



Dasmesh Punjabi School

# Policy Manual

Updated January 2024

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~~This document outlines the guiding policy and all programs at Dasnech Injapibi School (DPS).~~

this document is in draft format and partitioned into two sections, Section A and Section B. Section A is a collection of the B.C. Ministry of Education's mandated or recommended policies. Section B is a collection of additional policies DPS is considering as supplements to the primary policy framework.

Values are something that form the core foundation of our school, our students, faculty and the community at large. Our staff, faculty and students work together to ensure developing a lifestyle and outlook that adhere to our core values and beliefs.

## Our Mission

Creating a safe and healthy environment for

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# Foundational Policies

Dasm...

Has a policy for no-drugs, no-drinking, no-smoking, and...

Has a Uniform Policy

Has a daily Sikh Studies assembly block and moral and character development programs

Fosters respect for self, the earth, and others

Offers a full-day Kindergarten with a strong focus on English Language Arts

Offers the Open Court Phonics Language Program for 3 students

Believes in early intervention and has 3L's Program for language, learning, and literacy in the primary grades and a L program from K-12

Offers Punjabi as a second language program from K-12. Students complete grade 10 Punjabi while they are in grade 10.

Offers Shabad Kirtan as an additional area of heritage instruction to K-10 grades

Offers core French from Kindergarten through Grade 7.

Is a college and university prep school for Grad Program (Gr. 10-12) students

Is dedicated to the memory of Guru Gobind Singh Ji

## Admission for Kindergarten

Registration Timelines: First Two School Weeks of January

Starts every year in the month of Guru Gobind Singh Ji's birthday

Is on a first-come-first-served basis

Must be done before or by the cutoff date, as places fill up

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Orientation Session:

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The Student Emergency Procedure Plan includes:

Details of the diagnoses

Treatment administration regimens

Who needs to be informed about the emergency procedure plan, such as teachers, classmates, service providers, etc.

Updated emergency contact information for the student's parents

An agreement binding those exposed to the student's personal health information to maintain confidentiality outside of emergency situations

Information notifying parents of their duty to report to DPS any changes concerning the student's condition

Information regarding DPS's responsibility for updating records.

## School-Level Emergency Procedure Plan

The School-Level Emergency Procedure Plan administered by DPS includes the following Measures:

1. At the first sign of a reaction, administer epinephrine. Record the time of administration.
2. If epinephrine was needed, call 9-1-1.
3. Contact the student's parent or guardian. If symptoms have not improved after the first dose of epinephrine (e.g., the reaction is continuing, reoccurring, or worsening), only then administer another dose within 10-15 minutes of initial dose (if available).
4. Upon administration of the initial auto-injector dose, the student must be immediately transported via ambulance to a hospital due to the temporary effects of the auto-injector, and the potential for anaphylaxis to re-emerge.
5. The anaphylactic student shall not be left unattended. At minimum one person will stay with the student.

## Emergency Response Plans for Field Trips

Field trips organised by DPS still require that all appropriate measures of care are taken with regards to student safety. It is the responsibility of the Principal or a staff member designated by the Principal to ensure that staff are adequately prepared to take on emergency procedures beyond the

## Collecting and Storing Medication

DPS requires parents to provide appropriate medication for their anaphylactic child, informing DPS as to where they are to be located, such as on the student's person, in their classroom(s), and/or other locations. In addition, it is the role of the Parent to deem the student capable of carrying their own medication/epinephrine. If deemed capable by the parents, it is also their responsibility to provide detailed and specific instructions about carrying and using the medication. DPS will endeavour to communicate with families about expired or expiring medications, however, parents are responsible for ensuring that medications have not expired, that expired medications are replaced, and that extra medication to be stored in a safe and easily-accessible location on site is provided.

Students who are at risk of anaphylaxis should carry one single-dose single-use auto-injector on their person at all times, with a backup stored in an easily-accessible location within the school. Students deemed incapable of self-carry by their Parents or the School will have their auto-injector stored in a designated, easily-accessible location that is known to all staff members and the anaphylactic student's parents/guardians.

conduct, the teacher present can verbally ask them to explain themselves at that time. On the other hand, if expulsion from the school is being considered, a longer feedback window is required, and the response or additional evidence should be given in writing and/or in a formal hearing.

Once a decision is made, the student and parent(s)/guardian(s) will be informed of the rationale for the decision.

## Appeal Procedures

In exceptional cases, after the above process concludes, the student and parent(s)/guardian(s) may choose to appeal the decision. The steps of the appeal process at DPS are as follows, with the appeal escalating to the next step if consensus cannot be reached in each case.

1. Appeal to the decision-maker, e.g. the teacher whose class the issue at hand stems from.
2. Appeal to the Principal, if dif

## Campus Visitors

Any visitor to the campus who brings banned substances onto the campus will be escorted from the campus. The person's name and vehicle licence plate will be recorded and sent to The Abbotsford Police School Liaison Officer. If the visitor is a student from a local school, the Principal of that school will also be notified.

## Staff Members

Any staff member who brings banned substances onto the school campus will be suspended to a review with  
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Assessment (VTRA) training (either Basic or Advanced) through the ERASE program offered by the Federation of Independent Schools Associations. In addition, a second school staff member shall also complete the Basic VTRA training until such a time as the School joins the Federation of Independent Schools Associations and gains access to the Association Safe School Coordinator. Additionally, until such a time as the School joins the Federation of Independent Schools Associations, one School staff member shall complete the Basic Digital Threat Assessment training. ERASE training shall be refreshed every 3 years.

## Acceptable and Unacceptable Behaviours

There is zero tolerance for physical violence at DPS. This includes violence perpetrated by any DPS student or staff members towards any person in or outside of the school. There is likewise zero tolerance for non-physical violence, bullying, or harassment. Discrimination on the basis of any grounds, including gender, race, culture, religion, sexual orientation or gender identity will not be tolerated.

Examples of behaviour that contributes to creating a positive environment include:

- Using welcoming and inclusive language
- Being respectful of differing viewpoints and experiences
- Gracefully accepting constructive criticism
- Focusing on what is best for the community
- Showing empathy towards other community members
- Respecting others' wishes regarding how they would like to be addressed or referred to

Examples of unacceptable behaviour include:

- Verbal attacks, including insulting/derogatory comments, mocking, trolling
- Cyber-bullying, social media attacks
- Publishing others' private information without explicit permission ("doxxing")
- Attacking or mocking someone's race, culture, religion, sexual orientation or gender identity
- Contributing to an culture,

[Student Discipline Policy](#), and may include loss of privileges, suspension, or, in severe cases, expulsion from the school.

If a DPS student needs to report an unacceptable behaviour such as bullying, they should do

Development (MCFD) or the Aboriginal Child and Family Services Agency and the Appointed School Official. If the Appointed School Official is the alleged abuser, then school personnel, after reporting to the previously mentioned agencies, will report to the Alternate ASO, and the ASO will not have a role in the process.

3. If any staff member believes that a child has been or is likely to be physically harmed, sexually abused or exploited, or neglected by another person, the staff member must report this to a Child Welfare Worker under the Child, Family and Community Services Act. The legal duty to report overrides any duty of confidentiality.
4. If any staff member believes a child is in immediate danger of harm, they shall call 9-1-1.
5. The school will protect personal information regarding the investâ



If the child is not in immediate danger, but you have reason to believe that he or she has been or is likely to be abused or neglected, call a local child welfare worker at MCFD. Contact information is listed below. If it is after hours and you are not sure whom to call, phone the Helpline for Children toll free at 310-1234 (no area code) any time of day or night from anywhere in BC.

The following contact information can be used in reporting suspected abuse:

Ministry of Children and Family Development: 604 981 0008  
Delegated Aboriginal Child and Family Service Agency: 604 872 6723  
After hours calls to MCFD or DACFSA: 604 660 4927

To report that a child is in immediate danger and/or a criminal offence against a child has been or is likely to be committed, please call the Abbotsford Police Department at 604 859 5225.

If a staff member reports suspected abuse to the MCFD or DACFSA they shall notify the Principal to the extent permitted by confidentiality law. If the report involves the Principal, the report shall be made to the Executive Director. The Principal and/or Executive Director shall notify the Board of Directors upon receiving any such notice.

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This policy sets out how learning resources are chosen at DPS. Learning resources are texts, videos, software, and instructional materials that teachers use in the course of instruction. This policy only governs learning resources from an educational perspective; for learning resources with budgetary impact, these budgetary decisions must be made separately following the general DPS procedures for expenses.

DPS's Mission Statement for Teachers is, *"To support you in doing work you are proud of, understanding that this will sometimes be with support and resources, and at other times with trust and autonomy."* This policy must balance the importance of selecting appropriate learning resources with respecting the autonomy of teachers as skilled educators.

### Approval Process: Single-use Resources

For single-use resources, such as an article that a DPS teacher asks a student to read, or a video clip to watch, the teacher may use this resource at their own discretion, provided that the resource meets the efficacy, accessibility, appropriateness and licensing criteria described below. If the teacher is unsure about whether the single-use learning resource satisfies the approval criteria, they must initiate the recurring-use approval process below

### Approval Process: Recurring-use Resources

For recurring-use resources, such as textbooks or educational software to be used for an entire course, DPS teachers shall consult a committee appointed by the Principal for review of the educational resources. The Principal will strive to include a subject matter expert on the committee, with expertise pertinent to the resources in question. In seeking review, the

proposing teacher should provide the committee with an explanation of why the proposed learning resource meets the efficacy, accessibility, appropriateness and licensing criteria outlined below.

## Approval Criteria: Efficacy

Learning resources used at D



Once outside the building, DPS staff will:

- Check for injuries

- Account for all students

- Immediately report any missing, extra or injured students to school administration

- Continue to manage students

- Wait for

Announce "all clear" signal when threat has ceased as authorised by law enforcement

DPS staff will not:

Leave the building

Open the door

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training session to ensure all staff members are familiar with the process that

by

## Communication to Parents - Informed Consent

The written informed consent of parents/guardians is required for participation of students in all field trips. A full description of the field trip must be provided to parents/guardians in writing and must address:

How the field trip supplements the educational program

Notice that the field trip is optional, and that arrangements will be made for students who are not participating

9/1/00/1/01/022  
Description







purpose for the collection that serves the educational goals of the school.

## When May Information be Disclosed?

Disc may disclose personal information in the following circumstances:

- When authorised/requested by the student/parent/guardian
- When required by law, e.g. court proceedings
- When permitted by law, e.g. medical emergencies
- Third party service providers, e.g. printing services, educational apps

Personal information shall only be disclosed in accordance with the stated purpose of the collection of the personal information.

## Retention

The school will make reasonable efforts to dispense with information that is no longer needed, unless retention is required by law or Ministry policy.

## Accessing Personal Information

Students may access and identify school records of the student with notice of 10 business days. In the event of family breakdown, the School will grant access to records of students in accordance with the law. Thus, the School will verify that access is not limited by a court order.

## Security of Electronic Documents

The School manages electronic files appropriately with passwords and security measures that limit access by unauthorised personnel. For example, passwords used by school employees may not be reused elsewhere, and sensitive data shall be encrypted.

## Privacy Violations by a Student

If a student violates privacy, for example by attempting to access information that they are not authorised to access, disciplinary action will be taken following the *Student Discipline Policy*. And processes regarding privacy shall follow the *Appeals and Procedural Fairness Policy*.

## Compliance Violations

If a student, parent, or staff member has a complaint about privacy, protection of personal information, or compliance with PIPA, the Privacy Officer shall be available to immediately address these concerns. The school shall make the necessary resources available to the Privacy Officer, for example funds to retain legal counsel in the case of interpreting PIPA.

## References

Personal information Protection Act (B.C. Ministry of Education)

Personal Information Privacy Policy for Parents and Students (Federation of Independent Schools of British Columbia)

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3. Indecent conduct or loud, disruptive or profane language will not be permitted.
4. Passengers are not to behave in any manner, which infringes upon the rights of any other passenger. This would include any form or type of bullying.
5. No student is to enter or leave the bus until it has come to a complete stop. Students may enter or leave the bus only upon bus driver signal.
6. Students are not to throw objects of any kind on the school bus or out the windows. All parts of the student's body shall remain inside the bus at all times.
7. The privilege of riding the school bus may be denied to any student who does not conduct himself/herself in a safe and orderly fashion. School bus drivers and administration will determine what is safe and orderly. The bus driver reserves the right to assign seating for any student(s) that are disruptive in any way.
8. Students may use electronic devices for personal use only and not take pictures or show material to other students on the bus. Ear buds must be removed from ears when students leave the bus.

## Bus Safety Loading and Unloading

Our school uses the "School District System" for loading and unloading school buses in urban areas. This system is judged to provide the highest guarantee for rider safety while at their bus stops and while boarding or leaving their bus.

The procedure works as follows:

Within the urban area of Abbotsford, bus stops are located in areas where the bus can pull over to the curb and complete a transit style stop. In this case the red flashing lights are not used, rather, the bus driver will engage the four-way flashers to alert traffic in both directions.

Within the rural areas of Abbotsford, procedure #1 is not utilised; instead the bus will stop on the roadway, using red flashing lights to stop all traffic. Please note that when flashing lights are used, their purpose is to stop traffic – not to assist children in crossing the road. Although traffic safety and busing procedures are taught at schools, by bus drivers and communicated by the district through literature to parents, please take time to make sure your children understand how to ride school buses and public transit safely. Students: Please be sure to pay attention to bus safety tips, and instructions from the bus driver. Be sure to arrive at your stop 5 minutes before the scheduled arrival/departure time for your bus.

Vehicle drivers: vehicles travelling in both directions on a roadway must not pass a school bus which has stopped and has its red overhead lights flashing.

Vehicle drivers are also reminded to use extra caution in school zones during school days.

## FIELD OR BUS TRIP EMERGENCY PROCEDURE

In the event that an accident

4. Evaluate the need for evacuation. If needed to evacuate, move the students at least 30 metres away from the bus.
5. Place triangle reflectors.
6. At the scene, do not discuss the accident with any onlookers. Never speculate about what happened. Never accept or place blame.
7. Contact School by radio or phone at 604-826-1666 or the School Principal at 604-832-7825. If contact cannot be made or after duty hours use the emergency phone list.

Provide the following information to office staff:

1. Bus number / Route number
2. Location of the accident and intersecting street
3. Names and number of students on board
4. Injuries, if any? Ambulance required?
5. Have the police been called?
6. Can the bus be driven?
7. Is a back-up bus needed to take the students to school?

If necessary, complete the Vehicle Accident Information form.

### Teacher or Supervising Adult

1. Stay with the students. Evaluate first aid needs.
2. Assist driver as needed.
3. Contact the school principal.
4. Release students only to parents, guardians or authorised representatives.
5. Record name of person to whom students were released.
6. Record name of person sent to hospital and name of hospital.

### Administrator or Support Staff

Contact School District Administration Office at 604-826-1666

### Evacuation Drill

1 a school year

The Principal is responsible for:

Ensuring that all staff and families are notified of the closure as early as reasonably possible.

Developing a plan for the continuity and supplementation of any elements of the Schosab











The student who has special needs will be provided with an educational program in a classroom where the student is integrated with other students who do not have special needs, unless the educational needs of the students with special needs or other students indicate that the educational program for the student with special needs should be provided otherwise. The emphasis on educating students with special needs in neighbourhood school classrooms with their age and grade peers, however, does not preclude the appropriate use of resource rooms, self-contained classes,



## School Completion (Evergreen) Certificate

The Dasmesh Punjabi Education Association is responsible for providing educational programs to students with special needs who are on an Individualised Education Program (IEP). The School Completion Certificate, or Evergreen Certificate, is intended to celebrate success in learning and accomplishments of students with diverse abilities or disabilities (special needs).

To be eligible for a School Completion Certificate, the student must be designated in one of the Inclusive Education categories and have an IEP with modified curriculum.

The decision to place a student in an Evergreen Program should not be made prior to Grade 10.

Before a student is placed on a School Completion Program, the Principal will consult with parent(s)/guardian(s), School Psychologist/Diverse Learning Resource

Teacher/Educational Assistant and, where possible, the student to ensure the appropriateness of the program.

The principal will ensure the parent(s)/guardian(s) are aware that this pathway will not meet the criteria for a BC Certificate of Graduation (Dogwood Diploma) and Dasmesh Punjabi School Parent Acknowledgement of Program Modification form has been signed.

Ref

waived to deal with extenuating or emergent circumstances. Any teacher who seeks a formal report on his/her teaching service must make a request before October 31 of the school year in which the report is desired.

The report writing process will be reviewed with the teachers before the classroom visitations begin.

Each classroom observation will be followed by a discussion between the teacher being observed and the report writer before the subsequent observation.

After no less than three formal observations, a draft report on the teacher being observed will be prepared and provided to the teacher.

The teacher and the report writer will review and possibly amend the draft report, seeking a consensus on its contents.

The teacher will have the option of appending his/her own comments to the final report.

The teacher will be asked to sign the final report to indicate that he/she has reviewed the report with the author.

One copy of the final report will be given to the teacher; the other will be placed in the teacher's personnel file.

## Section B - Other Policies

DPS is committed to and conducts its activities lawfully and in a manner that is consistent with its compliance obligations. DPS will maintain its operations in line with the requirements of the B.C. Ministry of Education, the City of Abbotsford, and as otherwise set out in the Independent School Act.

The DPS Principal and/or Vice-Principal will monitor the School's compliance on an ongoing basis, and conduct a yearly review of the School's compliance with the guidelines set out by the Ministry of Education, the City of Abbotsford, and other relevant legislation and regulatory bodies including but not limited to:

- The Independent School Act as administered by the Province of British Columbia through the Ministry of Education

- The Employment Standards Act and the BC Human Rights Code as administered by the BC Employment Standards Branch

- The Workers Compensation Act as administered by WorkSafeBC

Communication between the school and families is critical for student success.

At DPS, all communication will be paperless; that is, communication will be either face-to-face or electronic through email or a software platform.

Parents/guardians and students will be kept up to date on school closures and other

Teachers may send broadcast communications to all students and/or parents in their classes. All other broadcast communications will require approval from the Principal or Vice-Principal

DPS aims to promote a student base that is curious, involved, and diverse as a group. The School admissions process should help identify both accomplished applicants and also students who have great potential despite past setbacks.

The admissions process at DPS will be based on a combination of individual merits and an effort to create a cohesive and diverse cohort of students. The School will not enrol students for whom we cannot provide an effective program. During the admissions process, the School will require parents to disclose any <sup>2</sup>



## Consequences

1st offence:



The materials from their application for employment at the School, including resume and university transcripts.

Any formal reprimands or commendations from their time at the School.

Any documents pertaining to formal evaluations of the staff member.

Staff records will be retained for 5 years.

Where the DPS administration believes that a Teacher has acted in an unfit way in the course of carrying out their duty, or the Teacher brings the School's business into disrepute, the Teacher will face a disciplinary inquiry.

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## What NOT to Wear

Hats, hoodies, toques, caps (not allowed in classrooms, buildings, portables, or on uniform days)

Jewelry (rings, beads, chains, studded collars, or studded wristbands)

Revealing clothing (bare midriffs, bare shoulders, spaghetti straps, low rise jeans unless covered by a top, short skirts above the knee)

Sleepwear (pajamas or slippers)

Inappropriate clothing (logos, sayings, pictures, graphics)

Tank tops (unless under a shirt), halter tops, crop tops (unless worn with a proper tank top underneath), cut-off shorts, torn jeans

Yoga pants, PJ's and tights

## Where to Buy the Uniform

(phone: 1-800-668-8261/1-604-205-7560, website: [www.neatuniforms.ca](http://www.neatuniforms.ca)).

Shoes and socks are the only exceptions and can be purchased elsewhere.

## Uniform Enforcement

Students are expected to be in complete uniform from the start to the end of the school day, unless it is Wednesday (non-uniform day), spirit day, or there is a special announcement.

Teachers will be doing regular uniform checks. Consequences for not complying with the uniform policy include lunch detentions, warning letters, parent contact, and restrictions on extracurricular activities.

### ***Current Compilation of Uniform Information***

Phone 1-800-668-8261/1-604-205-7560/[www.neatuniforms.ca](http://www.neatuniforms.ca)

At an independent school such as ours, the uniform is intended to develop school pride and provide equality and inclusion.

All students are required to wear the school uniform on all regular school days, educational field trips except Wednesdays or event dependent.

Care instructions: Do not wash clothing in bleach as the school logo will fade

### School Uniform:

Charcoal grey Pants /Skirts  
 5 µ6 Note: Element2





Homeroom Teacher