

École Braemar Elementary School
3600 Mahon Ave.
North Vancouver, BC
V7N 3T6

604-903-3270



This Agenda Belongs To: _____

If found, please return to school office - Thank-you!

Cover is sensitive to extreme heat. Do not leave in direct sunlight.



ÉCOLE
BRAEMAR
ELEMENTARY

We thank the Coast Salish people, specifically the Skwxwú7mesh Nation and Səlilwətaʔ Nation, whose unceded traditional territory the North Vancouver School District and Braemar Elementary School reside on. We value the opportunity to learn, live and share educational experiences on this traditional territory.

NVSD and Braemar Code of Conduct

North Vancouver School District's and Braemar's Code of Conduct has been established to maintain a safe, caring, accessible, and healthy learning environment.

It is the shared responsibility of students, staff, parents/guardians, and the broader community, to demonstrate positive conduct while attending any school or district related activity, at any location.

At Braemar:

I belong
You belong
We belong

All members of the school community are expected to:

- Support learning and attendance.
- Demonstrate safety.
- Respect property, environment, personal space, and privacy.
- Model courtesy, compassion, and respect.
- Value diversity.
- Treat self and all other members of the school and broader community respectfully.

All members of the school community must refrain from engaging in any in-person or digital communication or participating in behaviour that is considered to be:

- Interfering with the learning and working of others.
- Bullying, harassing, intimidating, retaliating, discriminating or violent.
- Unsafe or illegal; including the possession, use, or distribution of illegal or restricted substances or the possession of weapons or replicas.

All members of the school community are expected to:

- Comply with the purpose and spirit of the BC Human Rights Code, including not engaging in discriminatory conduct based on Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons.
- Wear clothing that does not promote or symbolize illegal substances or activities, hate or discrimination, profanity, pornography; or that incites violence, harassment, or threatens safety.
- Leave personal digital devices at home, in their bag/backpack, and/or in their locker during instructional time. Allowances may be made by the staff for instructional purposes, digital literacy, appropriate use based on age and developmental stage, accommodations within a

student's Individualized Education Plan, accessibility, medical and health needs, and/or equitable support for learning outcomes.

Every effort will be made to support individuals and to determine the root causes of behaviour. If the safety or educational program of others is compromised, or if there is an ongoing failure to meet the expectations of the Code of Conduct, a range of consequences will follow. Whenever possible, incidents will be resolved by discussion, community service, restorative processes, referral to counselling and/or support services, mediation, and restitution, but may involve loss of privileges, detention, suspension from school, and/or collaboration with community partners. Confidentiality will be maintained; however, school officials may have a responsibility to advise other parties of serious breaches of the Code of Conduct (e.g. school district officials, law enforcement, and/or other agencies, etc.).

The school will take all reasonable steps to prevent any form of retaliation against a student or staff member who has brought a complaint forward of a breach of the Code of Conduct.

Factors such as the severity and frequency of the concerning behaviour(s), as well as the age, maturity, and ability of the person(s) involved, will be considered. In most cases, as people mature, there is the expectation of increased responsibility and self-discipline; therefore, progressively increasing consequences for concerning behaviour may apply.

Considerations apply to those who may not be able to adhere to the Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional, or behavioural nature.

All members of the North Vancouver School District and Braemar community have the right to be treated fairly and consistently and should know and understand this Code of Conduct.



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SCHOOL CALENDAR 2026/2027

Schools Open	Tuesday, September 8, 2026
National Day for Truth and Reconciliation	Wednesday, September 30, 2026
Thanksgiving Day (Statutory Holiday)	Monday, October 12, 2026
District-Wide Non-Instructional Day (NVTa)	Friday, October 23, 2026
Staff Collaboration Time (2:00pm dismissal)	Wednesday, October 28, 2026
School-Based Professional Development Day	Monday, November 2, 2026
Remembrance Day (Statutory Holiday)	Wednesday, November 11, 2026
District-Wide Non-Instructional Day (Curriculum Implementation)	Friday, December 4, 2026
Last Day of School Before Winter Break	Friday, December 18, 2026
Winter Break Period – No School	December 19, 2026, to January 3, 2027
Schools Reopen after Winter Break	Monday, January 4, 2027
District-Wide Non-Instructional Day (NVTa)	Friday, February 12, 2027
BC Family Day (Statutory Holiday)	Monday, February 15, 2027
Staff Collaboration Time (2:00pm dismissal)	Wednesday, February 24, 2027
Last Day of School Before Spring Break	Friday, March 12, 2027
Spring Break Period – No School	March 13, 2027, to March 28, 2027
Easter Monday Holiday Day	Monday, March 29, 2027
Schools Reopen after Spring Break/Easter	Tuesday, March 30, 2027
District-Wide Non-Instructional Day (NVTa)	Monday, April 26, 2027
Staff Collaboration Time (2:00pm dismissal)	Wednesday, April 28, 2027
Victoria Day (Statutory Holiday)	Monday, May 24, 2027
Staff Collaboration Time (2:00pm dismissal)	Wednesday, May 26, 2027
School-Based Professional Development Day	Friday, June 4, 2027
Last Day of Classes for Students	Tuesday, June 29, 2027
Administrative Day (non-instructional day)	Wednesday, June 30, 2027

Our Mission Statement:

The École Braemar School Community works together to provide a caring, respectful, and inclusive environment where learning is engaging and meaningful.

SCHOOL INFORMATION**Bell Schedule**

8:48 Warning Bell	12:05-12:20 Lunch
8:53 Instruction Begins	12:20-12:55 Outside
10:25-10:45 Recess	12:55-3:00 Instruction
10:45-12:05 Instruction	3:00 Afternoon Dismissal

Absences:

If your child will be late, or absent for a full or partial day, please note your child's attendance using the Safe Arrival online system. Alternatively, please leave a message on the school's 24-hour callback line at 604.903.3275 or follow the prompts on the main school line 604.903.3270 before 8:30am.

Student who arrive late sign-in at the office before proceeding to class.

Morning and After School Supervision:

All students are encouraged to arrive at school shortly before the first bell in the morning at 8:50 a.m. All students need to wait outside until the 8:50 a.m. bell rings; there is no waiting in the hallways or front entrance. **There is no supervision of students on the playground prior to the start of school or after the 3:00 p.m. bell.**

Recess and Lunch Supervision: Adult supervisors provide supervision of students during the recess and lunch breaks. Students need to be dressed for the weather as it is our expectation that all students will play outside, even in inclement weather. All students who stay at school for lunch go outside at 12:20 when the bell rings. Parents/guardians are not to be on the playgrounds during recess and lunch breaks.

Emergency and Accident Procedures:

If your child becomes ill or has an accident at school, you, or one of the adults you designate, will be contacted immediately. Please be sure that you have provided our office with up-to-date telephone numbers for your home/cell, place of work and the number of a relative, friend or neighbour.

3:00 pm Dismissal:

Students may be kept after school to:

- Complete unfinished work
- Receive extra assistance
- Discuss matters related to behavior

Children will be asked to call home if kept after school.

Lunch Hour Procedures:

Students who go home for lunch are required to:

- Sign out at the office when they leave, and sign back in upon return
- Students who go home regularly for lunch during the school year require a letter from a

parent/guardian giving them permission to do this. Please submit to the office at the beginning of the school year.

- For safety reasons, students are not permitted to leave the school property for lunch unless accompanied by an adult.
- If an adult does not pick them up from the school foyer, then the student must bring a note to the office prior to signing out and leaving the building

Students are welcome to each lunch at school. Lunch hour behavior expectations must be followed or the student may be asked to eat lunch at home.

Valuables and Toys:

Valuable items and toys (Cellular Phones, Smart watches, card collections, stuffed animals, etc.) can be damaged, lost, or stolen; please do not bring these items to school. The schools in not responsible.

Dress Code:

Students at Braemar are expected to dress for school, in a manner that shows respect for themselves and others, and in order to participate in school activities safely. Students are expected to wear clothing that does not promote or symbolize illegal substances or activities, hate or discrimination, profanity, pornography; or that incites violence, harassment, or threatens safety.

Anaphylaxis:

Many children at our school suffer from a variety of food allergies that need to be taken seriously as they can be life-threatening to the child. Please follow any restrictions that are given for those classes that have students with severe allergies. Please be mindful that École Braemar Elementary, in partnership with parents/guardians and students, is doing its best to support a safe learning environment for all.

Telephone Use:

Students do not have general access to school phones during the school day unless there is an emergency. Children require permission from a staff member prior to the use of a telephone to contact a parent/guardian. Playdates with friends should be re-arranged.

Cell Phones and Smart Watches:

Students may use cell phones or smart watches to contact parents/guardians before the first bell or after 3:00 only. Cell phones must be kept on silent mode in the student's backpack during the school day as students are not permitted to use their cell phone from bell to bell; unless as part of student accessibility. The school telephone is always available in emergency situations.

Bicycles, Rollerblades, Skateboards, Scooters:

In order to keep other students safe, students who bike to school are not permitted to ride their bikes on school grounds during the school day and must walk their bikes when on school property. In-line skates, scooters, and skateboards may only be used during a school or a recreation sponsored activity and may not be used at any other time on the school grounds during the school day. Students should wear a helmet and are responsible to lock it up. E-Bikes and E-Scooters are not permitted by law for use by students under the age of 16.

Inclement Weather:

Students need the opportunity to go outside for fresh air and play during recess and lunchtime at school. Most days, students will be go outside at recess and lunch. Students should have appropriate clothing for the weather (coats, boots, umbrellas, etc.). **Please ensure your child has a change of clothing at school should they get wet.**

Communication:

School information can be accessed through the school website and the Braemar Bulletins.

Reporting of Student Progress:

Student progress is formally communicated home three times a year in the form of report cards and twice informally in the form of conferences. Teachers also inform parents of ongoing student progress through notes, emails, telephone calls, and meetings. Parents/Guardians may also contact their child's teacher regarding any questions or concerns pertaining to classroom procedures, instruction and assessments.

Adult Volunteers

To ensure the safety and security of students, adult school volunteers are reminded to sign in at the office and wear a visitor's badge while in the building, or on the school grounds. A volunteer form must be completed prior to volunteering at the school.

Traffic Safety

Braemar families are encouraged to walk, scooter, bike, rollerblade, and use healthy means of commuting to the school. Walking and biking in supervised groups is recommended as a safe alternative to being driven to school. If you drive your children to school, please note the traffic guidelines:

- Staff Parking Lot: The Staff Parking Lot is available only to staff between 8:00am and 4:00pm. There are no drop offs and pick-ups of students in the staff parking lot.
- Mahon Cul-de-Sac Turnaround: Municipal traffic signs read "No Stopping 8:30-9:30am and 2:30-3:30pm on school days" (in the cul-de-sac).

Other places to pick up your children:

- Silverdale (via the Yellow Bridge)
- Calder (via the stairs on the north side of the school)
- Corner of Braemar and Calder (via the stairs on the south side of the school)
- Everglade (down the stairs near the space-net to the cul-de-sac)

Please be mindful of street signage. Kindly respect our neighbours and traffic rules.

Collaborative communications

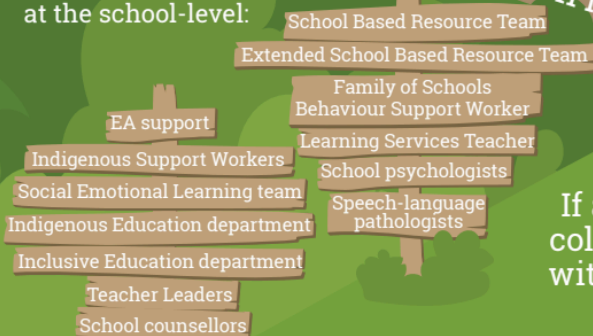
Proactive and productive parent-school relationships positively impact student success and well-being. The purpose of communication between parents/guardians and school employees is to create, maintain and enhance positive relationships in support of the student's educational plan.

STEP 1

Employee

Communication should remain as close to the source as possible. Communicate with the employee directly involved. By starting with the source, communication is more efficient and effective.

There are many resources available at the school-level:



Moving to steps 3, 4 & 5 means entering the Policy 406 process. If solutions are not determined through the collaborative communication process, please refer to: *Policy 406: Resolving Concerns Regarding Personnel, Programs or Procedures.*

Guide for collaborative communication:

1. Speak to the appropriate person.
2. Be simple, clear, concise.
3. Be prepared.
4. Establish next steps.
5. Follow through and follow-up.

Communication is most effective at the school level

STEP 2

Principal*

If actionable next steps are not determined in collaboration with the employee, communicate with the school principal. Principals work hard to provide a safe and welcoming learning environment for all students and staff.

*At secondary schools, communicate with the grade level administrator first, then with the principal.

STEP 3

Director of Instruction

STEP 4

Assistant Superintendent

STEP 5

Superintendent

