

## MIDDLE SCHOOL

The middle years of growing up-ages 11 through 14 are times of rapid physical, mental, and emotional change for early adolescents. These young people learn best in an educational environment that encourages them to convert their energy and enthusiasm into knowledge and skills. Middle schools provide that environment.

Middle school teachers, counselors and support staff understand the unique needs of early adolescence. Learning takes place in a safe, nurturing environment where students explore while discovering new talents and skills. This environment helps students build confidence and a positive self-image.

As young children mature and move towards adolescence, middle schools help them become aware of their physical and emotional changes, while at the same time developing skills that foster academic success. Through the middle years, students are encouraged to develop new learning-skills and self-directed techniques that prepare them for secondary and the years that lie beyond.

### BANTING SCHOOL GOALS

- 1) **Enhancing inclusive restorative classroom practices that support the diverse academic and socioemotional needs of our learners via the new BC curriculum.**
- 2) **Supporting students in becoming increasingly independent and critical thinkers who:**
  - **take ownership of their learning and understand that risk taking is a part of personal growth**
  - **contribute in a positive manner to actively build and maintain a healthy school community**

### BUILDING BANTING'S COMMUNITY

Our school motto is "PRIDE", which forms the foundation of school life at Banting. Banting PRIDE describes the appropriate behaviours for students in all locations of the school, is taught to students in classrooms and referred to throughout the school year.

Power of Courage  
Respect & Responsibility  
Inclusion  
Determination  
Empathy

Force de Courage  
Inclusion  
Empathie  
Respect & Responsabilité  
Ténacité  
Eloquence

### PARENT PHONE NUMBERS AND ADDRESS CHANGES

It is of paramount importance that the school has accurate records of parents' home and work numbers. **Please inform us immediately of phone number or address changes during the year**, so we can keep our records up-to-date.

### MEDICAL ALERTS

If your child has a medical condition that requires precautionary treatment of medication at school or has symptoms of which we should be aware, please complete a **Medical Alert Form** found online in our community portal.

### SCHOOL OFFICE

The school office is open from 8:00 a.m. until 4:00 p.m. Monday to Friday. The office staff will be pleased to assist you. The school number is 604-939-9247.

### NEWSLETTER & COMMUNICATION

We send newsletters home an average of about once a month. We advise parents and students to regularly check the Banting website for updated news, announcements and calendar items.

### **BANTING PARENT ADVISORY COUNCIL (P.A.C.)**

All Banting parents belong to the PAC and are encouraged to attend the monthly meetings. These meetings provide an opportunity for parents, school staff and community members to share ideas and discuss educational issues as they pertain to our middle school. Watch for meeting dates in our school newsletter, the PAC Newsletter or visit the PAC page of our community portal.

### **SCHOOL FEES & KEV**

Activity fees support school wide activities for all students, such as: student leadership events, clubs, cultural performances and special event celebrations. If payment of the activity fee causes a financial hardship, please contact the school principal. Middle school activity fees are set by the School Board at \$35.00

The District has moved to an online payment and permission portal. Notifications of field trips and other events that require payment or permission will be emailed.

### **VISITORS**

In order to support a safe academic environment for all students, we have a No Visitors Policy. Only parents and people conducting business at the school are welcome. Relatives from out of town that are students or students from other schools who are on a non-instructional day, are not expected to visit during the school day. All visitors are asked to check in at the office upon arrival at the school.

### **COMMUNITY PORTAL**

Be sure to check our community portal for information and updates. [www.sd43.bc.ca/banting](http://www.sd43.bc.ca/banting)

### **TRAFFIC**

We ask for your assistance when dropping off and picking up your children at school. Please drive with caution around our school and move forward in our limited drop off area. Please do not double park, or have your child enter the roundabout while you are in the middle of the roundabout – please park your car. We suggest arriving at school after 3:10 in order to avoid and not contribute to the congestion. We ask everyone to please respect the posted signage, paying special attention to Exits and Entrances.

### **STUDENT ILLNESS**

The office is not permitted to issue medication. Students who feel too ill to remain in class should obtain permission from the classroom teacher before reporting to the office. If your child will not be attending school for any reason, including illness, please notify the school, through the school website or phone.

### **ATTENDANCE**

It is a joint parental and student responsibility to ensure that students are at school and on time every day. Attendance is taken each morning and the names of absent students are recorded at the office. If the office has not been informed of the child's absence by parents, an attempt will be made to contact them. This is for safety reasons.

Parents can help staff monitor attendance by phoning the office anytime to inform us of the child's absence each day the child is away. There is an answering machine for after hours or early calls. Alternatively, you can complete an Absence Report online in our community portal.

If a child must leave early for an appointment or other commitment, please notify the office by either submitting an Absence Report online indicating the time and reason for early dismissal, sending a note with the child or calling the office by 9:00 am. If a child is ill and wishes to go home early, a parent will be contacted and informed of the situation before the child is dismissed.

### **LATES**

At Banting Middle School we believe it is very important that students arrive at school on time, ready to work. Being on time prepares students for work and other activities outside of school: a life skill necessary to succeed after

graduation. Late arrivals have the dual effect of hindering a student's academic progress, as well as disrupting the teacher and the class as a whole, missing important information and calendar items as well as missing daily announcements.

If a student arrives late to school, he/she must sign in at the office. A student who is late once a month will be excused.

The second time late in a month, the student will be expected to complete a reflection sheet designed to help the student come up with a plan to arrive at school on time, and to inform parents.

On the third, and any subsequent late arrivals to school in a month, the student will owe back the time to the office. Students should arrive at the school by 8:30am to allow them time to go to their locker before the first bell.

### **CLOSED CAMPUS**

Students are not allowed to leave the school grounds during school hours without written parental permission.

### **STUDENT RESPONSIBILITIES AND EXPECTATIONS**

Since promoting success is our major goal, we have a code of rights and responsibilities, which, if adhered to, will promote student success.

- I have a **RIGHT** to learn in this school. It is my **RESPONSIBILITY** to attend all classes punctually, complete assignments and work cooperatively in the classroom.
- I have a **RIGHT** to hear and be heard. It is my **RESPONSIBILITY** to listen while others are speaking.
- I have a **RIGHT** to be respected in this school. It is my **RESPONSIBILITY** to treat others with respect - to not tease, harass or discriminate against other people.
- I have a **RIGHT** to be safe at school, and on the way to and from school. It is my **RESPONSIBILITY** to not threaten, intimidate or physically hurt anyone at school or on the way to or from school.
- I have a **RIGHT** to privacy and to my own personal space. It is my **RESPONSIBILITY** to respect the space of others, maintain school cleanliness and respect school property.

### **SCHOOL BEHAVIOUR**

School boundaries will be clearly laid out at the first assembly. **Students are expected to follow boundary guidelines and stay within school property.**

- Students **may not** leave the school grounds without permission during the school day.
- All waste is to be placed in the appropriate place according to our recycling program.
- Students may play in the field and playground area, but **may not** play in the front of the school or side parking lots.
- Students **may not** play in the ravine.
- Students **must** follow the instructions of the noon hour supervisors.
- Bullying and rough play **will not** be tolerated.
- Smoking or vaping or possession of any said items is **not** permitted on or near school grounds.
- Gum is **not** allowed in school at any time.
- Skateboarding, scootering, biking and rollerblading is **not** allowed on school grounds.

### **ASSEMBLY BEHAVIOUR**

School assembly programs will be presented throughout the year. They may include multi-media productions, speakers, and presentations by students, staff, parents, and professional performers from outside our community. At Banting Middle School we expect proper behavior in our assemblies. Procedures and behavioral expectations are as follows:

- Students are expected to **sit quietly with their class. Go to the washroom prior to an assembly** All waste is to be placed in the appropriate place according to our recycling program.
- Students are expected to **walk to and from assembly areas in a quiet and orderly manner and should be seated as quickly as possible.**
- Students are expected to be courteous. Appreciation is shown by applause rather than yelling, whistling, or shouting. **Derogatory sounds such as booing, chanting..etc. are not respectful and will not be tolerated.**

- To ensure a minimum amount of disturbance from the audience, students should **be alert to the person in charge of the program**.
- Students are to **remain seated throughout the program** until they are dismissed.

## **BULLYING**

Unacceptable bullying behaviors include but are not limited to:

**Physical Bullying:** This type of bullying includes hitting and kicking a person, or taking/damaging another person's property.

**Verbal Bullying:** Verbal bullies use words to hurt or humiliate another person. Verbal bullying includes name calling, insulting, making racist comments and constant teasing.

**Relational Bullying:** Relational or relationship bullies try to convince their peers to exclude or reject a certain person or people from their group of friends. This type of bullying is linked to verbal bullying and usually occurs when children (most often girls) spread nasty rumours about others or exclude an ex-friend from the peer group.

**Reactive Victim:** Reactive victims straddle a fence of being a bully and being a victim. These bullies are impulsive and react quickly to intentional physical encounters. In some cases reactive victims begin as victims and become bullies as they try to retaliate.

**Cyber Bullying:** Using a technological device to intentionally hurt or humiliate another person ie. Facebook, snapchat, Tic Talk, Instagram, email, texting

**Sexual Bullying:** This includes gender putdowns. Sexual bullying also includes touching a person in a sexual way which makes them feel uncomfortable.

Banting Middle School has a zero tolerance policy for bullying. Bullying is any sustained, targeted behaviour that causes or creates pain or injury to another person.

### **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 how 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.

## SOLVES

**S – Stop.** If you or someone else is in a conflict situation don't just let it happen or get worse. Make a choice to do something to stop it and *prevent* it from getting worse.

**O – Own it.** Ask yourself: Am I involved directly in this problem? Or am I involved indirectly? Either way, make a choice to own it on some level and take a stand. (Don't go for a ride on the 'SLED'. SLED is a useful acronym to remind us why people don't get involved. It stands for: S: scared; L: lazy; E: entertained; D: don't know what to do.)

**L – Look, Listen and Learn.** Try to find out what is going on by looking at facial expressions and body language. Find out what is happening and assess how serious it is so that you can do something.

**V – Verbalize.** Use your words. This is one of the most powerful ways to help problem solve. Some suggestions are: 'That's not cool'; 'Please stop'; 'You are forcing me to get some help'; or use distraction. If the problem is really serious, get some help from a trusted adult if at all possible.

**E – Evaluate.** Ask yourself the following questions: Are you satisfied with how you handled the problem? Are things alright now? How would you handle it differently next time? Do you need additional support?

**S- Seek advice or report if necessary.** Find some extra support by asking for some advice from a trusted adult or making a report to a trusted adult.

### **STUDENT DRESS CODE**

At Banting, we promote a professional learning environment. We recognize that clothing is an avenue of personal expression, however, students are asked not to wear articles of clothing which display alcohol, drugs, or inappropriate content. Students whose clothing choices amount to degrees of nudity (e.g. exposed buttocks, midriff, pectorals, and breasts), will be asked to put on different attire. Modesty and respect is the guideline. Hats and hoods/hoodies are not permitted to be worn within the building. This permits the school to readily identify strangers and promotes face to face communication.

### **PEDS (Personal Electronic Devices – cell phones, iPods, iPads, MP3's, computers, electronic games) & BYOD**

At Banting, we understand PEDS are a part of everyday life, but it is important that they do not disrupt the learning environment. PED's will be permitted throughout the school (inside and outside) before and after school but must be in lockers during school hours. PED's should not be out between 8:38 – 3:00. This means no PED's out at nutrition break or lunch break. Classroom teachers may permit PED's in the classroom during classroom time or during breaks, under their supervision. This is the decision of each individual teacher and this must be respected. This means some classrooms or some areas may not permit PED's during certain times or at all.

PEDs should be used respectfully and responsibly. The content on a PED must be appropriate and any staff member can request to see or hear a PED at any time. For safety purposes, the volume level of the PED must be at a level that the individual using it can hear others around him/her in case of an emergency. PED's that are not connected to earphones or ear buds must be at a volume level that is quiet and does not disrupt others.

Banting is a BYOD school. We recognize that easy access to a computer can enhance students' learning. However, we recognize that just like pen and paper, computers are a tool. Internet safety and responsible use of a computer are part of the curriculum. The school has a limited number of computers for students who are unable to bring a computer to school. These will be signed out and are the students' responsibility until the end of the year. Misuse of the school computer will result in it being recalled. Regular consequences apply to BYOD devices. Students who are irresponsible, unsafe or engage in inappropriate behaviour while on their device during class time will have their access to the school Wi-Fi cut off.

### **PICTURES OR RECORDINGS ARE NEVER TO BE TAKEN AT SCHOOL INCLUDING BEFORE AND AFTER SCHOOL.**

PEDs are NEVER to be present in washrooms or change rooms for ANY reason. Using a PED at Banting is a privilege. If it is abused, you may lose the privilege to have a PED at Banting. If PED use compromises the privacy or safety of a person at Banting, consequences can range from confiscation of the PED to suspension - or both.

THE SCHOOL IS NOT RESPONSIBLE FOR THE SECURITY OF PEDs AT ANY TIME.

**STUDENT TELEPHONE USAGE**

The office phone is available for student use during periods when classes are not in session. Calls are only to be made home to contact parents and should be as brief as possible. Students are required to get a phone permission slip from their teacher before they can use the office phone.

**STUDENT PICTURES**

The school picture program provides the school with student photos for our Emergency Preparedness Program. Students/Parents wishing to purchase color packs may do so at this time.

**LOCKS AND LOCKERS**

Each student will be assigned a locker and a lock. Lockers are the property of the school and the contents are subject to school supervision. Students may only use locks issued by the school. It is the students' responsibility to take care of their lockers and to ensure that their lock combination is kept secret. The school is not responsible for items lost from a locker. The school reserves the right to revoke locker privileges for neglect or abuse of the locker. If students lose or break their lock, there will be a new lock issued at a charge of \$5.00. Students may decorate the inside of the locker as long as it is in good taste and can be easily removed. Students are encouraged to bring a lock from home in order to safeguard their possessions in the P.E. change room.

**VALUABLES**

We encourage students to keep valuable items, including electronic devices, at home. The school will not be responsible if items are lost or stolen.

**GYM CHANGE ROOMS**

The gym change rooms are only for students who need to change into their gym clothes for PE. **It is important to remember to never bring and leave any valuables into the gym change rooms.**

**MULTI – PURPOSE ROOM**

The MP Room area is available for students who need to heat their lunch in the microwaves, or require hot water for their soup/noodles. Each team has a common area that has a hot water urn and two microwaves.

**BREAKFAST PROGRAM AND LUNCH PROGRAM**

Banting offers a breakfast program from 8:10 – 8:30 am and lunch 12:30 -1:00 for identified students. If you require this support, please contact the Banting office.

**VENDING MACHINES**

Beverage dispensers for water, fruit juices, and healthy snacks are available. Machines are to be used at your own risk as different companies service these machines. Students may only use the machines in the morning, at nutrition break, at lunch-time and after school, not during or between classes.

**COUNSELLOR**

The counsellor's role in assisting students is multifaceted. The main areas are: counselling, consultation, coordination and education. The youth worker works closely with the Counsellor to assist with any problem students might be experiencing, as well as liaising with home.


**STUDENT SERVICES**

Banting Middle School, in keeping with the inclusionary model, integrates all students into grade appropriate teams. Students' individual needs are met within the classroom environment by classroom teachers, student support teachers and special education assistants. Students receive help in areas of specific weakness, as well as with course work and homework when needed. This additional support may take place within the regular classroom or may be delivered on a "pull out" basis.

**STUDENT EVALUATION AND REPORTING**

**Formal reporting:**

This reporting occurs three times during the year. We use the 4 point proficiency scale: Emerging, Developing, Proficient, Extending. Each report card also has anecdotal teacher comments. The school district no longer sends home paper copies of report cards, families will be able to view report cards via their computer on the district portal.

<b>Proficiency Scale</b>				
	<b>Emerging</b>	<b>Developing</b>	<b>Proficient</b>	<b>Extending</b>
	The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.

Exploratory classes will issue a separate report at the end of each of the 4,5, or 6 exploration periods. These will be sent home at the end of each academic term. In each of the three terms, students have the opportunity to earn a BSA – Banting Service Award. This is done through 7 hours of community service work in the school per semester.

**Informal Reporting:**

There will be two informal reports during the year eg – interim report. Other forms of communication to parents may include telephone calls, letters or interviews by teachers, counsellors and/or administrators.

**Parent/Teacher Conferences:**

Early Dismissal days are scheduled to facilitate conferences between parents and teachers. Teachers will communicate with parents if a conference is needed outside these scheduled dates. You are encouraged to contact the teachers whenever you have a concern about your child’s progress.

**BANTING SERVICE AWARD**

Each term, students who volunteer 7 hours within the school are awarded the Banting Service Award. Students can get the forms at the office and are responsible for recording their hours and having the supervisory staff member sign. Completed forms are to be handed in to homeroom teacher one week before the end of term.

**P.E. REQUIREMENTS**

All students must have proper PE clothing. This includes shorts, a T-shirt, and running shoes that are different from clothing worn the rest of the school day. Students are encouraged to bring a lock from home they may use during their PE block. Students will get the opportunity to purchase Banting PE clothing in the fall but should have other clothing available until it arrives. Students who are unable to participate in PE classes must bring a note from home. If a student is unable to participate for an extended period of time s/he must bring in a medical statement. Students who are unable to participate in classes will be expected to complete alternate assignments.

**ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES**

Banting Middle School is proud to sponsor many exciting extracurricular and intramural activities. All students and staff are encouraged to participate. Depending on volunteer coaches and sponsors, we hope to offer all, or most, of the following activities:

**FALL**

Cross Country Running, Volleyball, Swimming


**WINTER**

Basketball, Wrestling

**SPRING**

Track & Field, Badminton, Rugby

Students who take part in extra-curricular teams will be charged between \$5 - \$10.00 per sport, depending on the sport, to cover operational costs such as referees, jerseys, tournament, and association fees. This will be collected by each coach at the beginning of the sport's season. Ski and Snowboard Club, when offered, is generally in January/February.

	<p style="text-align: center;"><b>School District No. 43 (Coquitlam) - June 2022 Policies and Administrative Procedures Overview</b></p> <p>Complete copies of the following policies and administrative procedures (APs) are available for your viewing at the school office and on the school district website: <a href="http://www.sd43.bc.ca">www.sd43.bc.ca</a> under Board of Education / Policies Administrative Procedures</p>
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**Note:** All administrative procedures are currently under review. For the most up-to-date APs, visit the official Policies and Administrative Procedures webpages.

### **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; 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. 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. 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.

## **4. 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.

## **5. 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.

## **6. 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.

#### **7. 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.

#### **8. 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 SD43 social media and local radio stations. For more information visit

[www.sd43.bc.ca/NewsEvents/Pages/EmergencyInformation.aspx](http://www.sd43.bc.ca/NewsEvents/Pages/EmergencyInformation.aspx).

#### **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 school district personnel will seek a resolution to the problem as quickly as possible.

## SCHOOL POLICIES

**PLEASE DETACH AND RETURN TO YOUR CHILD'S SCHOOL!**

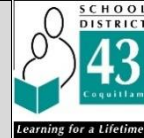
**Every student must return this signed form to the school office.**



I have reviewed School District No. 43 (Coquitlam)'s Board policies and administrative procedures and discussed them with my child. (Complete copies of the policies and administrative procedures are available for your viewing at the school office, or on our website: [www.sd43.bc.ca](http://www.sd43.bc.ca) under Board of Education.)

Student Name	Parent/Guardian Signature	Date

## SCHOOL NOTICES



Our school is striving to move communication, including newsletters and notices, to an electronic format. Please note that some communication may contain information which may be considered commercial in nature, such as school fundraisers, course offerings, special events, etc.

You may withdraw this consent at any time by contacting your school or responding to emails you receive with a request to unsubscribe from your school notice list.

- YES** - I would like to receive school notices via email
- NO** - I would NOT like to receive school notices via email

*If YES, please list emails for all parties you wish to receive these notices:*

Student Name	Parent/Guardian Signature	Date

## RELEASE OF INFORMATION UNDER SPECIAL CIRCUMSTANCES



- YES** - I give permission for my child's name to be circulated on a class list for special occasions such as a birthday party, etc.
- NO** - I do not give permission for my child's name to be circulated on a class list for special occasions such as a birthday party, etc.

- YES** - 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.
- NO** - I do not 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.

Student Name	Parent/Guardian Signature	Date

## RELEASE OF STUDENT PHOTOGRAPHS AND VIDEO 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. 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, public websites, 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 Name	Parent/Guardian Signature	Date

## 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** - I give my permission for my child to participate in neighbourhood walking field trips.
- NO** - I do not give my permission for my child to participate in neighbourhood walking field trips.

Student Name	Parent/Guardian Signature	Date

## SOCIAL MEDIA CONSENT



Our school and/or School District No. 43 (Coquitlam), 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 district, as part of routine promotional activities, often photographs school activities which may depict individual and/or groups of students. By signing this form, 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](mailto:information@sd43.bc.ca).

- YES** - I understand that the information about my child will be stored in or accessed from a location outside of Canada and I hereby consent, on behalf of me and my child, to my child's information identified above being stored in, or accessed from, a location outside of Canada.
- NO** - I do not consent, on behalf of me and my child, to my child's information identified above being stored in, or accessed from, a location outside of Canada.

*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>*

Student Name	Parent/Guardian Signature	Date