



Policies and Administrative Procedures Overview

June 2020

Complete copies of the following policies and administrative procedures (APs) are available on the school district website: www.sd43.bc.ca (under Board of Education)

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 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.

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

The Board believes that schools are purposeful places where students and staff must be able to work, learn and play without the threat of physical or psychological harm. Schools are characterized by sensitivity and respect for all individuals, an environment of non-violence, clear student behavioral expectations and disciplinary practices that are enforced consistently and fairly. The Board acknowledges its role in providing secure learning environments which are safe from threats, violence or intimidation.

Student Threat Assessment Protocol: A student threat assessment will be initiated by the school's multi-disciplinary Violent Threat Risk Assessment (VTRA) team when behaviour includes, but is not limited to serious violence, or violence with intent to harm or kill, verbal/written threats to harm/kill others, internet/social media threats to harm/kill others, possession of weapons (including replicas), bomb threats and fire-setting.

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

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

Procedures: As a general expectation, parents are to be advised that schools are open. If parents believe the local conditions are unsafe, they may keep their child at home or arrange his/her early dismissal. If schools are to be closed before classes begin, an announcement will be made by 6:30 a.m. on the school district website and school websites. Announcements may also be made on School District 43 (Coquitlam) (SD43) social media and local radio stations. For more information visit: www.sd43.bc.ca/NewsEvents/Pages/EmergencyInformation.aspx.

4. Digital Responsibility for Students – AP 140-2

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.

When using technology, district electronic mail (email) services, social networking, collaboration, blogging, media sharing tools, in relation to their role, students and staff are expected to act as appropriate digital citizens as laid out in the procedures.

5. Tobacco and Vapour Products Free Environment – AP 171

All school property is designated “tobacco and vapour product free”. Therefore, every person, including a student, employee or visitor, is prohibited from smoking, using tobacco or vapour products of any kind, or holding lighted tobacco on school property at any time, including non-school hours.

6. Race Relations – AP 205

The District 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.

7. Suspension of Students – AP 355

The effective management of student discipline is a necessity in establishing safe, caring and orderly school environments that foster student learning needs. When student misconduct occurs, the school and district must respond fairly, quickly, and effectively, imposing a disciplinary consequence that is appropriate to the circumstances and that reinforces for the student involved and students generally, appropriate standards of student behavior.

The Principal has overall responsibility for the maintenance of student discipline and school rules. Under the general supervision of the Superintendent and subject to administrative procedures, a Principal and/or Vice Principal has the authority to suspend or remove a suspension imposed on a student.

8. Personal, Discriminatory, and Sexual Harassment – AP 356

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, fear and discrimination.

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:

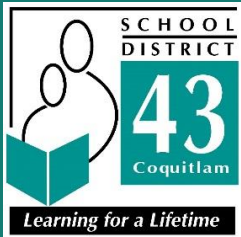
A. Teacher or Classroom Level Problem

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 Assistant Superintendent (contact the board office at 604-939-9201).
4. 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 Assistant Superintendent (see contact information above).
3. If not resolved, refer to the Board as per Board Policy 13.

It is expected that SD43 personnel will seek a resolution to the problem as quickly as possible.



Policies and Permission Forms

This form must be completed (either via School Cash On-Line or a printed copy of this form) for each child attending a school in School District #43 (Coquitlam) (SD43).

Student's Legal Name: _____
Last First Middle

Student Date of Birth: ____ / ____ / ____ **Grade:** ____ **Division:** ____ **Teacher:** _____

School: _____

SCHOOL POLICIES

- I have reviewed the following policies, have discussed them with my child, and agree to abide by them all: (Complete copies are available for your viewing at the school office, or on our website: www.sd43.bc.ca under Board of Education).
- School code of conduct & any additional school-specific policies (visit your school website)
 - [Policy 17 \(School District #43's District Code of Conduct for Students\)](#)
 - [Policy 18 \(Violence, Intimidation, and Possession of Weapons\)](#)
 - [AP132 \(Closure of Schools for Extreme Weather Conditions\)](#)
 - [AP140-2 \(Digital Responsibility for Students\)](#)
 - [AP171 \(Tobacco and Vapour Products Free Environment\)](#)
 - [AP205 \(Race Relations\)](#)
 - [AP355 \(Formal Intervention and Suspension of Students\)](#)
 - [AP356 \(Personal, Discriminatory, & Sexual Harassment\)](#)
 - [AP380 \(Resolution of Student or Parent School Concerns\)](#)

SCHOOL NOTICES

Our school prefers to communicate in an electronic format. Would you like to receive school notices via email?

- YES NO

If yes, please include emails for all parties you wish to receive these notices and separate them with a semi-colon (;) in the field below (e.g. jsmith@shaw.ca; jdoe@shaw.ca)

RELEASE OF INFORMATION UNDER SPECIAL CIRCUMSTANCES

I give permission for my child's name to be circulated on a class list for special occasions such as a birthday party, etc.

- YES NO

I give permission for my name and phone number to be given to the classroom liaison or classroom volunteer to contact me in the event of organizing classroom activities, unexpected school closure, etc.

- YES NO

LOST & DAMAGED TEXTBOOKS

Replacement costs for damaged and/or lost textbooks are expensive. It is expected that any materials given to students, at any point in the school year, will be returned in the same condition as distributed. Parents/guardians will be responsible for costs incurred for repair and/or replacement of texts. Note: yearbooks will NOT be distributed to students who have not returned all textbooks or who have outstanding textbook fines.

- YES, I understand that I will be responsible for any costs incurred from damage and/or lost materials

WALKING FIELD TRIP PERMISSION SLIP

While the school staff will take reasonable steps to prevent injuries to students, some degree of risk is inherent in the nature of activities and may occur without fault on the part of the student, school board, its employees or agents, or the facility where the activity is taking place. By allowing your child to participate in the school activity, you are agreeing that the activity is suitable for your child, and that there is a risk of injury associated with the activity.

- YES NO

RELEASE OF STUDENT PHOTOGRAPHS AND VIDEO PARENTAL CONSENT FORM

In accordance with the Freedom of Information and Protection of Privacy Act, SD43 requires consent to use personal information for purposes unrelated to educational programs. SD43 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, public websites, radio, videos or television. This also includes permission for your child to be photographed by the media (TV or newspaper) for events relating to the school.

Use of photographs/names and comments (if no answer next, otherwise skip) **YES** – I consent **NO** – I do not consent
 - **IF NO**, do you consent to permit child’s photograph/name in yearbook **YES** – I consent **NO** – I do not consent
 Release of Information – my child’s name **YES** – I consent **NO** – I do not consent
 Release of Information – parent/guardian name, email, phone number **YES** – I consent **NO** – I do not consent

DIGITAL RESPONSIBILITY AND NETWORK USE FOR STUDENTS

My child and I have read the [Digital Responsibility for Students](#). We agree to abide by the provisions therein.

We understand that network services are intended for educational purposes only and that any other use is in violation of the Acceptable Use Policy and subject to remedial action on the part of the school. While we understand that the SD43 staff will make every effort to avoid misuse of the internet services, we recognize that students might receive unauthorized or offensive communication and might inadvertently access material which is not appropriate.

We understand that SD43 uses various internet tools and services to support learning and the effective delivery of programming. In order to provide the safest and most modern services for students, certain network services relating to security management and website content filtering may be provided by third party services hosted outside of Canada, resulting in limited, basic operational account information, such as username and email being stored externally. The District strives to ensure that, in accordance with the Freedom of Information and Protection of Privacy Act, all learning and data systems that require students to store personal information are hosted in Canada unless further consent specific to that system is provided by the student/family. We understand that SD43 uses systems such as (by way of example, but not limited to): Animoto, Edublogs, Freshgrade, Google, Office 365, Prezi, Windows Live, and YouTube which all host student data within Canada and agree that my child may use these tools and services in accordance with the Digital Responsibility and Network Use for Students.

YES – I agree **NO** – I do not agree

SOCIAL MEDIA CONSENT

Our school and/or SD43, may use various social media platforms such as Facebook, Twitter, Instagram, and YouTube to upload, store, and share personally identifiable information for the purpose of celebrating student success, engaging in public discussion and promotion of proposed or existing district and school-based initiatives. Personally identifiable information may include their name and/or image. Note that these are online, publicly accessible services located outside of Canada. Due to the differences in information disclosure legislation between Canada and other jurisdictions, we are required by the provincial government to seek your consent prior to publishing any personally identifying information about your child to these services.

The school and SD43 as part of routine promotional activities, often photographs school activities which may depict individual and/or groups of students. By indicating ‘yes’, you are consenting to our use of your child’s name and images which may include your child.

If you have any questions or concerns, please feel free to contact the Community Relations Department at information@sd43.bc.ca.

Terms of Service references: Facebook, <https://www.facebook.com/policies/>, Twitter <https://twitter.com/tos>, Instagram <https://help.instagram.com/478745558852511>, YouTube <http://www.youtube.com/t/terms>

YES – I consent **NO** – I do not consent

I have read the foregoing and verify that the information provided is correct:

Parent/Guardian Name (print)	Signature	Date (Month/Day/Year)