



**'Na Aksa Gyilak'yoo School!**

3529 West Kalum Road  
 Terrace, B.C. V8G 0C8  
 P: 250-615-2844 F: 250-615-2833  
 Website: [www.nagkschool.ca](http://www.nagkschool.ca)

**SEP (SPECIAL EDUCATION PROGRAM) SERVICES**

Student currently on an Individual Education Plan (IEP)?	Yes	No
If yes, is IEP attached / in student's file?	Yes	No
Has student received SEP Services previous school year?	Yes	No
If yes, select all that apply:		
Speech/Language	Yes	No
Occupational Therapy	Yes	No
Physiotherapy	Yes	No
Education Psychology	Yes	No

**PARENT / GUARDIAN INFORMATION**

Parent / Guardian		Parent / Guardian	
Last Name		Last Name	
First Name		First Name	
Relationship to Student		Relationship to Student	
Living with Student		Living with Student	
Same as Student Address		Same as Student Address	
Address, if different		Address, if different	
Home Phone		Home Phone	
Cell Phone		Cell Phone	
Work Phone		Work Phone	
Email:		Email:	
Are there legal documents in force? (RE: Custody, guardianship, access, etc.) If yes, describe briefly. **Please provide school with copy of the legal document **!		Are there legal documents in force? (RE: Custody, guardianship, access, etc.) If yes, describe briefly. **Please provide school with copy of the legal document **	

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**SIBLING INFORMATION**

<b>SIBLING</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Last Name				
First Name				
Relationship to Student				
Birthdate (YYYY MM DD):				
Gender				
School	!	!	!	!

**EMERGENCY CONTACT INFORMATION**

<b>Emergency Contact Person 1</b>		<b>Emergency Contact Person 2</b>	
Last Name		Last Name	
First Name		First Name	
Relationship to Student		Relationship to Student	
Home Phone		Home Phone	
Cell Phone		Cell Phone	
Work Phone		Work Phone	
Can pick-up student?		Can pick-up student?	

**MEDICAL INFORMATION**

Care Card Number	
Doctor's Name	
Doctor's Phone Number	
Allergies	
If 'yes', is Allergy life-threatening?	
Health Condition	
If 'yes', is health condition life-threatening?	
Additional health information	
Has student had hearing tested?	
Has student had eyes tested?	
Is student up-to-date with immunizations?	

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**SCHOOL TRANSPORTATION**

Will bus transportation be needed?	Yes	No
Booster seat needed? <small>* School will provide booster seat *</small>	Yes	No
<b>Check pick-up / drop-off location: Times are subject to change.</b>		
<b>Terrace: Downtown</b>		
<b>Terrace: Southside</b>		
<b>Terrace: Thornhill</b>		
<b>Kitseelas: Gitau</b>		

**STUDENT MEDIA RELEASE CONSENT FORM for 2021-2022 SCHOOL YEAR**

‘Na Aksa Gyilak’yoo School and authorized person(s) photographs/films/records audio of individual students and groups of students to commemorate events. Also, to promote the various educational, sports and cultural events taking place at ‘Na Aksa Gyilak’yoo School. Students’ names, photographs, videos, students’ work may be published in the school’s electronic database, school yearbook, school website [www.nagkschool.ca](http://www.nagkschool.ca), social media website – ‘Na Aksa Gyilak’yoo School Facebook groups, school newsletter or in the news media.

Initial one of the following:

\_\_\_\_\_ Yes – I give consent for the release of my child’s photo/video/audio for purposes consistent with the above

\_\_\_\_\_ No – I do not permit the release of my child’s photo/video/audio for purposes consistent with the above

**\*\* If you would like to change parental consent, at any time, please contact the school principal \*\***

**VERIFICATION BY LEGAL PARENT / GUARDIAN**

I certify that the information on my child’s school registration form is correct.

Print Parent/Guardian Name: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Today’s Date: \_\_\_\_\_

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**CONSENT FOR RELEASE / SHARE INFORMATION**

Student Full Name	
School	
Parent/Guardian Name	
Relationship to Student	

I, \_\_\_\_\_ (print parent/guardian name), hereby consent to the release of pertinent reports/information, including confidential special services file, for the purpose of planning/discussing my child’s educational program, progress and other concerns relevant to supporting his/her success.

This information is considered confidential and will be treated accordingly. It will only be shared insofar as it will help to support my child’s educational progress. Student files at ‘Na Aksa Gyilak’yoo School are available to parents/guardians through written request addressed to ‘Na Aksa Gyilak’yoo School.

Collecting/releasing/sharing information from:

May include any one or more of the following – please check box and include name

- Individual Schools \_\_\_\_\_
- School District/School \_\_\_\_\_
- Medical Community Personnel \_\_\_\_\_
- Ministry of Children and Family Development \_\_\_\_\_
- Child and Youth Mental Health \_\_\_\_\_
- First Nations Education Coordinator/Administrator \_\_\_\_\_
- RCMP/Youth Probation \_\_\_\_\_
- Child Development Centre \_\_\_\_\_
- Other \_\_\_\_\_

I certify I am the parent or legal guardian of the above-named student.

Parent signature: \_\_\_\_\_

Today’s Date: \_\_\_\_\_

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## **Definitions:**

### Eligible Students:

Eligibility is not intended to mean that students have the “right” to transportation services. Bus service is a privilege, which eligible students are able to use.

Being eligible for transportation services does not guarantee full door-to-door services.

### **SCHOOL BUS TRANSPORTATION - AUTHORIZED NON-PUBLIC SCHOOL BUS PASSENGERS**

The following ‘Na Aksa Gyilak’yoo School employees are authorized to ride school buses:

**Teachers, support staff and designated school volunteers** while performing their duties.



## **SCHOOL BUS TRANSPORTATION - RESPONSIBILITIES & DUTIES**

### **1. Principals**

- a. In conjunction with the Transportation Manager and bus driver, principals will work together to establish consequences for students whose conduct aboard a school bus is deemed unsafe or inappropriate;
- b. Principals are responsible for safety of students in the loading zone of the school, and will assign appropriate supervision,
- c. Will authorize field trips and book school bus services as needed.

### **2. Transportation Manager:**

- a. Responsible for overall safety and operation of the transportation department;
- b. Establish routes, schedules and stops to serve designated school catmint areas;
- c. Oversee driver training, maintenance schedules and repairs to the bus fleet;
- d. Provide overall supervision of riding privileges based on student behaviors on the bus;
- e. Work in consultation with the school Principals to establish consequences for inappropriate student behavior on the bus.

### **3. Bus Operators**

- a. Bus Operators are responsible for the safe operation of the bus;
- b. Bus Operators bear primary authority over students while they are aboard the bus;
- c. In circumstances where a teacher is riding the bus with the students, the teacher will assume primary responsibility for student behavior;
- d. Bus Operators shall follow assigned routes, adhering strictly to designated pickup and drop off stops, and meeting assigned schedules;
- e. Bus Operators may not extend or vary a route, or deviate from assigned route, except in the even of road closure or emergency circumstances, without the expressed permission of the Transportation Manager.

### **4. Parent/Students will:**

- a. Abide by the posted passenger regulations;
- b. Arrive at pick-up points on time;
- c. Ensure that the student's clothing is appropriate for weather conditions;
- d. Assume responsibility for students until they board the bus, and after they leave the bus;
- e. Not board any bus without consent from the driver.
- f. Communicate to the school if a child will not be riding the bus.
- g. Must wear a face mask while on school bus at all times.

## SCHOOL BUS TRANSPORTATION - SCHOOL BUS PASSENGERS

### 1. Students shall:

- a. Conduct themselves in a respectful and orderly manner;
- b. Follow instructions given by the bus driver;
- c. Remain seated until they reach their destination;
- d. Follow safe bus rules (as posted in bus);
- e. Follow safe bus procedures (available at NAGK school).

### 2. Parents shall ensure that their child:

- a. Is at the correct pick-up spot approximately five minutes early;
- b. Waits for, and boards, the bus in a safe manner;
- c. Returns home safely, from the designated bus stop, at the end of the school day;
- d. Recognizes that, under these regulations, appropriate disciplinary action may be taken for any unsafe or inappropriate behavior on the school bus.

### 3. Progressive discipline procedure:

- a. Verbal Warning – Normally, a verbal warning will be given by the Bus Operator to correct the student misbehavior while aboard the bus.
- b. Written Warning – Should the verbal warning be ignored and student conduct continues to be unacceptable, the Bus Operator will issue a written warning. A written warning may also be given when misconduct is serious enough to warrant parents (or guardian) being notified of the student's behavior. (this written warning will either be sent home with the student or e-mailed to the parent with e-mail on student file).
- c. Suspension:
  - i. Should the written warning not be heeded or extreme behaviors occurs, the Bus Operator will request a suspension of riding privileges. The Bus Operator will not determine the length of the suspension, but will provide input to the Transportation Manager.
  - ii. Once a request of suspension is received, the Transportation Manager and the Principal of the student concerned will discuss the student's behavior. A suitable suspension of bus riding privileges may occur, with notification given as required.
  - iii. First occasion – normally a one (1) to five (5) day suspension of bus riding privileges
  - iv. Second Occasion – normally a two (2) to ten (10) day suspension of bus riding privileges.
  - v. Third occasion – Should circumstances warrant suspension of bus riding privileges in excess of 10 days, the incident shall be discussed with the Principal who may be authorize an indefinite suspension of bus riding privileges. Indefinite suspension shall be reviewed periodically and bus riding privileges may be reinstated. The board shall be advised of all indefinite suspensions and subsequent reinstatements.
  - vi. Misbehavior on a school bus may result in further consequences, to be determined by the school principal.

## **SCHOOL BUS PASSENGER GUIDELINES**

- 1.** The following guideline apply to all passengers carried aboard NAGK school buses;
  - a.** The Bus Operator has immediate authority of the School bus at all times;
  - b.** The Bus Operator may designate seating for any purpose;
  - c.** Student behavior and conduct must not create a distraction for the Bus Operator;
  - d.** For the safety of students, no eating or drinking is permitted on the bus;
  - e.** Students are responsible for maintaining their area of the bus in a neat and presentable manner;
  - f.** Students will remain in their seat and will not extend arms or heads out of windows;
  - g.** When loading or unloading the bus, students must obey directions from the Bus Operator and /or supervisors.
- 2.** It is permissible for students to carry aboard school buses the following items subject to limitations as noted:
  - a.** Electronic devices may be used while on the bus **ONLY** with the permission of the driver, and must not interfere with the driver or other passengers;
  - b.** Field trip Equipment and supplies;
  - c.** Personal clothing is packed in a bag or backpack

## **‘Na Aksa Gyilak’yoo School (NAGK) School Transportation Acknowledgement Form**

The 2021-2022 ‘Na Aksa Gyilak’yoo (NAGK) School **Transportation Handbook** contains policies with regard to school bus safety, dress code, technology and cell phones, student conduct expectations and discipline management, information, and more.

### **PARENT AND STUDENT ACKNOWLEDGEMENT:**

I, the parent of (student name) \_\_\_\_\_ hereby confirm that I have access to or have received a copy of the 2020-2021 NAGK Transportation Handbook, and further understand the responsibilities expected of NAGK parents and students; the policies, procedures, rules, regulations and practices as stated in this document; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in the handbook.

By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the 2021-2022 NAGK School Transportation Handbook.

Student Printed Name: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Disclaimer: ‘Na Aksa Gyilak’yoo School reserves the right to make changes to this document at any given time. You will be notified of any changes that are made.