members of its community and views the inappropriate use of drugs, including alcohol and cannabis, as a mental and physical health issue, not as a criminal or disciplinary issue. PCS understands that many of our community members are affected by a range of drug usage by themselves, their peers or family around them. PCS's primary goal is to promote the health and well-being of all those affected. Any plan implemented will take into consideration the nuances of each particular case and through the lens of health and well-being promotion. PCS understands that working through trauma and addiction is a life-long process of successes and learning moments. PCS will provide low-barrier access to all students struggling with trauma and addiction.

Every instance of usage of drugs, cannabis, alcohol or intoxication by students will be treated on an individualized basis; however, all instances will go through the following procedures:

1. The student(s) will be separated from the general student population in another room.
2. The student(s) guardians will be contacted to take the student home.
3. The student(s) will not be permitted to leave until a guardian comes to pick them up.
4. The student(s) will have a meeting with the school Well-Being and Health Team to work out next steps.



- a. Guardians will be invited to attend a family meeting at the school as soon as possible. This meeting will include the Well-Being and Health Team.
- b. Discussion and development of an individualized program to be completed by the student, taking into account the age and developmental needs of the student. This program may include:
 - i. Work from teachers.
 - ii. Inquiry work developed collaboratively between the student and Well-Being and Health Team.
 - iii. Restitution.
 - iv. Packaged material re: drug, cannabis and alcohol use and abuse.
 - v. Other at the discretion of district faculty and administrators.
- c. Discussion regarding ongoing supports to the student and family as necessary, for example, continued counselling, academic support, treatment options, medical assistance, etc.

ATTENDANCE

It is essential that students **sign in** when they arrive at school and that they **sign out** when they leave the building. This will ensure that they are included in the event of an emergency. Also, the school is required, by law, to maintain accurate attendance records.

Student success is highly correlated to regular attendance. The school expects regular attendance and keeps records of attendance for each student.

It is the responsibility of the parent or guardian and/or the student to inform the school about absences for any reason by phoning 250-624-3228 or messaging the school through email or our Facebook Page. Students with poor attendance may be removed from the active roster to enable other students to attend.

Appointments for the doctor, dentist, etc., should be arranged for times outside school hours where possible. Students who must leave the building for any reason during instructional time **must** sign out. Parents are strongly discouraged from taking students on extended vacations during school time.

ATTENDANCE

PCS no longer offers online courses. This is discouraged as we have found that students have the most success when they are physically attending classes and working with our staff/faculty in person; however, arrangements can be made for students to do work offsite and attendance can be calculated through our online learning management system: Moodle and/or Microsoft Teams. Students are still required to communicate with their teachers regularly (at least once/week) and will be expected to meet in person with his/her teacher(s) throughout the year. Meetings with your teacher can be arranged for outside school hours up to 4pm.

Feedback and re-admission of work are key components of learning. Therefore, teachers will not accept the bulk of online course work for assessment unless there is reasonable time for marking and resubmission. This means if you submit most of your work on the last day, you will likely not pass your course but will be considered in progress.

PUNCTUALITY

PCS offers a variety of models to students to access their education. Our current timetable is three classes a day. While students are admitted into school at any time students are expected to stay until regular scheduled breaks once they are in the school. The only exception being counseling, doctor, dental or other approved appointment. Hair, nail and other



grooming appointments do not count. If you are unsure talk with the principal. If students do choose to leave during an unscheduled break they will have to wait until the next scheduled break to be re-admitted. If a student comes in during a non-break time it is expected they will be non-disruptive and begin participating in whatever activity is happening at the time.

DISHONESTY

Theft and cheating are serious infractions of school rules and all instances will be referred to administration. Theft may result in a restorative justice process. Cheating or plagiarism will result in loss of assignment credit. Repeated cheating or plagiarism may result in loss of course credit in addition to other consequences.

DRESS CODE

PCS understands that a family's/person's decisions about dress is an expression of their individuality, socio-cultural norms, economic factors and can be deeply connected to a person's self and cultural identity; all PCS students have a right to learn in a safe, equitable, welcoming and inclusive environment. PCS acknowledges that dress codes have traditionally, and disproportionality, punished marginalized, racialized, female identified and transgendered persons. Furthermore, dress codes have created differential treatment and promoted sexist, cisnormative and heteronormative biases through the process of shaming within society. Thus, PCS's dress code is meant to promote an inclusive and equitable society.

- a. The primary responsibility for a student's attire resides with the student and their guardians.
- b. Clothing which depicts or alludes to drug, cannabis and/or alcohol use will not be permitted.
- c. Clothing which depicts or alludes to the promotion of violence, racism, sexism or any prejudice or bigotry will not be permitted.
- d. Clothing which depicts lewd images or language will not be permitted.
- e. Clothing must sufficiently cover your body
- f. Clothing must not obscure the face.
- g. Clothing must adhere to the safety requirements of the activity in which the student is participating, i.e. woodshop, science lab, etc.

INTIMIDATION/THREAT/VIOLENCE

The school attempts to maintain a safe, secure, inclusive and equitable learning environment for all students and staff in which they will be free from violence, harassment and intimidation. Incidents of this nature will be dealt with in accordance with District policy. The result could be a lengthy suspension including and up to expulsion from the School District 52. Every effort will be made to support those involved and come to resolution which promotes the health and well-being of our PCS and Prince Rupert community.

RESTRICTED ITEMS

The following items are restricted and/or prohibited in school and will be confiscated. Repeated infractions will result in confiscation for longer periods of time. Parents will be required to come in to pick up the item:

- Knives, guns, or any items normally classified as weapons, including toys and replicas
- Laser pointers and lighters (will not be returned)



- Wheeled devices
- At the discretion of staff, personal listening devices and other electronics may be used during regular classroom hours.

CELL PHONES / DEVICES

Cell phones / devices are permitted during school time; however, the use of cell phones / devices must not distract the user, or others around the user, from their learning. If a staff member believes that the use of a cell phone / device is distracting the user, or others around the user, from learning, they will direct the student to put the cell phone / device away. The expectation of the student is to put that cell phone / device away when asked and without being disrespectful to the staff member asking. If a student is being disrespectful to a staff member that student may be asked to leave for the day. Students will be reminded up to three times to put their cell phone / device away. After three times the student will be given two choices:

- a. Putting the cell phone / device into the office.
- b. Leaving PCS for the day.

Deciding whether or not a cell phone / device is distracting from the learning environment is up to the discretion of the teacher/staff member. Regardless of the student's perception of the "rightness" or "wrongness" of the direction by the staff member it is expected that the student will listen to that direction. If the student wishes to further discuss the "rightness" or "wrongness" of the direction they must wait until after school to have that discussion with the staff member. The student and/or staff member can request another staff/teacher/administrator be present for the discussion.

TECHNOLOGY USAGE

Students are required to use available technology in a manner that is respectful of themselves and others. Misuse of technology both on and off school property may be subject to discipline if it negatively impacts the school environment. This would include bullying and harassment via chat lines, social networking sites, and/or web pages. Students must use good judgment when using the internet as a research tool.

Students will need headphones while working on their online courses. Some of the courses require them to watch videos (YouTube/Vimeo) or listen to audio recordings. Students are allowed to listen to music so long as they are wearing headphones and they are not disrupting the learning environment for themselves or another student.

The expectation for students is to use technology for learning purposes during instructional time. Watching YouTube videos, playing games, reading blogs or any other technological activities which are unrelated to the learning taking place will not be allowed during instructional time.

iPads need to be used appropriately and settings are not allowed to be changed.

If there is an issue with a piece of technology bring it up with a staff member. DO NOT attempt to fix the problem yourself.

VANDALISM



Acts of vandalism and damage to school property will be subject to, but not limited to, a range of consequences including: cleaning it up, replacing and/or paying for damage done, or other disciplinary actions including, and up to, suspension and expulsion. In every instance every effort will be made to promote the well-being and health of everyone effected and our community.



General Information

SCHOOL HOURS

8:15 am – 4:00 pm

No student is allowed in the building after school or on weekends unless there is a teacher or other designated adult in charge.

OFFICE HOURS

The school office is open from **8:45 am – 3:00 p.m.** No student is allowed in the building after school or on weekends unless there is a teacher or other designated adult in charge.

BICYCLES

Bicycles and other wheeled devices are not to be brought into the school. There is a bike rack near the entrance to the Mall by PCS and near The Fresh Onion. Please lock your bicycle up there. The school assumes no responsibility for bicycles.

CHANGE OF ADDRESS/TELEPHONE

Please inform the secretary of any changes. The secretary can be contacted through the following means:

- Visit the PCS Office
- Phone: (250) 624-3228
- eMail: Margaret Wesley <Margaret.Wesley@sd52.bc.ca>

EMERGENCY DRILLS

In the event of an emergency, students **must** leave the school promptly and quietly using the nearest exit route. Students **must** then gather across the side street from the Mall beside the City West Building for fire drills or in the Upper Rupert Square Parking Lot for earthquake drills. Attendance will be taken.

LOST AND FOUND

Students who find lost items are asked to take them to the office where they can be claimed by the owner.

PERSONAL COMPUTERS

Students are allowed to use a personal computer if so desired. They can connect to the Guest WiFi. Everything defined in the "Technology Usage" portion of this document applies to personal computers as well.

SCHOOL PHOTOGRAPHS

Photos are taken by a commercial photographer in September. All students will be photographed for school records. Purchase of color prints by students is optional.

SCHOOL VISITOR'S POLICY

Anyone visiting Pacific Coast School must check in at the office. School law prohibits trespassing in public school buildings. Students are **NOT** permitted to invite friends to visit them at school and are **NOT** permitted to visit other schools during school hours. Please arrange to meet your friends at alternate sites.



SIGN OUT – ACCIDENTS AND EMERGENCIES

Accidents and emergencies should be referred to a teacher immediately. If a student wishes to go home because of an accident or illness, they must sign out at the office. Parents or guardians will be called before a student is sent home.

STUDENT EXPENSES

Elective Course Material

Students must provide materials for **some** elective project work. Financial concerns should be brought to the attention of the teacher or counsellor. There is a textbook deposit. (See below)

Textbooks and IT Supplies

The school will supply any required textbooks to all students. All students will be required to pay a \$50.00 deposit which will be refundable when the student graduates. This deposit will cover textbooks and the rain gear provided for TREC outings.

ACADEMICS

ACADEMIC SUCCESS

The staff and students at Pacific Coast School will work together, along with parents and guardians, to set up a Student Learning Plan that is individualized to meet the learning needs of each student. This plan will be monitored throughout the year as needed.

It is expected that students try, to the best of their ability, to be successful academically. Students should seek extra help from their teachers, counsellor, support worker and/or the learning resource teachers if they are struggling.

Students aged 16 or over who do not apply themselves to their studies may be withdrawn from school pursuant to B.C. School Act, Section 85(3) (b). PCS works with all living and life situations, but you must communicate with PCS so that we can support you. If you fail to communicate with PCS, you could be withdrawn. This means that you would have to go through the application procedure in order to be re-admitted as a student. Being withdrawn does not bar or prevent you from being a student at PCS.



COURSE CHECK LIST- 2024-2025

Humanities – Mr. Shane Polard:

Regular Graduation Program Requirements – All courses below except English 9

Adult Graduation Program (Must be 18) – English First Peoples 12

Courses	Completed
English First Peoples: Writing 10 (MEFWR10)	
English First Peoples: Literary Studies 10 (MEFLS10)	
English First Peoples Literary Studies and Writing 11 (MEFLS11)	
English First Peoples 12 (MENFP12)	
Social Studies 10 (MSS—10)	
BC First Peoples 12 (MBCFP12)	

Math / Science – Mrs. Sandeep Kaur

Regular Graduation Program Requirements – Math 10 & 11 / Science 10 / Science for Citizens 11

Adult Graduation Program (Must be 18) – Math 11

Courses	Completed
Workplace Math 10 (MWPM—10)	
Workplace Math 11 (MWPM—11)	
Workplace Math 12 (MWPM-12)	
Science 10 (MSC—10)	
Science for Citizens 11 (MSCCT11)	

Career Life – Ms. Alana Rice:

Regular Graduation Program Requirements – Both 10 & 12 Courses

Adult Graduation Program (Must be 18) – Career Life Connections (12)

Courses	Completed
Career Life Education (10) (MCLE-10)	
Career Life Connections (12) (MCLCG12)	



Electives:

Regular Graduation Program Requirements – ADST x 1 / PE 10 / Other Electives x 5

Adult Graduation Program (Must be 18) – Grade 12 Electives x 2

Courses	Completed
Art Studio 10 – Ms. Rice (MVA10)	
Art Studio 11 – Ms. Rice (MVA11)	
Art Studio 12 – Ms. Rice (MVA12)	
(Adult Life Hacks) Child Development and Caregiving 12 – Ms. Rice (MCDAC12)	
(Adult Life Hacks) Interpersonal & Family Relationships 11 – Ms. Rice (MIAFR11)	
Food Studies 10 – Mr. Polard (MFOOD10)	
Food Studies 11 – Mr. Polard (MFOOD11)	
Food Studies 12 – Mr. Polard (MFOOD12)	
Physical and Health Education 10 – Mr. Thompson (MPHED10)	
Active Living 11 – Mr. Thompson (MACLV11)	
Active Living 12 – Mr. Thompson (MACLV12)	
Textiles 11 – Ms. Rice (MTXT-11)	
Textiles 12 – Ms. Rice (MTXT-12)	
Work Experience 12 A – (MWEX-2A)	
Work Experience 12 B – (MWEX-2B)	

EVALUATION OF STUDENTS AND REPORT CARDS

Students may be evaluated in a variety of ways. Their performance and achievement will be reported via report cards issued four times a year. There will be four parent teacher days broken into two consecutive days with one day 1pm-4:30pm and the other 5:30pm-7:30pm. They are generally scheduled at the end of October and then again in April usually after spring break. Please see **Appendix: PCS Important Days** for the current year’s dates and times.

Parents are encouraged to contact administrative, counseling or teaching staff at any time regarding their student’s progress.

Report Cards will indicate how much of the course a student has completed to date and their mark indicated as a percentage and a letter grade. Teachers will also indicate the student’s work habits and comment on the student’s progress.

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STUDENT SERVICES

BREAKFAST PROGRAM

The Breakfast Program available to our students from 8:15 – 8:45 am. All students are eligible to attend and enjoy a healthy breakfast. The program will be influenced by the funding we are able to secure.

FRUIT AND VEGETABLE PROGRAM

We also have secured the Fruit and Vegetable Program from Agriculture in the Classroom. This means our students will have the opportunity to try fresh fruit and vegetables from our BC Producers.

LUNCH PROGRAM

A lunch program is available for interested students. This program is provided by Community Links and participation is by donation only. Students are asked to eat their lunches in the lounge area between 12:00 and 12:45 pm. Students will be asked if they want to participate.

COUNSELLING

Counsellors are available to students, staff and parents. Students may see a counsellor for help with course and career planning, and school or personal problems. All discussions are strictly confidential. Please call the school office to ask for an appointment (250) 624-3228.

LEARNING SERVICE TEACHER

A Learning Service Teacher is available to help students with their learning needs and to meet with parents when they have concerns about their students.

ABORIGINAL FAMILY RESOURCE WORKER

The Aboriginal Family Resource Worker is also available to assist parents and students of Aboriginal descent. Please call the school office to make an appointment (250) 624-3228.

YOUTH WORKER

Our Youth worker provides additional support to our students with social/emotional needs as well as late and attendance concerns.

STUDENT OPPORTUNITIES

CLUBS AND ACTIVITIES

The Code of Conduct applies to all events and activities put on or sponsored by Pacific Coast School.

TREC²

TREC² is a program that occurs on Thursday/Fridays once a month and provides students with the opportunity to earn credit for Learning Outcomes in their academic courses as well as PE and Planning. TREC² stands for Teamwork, Respect, Environment, Community and Culture. In the past, students have had the opportunity to go kayaking, canoeing, hiking,



snowshoeing, swimming, fishing on the Skeena, travelling to Lax Kw'alaams, Kitselas and Prince Leboo Island, Khutzeymateen, Smithers, Kitimat, Terrace and to connect with community members such as Maher Terminals, LNG offices and the Coast Guard.

Students are required to have a “PCS TREC² Waiver Contract” signed by their guardians on file in order to participate in this program.

Evacuation Plans

Emergency School Evacuation

Reasons for the immediate evacuation of a school involve serious risk to the health and safety of students and staff. These reasons include (but are not limited to): fire, explosion, noxious odor, and earthquakes. Once the evacuation is accomplished, the school Emergency Closing Procedures will be activated if the school is to remain empty.

School Closings

Reasons for closing a school for the day (or longer) may include (but are not limited to) continuation of emergency school evacuation, extended electric power failure, heating system failure, pandemic, and extreme weather conditions.

Evacuation Maps

Maps outlining the safest route for evacuating students and staff are posted in every room.

Fire Drill Routines

Our school will participate in 6 fire drills during the year. The Ocean Centre will run one fire drill per year which we will participate in if we are in session.

When the fire alarm (siren, loud speaker) is given, the teacher shall give the warning, “FIRE DRILL”. All instruction and activity should cease.

The teacher should have students exit the building in an orderly manner. The teacher shall bring their classroom attendance sheet and keep it in their possession until the end of the drill.

Once out of the building, all classes should proceed immediately to the mustering (sidewalk beside City West) area. Students should walk and not run. Classes will exit out Second Avenue doors and make their way to the mustering area beside the City West building from the Ocean Centre Mall using the cross walk.

Students absent from the class and still in the building will be escorted out of the building by the secretary, a support worker or the principal and walked over to the mustering point. Attendance will be taken using the sign in sheet. Teacher's class attendance will be used to cross reference information.

Once the all clear is given, staff and students should proceed back into the school in an orderly fashion.

Earthquake Drills



We are to conduct an Earthquake Drill at least once a year. Drill procedure follows the format described in the “School Earthquake Safety Guidebook”.

(See separate handout: **Earthquake Classroom Emergency Procedures Instructions to Teachers**)

Hold and Secure

Hold and Secure procedures

- The principal or designate will order and announce “**Hold and Secure**” procedures. Repeat announcement several times. Be direct. Code words lead to confusion. If it is a drill, announce it as a Practice Drill.
- Classes that are outside the building **should** enter the building. Persons within the school not affiliated to the school will also become part of the procedure if it is initiated.
- All exterior doors will be locked and monitored to allow students who are outside to re-enter.
- A sign will be posted on the front door advising visitors that the school is in a “Hold and Secure” situation. The non-emergency number to the Prince Rupert Detachment will also be provided.
- Clear hallways, restrooms and other rooms that cannot be secured.
- Pull shades, keep students away from windows.
- **Turn off cell phones**
- Do not use in-house phone systems as the lines must be kept clear for emergency class.
- Control all movement, but continue classes. Depending on the situation, dismissal bells may need to be ignored.
- Move on announcement only.
- Principal or designate will announce “all clear”.

Lockdown Intruder

Intruder Lockdown is used when it is necessary to lockdown the school due to a serious and immediate threat. Anyone observing a threat or serious potential threat must contact the office immediately to initiate the lockdown (initiating the lockdown is the first priority)

Intruder Lockdown procedures (these actions happen rapidly)

- The principal or designate will order and announce “**Activate Lockdown Now.**” Repeat announcement several times. If it is a drill, announce it as a Practice Drill. If this is NOT a drill, a call will be placed to 9-1-1
- **If safety permits**, immediately direct all students, staff and visitors to the nearest classroom or secured space.
- Classes that are outside of the building **should not** enter the building. Move outside classes to primary evacuation site or alternate location if possible.
- Leave exit doors” as is” – do not approach them.
- Move people away from windows and doors. Close and lock all windows and pull curtain and shades.
- Turn off lights.
- Keep out of sight.
- Remain silent.
- Ignore dismissal bells.



- If fire alarms should be activated during a lockdown, students and staff shall not respond as they normally would. Remain locked down if safe to do so. Use critical thinking skills. Be prepared to react if necessary should a fire or smoke be detected.
- Cell phones are not to be used except to communicate pertinent information to emergency services. Cell phones should be put on silent so communication can be transmitted.
- DO NOT respond to anyone at the door until “all clear” is announced.
- The principal or designate will announce “all clear” only after the police have advised that it is safe to do so.
- The RCMP will check in with every classroom. Once the RCMP has deemed all classrooms safe the “All Clear” will be announced and further instructions will follow.

Evacuation Plans outside of instructional time

1. Lunch: Students will evacuate the lunch area using the school entrance doors under adult supervision. Students will be led to the **mustering area** by City West. Classroom teachers will be responsible to join students and immediately take attendance.
2. Breaks: Students will immediately move to the **mustering area** by City West. Classroom teachers will join students and take attendance.
3. Before School: Students will immediately move to the **mustering area** by City West. Classroom teachers will join students and take attendance.
4. After School: Students will immediately move to the **mustering area** by City West. Classroom teachers will join students and take attendance.
5. School Assembly: All students will be directed to exit through the emergency exit doors on Second Avenue. Teachers will lead their classes to the appropriate **mustering area**, proceeding with caution across the street.

Power Outage

In the event of a power outage, teachers will remain with their students until a decision is made for the remainder of the school day. The school day will continue as normally as possible. If a decision is made to send students home, the Emergency Closure Procedures will be followed.

Emergency Closure Procedures

The Board Office will notify the school Principal in the event of a school closure. Each parent/guardian will be notified of the school closure. Students may not leave the school until arrangements with parents/guardians are made. Parents must be contacted and arrangements made for each student to be returned home before the school can close.

Emergency Reception Area

In the event that students need to be evacuated from the school for an extended period of time, the Civic Centre will be the alternate meeting place for students and their families.

School Re-Entry

When the school has been evacuated:



- No re-entry on the day of the evacuation
- Expectation that the school will be open the day following the evacuation
- Media notification if the school is not to be open on day two
- RCMP/Board Office/Principal/District Rep/Staff Rep/IUOE Rep/Operations Rep all meet to discuss school re-entry for day two.

PCS Program Services

- **Breakfast Program:** PCS's breakfast program is a daily program where students can get breakfast from 8:15 to 8:45. The program is run by Devin Stubel who is our regular Educational Assistant; however, this program is separate from his regular EA duties and his pay is budgeted out of a separate account for his breakfast time. Additionally, we do provide food to students in general if they are expressing hunger or need. Just because the breakfast program is from 8:15 to 8:45 it doesn't mean that if a student comes in a 10:15 and is hungry because there is no food in their house that they can't get access to food at PCS. Our number one priority is the body health which leads to better mental health which leads to more engagement with education.
- **Bus Passes:** We offer both a monthly bus pass program and a daily bus pass program. The monthly program is based on Attendance and Educational Engagement. Students must maintain 75% attendance for the month which means they can miss about one day a week. Additionally, they must show engagement in their education while they are at school which means work completion and a respectful attitude. While not all our students qualify for our monthly bus pass, we also have daily bus passes for students who do show up, engage in their education and are respectful. All bus passes are provided on a needs basis.
- **Pickup Program:** We also offer our "pick-up" program. Students can call the school and request our Aboriginal Resource worker or Youth Worker to pick them up if there is a medically necessary reason and they cannot utilize the bus program. For example, pregnant students, disabled students or students who might have other medically necessary reasons.
- **Lunch Program (Student Led):** This program is run by Patty Stone with the assistance of Devin Stubel. Two students a week are chosen to make lunch for the rest of the students. The students are required to make a lunch menu for the week, shop for the lunch ingredients and then make the food. Students also cost out the price per "plate". Students receive both Math and English credit for participating. Additionally, if the student is in Foods they will also receive credit for that. Students and staff make food relative to COVID protocols. This is a great opportunity to have students understand the requirements in the foods and services industry within respect to COVID.
- **Monthly Luncheons:** COVID: Due to COVID we have suspended in school Luncheons. This year we are looking into organizing at least two outdoor BBQs. One in Sept./Oct. and one in Apr./May

Every month except for December (Christmas Break) and March (Spring Break) our school hosts a monthly luncheon. These luncheons are meant to promote wholistic family engagement with our student's family. Parents, grandparents, siblings, guardians and other significant people in our student's lives can come and have a meal prepared by our students. PCS accepts a fairly large definition of "family" as this term can be fairly divergent from the traditional "nuclear family" construction. The principal informs everyone of what is going on that month and promotes school engagement for our student's family.

- **Nature Walks / Therapy:** Despite living in a captivating natural environment, many of our students have not even been on Butze Rapids Trail which is a short drive down the highway from Prince Rupert. Due to a variety of



factors many of our students do not engage in nature and the proven health benefits from such activities. PCS does its best to leverage amenable weather to get students out of the classroom. This has a proven positive effects on student health, attitude and learning.

Most of our outings centre around physical activity, social emotional engagement and science. There will be discussions about ecology, environment, plant species, human interaction with the natural environment (both historical and contemporary), and if we are lucky we can get an elder to join us who can speak to indigenous ways of being and some of the historical and contemporary elements of growing up on this territory.

- **TREC² Program:** TREC² is an acronym which stands for: Teamwork, Responsibility, Environment, Culture and Community. While our “Nature Walks / Therapy” can be seen as little mini-TREC²s we do a big TREC² once a month. The goal of this program is to give our students experiences which they might otherwise not be able to have. You would be surprised by how many of our students might have never been on a bus before or even gone to Terrace before. Our activities range from just plain fun, like bowling in Terrace, to indigenous focused (trips to the Nass, Kiel Seaweed Camp, Traditional Harvesting) to challenging (Skiing/Snowboarding, Archery, Kayaking). These TREC²s challenge our students in many ways which create skills around resiliency, anxiety and anger management, indigenous understanding, and self-exploration. Please refer to **Appendix: PCS Important Dates** for scheduled TREC days this year.
- **Youth Worker:** Our school has a full time Youth Worker on staff. This person is an excellent resource for students who need any type of extra services which include social-emotional, academic, relationship, addictions and/or life skills help. Our Youth Worker is great to engage students on their level and provide a healthy connection to the school. If students are having a rough day our Youth Worker will connect with them and see if he can help them shift their perspective. He engages students both on a social-emotional and academic level when appropriate.

PACIFIC COAST STAFF

Ms. Christine Danroth, Vice-principal, Learning Services

Ms. Wesley, Secretary

Ms. Bryant, Counsellor

Mr. Shane Polard, Teacher of Humanities

Ms. Rice, Teacher of Art/Textiles & Careers

Mrs. Sandeep Kaur, Teacher of Technology, Math and Science

Mr. Terrance Sawatsky, Supervisor Youth Intergration

Mr. Devin Stubel, Educational Assistant

Mr. Gage Ladouceur Integration Youth Worker

Mr. Chrystopher Thompson

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Appendix



PCS Important Dates 2022-23

Staff Socials:

- Sep. 8th – Catered Lunch
- Dec. 9th – Christmas Dinner (Staff +1)
- Apr. 3rd – Catered Lunch
- June – BBQ / Potluck @ Jeremy's House (Staff +1)

Staff Meetings:

- Sep. 6th
- Oct. 5th
- Nov. 2nd
- Dec. 7th
- Jan. 4th
- Feb. 1st
- March 1st
- April 5th
- May 3rd
- June 7th

Collaboration Days:

- Sep. 16th
- Oct. 7th & 28th
- Nov. 4th & 18th
- Dec. 2nd & 16th
- Jan. 13th & 27th
- Feb. 10th & 24th
- Mar. 3rd & 17th
- Apr. 14th & 28th
- May 12th & 26th
- Jun. 9th & 23rd

Learning Plan Meetings:

- Sep. 7th – 9th
- Feb. 21st – 24th

Parent Teacher Interviews:



- October 19th: 17:30 to 19:30
- October 20th: 13:00 to 16:30
- April 12th: 17:30 to 19:30
- April 13th: 13:00 to 16:30

Grades:

- November 10th: **Students** Last Day for Work Submission
- November 18th: **Teachers** Grades In
- January 27th: **Students** Last Day for Work Submission
- February 3rd: **Teachers** Grades In
- April 14th: **Students** Last Day for Work Submission
- April 20th: **Teachers** Grades In
- June 23rd: ***Draft Comments by Teachers In***
- June 29th: **Students** Last Day for Work Submission
- June 30th: **Teachers** Grades In

TREC²:

- Sep. 29th
- Oct. 28th
- Nov. 24th
- Jan. 13th, 20th, 27th (Ski TREC)
- Mar. 10th (Winter TREC)
- April 28th
- May 26th

Graduation:

- May 8th – Walk-up Confirmation for Students
- June 16th – Walk-up / Graduation

Drills:

Fire Drill:

- Sept. 13th
- Nov. 17th
- Dec. 7th
- May 17th

Earthquake:

- Oct. 21st + Evacuation



- April 20th + Evacuation

Lockdown:

- Jan. 18th





2022-23

PCS Staff School Calendar

Light Blue	Statutory Holidays
Light Green	School Vacation Periods
Orange	Non-Instructional Days
Light Purple	Staff Meetings
Blue	Staff Social
Light Blue	Grades: Last Day Submission / Grades In
Yellow	TREC (Tentative due to COVID)
Dark Purple	Community Luncheons (Unknown due to COVID)
Pink	Parent Teacher Collaboration Day
Green	Learning Plans (Regular Schedule Changed)
Red	Collaboration Days (Early Dismissal @ 2:25pm)

September	5	Labour Day
September	6	School Opens
September	23	Implementation Day
September	30	National Day for Truth & Reconciliation
October	10	Thanksgiving
October	21	Professional Development Day
November	11	Remembrance Day Stat
November	25	Professional Development Day
December	16	Last School day before Winter Break
December	19	Winter Vacation
January	2	
January	3	School Re-Opens
February	16	Pro-D Secondary
February	17	Indigenous Implementation Day
February	20	Family Day
March	17	Last School day before Spring Vacation
March	20	Spring Break
March	31	
April	3	School Re-Opens
April	7	Good Friday
April	10	Easter Monday
April	21	Professional Development Day, regional
May	19	Professional Development Day
May	22	Victoria Day
June	30	Administrative Day
June	30	Schools Close for Summer Vacation

AUGUST 2022							SEPTEMBER 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	
OCTOBER 2022							NOVEMBER 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												
DECEMBER 2022							JANUARY 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				
FEBRUARY 2023							MARCH 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28					26	27	28	29	30	31	
APRIL 2023							MAY 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													
JUNE 2023							JULY 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					



Workplace Bullying and Harassment
Investigation Procedures

FORM B

1. How and when investigations will be conducted

Most investigations at School District #52, Prince Rupert, will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

- be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances
- be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
- be sensitive to the interests of all parties involved, and maintain confidentiality
- be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

2. What will be included

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then School District #52 will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

3. Roles and responsibilities

The Director of Human Resources is responsible for ensuring workplace investigation procedures are followed.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.



The Director of Human Resources will conduct investigations and provide a written report with conclusions to the Superintendent of School District #52.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the Director of Human Resources.

4. Follow-up

The alleged bully and alleged target will be advised of the investigation by the Director of Human Resources.

Following an investigation, the Director of Human Resources will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace. Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, workers may be referred to the employee assistance program or be encouraged to seek medical advice.

5. Record-keeping requirements

School District 52 expects that workers will keep written accounts of incidents to submit with any complaints. School District 52 will keep a written record of investigations, including the findings.

6. Annual review

These procedures will be reviewed annually. All workers will be provided with a copy as soon as they are hired, and copies will be available at <https://www.rupertschools.ca>

Date created March 11, 2022	Annual review date March 11, 2023
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Workplace Bullying and Harassment Reporting Procedures

FORM A

1. How to report

Workers at School District #52 can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the **workplace bullying and harassment complaint form**. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

2. When to report

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

3. Reporting contact

Report any incidents or complaints to the other person involved in the incident first, if you are not comfortable in doing this, then report to your direct supervisor or union representative. The Principal of your school, Director of your department or President of the P.R.D.T.U or I.U.O.E.

4. Alternate reporting contact

If the employer, the complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behaviour, contact the Director of Human Resources, at S.D. #52, 634 6th Avenue East. 250 624-6771.

5. What to include in a report

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

6. Annual review

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.



Date created March 11, 2022	Annual review date March 11, 2023
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Workplace Bullying and Harassment Complaint Form

Name and contact information of complainant
Name of alleged bully or bullies

Personal statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.



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Signature	Date
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