



Summit Middle School

Student Planner

2011-2012

Ms. C. Seddon
Principal

Mrs. D. Ross
Vice-Principal

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This planner belongs to:

Name _____

Address _____

City _____

Postal code _____ Phone _____

Parent's email address _____

Core Teacher _____ Division _____

Message from the Administration

Dear Students and Parents:

We welcome you to the 2011-2012 school year at Summit Middle School. Teachers, Support Staff, and Administration are looking forward to working with and supporting both students and parents.

Each staff member is committed to bringing out the best in every child, every day. Our motto is the "Journey to Success" and is reflected in all that we do. We encourage all students to work hard in their academics but also pursue some of the many extra-curricular programs we have at Summit. Summit offers performing arts, sports, intramurals, clubs, and other school events. All of these areas are an important part of school life.

This school planner provides the opportunity for you to organize your school assignments and homework, school activities and events, and extracurricular activities. Research shows that good organization is one of the keys of academic success. Also, your planner contains school and school district information, such as the school and district Code of Conduct, basic school rules, and the school calendar, that are necessary for every student and parent to know. It is expected that you and your parent/guardian will read the information contained in the planner so that you are fully aware of school and district expectations.

We encourage you or your parents/guardians to remember that if you have any concerns or questions to please ask any staff member. Every adult in the building is here to support you and is prepared to help you find solutions and answers to any concerns or questions. The administrative team wants to assure you that we are very approachable and will provide the necessary support to ensure student success.

What will your Summit experience be? Here are some "Words of Wisdom" from students at Summit about their school experiences:

"There is one thing that drives us all from the moment we enter Summit, the drive to learn, to create, to discover, to be challenged and to blossom from the past into a better and wiser human being" – *James Yoo*

"Do not let what you cannot do interfere with what you can!" - *Ariya Saleh*

"Summit is more than a school, it is a home of great education, memories, caring teachers and fantastic friends. Your journey to success will be made, with the compassion you receive here at Summit". – *Adrianna Corrado*

"Summit is a great place to make new friends!" – *Liam Pringle*

"A real leader does not have to lead, but is happy to point the way!" - *Areez Saleh*

All the best for an exceptional 2011-2012 school year!

Ms. C. Seddon
Principal

Mrs. D. Ross
Vice-Principal

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This planner contains valuable information about Summit as well as the Coquitlam School District. Please read through the information carefully and contact us if you have any questions. We expect students to carry this planner with them to write down assignments and important dates as well as to provide a place for recording when permission is given to use the Internet.

Replacement planners are available from the office for \$7.

Newsletters

Newsletters will be posted online at www.sd43.bc.ca/summit generally the 3rd week of the month.

Summit Calendar ~ 2011-2012

School Opens – Registration Day	September 6
First Day of Classes	September 7
Gr. 6 Welcome Breakfast (8 AM)	September 8
Band Program Information Night (7:30 PM)	September 8
Instrument Rental Night (3 – 6 PM).....	September 13
Individual School Photos	September 14
Parent Information for PAC (7 PM)	September 14
Grade 6 Immunization	September 20
Parent / Teacher Conference (Early Dismissal)	September 20 & 21
Team Day.....	September 22
Professional Day (District)	September 23
Terry Fox Run (1:30 PM).....	September 28
Thanksgiving Holiday	October 10
Student Photo Retakes	October 14
Professional Day (District/Provincial)	October 21
Interim Report.....	October 26
Scholastic Book Fair.....	November 4-9
Remembrance Day Assembly	November 10
Remembrance Day Holiday	November 11
School Not in Session (District Day)	November 14
“I” Day.....	November 25
Christmas Concert (7:30 PM).....	December 8
First formal report sent home	December 14
Last day of school before Winter Vacation.....	December 16
Winter Vacation	December 19 – January 3
School re-opens	January 4
Grade 8 Parent Info Night (7PM).....	January 9
Professional day (District)	January 27
“I” Day.....	February 10
Professional Day (District)	February 17
Anti-Bullying Day.....	February 29
Second formal report sent home	March 2
Parent / Teacher Conference (Early Dismissal)	March 8
Last day of school before Spring Break	March 9
Spring Break	March 9 - 23
School re-opens	March 26
Good Friday	April 6
Easter Monday	April 9
Spring Music Concert (7:30 PM)	April 18
Professional Day (District)	April 20
Victoria Day Holiday	May 21
Professional Day (School-based)	May 28
Year End Concert (7:30 PM).....	June 13
“I” Day.....	June 15
Grade 8 Leaving Event.....	June 25
Awards Assembly (9 AM).....	June 26
Team Day.....	June 27
Final formal report cards handed out (10 - 10:30 AM)	June 28
Administrative day.....	June 29

Blank Student Schedule
(please fill in and use for your reference)

Day 1

Time	Block	Class	Future <u>Exploration</u> Classes – fill in for your <u>Explorations blocks only</u> (fill in the rotation order and when in the year they will occur)
8:40 – 9:26/ 9:00 – 9:26 (Wed only)	1		
9:26 – 10:07	2		
10:07 – 10:49	3		
10:49 – 11:04	Nut Break	-----	-----
11:04 – 11:45	4		
11:45 – 12:27	5		
12:27 – 1:13	Lunch	-----	-----
1:13 – 1:55	6		
1:55 – 2:37	7		
2:37 – 3:00	TREK		

Day 2

Time	Block	Class	Future <u>Exploration</u> Classes – fill in for your <u>Explorations blocks only</u> (fill in the rotation order and when in the year they will occur)
8:40 – 9:26/ 9:00 – 9:26 (Wed only)	1		
9:26 – 10:07	2		
10:07 – 10:49	3		
10:49 – 11:04	Nut Break	-----	-----
11:04 – 11:45	4		
11:45 – 12:27	5		
12:27 – 1:13	Lunch	-----	-----
1:13 – 1:55	6		
1:55 – 2:37	7		
2:37 – 3:00	TREK		

◀ August 2011	~ September 2011 ~				October 2011 ▶	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 First Day of School	7 First Full Day of Classes	8 Grade 6 Welcome Breakfast (8am) School-wide Welcome Assembly Band Parent Info Night - (7:30 pm)	9	10
11	12 Collection of forms	13 Collection of forms Band Instrument Rental - (3 – 6 pm)	14 Collection of forms Photo Day (9:00 am) Parent Information Night for PAC (7 pm)	15	16	17
18 Summit Week →	19 Crazy Sunglasses Day	20 Grade 6 Immunization (am) Parent-Teacher Conference - (early dismissal) Rainbow Day	21 Parent-Teacher Conference - (early dismissal) Crazy Hair Day	22 Team (Field Trip) Day Summit Pride Day	23 Professional Development Day	24
25	26 Fee forms go out	27	28 Wear Red and White Day Terry Fox Run (1:30 pm) Leadership BBQ (3 – 5 pm)	29	30	Notes:

◀ September 2011		~ October 2011 ~					November 2011 ▶	
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
						1		
2	3 School-wide collection of fees day	4	5 PAC Meeting (7 pm)	6	7	8		
9	10 Thanksgiving Day	11	12	13	14 Photo Retake Day - (8:40 am)	15		
16	17	18	19	20	21 Provincial Professional Development Day	22		
23	24	25	26 Interims Go Home	27	28	29		
30	31 Hallowe'en Spirit Assembly	Boo Gram Sales →	Boo Gram Sales →	Boo Gram Sales →	Boo Gram Sales →	Boo Gram Sales →	Boo Gram Sales →	
Notes:								

◀ October 2011	~ November 2011 ~				December 2011 ▶	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 PAC Meeting (7 pm)	3	4	5
6	7 Scholastic Book Fair →	8 Scholastic Book Fair →	9 Club Day Brochure Goes Home Ski Club Info Meeting Scholastic Book Fair →	10 Remembrance Day Assembly (11:05 am)	11 Remembrance Day	12
13	14 School Not In Session (District Day)	15	16 Ski Club Signup (8-9 am)	17	18 Ski List Posted	19
20	21 Online Club Day Registration	22	23	24	25 "I" Day	26
27	28 Club Lists posted	29	30	Notes:		

◀ November 2011	~ December 2011 ~				January 2012 ▶	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5 Leadership – New Applications Out	6	7 PAC Meeting (7 pm)	8 Christmas Concert - (7:30 pm)	9 Christmas Concert (9am) Leadership – New Applications Due Wear White Theme Day	10
11	12	13	14 Justice Theatre Anti-Bullying Presentations First Formal Report Card sent home	15	16 Last Day of School Before Winter Vacation	17
18	19 Winter Vacation →	20 Winter Vacation →	21 Winter Vacation →	22 Winter Vacation →	23 Winter Vacation →	24
25	26 Winter Vacation →	27 Winter Vacation →	28 Winter Vacation →	29 Winter Vacation →	30 Winter Vacation →	31

~ January 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Winter Vacation →	3 First Day of School following Winter Vacation	4 PAC Meeting (7 pm)	5	6	7
8	9 Grade 8 Parent Info Night - (7 pm)	10	11	12	13 Club Day Afternoon # 1	14
15	16	17	18	19	20	21
22	23	24	25	26 Grade 8 Walkabout and Honours Testing	27 Professional Development Day	28
29	30	31	Notes:			

~ February 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 PAC Meeting (7 pm)	2	3 Club Day Afternoon # 2	4
5	6	7	8	9	10 "I" Day	11
12	13 Candy Grams Delivery	14 Spirit Assembly	15 Candy Gram Sales →	16 Candy Gram Sales →	17 Professional Development Day	18
19	20	21 Canadian Math League Contest (Bl. 1/2)	22	23	24 Club Afternoon # 3	25
26	27	28	29 Anti-Bullying Day	Notes:		

~ March 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Second Formal Report Sent Home Middle Public Speaking Festival	3
4	5	6	7 PAC Meeting (7 pm)	8 Parent-Teacher Conference - (early dismissal)	9 Club Afternoon # 4 Hawaiian Day	10
11	12 Spring Break →	13 Spring Break →	14 Spring Break →	15 Spring Break →	16 Spring Break →	17
18	19 Spring Break →	20 Spring Break →	21 Spring Break →	22 Spring Break →	23 Spring Break →	24
25	26 First Day of School following Spring Break	27	28	29	30	31

~ April 2012 ~							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4 PAC Meeting (7 pm)	5	6 Good Friday	7	
8	9 Easter Monday	10	11	12	13	14	
15	16 Grade 5 Parent Night (7:00 pm)	17	18 Spring Music Concert - (7:30 pm)	19 Science Fair at UBC → School Dance (pm)	20 Science Fair at UBC → Professional Development Day	21 Science Fair at UBC →	
22	23	24	25	26 World Wanderers Evening (5-6:30 pm)	27 Grade 6 Immunization - (am)	28	
29	30	Notes:					

~ May 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 PAC Meeting (7 pm)	3	4	5
6	7 Grade 8 Band Notices Go Home to current Gr. 7's	8	9	10	11	12
13	14 Grade 8 Band Notices Due	15	16	17	Avalanche Sleepover 18	19
20	Grade 8 Camp → 21 Victoria Day	Grade 8 Camp → 22	Grade 8 Camp → 23	Grade 8 Camp → 24	Grade 8 Camp → 25 Talent Show: Wear Summit Clothes or Green and Orange	26
27	28 Professional Development Day	29	30	31	Notes:	
		Leadership's Staff Appreciation Week →	Leadership's Staff Appreciation Week →	Leadership's Staff Appreciation Week →		

~ June 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Leadership's Staff Appreciation Week →	2
3	4	5	6 Parent Appreciation Event (8:20 – 8:50 am) PAC Meeting (7 pm)	7	8	9
10	11	12	13 Year End Concert - (7:30 pm)	14 Year End Concert (9am) Leadership Wrap Up - (3 - 5 pm)	15 "I" Day Grade 6 for a morning (Grade 5 students come for a visit)	16
17	18	19	20	21	22	23
24	25 Grade 8 Leaving Event	26 Awards Assembly (9am)	27 Team Field Trip Day	28 3 rd Formal Report Cards - (10-10:30am)	29 Administrative Day	30

Daily Bell Schedule

Monday/Tuesday/Thursday/Friday		Wednesday	
8:35 *	Warning Bell	8:55 *	Warning Bell
8:40 – 9:26	Block 1	9:00 – 9:26	Block 1
9:26 – 10:07	Block 2	9:26 – 10:07	Block 2
10:07 – 10:49	Block 3	10:07 – 10:49	Block 3
10:49 – 11:00	Nut Break	10:49 – 11:00	Nut Break
11:00 *	Warning Bell	11:00 *	Warning Bell
11:04 – 11:45	Block 4	11:04 – 11:45	Block 4
11:45 – 12:27	Block 5	11:45 – 12:27	Block 5
12:27 – 1:08	Lunch	12:27 – 1:08	Lunch
1:08 *	Warning Bell	1:08 *	Warning Bell
1:13 – 1:55	Block 6	1:13 – 1:55	Block 6
1:55 – 2:37*	Block 7	1:55 – 2:37*	Block 7
2:37 – 3:00	TREK	2:37 – 3:00	TREK

* Denotes bell

Where Do I Go If...

I'm late...

sign in at the office

I'm ill...

sign in to the medical room at the office or use the office phone to call home

I have a locker problem...

see your core teacher

I've been absent...

see your core teacher

I've lost something...

check at the office and the lost and found box

I need a counsellor...

drop by the counselling offices

I want to use the phone...

ask to use the office phone after 3:15 p.m. for rides only. Due to a limited number of phone lines, students are asked to keep phone use to a minimum

I need to leave school early...

check with your core teacher and then sign out at the office

Summit Middle School Code of Conduct 2011-2012

Introduction

The revisions made to the Code of Conduct this year focus on the use of more concise, clear language, and elaborate in the areas of process and communication.

Code of Conduct: Key Elements

Process:

The Code of Conduct for 2011-2012 was developed and reviewed in consultation with parents, staff, and students through meetings and forums. Updates were made to ensure that the code applies to current and emerging situations. It is important to us that all members of the school community (staff, students, and parents) are supportive of decisions regarding the Code of Conduct.

Communication:

Each September, Summit's Code of Conduct is included as part of the students' school planner. It is further discussed and practiced with students throughout the first week of school, in school-wide assemblies, classroom activities, classroom and team meetings, and theme weeks. In addition it is referred to as an educational resource in discipline situations. Communication to parents is achieved through School Planning Committee (SPC) and Parent Advisory Council (PAC) meetings, as well as on the school website. In addition, Professional Development, staff meetings, and the staff handbook are methods used to communicate and review our School Code of Conduct with staff members. Summit further provides the Code of Conduct to support any temporary staff assigned to the school throughout the year.

Implementation:

Behavioural expectations outlined in the Code of Conduct are consistently taught and actively promoted in classrooms, hallways, and on school grounds. Responses to unacceptable behaviour are based on sound principles of respect for self, others and the environment. The Code of Conduct and the supporting "3Rs" (respect for self, others and the environment) are taught and used in classrooms, school-wide assemblies, and on an as-needed basis, where appropriate.

Summit's aim is that the Code of Conduct will be universally communicated, understood, and embraced by the whole school community. Students are actively involved through first-week activities, school-wide assemblies, team groupings, and theme days. In addition, implementation is assisted by student leaders. The staff is actively involved through demonstration and modeling of socially responsible behaviours. The teachers, administration, and support staff attend meetings, attend professional development, and use the Social Responsibility Performance Standards located in student planners. It is expected that parents, including the SPC and PAC, reinforce the code at home.

Monitoring and Review:

In order to track trends and identify areas requiring further development or change, the Code of Conduct is monitored and reviewed through data gathered from office referrals and classroom evaluations based on Social Responsibility Performance Standards. As well, the Code of Conduct is reviewed annually and updated in light of evidence gathered. It is revisited as part of a regular cycle to ensure that the code is contributing to school safety.

Alignment and Standards:

Summit Middle School promotes the values expressed in the B.C. Human Rights Code, respecting the rights of all individuals in accordance with law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, physical or mental disability, gender, or sexual orientation.

These standards are practiced daily and are aligned with the District Code of Conduct for Students (Policy 17), other School District #43 policies and administrative procedures, and the BC Human Rights Code.

Summit Middle School's Code of Conduct is compatible with nearby schools and across elementary, middle, and secondary levels. The sharing of information among administrators has facilitated the alignment of our Code of Conduct with other schools in the community. When issues arise, there is ongoing dialogue with administrators from neighbouring schools. Common language and themes among schools within the community are also incorporated into Summit's Code of Conduct.

Conduct Expectations:

These expectations apply to behaviour at school, during school organized or sponsored events/activities, and to behaviour beyond these times (including online behaviour that harms students and/or the learning environment if it carries over to the school environment).

Students are expected to:

- Learn and practice the 3R's (Respect for Self, Others, and the Environment)
- Treat other individuals, inclusive of all adults and students, with care and respect
- Arrive at school, and to every class, on time with all materials and supplies needed for each period, ready to work
- Give every assignment their very best effort and complete homework on time
- Follow the individual rules, guidelines, and instructions of all staff
- Demonstrate pride in the school
- Respect the surrounding community
- Model respectful and responsible behaviour at all times
- Report bullying, harassment, or intimidation they have experienced, witnessed, or know about, to a trusted adult.

Unacceptable conduct

- Interfering with individuals rights to feel safe and to learn
- Demonstrating a lack of caring for self, the environment, or others in the school community
- Discriminating against others on the basis of race, religion, gender, sexual orientation, disability, or for any other reasons set out in the Human Rights Code of British Columbia
- Publishing or displaying anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule.
- Physically, socially, emotionally, or verbally harming, harassing or threatening people

Unacceptable conduct includes but is not restricted to:

- A. Physical violence, including rough play or aggression of any kind
- B. Cyberspace misconduct—threatening, harassing, unkind, untrue, or disrespectful communication
- C. Racist or sexist remarks or taunts
- D. Unkind words or hurtful behaviours towards others—bullying, harassment, exclusion, intimidation, physical violence, or assault
- E. The possession of weapons (including replica weapons)
- F. Illegal acts such possession/ trafficking of illegal substances such as drugs or alcohol
- G. The selling of any items between students at school is unacceptable
- H. Intimidation of, or retribution against others who report unacceptable conduct
- I. Wearing clothing that might interfere with the learning environment of our school and does not support a business-like educational environment. This includes hats, hoods and outside jackets, inappropriate language/symbols or connotations displayed on clothing, or clothing that is too revealing.
- J. Watching or tolerating physical acts of violence or harassment
- K. Theft or damaging property
- L. Plagiarizing of ideas, facts, or written expression. Any form of academic dishonesty including sharing of homework, assignments, or information about tests or assessments of any kind
- M. Using cell phones and/or other electronic devices in change rooms and washrooms. Cell phones or other electronic devices may not be used to take photographs under any circumstances. Any material on electronic devices must be appropriate for school. Use of electronic devices in classrooms, for curricular purposes, is subject to teacher discretion. All electronic devices must be kept in lockers during class times.
- N. Leaving the school grounds at any time (after arrival and before dismissal) without being signed out in the office by a parent and/or guardian.

Rising expectations

As students in middle school mature and progress from grade 6 to 8, there are rising expectations with regards to personal conduct and behaviour. Students are expected to:

- Model positive behaviours for their peers and younger students
- Support and reinforce appropriate behaviours with one another
- Assist in peaceful resolutions to problems and seek adult help regarding unacceptable conduct
- Demonstrate increased self-control
- Exercise personal responsibility

Special considerations may apply to students with special needs if these students are unable to comply with aspects of our code of conduct due to having a disability of an intellectual, physical, sensory, emotional, or behavioural nature.

Consequences

Consequences will be applied fairly, consistently, and in a timely manner for unacceptable student conduct, while maintaining the dignity of the individual.

Consequences will be implemented based on a variety of factors inclusive of the nature of the misbehaviour including, but not limited to: the student's behaviour history, age as well as the severity and frequency of the misbehaviour. Considerations will also be based on individual student needs. Progressive discipline methods will be implemented to alter the inappropriate and/or unsafe behaviour and be preventative in nature.

Support will be provided to the student which may include an educational package and/or counseling support.

- Teachers are the most appropriate people to deal with the majority of discipline issues.
- Each team has a discipline process, and will work together with the counselor, youth worker and administration.
- Parents will be contacted early when an issue or a pattern of behaviour arises with a student.
- The Principal or Vice-Principal will deal with students who have exhausted the interventions made by teachers and support staff.
- The Principal or Vice-Principal will deal with all offences involving violence, weapons, illegal substances, and other serious offences.

Notification:

- Dependent on the nature of the unacceptable behaviour, a member of staff may contact the following people:
 - Parents and/or guardians of the student offender(s)
 - Parents and/or guardians of the student victim(s)
 - Parents and/or guardians of the student witness(es)
 - Coquitlam School District officials as required by district policy (e.g., regarding suspensions)
 - Police and other outside agencies
 - School staff, district support staff, and community supports as deemed appropriate by the school and/or district administration
- Consultation with parents and/or guardians will occur in a timely manner.

The 3 “Rs”

Our ‘Journey to Success Program’ is about respecting yourself, respecting others, and respecting the environment. We have rules at Summit Middle School so that we all know how to treat other people and what kind of behaviour to expect from others. When everyone learns the rules and respects them, Summit Middle School will be a very safe, secure and happy place.

A few examples of showing **respect for yourself** are: always doing your best, having a positive attitude at all times, being thoughtful about what you wear because you want to give others positive messages, taking charge of your life and making decisions that are good for you.

Examples of **respecting others** include: always being polite and courteous, being well mannered, always using positive language when speaking to others, understanding and valuing those things that make us different from others and those things that make us the same as others, showing pride in your work, and being a good citizen.

Respecting the environment is all about caring for your school and your community. It is as simple as placing litter and pop cans where they belong. There is no one here to pick up after you. You’re old enough to do that yourself. It is about taking pride in your desk, locker, washrooms, and all other areas of your school. Think of your school like you think of your home, a place that you’re proud to show off.

Sample of Recording Homework in the Planner

One way that you can show respect for yourself as a learner is to always make sure you know what is for homework and that you get that homework done. Below is a sample of how to record homework in your planner. You can put a checkmark or cross it out when you complete the work.

September

13 Monday

Math 6: Unit: Place Value, Lesson: Rounding Homework: pg. 67 Questions # 1—5, must show all work Due: Wed. Sept. 14	✓
Socials: Unit: Exploring Peru, Lesson: Transportation in Peru Homework: Describe 5 types of transportation in Peru (write in full sentences and provide detailed examples from the book) Due: Fri. Sept. 16	

Specific Responsibilities

Closed Campus

Summit Middle School operates on a “Closed Campus” basis at all times for safety reasons. This means that **no student may leave the school premises** after arrival and before dismissal without being signed out in the office by a parent and/or guardian. Students going home for lunch must bring a note from their parent or guardian and are reminded that lunch is only 46 minutes long. If students choose to leave the school grounds without permission, there will be disciplinary action. Only pre-authorized student visitors are welcome at Summit Middle and they must first report to the office.

Medical Alert Forms

We are required to maintain a safe and efficient procedure for all students who attend school. If your child has a medical condition that requires precautionary treatment of medication at school, please contact your school to obtain the required “Medical Alert Form” and/or the “Request for Administration of Medication at School Form”. Please complete the form, sign it, and return it to the school as soon as possible. Staff at the school cannot administer medication without this form on file each year. This procedure complies with School Board procedures. If there are any questions, please contact the principal.

Lates

At Summit Middle School, we believe it is important that students arrive at school on time and ready to work. Parents who wish to drive their child to school should be aware of the traffic congestion. Students are expected to be seated at their desk by the end of the second bell. **Students will not be admitted to class without signing in at the office first.** If a student arrives at school after school begins, s/he must sign in at the office. A student who is chronically late will be referred for counselling or administrative follow-up. Late students will be subject to escalating consequences, up to and including suspension.

Excused Absences for 1 – 3 Days

Parents are asked to phone the school between 7:45 am and 8:30 a.m. to report their child’s absence. Students who are absent are responsible for making up missed work. Also, if your child will be late or requires an early dismissal, please contact the school. If a parent is unable to contact the school, a note will be required. Notes must be dated, state the reason for absence, late or early dismissal and be signed by the parent or guardian. Students should bring the note to the office and then to the core teacher. Any students arriving late must check in at the office prior to going to their appropriate class. **School office hours are 7:45 a.m. to 4:00 p.m.**

Long Term Illness Absences

Parents should contact the school office and classroom teacher if your child is ill or hospital bound for an extended period. The school will assist you with homework packages for long term illness.

Student Vacation or Other Extended Absences (more than 3 days)

The school does not grant or deny permission for any student to miss school for family holidays, vacations etc. However, families must be aware that an extended absence

has an impact on both learning and assessment, and it is the student's responsibility to ensure they can complete their course obligations and thereby minimize the effect on their final standing. While working ahead on assignments will help reduce the impact of an absence, the student will still miss the daily benefit of classroom instruction, and some learning outcomes can only be met through participation in class. For example, many Explorations classes require the student to complete projects in class, using specialized equipment and under the teacher's supervision, and thus cannot be made up outside of class time. The school cannot give credit to students for work that is not done; therefore, an extended absence may result in a lower grade and/or having to attend the next "I" day. **Ultimately, the missed time and work is the student's responsibility.**

Procedure to prepare for an extended absence:

1. Student goes to the counsellor:
 - Request the "Extended Absence Form" from the counsellor, at least one week prior to the absence
 - Counsellor will discuss the absence with the student, emphasizing that it is the student's responsibility to get work from all teachers and do whatever is needed, and that **grades can be affected as not all work can be made up outside of class time**
2. Student takes the form to the teacher for each subject:
 - Teacher records work to complete before, during or after the absence, and notes any concerns
 - In certain courses, such as in the Explorations classes, it is possible that no course work can be assigned and this could negatively impact the student's final grade and/or result in attending "I" day
3. Student takes the form home to their parents/guardians:
 - Student and parents will thoroughly read and discuss the policy and the homework/concerns noted
 - Parents sign the form
4. The student will return to the counsellor with the signed form, before the absence begins:
 - The counsellor will review the teachers' notes with the student
 - The counsellor will contact the parent if needed to discuss any further concerns
 - The counsellor signs the form, makes a copy for the office and returns the original to the student

Procedure to prepare for an early departure for summer vacation:

1. Student goes to the counsellor:
 - Request the "Leaving Early for Summer Vacation Form" from the counsellor, at least two weeks prior to the departure date
 - Counsellor will discuss the absence with the student, emphasizing that it is the student's responsibility to notify all teachers and complete whatever work is possible prior to departure, and that **grades can be affected as**

not all work can be made up outside of class time or in advance of the departure

2. Student takes the form to the teacher for each subject:
 - Teacher records work to complete before the departure and notes any concerns
 - In certain courses, such as in the Explorations classes, it is possible that no course work can be assigned and this could negatively impact the student's final grade
3. Student takes the form home to their parents/guardians:
 - Student and parents will thoroughly read and discuss the policy and the homework/concerns noted
 - Parents sign the form
4. Student takes the form to the core teacher and librarian for signatures that library books, textbooks, and lock have all been turned in.
5. The student returns to the counsellor with the completely signed form, before the departure date:
 - The counsellor will review the teachers' notes with the student
 - The counsellor will contact the parent if needed to discuss any further concerns
 - The counsellor signs the form, makes a copy for the office and returns the original to the student

Student Fees

Fees will be collected and receipts will be issued for all fees collected. **School Fee Information will go home at the end of September and the School-Wide Fee Collection Day will be in early October (please refer to the calendar).** If payment of the student fees causes a financial hardship, please contact the school principal.

Activity fees support school wide activities for all students, such as: student leadership events, clubs, cultural performances and special event celebrations. The activity fee also purchases student planners. Yearbook purchase is optional and further information will be forwarded to students later in the year.

Activity fee for /: \$35.00
Athletic Fee for /: \$10.00 per sport
Yearbook fee for /: \$45.00 (optional)

Gym Strip

Gym strip is a CHANGE of clothes required for every gym class. All students are expected to bring proper gym strip to class to change into and this includes a pair of shorts or sweat pants, clean shirt, and running shoes that have shoe laces. If students come to gym class without appropriate strip, they will be given a set to wear by their gym teacher. Please stress the importance of this requirement to your children, as this is a personal hygiene issue.

Clothing

The manner of dress at school and school functions is expected to meet customary and generally accepted standards of suitability. Students, staff, and guests should expect a level of personal security and comfort, and students should be able to move freely without embarrassment to themselves or others in the building. For this reason, students should be dressed appropriately for class and school activities. This requires that shorts, tops, skirts, jeans, etc. are long enough so that movement can occur without exposing one's body. Students are reminded of the following:

- Dress and grooming may not create health or safety problems for the student or others who attend or work in the school
- Hats, jackets, and sunglasses are not to be worn in the school corridors or classrooms
- T-shirts, blouses, and tops are expected to fully cover the chest as well as the waist of skirts and pants; underwear should not be visible
- With hands at one's side, shorts and skirts should be at least fingertip length.
- A student's appearance must not disrupt or interfere with the educational process.
- **Clothing items may not emphasize alcohol, drugs, tobacco, profanity, or anything else in poor taste.**
- **NOTE: Aerosol containers are not permitted at school.**

Lockers and Locks

All students will be issued a combination lock in the first week of school. For security reasons only school issued locks may be used. **Locks and lockers are rented from the school and are considered school property.** Locker combinations are to be memorized and NOT shared with anyone. Locker times are:

- BEFORE school in the morning
- RECESS and LUNCH time
- AFTER school

Textbooks and all valuable items must be stored in lockers. It is a student's responsibility to keep his/her locker neat and free of graffiti. All materials in lockers should be appropriate for school. Abuse of lockers will result in a loss of locker privileges.

If for any reason students require a new lock during the school year, they may purchase a replacement from the office for \$5.00.

School Telephones

School telephones are for school business and emergency use only. Due to a limited number of phone lines, students are asked to keep phone use to a minimum. Calls should be as brief as possible (a maximum of 3 minutes) and should be business-like in nature. **Students may not use telephones in classrooms.** Students may use the office phone after 3:15 p.m. for rides and pick-up arrangements. **However, the office closes at 4:00 p.m.**

Lost and Found

Lost clothing, bags, etc. can be claimed from a box near the office. Jewelry, purses and other small items should be turned into the office and can be claimed from the office staff. Unclaimed items are donated to charity throughout the year.

Care of School Property

A clean school offers a healthy and pleasant place to work. Let us apply the same standards to our school as we do to our homes. Students are asked to keep their shoes clean by removing mud and snow when coming into the building. A student responsible for any damage done to school property will be charged for the replacement or repair in full or in part. Summit Middle School students are expected to respect the property and rights of others and our neighbours.

Cell Phones

While it is understood that cell phones are now a part of everyday life, and many parents want to be in contact with their children, they should not disrupt the learning environment. Should parents need to contact their child during the day, they can leave a message on the student's cell phone. If it is an emergency phone call, the parent can contact the school office and the office workers will ensure the child receives the message. **THE SCHOOL IS NOT RESPONSIBLE FOR THE SECURITY OF CELL PHONES OR ANY OTHER ELECTRONIC DEVICE.** If a student chooses to bring a cell phone or other electronic device to school, they must keep it securely stored in their locker during class time. Using cell phones and/or other electronic devices is not permitted in change rooms and washrooms at any time. Use in classrooms, for curricular purposes, is subject to teacher discretion. Cameras and camera phones are not to be used by students at school, at any school-related event or on any school field trips (unless approved do so by a staff member). **Any use of a camera phone that compromises the privacy or safety of another student could lead to the confiscation of the phone, and consequences up to and including suspension.** The safety and privacy of all students is paramount at Summit.

Electronic Items

While it is understood that electronic items are now a part of everyday life, they should not disrupt the learning environment of an educational institution. The staff at Summit Middle is supportive of electronic items when they support the learning environment and are appropriate for middle school age students. MP3s/iPods/radios/CD players/Discman/electronic games/pagers/cell phones are not to be brought to classrooms. The safety and privacy of all students is paramount at Summit. **THE SCHOOL IS NOT RESPONSIBLE FOR THE SECURITY OF THESE ITEMS AT ANY TIME.**

Textbooks

Subject teachers will issue textbooks in the first few days of the year. Students must:

- Clearly print their name and division inside the cover of each text issued.
- Record the number on the textbook with the teacher issuing the text
- Notify the teacher if there are any stains, tears, or pages missing, so they are not held accountable for these damages at the end of the school year.
- Take good care of textbooks so as not to incur any repair or loss charges at the end of the school year. **Replacement or damage costs are expensive, so treat all books with care. It is strongly recommended that students protect books with either paper or plastic covers.**

Bicycles/Skateboards/In-Line Skates/Wheeled Shoes/Scooters

These items, if brought to school, are the sole responsibility of the owner. We insist that bicycles be stored in the bike racks or in the caged area located on the southeast side of school. Bikes should be locked at all times when not in use. Summit Middle School requires the wearing of bicycle helmets when riding bicycles to or from school or when riding bicycles to and from school events. Skateboards, inline skates, wheeled shoes and scooters must be stored in lockers at all times and are NOT to be ridden/used in the school or on the school grounds.

Food/Gum/Beverages

Gum chewing is not permitted at Summit Middle School. Juice, water, and snack machines are available for nutrition break, lunch and after school use only.

Student Evaluation

Formal report cards will be issued in December, March, and June. Two informal reports will also be completed for each student during the school year. These could be in the form of student-led conferences or written interim report cards. At any time a teacher deems it necessary or appropriate, parents or guardians will be contacted regarding student progress. We would also like to encourage parents to contact the school if they have any questions or concerns. Student achievement and progress (letter grades and anecdotal comments), responsibility and conduct, and attendance will be indicated on the formal reports.

Students, who despite their best efforts have difficulty in achieving appropriate standards in regular programming, may be placed on an Individual Educational Plan (I.E.P.). This would be done after consultation between teacher, student, parents, and the student services teacher. Students who receive "I" (incomplete) as a letter grade will be provided with an "I Plan" which they must follow in order to receive a passing grade.

Home Study

Regular study is essential for success at the middle level. Students should develop the regular habit of doing at least an hour a night, five nights a week. Study doesn't mean just doing assigned work. Study means review. All work done during the school day should be gone over that evening. All students should be bringing home books every day starting in September. There is no such thing as, "I have no homework." It is suggested that parents post a copy of their child's timetable at home and that they monitor notebooks and course work regularly.

A Plan for Success

1. **Be there:** Successful people go to work regularly. They tend to work longer hours than less successful people. Remember, right now, going to school is your work.
2. **Be on time:** People who are successful are always on time. Others count on them to be prompt and dependable.
3. **Be friendly:** Successful people become successful because they are helpful and successful people build and create. To be friendly is to accept the differences of others. Avoid aggressive behaviour or language.
4. **Be polite:** Be courteous. Successful people are polite people and they treat others with respect. They listen when others are talking and they wait their turn. They consider the feelings of others. They also wait to be called upon in class.
5. **Be prepared:** Bring your supplies to class. Successful people take good care of their equipment, and they have the equipment they need when they go to work.
6. **Be a listener:** Successful people listen to instructions and follow directions. By listening, successful people can co-operate for success.
7. **Be a doer:** Successful people are doers. They know the more they do, the more they will know how to do. Practice and participation strengthen successful people.
8. **Be a hard worker:** Keep trying. Successful people keep working even when things get difficult. Hard times never last, but successful people do.
9. **Be a risk taker:** Show courage. Ask questions. Successful people are willing to run the risk of failure in their pursuit of a goal.
10. **Be a success:** Successful people are achievers. They complete their projects, turn them in on time, and feel good when they have finished their work.
11. **Be sensitive to the needs of others.**
12. **Before arriving at a judgment, stop to think:** The successful person is able to say, "Hold on a minute here, am I reacting too quickly?"

Effort Honour Roll and Academic Honour Roll

Effort Honour Roll:

To be eligible, a student must achieve all G's in all Explorations subjects as well as achieve all G's on the Core Report during a report period. Students will receive a sticker on their report card if they achieve the Effort Honour Roll.

Academic Honour Roll:

To be eligible, a student must achieve all A's or B's in all Core and Explorations subjects during a report period. Students will receive a sticker on their report card if they achieve the Academic Honour Roll.

Students who achieve the Effort Honour Roll (for all three report periods) or the Academic Honour Roll (for all three report periods) will receive a certificate at the end of the year.

Quick Scale: Grades 6 to 8 Social Responsibility

Aspect	Not Yet Within Expectations	Meets Expectations (Minimal Level)	Fully Meets Expectations	Exceeds Expectations
CONTRIBUTING TO THE CLASSROOM AND SCHOOL COMMUNITY	<ul style="list-style-type: none"> • often appears to be unfriendly and negative • does not take responsibility or work cooperatively 	<ul style="list-style-type: none"> • usually friendly and, if asked, will include others • with support, will take responsibility, contribute, and work cooperatively 	<ul style="list-style-type: none"> • routinely kind and friendly, and helps and includes others if asked • takes responsibility, contributes, and works cooperatively 	<ul style="list-style-type: none"> • kind, friendly, inclusive, and helpful • voluntarily takes on responsibilities and contributes; effective in groups
SOLVING PROBLEMS IN PEACEFUL WAYS	<ul style="list-style-type: none"> • unwilling or unable to solve interpersonal problems; may be illogical or blame others, or become violent or sarcastic • tends to view problems in black and white; has difficulty considering more than one perspective, generating strategies, and predicting consequences 	<ul style="list-style-type: none"> • may try to solve Interpersonal problems and consider others' feelings, but often needs support; may become frustrated and blame others • can clarify familiar, concrete problems and issues, and propose some strategies; may misinterpret consequences 	<ul style="list-style-type: none"> • tries to solve interpersonal problems calmly; often shows empathy and considers others' perspectives • can clarify an increasing range of problems or issues, generate and compare potential strategies, and anticipate some consequences 	<ul style="list-style-type: none"> • uses a repertoire of strategies to deal with interpersonal problems; tries to be logical and non-judgmental; considers others' feelings and perspectives • can clarify increasingly complex problems and issues, propose and evaluate strategies, and weigh consequences
VALUING DIVERSITY AND DEFENDING HUMAN RIGHTS	<ul style="list-style-type: none"> • often disrespectful and may avoid or be negative towards those perceived as different in some way 	<ul style="list-style-type: none"> • usually respectful to others and accepting of differences, but may not see the need for action on human rights 	<ul style="list-style-type: none"> • usually treats others fairly and respectfully; tries to be unbiased; shows some support for human rights 	<ul style="list-style-type: none"> • usually treats everyone fairly and respectfully; shows an increasing commitment to correcting injustices
EXERCISING DEMOCRATIC RIGHTS AND RESPONSIBILITIES	<ul style="list-style-type: none"> • tends to be egocentric or apathetic; may show a sense of powerlessness 	<ul style="list-style-type: none"> • shows some interest in making the world a better place, but ideas tend to be very general and follow-through tends to be inconsistent 	<ul style="list-style-type: none"> • shows a sense of community and an interest in making the world a better place; tries to follow through on planned actions 	<ul style="list-style-type: none"> • shows a growing sense of altruism and optimism—a commitment to making the world a better place

Bullying

Summit Middle School has a zero tolerance policy for bullying. Bullying is any behaviour that causes or creates pain or injury to another person (teasing, tripping, intimidating, harassing, pushing, swearing, kicking, spreading rumours, cyberbullying, or threatening).

Characteristics of the Bully

1. Thinks life is a one-way street.	My way is the right way. If I want to do something, it's right. If you want to do something, it's probably wrong, unless I say you're right.
2. Has a disregard of injury to others.	I don't have to care what happens to anyone but me. I don't owe them. They owe me.
3. Has unrealistic expectations.	I should be number one overnight. Winning is everything. If someone disagrees with me, they are putting me down.
4. Is always looking to take the easy way out.	I'm not going to do any more than I have to. They should be glad I'm doing anything at all. I can always find a short cut. Too bad if they don't like it.
5. Believes lying is a way of life.	I can get out of anything. My story is the right one. I can prove it, but I don't have to.
6. Refuses to accept responsibility for actions.	They're lying. That's not the way it happened. It's not my fault.
7. Has sense of superiority over others.	I'm going to go along with these guys 'cause I know they'll do things my way. What a bunch of wussies: I'm so much smarter than they are. I'm stronger and bigger.

How to Handle a Bully

1. Avoidance	Know when to walk away.
2. Humour	Use humour to defuse a bully who may be about to attack.
3. Be assertive	Tell the bully to, "leave me alone!" Then walk away.
4. In general	Seek out friendly children and build friendships with them.
5. Give the right message	Avoid the victim stance by standing up straight, using good eye contact, and a loud clear voice.
6. Get help	Tell an adult that you trust: a teacher, noon hour supervisor, counsellor, principal or vice-principal.

Email Guidelines for Parents Communicating with Teachers

1. Parents are invited to contact teachers via email.
2. As with all parent-teacher communications, it is expected that mutual respect and common courtesy be upheld.
3. Email is appropriate for sharing brief information or passing on documents. Certain topics or issues, particularly those that are of a sensitive nature, cannot be effectively dealt with via email, and should be discussed in a meeting with your child's teacher(s).

Academic Honesty/Plagiarism

Academic honesty is:

- handing in work that has been completed by yourself
- not copying work from a friend, then claiming it to be yours
- giving credit for ideas, opinions, theories, facts, statistics, graphics, etc. that are not considered to be common knowledge (facts that can be found in numerous places and accepted as common fact)
- not paraphrasing or quoting a person's spoken or written ideas without giving credit
- not cutting and pasting pieces of others' academic property without putting it in your own words and giving credit

To achieve academic honesty, follow your teacher's instructions and learn how to put things in your own words, giving credit where credit is due.

Plagiarism is a serious issue and will be handled as such.

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 and on the district website: www.sd43.bc.ca

1. District Code of Conduct – Policy 17

The Board believes it has a responsibility to establish expectations of students as part of its governance role for the District. The Board further 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 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.

Specifically, the Board 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 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.

2. The Board further believes that these expectations are fostered in a positive climate in which:

- all students feel safe, valued and trusted, and have the opportunity to develop, assume and maintain responsibility and self-motivation;
- there is a joint effort to learn and a feeling of mutual respect among staff, students and parents;
- appropriate behaviour is consistently encouraged and acknowledged, thereby

- increasing student self-esteem and reinforcing self-control;
 - students are disciplined in a timely, fair, judicious and responsible manner, with consequences for unacceptable behaviour that take into account the student's age, maturity and special needs, if any**and
 - on-going communication exists between staff and parents that encourages and provides increased opportunities for active and constructive parental involvement in their children's education.
3. The Superintendent will ensure that each Principal, in consultation with staff, parents and, when appropriate, students, establishes a code of conduct for his/her school that is consistent with the District Code of Conduct for Students and which reflects the provincial standards.
4. The Board believes that schools must not be places where discrimination is practiced or tolerated. To that end, each school code of conduct shall contain the following statement:
 “Students shall not discriminate against others on the basis of the race, religion, sex or sexual orientation, or disability, or for any other reason set out in the Human Rights Code of British Columbia, nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the basis of any such grounds.”
5. The school's code of conduct and a summary of the district's policies on “Code of Conduct” (Policy 17), “Violence, Intimidation and Possession of Weapons” (Policy 18) and “Suspension of Students” (Administrative Procedure 355) will be sent home annually to be signed by parents/guardians and, where appropriate, students. The principal shall ensure that the school code of conduct is reviewed with students at the beginning of the school year and throughout the year as necessary.
6. Students, while attending school and school sponsored functions and activities, shall be subject to the District Code of Conduct for Students and the school's rules of conduct and deportment established by the Principal. Students may be subject to discipline under the school and/or District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school sponsored function or activity, or otherwise.
7. Students registered in School District No. 43 (Coquitlam) shall not attend at schools other than the school in which they are registered, without a legitimate school related purpose. Students who do so may be subject to disciplinary action by their school or the School District.
8. Serious breaches of conduct that threaten the safety and welfare of others will be referred directly to Level Three of the suspension process for resolution by the Student Suspension Review Committee.
9. Where a student 16 years of age or older repeatedly fails to comply with the code of conduct, rules and policies of the school, or has failed to apply him/herself to his/her studies as set out in Section 85 of the School Act, the Board is empowered to

refuse further school service to the student.

10. Students are prohibited from being in possession of and/or under the influence of alcohol and/or drugs in all schools or at school sponsored functions and activities.

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

** Special considerations may apply to the imposition of consequences on a student with special needs if the student is unable to comply with this Code of Conduct due to a disability of an intellectual, physical, sensory, emotional or behavioural nature.

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

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

The District, all staff members, 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 District 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 pages 23 – 27, “Appropriate Use Guidelines for the Internet” and “Appropriate Use Guidelines for E-Mail”.)

7. Smoke Free Environment – AP 171

The Board 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

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

Procedures: 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

The District 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.

Procedures: 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

Discuss the matter directly with the teacher whose judgment or decision is being questioned.

If not resolved, discuss your concern with the principal.

If still unsatisfied with the outcome, discuss your concern with the Zone Assistant Superintendent.

If unresolved, contact the Superintendent of Schools.

Unresolved matters may be referred to the Board.

B. Principal or School Level Problem

Discuss directly with the principal the action, policy, procedure or practice being questioned.

If not resolved, refer to the Zone Assistant Superintendent.

If not resolved, refer to the Superintendent of Schools.

If not resolved, refer to the Board. 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.



Appropriate Use Guidelines for the Internet

Keeping Children Safe on the Internet

- In School District 43, students learn how to use the Internet as a research and communication tool. Learning how to access information through the Internet helps students become aware of resources that exist outside the classroom and school library. In addition, students may use the Internet for communication where it is appropriate for their learning.
- School District 43's guidelines for student use of the Internet outline student, district and school responsibilities. The guidelines encourage Internet use that is legal and courteous and that supports existing school codes of conduct. The district's and the school's responsibilities include ensuring appropriate supervision and monitoring student Internet use. The district's policy is available at the school or by calling the Manager of Communications at 604-939-9201.
- The district reserves the right to inspect student files and folders to ensure that Appropriate Use Guidelines are being followed and to ensure system efficiency and integrity.
- School district teaching staff will provide instruction and guidance in the wise use of network resources. While every attempt will be made to monitor material being accessed, the student may inadvertently access inappropriate or objectionable material. When such cases occur, the student should immediately notify the nearest supervisor so that appropriate action may be taken. When accessing the Internet from home, the student should be under supervision. As the Internet is unregulated and ever-changing, your child will need a strategy for handling unwanted material and guidelines as to which sites are appropriate and meet family and community standards.

Steps to Help You Ensure Your Children Use the Internet as Safely as Possible

- **Make sure your children understand what sites are appropriate for them**
- **Discuss the meaning of an 'unsafe' site with your children**
- **Explain to your children what they should do if they reach an unsafe site**
- **Make exploring new websites a family activity**
- **Use search engines designed for kids – ask your school for ideas**
- **Pay attention to the games your children may play, download or copy**
- **Look into software or online services that filter out offensive materials or sites**

Do:

- ◆ Inform teachers or guardians when you come across questionable material.
- ◆ Make every effort to safeguard the security of your account by not sharing passwords or distributing private login information.
- ◆ Avoid plagiarism by citing sources and attributing material to its proper owner.
- ◆ Use downloaded software and files in the manner stated by the original owner or creator of the material.
- ◆ Use district telecommunications resources for educational and schoolwork related purposes.

Don't:

- ◆ Give out names, phone numbers, or addresses to online strangers.
- ◆ Respond to messages that are unkind or make you feel uncomfortable.
- ◆ Agree to meet with or to send a picture to a person you have met online without first checking with your teacher or parent.
- ◆ Send offensive messages or pictures.
- ◆ Use obscene or racist language in private or public messages.
- ◆ Harass, stalk, insult, or attack others.
- ◆ Damage computers, computer systems, computer networks, peripherals, or software – either mechanically or by using viruses.
- ◆ Violate copyright laws.
- ◆ Use another's password.
- ◆ Trespass in another's files or folders.
- ◆ Intentionally waste limited resources.
- ◆ Employ the network for commercial purposes.
- ◆ Use the network to access or to distribute/store illegal, illicit or offensive material.
- ◆ Attempt to access information or system levels for which you are not authorized.

Appropriate Use Guidelines for Email

School District No. 43 (Coquiltam)'s district-wide network provides data communication links among all district sites and a high-speed connection to sites outside the district including the Internet. While these technologies offer valuable learning experiences for staff and students, there are also some potential hazards.

Take Action

If you receive a harassing email and cannot resolve the problem informally, please proceed with a written or verbal formal complaint as outlined below:

Students' Procedures:

- Students should find assistance from a teacher, counsellor, administrator, parent, and/or a trusted adult.
- Student complaints should be directed to the school principal.

A student accused of harassment will be notified in writing at the earliest opportunity by an administrator.

No student should be subjected to revenge, threat of revenge, or discipline as a result of filing a complaint of any kind.

It is recognized that false complaints may damage the reputation of, or be unjust to, students and therefore individuals will be held accountable for deliberately making a false claim.

Email Uses

- Sending and receiving electronic messages.
- Sending and receiving files (called attachments). These can include:
 - photos
 - website addresses
 - video
 - music
 - documents
 - greeting cards

You may have a variety of web-based email accounts. At school, you may only use your school email account only for educational purposes.

There is no such thing as private email

Email may be:

- read by the system administrator
- saved on the central hard-drive as the system is backed up
- saved on your computer's hard drive automatically
- monitored by the District or your school
- forwarded to someone else
- sent in error to someone

Do:

- ◆ Maintain the thread, by replying to messages rather than starting a new message.
- ◆ Add an automatic signature to your email so people will know who sent it (students may not wish to do this).
- ◆ Keep messages concise and to the point; no one has the time or the inclination to read your novel.
- ◆ Respond to a longer message in sections by quoting the original message and writing your response beneath each section.
- ◆ Be polite and positive – this applies to all written communications.
- ◆ Learn to use the features of your particular email system by using the Help menu.

Don't:

- ◆ Print out your email messages – reduce paper use by saving messages in a folder, if you must preserve them.
- ◆ Overuse exclamation points.
- ◆ Send an email in all UPPERCASE LETTERS – this amounts to shouting.
- ◆ Comment on grammar or punctuation.
- ◆ Send chain letters (they are illegal).
- ◆ Send a mass-mailing advertisement.
- ◆ Send tasteless jokes (your sense of humour may not be shared by others).
- ◆ Expect an immediate answer – people deal with email messages on their own time; if a message needs an urgent reply, use the telephone.

Definitions

Flame - a verbal attack in electronic form – can be comprised of not-so-nice words and various forms of insults and putdowns.

Spamming – the repeated posting of the same message to a news group in an effort to be obnoxious.

Instant Messaging (IM) – like a discussion group, but in real time. Discussions can be more personal than in a discussion group.

Real Time – interacting with others via instant messaging where responses are immediate, like in a real conversation.

Distribution lists – group email addresses – one address serves multiple email recipients.

Personal Contacts – a personal list created by an individual of email addresses of friends and contacts for quick reference.

All student email addresses within the school district follow a standard format:

Site number – first initial, last name@students.sd43.bc.ca
(e.g. ido@students.sd43.bc.ca)

All staff email addresses within the school district follow a standard format:

First initial last name @sd43.bc.ca

Summit Computer Policies

- Students are welcomed and encouraged to use school computers for educational purposes.
- Students are not allowed to give out their computer account.
- Each student receives \$2.50 credit toward printing. Black and white pages cost 10 cents and colour costs 50 cents.
- The system will automatically track how many pages are used. Once a student has used up his/her initial \$2.50, s/he will need to deposit more money by giving it to Mr. Lynn or the Librarian if s/he wishes to print things out at school.
- Treating the computers with a lack of respect or intentionally trying to change settings or harm someone else's computer files may result in the loss of computer privileges.
- Changing passwords due to losing or forgetting the password or leaving it in an obvious location will require speaking directly to Mr. Lynn and will cost \$3.

Internet Use at Summit

- Use of the Internet at Summit is welcomed for educational purposes. Students must have an approved educational goal for their Internet searches.
- Intentionally going to an inappropriate or games site may result in loss of Internet and computer access privileges.
- Students are welcome to use their school district email accounts but are not allowed to use other mail sites such as Hotmail, etc.
- Students should assume that their email messages are **not** private, and that they may be checked at any time.

Summit Webpage Publishing Guidelines

As with all programs, district policies regarding code of conduct and use of the Internet apply. As well, the school's principal has the authority to make and change policy with regard to school programs.

1. The Summit webmaster will oversee technical content and report to the Principal. There will be a link to the webmaster on the Summit web pages for any concerns raised by people viewing our site.
2. All Summit teachers will have direct access to publish to the Internet. No student will have direct access to publish on the Internet. Anything produced by a student requires parent permission as well as approval and posting by a teacher before it can go on to the Summit website.
3. Publication of student photos: Photos of students may be posted to the Summit website as long as parents sign the release form. No names will accompany the photo unless specific permission for each picture is given.
4. Publication of student names requires parent permission. In the event that parents provide authorization, only the first names of students will be published. In some cases a further description, such as "Grade 7 student in Mrs. Johnston's class" could be added to help our Summit community give proper credit to the author.
5. Student email addresses will not be published as they reveal student's last names.
6. Students at the school are allowed to access and email digital pictures when they are a part of that picture, providing the picture is not embarrassing to someone else in the picture and the picture is not used for profit or to harass or intimidate any Summit student.

Community Resources

Recreation

Summit Community Centre 604 927-3555
City of Coquitlam Leisure & Parks – 24 hr. info line 604 927-6969
City of Coquitlam Website – www.coquitlam.ca; www.citysoup.ca
Chimo Pool 620 Poirier St 604 933-6027
City Centre Aquatic Complex 1210 Pinetree Way 604 927-6999
Coquitlam Sports Centre 633 Poirier St 604 933-6070
Pinetree Community Centre 1260 Pinetree Way 604 927-6960
City Centre Library 3001 Burlington (City Hall) 604 927-3560
Scouts Canada Coquitlam 604 939-2810
Girl Guides 604 921-2086
Planet Ice 2300 Rocket Way 604 941-9911

Emergency Social Services

Children's help line 1-800-668-6868 www.kidshelp.sympatico.ca
Youth Help Line – MCF 604 310-1234
Crisis & Info line – SHARE 604 540-2221
Emergency Services – MCF after hours 604 660-8180

Drug & Alcohol Services and Information

Share Youth and Family Services 936-3900
Simon Fraser Health Unit 604 461-2705
Alanon / Alateen 604 688-1716
Nar-anon helpline 604-878-8844
www.preventionsource.bc.ca
www.aadac.com
www.atod.org
www.mcs.bc.ca

Mental Health

Tri-Cities Mental Health Services 604 777-8400
Tri-Cities Child & Youth Mental Health 604 469-7600
Chinese Mental Wellness Association 604 273-1791

Multi-cultural

Success	Mandarin	604 270-8222
	Cantonese	604 270-8233
	English	604 468-6000

Immigrant Services 604 684-7498

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 SD43 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.

Student's name: _____

School: _____

Parent /Guardian Signature: _____ Date: _____

Core Teacher: _____ Division: _____

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

***We are currently in a transition year of moving school forms online. This is one of the forms that can be accessed and approved online at www.sd43.bc.ca/middle/summit/parents/forms . We are requesting that you also sign this form in the planner for convenience during this transition year.**

PARENTAL CONSENT FORM
PG Movie Permission Slip

At times throughout the school year, movies are shown in class to enhance the curriculum. These movies have the possibility of having a rating of PG (parental guidance). By signing this permission slip, you are allowing your child to watch a PG rated movie in class. Please be assured that we will use proper discretion when showing these movies. If you have any questions, please feel free to contact the child's teacher or school administration.

Please check one and sign below:

I give my child, _____, permission to watch PG rated movies in class.

I do **NOT** give my child, _____, permission to watch PG rated movies in class.

Parent signature

Date

School and District Policies

Student's full name (please print)

Core teacher

Students and parents: please read and discuss the following policies and then sign below acknowledging that you understand and will abide by these policies. Please show this signed page to CORE teachers within the first week of school. This page must be completed in order for students to receive their school based computer and email accounts.

- Summit Code of Conduct 17-20*
- The 3 R's, Specific Responsibilities21- 27
- Student Absences and Lates22-24
- A Plan for Success/Honour Rolls28
- Social Responsibility Performance Standards29
- Bullying/How To Handle a Bully30
- Parent email Guidelines31
- Academic Honesty/Plagiarism31
- School District No. 43 School Policies 32-35*
- Appropriate Use Guidelines for Internet..... 36-37*
- Appropriate Use Guidelines for Email 37-39*
- Summit Computer Policies.....40
- Summit Webpage Publishing Guidelines41

Student signature

Parent signature

Date

Parent(s) email account (please print clearly)

Parent/Guardian - please read and sign the above.

**We are currently in a transition year of moving school forms online. Some of these documents (noted above with a *) can be accessed and approved online at www.sd43.bc.ca/middle/summit/parents/forms. We are requesting that you also sign this form in the planner as not all documents are currently available online during this transition year.*

