

Mundy Road Elementary

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

Mundy Road Website:
www.mundyroad.ca

PAC Website:
www.sd43.bc.ca/elementary/mundyroad/Parents/PAC/Pages/default.aspx



This Planner Belongs To:

Name: _____

Teacher: _____

Grade: _____

Division: _____

SCHOOL CALENDAR 2021-2022

Schools Open	Tuesday, September 7, 2021
Non-Instructional Day (Common District Day)	Friday, September 24, 2021
Thanksgiving Day	Monday, October 11, 2021
Non-Instructional Day (Common District/ Common Provincial Day)	Friday, October 22, 2021
Remembrance Day	Thursday, November 11, 2021
Schools Close for Winter Vacation	Friday, December 17, 2021
Winter Vacation Period	December 20/21 - Dec 31/21
Schools Re-open after Winter Vacation	Tuesday, January 4, 2022
School Based Non-Instructional Day	Monday, January 31, 2022
BC Family Day	Monday, February 21, 2022
Non-Instructional Day (Common District Day)	Friday, February 25, 2022
Schools Close for Spring Vacation	Friday, March 11, 2022
Spring Vacation Period	March 14 - March 25, 2022
Schools Re-Open after Spring Vacation	Monday, March 28, 2022
Good Friday	Friday, April 15, 2022
Easter Monday	Monday, April 18, 2022
Non-Instructional Day (Common District Day)	Friday, April 22, 2022
School Based Non-Instructional Day	Friday, May 20, 2022
Victoria Day	Monday, May 23, 2022
Last Day of School for all Students	Wednesday, June 29, 2022
Administrative Day	Thursday, June 30, 2022

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.

SCHOOL BELLS: 8:54 Classes Begin 10:15 Recess, 10:30 Classes Resume, 12:10 Lunch (play first), 12:35 Lunch (eat in the classroom), 12:52 Warning Bell, 12:57 Classes Resume, 2:50 Dismissal

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.
3. Read the School District No. 43 School Policies at www.sd43.bc.ca.
4. Complete the Parent eForms. Look for the link at www.mundyroad.ca.

SD43 eForms:

At the beginning of each school year there are a number of necessary forms that we need you to complete. We are pleased to now have most of these forms online. It is crucial that you **complete the required forms for each student**. Please go online to the Mundy Road website at www.mundyroad.ca, click on the Parent eForms button and complete the following forms as promptly as possible.

REQUIRED FORMS

School Policies	Read the various policies and permissions and discuss them with your child
Emergency Release	***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:

Medical Alert	To be completed ONLY if your child suffers from a medical concern the school should be aware of.
Volunteer Application	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).
Driver Application	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.
Privately Owned Devices	To be completed if students planning to use privately owned devices by connecting them to the district wireless network.
Absence Report	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 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). Only one of these methods is required.

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, 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, if possible. In the event that a student does bring foods to school that include nuts or peanut butter, he/she will eat their lunches and recess snacks in a separate location. Students should then 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 Aboriginal Education Department at 604 -945-7386.

MUNDY ROAD ELEMENTARY SCHOOL CODE OF CONDUCT 2021/2022

Mission Statement:

Building a safe, caring school community that ensures quality learning opportunities for students.

I. INTRODUCTION:

Mundy Road's Code of Conduct follows the guidelines of the School Board. All School Boards and schools are entrusted through the School Act with authority to establish Codes of Conduct. While recognizing the autonomy of these bodies and acknowledging the efforts they have already undertaken to ensure school climates are as positive as possible, the provincial standards described below are provided to assist them in developing consistent and coherent policies and practices in their communities. Although most schools have a Code of Conduct in place, it is expected that all British Columbia schools will revisit their existing Code of Conduct and/or develop a new Code of Conduct reflecting the provincial standards.

CODE OF CONDUCT: KEY ELEMENTS

1. Process

"All British Columbia schools include students, parents and staff in the development and review of Codes of Conduct"

The Mundy Road Code of Conduct has been developed through discussions with the School Planning Council (SPC), the Parent Advisory Committee (PAC) and the staff. In 2004, the Code of Conduct was reviewed, and the content of Codes of Conduct from neighbouring schools was considered. Through examination and use of the new Ministry guidelines, a draft copy of the new Code of Conduct was made. In 2005, the draft was presented to the School Planning Council for review and input, as well as considering the input from staff and the Parent Advisory Council. The draft was then revised to reflect such input.

We again invited all parents and guardians to participate in a Code of Conduct Review Meeting in May, 2012.

Up until, 2015/16 school year, our School Planning Council has met throughout the year with the administrator, and their feedback provided the school with their perspective on the implementation of the Code of Conduct. The School Planning Council most recently met in May of 2015 to discuss the Code of Conduct and then reported back to the PAC at their AGM and then met again in June of 2015 to discuss any revisions. In 2016-2020 the Code of Conduct was reviewed at the school level and, as with all years, parents were encouraged to give feedback at any time in the year.

Our school population reviews the Code of Conduct in many different ways throughout the year, including it being used as a continual teaching tool in the classroom and a topic for review at staff meetings. Our Code of Conduct is in all our student planners.

The Code of Conduct is posted on our school website. It is requested that all parents/ guardians read the Code of Conduct with their child(ren) and provide the school feedback at any time in the year.

2. Communication:

"Expectations regarding acceptable conduct are made known to all students, parents and school staff, as well as to temporary staff or visitors. Protocols while acting as ambassadors of the school are made known to students, parents, coaches and involved members of the greater community."

Mundy Road's Code of Conduct is printed in our school's student planner, and each student and parent is required to review it and then identify they have read and agreed to it. It is further discussed and practiced with students through school-wide assemblies, classroom activities, and theme weeks. Communication to parents is achieved through the Parent Advisory Council (PAC) meetings, as well as on the school website. Professional development, staff meetings and the staff packages are methods used to communicate and review our School Code of Conduct with staff members. Mundy Road further provides the Code of Conduct to support any temporary staff assigned to the school throughout the year.

3. Implementation:

"Behavioural expectations outlined in the code of conduct are consistently taught and actively promoted. Responses to unacceptable behaviour are based consistently on sound principles and are appropriate to the context".

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 continuously monitored to ensure code reflect current and emerging situations and are contributing to school safety"

"Codes of Conduct are reviewed and improved in light of evidence gathered and/ or relevant research, and are revisited as a part of a regular cycle of policy review."

Student behaviors are monitored through teacher and staff referrals. We celebrate the positive behaviours through a variety of means; notes to students, notes to parents and one-to-one meetings.

We will continue to monitor student behavior using a variety of methods such as the performance standards and office referrals. Parent and Student Satisfaction Surveys will also be used to further refine the Code of Conduct on an annual basis. Once again, a proactive approach whereby we regularly try to celebrate the positive behavior we see, rather than focusing on the negatives, seems to be most effective in our school community. At the September PAC Meeting the Code of Conduct will be reviewed, and at the September staff meeting, teachers review the Code of Conduct. The Code of Conduct will continue to be reviewed throughout the year at the school level with opportunities for parents to give feedback. Our continual teaching about our Code of Conduct has helped shape the social responsibility lessons. Teachers regularly reassess at staff meetings and in grade group meetings what our school needs are, and then address those needs specifically. Our goal is to continually further develop what we need, in order to maintain a safe, caring and orderly environment for our students.

5. Alignment:

"Codes of conduct are compatible between schools in the community and across elementary, middle and secondary levels."

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:

a) 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.

b) 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 the 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 others' learning
- Complete work on time
- Help to be responsible for your own learning by arriving on time, and prepared with the necessary materials.

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 the 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.

c) 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 Associate Director of Information and Learning Technologies Stephen Whiffin, at swhiffin@sd43.bc.ca.

d) 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.

Depending on the seriousness or frequency of the student conduct, there is an escalation of intervention and notification. The student may receive consequences in the following manner:

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>)

School website: www.mundyroad.ca



Policies and Administrative Procedures Overview June 2021

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

1. District Code of Conduct – Policy 17

The Board believes it has a responsibility to establish expectations of students as part of its governance role for the District. The Board further believes that the responsibility for student discipline in school is shared among students, staff and parents. Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Educators are responsible for establishing a positive school climate in which structure, support and encouragement assist the students in developing a sense of self-discipline and responsibility. Parents are responsible for establishing a positive learning atmosphere in the home, knowing school policies and procedures, supporting the school in the enactment of these policies and procedures, and encouraging their children to understand and respect these policies and procedures. To support these aims, the Board has established a District Code of Conduct for Students, which shall be followed in all schools.

Specifically: The Board believes that appropriate student conduct, based on respect for oneself, respect for others, and respect for property is essential to the development of responsible citizens. To this end students are expected to:

- be aware of and obey all school rules
- attend classes punctually and regularly
- work cooperatively and diligently at their studies and with home assignments
- respect the rights of all persons within the school including peers, staff and parents
- respect the legitimate authority of the school staff
- respect the school's physical school facilities
- respect the ethnic diversity of our school community
- behave in a safe and responsible manner at all times
- not threaten, harass, bully, intimidate or assault, in any way, any person within the school community
- not be in possession or under the influence of drugs and/or alcohol

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

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

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

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

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

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

4. Digital Responsibility for Students – AP 140-2

The District endorses the provision of district-wide network and Internet services to support student learning. While there are many benefits, there is also potential for misuse. Students are not permitted to create, distribute or access any material which is not suitable for classroom learning.

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

5. Tobacco and Vapour Products Free Environment – AP 171

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

6. Race Relations – AP 205

The District acknowledges the challenge of becoming responsive to the needs of a pluralistic society and affirms that the racial, ethno-cultural, linguistic and religious diversity of its students, staff, and community is a source of enrichment and strength for Canada.

As an educational institution, the District has a special responsibility to develop positive values, attitudes, knowledge and practices by developing a framework which will promote and support equity, justice and access to all.

7. 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.