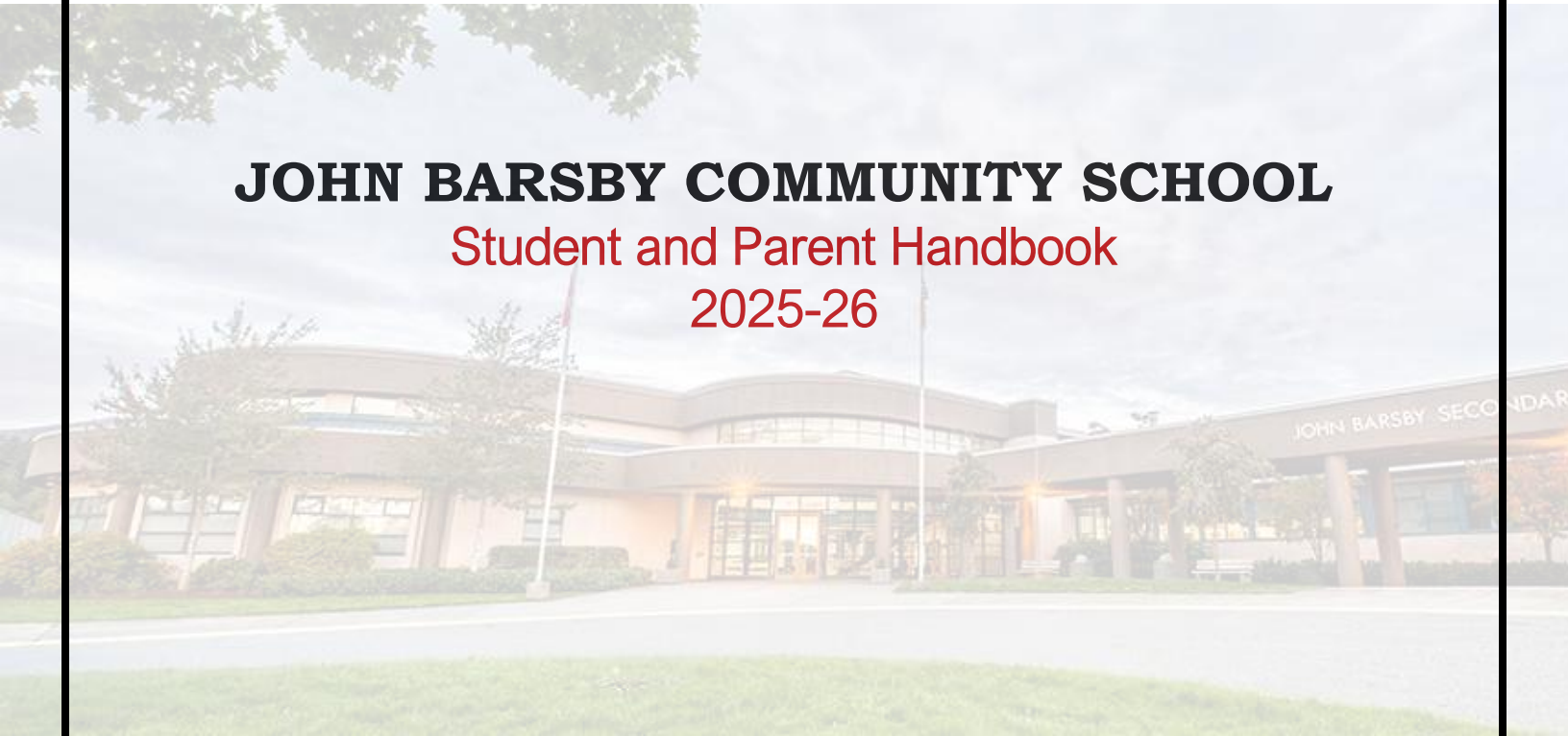




# **JOHN BARSBY COMMUNITY SCHOOL**

## **Student and Parent Handbook**

### **2025-26**



*The John Barsby community gratefully acknowledges that we live, work, learn and play on the unceded and traditional territories of the Coast Salish peoples – Snaw Naw As, Snuneymuxw, and Stz'uminus Nations.*

550 – 7<sup>th</sup> Street, Nanaimo, B.C. V9R 3Z2  
Telephone: (250)753-8211 Fax: (250)753-2430  
Website: [www.jb.schools.sd68.bc.ca](http://www.jb.schools.sd68.bc.ca)

Dear Students and Parents,

I would like to welcome all new and returning students to John Barsby Community School.

At John Barsby we believe in the power of kindness and community. As we move through this school year, I encourage each of you to show kindness at every opportunity. Include others and speak up when you see people being less than their best selves.

As a learner, I hope that you stay curious and work towards finding your passion. There will be learning opportunities each and every day, contribute by working to the best of your ability and by collaborating with others.

Finally, find ways to be a part of and contribute to the Barsby community. There are numerous curricular and extra-curricular opportunities available. The community is what you make it - you will only get out what you put in, find something that interests you and join.

Wishing you all a year of kindness, curiosity, and deep learning!

Try your Best,  
Do the Right Thing,  
Get Better each Day - It's the Barsby Way!!

We believe strongly in working in partnership with parents. We encourage you to connect with us anytime via phone 250-753-8211 or email [jb-secretaries@sd68.bc.ca](mailto:jb-secretaries@sd68.bc.ca) to schedule an appointment. Regular updates are posted on our website: <https://jb.schools.sd68.bc.ca/>. We are committed to helping our students find their passion and providing opportunities to build strong home-school partnerships to support your child's success.



Mr. Stephen Epp  
Principal  
Grade 12 students A-Z

Mr. Scott Christianson  
Vice Principal  
Grade 8-11 A-K

Ms. Emily Agopsowicz  
Vice Principal  
Grade 8-11 L-Z

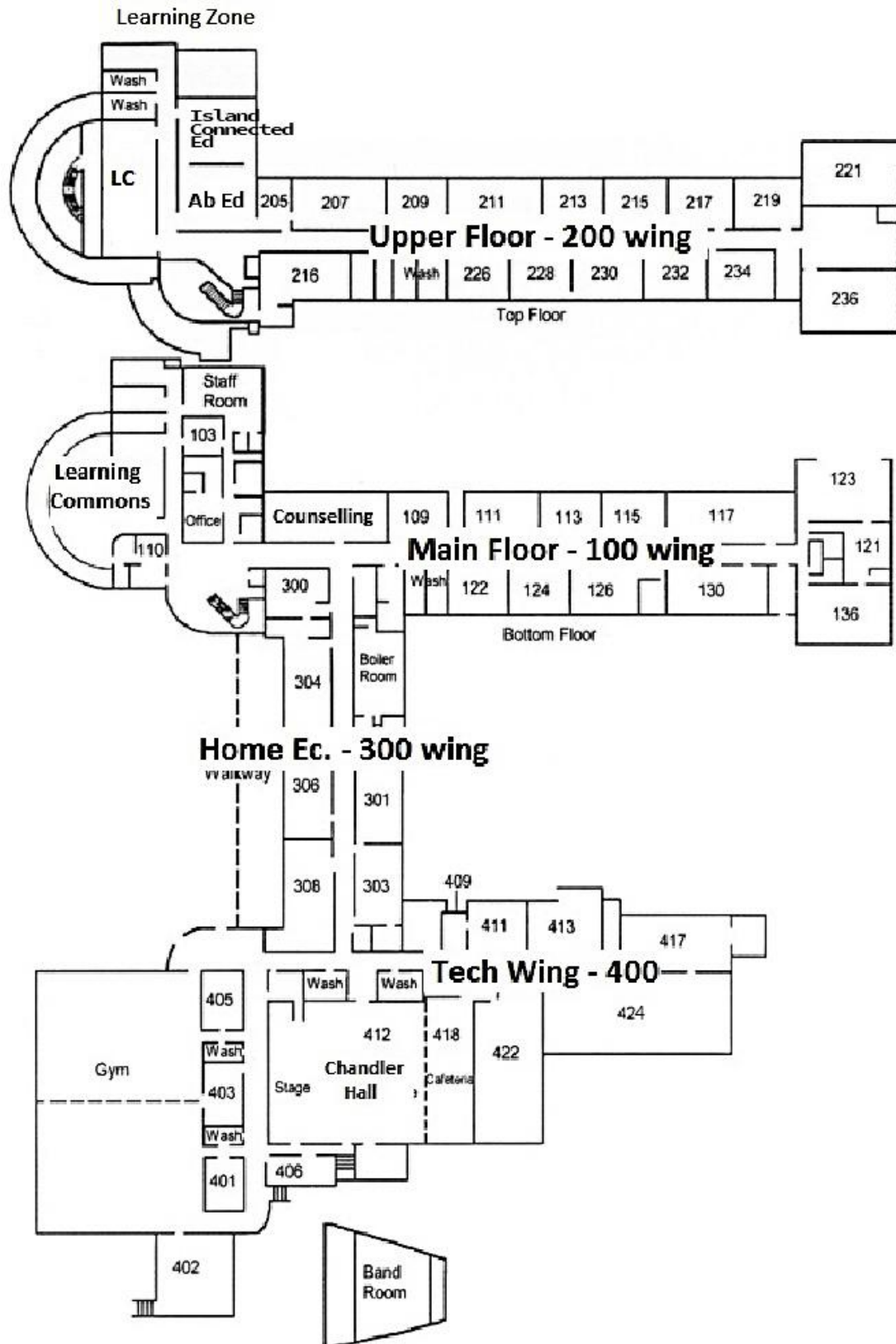
## MISSION STATEMENT

At John Barsby we strive to prepare all students to become independent, productive, and responsible citizens.

## SCHOOL GOALS

**Goal One:** Student Success – Increase graduation rates for students who identify as Indigenous, who have disabilities or diverse abilities, and/or are Children and Youth in Care.

**Goal Two:** Staff and Student Wellness – Increase the number of students who feel welcome, safe and have a sense of belonging in our school community.



## JOHN BARSBY COMMUNITY SCHOOL BELL SCHEDULE 2025-2026

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Day 1	Day 2	Day 3	Day 4	Day 1,2,3 or 4
First Block	<b>A</b> 69 min 8:30 – 9:39	<b>C</b> 84 min 8:30 – 9:54	<b>B</b> 84 min 8:30 – 9:54	<b>D</b> 84 min 8:30 – 9:54	1st Block 8:30 – 9:39 69 min
Second Block	<b>B</b> 70 min 9:45 – 10:55	<b>D</b> 85 min 10:00 – 11:25	<b>A</b> 85 min 10:00 – 11:25	<b>C</b> 85 min 10:00 – 11:25	2nd Block 70 min 9:45 – 10:55
LUNCH BREAK	10:55 – 11:35 11:30 Warning Bell	11:25 – 12:05 12:00 Warning Bell			10:55 – 11:35 11:30 Warning Bell
	Class Start 11:35	Class Start 12:05			Class Start 11:35
Third block	<b>C</b> 70 min 11:35 – 12:45	<b>A</b> 85 min 12:05 – 1:30	<b>D</b> 85 min 12:05 – 1:30	<b>B</b> 85 min 12:05 – 1:30	Third block 70 min 11:35 – 12:45
Fourth Block	<b>D</b> 70 min 12:51 – 2:00	<b>B</b> 84 min 1:36 – 3:00	<b>C</b> 84 min 1:36 – 3:00	<b>A</b> 84 min 1:36 – 3:00	Fourth block 70 min 12:51 – 2:00
	<i>Early Dismissal</i>				<i>Early Dismissal</i>

### Friday Rotations

Sept 5	AB/CD	Oct 31	DC/BA	Jan 9	BA/DC	Mar 6	CD/AB	May 22	AB/CD
Sept 12	CD/AB	Nov 7	AB/CD	Jan 16	DC/BA	Mar 13	BA/DC	May 29	CD/AB
Sept 19	BA/DC	Nov 14	CD/AB	Jan 30	AB/CD	Apr 10	DC/BA	Jun 5	BA/DC
Sept 26	DC/BA	Nov 21	BA/DC	Feb 6	CD/AB	Apr 17	AB/CD	Jun 12	DC/BA
Oct 3	AB/CD	Nov 28	DC/BA	Feb 13	BA/DC	May 1	CD/AB	Jun 19	AB/CD
Oct 10	CD/AB	Dec 12	AB/CD	Feb 20	DC/BA	May 8	BA/DC		
Oct 17	BA/DC	Dec 19	CD/AB	Feb 27	AB/CD	May 15	DC/BA		



## Dates to note:

### SEMESTER ONE:

Term 1: September 2, 2025 to November 7, 2025

Term 2: November 12, 2025 to January 23, 2026

### SEMESTER TWO:

Term 3: January 26, 2026 to April 17, 2026

Term 4: April 20, 2026 to June 22, 2026



Link to the district calendar: [NLPS 2025-26 School Calendar](#)

## ABOUT JOHN BARSBY COMMUNITY SCHOOL

### JBCS is a Community School

What makes a school a “Community School”? John Barsby Secondary is one of four community schools that belong to the Harewood Family of Community Schools.

“A Community School combines strong educational practices with a wide range of child and youth development and health and social services that ensures children are physically, emotionally and socially prepared to learn. Community Schools involve active long-term partnerships among school personnel, parents and community agencies. They offer a range of support and opportunities before, during and after school. Community Schools promote health and wellness, community education, readiness to learn, and interagency collaboration to achieve success in student education.”

## Expected Behavior at John Barsby Secondary School

**Expected Behavior** refers to socially responsible behaviors that help to make the school a safe, caring, and inclusive environment including:

- Contributing positively to the school community (no smoking/vaping on school property), follow school attire expectations – no reference to drugs, alcohol, discrimination or offensive language or images, appropriate online interactions
- Solving problems in peaceful ways (no physical or verbal aggression)
- Adhering to the Personal Digital Device expectations
- Valuing diversity (combat racism, support gender, equity and identity and cultural practices)
- Upholding human rights (according to the BC Human Rights Code)
- Honour learning time as valuable (attend on time, provide a note or parent phone for absence, sign out at the office with parent permission)
- Maintain academic integrity by not submitting work that is not your own (including artificial intelligence generated). Assessments and other schoolwork are measures of a student's academic performance. As such, honesty is essential to ensure a true measurement of a student's learning. Each assessment represents what the student knows or can do for the student, the teacher, and their family to have an accurate understanding of the student's progress. A student's academic integrity is essential for students and in particular students looking for references, scholarships, bursaries, and university acceptance. Students who plagiarize, cheat, or misrepresent themselves are in violation of our code of conduct.
- Respectful interactions with students, staff and community members
- Speaking up and reporting incidents that demean others or threaten the personal or emotional safety of individuals or groups. Please see Erase Bullying @ [erase.gov.bc](https://www.erase.gov.bc.ca/) for more information
- Respect the law as it applies to yourself and others

All learners in our school are taught and strive to follow and understand the following belief statement:

Try your Best,  
Do the Right Thing,  
Get Better each Day - It's the Barsby Way!!

## Unaccepted Behavior at John Barsby Secondary School

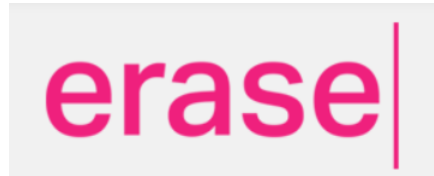
**Unaccepted Behaviour** refers to behavior that interferes with the safe and orderly environment of the school, either on a person-to-person basis or through social media, including, but not limited to:

- Engaging in incidents of harassment, intimidation, bullying or discrimination
- Interfering with the learning or orderly environment of the school or function
- Verbal threats of harm, swarming
- Interfering with the privacy of others
- Disrespect to others and their property
- Implicit or explicit acts of sexism, racism, and homophobia. This includes submission of work to classroom teachers expressing racist, sexist, and homophobic ideologies.
- Breaching academic integrity through a variety of means. This includes utilizing technology in a way that shifts the responsibility of learning and/or demonstration of that learning to the technology. While there are uses of technology and artificial intelligence that can enhance the learning process, it is important to ensure that one is not taking credit for inauthentic demonstrations of learning.
- Students from other schools should not be in the school or on school grounds unless they are here with a supervised class or team. As a student of John Barsby Secondary School, you should never be on another school campus during the school day, or in their buildings without having an approved visitor pass from a school administrator. John Barsby Students identified by another school as trespassers will be dealt with by John Barsby Administration.
- Students are not permitted to take photos or videos of other students/staff at any time without their explicit consent. At no time will students be permitted to take photos or videos of others in washrooms or changerooms.
- Possession of weapons, with or without the intent of school use.
- Illegal acts such as: theft or damage to property, plagiarism, possession or distribution of an illegal or restricted substance, possession, use of a weapon or physical violence
- Students are not permitted to be involved with, use, sell or be in possession of alcohol, drugs or controlled substances (fireworks) during the school day, or while involved in a school-sponsored activity. Where there is reasonable grounds to conclude that a student is in possession of dangerous or illegal materials, a bag, locker or belongings search may occur. Restorative discipline will occur and may include suspension, parents notified, and the incident may be reported to the RCMP.
- As per AP 344, Students with identifiable special needs might be unable to comply with the code of conduct due to having a disability of an intellectual, physical, sensory, emotional, or behavioral nature. Such students may require special consideration in the selection of appropriate forms of intervention to ensure that they are not subject to disciplinary or intervention measures as a direct or indirect consequence of having a special need.



- Staff believe that all students at John Barsby Secondary School want to work and play in a safe, respectful, caring, positive environment. Most students at the school do an excellent job of demonstrating these behaviours and modeling them for others.

Additional information can be found in the John Barsby Secondary School Student Code of Conduct  
A version of our school's code of conduct is available on our website.



### SEE SOMETHING SAY SOMETHING AT LAYDSMITH SECONDARY

If you see bullying, you can stop it within 10 seconds of getting involved. You could try:

- Saying something like, “leave him alone,” or “cut it out.”
- Defending the victim
- Directing attention away from the bullying
- Getting support from friends to stand up against bullying
- Reporting the bullying to adults

Don't be a bystander and encourage bullying behaviour by:

- Laughing, cheering or recording it
- Forwarding bullying photos or texts
- Visiting websites that target a specific person
- “Liking” mean comments or photos on social media
- Joining in on the bullying



**AT ANY TIME, YOU CAN ANONYMOUSLY  
REPORT BULLYING ONLINE @ [erase.gov.bc](https://erase.gov.bc.ca)  
OR BY SCANNING THE QR CODE**



*\*Adapted from Erase Bullying, Government of British Columbia, 2010.*

## STUDENT INFORMATION

### ABSENCES AND LATES

Students who are late should report directly to their classroom.

We ask parents and caregivers to phone in and excuse all absences (250-753-8211). Our office hours are from 8:00 a.m. to 3:30 p.m. Monday to Thursday, and 8:00 a.m. to 2:30 p.m. on Fridays. We also have a voice messaging system so you may phone 24 hours a day, seven days a week. All absences must be parent or caregiver excused. Please note that homework requests should be made for multi-day absences to assist students in staying on top of learning and reducing stress associated with missing class time.

If your child has an unexcused absence from school, you will receive an automated email and phone call alerting you of this, in the evening.

### ELECTRONIC DEVICES

Research suggests that restricting the use of personal digital devices at school leads to improved student wellness and academic focus. The use of personal digital devices during instructional time, is limited to instructional purposes and digital literacy in a way that is appropriate to the student's age and developmental stage, under the direction of the classroom teacher. Consideration will be given to:

- use of personal digital devices for appropriate educational purposes
- accessibility and accommodation needs;
- medical and health needs;
- equity to support learning environments.

During instructional time, personal digital devices at John Barsby are to be turned off or placed on airplane mode. If you choose to bring a personal digital device to school, please ensure that before you enter the classroom, they are turned off, placed on airplane mode, and put away for the remainder of the class/instructional time, unless a teacher has directly given permission to use it for educational purposes. Students will be able to utilize their personal devices on school buses, before and after school, during lunch break and class change.

The school team will work collaboratively with families to ensure students have the support needed to manage their device usage in a healthy and safe manner.

Students are asked to look after their personal digital devices as John Barsby Secondary is not responsible for electronic devices that are lost, stolen, or damaged while on school property. Personal digital devices that are left unattended in classrooms, change rooms etc. would be the prime way that phones go missing.

Students are not permitted to take photos or videos of other students/staff at any time without their explicit consent. At no time will students be permitted to take photos or videos of others in washrooms or changerooms. Students who are bullying or harassing via cell phones or social media use may be referred to John Barsby Administration and possibly RCMP.

## **COMPUTER SYSTEM STUDENT USE GUIDE AGREEMENT**

In consideration of the use of John Barsby's computer technology and access to the Internet, students agree to and understand the following rules of conduct regarding the appropriate use of computer technology in the school:

1. Students are responsible for following the Code of Conduct specified in the School Act and the John Barsby Student Code of Conduct in all matters including the use of technology and information resources.
2. Students are responsible for all of their personal computer technology access and for any use of computer technology while in the school or while accessing the school network.
3. Students agree to use technology and information resources in a responsible, efficient, ethical and legal manner.
4. Students will not contravene the conditions of the School Act and the John Barsby Student Code of Conduct. For example, they will not:
  - I. Give access to computer technology to any person by allowing the use of their name, school identification, assigned login names or passwords.
  - II. Intentionally seek information about, browse, obtain copies of, modify files, passwords, or computer electronic storage media that belongs to other people.
  - III. Send or receive inappropriate images, sounds, or messages.

Violations of the terms and conditions stated above will result in a loss of computer access, as well as other possible disciplinary or legal action.

## **CHECKING IN AND OUT OF SCHOOL**

Students who need to sign out of the school must bring a note to the office or call a parent/guardian and have one of the Office Staff speak to them. The student must also sign out in the sign out book in the office and sign back in upon return.

## **CLUBS AND ACTIVITIES**

School clubs and activities are another area in which students can get involved in their school and meet new friends. They allow both staff and students to pursue common interests in a non-curricular and informal setting. Available choices vary from year to year. Please stay tuned for the activities that we will be offering this year. Great sources of information are our website and the morning announcements.

## **COMMUNICATION – WHAT'S GOING ON AROUND THE SCHOOL?**

The school website is updated regularly and displays special events and important calendar dates. The address of the website is: <http://jb.schools.sd68.bc.ca>. We also strive to send out a weekly communication through the office.

## **APPROPRIATE ATTIRE/DRESS CODE**

Appropriate dress in NLPS is defined by Administrative Procedure 352: School Attire Expectations. Nanaimo Ladysmith Public Schools students are allowed to wear anything they choose so long as it conforms with the School Code of Conduct requirements for the intended activity (Physical Health and Education, Metalwork, Woodwork etc.). Furthermore, student clothing cannot promote or display:

- Drugs
- Alcohol
- Offensive images

- Offensive language
- Encouraging discrimination

\*Examples of popular clothing that should not be worn at school would be clothes that have marijuana images, beer/alcohol logos, etc. ***Students wearing these items will be instructed to not wear them again and home contact made. Students repeatedly wearing them will have to turn them inside out, cover them up or change.***

## FIRST AID SERVICES

Students who are ill or injured must report to a secretary in the main office. A first aid room is available for short term use only. If necessary, a first aid attendant will be called to examine the student. JBCS staff can provide emergency first aid. Please do not send sick students to school.

## FOOD SERVICES

**Cafeteria:** A weekly lunch menu will be posted in the cafeteria. Students can purchase food service through cash or the online tap system. Students can also purchase a \$20 or \$50 punch card. Punch cards can be purchased through school cash online.

**School meals program:** A free breakfast program will be available daily from 7:45 - 8:25 am in the front foyer. A free snack program will be available in room 300 during lunch break.

## GYM RULES

To make every class and event enjoyable for all involved please follow these rules:

- No food or drink at any time (except capped water)
- Respect the gym and the other facilities. Violators may be banned from the Gym. Please do not leave a mess in the stands or at the team benches.
- "We participate in athletics for the love of the sport, but we also put it in perspective; at the end of the day, it is just a game." Encourage and acknowledge good play by both teams
- Respect the officials and their decisions
- Respect the players, coaches, and their support staff
- Cheer for your team – not against your opponent

***During Gym class:*** Lockers are available in the gym for class use only. Please ensure you have a second lock to secure your belongings. Please do not bring valuable items or cash to the gym!

*The school is not responsible for lost or stolen items but will take steps in helping with the investigation. This could include contact with the school RCMP Liaison Officer.*

- *Inform the classroom teacher*
- *Inform the office and an Administrator*

## KEEPING YOUR BELONGINGS SAFE

### **Bicycles:**

A bicycle rack is provided outside the front of the school by the front entrance. Students are encouraged to lock bicycles to the rack. There is no inside storage available for bicycles. The school assumes no responsibility for theft or damage of bicycles. Do not leave bicycles unlocked or on school grounds overnight!

## **LOCKERS AND LOCKS**

- Lockers are school district property and are issued to students by a homeroom teacher or the office.
- A combination lock must be used, and the combination registered with the office. Any students who require a non-combination lock must have it approved by administration.
- It is the student's responsibility to keep the combination private.
- Students must maintain their assigned locker. Administration must approve all locker changes. Unauthorized locker changes may result in locker rental privileges being revoked.
- Students should understand that the possession of drugs, alcohol, and real or replica weapons on school property is a violation of School District policy and/or a criminal offence and should not be brought to school.
- Students should understand that school authorities, or their designates, have the right to access the lockers and contents at any time in order to maintain a safe and conducive learning environment for students.
- All personal property, including money, is the sole responsibility of the student and it is advised that students do not share their combination to help ensure security.

## **PAYING SCHOOL FEES**

All school fees can be paid through School Cash Online.

Get setup in three simple steps:

1. Create Your Profile: Go to <https://nlps.schoolcashonline.com> and click on "Register" and fill in all appropriate fields.
2. Confirm Your Email: Check your inbox for the email confirmation and click on the link inside. Sign in with your new login details.
3. Add a Student: Click "Add Student" and fill in the required fields with your child's details.

More information and instructions on how to sign up and use School Cash Online are available here <https://www.sd68.bc.ca/schoolcashonline/>.

## **PLAGIARISM, ARTIFICIAL INTELLIGENCE (ChatGPT), AND ACADEMIC INTEGRITY**

As a learning community at John Barsby, we value academic integrity. Part of academic integrity is not submitting work that is not your own (including work that is generated by artificial intelligence). Assessments and other schoolwork are measures of a student's academic performance. As such, honesty is essential to ensure a true measurement of a student's learning. Each assessment represents what the student knows or can do for the student, the teacher, and their family to have an accurate understanding of the student's progress. A student's academic integrity is essential for students and in particular students looking for references, scholarships, bursaries, and university acceptance. Students that are plagiarizing, cheating, or misrepresenting themselves are in violation of our code of conduct and will be addressed by the teacher and administration in a restorative, preventative and educative manner.

Breaching academic integrity can occur through a variety of means. This includes utilizing technology in a way that shifts the responsibility of learning and/or demonstration of that learning to the technology. While there are uses of technology and artificial intelligence that can enhance the learning process, it is important to ensure that one is not taking credit for inauthentic demonstrations of learning. The use of ChatGPT or other generative AI tools does not necessarily equate to a breach of academic integrity. If teachers are permitting the use of AI tools in their classroom as a learning tool, it is the responsibility of the teacher to ensure students understand the purpose and limitations of its use.

## RECYCLING AND WASTE MANAGEMENT

It is easy being green! Waste management is a huge part of making our ecological footprint on the earth smaller. Recycling is easy and its impacts are incredible. Join us in making Barsby a green campus!

At John Barsby, we have four streams of solid waste: organics, plastic and glass recycling, paper recycling, and landfill. By diverting a good portion of our waste into the other streams, we divert waste from the landfill, helping to minimize the amount of garbage we produce and thus making our school a more sustainable one.

Recycling Bins: All recycling and organics bins are clearly labelled, for clarification of what goes where.

ORGANICS: the following can be recycled in any organics bin: food waste: sandwiches, apple cores, fries, paper plates, napkins, coffee cups, etc., cardboard (pizza boxes) etc.

PAPER AND CARDBOARD: This bin accepts: notebook paper and computer paper, newspaper, clean cardboard.

PLASTICS etc.: The refundable - plastic bottles, tin cans, juice boxes, plastic containers.

## STUDENT ACTIVITY FEES

Student Fees are charged each year. These important fees go towards supporting student activities, awards and recognition, assemblies, school spirit and other special events. Student Fees are \$20 and may be paid by cash or online.

## STUDENT PHOTOS:

Each year the photographer will be in the school in September to take individual photographs. Students will be called down for this activity from their classes. Photographs will be used for student cards and yearbook; therefore, *all* students are asked to have their pictures taken without cost. If families wish to purchase packages, they can order direct and pay online. Email proofs of the student photos will be emailed home. Retake day typically takes place in October each year.

## SMOKING AND VAPING

Smoking and vaping is not permitted on any school district property in the province of British Columbia and is not permitted on field trips or any events related to school.

*Smoking and Vaping within the building or on campus may result in progressive discipline which may include student suspension.* These activities within the building can set off the fire alarm and result in evacuations of the building, causing alarm and anxiety among students. These activities often occur in washrooms and make students feel unsafe and discourage them from using the facility.

***The RCMP have the authority to issue tickets for students vaping on campus or in the building.***

While John Barsby Staff and Administration do not condone smoking, vaping, or chewing tobacco it is recognized that some of our student body smoke or vape. Students please be aware that these activities are addictive and harmful to your health. The BC Lung Foundation has educative materials located here: [BC Lung Foundation: Vaping Health Education Tool Kit](#).

## STUDENT DATA PRIVACY POLICY

When using any outside web-based software that collects personal information about students, schools must follow a process to ensure that parents are aware of the privacy implications. Personal information includes student names, birthdates, and PIN, as well as student work.



All outside websites that collect students' personal information must be first reviewed by the school district's Information Systems Department and the Information and Privacy Coordinator who will review the software for compliance with security and privacy regulations.

If students' personal data is stored on computers *inside of Canada*, and the web-based software is approved by the district as meeting the security and privacy requirements, no further steps are required.

If students' personal data is stored on computers *outside of Canada*, once the web-based software is approved by the district as meeting the security and privacy requirements, schools and teachers must take the following steps:

- Inform parents about the website and what student information will be on it.
- Refer parents to further information about the website's privacy policies
- Obtain parents' signed consent for their children's information to be stored on the website.
- Provide alternative arrangements for students and parents when there is no signed consent.

### **STUDENT DRIVERS**

Student drivers are reminded that they cannot drive themselves or other students to school events (before or after school). Student drivers are to drive responsibly in our school area – reasonable speed in the parking lot, exit area, and in front of the school.

### **STUDENT PARKING**

Students may park at Barsby, in the student parking lot, on the following basis:

1. The student must have a valid driver's license and must be given permission by their parent or caregiver, to drive to and from school.
2. The student's vehicle must be properly licensed and insured.
3. Neither the student's vehicle, nor the Student Parking Lot, is to be used as a meeting place at any time during the school day (particularly during the lunch hour).
4. Misuse of the vehicle will result in loss of parking privileges (SD68 Procedure No. 3210P).
5. The student's vehicle is not to become the cause of student tardiness or truancy.
6. Loud and inappropriate music is disruptive to classes and may result in the loss of parking privileges.

### **TEXTBOOKS:**

Teachers issue textbooks as required; these are signed out through the library. Once assigned to you, the textbook is your responsibility; please take good care of them.

### **VANDALISM**

Any student who willfully or carelessly damages, destroys, or removes any school property without permission, will be held financially and/or restoratively responsible jointly with parents or guardians, and could also face other discipline processes.

### **VISITOR/GUESTS**

Please come to the main office, sign in upon arrival, and out when you are leaving. Parents who wish to schedule a meeting with school staff should call the school to arrange a time. It is recommended to make an appointment by

calling 250-753-8211. Students must not visit friends at other schools during the school day, and vice versa. Students must make arrangements to meet friends outside the school day, and off school property.

### **WELLNESS CENTRE**

The Wellness Centre is located in the school next to the Counselling Office. It is staffed Monday, Wednesday and Friday with a Public Health nurse. Hours are posted on the door with any variations to the school day hours. Doctors also provide care, just like a doctor's office. The hours are posted, and students just drop-in to make an appointment to see the doctor for any health-related questions or concerns. Services that are available from the nurse include immunizations, referrals to mental health and counselling, birth control, emergency contraception, and STI testing. The center works closely with community services. The Wellness Centre is accessible to the students of John Barsby. If any parents have questions and would like to talk to the nurse or staff, please call the Wellness Centre at 250-753-8211 local 288. All services are confidential.

### **YEARBOOK**

Take pride in celebrating your year, your school, your place in time, and your story. Plans and cost for 2024-2025 to be determined.

### **STUDENT SUPPORT TEAMS**

Our Support Teams are organized by alphabet. This is designed to increase communication, responsiveness and provide our families with a clear sense of who to connect with.

Last names: A-K		Last names: L-Z	
Vice-Principal	Scott Christianson	Vice-Principal	Emily Agopsoqicz
Counsellor	Hailey Boast/Karmyn Powell	Counsellor	Sterling Jamont/Karmyn Powell
CYFSW	Kayli Wilkinson	CYFSW	Margit Larsen-Rogers
Indigenous Support	Diane Neave	Indigenous Support	Katina Munro

### **PRINCIPAL AND VICE PRINCIPAL TEAM**

The Principal and Vice Principals are available to answer any questions you may have about John Barsby Community School and the services we offer.

### **COUNSELLING**

All students at John Barsby have a counsellor assigned to them to assist them in a variety of ways. Counsellors are available for students and caregivers to help in any of the following areas: post-secondary planning, career development, educational planning, learning and study skills, inter-personal relations and communication, human development, and social awareness. Counsellors work closely with students, parents, staff, and community resources to make the high school years as valuable as possible for each individual in the school. Further to our own counselling services, the school has access to various district resources and community agencies to help students.

## CHILD AND YOUTH FAMILY SUPPORT WORKER

The school's Child and Youth Care Workers will assist those students who need extra support by connecting families with community support and/or community agencies.

## INDIGENOUS EDUCATION

Indigenous Education enriches the educational opportunities for all students. The goal of Indigenous Education is to ensure that Indigenous and non-Indigenous students benefit from the services offered.

At John Barsby, enhancement opportunities are offered in the following ways:

<b>Academic Support by:</b> <ul style="list-style-type: none"> <li>• Indigenous Resource Teacher</li> <li>• Indigenous Education Assistant</li> <li>• Indigenous Tutor</li> </ul>	<b>Cultural Appreciation through:</b> <ul style="list-style-type: none"> <li>• Classroom Activities</li> <li>• Community Activities</li> <li>• School Activities</li> </ul>
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## ASSESSMENT AND REPORTING

### GRADE 8 AND 9 REPORTING

In Nanaimo Ladysmith Public Schools, reporting is meant to be a communication tool and so we communicate student learning with parents, on an ongoing basis.

Reporting communication will occur a minimum of five times during a school year. The timing will vary depending on the duration of the course – Year Long versus Semester.

### GRADE 10 – 11 – 12 REPORTING

For each course, families can expect to receive one initial communication from the teacher and two ongoing communication of student learning updates. One mid-term communication and one final summative report. Please note that parents are welcome to arrange to communicate with teachers at other times and by other means (ex: telephone or email). Please refer to the calendar or website for teacher contact information. For each course, the report cards summarize achievement, work habits, and attendance.

## SAFETY

### Power Failure (this calls for the “Shelter in Place” emergency response)

In the event of a power failure:

1. The Principal or Vice Principal check that emergency power systems are operational.
2. Classes are not to be dismissed until directed by the Principal or Vice Principal.
3. Secretary phones B.C. Hydro to determine the probable length of the power failure.
4. Secretary phones property department.
5. The Principal or Vice Principal, after receiving information from Hydro, will determine the appropriate course of action.
6. The Principal or Vice Principal will notify teachers accordingly of the time concerns and practice to be followed.

## EMERGENCY PROCEDURES AND DRILLS

### SCHOOL EVACUATION PROCEDURES

When the alarm sounds, walk out together as a class to the designated exit for your classroom (see maps in classrooms). Walk to the small field, staying away from the building, and line up alphabetically by teacher last name by the trees.

A few points to remember:

- Classes line up alphabetically by the trees on the small field. A is closest to 7<sup>th</sup> street, Z closest to the school
- Attendance is taken promptly
- ***To signal the drill is over, an air horn will be blasted 3 times.***
- ***For fire drills, students will not move to the alpha stations on the other side of the field-classes return together***

### EARTHQUAKE DRILLS

#### EQ Drill during class time

- Via the PA system, we will **announce the drill has begun**, drop, cover and hold on. The audio recording will then be heard (in the event of a real earthquake, the shaking itself will be the signal)
- **DROP** where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.
- **COVER** your head and neck with one arm and hand. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Stay on your knees; bend over to protect vital organs.
- **HOLD ON** until the shaking stops. Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts. No shelter: hold on to your head and neck with both arms and hands.
- **Count seconds out loud for the duration of the quake.** This will help keep students focused and calm and will allow you to identify how long the earthquake lasts. The longer it lasts, the more cautious everyone will need to be.
- **When the shaking stops (or when the all clear sounds) count to 60.** Suggest that while under a sturdy desk or table, students and teachers look around at what might fall in a real earthquake
- If your teacher is injured, two designated students will give instructions to the class.
- Teachers grab classroom Student List and Earthquake Emergency Bag. Make sure these stay with the person escorting the class.
- **When safe to do so, teachers evacuate the building with their classes using the BUDDY SYSTEM.** Classes should exit in pairs with one teacher in front and one in the back to their designated Safe Meeting Place.
  - Use suggested evacuation routes or an alternate route if yours is blocked or unsafe.
  - Use 4 Evacuation Rules – **Don't Talk! Don't Push! Don't Run! Don't turn back!**
  - Check that exit routes are clear. Move directly away from the perimeter of the building when exiting. Students should cover their heads with their bag or book. Do NOT use any elevators
  - Walk slowly, shuffling feet to ensure no debris is underfoot, look up, down, left and right for dangers
- Students will be led to evacuation area single file by their teachers. Teachers line up alphabetically on the small field, take attendance, and send an EA or a designated student to bring attendance information to the Office Staff at the Command Center. Keep students in single file. Use red card

for students who were in attendance & may be left in the building. Use green card if all are accounted for.

- NOTE: If an aftershock occurs while exiting, “Drop, Cover, and Hold On” until the shaking stops. **Crouch rather than dropping to knees to avoid injury from debris.**
- When all staff & students are accounted for, the horn will blast 3 times, signaling staff & students to **proceed to their alpha groupings** listed on the perimeter fence, and staff will go to their designated area of responsibility. Team leaders will go to Earthquake Kiosk to pick up lanyards to distribute.
- Students MUST **line up single file**, and WAIT until a runner comes and gets them so they can be reunited with parents/guardians

### EQ Drill when classes are not in session

If an Earthquake were to occur during the school day, but when classes are **not** in session, follow these procedures:

- **DROP** where you are, onto your hands and knees. This position protects you from being knocked down and allows you to stay low and crawl to shelter if nearby.
- **COVER** your head and neck with one arm and hand. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Stay on your knees; bend over to protect vital organs.
- **HOLD ON** until the shaking stops. Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts. No shelter: hold on to your head and neck with both arms and hands.
- **Count seconds out loud for the duration of the quake.** This will help keep focused and calm and will allow you to identify how long the earthquake lasts. The longer it lasts, the more cautious everyone will need to be.
- **When the shaking stops (or when the all clear sounds) count to 60.**
- **When safe to do so, evacuate the building:**
  - Use the closest building exit or an alternate route if it is blocked or unsafe.
  - Use 4 Evacuation Rules – **Don’t Talk! Don’t Push! Don’t Run! Don’t turn back!**
  - Check that exit routes are clear. Move directly away from the perimeter of the building when exiting. Students should cover their heads with their bag or book. Do NOT use any elevators
  - Walk slowly, shuffling feet to ensure no debris is underfoot, look up, down, left and right for dangers
  - Move to the Small Field and find your teacher from your PREVIOUS CLASS. – remind students that teachers are in alpha order by their last name. It may be useful for them to know where their other teacher would be on the field.
- Teachers line up alphabetically on the back field, take attendance, and send an EA or a designated student to bring attendance information to the Office Staff at the Command Center. Students stay in single file. Use red card for students who were in attendance & may be left in the building. Use green card if all are accounted for.
- NOTE: If an aftershock occurs while exiting, “Drop, Cover, and Hold On” until the shaking stops. **Crouch rather than dropping to knees to avoid injury from debris.**
- When all staff & students are accounted for, the horn will blast 3 times, signaling staff & students to **proceed to their alpha groupings** listed on the perimeter fence, and staff will go to their designated area of responsibility.
- Students MUST **line up single file**, and WAIT until a runner comes and gets them so they can be reunited with parents/guardians

## LOCK DOWN PROCEDURES

It is standard procedure for Nanaimo Ladysmith Public Schools to practice lockdown drills. The aim of a lockdown is to be prepared for emergency situations that may occur in a school environment. ***The lockdown will be signaled by a P.A. announcement where an Administrator will identify themselves and the announce: "INITIATE LOCKDOWN, INITIATE LOCKDOWN, INITIATE LOCKDOWN."***

### General:

- Remain calm. Remain silent.
- Move quickly and quietly to designated areas, as appropriate.
- Do not go to your locker.
- Normal activities in the school cease as we await a response that lockdown is over.

### Students in Session:

- Teachers scan hallway for students; direct all to the nearest classroom or closest secure location as determined by school plan
- Students follow the directions given by teacher.
- Remain calm.
- Remain silent.
- Classroom and other doors locked.
- Turn off lights.
- Sit in a safe area out of sight as instructed by your teacher.
- Cover windows to the hallway.
- Silence all cell phones and place face down on the ground so it does not bring attention to your location.
- No one is to leave his or her safe area under any circumstances.
- Should the fire alarm sound, do not evacuate the building unless:
  - You have first-hand knowledge that there is a fire,
  - You are in imminent danger, or
  - You have been advised by RCMP/Administration to evacuate the building.

### Students not in Session:

- When a lockdown is initiated you must attempt to get into the nearest room before the teachers lock the door. Teachers will scan the hallways before locking doors.
- If you are outside when a lockdown is initiated, you need to remain outside of the school. You should proceed to our off-site evacuation location at the **Georgia Avenue Elementary**.

Full cooperation with the teacher in your area is essential. The purpose of the lockdown is to ensure your safety during a crisis and to keep areas clear to allow the police to follow their procedures without interference.

As with all emergency procedures, it is important to practice Situational Awareness and react to the circumstances presented to stay safe as best as possible.

Many students feel angst around the drill; given media attention, we often think of lockdowns in the worst-case scenarios, but most often they are not to that extreme. If you are still feeling anxious after the drill, please touch base with your counsellor.

The lockdown is not over until you hear an identified Administrator announce:



"THE LOCKDOWN IS OVER; THE SCHOOL IS SECURE. I REPEAT THE LOCKDOWN IS OVER, THE SCHOOL IS SECURE."

## HOLD and SECURE Procedures

If the school must go into a Hold and Secure, we will use the following procedures.

A Hold and Secure is initiated when there is a security concern in the neighborhood.

An announcement will be made over the PA:

*The Hold and Secure will be signaled by a P.A. announcement where an Administrator will identify themselves and the announce: "Initiate Hold and Secure, Initiate Hold and Secure, Initiate Hold and Secure"*

1. We will bring everyone into the school and remain inside.
2. Doors will be secured by Administration and Custodian.
3. In your room, close your windows and blinds (if available)
4. No one may enter or exit the building during a Hold and Secure
5. Typically, normal activities will continue **WITHIN** the school.



A second announcement will be made when the Hold and Secure Ends

"THE Hold and Secure is over; the school is secure. I repeat, the Hold and Secure is over, the school is secure"

## John Barsby Community School Pre-Arranged Evacuation Locations

In the event that we have to evacuate the building and cannot come back in the building (ex: gas leak) we will follow the following procedures: