

ÉCOLE GLEN ELEMENTARY SCHOOL

Student name: _____

Teacher: _____

3064 Glen Drive, Coquitlam BC V3B 2P9
Phone: [604-464-6608](tel:604-464-6608)
Fax: 604-937-8012
Email: glen@sd43.bc.ca
Office Hours: 8:30 am – 3:30 pm

Principal: Nicole Daneault

Vice-Principal: Tamara Sengotta



Mission Statement

Glen Elementary welcomes a diversity of learners and, in partnership with the community, is committed to creating a mutually supportive environment which fosters a positive attitude towards learning, self-esteem, and personal and social responsibility.

School History

Glen Elementary School was opened in 1913 as a two-room school on Old Port Moody Road (name changed to Glen Dr). Terry Fox attended Glen School from 1968 to 1971 (Grades 5 – 7). A French Immersion programme ran at Glen from 1985-2023. Glen School has enrolled up to 700 students and, at one point in the late 1980's, was one of the largest elementary schools in School District #43 (Coquitlam). Glen was a Kindergarten to Grade 7 School until 1997. The construction of our new school began on May 08, 2008. We hosted a *Farewell to Glen & a 95-Year Reunion* on May 22, 2009. We began in our beautiful new school on Monday, January 4th, 2010. We celebrated our *100-Year Anniversary* on Friday, May 30, 2014.

School District No. 43 (Coquitlam) School Calendar 2023-24

Designation	Date(s)
Schools Open	Tuesday, Sept 5
Early Dismissal for Welcoming Conversations at 1:30	Wednesday, Sept 20 & Thursday, Sept. 21
Pro D Day	Friday, Sept 22
Truth and Reconciliation Day	Monday, Oct 2
Thanksgiving Day	Monday, Oct 9
Pro D Day	Friday, Oct 20
School Closure Day	Friday, Nov 10
Remembrance Day	Monday, Nov 13
Schools close for Winter vacation (last day in session)	Friday, Dec 22
Winter vacation period	Monday, Dec 25 – Friday, Jan 5
Schools re-open after Winter vacation	Monday, Jan 8
BC Family Day	Monday, Feb 19
Pro D Day	Monday, Jan 29
Pro D Day	Friday, Feb 23
Schools close for Spring vacation (last day in session)	Friday, Mar 15
Spring vacation period	Monday, Mar 18 – Thursday, Mar 28
Good Friday	Friday, Mar 29
Easter Monday	Monday, Apr 1
Schools re-open after Spring Break	Tuesday, Apr 2
Pro D Day	Friday, Apr 19
Early Dismissal for Student-Led Conferences at 1:30	Thursday, Apr 25
Victoria Day	Monday, May 20
Early Dismissal for Sports Day at 1:30	Thursday, June 13
Pro D Day	Friday, June 14
Last day of school for all students	Thursday, Jun 27
Administrative day	Friday, June 28

GLEN ELEMENTARY SCHOOL CODE OF CONDUCT:

Take care of yourself, Take care of others, and

Take care of Glen Elementary

The purpose of our school code of conduct is to establish and maintain safe, caring, and orderly environments for purposeful learning.

Expectations:

- Do your best work, always
- Be honest to yourself and others
- Show respect for others
- Take care of school property
- Move in a safe and polite manner
- Pay attention and follow instructions during school activities
- Keep your hands and feet to yourself
- Report incidents of bullying, harassment or intimidation to a staff member
- Electronic devices are only to be used with staff permission, and solely for educational reasons

Unacceptable Conduct

Behaviours that:

- interfere with the learning of others
 - interfere with an orderly environment
 - create unsafe or unwelcoming conditions
 - students shall not discriminate against others on the basis of the race, colour, ancestry, place of origin, marital status, family status, age, religion, sex or sexual orientation, or physical or mental disability, gender expression and/or identity, Indigenous identity, source of income, or for any other reason set out in the Human Rights Code of British Columbia (Section 7 and 8), 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
- 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.

Response

- Disciplinary action, wherever possible, is preventative and restorative (rather than merely punitive) and increases with the developmental maturity of students and/or repeated inappropriate behaviors.
- Special considerations may apply to 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 behavioral nature.

Notification

- Parents/ guardians, when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it

SCHOOL DISTRICT 43 POLICIES

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: www.sd43.bc.ca under Board of Education/ Policies Administrative

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
- 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. Anti-Racism – 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. Formal Intervention and 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.

Appropriate Use Guidelines for E-mail

School District No. 43 (Coquitlam)'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 e-mail 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, counselor, 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. Students may be accompanied by a person of their choice for moral support during any proceedings relating to the investigation of the complaint, providing no costs are incurred by the School District.
- 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.

E-Mail Uses

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

All student e-mail addresses within the school district follow a standard format:

Site number—first initial last

name@students.sd43.bc.ca

(e.g. jdoe@students.sd43.bc.ca)

All staff e-mail addresses within the school district follow a standard format: First initial last name@sd43.bc.ca. To contact us, use the feedback form on our Web site at: www.sd43.bc.ca.

Do's re emails

- Maintain the thread, by replying to messages rather than starting a new message
- Add an automatic signature to your e-mail 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 e-mail system by using the Help menu

Don'ts re emails

- Print out your e-mail messages; reduce paper use by saving messages in a folder, if you must preserve them
- Overuse exclamation points
- Send an e-mail 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 e-mail messages on their own time; if a message needs an urgent reply, use the telephone

There is no such thing as private e-mail!

E-mail 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

APPROPRIATE USE GUIDELINES FOR THE INTERNET

School District No. 43 (Coquitlam) provides network access to students in order that they may conduct research and to facilitate communication with others. 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.

At home, parents play an important role in helping their children learn more about safe conduct on the Internet. They help their children make choices about what books to read, what movies to watch and what field trips to take. Helping them make wise choices about Internet use is really a part of teaching them responsibility in all aspects of life. It is expected that the district's code of conduct and school rules will be adhered to by students when using electronic media.

Steps to Help 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 Web sites 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 on-line services that filter out offensive materials or sites

Do re Internet

- 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 re Internet

- Give out names, phone numbers, or addresses to on-line 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 on-line 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.

SUPERVISION BEFORE/AFTER SCHOOL HOURS

Supervision of students at the front and back of the school is provided before school from 8:25 – 8:40 am. Supervision of students after school is provided at the office from 2:30 – 2:45 pm.

FAMILIES MUST MAKE CHILD CARE ARRANGEMENTS FOR THEIR CHILDREN BEFORE 8:25 AM AND AFTER 2:45 PM. THE SCHOOL DOES NOT PROVIDE EXTENDED SUPERVISION.

DISMISSAL TIME AND PARENT ENTRY

Parents, guardians, or adults picking up students remain outside until the classroom teacher leads the class outside at 2:30 pm. This is to ensure the safety of students and to allow for uninterrupted and undisturbed learning until the very end of the day.

All Kindergarten students are to be dropped off and picked up at the exterior Kindergarten class doors.

STUDENT ATTENDANCE

- Please report your child's absence online or phone the school office to report your child's absence (604-464-6608).
- Students arriving late must report to the office to receive a 'late-slip' before going to their classrooms.
- **Students are expected to be at school on time, every day, unless they are ill and risk exposing other students and staff to infection.** Families are asked to schedule appointments, errands and holidays outside of school hours, or to arrange for their children to be picked up by an alternate adult, so that students do not miss valuable instructional time.

Bell Schedule
8:37 am – Warning Bell
8:40 am – Instructional Time
10:00 am – Morning Recess (Outdoor Play)
10:17 am – Instructional Time (includes eating lunch)
11:50 pm – Afternoon Recess (Outdoor Play)
12:30 pm – Instructional Time
2:30 pm - Dismissal

STUDENT USE OF TELEPHONE

Students are permitted to use the telephone only in emergency situations. Forgetting schoolwork and making after school arrangements are not considered emergencies. Students must be responsible in these matters.

We recommend students leave cell phones at home. Students, if in possession of a cell phone, must store it in their backpacks while at school. Should this prove to be challenging, students can always keep their cell phones at the office for the school day.

CLOTHING EXPECTATIONS

At Glen Elementary we engage in a variety of different learning activities (indoor and outdoor, academic, and athletic- and fine arts-based) in all kinds of weather (rain, snow, or shine). Please ensure that each school day your child is dressed in a way that allows for safe, comfortable participation in any kind of learning activity. To help, here is a list of recommendations:

- Athletic Activities (such as PE/gym) – clean, running shoes/sneakers
- Rainy Weather – Medium-weight tops and bottoms, rain jacket, rain pants/muddy buddy, rain boots, hat, umbrella. We recommend keeping a change of clothes at school.
- Cold/Snowy Weather – Heavy-weight tops and bottoms (in layers), snow jacket, snow pants, mittens/gloves, hat/toque.
- Warm Weather – Lightweight tops and bottoms, hat, sunglasses, sunscreen.

FOOD EXPECTATIONS

Please pack a healthy snack and healthy lunch – we are a NO NUT school due to allergies. We encourage all students to bring a water bottle everyday.

STUDENT DROP-OFF/ PICK UP AREA

Families are encouraged to walk to school or park two blocks away and walk. A short walk helps children regulate themselves (up or down) and connect with the adult they are walking with.

PARENTS WHO MUST DRIVE ARE EXPECTED TO OBEY ALL PROVINCIAL/FEDERAL TRAFFIC LAWS AND MUNICIPAL PARKING BYLAWS, AND MODEL SAFE AND RESPONSIBLE BEHAVIOUR FOR THEIR CHILDREN. Poor weather and poor time

management never provide an excuse for driving dangerously around the school property and putting students, staff, and families at risk. Our school is a crowded and busy place, with very little street parking. Drivers are expected to plan ahead, allowing plenty of time to navigate congested traffic so that they can arrive to school in a calm and safe manner.

Drivers are requested to drop students off in the designated "DROP_OFF" areas at the front of the school on Glen Drive or at the back of the school at Glen Park, which has a designated drop off area in its Westwood parking lot. **PARKING AND/OR**

IDLING IN DROP-OFF ZONES IS A VIOLATION OF COQUITLAM MUNICIPAL BYLAWS – VIOLATORS WILL BE REPORTED TO AUTHORITIES.

The staff parking lot is for **staff parking only; violators will be towed**. Visitors to the school must find street parking. **TO ENSURE SAFETY OF STUDENTS AND STAFF, DROP-OFF/PICK-UP IN THE STAFF PARKING LOT IS STRICTLY PROHIBITED.**

EMERGENCY CONTACTS

In the event your child becomes ill or injured during school hours, and we need to reach you, please be sure to let the school office know when any of your phone numbers change.

Student Release

No student will be released from school unless a parent or alternate previously authorized by a parent comes for him or her. This includes babysitters, grandparents, older siblings, relatives, neighbours, or others. Identification may be required.

Alternates

These are the only people, other than parent/guardians, who will be allowed to sign for the release of a student. These names should be on the Student Registration / Release Form at the office. It is essential that you seek consent of alternates, make them aware of their responsibilities, and school procedures.

INDIGENOUS PROGRAMS

Indigenous programs for students of indigenous ancestry are offered throughout the district. For information on these programs, please visit <https://my43.sd43.bc.ca/Departments/IndigenousAboriginalEd/default.aspx>

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 the 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. This procedure complies with School Board Procedures. If there are any questions, please contact the Principal or Vice-Principal.

SOCIAL MEDIA CONSENT

Our School and District may use various social media platforms such as Facebook 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. You can provide or decline consent by completing the Social Media Consent Form on our school website at:

<http://www.sd43.bc.ca/school/glen/Pages/default.aspx>