

School District No. 43 (Coquitlam) Policies and Administrative Procedures

Complete copies of the following policies and administrative procedures are available for your viewing at the school office. Policies are posted on our Website: www.sd43.bc.ca

1. District Code of Conduct – Policy 17

Policy: The Board supports principals and school staffs in the maintenance of proper order and discipline that is consistent with Board policy, and believes that the responsibility for student discipline in school is shared among students, staff and parents. Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Educators are responsible for establishing a positive school climate in which structure, support and encouragement assist the students in developing a sense of self-discipline and responsibility. Parents are responsible for establishing a positive learning atmosphere in the home, knowing school policies and procedures, supporting the school in the enactment of these policies and procedures and encouraging their children to understand and respect these policies and procedures. To support these aims, the Board has established a “*District Code of Conduct*” for students which shall be followed in all schools.

Regulations: The Board of School Trustees believes that appropriate student conduct, based on respect for oneself, respect for others, and respect for property is essential to the development of responsible citizens. To this end students are expected to:

- be aware of and obey all school rules;
- attend classes punctually and regularly;
- work cooperatively and diligently at their studies and with home assignments;
- respect the rights of all persons within the school including peers, staff and parents;
- respect the legitimate authority of the school staff;
- respect and take pride in the school’s physical school facilities;
- respect the ethnic diversity of our school community;
- behave in a safe and responsible manner at all times; and
- **not** threaten, harass, bully*, intimidate or assault, in any way, any person within the school community;
- **not** be in possession or under the influence of drugs and/or alcohol.

*bullying includes, but is not limited to, physical or verbal intimidation, verbal harassment and cyber bullying occurring on or off school property.

2. Violence, Intimidation and Possession of Weapons - Policy 18

The Board of School Trustees considers any act of violence, intimidation or the possession or use of a weapon by anyone on school property and at school events to be a serious threat to both students and staff. It authorizes principals and vice-principals to impose appropriate consequences upon any individual threatening the safety and welfare of students and/or staff.

3. Suspension of Students – AP (Administrative Procedure) 355

The Board of School Trustees grants, under the general supervision of the superintendent of schools to each principal and vice-principal, the authority to suspend or remove a suspension imposed on a student.

4. Race Relations – AP 205

School District 43 acknowledges the challenge of becoming responsive to the needs of a pluralistic society and affirms that the racial, ethno-cultural, linguistic and religious diversity of its students, staff, and community is a source of enrichment and strength for Canada. As an educational institution, the District has a special responsibility to develop positive values, attitudes, knowledge and practices by developing a framework which will promote and support equity, justice and access to all.

5. Personal, Discriminatory, and Sexual Harassment – AP 165

The Board of School Trustees recognizes the right of all students and employees to learn and work in an environment free from personal, discriminatory or sexual harassment.

The Board, all employees, students and people within school communities shall have a responsibility to promote, monitor and maintain learning environments and workplaces that are free from harassment.

6. District-Wide Network and Internet Appropriate Use – AP 140

The Board endorses the provision of district-wide network and Internet services to support student learning. While there are many benefits, there is also potential for misuse. Students are not permitted to create, distribute or access any material which is not suitable for classroom learning. (See also our district brochures “Appropriate Use Guidelines for the Internet” and “Appropriate Use Guidelines for E-Mail”.)

7. Smoke Free Environment – AP 171

The Board of School Trustees of School District 43 (Coquitlam) declares that all buildings under its jurisdiction and all school grounds shall be designated “smoke free”. This “no smoking” policy shall be followed by students, staff, parents and visitors at all times.

8. Closure of Schools for Extreme Weather Conditions – AP 132

AP: In the case of extreme weather conditions, the Superintendent of Schools has authority on behalf of the Board, to temporarily close a school.

Regulations: As a general expectation, parents should be advised that schools are open. If parents believe the local conditions are unsafe, they should keep their child at home or arrange his/her early dismissal. If schools are to be closed before morning classes begin, an announcement will be made on local radio stations CKNW (980), CKWX (1130) and CBC (690) by 8:00 am if possible.

9. Resolution of Student or Parent School Concerns – AP 380

AP: The Board of School Trustees encourages students and/or parents to discuss their questions or concerns regarding the education of their children with school personnel as early and as directly as possible.

Regulations: Students or parents who disagree with or wish to question decisions or actions that are taken by teachers and/or administrators are expected to seek a resolution by pursuing the following steps:

A. *Teacher or Classroom Level Problem*

1. Discuss the matter directly with the teacher whose judgement or decision is being questioned.
2. If not resolved, discuss your concern with the principal.
3. If still unsatisfied with the outcome, discuss your concern with the Zone Assistant Superintendent.
4. If unresolved, contact the Superintendent of Schools.
5. Unresolved matters may be referred to the Board as per Board policy 13.

B. *Principal or School Level Problem*

1. Discuss directly with the principal the action, policy, procedure or practice being questioned.
2. If not resolved, refer to the Zone Assistant Superintendent.
3. If not resolved, refer to the Superintendent of Schools.

4. If not resolved, refer to the Board as per Board policy 13.

It is expected that School District personnel will seek a resolution to the problem as quickly as possible.

Aboriginal Programs for students of Aboriginal ancestry are offered throughout the district. For information on these programs please contact your school, or the Aboriginal Education Department, at 604-945-7386.

PLEASE RETURN PLANNER TO YOUR CHILD'S SCHOOL!

Every student must return this signed form to the school for teachers to check off.

I have reviewed School District No. 43 (Coquitlam)'s Board policies and discussed them with my child. (Complete copies of the above policies are available for your viewing at the school office, or on our Website: www.sd43.bc.ca - under SD43 Info.)

_____	_____
Parent/Guardian	Date

Student's Name	
_____	_____
Teacher's Signature	Principal's Signature

PARENTAL CONSENT FORM Photographs/Published Names

In accordance with the Freedom of Information and Protection of Privacy Act, School District No. 43 (Coquitlam) requires consent to use personal information for purposes unrelated to educational programs.

Release of Student Photographs/Names

The school district requests permission to use photographs/videos/names of individual students and groups of students in a variety of publications to promote the school district. This could include newsletters, brochures, newspapers, magazines, reports, the SD 43 or school website, radio, videos or television. This would also include permission for your child to be photographed by the media (TV or newspaper) for events relating to the school.

_____ Yes – I give my consent for the publication of my child's photograph/name and comments for purposes consistent with the above.

_____ No – I do not permit the publication of my child's photograph/name and comments for purposes consistent with the above.

_____ Yes – I give permission for the school to use photos on the school sharepoint site knowing that there will not be any names of students listed with the photos.

Parent/Guardian Signature _____

If there are any other special circumstances, please contact the principal