



# ÉCOLE CITADEL MIDDLE SCHOOL

School District #43

**2025-2026**

## **Student Handbook**

Principal: Mr. Rick Dhaliwal  
Vice-Principal: Ms. Rachel French

**“We build a culture where everyone is valued,  
differences are celebrated, and relationships matter”**

- Citadel Middle School Visioning 2025

École Citadel Middle School is a wonderful place of learning where students explore a variety of opportunities, discover their strengths and interests, and enjoy the importance of a sense of community and citizenship. Our staff is committed to working in partnership with our learners and their parents, keeping you informed and involved in the months to come. The École Citadel Staff are eagerly looking forward to an exciting and rewarding year!

On behalf of the École Citadel staff, we would like to welcome back all returning students and their families. We would also like to offer a special welcome to our new students, especially our grade 6's who are new to the Middle School experience. We are looking forward to working with you during your three-year journey through École Citadel.

September will be very busy with plenty of opportunities for students and parents to get involved. Please take the time to check our website regularly to keep informed about all the great things happening at École Citadel. We encourage you to get involved in all aspects of Middle School life from academics and leadership to sports and fine arts.

## PARENT ADVISORY COUNCIL (PAC)

What is PAC? Parent Advisory Councils (PACs) are forums within each school community to discuss matters affecting your school and the education of your children. Parents' voices are a tremendous value to their school. They offer a wealth of ideas and support in the challenges that face all public schools. PACs strive to represent the diversity within their communities and contribute to the benefit of all students by:

- Providing opportunities to educate and inform parents about the school
- Involving parents in volunteer activities
- Giving input into school-based decisions
- Unifying efforts of the school community towards the goal of quality education
- Organizing fundraising efforts for the school
- Openly discussing parents' concerns and aspirations for their schools

Who Can Become a Member of PAC? All parents and guardians of students registered in the school are invited to participate as a member of the PAC. Check the school calendar to find meeting dates and times.

Block Schedule for 2025/26

\*Band & Choir take place outside of the school timetable and the teacher will share specifics in September

<b>Schedule</b>	<b>Mon/Tue Thurs/Fri</b>	<b>Schedule</b>	<b>Wednesday</b>
<i>Band/Choir</i>	<i>7:45am – 8:30am</i>	<i>Band/Choir</i>	<i>7:45am – 8:30am</i>
<b>ᑭᐱᑦᑭᐱ ᑕᑦᑭ</b> Welcome	8:45am – 10:05am	<b>ᑭᐱᑦᑭᐱ ᑕᑦᑭ</b> Welcome	9:00am – 10:05am
Block 1	10:05am – 10:45am	Block 1	10:05am – 10:45am
Nutrition	10:45am -11:00am	Nutrition	10:45am -11:00am
Block 2	11:00am – 11:40am	Block 2	11:00am – 11:40am
Block 3	11:40am – 12:20pm	Block 3	11:40am – 12:20pm
Lunch	12:20pm – 1:00pm	Lunch	12:20pm – 1:00pm
Block 4	1:00pm – 1:40pm	Block 4	1:00pm – 1:40pm
Block 5	1:40pm - 2:20pm	Block 5	1:40pm - 2:20pm
<b>ᑭᐱ ᑭᐱᑦᑭ ᑕᑦᑭ</b>	2:20pm - 3:00pm	<b>ᑭᐱ ᑭᐱᑦᑭ ᑕᑦᑭ</b>	2:20pm - 3:00pm

## **GENERAL INFORMATION**

### **Office Hours**

If you wish to communicate with the school by telephone, our office hours are 8:00 am. to 4:00 pm. Monday to Friday. The school telephone number is (604) 945-6187.

### **Staff Contact**

If you have any questions or concerns regarding your child's progress or classroom activities, please contact the classroom teacher directly via email or phone call. Teachers, counselors and administration email addresses are published on the school website. You can also call the office and leave a message for teachers if they are teaching at the time.

### **Attendance**

Call the school at 604-945-6187 before 9:30 am to report your child absent due to illness, appointments, vacations etc. You can also submit an absence report online on our webpage under Quick Links.

When students leave the school during the day for an appointment or illness, they must let office staff know and wait inside the building for their ride so that we can ensure their safety. They must sign out at the office each time when leaving and sign in when they arrive back at the school. If students arrive late but before 9:15, our Youth Worker will sign them in. If they arrive after 9:15, They can sign in at the office. Please go over this with your child to support us and maintain their safety and well-being.

### **Fees**

Activity fees support school wide activities such as student leadership events, clubs, cultural performances and special event celebrations. This fee is \$35.00, a standard cost throughout all middle schools in the district and is approved by the superintendent and school trustees. If payment of the activity fee, or any other fee throughout the school year, causes a financial hardship, please contact the principal at 604-945-6187 or email [rdhaliwal@sd43.bc.ca](mailto:rdhaliwal@sd43.bc.ca). Fees are payable through cash online beginning the third week of school in September.

### **Lost and Found**

Students are strongly advised to leave valuables, including large sums of money, at home. If something does go missing, the student should inform a teacher or the office, search the area, and look in the Lost and Found. Students should notify their parents of the loss as well.

### **Locks and Lockers**

All students will be assigned a lock and locker by their homeroom teacher. Students are responsible for keeping the locker free from any writing or damage and are required to use locks provided by the school. In order to keep belongings safe, students must keep locker combinations confidential.

## **Visitors**

ALL visitors are required to report to the office upon arrival to receive authorization for their presence. Parents who wish to prearrange a tour of the building or have prearranged a classroom volunteer must report to the office and sign in. Past students, students from other schools, and people wishing to use our facility or school grounds are not permitted on École Citadel property during school hours (8:00 am to 4:00 pm).

## **Dogs**

Dogs (besides accredited service dogs) are also not permitted in the school or on SD43 school grounds between 8:00 am and 4:00 pm. Waiting with your pup on the edge of the property for your child during drop-off and dismissal is fine as long as the dog is on leash and not a concern for students or staff arriving or leaving.

## **Parent E-forms**

Parent e-forms can be found on our school website. All parents are required to complete and submit the following two forms at the beginning of each school year. These two forms are kept in the office for emergency purposes.

- School Policies (sign into School Cash Online)
- Emergency Release Form

Optional forms also found online include: Medical Alert, Walking Field Trip Permission Form, Volunteer Application (A Criminal Record Check will also be required - a letter is available on the website or in the office), Driver Application (an ICBC Driver's Abstract is also required) and Privately Owned Devices.

## **School Cash On-Line**

All student fees, field trips, sports fees, etc. are payable online through School Cash Online.

## **Emergency / Earthquake Policy and Procedures**

District and school guidelines have been established regarding the protection and the evacuation of students from the school. In the event of an emergency or earthquake, please check the School District website [Home - School District No. 43 \(Coquitlam\) \(sd43.bc.ca\)](http://sd43.bc.ca) and school website [Home - École Citadel Middle School \(sd43.bc.ca\)](http://sd43.bc.ca) for information.

It is important to note that the following instructions have been established province wide for parents:

- **Please do not phone the school** - we may be trying to reach you or emergency response services.
- When safe to travel, pick up your child – students will NOT be released otherwise.
- If you are unable to reach the school, contact the designated guardian to collect your child.

### **Appropriate Clothing and Attire:**

At École Citadel, we promote a professional learning environment and would like our staff and students to keep this in mind when choosing their “outfit of the day”. We are committed to providing students with learning environments that are safe, responsive and inclusive. We recognize that decisions about dress reflect individual expressions of identity, socio-cultural norms, and that they are personal.

Students may attend school and school-related functions in dress of their choice provided that their choices:

- Conform with established health and safety requirements for the intended activity.
- Do not represent or promote alcohol or drugs.
- Use respectful language.
- Do not depict or promote violence, racism, sexism or discrimination.
- Are not intimidating to others.
- Hats can be worn as long as we can easily make eye contact and connect with students in the common school areas (backwards or sideways if they have a “visor” connected.) Hoodies must be down for this to occur. Earphones and earbuds must be taken out once students enter the school and until they are in their classroom and need them for learning. Teachers may have different expectations in their classrooms.

Ultimately, the École Citadel community has the responsibility to apply the dress guidelines when necessary. If any person dresses in an inappropriate manner, the student will be advised personally and discretely and given an opportunity to meet the school guidelines.

### **Student use of Electronic Devices Policy**

In recognition of the developmental stage of middle school students, the educational potential of personal electronic devices and the potential of these devices becoming a distraction to the school learning environment, the following policy for the use of Personal Electronic Devices has been developed:

Personal Electronic Devices are defined as any electronic device owned by a student, including but not limited to cell phones, laptop computers, cameras, and gaming devices. These devices may be used outside of the school in the morning up until the first bell rings and in the afternoon after the last bell rings. We use a “when you’re in the zone, put away your phone” motto to remind students that phones are not to be used within the school building. During the school day the devices are only permitted to be used with the direct permission and supervision of a teacher, as part of classroom learning. These devices are not to be visible or in use during nutrition break or lunch periods. Gaming devices should not be brought to school unless prior permission is given by a member of the school staff for an approved specific purpose.

Students who would like to call their parents during the day may use the phone in the office. If parents wish to contact their children during the day due to an emergency, they should contact the school office as student cell phones must either be turned off or switched to airplane mode and remain in the student’s locker during the school day.

## **Announcements**

Our daily announcements can be found posted on our website.

It is important to read our school newsletters, as they contain important information about upcoming events, school activities, field trips, community and family issues, policies and procedures, school programming, contests and deadlines.

## **Lunch / Nutrition Break**

We want our students to have the opportunity to chat, play and connect with their friends on their breaks. All students will go outside at nutrition break and have their nutrition break snacks outdoors. Students should bring a nutrition break snack and a lunch. Students eat their lunch inside for the first 20 minutes of our lunch break and then can choose to finish their lunch either outside the school or in the MPR (multipurpose room).

We have microwaves available in the MPR for student use. We have vending machines which have limited snack and drink options. Citadel Cares provides monthly pizza sales (cash) and our PAC will be providing us with monthly hot lunch meals available to purchase online throughout the year. We have one water bottle filling station located on the second floor and encourage all students to bring a labeled water bottle to use at school. Our Library is sometimes open at lunch and our gym is a place to participate in intramural sports. No food or drinks are allowed in the Library or the Gym.

Students are also not permitted to have food delivered to the front office from a delivery service such as “Skip the Dishes” or “Uber Eats”. If parents wish to drop off a lunch, water bottle or snack please do so at the front office where they can be labeled and left for students to pick them up. Staff will call students down to the office during lunch if they are unclaimed after a few minutes.

École Citadel Middle is a “closed campus” school. Once students are dropped off or walk to school in the morning, they are not permitted to leave to go to the convenience store or a friend’s house before the morning bell. Students must have parental permission to go home for lunch. If students live close enough to walk home for lunch without an adult, they need to have a note on file in the office saying they have their parents’ permission to do so. Students must check at the office every time they leave the school and sign out. Upon return to school, students must check back in and sign in. Students are not allowed to go off campus to other restaurants, stores or schools unless accompanied by parents.

## **Field Trips**

Field trips are an extension of the curriculum and we encourage all students to participate in these activities. All trips are optional and require parental permission. Some have costs attached. If financial difficulties are an impediment to participation, please contact the principal. Information and consent forms and payment options will be delivered through our school cash online system – please make sure you are signed up and the office has your correct email address, so you don’t miss out on any opportunity for your child.

## **Explorations**

Each student at École Citadel will experience all of our Explorations courses over the three years at middle school: Foods, STEAM, Music, Drama and Digital Literacy.

## **Extra-Curricular Activities**

École Citadel Middle School offers a complete intramural and extra-curricular sports program. The school has a no-cut policy and provides an opportunity for all students to participate in the athletic offerings. Our intramural program is offered during some lunch periods. We also offer some after school programs for students and do our best to these provide programs based on student feedback.

The athletic opportunities include such sports as volleyball, badminton, basketball, and track and field. Teams compete against other middle schools in regular league and playoff action. The school also hosts various tournaments and provides intramural opportunities.

In addition to sports, École Citadel offers various clubs and activities sponsored by staff members in passion areas. A few of the clubs that have been offered in the past are Chess club, Garden Club, and Rainbow Club. Clubs are often offered in response to student requests and interests.

## **Electronic Scooters**

Electronic Scooters and are not allowed to be ridden on our school site. Students under the age of 16 are not permitted to operate these vehicles. Please refer to the following website for more information regarding safety and rules.

[Electric kick scooter safety and rules - Province of British Columbia \(gov.bc.ca\)](http://gov.bc.ca)

Please read through our École Citadel Code of Conduct and Student Handbook with your child. Your support is appreciated in ensuring our school is a safe and supportive learning community.