

**JV Clark School Policy Manual**

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### **Behaviour policy**

Each classroom teacher will establish – in collaboration with students – expected norms of deportment and behaviour within the classroom, corridors and outside environs.

Expectations for behaviour will be grounded with the Northern Tutchone ‘Four core values’ of respect, teaching, caring and sharing known as Dan Ke Te, (Our way together) posters of which are posted in every classroom and corridor.

In the first instances of misbehavior, teachers will utilize routine classroom management techniques and conversations with the child and, if need be -- with ongoing and repeat challenges -- conversations with families. In some instances, particularly in the case of open defiance, a child may be asked to work independently just outside of the classroom in a desk cubicle. If poor behaviour continues over the course of the day, a child may be asked to meet with the school principal or vice principal, whereupon contact will be made with families. Ultimately, every case and situation is unique such that longer-term solutions will involve conversations with families, wider-school communities – potentially as a formal ‘school-based team’ meeting or less formal conversations with child, family and educator(s).



### **School phone policy**

Children in grades kindergarten through grade six are asked to not bring a phone to school.

For students in grades seven and up, there is a defined cellphone policy which has been in effect since August 2024.

This policy is based on the premise that if a student brings a phone to school, they are asked to relinquish their phones to the front desk before the 8:30 first class bell where they will be kept in a secure metal box until lunchtime when students can have their phones during the lunch hour. Again, students are asked to relinquish their phones before the 1pm bell. Students can retrieve their phones upon school dismissal at 3:15pm.

If it were to happen that a student has kept their phone on their person during class, in the first instance, students will be asked to bring their phone to the office as per usual policy. In the second instance, will be asked to relinquish their phone for the entire day – losing the lunchtime privilege. Families will be informed so they are aware of the situation. In the third instance, families will be asked to come into the school to collect the phone with the expectation that the student will not bring their phones into school for a week.

It is worth noting for the time that this policy has been in effect, there have been very rare occasions when any students have brought their phones to class. No student has defied the policy to the extent that they have lost the phone privilege for the week. Furthermore, teachers report that the phone policy has been a ‘game changer’ without the nuisance of phone usage interrupting teaching and learning in class.

## **Bullying Policy**

Bullying is defined as "willful, repeated aggressive behaviour with negative intent used by a child to maintain power over another child." The result is "a victimized child caught in an abusive relationship."

- *Unequal power* - One child has more power than another child (or it seems this way to the children involved)
- *Hurtful actions* - Physically or psychologically harmful behaviour takes place (such as name-calling, insults, threats, kicking, hitting, punching, etc)
- *Direct or indirect actions* - The abusive behaviour may be face-to-face or done behind a child's back (such as teasing, exclusion, gossiping and spreading rumours)
- *Repetitive behaviour* - The hurtful actions keep happening, so the child being affected finds it increasingly difficult to escape

(The above is from Government of Canada, Public Health Canada website:

<https://www.canada.ca/en/public-health/services/bullying/how-recognize-bullying.html>)

At JV Clark School open discussion and preventative measures will be taken in order to mitigate against bullying incidents. Preventative measures will include staff presence in all locations within the school with a focus on times such as transitions to different areas of the school, break times and limiting numbers of student taking in-class comfort breaks. Staff will also have conversations with students who say or act in ways to others which seems unusual and could be part of a larger 'program' of bullying towards an individual.

All students have been coached to speak to an adult whenever they feel they are a victim of bullying. Immediacy is of paramount importance so conversations with bullies happens soon after any bullying incident. Consequences will vary depending on the situation and will include the following:

1. In-person conversation with the bully and the family.
2. Ensure that the victim is safe and their well-being is being taken care of.
3. Loss of school privileges for the bully.
4. Exclusion from school if it is felt that the bully presents a threat to the victim's safety.

### **Lunch time offsite privileges**

Students who are in grade 7 and above are granted privileges to leave school grounds during the lunch hour on the proviso that parental permission has been granted in writing in advance – usually at the beginning of the year. Students are asked to sign out on their departure from the school and sign back in upon their return. There is a warning bell at 12:55 with 1:00pm as the time that students are needed back in their respective classrooms. If students are late in returning, teachers will enact a lunchtime detention during the following lunch which is equal to the amount of time that the student was late. Further lates, will result in a conversation with families about next steps.

### **School Bus policy**

The primary role of the bus driver is ensuring the safe transport of students to and from school. The safety of our students is compromised if the driver is distracted by behaviours going on behind him.

Student passengers are asked to remain in their seats for the duration of the bus ride. In keeping with the Northern Tutchone values which are found in the 'Our Way Together' (Dan Ke Te), we would expect our student bus passengers to use kind words and be respectful to both fellow passengers and the bus driver.

The bus driver is an employee of Standard Bus Company but will report any student misbehaviour to the school principal. As such, JV Clark School will address bad behaviour in the following ways:

1. In the first instance of bad behaviour, we will speak with the student in question to remind them of their responsibility as a safe passenger and inform families of what has happened.
2. Second instances of bad behaviour reported by the bus driver will result in a temporary suspension of school bus privileges until the families meet in person with the school Principal with the student present such that a behaviour plan can be established for the future.

During winter months, it is the parental responsibility to ensure that children are dressed appropriately for cold weather. In case of breakdown on the road, children must be dressed warmly enough to withstand cold weather until breakdown services arrive. The bus driver has the authority to refuse entry on the bus if a child is not dressed for the cold weather. This is to ensure safety for all passengers.

## **Racism Policy**

The grade 7/8 class spearheaded the racism policy for JV Clark School firstly by brainstorming what racism looks like and secondly by detailing the consequences.

The following comments show the class's understanding of what racism looks to them:

### **Anonymous comments from the class about racism**

- Don't be mean to someone just because of their skin colour
- Don't say something is gay when it's not
- Don't use words like gay, autistics or racist or bullying as just words to say they are powerful words not just something funny to say
- Do not say big monkey
- Do not say the N word
- Be kind
- Everyone is different and you should not shame them for it
- Don't say "you" can't hang out with us because you are a different race
- Treat everyone like you would want to be treated with kindness
- Don't bully people because they are a different race
- No discrimination
- Treat everyone with the same respect
- Accept everyone for who they are
- Don't say something is racist when it is not

The discussion then turned to consequences when racist incidents have been identified, and the class made the following suggestion:

- Make them apologize in front of the whole school then ask for forgiveness
- Detention: banned from sports trips and class or social trips
- Detention and a year of homework and have to stay at school
- Not allowed to do fun trips
- Suspension or detention
- Suspension for a week

With the above discussion in mind and discussions with teaching staff, below is an itemized list of how JV Clark will respond to a racist incident:

1. Stop and interrupt and intervene immediately
2. Address the action- focus on the act. For example, "that comment is racist" as opposed to "you are racist."
3. Support the affected individual(s) and ensure their safety and well-being.
4. Document the incident: hold people accountable for their discriminatory actions
5. Take appropriate and proportionate disciplinary and/or restorative action.
6. Examine and restore where necessary, restore the school climate.

(above six points referenced from Gulf Island School District Policy 64 2.30 Anti-racism)

Racism often stems from ignorance. Education and dialogue will always be the first step to take and with immediacy and will involve conversations with families. Restorative and disciplinary actions could include formal or informal apologies, written research tasks, loss of school privileges and school suspension. The latter point only to be taken if it is felt that the safety and well-being of the victim is at risk.

**Dress code policy:**

Students are expected to wear clothing and apparel which does not include endorsement of drugs, alcohol and tobacco products. Students will refrain from also wearing slogans which are racist, offensive and/or misogynist.

## **Head Lice Policy**

JV Clark School Council, in collaboration with Administration staff, teaching staff, and Superintendent have developed a Head Lice Policy. This policy is collaborative in nature and aims to reduce the occurrence of head lice among JV Clark School students, staff and community.

### **General Information**

Head lice is an insect that lives on the scalp. There is no information to show head lice spreads disease; however, it does cause discomfort and itching of the scalp, which can lead to rashes and infection from scratching. Anyone can have head lice, it does not imply that a person has poor hygiene or is in anyway unhealthy. For more information regarding head lice and its treatments, please see Appendix A. JV Clark School is implementing the following head lice policy to reduce the spread of this insect among staff, students, and community. This Policy is in line with Yukon Daycares and Public Health recommendations.

### **Steps to be taken**

- 1) If school staff member suspects a student has head lice: notices excessive scratching of the head, or notices rashes or scratch marks around the edges of the scalp, then that staff member will inform the Principal or, if the Principal is not available, the Vice Principal will be informed of the situation. At no time will a staff member physically inspect a students head for head lice. Once the Principal or Vice Principal has been informed of the situation the parent/guardian of the student will be contact. To protect student privacy, no other people will be contacted or informed.
- 2) Parents/Guardians will be instructed to physically inspect their students head for head lice, looking for live lice, or eggs (nits). If it is determined that the student does have head lice, they should undergo one treatment (washing hair with specific head lice shampoo), followed by a physical inspection of the head, and combing out the dead lice and nits. A second treatment should be done 7 days after the first treatment, to break the life cycle. The Mayo Nursing Station can help in the determination of the presence of head lice and with providing the correct shampoo.
- 3) A notice will be sent home advising parents/guardians that head lice maybe in the school and as a precaution, students should be checked for head lice at home. If found, the student should receive treatment. Appendix A will be attached to the notice, for general information.
- 4) The Principal or Vice Principal will follow up with the parent/guardian after a few weeks if symptoms have not improved.

### **Headlice Preventative Measures**

JV Clark School believes in being proactive and getting ahead of any potential situations before they arise. This helps to maintain attendance, behaviour, and learning overall. Staff and students are encouraged to follow these guidelines:

- 1) Do not share hats or clothing
- 2) Check your students head at home often, as a precaution
- 3) Keep long hair pulled back

### **School closure and bus cancellation policy; cold weather policy**

Only very extreme circumstances warrant the closure of the school, and this typically does not include cold weather.

If a school closure is required due to mechanical problems, a fire or any other significant issues, the school administrator must consult with the area superintendent before closing the school. This does not apply in emergency situations in which the school must be evacuated. Only the Yukon Chief Medical Officer of Health has the authority to direct the closure of a school because of public health concerns.

If the school is closed, families of JV Clark School students will be contacted directly with a text message and/or phone call. In some cases, this information will be posted on social media via Facebook. The same applies if there is a bus cancellation. That cancellation information will be provided directly to families.

### **Cold weather policy**

Students benefit from fresh air, exercise, and a daily routine at school. It is therefore important that they have daily outdoor activity as part of their normal school routine, even during periods of cold weather

### **Typically, when the temperature hits -30 with windchill, outdoor recesses will be curtailed.**

Subject to the following considerations, students are expected to participate in outdoor activities as part of their normal school day, even during periods of cold weather:

School administration and staff will consider the prevailing weather conditions in deciding whether and for how long students will participate in outdoor activities during the school day.

- Temperatures include wind-chill factor.
- The office checks the weather on the Environment Canada web page. During cold weather, students must be supervised when getting dressed to go outside to ensure that they are appropriately dressed given the prevailing weather conditions. Students must also be supervised while they are participating in outdoor activities at school during cold weather.

### **Cold weather policy continued...**

During periods of extremely cold weather students may be allowed to participate in outdoor activities for a restricted period, or they may be allowed to participate in indoor activities only.

- Between -30° Celsius and -35° Celsius, children will go out for 10 minutes at noon.
- Between -36° Celsius and -39° Celsius, children will walk around the school twice and go inside at noon.
- -40° Celsius and colder, children will stay inside both recesses, but teachers can take their classes out for a quick walk around the school.
- Students participating in outdoor activities during cold weather may warm up inside the school (e.g. in the boot room) after first checking with the supervising teacher

### **Roles and Responsibilities**

Parents are responsible for ensuring that their children are properly dressed in winter clothing when traveling to school in cold weather.

Students are expected to wear appropriate winter clothing while participating in outdoor activities at school during cold weather.

School staff are responsible for monitoring students to ensure that they are properly dressed during periods of cold weather.