

# COQUITLAM

SCHOOL  DISTRICT

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**INTERNATIONAL** Student Handbook



2024 - 2025



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# WELCOME TO COQUITLAM SCHOOL DISTRICT



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We acknowledge that the Coquitlam School District operates on the traditional, ancestral and unceded territory of the *kʷikwəłəm* (Kwikwetlem First Nation). We thank the *kʷikwəłəm* who continue to live on these lands and care for them, along with the waters and all that is above and below.



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It is with great pleasure that we welcome you to the Coquitlam School District. Coquitlam's International Education Program is the most dynamic and global education system for international students.

Our major goal for all our students studying abroad is to be able to experience the highest levels of academic and personal achievement while enjoying our Canadian west coast culture.

We know that you will have a very enjoyable and rewarding experience studying in beautiful Coquitlam.  
Have a safe journey to Canada.  
We look forward to meeting with you soon.



Patricia Gartland  
CEO/Superintendent  
School District No. 43 (Coquitlam)

# OFFICIAL LYRICS TO THE CANADIAN NATIONAL ANTHEM





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## **O CANADA**

### **English version**

O Canada! Our home and native land!  
True patriot love in all of us command.

With glowing hearts we see thee rise,  
The True North strong and free!

From far and wide,  
O Canada, we stand on guard for thee.

God keep our land glorious and free!  
O Canada, we stand on guard for thee.\

O Canada, we stand on guard for thee.

### **French version**

Ô Canada! Terre de nos aïeux,  
Ton front est ceint de fleurons glorieux!

Car ton bras sait porter l'épée,  
Il sait porter la croix!

Ton histoire est une épopée  
Des plus brillants exploits.

Et ta valeur, de foi trempée,  
Protégera nos foyers et nos droits.

Protégera nos foyers et nos droits.

# INTERNATIONAL EDUCATION CONTACT INFORMATION

## Coquitlam School District International Education

[1080 Winslow Avenue](#)  
[Coquitlam, British Columbia](#)  
[Canada, V3J 0M6](#)

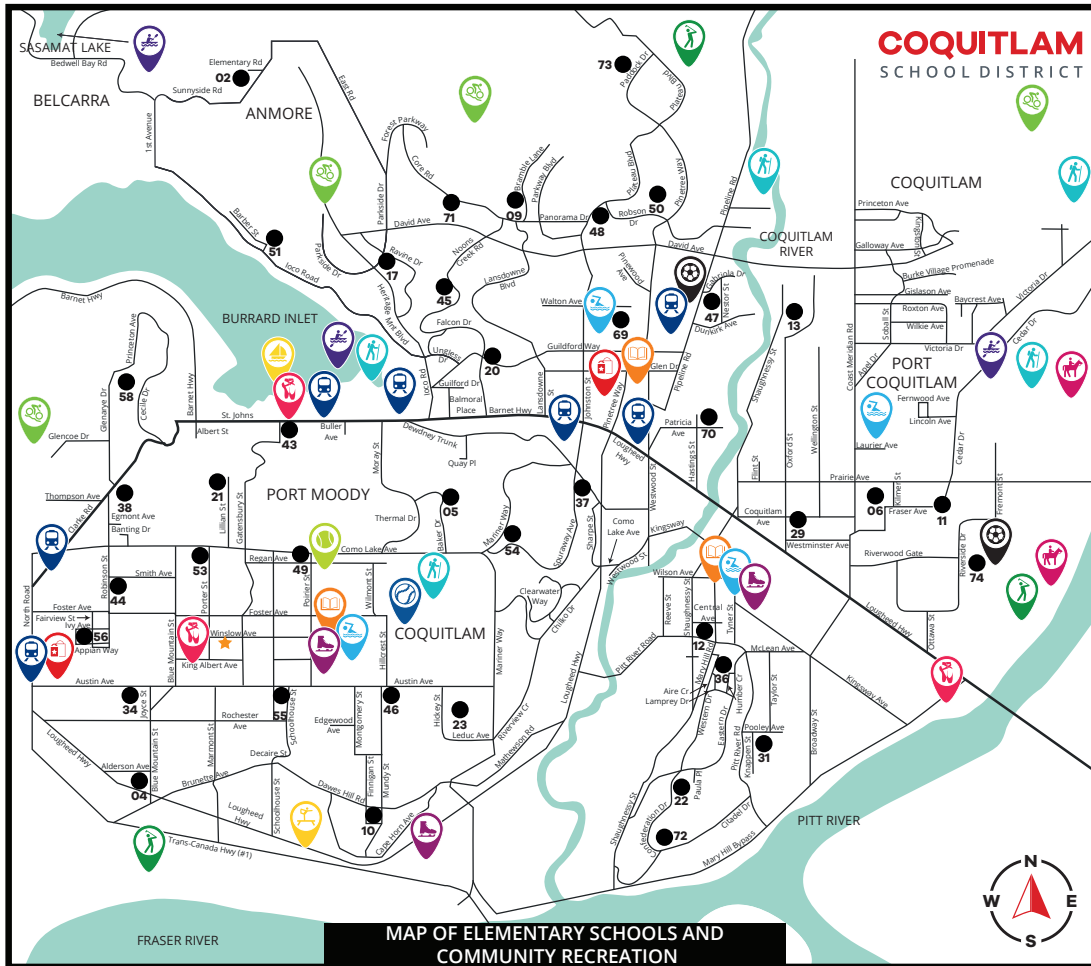
Telephone: +1 604 936 5769

E-mail: [internationaleled@sd43.bc.ca](mailto:internationaleled@sd43.bc.ca)  
[www.internationaleled.com](http://www.internationaleled.com)

Patricia Gartland	CEO/Superintendent	<a href="mailto:pgartland@sd43.bc.ca">pgartland@sd43.bc.ca</a>
Geoffrey Johnston	Principal	<a href="mailto:gjohnston@sd43.bc.ca">gjohnston@sd43.bc.ca</a>
Troy Cunningham	Vice Principal	<a href="mailto:tcunningham@sd43.bc.ca">tcunningham@sd43.bc.ca</a>
Heidi Upton	Program Coordinator	<a href="mailto:hupton@sd43.bc.ca">hupton@sd43.bc.ca</a>
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Stephanie Claggett	Manager, Business Affairs	<a href="mailto:sclaggett@sd43.bc.ca">sclaggett@sd43.bc.ca</a>
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Angela Jeoung	Youth Worker	<a href="mailto:ajeoung@sd43.bc.ca">ajeoung@sd43.bc.ca</a>
Hong Yang	Youth Worker	<a href="mailto:hyang@sd43.bc.ca">hyang@sd43.bc.ca</a>
Yvonne Xie	Youth Worker	<a href="mailto:yxie@sd43.bc.ca">yxie@sd43.bc.ca</a>
Erin Froese	Office Staff	<a href="mailto:efroese@sd43.bc.ca">efroese@sd43.bc.ca</a>
Jeanette Gaucher	Office Staff	<a href="mailto:IEapplications@sd43.bc.ca">IEapplications@sd43.bc.ca</a>
Maria Glavas	Office Staff	<a href="mailto:mglavas@sd43.bc.ca">mglavas@sd43.bc.ca</a>
Marnie Haines	Office Staff	<a href="mailto:mhaines@sd43.bc.ca">mhaines@sd43.bc.ca</a>
Darin Nielsen	Office Staff	<a href="mailto:dnielsen@sd43.bc.ca">dnielsen@sd43.bc.ca</a>
Rosy Rojas	Office Staff	<a href="mailto:rrojas@sd43.bc.ca">rrojas@sd43.bc.ca</a>



# DISTRICT MAP OF ELEMENTARY SCHOOL RECREATION



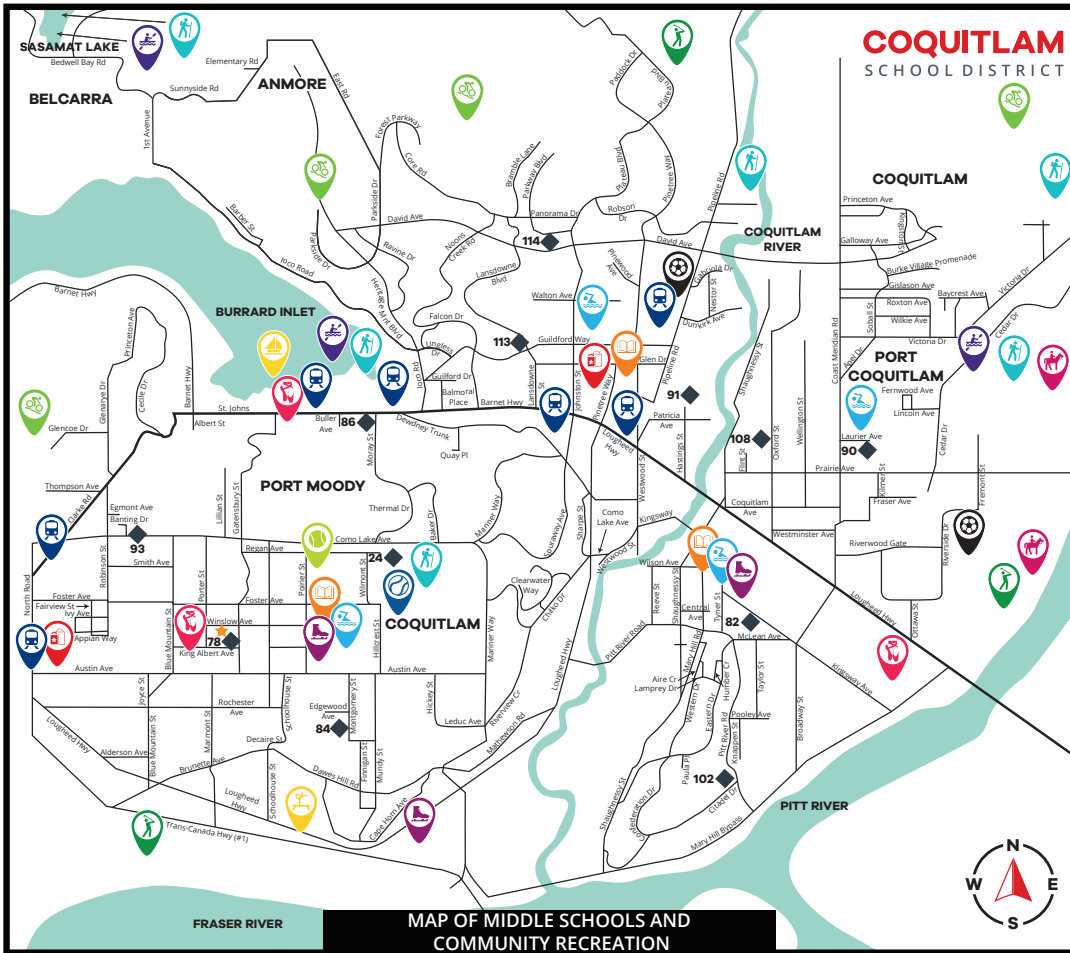
## LEGEND

- Elementary Schools
- ★ Education Learning Centre
- 🎨 Ballet Dance Studio
- ⚾ Coquitlam Reds Baseball
- 🏌️ Golfing
- 🤸 Gymnastics
- 🥾 Hiking
- 🐎 Horseback Riding
- 🏊 Ice Skating Rink
- 🚣 Kayaking
- 📖 Library
- 🚴 Mountain Biking
- 🛶 Sailing
- 🛒 Shopping Centre
- 🚊 Skytrain Station
- ⚽ Soccer Academy
- 🏊 Swimming Pool
- 🎾 Tennis Court

## ELEMENTARY SCHOOLS

04 Alderson	12 Central	36 Mary Hill	50 Pinetree Way
02 Anmore	13 Coquitlam River	37 Meadowbrook	51 Pleasantide
71 Aspenwood	20 Eagle Ridge	38 Miller Park	53 Porter Street
05 Baker Drive	73 Hampton Park	43 Moody	54 Ranch Park
06 Birchland	21 Harbour View	45 Mountain Meadows	23 RC MacDonald
74 Blakeburn	22 Hazel Trembath	44 Mountain View	55 Rochester
09 Bramblewood	17 Heritage Mountain	46 Mundy Road	56 Roy Stibbs
10 Cape Horn	29 James Park	47 Nestor	58 Seaview
72 Castle Park	31 Kilmer	48 Panorama Heights	69 Walton
11 Cedar Drive	34 Lord-Baden Powell	49 Parkland	70 Westwood

# DISTRICT MAP OF MIDDLE SCHOOL RECREATION



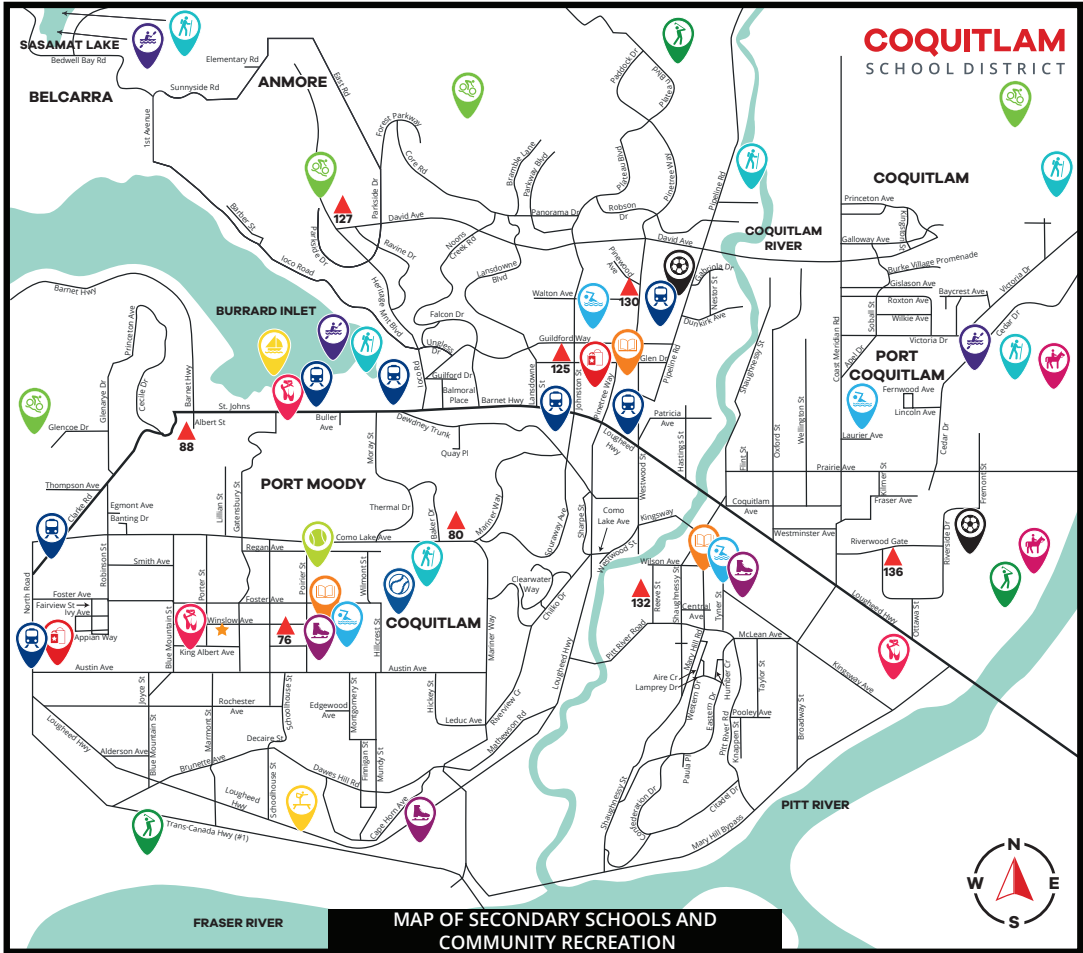
## LEGEND

- Middle Schools
- ★ Education Learning Centre
- 🎨 Ballet Dance Studio
- ⚾ Coquitlam Reds Baseball
- 🏌️ Golfing
- 🏊 Gymnastics
- 🥾 Hiking
- 🐎 Horseback Riding
- 🛷 Ice Skating Rink
- 🚣 Kayaking
- 📖 Library
- 🚴 Mountain Biking
- 🛶 Sailing
- 🛒 Shopping Centre
- 🚊 Skytrain Station
- ⚽ Soccer Academy
- 🏊 Swimming Pool
- 🎾 Tennis Court

## MIDDLE SCHOOLS

93	Banting	24	Hillcrest	90	Minnehada	82	Pitt River
102	Citadel	108	Kwayhquitlam	84	Montgomery	113	Scott Creek
78	Como Lake	91	Maple Creek	86	Moody	114	Summit

# DISTRICT MAP OF SECONDARY SCHOOL RECREATION



## LEGEND

- Secondary Schools
- Education Learning Centre
- Ballet Dance Studio
- Coquitlam Reds Baseball
- Golfing
- Gymnastics
- Hiking
- Horseback Riding
- Ice Skating Rink
- Kayaking
- Library
- Mountain Biking
- Sailing
- Shopping Centre
- Skytrain Station
- Soccer Academy
- Swimming Pool
- Tennis Court

## SECONDARY SCHOOLS

76	Centennial	25	Gleneagle	130	Pinetree	130	Riverside
80	Dr. Charles Best	127	Heritage Woods	88	Port Moody	136	Terry Fox



# ADAPTING TO A NEW CULTURE

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Culture shock is a very real psychological process everyone experiences upon arrival in a new country. There are four stages of culture shock, and they affect everyone differently. The key to coping with culture shock is to understand the stages and that the feelings associated with each one is normal. The good news is that all students get past these feelings and end up having a wonderful experience.

## THE HONEYMOON STAGE

When students first arrive in Canada everything that is new and different is also wonderful and interesting. This is the only stage most tourists experience because they never have to settle into

a new culture. This stage can last anywhere from a week to a month or more.

## THE DISTRESS STAGE

This is the stage where the reality of being abroad for a longer period of time hits home. Cultural differences that you found interesting earlier in your stay can become taxing. You may feel confused, isolated and/or overwhelmed during this stage. This stage can be exhausting, particularly if learning English is proving a challenge as well.



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## THE TRANSITION STAGE

This is the most important stage to understand. During this stage, some students become angry or frustrated with Canadian life. They constantly compare it to their home culture and begin to lament the differences. Don't worry, this is normal. The key is to recognize the symptoms of this stage and not give in to them.

## THE INTEGRATION STAGE

Cultural challenges and language issues begin to subside as students accept and embrace the differences that previously frustrated them. This is the stage when your study abroad

experience becomes everything you hoped it would be; you feel confident and relaxed in your community, your school and your homestay.

While it is important to be aware of the stages listed above, it is equally important to point out that not everyone goes through every stage. Some students arrive and are immediately homesick. Others never experience the frustration of the transition stage and skip quickly to the integration stage. The key is to be aware of what is happening and to remember that people are available to help you like your homestay coordinator, homestay family, school counselor, International Education school-based coordinator and our office.

# AROUND THE HOME AND THE COMMUNITY



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## FAMILY INVOLVEMENT

Your homestay is your “home away from home”. We encourage you to participate in all family functions.

## COQUITLAM COMMUNITY

Coquitlam is the third largest school district in British Columbia with 31,000 students in over 70 schools. The district includes the cities of Coquitlam, Port Moody and Port Coquitlam, and the villages of Belcarra and Anmore. The total population in the Tri-Cities area is 250,000 spread over 200 square kilometers.

We are only 30 minutes from downtown Vancouver by car or Sky Train. Two major universities, Simon Fraser University and the University of British Columbia, are both a short commute from Coquitlam. The world class Whistler Mountain ski resort, the host site of the 2010 Winter Olympic Games, is less than 2 hours away by car. We enjoy a mild climate with a safe environment and an affluent lifestyle. Nestled in the mountains and edged by the Pacific Ocean and Fraser River, Coquitlam truly is an ideal setting for international students with excellent year-round recreation, shopping and ethnic dining.

## THE FOLLOWING IS A LIST OF RELEVANT LINKS IN OUR GENERAL AREA:

- [School District No. 43 \(Coquitlam\)](#)
- [Coquitlam International Education Facebook](#)
- [Coquitlam International Education Twitter](#)
- [City of Coquitlam](#)
- [City of Port Coquitlam](#)
- [City of Port Moody](#)
- [TransLink Public Transportation](#)
- [Coquitlam International Education](#)
- [Coquitlam International Education Instagram](#)
- [Coquitlam International Education YouTube](#)
- [Coquitlam Public Library](#)
- [Fraser Valley Regional Library \(Port Coquitlam\)](#)
- [Port Moody Public Library](#)

## RECREATIONAL TEAMS & ACTIVITIES

Each school offers a variety of extra-curricular activities and clubs including drama, band, choir, yearbook, skiing, chess and athletic activities such as field hockey, mountain biking, golf, tennis, basketball, soccer, wrestling, swimming, track & field and many others as well. Students are encouraged to join in these extra-curricular activities to experience a feeling of involvement, as this is an excellent way to improve language skills in a friendly environment. There are many community sports and performing arts programs available to students within the Coquitlam School District area.

# TIPS FOR STUDYING IN COQUITLAM

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## **Don't be afraid to ask questions if you don't understand.**

Teachers expect to be questioned. Make sure you understand the teacher's instructions regarding any assignments. If you're quiet, that will be taken as a sign of understanding. Teachers are usually available before and after school for questions and extra help.

## **Be on time for class.**

If you can't attend or be on time, notify the school in advance and explain the reason. If you miss classes, see the teacher the next day to find out what was missed.

## **You will probably find the classes more informal in Canada.**

You will also have to organize your own time since you won't be given a schedule to cover non-class time. Plan your time carefully, balance school work, English practice, and relaxation.

## **Hand in all assignments on the day they are due.**

If you are not able to finish your assignment on time, talk to your teacher before it is due. If you miss any assignments/quiz/exam, see the teacher and ask if there is any way to make up.

## **Organize your notes.**

Keep all handouts from your teachers.

## **You will need to use a computer for your studies in middle and secondary schools**

Bring a device to school with you every day in order to follow along in classes and access your coursework.

It is recommended you use a **laptop computer**. Tablets – especially iPads – often cannot properly function with the school programs and may end up unusable for you.

Some students find it difficult to stay focused in class when there are other distractions on their device, so please ensure you set yourself up to minimize distractions.

If you need help managing this, please ask your teacher for support. Secondary schools also have a tech centre where you can take your device if you're having challenges; they will help you solve the issue or let you know what next steps to take instead.

Please note: Schools and the International Education Program are not responsible for lost, stolen, broken or damaged devices. Please ensure you keep your device with you or stored securely.

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**For more information, please visit our [Coquitlam International Education Questions and Answers Page](#).**





# CLOTHING SUGGESTED FOR A YEAR STUDYING IN COQUITLAM

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If you're wondering what to pack for your stay in Coquitlam, below is a packing list based on our seasons!

## **SPRING**

(March–May)

Average Temperatures: 15°C to 19°C

Light sweaters

Hoodies, jeans

Long sleeved shirts

Short sleeved shirts

Pajamas

Umbrella

Sunglasses

## **SUMMER**

(June – September)

Average Temperatures: 20°C to 30°C

Shorts, cropped pants, skirts

T-shirts, light jeans

Good walking shoes

Bathing suit, sun hat, sunglasses

Sandals

Light sweater

Light hoodies

## **FALL**

(October – November)

Average Temperatures: 7°C to 15°C

Rain jacket, umbrella, warm coat

Long sleeves shirts

Hoodies, sweaters

Jeans, sweatpants

Gloves

Warm pajamas, slippers

## **WINTER**

(December – February)

Average Temperatures: 5°C to 10°C

Warm coat,

Jeans, pants, tops, hoodies

Warm hat

Gloves you would wear in early spring or fall

Warm pajamas, slippers Warm coat, umbrella



# KEEP.MESAFE BY GUARD.ME

The keep.meSAFE Mental Wellness Student Support Program by guard.me provides students with real-time and appointment-based confidential support, anytime of the day or night from anywhere in the world! Read below on how to access support.

Get matched with a counsellor that speaks your language, is from your culture, or has a shared experience for any school, health, or general life concern at no cost to you. Real-time support is available via telephone and chat. Appointment-based support is available over the phone, via video and in-person.



## Telephone Support

From within Canada & USA 1.844.451.9700, anytime of the day or night.

Anywhere else in the world +1.416.380.6578



## Who answers the call?

When you call keep.meSAFE you will be greeted by an automated menu that will ask you to confirm a few options:

- Menu language option: English or French
- Service options: Emergency or Support & Services
- Intake language options: Mandarin, Cantonese, Spanish, English or French

## To get started:

The best way to access the **keep.meSAFE** Program is through the **free My SSP app**

1

Download the My SSP App from either the Apple App Store or Google Play.

2

Complete your personal profile and select the language you would like the app to work in.

3

Enable important app notifications regarding new in-app content, as well as new support offerings.



Use the **My SSP** app to call or chat with a counsellor anytime and anywhere



**keep.meSAFE**  
by **guard.me**

Mental Wellness  
Student Support  
Program



## To speak with a keep.meSAFE counsellor

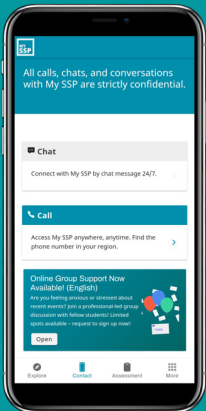
Select the Support and Services option (unless you are in an emergency).

You will be greeted by a Clinical Care Representative who will collect additional information, including:

- School / campus name
- First and Last name
- Birthdate
- Postal Code
- Language preference



## Chat Support



Initiate a secure, clinical chat session directly through the My SSP app.

Before you can start chatting, you must read through the disclaimers and make sure your profile is complete. All checkmarks must be green to proceed.

When you initiate a chat, you will be greeted by a Clinical Care Representative who will confirm some information with you that you have already entered.



*Download the My SSP app and get connected to support today.*



# MEDICAL COVERAGE

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For more information on the Medical Services Plan (MSP) and guard.me, please visit our website.

While you are at the International Education office, you will receive your private medical insurance documents provided by **guard.me**. Medical office staff may ask for the group and policy number that is found on your Emergency Healthcare Access Card.

The claim reimbursement form will need to be completed with why you went to see the doctor, signed and then submitted to **guard.me** directly. Please include all original receipts or bills for your expenses. You may want to keep a photocopy for your records as guard.me needs the originals. Please click here to submit your claim online.

If you are studying in BC for more than 6 months, 3 months after your arrival, your medical coverage will change from **guard.me** to the provincial health insurance plan called the **Medical Services Plan (MSP)**. Your MSP card will be sent to your homestay address and will replace the guard.me card you received when you arrived at the International Education office.

If you are feeling sick with cold or flu-like symptoms (runny or stuffy nose, sneezing, coughing, fever and chills), please visit a walk-in medical clinic, pharmacy or call Healthlink BC at 811. You may also ask your homestay family or International Education Contact at your school for help. If you have a serious illness or injury, please go to the hospital or call 911. Please note, 911 is for immediate, emergency assistance only for contacting police, fire or ambulance. For non-emergency RCMP, please call 604-945-1550.

## SAFETY

Never carry large sums of cash. Take care of your belongings at school. Do not leave your mobile devices, wallets, laptops, and other items unattended. School lockers may not be completely safe from theft, so it is best to keep valuable items on you at all times. Don't tell anyone your locker combination.



# EMERGENCY FACILITIES

Listed below is the contact information for local medical and dental facilities. Make sure to keep all medical documents and receipts for reimbursement from guard.me.

## MEDICAL CLINICS

Foothills Medical Clinic  
#203-3387 David Avenue  
Coquitlam, BC  
(604) 464 0345

North Road Medical Centre  
Suite S - 435 North Road (at Lougheed Mall) Coquitlam, BC  
(604) 936 0411

Plateau Medical Clinic  
8F - 1410 Parkway Boulevard  
Coquitlam, BC  
(604) 468 1500

Newport Medical Clinic  
100 - 205 Newport Drive  
Port Moody, BC  
(604) 461 0016

Eagle Ridge Medical Clinic  
102 - 1173 High Street  
Coquitlam, BC  
(604) 945 0032

BC Drugs Medical Group (Direct Billing)  
(behind Lougheed Mall next to Red Robin restaurant) 9618  
Cameron Street  
Burnaby, BC  
(778) 999 9966

J-Von Medical (Direct Billing)  
(near Metrotown Skytrain)  
4468 Beresford Street  
Burnaby, BC  
(778) 379 8299

Care Mart Medical Clinic  
(Inside Walmart, level 2) 3010 - 2929 Barnet Hwy  
Coquitlam, BC  
(778) 330 3041

Total Life Care Medical Inc. (Direct Billing)  
250 - 7155 Kingsway  
Burnaby, BC  
(604) 438 9991

Care Point Medical and Wellness Clinic  
140 - 555 6th Street  
New Westminster, BC  
(604) 523 1166

## HOSPITALS

Eagle Ridge Hospital  
475 Guildford Way  
Port Moody, BC  
(604) 461 2022

Royal Columbian Hospital  
330 E. Columbia Street  
New Westminster, BC  
(604) 520 4253

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Coquitlam International Education does not endorse the above. Rather, we are providing a list of local facilities as a courtesy.

# PERSONAL SAFETY TIPS

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## ON THE STREET

- Plan your route - know exactly where you are going and let others know your schedule.
- Avoid shortcuts & dark, isolated places.
- Carry ID and limited money.
- Never accept rides from strangers.
- 911 calls are free from any phone (pay-phone/cellular, etc.) Keep homestay parents and friends informed of your whereabouts.
- When crossing a street, wait for the traffic light to turn red and for traffic to be stopped; walk quickly, do not walk out onto the road and expect traffic to stop for you.

## BICYCLING

- BC law requires that legal safety helmets be worn when riding a bike.
- Traffic rules for bikes are the same as for cars. Observe signs and traffic signals.
- Don't ride on the sidewalk or in crosswalks.
- Always wear brightly coloured, reflective clothing and a helmet.
- Front and rear lights are required at night.
- Lock your bike at all times. Lock frame and wheel to a bike rack. U-Lock is recommended.

## SCAMS & FRAUD

- Never give or loan money to a person who approaches you on the street. People will take advantage of your trust.
- When you buy something make sure that you get a receipt and are charged the right amount.
- Make sure that your card is returned promptly.
- Never give your credit card information or copies of your card unless you are ready to buy something.

# SCHOOL CALENDAR 2024 – 2025

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Schools open	Tuesday, Sept. 3
Pro D Day	Friday, Sept. 20
Truth and Reconciliation Day	Monday, Sept. 30
Thanksgiving Day	Monday, Oct. 14
Pro D Day	Friday, Oct. 25
Remembrance Day Stat Holiday	Monday, Nov. 11
Schools close for Winter vacation (last day in session)	Friday, Dec. 20
Winter vacation period	Dec. 23 – Jan. 3
Schools reopen after Winter vacation	Monday, Jan. 6
BC Family Day	Monday, Feb. 17
Pro D Day	Friday, Feb. 28
Schools close for Spring vacation (last day in session)	Friday, Mar. 14
Spring vacation period	Mar. 17 – Mar. 28
Schools re-open after Spring Break	Monday, Mar. 31
Good Friday	Friday, Apr. 18
Easter Monday	Monday, Apr. 21
Pro D Day	Friday, Apr. 25
Victoria Day	Monday, May 19
Last day of school for all students	Thursday, June 26
Administrative Day	Friday, June 27

PLEASE NOTE: AN ADDITIONAL 2 SCHOOL-BASED NON-INSTRUCTIONAL DAYS WILL BE SELECTED BY EACH SCHOOL.



# SCHOOL CALENDAR 2025 – 2026

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Schools open	Tuesday, Sept. 2
Pro D Day	Friday, Sept. 19
Truth and Reconciliation Day	Tuesday, Sept. 30
Thanksgiving Day	Monday, Oct. 13
Pro D Day	Friday, Oct. 24
Remembrance Day Stat Holiday	Tuesday, Nov. 11
Schools close for Winter vacation (last day in session)	Friday, Dec. 19
Winter vacation period	Dec. 22 – Jan. 2
Schools reopen after Winter vacation	Monday, Jan. 5
BC Family Day	Monday, Feb. 16
Pro D Day	Friday, Feb. 27
Schools close for Spring vacation (last day in session)	Friday, Mar. 13
Spring vacation period	Mar. 16 – Mar. 27
Schools re-open after Spring Break	Monday, Mar. 30
Good Friday	Friday, Apr. 3
Easter Monday	Monday, Apr. 6
Pro D Day	Friday, Apr. 24
Victoria Day	Monday, May 18
Last day of school for all students	Thursday, June 25
Administrative Day	Friday, June 26

PLEASE NOTE: AN ADDITIONAL 2 SCHOOL-BASED NON-INSTRUCTIONAL DAYS WILL BE SELECTED BY EACH SCHOOL.

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JUL

AUG

SEP

OCT

NOV

DEC

# DISTRICT CODE OF CONDUCT FOR STUDENTS, 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 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**

1. 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:
  - 1.1 be aware of and obey all school rules;
  - 1.2 attend classes punctually and regularly;
  - 1.3 work cooperatively and diligently at their studies and with home assignments;
  - 1.4 respect the rights of all persons within the school including peers, staff and parents;
  - 1.5 respect the legitimate authority of the school staff;
  - 1.6 respect the school's physical school facilities;
  - 1.7 respect the ethnic diversity of our school community;
  - 1.8 behave in a safe and responsible manner at all times; and
  - 1.9 not threaten, harass, bully\*, intimidate or assault, in any way, any person within the school community.
  - 1.10 not be in possession or under the influence of drugs and/or alcohol.
  
2. The Board further believes that these expectations are fostered in a positive climate in which:
  - 2.1 all students feel safe, valued and trusted, and have the opportunity to develop, assume and maintain responsibility and self-motivation;
  - 2.2 there is a joint effort to learn and a feeling of mutual respect among staff, students and parents;
  - 2.3 appropriate behaviour is consistently encouraged and acknowledged, thereby increasing student self-esteem and reinforcing self-control;
  - 2.4 students are disciplined in a timely, fair, judicious and responsible manner, with consequences for unacceptable behaviour that take into account the student's age, maturity and special needs, if any\*\*and
  - 2.5 on-going communication exists between staff and parents that encourages and provides increased opportunities for active and constructive parental involvement in their children's education.
  
3. The Superintendent will ensure that each Principal, in consultation with staff, parents and, when appropriate, students, establishes a code of conduct for his/her school that is consistent with the District Code of Conduct for Students and which reflects the provincial standards.
  
4. The Board believes that schools must not be places where discrimination is practiced or tolerated. To that end, each school code of conduct shall contain the following statement:

"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."

5. The school's code of conduct and a summary of the district's policies on "Code of Conduct" (Policy 17), "Violence, Intimidation and Possession of Weapons" (Policy 18) and "Suspension of Students" (Administrative Procedure 355) will be sent home annually to be signed by parents/guardians and, where appropriate, students. The principal shall ensure that the school code of conduct is reviewed with students at the beginning of the school year and throughout the year as necessary.

6. Students, while attending school and school sponsored functions and activities, shall be subject to the District Code of Conduct for Students and the school's rules of conduct and deportment established by the Principal. 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.

7. Students registered in School District No. 43 (Coquitlam) shall not attend at schools other than the school in which they are registered, without a legitimate school related purpose. Students who do so may be subject to disciplinary action by their school or the School District.

8. Serious breaches of conduct that threaten the safety and welfare of others will be referred directly to Level Three of the suspension process for resolution by the Student Suspension Review Committee.

9. Where a student 16 years of age or older repeatedly fails to comply with the code of conduct, rules and policies of the school, or has failed to apply him/herself to his/her studies as set out in Section 85 of the School Act, the Board is empowered to refuse further school service to the student.

10. Students are prohibited from being in possession of and/or under the influence of alcohol and/or drugs in all schools or at school sponsored functions and activities.

\* Bullying includes but is not limited to physical or verbal intimidation, verbal harassment and cyber bullying, occurring on or off school property.

\*\* Special considerations may apply to the imposition of 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 behavioural nature.

References: Section 85, School Act

Policy 13 (Appeals Regarding Student Matters)

Administrative Procedure 355 (Suspension of Students)

BC Human Rights Code (Section 7 & 8)

Board Minutes

October 1990 Volume 32 Page 238-239 Policy II-B-83 School Rules

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February 21, 2017, Board Meeting

# DISTRICT CODE OF CONDUCT FOR STUDENTS, POLICY 17

## Chinese (Simplified) Translation

### 学区学生行为规范 政策17

学务委员会相信其作为学区管理职能的一部分,有责任对学生提出期望,并相信在校内对学生进行训导的责任应由学生、教职工和家长共同承担。学生有责任尊重他人的权益与尊严,并积极有效地参与自己的学业、提高社会交往能力。教育工作者有责任建设积极向上的学校环境,在此框架下,帮助支持并鼓励学生形成自律和具有社会责任感。家长有责任在家里营造积极的学习氛围,了解学校政策和程序,支持学校制定相应的政策和程序,并且鼓励子女理解并尊重学校的政策和程序。为达到上述的目标,学务委员会制定了学区学生的行为规范,并希望各学校共同遵守。

### 规范详述

1. 学务委员会相信,为了把学生培养成为有责任感的公民,要求学生遵守恰当的行为规范是不可或缺的。此行为规范建立在要求学生尊重自己、尊重他人以及尊重学校财产的基础上,因此,学生应达到下列各项要求:

- 1.1 了解并遵守校规;
- 1.2 按照要求准时到校上课;
- 1.3 勤奋学习,积极与他人合作,认真完成家庭作业;
- 1.4 尊重校内外所有人的权益,包括同学、教职工以及家长等;
- 1.5 尊重校内教职工的合法权力;
- 1.6 爱护校舍以及校内的各种设施设备;
- 1.7 尊重学校社区内各个族裔的多元文化;
- 1.8 随时展现出安全而且负责任的行为态度,并且
- 1.9 在校区内不得以任何方式威胁、骚扰、凌霸\*、威吓和攻击他人;
- 1.10 不许拥有酒精/毒品,也不得受此类产品的影响。

2. 学务委员进一步认为,这些期望是在积极的气氛中培养的,在这种气氛中:

- 2.1 全体学生均应感到安全、受到尊重和信任并有自己的发展机会,学校要培养学生有责任感和积极的学习动力;
- 2.2 学校教职工、学生和家長要共同学习、互相尊重;
- 2.3 校方应积极鼓励和认可恰当的学生行为,以此提高学生的自尊和自我约束能力;
- 2.4 对学生的训导应该秉承及时、公平、恰如其分以及对学生负责的态度,对学生的不当行为的处理要考虑其年龄、成熟度和特殊需求。\*\*
- 2.5 学校教职工和家長之间应保持良好的沟通,鼓励并创造机会让家長积极建设性地参与子女的教育。

3. 学区教育局要确保各校长与教职工、家長共同讨论并建立该校学生的行为规范,如果有需要,学生也可以参与。规范需与反映省教育部标准的本学区行为规范一致。

4. 教育委员会相信学校不可容忍各种歧视行为的发生。因此,学校的行为规范中应包含:

“根据大不列颠哥伦比亚人权法案第8部分,学生不得歧视他人的种族、宗教、肤色、血统、出生地、婚姻状况、家庭背景、年龄、性别、性取向、性别认同或表达,以及身体或精神上的缺陷。此外,根据大不列颠哥伦比亚人权法案第7部分,学生不得发表或展示有对他人表示歧视意图,或公开进行针对他人的轻视和嘲笑。”

5. 学校的行为规范和学区“行为规范”(政策第17条)摘要,“暴力和武器持有”(政策第18条)以及“停学处分”(管理程序第355条)每年将由家長/监护人阅读并签署,如有必要,也可由学生本人阅读并签署。校长必须确保每学年开始时,学生阅读学校的行为规范,如有需要,在学年的任何时间都可以阅读。

6. 学生在上学或参加学校组织的活动期间,须遵守学区学生的行为规范和校长制定的学校行为规范。如学生出现不正当的行为,不论其行为是发生在校内外,还是发生在参加学校组织的活动时,都将根据学校和学区的行为规范进行惩处。

7.在43学区(高贵林学区)内注册的学生,如果没有合理原因,不得就读于注册学校以外的其他学校。如有违反,将根据其学校和学区的行为规范予以惩处。

8.如果学生严重违反规定,威胁到他人的安全与福祉时,将上报学生停学审查委员会,直接进入停学处理程序第三级处理。

9.年满十六岁及以上的学生,若一再违反学校的行为规范、规定和政策,或者未能依照学校法案的第85条的规定用于学业,学校局有权拒绝继续为该生提供学校服务。

10.禁止学生在校内以及学校学校组织的活动中持有酒精和毒品或受其影响。

\* 凌霸包括但不限于校外对他人进行身体上或语言上的恐吓以及语言骚扰和网络欺凌。

\*\*对于有特殊需要的学生,由于其智力、身体、感官、情感或行为能力的缺陷而造成的违反行为规范的行为将进行特别处理。

参考文献:

学校法案,第85节

政策第13条(针对学生问题的申诉)管理程序第355条(学生停学处理)管理程序第355条(学生停学处理)

大不列颠哥伦比亚省人权法案(第7/8节)

学务委员会会议纪要

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February 21, 2017, Board Meeting

# DISTRICT CODE OF CONDUCT FOR STUDENTS, POLICY 17

## Chinese (Traditional) Translation

### 學區學生行為規範 政策17

學務委員會相信其作為學區管理職能的一部分，有責任對學生提出期望，並相信在校內對學生進行訓導的責任應由學生、教職工和家長共同承擔。學生有責任尊重他人的權益與尊嚴，並積極有效地參與自己的學業、提高社會交往能力。教育工作者有責任建設積極向上的學校環境，在此框架下，幫助支持並鼓勵學生形成自律和具有社會責任感。家長有責任在家裏營造積極的學習氛圍，了解學校政策和程序，支持學校制定相應的政策和程序，並且鼓勵子女理解並尊重學校的政策和程序。為達到上述的目標，學務委員會制定了學區學生的行為規範，並希望各學校共同遵守。

#### 規範詳述

1. 學務委員會相信，為了把學生培養成為有責任感的公民，要求學生遵守恰當的行為規範是不可或缺的。此行為規範建立在要求學生尊重自己、尊重他人以及尊重學校財產的基礎上，因此，學生應達到下列各項要求：

- 1.1 了解並遵守校規；
- 1.2 按照要求準時到校上課；
- 1.3 在課堂上勤奮學習，積極與他人合作，課後認真完成作業；
- 1.4 尊重校內外所有人的權益，包括同學、教職工以及家長等；
- 1.5 尊重校內教職工的合法權力；
- 1.6 愛護校內的各種設施和教室裏的各種設備；
- 1.7 尊重學校社區內各個族裔的多元文化；
- 1.8 隨時表現出安全而且負責任的行為態度，並且
- 1.9 不準在校區內以任何方式威脅、騷擾、凌霸\*、威嚇和攻擊他人；
- 1.10 不準擁有酒精/毒品，也不得受此類產品的影響。

2. 學務委員會鼓勵各學校建設積極正面的校風並對學生寄予期望：

- 2.1 全體學生均應感到安全、受到尊重和信任並有自己的發展機會，學校要培養學生有責任感和積極的學習動力；
- 2.2 學校教職工、學生和家長要共同學習、互相尊重；
- 2.3 校方應積極鼓勵和獎賞恰當的學生行為，以此提高學生的自尊心和自我約束能力；
- 2.4 對學生的訓導應該秉承及時、公平、公正以及對學生負責的態度，同時對學生發生的不負責任的行為要考慮其年齡、成熟度和特殊需求\*\*。
- 2.5 學校教職工和家長之間應有良好的溝通渠道，鼓勵並創造機會讓家長積極參與子女的教育。

3. 學區總監要確保各校長與教職工、家長共同討論並建立該校學生的行為規範，如果有需要，學生也可以參與。規範需與省教育部和本學區要求的行為規範一致。

4. 教育委員會相信學校不可容忍各種歧視行為的發生。因此，學校的行為規範中應包含：

“根據大不列顛哥倫比亞人權法案第8部分，學生不得歧視他人的種族、宗教、膚色、血統、出生地、婚姻狀況、家庭背景、年齡、性別、性取向、性認可或表達，以及身體或精神上的缺陷。並且，根據大不列顛哥倫比亞人權法案第7部分，學生不得發表或展示有對他人進行歧視的暗示，或公開進行針對他人的輕視和嘲笑。”

5. 學校的行為規範和學區“行為規範”（政策第17條），“暴力、恐嚇和武器持有”（政策第18條）以及“停學處分”（管理程序第355條）的概要每年都將由學生帶回家交由家長/監護人閱讀並簽署，如有必要，也可由學生本人閱讀並簽署。校長必須確保每學年開始時，學生將閱讀學校的行為規範，如有需要，在學年的任何時間都可以重溫。



6. 學生在上學或參加學校組織的活動期間，以及上下學途中，均需遵守學區學生的行為規範和校長制定的學校行為規範。如學生出現不正當的行為，不論其行為是發生在校區內外，還是發生在參加學校組織的活動時，都將根據學校和學區的行為規範進行懲處。

7. 在43學區（高貴林學區）內註冊的學生，如果沒有合法理由，只能在其註冊的學校上學。如有違反，將根據其學校和學區的行為規範予以懲處。

8. 如果學生嚴重違反規定，並且當該行為對他人的安全與福利構成威脅時，將上報學生停學審查委員會，直接進入第三級停學處理程序等候處理。

9. 年滿十六歲及以上的學生，若多次違反學校的行為規範、規定和政策，或者未依照學校法案的第85條的規定專心求學，學校局有權拒絕繼續為該生提供學校服務。

10. 學生在各校校內以及學校活動期間嚴禁持有或飲用酒類，嚴禁持有或使用毒品。

\* 凌霸是指在校內外對他人進行身體上或語言上的恐嚇以及語言騷擾和網絡欺凌。

\*\*對於有特殊需要的學生，由於其智力、身體、感官、情感或行為能力的缺陷而造成的違反行為規範的行為將進行特別處理。

參考文獻：

學校法案，第85節

政策第13條（針對學生問題的申訴）管理程序第355條（學生停學處理

大不列顛哥倫比亞省人權法案（第7/8節）學務委員會會議紀要

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# DISTRICT CODE OF CONDUCT FOR STUDENTS, POLICY 17

## Korean Translation

### 교육청 학생 행동 지침서, 정책 17

교육위원회는 학생들에게 요구되는 행동지침을 만드는 책임이 있고 이것이 교육청을 위해 해야 할 일이라고 믿고 있다. 교육위원회는 학교에서의 학생 규율을 학생, 교직원, 학부모 모두에게 인지시킬 책임이 있다고 믿고 있다. 학생들은 다른 사람들의 권리와 존엄성을 존중하고, 자신들의 학문적 배움과 사회적 성장을 위해 적극적이고 생산적으로 행동해야 할 책임이 있다.

교육자들은 학생들의 자기단련과 책임의식의 개발을 돕기 위한 최선의 학교분위기를 만들고 적극 지원할 책임이 있다. 학부모들은 집에서 최적의 학습환경을 조성하고 학교의 규율과 절차, 후원방법 등을 먼저 알고 이를 자녀들에게 이해시키고, 지키게 해야 할 책임이 있다.

이러한 목표들을 지원하기 위해 교육위원회는 모든 학교들이 지키고 따라야 할 교육청 학생 행동지침을 만들었다.

특히,

1. 교육위원회는 학생들이 책임감 있는 시민으로 발전하기 위한 적절한 행동지침에는 자기 스스로와 다른 사람을 존중하고 시설을 아끼는 모습이 반드시 있어야 한다고 믿고 있다.

이것을 위해 학생들은 다음과 같은 사항을 지키고 따라야 한다

- 1.1 학교의 모든 규칙을 알고 지킨다
- 1.2 모든 수업에 늦지 않고 참석한다
- 1.3 다른 학생들과 잘 협력해 열심히 공부하고 집에서 숙제를 잘해 오도록 한다
- 1.4 동료 학생, 교직원, 학부모 등 학교 내 모든 사람들의 권리를 존중한다
- 1.5 교직원들의 합당한 권한을 존중한다
- 1.6 학교 내의 시설물에 대해 자부심을 갖고 존중한다
- 1.7 교내 커뮤니티의 민족의 다양성을 존중한다
- 1.8 항상 안전하고 책임 있는 행동을 하도록 한다
- 1.9 학교 내에서는 절대로 위협, 따돌리기\*, 겁줍, 폭행 등의 행동을 그 누구에게도 하지 않는다
- 1.10 절대로 마약 및/또는 알코올을 소지하고 있거나 사용해서 학교 생활에 영향을 끼치는 일이 없도록 한다

2. 교육위원회는 또한 이러한 지침들이 다음과 같은 건전한 환경에서 촉진된다고 믿고 있다

- 2.1 모든 학생들이 안전하고 중요하며 신뢰받고 있다고 느끼고, 책임감과 열의를 개발하고 유지할 수 있는 기회를 부여한다
- 2.2 교직원, 학생, 학부모들 간에 배우려는 노력과 서로를 존중하는 의식을 필요로 한다
- 2.3 잘 한 행동은 항상 칭찬하고 격려해 학생들의 자존감과 자기 제어력을 향상시킨다
- 2.4 학생들은 공평하고 사려 깊으며 책임 있는 방법을 통하여 훈육받게 되고, 용납하기 어려운 행동에 대한 결과는 학생의 나이, 성숙함과 학생의 특이 사항을 고려하게 될 것이다. 그외 \*\* 참고바람
- 2.5 교사와 학부모들 사이에 항상 연결의 통로를 확보해 학생에게 적극적이고 성숙한 지도가 이루어 질 수 있는 교육을 제공할 것이다

3. 교육감은 각 학교의 교장들이 교직원, 학부모 또한 필요하다면 학생들과의 협의를 거쳐 교육청 학생 행동지침과 일관성있고 주의 기준을 반영할수 있는 각 학교의 교칙을 만들도록 해야 한다.

4. 교육위원회는 학교에서 차별이 존재하거나 허용되는 장소이면 안된다고 지침한다. 그것을 위해, 각 학교 행동지침서에는 다음과 같은 사항들을 포함시켜야 한다. “BC 주 인권법 제 8조항에 따라 학생들은 인종, 종교, 피부색, 혈통, 출신지역, 혼인여부, 가족지위, 연령, 성별, 성적성향, 성별인식 또는 표현, 정신적 혹은 신체적 장애를 기준으로 다른 사람을 차별하지 않아야 한다. 더욱이, BC주 인권법 제 7조항에 따라 학생은 위에 언급된 근거에 따라 다른 사람을 차별하거나 경멸하거나 조롱하는 의도를 나타내는 내용을 게시하거나 전시해서는 안된다.”

5. 학교 행동지침서와 교육청 약식 “행동지침서” (방침 17 조항), “폭력, 협박과 무기 소유” (방침 18 조항) 그리고 “학생 정학처분” (학교절차 355) 은 일년에 한번씩 집으로 보내지고 부모님/가디언 사인을 필요로 하며, 때로는 학생의 사인도 필요하다. 교장선생님은 새 학기 시작과 함께 학생들과 재검토 하고 학교에 다니는 동안 지속적인 검토를 요구한다.

6. 학교에 다니고 있거나 학교에 관계된 활동을 하는동안, 학생들은 교육청 행동지침서나 학교의 규칙 그외에도 교장선생님에 의해 만들어진 교칙을 따라야 할 의무가 있다. 학생들은 학교나/또는 교육청 행동 지침서에 위배되는 행동을 학교구역에서나 학교 활동중에 일어났을 경우 그에 맞는 적절한 징계를 받게 된다.

7. 제 43 교육청 (코퀴틀람) 에 속한 학생들은 학교 내에서 허가되지 않은 모임을 하는 것은 교칙에 의해 징계받을 수 있다.

8. 학생들과 교직원의 복지와 안전을 위협하는 심각한 행동을 저질렀을 경우에는 학생징계심의위원회에 의해 곧바로 제 3 단계에 의해 징계절차에 회부되게 된다.

9. 16세 이상의 학생들이 교육청 학생 행동지침이나 교칙을 지속적으로 어기거나 학원법 85조에 의거 학생의 성적이 낙제할 경우에 교육위원회는그 학생을 퇴학시킬 수 있는 권한을 행사하게 된다.

10. 학생들은 무기, 위험성을 지닌 물건, 술, 마약 등을 소지하고 학교에 오거나 학교생활을 하는 것이 금지돼 있다.

\* 따돌리기(왕따) 는 신체폭력 또는 언어폭력, 언어위협과 사이버 위협 등과 함께 학교구역 이외에 어떠한 곳에서도 허용되지 않는다

\*\* 만약 행동지침서를 지적, 신체, 감상 또는 행동자체에 장애가 있어 잘 시행못하는 학생의 경우 정상참작된다.

References: Section 85, School Act

Policy 13 (Appeals Regarding Student Matters)

Administrative Procedure 355 (Suspension of Students)

BC Human Rights Code (Section 7 & 8)

Board Minutes

October 1990 Volume 32 Page 238 - 239 Policy II-B-83 School Rules

June 2005 Volume 47 Page 78 Policy 17 District Code of Conduct for Students

June 2007 Volume 49 Page 80

January 2008 Volume 50 Page 6

June 2015 Volume 57 Page 96

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