

# Mundy Road Elementary

2200 Austin Ave.  
Coquitlam, B.C.  
V3K 3S1  
Phone: (604) 936-4271

Mundy Road Website:  
[www.mundyroad.ca](http://www.mundyroad.ca)



**This Planner Belongs To:**

Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Division: \_\_\_\_\_

# Mundy Road Elementary School

## School Calendar 2025-2026

|  |                                 |
|--|---------------------------------|
| School Opens.....  | Tuesday, September 2, 2025      |
| Early Dismissal (1:50pm).....                                  | Wednesday September 17, 2025    |
| Early Dismissal (1:50pm).....                                  | Thursday, September 18, 2025    |
| Pro D Day (Common District Day) .....                          | Friday, September 19, 2025      |
| National Day for Truth and Reconciliation (Stat Holiday) ..... | Tuesday, September 30, 2025     |
| Thanksgiving Day (Stat Holiday) .....                          | Monday, October 13, 2025        |
| Pro D Day (Common District / Common Provincial Day).....       | Friday, October 24, 2025        |
| Remembrance Day (Stat Holiday) .....                           | Tuesday , November 11, 2025     |
| Schools Closes for Winter Vacation (last day in session) ..... | Friday, December 19, 2025       |
| Winter Vacation.....   | Monday, Dec 22– Friday, Jan 2   |
| School Re-opens After Winter Vacation.....                     | Monday, January 5, 2026         |
| Pro D Day (School Based Day) .....                             | Monday, February 2, 2026        |
| BC Family Day (Stat Holiday).....                              | Monday, February 16, 2026       |
| Pro D Day (Common District / Common Provincial Day).....       | Friday, February 27, 2026       |
| Schools Close for Spring Vacation (last day in session) .....  | Friday, March 13, 2026          |
| Spring Vacation Period (school not in session) .....           | Monday, Mar 16 – Friday, Mar 27 |
| Good Friday (Stat Holiday) .....                               | Friday, April 3, 2026           |
| Easter Monday (Stat Holiday) .....                             | Monday, April 6, 2026           |
| Early Dismissal (1:50pm).....                                  | Wednesday April 22, 2026        |
| Early Dismissal (1:50pm).....                                  | Thursday, April 23, 2025        |
| Pro D Day (Common District Day) .....                          | Friday, April 24, 2026          |
| Pro D Day (School Based Day) .....                             | Friday, May 15, 2026            |
| Victoria Day (Stat Holiday) .....                              | Monday, May 18, 2026            |
| Last Day of school for all students.....                       | Thursday, June 25, 2026         |
| Administrative Day (school not in session).....                | Friday, June 26, 2026           |

**The teachers and the support staff of Mundy Road work with the parents and the community to provide the students with sound programs, services, and a positive learning environment to help students succeed. Mundy Road is committed to giving students quality education.**

**HERE ARE SOME THINGS THAT CAN BE DONE IMMEDIATELY TO HELP OUR SCHOOL COMMUNITY:**

1. Read all of the school specific information about Mundy Road in the pages to follow.
2. Visit the Mundy Road Website at [www.mundyroad.ca](http://www.mundyroad.ca).
3. Read the School District No. 43 School Policies at [www.sd43.bc.ca](http://www.sd43.bc.ca).
4. Complete the Parent eForms. Look for the link at [www.mundyroad.ca](http://www.mundyroad.ca).

| School Bells  |                      |
|---------------|----------------------|
| 8:55          | Class begins         |
| 10:25 – 10:40 | Recess               |
| 10:40         | Class resumes        |
| 12:10 - 12:35 | Lunch (outside play) |
| 12:35 – 12:57 | Lunch (eating time)  |
| 12:57         | Class resume         |
| 2:50          | Dismissal            |

**SD43 eForms:**

At the beginning of each school year there are a number of necessary forms that we need you to complete. It is crucial that you **complete the required forms for each student**. Please go online to the Mundy Road website at [www.mundyroad.ca](http://www.mundyroad.ca), click on the Parent eForms button and complete the following forms as promptly as possible.

**REQUIRED FORMS**

|                          |  |
|--------------------------|--|
| <b>School Policies</b>   | Read the various policies and permissions and discuss them with your child                                 |
| <b>Emergency Release</b> | ***This form will come home as a paper copy. Please complete and return to the school AS SOON AS POSSIBLE. |

Additionally, you will find on the page the following **OPTIONAL** forms:

|                                |  |
|--------------------------------|--|
| <b>Medical Alert</b>           | To be completed <b>ONLY</b> if your child suffers from a medical concern the school should be aware of.  |
| <b>Volunteer Application</b>   | To be completed by parents and non-parents who are volunteering at our school. Note: you also need to drop off a criminal record check (CRC) at the school office (Valid for 5 years).                                   |
| <b>Driver Application</b>      | To be completed by volunteers who are planning to transport students during school field trips. An ICBC driver's abstract is also required. *** This form is required each school year for all parent/volunteer drivers. |
| <b>Privately Owned Devices</b> | To be completed if students planning to use privately owned devices by connecting them to the district wireless network.   |
| <b>Absence Report</b>          | To be completed when your child is going to be away from school.   |

Once you have completed the forms click on the **SUBMIT** button at the bottom of each form. If you have trouble with any of the online forms, or you do not have access to a computer and/or the internet, please contact the office at **604-936-4271**. Thank you for taking the time to do this for us!

**ONLINE PAYMENTS:** Coquitlam School District offers a safe, easy and convenient way to pay for school fees and field trips. This is also where you give permission for field trips. Mundy Road uses School Cash Online. The online payments link is on the Mundy Road webpage under "Quick Links". All you need to do is click on the link on the website.

**REPORTING ABSENCES** – The school needs to hear from the parent(s)/guardian if a child is going to be absent. Please contact the office at **(604) 936-4271** of any absences, or late arrivals. If a phone call is not possible, please email the school at [mundyroad@sd43.bc.ca](mailto:mundyroad@sd43.bc.ca) or complete an absence report form that is located on the "Parent eForm" link on the front page of the Mundy Road Website ([www.mundyroad.ca](http://www.mundyroad.ca)). Only one of these methods is required.

**EARLY DISMISSAL** – Please inform the office and teacher via email ([mundyroad@sd43.bc.ca](mailto:mundyroad@sd43.bc.ca)) **the day before** if you need to pick your child up early. Please do not arrive at the school without prior notice for early dismissal. It is disruptive to the classroom unless it's a true emergency.

**SCHOOL VISITS-** Before visiting the school or any classroom, it is requested that all visitors make arrangements prior to their arrival. If you are bringing in a lunch for your child, **please come to the office** and we will have your child pick up the lunch at the office at 12:35, when students come inside to eat their lunch.

**PICK UP OR DROP OFF OF STUDENTS** – Please use the side area of the school (along Mundy Road) for pick up and drop off of your child(ren). The Staff Parking Lot (parallel to Austin Avenue) does allow for drivers to pass through, allowing children to exit from the vehicle, and the driver can then leave the parking lot. Other than that, this parking lot is limited to staff parking. We appreciate your cooperation.

**EMERGENCY RESPONSE AND FIRE DRILLS** – Regular fire drills and earthquake/emergency response drills will be held throughout the year to practice safety procedures.

**BICYCLE SAFETY** – Parents are asked to review bicycle safety with their children. Cyclists must always wear a helmet, ride in single file with the traffic, and know and follow the rules of the road. Students should walk their bikes when on the school grounds and lock their bikes along the fence in the inside courtyard. Scooters are not to be ridden during school hours.

**INCLEMENT WEATHER and WEST COAST RECESS** – Students usually spend recess and part of lunchtime outside. Students should come dressed for rainy or cold weather (mittens, toques, boots, umbrellas). We believe that children need to get outside into the fresh air at recess. They need an opportunity to run and play with their friends so that when they return to the classroom, they are ready to focus on their learning. As well, with our daily physical activity requirements, this is a perfect opportunity to get moving. On the west coast, we could enjoy many more days of the beautiful weather we have been enjoying or we could experience weeks of rain.

In extreme weather, children will remain inside. A *mandatory* inside day is decided, based on the weather at the time of the recess or lunch break. Students are to play quietly in their classroom and supervision continues throughout the lunch hour. Before school, students will usually remain outside the building until they are brought inside by their teacher for an 8:55 a.m. start.

**LUNCH AND DISMISSAL** – Students staying at school for lunch go outside to play from 12:10 until 12:35. At 12:35 students come in to eat their lunch. Students may not leave the grounds at any time unless they have parent/guardian permission and have checked out at the office before departing.

**LOST AND FOUND** – If your child has misplaced items (clothes, lunch kit, binder, jacket, hat...), please check the lost and found bin located just to the left of the first set of stairs by the outside door to the undercover area. Please ensure that your child's items are labeled so that they are easily identified. Smaller items, such as glasses or jewellery, are kept at the office.

**MEDICAL ALERT FORMS** - We are required to maintain a safe and efficient procedure for all students who attend school. If your child has a medical condition that the school should be aware of and/ or a medical condition that requires precautionary treatment of medication at school, please go online to the Mundy Road website at [www.mundyroad.ca](http://www.mundyroad.ca), click on the Parent eForms button and complete the following forms, print them, sign them, and return them to the school as soon as possible **OR** contact the school to obtain the required "Medical Alert Form" and/or the "Request For Administration of Medication at School Form", complete the forms, sign them, and return them to the school as soon as possible. **It is crucial that you complete the required forms if your child has a medical condition that the school should be aware of and/or has a medical condition that requires precautionary treatment of medication at school.** This procedure complies with School Board Procedures. If there are any questions, contact the Principal.

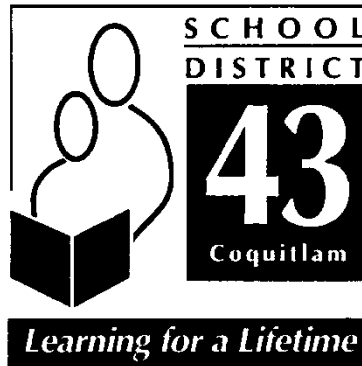
**NUT ALLERGIES** - The number of students that have life threatening nut allergies appears to be increasing. It can be extremely frightening for parents of children that have this allergy. The presence of **any** peanut product (nuts or oil), even if baked into cookies or cakes, can present a **life-threatening** situation. Even a trace of peanut residue on a desk or book could be life threatening.

**We are requesting that you avoid sending peanut products in your child 's recess snack or lunch. Students should always wash their hands thoroughly after eating.**

**MEDICAL ROOM** - The Medical Room is a temporary facility for students who become ill during the school day. Students must notify the office before proceeding to the Medical Room. A child will not be sent home unless a parent or alternate contact is notified, and appropriate transportation or arrangements have been made.

**INDIGENOUS PROGRAMS** - For students of Aboriginal ancestry, indigenous programs are offered throughout the district. For information on these programs please contact your school, or the Indigenous Education Department at 604 -945-7386.

Code of Conduct  
2024 - 2025



*Mundy Road Elementary*

FALCONS

**School Mission:** *Building a safe, caring school community that ensures quality learning opportunities for all students.*

# **Mundy Road Elementary School Code of Conduct**

## **INTRODUCTION**

Mundy Road Elementary is home to 210 students in grades k-5. We are home to the district Challenge program and have a strong start program that supports early learners in our community. We have an engaged parent community and are able to offer exciting opportunities for our students in both the arts and athletics.

## **CODE OF CONDUCT: KEY ELEMENTS**

### **1) Process**

The Mundy Road Code of Conduct is reviewed annually with staff, students, PAC and our parent community.

### **2) Communication**

Our Code of Conduct is posted on our school website and all students receive a copy of the document in their school planner. It is requested that all guardians review the Code of Conduct with their students and provide the school feedback at any time in the year.

### **3) Implementation**

A major goal for each year will be the teaching and promotion of the code, as well as the recognition of students who demonstrate exemplary behaviour in terms of the code. We will continue to promote socially responsible attributes. We will continue to work as a school to model and teach socially responsible behaviour on an ongoing basis and will respond to unacceptable behaviour by referring to the expectations outlined in the code.

### **4) Monitoring and Review.**

Conduct is monitored through our class review process, office referrals and regular class and outside supervision. Positive behaviors are celebrated through a variety of means including, notes to students, phone calls home and morning announcement recognition.

### **5) Alignment**

The Mundy Road Code of Conduct is in alignment with other schools within our local community of schools that feed into our receiving middle schools. This helps us provide a smooth transition as students move on to the next level of their education. It is also in alignment with District Policy 17 (District Code of Conduct for Students), District Policy 18 (Violence, Intimidation and possession of Weapons) and District Administrative Procedure 355 (Suspension of Students).

### **6) Standards**

#### **Statement of Purpose:**

The purpose of the Code of Conduct is to establish, clarify, and maintain expectations for students in a safe, caring and orderly environment.

## **Conduct Expectations:**

### Acceptable Conduct:

Mundy Road Elementary School promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law

- As per Section 8 of Human Rights Code of British Columbia, students shall not discriminate against others on the basis of Indigenous identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex, sexual orientation, gender identity or expression, or physical or mental disability. Furthermore, as per Section 7 of the Human Rights Code of British Columbia, no student shall publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the aforementioned bases."

These expectations apply to behaviour at school, during school-organized or sponsored activities and behaviour beyond these times (including on-line behaviour) that negatively impacts the safe, caring or orderly environment of the school, and/or student learning.

### ***Students at Mundy Road Elementary are expected to demonstrate:***

#### **(i) Respect for yourself**

- Follow directions the first time
- Be a good listener
- Help others
- Accept responsibility for your own behavior and progress

#### **(ii) Respect for Others**

- Keep your hands, feet and unkind words to yourself
- Treat all others with kindness, acceptance and understanding
- Listen to the direction of the teacher
- Speak in a respectful tone to all others and use appropriate manners
- Play according to the rules of the game

#### **(iii) Respect for Property**

- Look after your own space and belongings
- Touch or use the property of others only with their permission
- Do your part to take care of the school building and community

#### **(iv) Respect for Learning**

- Understand everyone has the right to learn
- Respect quiet spaces by moving appropriately in our hallways
- Encourage and support each other's learning
- Complete work on time
- Help to be responsible for your own learning by arriving on time, and prepared with the necessary materials.

This year the school is working on developing school pride through focusing on the attributes connected to our school mascot, the Falcon. At Mundy Road we Value: **Friendship, Acceptance, Leadership, Connection, Optimism, Nature and Safety. We are the FALCONS.**



### Unacceptable Conduct:

Student conduct which interferes with the learning or safety of other students, or the maintenance of an orderly learning environment is considered to be unacceptable. The following behaviours are deemed unacceptable; they are broad in nature and are not intended to be all-inclusive.

- Acts of bullying, harassment, or intimidation (including cyber bullying), physical violence (fighting, rough play) or retribution against a person who has reported incidents.
- Illegal acts such as possessions, use or distribution of illegal or restricted substances, possession or use of weapons or theft or damage to property.
- As per Section 8 of Human Rights Code of British Columbia, students shall not discriminate against others on the basis of Indigenous identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex, sexual orientation, gender identity or expression, or physical or mental disability. Furthermore, as per Section 7 of the Human Rights Code of British Columbia, no student shall publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the aforementioned bases.

### **Rising Expectations:**

As students' progress through Mundy Road Elementary, they will grow to assume the role of leaders. Our intermediate students are looked upon by the younger students in the school to set good examples of socially responsible behaviors. Intermediate students are invited to join the Student Leadership Teams at school and there are a variety of leadership roles available to them. Our older students are expected to model acceptable and positive conduct for the school community. Therefore, it is expected that our older students will be expected to continue to meet expectations in the Social Responsibility Competencies Standards for the appropriate grade level. We expect increasing personal responsibility and self-discipline and will apply increasing consequences for unacceptable conduct as students move from Kindergarten through to Grade five. The more students can demonstrate positive, pro-social behaviour, the more the whole school community can benefit.

### **Consequences**

There are natural and logical consequences for students if they choose to behave in an inappropriate manner. Fair and logical consequences are the response to inappropriate behaviour and will be implemented based on the severity and frequency of the behaviour. In order to respond consistently and fairly to any infractions, the severity and frequency of the infraction, as well as the age and maturity of the students will be considered by staff members. Consequences and support will be restorative and preventive and designed to educate the child.

As a school we recognize the importance in modeling respectful and responsible processes for managing conflict. Whenever possible we try to use a restorative approach to resolving conflict and teaching pro- social behaviors.



***Restorative Practice:*** the fundamental premise of restorative practices is that people are happier, more cooperative and productive, and more likely to make positive changes when those in authority do things with them, rather than to them or for them. (International Institute for Restorative Practices) <http://www.iirp.edu/what-is-restorative-practices.php>

*The focus of behaviour interventions should be to recognize and repair the harm done, teach and reinforce positive behaviours and return the offender to the community stronger and more resilient than before the offense.* <http://www.iirp.edu/what-is-restorative-practices.php>

Every effort will be made to support all students. However, if there are ongoing conduct issues after having implemented restorative interventions, more traditional discipline approaches may be used, separate or in conjunction with restorative interventions. All disciplinary decisions will be made with respect to the individual and context, and responses to conduct issues will take into consideration the student's age, maturity, and past conduct.

If a problem is ongoing or more serious, the parents and school-based team will be engaged in establishing a plan to help the student develop strategies enabling them to better monitor their own behaviour.

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

A search by school officials of a student under their authority or a search of student property may be undertaken if the school has reasonable grounds to believe a school rule has been or will be violated, and that the evidence of that violation will be found in the location or on the person of the student being searched. Students know that their teachers and other school authorities are responsible for providing a safe learning environment and maintaining order and discipline at school. As a result, they must know that, where reasonable grounds exist, this may require searches of students, their lockers and their personal effects and the seizure of prohibited items.

Students should also be aware that the schools may collect, use and disclose personal information about students for the purposes of investigating and addressing student misconduct, safety and maintaining order and discipline in school. Such collection and use of student information may include information that is obtained from witnesses or collected from other secondary information sources (e.g. social media). All personal information of students collected by the school will be collected in compliance with and under the authority of the Freedom of Information and Protection of Privacy Act (ss. 26(a), (b), and(c)) and the School Act. Questions about the collection, use or disclosure of student personal information should be directed to the Director of Information and Learning Technologies Stephen Whiffin, at [swhiffin@sd43.bc.ca](mailto:swhiffin@sd43.bc.ca).

## **Notification**

In serious or repeated breaches of our Code of Conduct, the school has the responsibility to notify the parent/guardians of the student offender, and where appropriate, the parents of the victim. Students and parents also have a responsibility to notify school officials of any situations that breach our Code of Conduct.

Directly from the classroom teacher, playground supervisor or other staff member

- Principal involvement
- Contact the parent(s)/guardian(s), by phone, in person, and in some cases, reiterated in a letter, if the student has been suspended, informing them of the inappropriate incident and/or behaviour
- School based team intervention
- District based intervention

Where concerns are unresolved, School district personnel are notified as required by District Policy. (<http://www.sd43.bc.ca/Board/Policies/Policies/Forms/Sorted.aspx>)

### **Personal Digital Devices ins Schools**

All cellular phones or similar personal communication devices are to be appropriately stored **during the school day**. Digital devices of any kind are only to be used at the discretion of your teacher when identified as appropriate for your learning environment or because of unique circumstances.

Any use of personal digital devices at school is subject to all other expectations for conduct and use of technology, including AP 140.2 – Digital Responsibility for Students.