



ATSS Code of Conduct & Protocols

2018/2019

TABLE OF CONTENTS

1. CODE OF CONDUCT

- 1.1 PHILOSOPHY & PURPOSE
- 1.2 STUDENT RIGHTS AND RESPONSIBILITIES
- 1.3 CONDUCT EXPECTATIONS
- 1.4 EXAMPLES OF SERIOUS UNACCEPTABLE BEHAVIOURS
- 1.5 DISCIPLINARY ACTIONS - CONSEQUENCES
- 1.6 NOTIFICATION WITH COMMUNITY
- 1.7 REFERING STUDENTS TO OFFICE
- 1.8 STUDENT REFLECTION FORMS

2. ATSS DRESS CODE

3. DAILY POLICIES AND PROCEDURES

- 3.1 STUDENT ATTENDANCE
- 3.2 LATE ARRIVALS
- 3.3 LATE CLUB
- 3.4 MORNING STUDY HALL
- 3.5 SUPERVISING HALLWAYS
- 3.6 COMMON AREAS OUTSIDE CLASS
- 3.7 SCHOOL HOMEWORK POLICY

4. ACADEMICS

- 4.1 HOMEWORK
- 4.2 ACADEMIC MISCONDUCT
- 4.3 PLAGERISM POLICY

5. STRUGGLING LEARNERS

- 5.1 STUDENT WATCH
- 5.2 LETTERS OF ACADEMIC CONCERN AND STUDY HALL
- 5.3 SUPPORT FOR TEACHERS ASSINGED STUDY HALLS
- 5.4 STUDY HALL FOR STUDENT WATCH STUDENTS
- 5.5 SATURDAY SCHOOL
- 5.6 SAMPLE LETTER TO PARENTS

1. ATSS CODE OF CONDUCT

1.1 PHILOSOPHY & PURPOSE

Our goal is to provide a safe and supportive learning environment where respect for self, others and community prevail. We strive for an environment that is free from discrimination based on gender, race, religion and/or sexual orientation as outlined in the BC Human Rights Code

We believe that discipline should:

- show students what they have done wrong,
- show students how they are responsible for their actions,
- show students that there are consequences,
- show students that they can create solutions,
- keep students' dignity intact.
- be modeled by staff who encourage the development of positive social skills. Actively supported by the home as they collaborate with the school to foster a positive school climate.

1.2 STUDENT RIGHTS AND RESPONSIBILITIES

1. Every student has the **RIGHT** to learn.
 - It is each student's **RESPONSIBILITY** to be on time, be prepared, listen to instructions, do assigned work, and work in a way that does not infringe upon the learning of others.
2. Every student has the **RIGHT** to hear and be heard.
 - It is each student's **RESPONSIBILITY** to listen and not interrupt those who are speaking.
3. Every student has the **RIGHT** to be respected and supported.
 - It is each student's **RESPONSIBILITY** to respect and support others, and to avoid humiliating or belittling others, even if the intent is humour.
4. Every student has the **RIGHT** to be safe.
 - It is each student's **RESPONSIBILITY** to treat others in a way that does not hurt them, or cause them to be afraid.
5. Every student has the **RIGHT** to privacy and to his/her own personal space.
 - It is each student's **RESPONSIBILITY** to respect the personal property of others and to accept their right of privacy.

1.3 ATSS CONDUCT EXPECTATIONS

All students are subject to the rules of the school while on the school premises, in going to and returning from school, and at all school sponsored games and functions, whenever and wherever they are held.

ATSS is to be a place which is safe for all students and to be free of any discriminatory statements, actions or materials

The following are some of the major rules. Since all rules cannot be stated, students are expected to use their **common sense**.

EXAMPLES OF ACCEPTABLE CONDUCT:

PLEASE:

RESPECT YOURSELF:

- bring all the necessary material to class
- participate in class and do your best.
- follow the school dress code.

RESPECT OTHERS

- be respectful, polite and generally kind with others.
- show respect for others by using “please”, “thank you” & “excuse me”.
- follow the instructions of the administrative and teaching staff, and the lunchtime supervisors.
- attend regularly, arrive on time.
- make your way to class quickly, stay to the right to share space and refrain from congregating at entrances

RESPECT YOUR SCHOOL

- remember that the impression you leave with others directly affects the school – be a good ambassador
- show pride for your school by picking up garbage (even if it's not your own),
- never spit on the grounds
- report spills and help others clean them up

REMEMBER...

Be respectful and use common sense in all situations.

1.4 EXAMPLES OF SERIOUS UNACCEPTABLE BEHAVIOURS:

Traditional Schooling requires staff and students to uphold the highest standards of conduct. Our goal is that, through mutual respect and order, both teachers and students can maximize their efforts in the classroom. There is “zero tolerance” for the following behaviours. Both teachers and students are encouraged to not condone the following behaviours. Administration should always be involved should there be a case of:

- **PHYSICAL VIOLENCE or BULLYING**: it is not acceptable to physically or verbally abuse, harm, or threaten others. We also do not tolerate passive (being a spectator) or active encouragement of fighting.
- **SWEARING**: do not tolerate abusive language or slang that denigrates self or others.
- **DISOBEDIENCE**: staff are responsible for your learning and personal safety – follow their instructions. Lying directly or giving false information is always considered a form of disobedience and taken very seriously.
- **SEVERE DISRUPTION**: show you respect the right of all to learn by behaving appropriately in class, on the bus and during school supervised excursions.
- **PLAGIARISM**: copying others work or cheating on tests is never tolerated.
- **CLOSED CAMPUS**: do **NOT** leave the school grounds at any time during the school day unless you have written permission from your parents or guardians and the administration. Guests must check-in at the office and need permission from administration to be on campus. Students from other school **ARE NOT** free to visit the campus without special permission.
- **WEAPONS OR DRUGS**: our commitment is to provide a safe learning environment for all.
- **DISCRIMINATION**: the action of saying, publishing or displaying of anything that is discriminatory against a person or group or of persons.
- **RETALIATION AND/OR THREATENING**: any attempt by any student or through a student, persons outside of our school, to retaliate or threaten another student who has reported a violation of the Code of Conduct will be dealt with severely involving the police services if necessary.

1.5 DISCIPLINARY ACTION - CONSEQUENCES:

ATSS ensures that students receive corrective action in a timely, judicious and responsible manner. Methodology for addressing disciplinary infractions when they arise should conform to the value statements outlined in our Code of Conduct Philosophy. In the assigning of consequences for student behaviours we always want to keep in mind the restorative nature behind their assignment. They are intended to impress upon the student that the particular behaviour in question is not acceptable, that change needs to occur and that restitution must be made if relevant and/or at all possible. Students are subject to the ATSS Code of Conduct while attending school and school functions. This includes while on buses in transit to school, at sporting events and on school sponsored field trips.

Responses to disciplinary events will vary according to the severity and/or frequency of the incident, the student's prior behaviour record and the age, maturity and cognitive abilities of the student. Also as students mature, they will become more aware of their personal responsibility and consequently understand the need for more severe consequences for inappropriate behaviour. All visits to the office are recorded via BCeSIS to ensure accuracy and tracking over time. The teacher at the class level typically deals with minor rule violations. Chronic behaviours require collaborative intervention of staff, administration and parents. Serious infractions require immediate referral to the office.

1.6 NOTIFICATION WITH THE COMMUNITY:

ATSS faculty and administration pride themselves on a collaborative working relationship with parents where problems are identified early and information is constantly shared to ensure best strategies are followed in the support of children's learning needs. This spirit permeates our intentions in regards to communicating disciplinary events to our parents.

Where "Unacceptable Behaviours" have taken place, our expectation is immediate communication with all members related directly to the care of the student. This includes teachers, principals, parents or guardians, district staff, police and other community agencies and even the entire ATSS community where applicable. Teachers/principals typically attempt to contact families directly involved or affected by disciplinary events within 24 hours if immediate contact is not possible. Parents are expected to be proactive communicators and contact the school whenever they have concerns regarding their child's safety at school. When in doubt, we share information and collaborate in our efforts to aid students.

1.7 REFERING STUDENTS TO OFFICE:

If you need to send a student to the office immediately, please do so. However, all office referrals are best as a compliment to disciplinary conversations that have already taken place between the student and teacher. If you make an immediate referral, ensure the student is escorted to the office. Also drop a quick email, speak directly to an administrator and/or call to ensure we understand the reason for the referral.

1.8 STUDENT REFLECTION FORMS:

Student reflection forms are useful when dealing with low-level incidents. They may also be used to prepare a student for their meeting with a principal once a referral has been made and/or to make formal contact with family regarding an incident. Copies are found at the end of this document and are available in the

2.0. ATSS STUDENT DRESS CODE

Rationale:

Adhering to the Student Dress Code is one of the defining characteristics of the Traditional School Model. We believe promoting the use of the student uniform is important for the following reasons:

- ATSS has high academic expectations; students are expected to work with maximum effort. Dressing daily in the school uniform is symbolic of our commitment to a professional learning environment.
- Students deserve to have a learning environment where others judge them by the content of their character, their ideas and their actions – not by what they wear.
- Wearing school-crested clothing fosters a sense of belonging and builds pride in and for our community.

Guidelines

- Dress code is mandatory for all students.
- All tops must bear the school crest; several colours and styles are available.
- Formal slacks (black or beige) are to be worn by students. They must be made from appropriate materials (no jeans). Appropriately coloured cords are acceptable.
- Students are expected to wear the dress code in an appropriate manner and with pride. Clothes must be clean and in good repair.
- Student may not combine uniforms with non-dress code items that change the uniforms overall appearance in colour (black, beige & red) or material.
- Non-branded exterior wear is not permitted, nor are hats. Please remove these items at the door. Hoods are no longer allowed as it presents an image that is not consistent with our Traditional School environment.
- No headbands, bandanas or other accessories that draw attention.
- No unnatural hair colours. Hair may be dyed, but only in naturally occurring colours (blond, black, brown, etc.).
- Body art/piercing and hairstyle should be discreet, tasteful and reflect our professional climate.
- Gym Strip is not to be worn in classes other than P.E. No crested sweat pants in class.
- All shorts and skirts must be knee length and mid sections must be covered (no skin showing)
- Students involved in a school-sponsored events or excursion off campus must adhere to the school dress code.
- Questions about the Student Dress Code should be directed to the office

Rationale - Dress Code	Parent Roles	Principal Roles	Teacher Roles	Student Roles
<p>Provides for a safe and secure campus by making students immediately identifiable.</p> <p>Creates feelings of belonging and a strong sense of community.</p> <p>Dressing for success sets a tone of professional and academic excellence.</p> <p>Uniforms are more convenient and affordable for families in the long run.</p> <p>Students are judged by their character and not by what they wear.</p> <p>The dress code is a purposeful attempt to make sure student dress is modest and appropriate.</p>	<p>Ensure students arrive in proper uniform.</p> <p>Collaborate with school in enforcing the code.</p> <p>Commit to ensuring clothing is clean, in good repair and labeled to prevent loss.</p> <p>Order sufficient clothing for the year and ensure items are appropriate for varied weather conditions.</p> <p>Help reduce costs for other families by returning appropriate clothing items for resale.</p> <p>Order early to ensure clothes arrive promptly.</p> <p>PAC periodically review the dress code to ensure it reflects changes in fashion and is both appropriate and affordable.</p> <p>PAC provides a wide variety of dress code options to offer maximum choice.</p>	<p>Meet students when they arrive to site.</p> <p>Check uniforms as students enter.</p> <p>Conduct periodic classroom checks to ensure compliance.</p> <p>Ensure that uniform checks bear in mind the importance of instructional time.</p> <p>Ensure that student receive uniform feedback in a respectful, sensitive and age-appropriate manner.</p> <p>Make dress code a focus for student assemblies and/or staff meetings.</p> <p>Stop repeat dress code infractions by notifying parents.</p> <p>Help to develop clarity around dress code expectations so that understandings are universal.</p>	<p>Begin each class with a uniform check or check uniforms as students enter class.</p> <p>Commit to monitoring dress code in common areas.</p> <p>Ensure that students receive uniform feedback in a respectful, sensitive and age-appropriate manner.</p> <p>Recognize the importance of dress code in establishing the school's tone and creating order.</p> <p>Stop repeat dress code infractions by notifying parents and/or office.</p>	<p>Attend their school knowing that uniforms are a basic cultural norm.</p> <p>Model proper wear and encourage other students to do the same. Senior students take a leadership role with this.</p> <p>Commit to coming in clean clothing that is in good repair.</p> <p>Bring clothing appropriate to the weather conditions and activities for the day. Have extra clothes on hand should they become soiled during the day.</p> <p>Wear P.E. strip in gym class only to ensure a high degree of personal hygiene.</p>

3.0 DAILY POLICIES & PROCEDURES

3.1 STUDENT ATTENDANCE:

Parents are requested to contact the school if their student is going to be absent or late. If you have any concerns, please contact the secretary in the office to confirm absences.

If the secretary is informed that a student is going to be absent for more than one day, she will contact the teacher. If a parent requests homework and sufficient time is given to prepare the work, teachers are responsible to provide homework for students who are absent and put it in the mailbox in the teacher workroom in the office. Extended period of absence (more than 2 weeks) severely affect a student's chance of academic success. Teachers cannot accommodate homework requests for extended trips and parents are discouraged from taking family vacations during the regular school year.

3.2 LATE ARRIVALS

Arriving "on time" is a social courtesy and an essential job skill. You are expected to be present and punctual for all classes. If late, please sign in at the office. Secretarial staff will issue a late slip. This should be presented to your teacher upon entering class.

3.3 LATE CLUB

Should you arrive late it is expected that you sign into the office and then ATTEND LUNCH TIME LATE CLUB. Late Club will provide you with time to complete homework or read quietly. Remember, "getting on the road late" or "having to wait for a sibling" are not acceptable excuses for late arrival. You are expected to leave your home with sufficient time to arrive for class on time

3.4 HALLWAYS:

Students should never be in the hallways during class without permission. Teachers are encouraged to move students through halls in a quiet, organized fashion. During breaks, student should refrain from congregating at major entrances so that others may move through the hallways with relative ease.

4.0 ACADEMICS

4.1 SCHOOL HOMEWORK POLICY

Students who complete homework on a regular basis develop sound work habits and routines. Those students who do not, affect their own progress as well as hinder the pace of the lesson and the progress of the other students.

On occasion students, for good reason, are unable to complete homework. In this situation, parents should write a note to explain the incomplete homework and the student will be excused.

1. Each student's progress is reviewed by his subject teacher on a regular basis. If there is a pattern of incomplete homework subject teachers will take immediate disciplinary action and call parents.
2. Chronic failure to complete homework will result in referral to administration. Responses may include: parent contact/meeting, in-school suspension and/or academic probation.

****STUDENTS ON ACADEMIC PROBATION AND ARE REQUIRED TO ATTEND LUNCH TIME STUDY HALL UNTIL HOMEWORK IS CAUGHT UP.****

4.2 ACADEMIC MISCONDUCT (CHEATING):

Copying others people's work (partially or completely) and handing it in as your own is cheating. "Borrowing/sharing" answers is not allowed, unless it follows direct instructions given by a teacher in a group work setting. Those who copy will face disciplinary action, as well as, those who provide their work to be copied. Not following test taking protocols as outlined by your teacher (ie. talking to others, looking at others' exams, keeping your text in view, etc.) are all forms of cheating. Typical consequences for incidents of cheating are outlined below.

4.3 PLAGIARISM POLICY:

Plagiarism is a form of stealing. It usually involves taking someone else's ideas or work and claiming it as your own. This includes the following:

Copying ideas, phrases, sentences or paragraphs from books, the internet or any other source without giving credit to the author.

Paraphrasing: This is when a student uses ideas which are not his/her own and simply changes an occasional word or the order of a sentence.

Submitting work from parents or other students: although we encourage parent involvement, students should not hand in work which has any portion written by parents, or other family members.

Using photographs, charts, statistics, figures, numerical data or any other visual source without giving the source of the information in the assignment.

CONSEQUENCES:

1st Incident – "0" for assignment, parent notified by teacher, teacher assigned discipline.

2nd Incident – "0" for assignment, parent notified, referral to office, recorded in permanent record, warning of suspension issued

3rd Incident – "0" for assignment, parent notified, suspension.

5.0 STRUGGLING LEARNERS

Teachers, administration, learning services work collaboratively with students and parents to ensure there is high accountability in place for achievement. We want to develop a culture where “failure is not an option” – all students are expected to work to their potential. There will, of course, be academic failures. Our intention, however, is to ensure that no students “fall through the cracks”, goes unnoticed or is allowed to simply not attend or complete homework without vigorous response from the adults in their lives.

We believe that by tracking student failure data, identifying struggling learners early, communicating proactively (with parents, students and amongst staff and administration) and offering high support/accountability we can reduce academic failure. Any protocols for dealing with struggling students need to address these areas.

5.1 STUDENT WATCH

“Student Academic Watch” & Student Contracts – we maintain and distribute a list of students who have a history of chronic academic difficulties. Most of these will be for failure to complete homework or attend regularly. These students meet with administration in the first week of school, review expectations and sign contracts. Teachers and parents are made aware of communication expectations and Late Club/Office Assigned Study Hall are assigned as soon as students fall behind (2 missing assignments or more)

5.2 LETTERS OF ACADEMIC CONCERN & ALL SCHOOL STUDY HALL

Three weeks before each reporting period we ask teachers to report to the office students who are failing their class. Administration mails a letter to each family to alert them to the impending failure and to advise that their student will be referred to lunchtime study and Saturday School should they not bring up their mark. Students from these lists are categorized and assigned to one of three different lunchtime study halls (2 generic & 1 in learning services).

5.3 SUPPORT FOR TEACHER ASSIGNED SUBJECT SPECIFIC STUDY HALLS

Teachers are promoted to offer their own study hall outside of regular class time. Those who gift their breaks to help struggling students deserve to be vigorously supported by the administration. Students who chronically fail to attend teacher assigned study hall are referred to the office for disciplinary action.

5.4 STUDY HALL FOR STUDENT WATCH KIDS

Red flagged students are assigned by the office to study hall as part of their academic contracts. Teachers, however, can refer students to study hall if they are failing their subject. Red flagged students must be assigned to study once they fall behind by 2 or more assignments. Once failing students are assigned they must remain in study for a minimum of 2 weeks. The office will maintain a study hall location, supervised by an Educational Assistant. Students may substitute their attendance at generic study hall by attending a teacher assigned lunchtime study. Teachers need to communicate with parent volunteers to facilitate the tracking of students. The office will work aggressively to ensure all students assigned to study have arrived.



In-School Suspension – Contract

An in-school suspension is a serious disciplinary step, and the first step toward more severe disciplinary actions such as suspension, a Board of Review and/or removal from a particular school.

The rules of an in-school suspension are as follows:

1. You are to arrive on time to the office (8:10) and report out with the Vice-Principal at the end of the day (2:35).
2. You are to be in full school uniform for the duration of the day. Students arriving out of uniform will be sent home.
3. You may check in with teachers at the beginning of the day to collect additional homework, but only with principal supervision. In most cases, a homework package will be waiting for you in the office when you arrive.
4. You are to work diligently on homework (or work package provided by the office) for the entire day. If you have completed all assigned work, you may be allowed to read quietly. Those who complete minimal work may not be allowed back to regular classes.
5. You will behave in a responsible and focused manner during your suspension. You will not interrupt or bother the office staff or visitors to the office.
6. You will bring all materials needed to the suspension room at the beginning of the day. You will not be allowed to leave to get any forgotten items (lunch, pens, pencils, books, etc). Be sure to bring everything you will need.
7. Chromebook use is permitted to complete homework, but you are not allowed to surf the net, message, listen to music or play games. Chromebooks will be confiscated if inappropriate use is detected.
8. You will not leave the suspension room for any reason without permission.
9. If you need to use the washroom, you will request permission, and then use only the washrooms outside of the office.
10. You may have a lunch break for 45 minutes (12:20 – 1:20), but this will take place in the suspension room. You will be permitted to visit the cafeteria between 12:30 and 12:45 to purchase lunch.