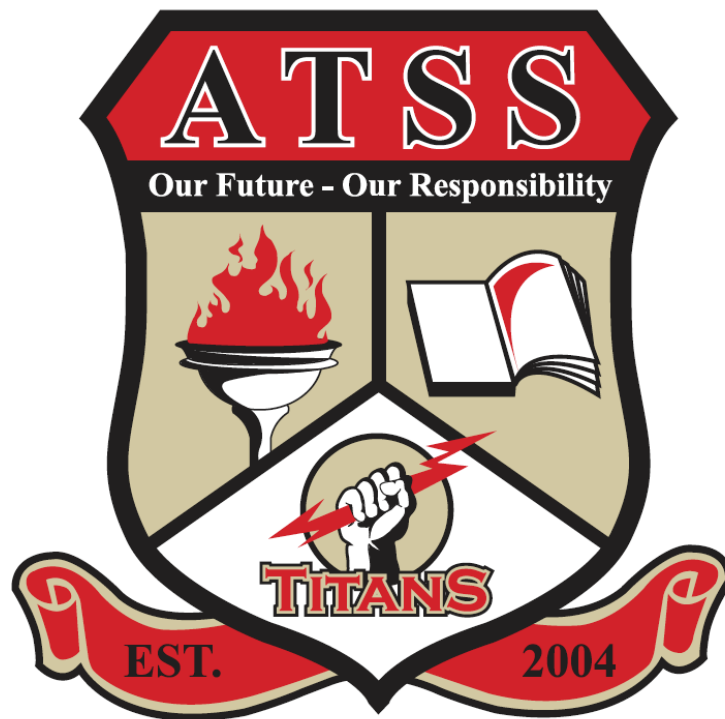


ATSS STUDENT HANDBOOK



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PRINCIPAL'S MESSAGE

On behalf of the ATSS administration team and staff, I would like to welcome you to our school. At ATSS, we are building upon a legacy of excellence that began with the creation of Abbotsford's first Traditional school in 1996.

Today, as then, we believe that good enough is not good enough when it comes to the academic, athletic, and social development of our students. We hope that the standards that we uphold in terms of quality programming, the dedication of our staff, and our collective attention to the finer details of your education reflect our commitment to excellence.

I trust you will have a rich and rewarding experience here at ATSS. I encourage you to get involved in as many extra-curricular school activities as you can to enhance your educational experience. You will be surprised to discover that the degree of your satisfaction in school is greatly determined by the amount of commitment and effort you put into it.

Have a great year!

ABOUT TRADITIONAL

Traditional Schools are a choice program operating within the public school system. Students attend from throughout the school district and from outside of the district. The prescribed curriculum and regulations of the British Columbia Ministry of Education are followed, with an emphasis on a consistent, structured approach to education.

Clearly defined standards for achievement, values, and conduct characterize the approach of traditional schooling. Traditional schools are defined by ten tenets that express the emphasis of the traditional educational system.

Key Visuals

1. Students are to wear clothing in alignment with our school dress code.
2. Students are met personally and greeted each day, in the foyer and the classroom.
3. Students stand to greet adults who enter the classroom.
4. Learning the classroom is structured, regardless of the instructional method.
5. Good manners, such as not interrupting those who are talking, holding doors open for others, saying 'please' and 'thank you', teachers are addressed formally. Inappropriate language is not tolerated.
6. Student movement through halls is generally quiet and orderly.

Ten Tenets of Traditional Schooling

- 1. Consistent structured approach that optimizes class time**
 - o Clearly defined classroom expectations and student accountability lead to a structured environment which helps students of diverse needs and learning styles to thrive.
- 2. A strong focus on academic achievement**
 - o The creation and recognition of high standards and work habits in an environment of integrity.
- 3. Teacher designed instruction**
 - o The creation of clearly defined activities and expectations will enable students to achieve mastery of learning outcomes.

4. Regular skills assessment

- Effective ongoing assessment practices that correspond with learning outcomes which accurately reflect classroom instruction and student learning.

5. An emphasis on literacy skills as the foundation of academic excellence and success

- Solid literacy skills are demonstrated by the students' ability to decode, read for comprehension, research, analyze, synthesize and communicate in written and oral forms across the curriculum.

6. An established homework policy

- Teachers assign and assess homework to reinforce learning, provide regular skills practice, and build effective time management skills, thereby requiring students to take responsibility for their own learning.

7. A clearly defined code of behavior

- Staff, parents and students demonstrate a strong commitment to citizenship and integrity as outlined in our civility, student and athletic codes of conduct.

8. A dress code

- A dress code exists that reflects a professional and uniform approach to the importance of learning in our school.

9. A safe environment

- Embraces a commitment by staff, parents and students to provide an environment that recognizes everyone's right to a safe and respectful school community.

10. Parents as Partners

- Parents working in partnership with teachers and administration to enhance learning opportunities, cultivate community and address challenges.

COMMUNICATION

Our goal is to increase our School/home communication with parents and students through a variety of methods. If we do not have your current email address give us a call and we will update our database. Your email will be used by teachers to communicate your child's progress in courses as well by the office who will send important notices. Visit our school website for more information <https://atss.abbyschools.ca/> or call the office at 604-850-7029.

The Titan Tribune is a school-based newsletter that is published once monthly to alert parents and students to upcoming events and dates. The newsletter is available on the school website and is also emailed to parents.

SCHOOL CASH ONLINE

Abbotsford School District is pleased to offer you the choice to pay for school fees online. Parents and guardians have the convenient and secure option of paying for school items using their credit card online, 24/7. You can pay for school items such as trips, club/athletic fees, and spirit wear. It will save you time too! Register now. <https://abbotsford.schoolcashionline.com>

SchoolCashOnline Step-by-step sheet for parents/guardians


For safety and efficiency reasons, Abbotsford School District would like to reduce the amount of cash & cheques coming into our school. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding upcoming events involving your child(ren).

NOTE: If you require assistance, select the [GET HELP](#) option in the top right hand corner of the screen.

Step 1: Register

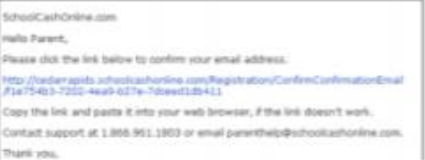
a) If you have not registered, please go to the School Cash Online home page <https://abbotsford.schoolcashionline.com> and select the **"Get Started Today"** option.

b) Complete each of the three Registration Steps
***For Security Reasons your password, requires 8 characters, one uppercase letter, one lowercase letter and a number.**



Step 2: Confirmation Email

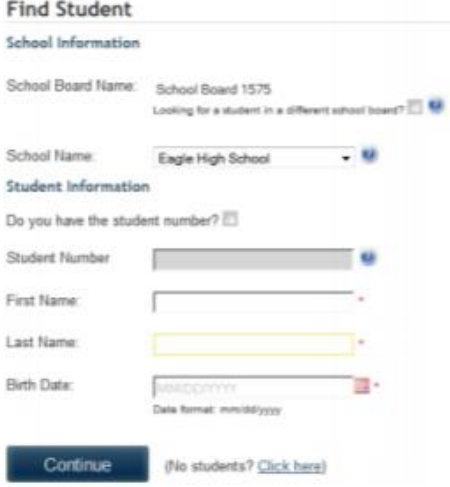
A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account.
The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just created with your account.



Step 3: Find Student

Note: Student Number is Not Required
This step will connect your children to your account.

a) Enter the School Board Name
b) Enter the School Name
c) Enter Your Child's Name & Birth Date
d) Select **Continue**
e) On the next page confirm that you are related to the child, check in the Agree box and select **Continue**
f) Your child has been added to your account



Step 4: View Items or Add Another Student

If you have more children, select **"Add Another Student"** option and repeat the steps above. 5 children can be added to one parent account.
If you do not wish to add additional children, select **"View Items For Students"** option. A listing of available items for purchase will be displayed.

TIMETABLE 2020-2021

Quarter 1 (1st 5 Weeks)

	Monday	Tuesday	Wednesday	Thursday	Friday
Start 8:10 Gr 9 8:20 Gr 10 8:30 Gr 11 8:40 Gr 12	Period 2 (185m) In Class Instruction	Period 2 (185m) In Class Instruction	Period 2 (185m) In Class Instruction	Period 2 (185m) In Class Instruction	Period 2 (185m) In Class Instruction
End 11:15 Gr 9 11:25 Gr 10 11:35 Gr 11 11:45 Gr 12					
Lunch 11:45 – 12:25					
12:25 To 2:38	Period 3 (133m) Blended Learning & Vulnerable Students	Period 3 (133m) Blended Learning & Vulnerable Students	Staff Learning Opportunities (80m) 12:25 – 1:45 Blended Learning (53m) 1:45– 2:38 Careers	Period 3 (133m) Blended Learning & Vulnerable Students	Period 3 (133m) Blended Learning & Vulnerable Students

Quarter 1 (2nd 5 Weeks)

	Monday	Tuesday	Wednesday	Thursday	Friday
Start 8:10 Gr 9 8:20 Gr 10 8:30 Gr 11 8:40 Gr 12	Period 3 (185m) In Class Instruction	Period 3 (185m) In Class Instruction	Period 3 (185m) In Class Instruction	Period 3 (185m) In Class Instruction	Period 3 (185m) In Class Instruction
End 11:15 Gr 9 11:25 Gr 10 11:35 Gr 11 11:45 Gr 12					
Lunch 11:45-12:25					
12:25 To 2:38	Period 2 Blended Learning & Vulnerable Students	Period 2 Blended Learning & Vulnerable Students	Staff Learning Opportunities 12:25 – 1:45 Blended Learning (53m) 1:45– 2:38 Careers	Period 2 Blended Learning & Vulnerable Students	Period 2 Blended Learning & Vulnerable Students

NOTE: Blended Afternoons = Vulnerable at-risk students scheduled to attend in small groups. Applied Skills, Fine Arts, PE utilize face-to-face time for those hands-on courses

ACADEMICS

Grad Requirements		Minimum Credits
Subject Area		
2 Career Education courses (Career Life Education 10 & Career Life Connections) A capstone project is required		8
a Language Arts 10		4
a Language Arts 11		4
a Language Arts 12		4
a Mathematics 10		4
a Mathematics 11 or 12		4
An Arts Education 10, 11 or 12 and or an Applied Design, Skills and Technologies 10, 11 or 12.		4
Social Studies 10		4
a Social Studies 11 or 12		4
Science 10		4
a Science 11 or 12		4
Physical Health and Education 10		4
TOTAL		52 credits
ELECTIVE COURSES		
Students must earn at least 28 elective credits		Minimum Credits
Additional Grade 10-12		28
OVERALL TOTAL		80
* Of the 80 credits for graduation, at least 16 must be at the Grade 12 level, including a Grade 12 Language Arts course. Others may be required or elective courses for PSIs. All students must take 8 courses in their timetable.		

COURSE CHANGES AND WITHDRAWALS

Students have one week at the beginning of a new semester to request a course change from your counsellor that may or may not be approved after being reviewed by counsellors/administration.

ADVANCED PLACEMENT

Advanced Placement allows student to take first year university courses while still at high school. Students write their AP exams in May, and if they score a 3 or better (out of a possible 5) can receive first year university credit depending on the university of choice. ATSS is proud to offer AP English, Calculus, Psychology, and Physics.

ASSESSMENTS

As part of the updated graduation requirements, students in the 2019 Graduation Program are required to write a provincial Numeracy and Literacy assessment. The numeracy assessment will ask critical thinking and problem-solving questions within relevant contexts and scenarios. Graduation Literacy Assessment measures the essential cross-curricular aspects of literacy – critically analyzing diverse texts and communicating with purpose and awareness. Students can re-write the assessment up to two times following their first attempt.

The results of the numeracy assessment will be reported on students' transcripts, using a four-point proficiency scale:

- 1 Emerging (initial understanding)
- 2 Developing (partial understanding)
- 3 Proficient (complete understanding)
- 4 Extending (sophisticated understanding)

<https://curriculum.gov.bc.ca/assessment/numeracy-assessment>

<https://curriculum.gov.bc.ca/assessment/literacy-assessment/gla-10>

HOMEWORK

If you complete homework on a regular basis you will develop sound work habits and routines. If you do not, you affect your own progress as well as hinder the pace of the lesson and the progress of the other students. Generally, students can expect 10 minutes of nightly homework for each grade of study. For example, grade 9 students should complete 90 minutes each evening.

You may require extra study time at home, or assistance from your teacher to catch up. If you develop a pattern of not completing homework, the following steps will occur:

1. You will face the regular consequences determined by your teacher (detention, after school work time, etc.).
2. You will be given a report of your incomplete assignments from CheckMyProgress which must be signed by a parent/guardian.
3. If you continue to have difficulty completing assignments, you can expect that your parents will be contacted; you will be placed on "Student Watch" and be expected to attend obligatory study sessions at lunch or after school.

TERMS AND LETTER GRADES

Reporting takes many forms:

- telephone calls
- notes or letters sent home
- regular CheckMyProgress updates and reports
- informal conversations at the school

Formal report cards are issued first and second semester. At other times during the year, interim reports may be issued at the discretion of individual teachers. Formal parent/teacher interviews will be arranged after the report card is issued in both semesters.

Letters of Academic Concern are sent home each term three weeks before report cards to alert parents of failing grades. Parents should feel free to contact the administrative or teaching staff throughout the year regarding your progress.

Reports contain letter grades according to the Ministry of Education guidelines as follows:

A (86-100%)	You have demonstrated excellent or outstanding performance in relation to expected learning outcomes for the subject or grade.
B (73-85%)	You have demonstrated very good performance in relation to expected learning outcomes for the subject or grade.
C+ (66-72%)	You have demonstrated good performance in relation to expected learning outcomes for the subject or grade.
C (59-65%)	You have demonstrated satisfactory performance in relation to expected learning outcomes for the subject or grade.
C- (50-58%)	You have demonstrated minimally acceptable performance in relation to expected learning outcomes for the subject or grade.
I Incomplete.	It has been determined that you need additional time to meet the expected learning outcomes for the subject or grade.
F Failing.	You have not demonstrated, or you are not demonstrating minimally acceptable performance in relation to the expected learning outcomes for the subject or grade.

Note: ATSS Honour Roll status is achieved with 80% GPA.

STUDENT RECOGNITION & AWARDS

ATSS offers a series of awards and formal recognitions to inspire achievement across all domains of study. A final assembly is held at the end of the school year. It is dedicated to celebrating student achievement at the classroom level in the areas of academics, athletics, and citizenship. The following describes our current structure and award criteria.

- **PRINCIPAL'S LIST**
 - students who have achieved a grade of 90% or more in all classes during an academic year. This award is given in the fall at the beginning of a new school year to recognize recipient from the previous year.
- **ATSS HONOUR ROLL AWARD**
 - students who have achieved an overall average of 80% in all subject areas. This is typically higher than the percentage required for Honour Roll status in other schools across the district.
- **ATSS EFFORT ROLL AWARD**
 - students who have all G's (good) for work habit in every subject
- **TOP STUDENT IN EACH COURSE**
 - based on GPA
 - because this award is given at the end of the year, final class marks and not provincial exam results are used to determine the recipient.
- **SCHOLAR OF THE YEAR (one student per grade)**
 - best all-round student
 - based on GPA
 - student must take a significant number of academic courses per semester.
- **SPORTSMANSHIP AWARD (one student)** Student must demonstrate:
 - superior sportsmanship

- leadership skills
- must have participated on at least two extracurricular teams
- CITIZENSHIP AWARD (one student)
 - consistently demonstrates respect for school rules and expectations.
 - has shown initiative and taken action to positively influence the lives of others.
 - polite manners, kindness, and honesty in all aspects of school life embodying the ATSS Civility Code.
- ATHLETE OF THE YEAR (one male/female student) Student must demonstrate:
 - strong athletic ability
 - superior sportsmanship
 - leadership skills
 - must have participated on at least two extracurricular teams.
- LEADERSHIP AWARD (one student)
 - must be an active ATSS Leadership Student
 - has taken on a number of leadership roles throughout the school
 - very willing to work with others
 - polite manners, kindness, and honesty in all aspects of school life embodying the ATSS Civility Code.
- FINE AND PERFORMING ARTS AWARD (one student)
 - demonstrates proficiency in a number of fine arts areas
 - demonstrated commitment to the school in this area

ACADEMIC DISHONESTY

Plagiarism is a serious offence that occurs when you submit the work of another person as your own. If you use material from another source such as the Internet or a book, you must acknowledge the author through footnotes or references. Also, sharing course materials and/or failing to follow teacher guidelines for taking tests is considered cheating.

Consequences for academic misconduct and/or cheating, generally include:

1st Incident:

- "0" for assignment
- Parent and administration notified
- Teacher assigned consequence
- Vice-Principal follow up with a conversation/warning/additional consequence
- Incident documented on permanent record.
- Teacher may allow an opportunity to demonstrate learning on alternate assignment

2nd Incident:

- "0" for assignment
- Referral to administration
- Incident recorded on permanent record
- Parent notified by administration
- Academic review and possible study contract.
- Escalated vice-principal assigned consequences, which may include suspension.
- Teacher may allow an opportunity to demonstrate learning on alternate assignment

3rd Incident:

- "0" for assignment
- Parents notified by administration: Parent conference mandatory (Board of Review)
- Student suspension

- Student may be placed on academic contract with removal from ATSS a possibility

ACADEMIC INTEGRITY & EXTRACURRICULAR INVOLVEMENT

A pattern of chronic academic misconduct negatively affects the learning environment and brings your integrity into question. Those who resort to cheating consistently preclude themselves from involvement in school-sponsored activities outside of the classroom. They will also adversely affect their eligibility for scholarships and bursaries.

GRADUATION

EXPECTATION

Our grade 12 students are expected to be role models on campus. Students earn the privilege of participation in grad ceremonies by having the correct courses, and correct number of course credits with an expectation that all required courses currently in progress will be successfully completed. Students who are short of course credits and/or failing required courses, having excessive absences and lates to school may not be able to participate in graduation activities. This decision will be made by counsellors and the school administration on a case-by-case basis. Students affected will be informed. Students who are unclear about their graduation eligibility should contact a counsellor at the earliest opportunity.

The school administration cannot, and will not, condone any activity that puts student safety at risk, violates school or school district policies or encourages unlawful behaviour. Grad Camp Outs, Grad Kidnappings and Grad pranks in recent years have involved a variety of questionable activities such as missed classes, disturbing the learning of neighbouring schools, damage to school property, and the use of alcohol. These activities will not be tolerated. Members of the Graduating Class who participate in any activity that results in willful damage to property, the use of alcohol or drugs, disturbances in the community or the interruption of educational programs, will be disciplined including suspension and/or revoking the privilege to attend any graduation activities.

GRADUATION ACTIVITIES

It is a privilege for students to attend events such as Grad BBQ, Grad Cruise, Lock-in, Convocation, Grand March, Prom and other activities organized for the grads. If a student's behaviour does not meet the ATSS and the Abbotsford School District's Code of Conduct, or if the student has excessive absences from any classes, administration may revoke privileges to attend any and/or all graduation activities.

GRAD PHOTOS

Grad Photos will be separate from the regular school photos and are taken in the fall. The sign-ups for a sitting will be the week prior to the photo week. You MUST have your picture taken here at the school to be on the grad composite – this is a FREE service. There is also a \$45 sitting fee if you would like to order grad pictures for friends and family.

VALEDICTORIAN

A Valedictorian is a representative of the graduating class who speaks on behalf of the graduates at the commencement ceremonies. This honour is bestowed on an outstanding representative of the

graduating class who has a high academic standing, demonstrates ATSS civility code, has an ability to communicate well, demonstrates leadership ability, excels in a variety of curricular and extra-curricular activities and is “well-rounded.” Teachers, Gr 12s, and student themselves can nominate students that are reviewed by staff members who will present a short list of candidates to the Grade 12 students for their vote.

Qualifications include:

- Has attended ATSS for at least the past two years
- Average of at least 86% in their Graduation Program Courses
- Shows evidence of leadership skills
- Is an example of ATSS Civility Code
- Excellent Attendance
- No conduct issues

SCHOOL RESOURCES

FIRST AID

Certified first-aid attendants are on staff. Students who require medical attention are to report to the office and will have their parents contacted. Students who become ill during the school day are to check in at the office. If a parent/guardian can be contacted, the student will be permitted to go home with parental permission. Otherwise, the student must remain at school. We have a sick room available for student use.

Please note: the school is not permitted to administer medication to students without the written authorization of the family physician.

ATSS FACULTY

Our school is divided into six departments, each with its own department leader:

- | | |
|---|------------------|
| 1. Humanities: | Mrs. R. Toews |
| 2. Fine Arts/Applied Skills/Technology: | Mr. A. Macphail |
| 3. Science: | Mr. B. Currie |
| 4. Mathematics: | Mr. G. Gasser |
| 5. P.E./Athletics: | Ms. K. Hunt |
| 6. Counselling/Learning Services: | Mr. C. Abernethy |

Visit www.checkmyprogress.ca for 24/7 access to your grades and to access emails for all staff.

COUNSELLING & CAREER PLANNING

Mr. Colin Abernethy coordinates ATSS Student Services. Refer to the Student Services Website (“Students, Student Services”) for valuable information. If parents or guardians are concerned in any way about the progress of their son or daughter, they should contact either administration or Student Services (604-850- 7029 Ext. 1107).

Typical areas of support include:

- Academic counseling & support
- Accessing tutors
- ESL & International support
- Orientation to the school
- Referrals to community agencies
- Post-secondary advice
- Personal counseling & decision-making
- Vocational & career planning, program & course selection
- Scholarship & bursary information
- Student health

ACADEMIC SUPPORT

Learning Assistance blocks are available for students who require additional help and/or time to meet required curricular objectives. ATSS Student Watch List is designed for learners who require more frequent monitoring and closer communication between home and school to ensure homework is completed. Mandatory Lunchtime Study is used to provide additional time to complete homework. Three weeks before each reporting period Letters of Academic Concern are issued to alert families before report cards if their child is not passing.

STUDENT HELPLINE

Do you or someone you know needs help? If in immediate danger, call 9-1-1 or your local police. If you or someone you know is being abused or neglected, you can call the 24-hour Helpline for Children toll-free at 310-1234 (no area code is required).

Anyone Can Call: A child who is being abused at home, at school, anywhere, can call for help.

Community Members: If you know a family where a child is being abused, call the Helpline. You can call anonymously.

TEXTBOOKS

Textbooks are issued by subject teachers. There is no charge for use of textbooks. Students will be charged if books are lost or damaged.

- Textbooks: Lost or damaged textbooks are to be paid for by students up to 100% of replacement value.
- Workbooks: Some courses may charge a deposit (face value) subject to the return of the commercially printed workbook in original condition.
-

SCHOOL FEES

Schools may charge fees for non-curricular services. The following is a standard of service for each fee across the district:

- Student Activity Fee & Locker 20.00
- Grad Fee (only grade 12 for cap, gown & diploma) TBA
- Yearbooks 55.00 (early) 65.00 (late)
- Parking (optional for grade 12s) 10.00

TELEPHONES

Please use the student phone provided for your use between classes or at break. This is located in the hallway just outside the main office.

LOST AND FOUND

You must take responsibility for your belongings. All personal possessions including clothing, footwear, stationery, and books should be clearly labeled. A lost and found box is located in the school foyer. Items left behind at the end of the year are donated to local charities.

STUDY BLOCKS

Students in all grades are expected to take a full complement of courses, thus 'studies' are rare for students. You may be given a block of time to work in the student services room, work as a peer tutor or take an on-line course if it fits your academic program. Students are never assigned "spares".

SCHOOL PHOTOS AND ID CARDS

Photographs are required of all students for the school yearbook and for identification purposes. Please see the school calendar for picture days and picture retake days.

LOCKS AND LOCKERS

Each student will have the option of having their own locker assigned to them. Only school locks may be used. Students who lose locks will have to purchase one at the office for \$8.00. Lockers are to be kept clean and free of graffiti. Student lockers are the property of the school and may be subject to search at any time with cause. Students should not share their locker combinations with anyone.

LIBRARY LEARNING COMMONS

We welcome students to the library learning commons (LLC) for study, collaboration, and relaxation. The LLC is a hub of activity and is normally open for student use before and after school, and during lunch (although there is no food or drink permitted). Respectful behaviour is always expected, and this includes speaking at a considerate volume, cleaning up after yourself, and following all LLC rules. It is expected that students return all library books and textbooks on time and in good condition. Students will be billed replacement costs for lost or damaged books.

STUDENT EXPECTATIONS

CIVILITY CODE

At ATSS we believe that a complete education includes not only the pursuit of knowledge, but also the development of skills and virtues that enable people to make a positive difference in the world. The following guidelines are designed to create a more civil and considerate community:

Be Considerate

- Greet others and respond appropriately when they greet you.
- Use “please” and “thank you” often.
- Use proper names and formal titles when addressing others (Mr., Mrs., Sir, etc).
- Use appropriate language. Swearing or rude language is offensive.
- Language should never be intended to exclude others.
- Hold doors open for others and help them with their belongings.
- Ask for permission before you borrow or use others’ property.
- Put things back where you find them.
- Be aware of those around you and attempt to share space patiently in common areas.
- Wait your turn in lineups.
- Avoid walking between others who are talking.
- Keep the school presentable by picking up after yourself.
- Cover your mouth while coughing, sneezing, or yawning.
- No spitting.
- Maintain your personal hygiene.
- Value others by listening and not interrupting.
- Turn off electronic devices when you are interacting with others.

Have Integrity

- Tell the truth.
- Never cheat, steal or plagiarize.
- Always do the right thing, even when it’s difficult.
- Speak out appropriately when you or others suffer mistreatment.
- Accept responsibility for your mistakes and forgive others when they make them.

Strive for Excellence

- Always do your best.
- Think positively and see the possibilities in every challenge.
- Wear your uniform and ensure it is neat, clean and in good repair.
- Be prepared for class, arrive on time with required materials.
- Your body language should communicate confidence and respect for others.
- Think before you speak, raise your hand, and stand to address the class.
- Speak in a manner so that others can understand you.
- Look others in the eye when you speak to them.

Show Compassion

- Smile –you’ll make yourself and others feel better.
- Help others, even when not asked.
- Speak kindly of others & avoid malicious gossip.
- Accept differences in others. Everyone deserves respect.
- Include others intentionally

ATSS CODE OF CONDUCT

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

RESPECT YOURSELF: • Be honorable, truthful and polite at all times. • Participate in class and do your best. • Bring all the necessary material to class. • Follow the school dress code.

RESPECT OTHERS: • Show respect for others by using “please”, “thank you” & “excuse me”. • Make a point of greeting others and/or holding open doors. • Follow the instructions of the administrative and teaching staff, as well as 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. • Don’t sit by and let others vandalize the building or ruin the school climate through intimidation or violence.

SERIOUS OFFENCES

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:

- inappropriate or offensive language
- physical violence, verbal threats, or bullying/harassment
- willful disobedience or defiance
- damage to school property or the property of others
- using or taking the property of others without permission
- being under the influence of, or in possession of alcohol or illegal drugs
- smoking in the school or on school property
- leaving the school property without permission
- causing a false fire alarm
- academic misconduct (cheating, copying or plagiarism)

PROMOTING VIOLENCE

Please be aware that encouraging physical violence directly (gossiping, spreading false information, daring others, etc) or indirectly (being a spectator) will result in disciplinary action.

ATTENDANCE

Regular attendance is one of the keys to academic success. You are expected to be present each day during school hours. If for any reason you will be absent from school, it is important that your parents or guardian notify the office by 8:10 a.m. (604-850-7029).

VACATIONS DURING SCHOOL TIME

In accordance with School District Policy 9.220 (Student Vacation During School Time), we at ATSS believe the school calendar provides a generous vacation schedule. Our curriculum is demanding with class attendance being crucial. When students miss instruction, achievement suffers.

It is unreasonable to expect teachers to take responsibility for the progress of students who miss classes for vacations or other activities scheduled during instructional time. Assignments and assessment missed may not be available at a later date. Teachers are not expected to re-teach material already taught. Parents should avoid taking their children out of school for vacations or scheduled activities that conflict with school days in session. In making these decisions, parents must realize that student achievement may be adversely affected.

If the parent chooses to take a vacation during school time :

1. Students will complete the “Long-Term Absence” form from the office.
2. Students will have teachers complete the form and have the form signed by parents
3. After admin approval, student returns form to counseling office
4. Not all student absences will be approved. In some cases, students may be asked to withdraw.
5. Students are responsible for all work assigned to them by their teacher.

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.

LATE CLUB

Should you arrive late it is expected that you sign into the office and then ATTEND LUNCHTIME 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.

CLOSED CAMPUS

ATSS is a closed campus. You must remain on campus for the entire day. Likewise, unannounced visits by friends or other students from other schools are not allowed. In order for you to leave at lunchtime, permission is required from both your parent/guardian and an administrator. You must get direct permission from a principal in order to leave and you must follow correct sign out procedures.

VISITORS TO THE SCHOOL

Should you wish to have a visitor (family or potential ATSS student) you must receive permission from your teachers and administration, allowing sufficient time prior to the visit for approval. Visitor Request Forms can be picked up in the office. Visitors to our school will be identified by a visitor's tag. Teachers/staff/students are asked to report unannounced visitors to the office immediately.

SIGN OUT PROCEDURES

A parent or guardian must sign out students leaving campus. Parent may call the office to announce pick up or provide a written request. Students are never to "sign themselves out" or leave campus without accounting for their absence. We prefer your parent or guardian come into the office to sign you out.

CELL PHONES & ELECTRONIC DEVICE POLICY

Students are not allowed to use cell phones at any time within the building. Should your cell phone be seen in class or the hallways, or should your cell phone interrupt class, it will be taken and turned into the office. Likewise, iPods, MP3 players, video cameras, videogames, headphones, or other electronic devices are not to be used during class time.

CYBERBULLYING

Cyber Bullying using any electronic means whether text or photos to willfully and repeatedly harm either a person or persons is strictly prohibited. Cyber Bullying or Harassment deliberately threatens, harasses, intimidates an individual or group of individuals and has an adverse effect to the orderly operation of the school. This can be a violation of a student's right to be safe and secure on campus. Students who misuse technology in this manner are subject to disciplinary action.

FRONT ENTRANCE

It is important that guests and district personnel servicing the school feel welcomed and are not hindered from entering freely. Do not hang out in front of the door with large groups of friends and block their entrance. Set a good impression, by saying "hello" and holding open the door for others.

SMOKE FREE CAMPUS

Vaping/Tobacco products are not permitted on school grounds by anyone, anywhere, anytime. Schools and school boards are required by law to ensure that school property is 100% smoke free 24 hours a day, 7 days a week, and 365 days a year. If students are found to have these products/devices on their person, in their backpacks, lockers, vehicles on school grounds, the items will be treated as contraband, confiscated, and not returned. Due to the health and safety of everyone in the building, students caught with a vape or are vaping within the building will receive an automatic suspension. This ban also applies

to school field trips or events such as bus transport to sporting events, and includes excursions, assemblies, or ceremonies such as Graduation Dinner & Dance.

DRESS CODE

DRESS FOR SUCCESS

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. You are expected to wear the school uniform while on site (even after regular hours), partaking in school-sponsored events and/or representing the school within the community. It is your responsibility to ensure that you are wearing the school dress code appropriately and with pride.

GUIDELINES

Boys

- Beige, black, or red golf/polo shirt with short sleeves and school crest
- Red dress shirt with short sleeves, and school crest
- Black extracurricular crested jacket
- Beige or black sweatshirt with school crest
- Beige or black dress pants, cotton, or poly/cotton, with fly front
- Beige or black walking shorts, cotton, or poly/cotton with fly front.

Girls

- Beige, black, or red golf/polo shirt with short sleeves and school crest
- Beige, black, or red blouse with short sleeves and school crest
- Black extracurricular crested jacket
- Beige or black sweatshirt with school crest
- Black or red crested dress cardigan sweater
- Beige or black dress pants, cotton, or poly/cotton, with fly front
- Beige or black walking shorts, cotton, or poly/cotton with fly front

GYM STRIP

- Plain white T-shirt with school sports logo
- Plain black gym shorts with school sports logo

- Plain black gym sweatpants with school sports logo (optional)

RESTRICTIONS:

- No sweatpants (except for gym), denim jeans, cargo pants, stretch pants (yoga pants) or tear-away pants. You may wear cords in matching school colours.
- All tops must bear the school crest
- No outerwear with offensive words, slogans, or pictures
- No headbands, bandanas or other accessories that draw attention
- No hats inside the building
- All clothing must be clean and in good repair
- All clothing used for layering must be solid, matching school colours
- All shorts and skirts must be knee-length and mid sections must be covered (no skin showing)

STUDENT ACTIVITIES

LUNCHTIME INTRAMURALS

Intramurals set up by the physical education staff. Students are welcome and encouraged to watch and participate in exciting sports events each day at lunch. Listen to the P.A. announcements for sign-ups for Intramural events. Check out the special events like Students vs. Staff sports.

Students are reminded that food is not permitted in the gym.

CAFETERIA

Bring your lunch or buy a nutritious lunch. If there are not enough seats, you can sit in the hallways of our school, but please remember to clean up garbage afterwards.

FIELD TRIPS

Field trips and travel of sport teams, music groups, or travel club add an exciting dimension to the school experience. All students who participate in such excursions must submit a parent permission form before the travel occurs. Where school sponsored travel removes a student from scheduled classes, the student is expected to obtain permission from the teachers whose classes they will miss. Please remember that whenever you travel with the school, you are a school ambassador.

LINK CREW

Link Crew is a high school transition program that welcomes our Grade 9s and makes them feel comfortable throughout the first year of their high school experience. Built on the belief that students can help students succeed, Link Crew trains members of the junior and senior classes to be Link Leaders. As positive role models, Link Leaders are motivators, leaders and teachers who guide the freshmen to discover what it takes to be successful during the transition to high school and help facilitate freshman success. More and more studies show that if students have a positive experience their first year in high school, their chance for success increases dramatically.

SCHOOL SPONSORED FUNCTIONS

School functions are defined as those activities that are planned, organized, and supervised by school personnel or their designates. Functions can include classes, field trips, dances, plays, sporting events, travel tours, graduation activities etc. School functions may occur before school, during the school day, after school, during evenings or on weekends. Expectations around school functions are the same as expectations during the school day. District policies on use of drugs, alcohol, tobacco, weapons, fireworks, and other matters of student conduct remain in effect. Disciplinary action will be taken against any student who violates school or district policy during a school function. Disciplinary action may include being prohibited from attending future school functions for the balance of the school year.

ATHLETICS

The costs of our athletic program are paid with the athletic fees charged at the beginning of each season. Additional financial support comes from student fees, the generosity of our PAC and fundraising. Fees vary between each sport. These fees offset the costs of supplies, tournaments entry fees, officials, transportation, awards, and uniforms.

Fall sports:

Boys Soccer
Volleyball
Cross Country

Winter Sports:

Basketball
Wrestling
Badminton

Spring Sports:

Girls soccer
Rugby
Track and Field

CLUBS

ATSS is host to a number of clubs including:

- Grad Council
- Key Club
- Unicef
- GSA

LEADERSHIP

Expect several fun activities coordinated by student leadership this year with spirit events, pep rallies, and buy out days. Make your time at ATSS memorable by participating in fun events that support not only your school but also your community and even the world.

EMERGENCY PROCEDURES



In the event of an emergency procedure, schools can be placed under one of four ‘emergency actions’ or statuses to ensure the security and safety of students and employees:

- **Drop, Cover and Hold:** used in the event of an earthquake, explosion, or any other event that shakes the school.
 - Quickly move away from obvious hazards
 - DROP- low to the ground
 - COVER- take cover under a sturdy table, desks, furniture or other large sturdy items
 - HOLD ON- to the furniture you are under and stay there until the shaking stops
 - Once the shaking stops, wait 60 seconds and then evacuate via the shortest route
 - Head outside to the designated assembly site
- **Evacuate:** used to move people out of the school when a hazard exists inside. May include floods, potential fire, or a bomb threat.
 - Students and staff directed to exit school using the safest route
 - Students and staff to assemble outside at a designated assembly site
 - If a bomb threat, proceed as instructed by police
- **Shelter in Place:** used as a short-term measure to protect students and staff from potential dangers outside the school (eg police incident in the community, weather-related emergencies, dangerous animals on campus).
 - Bring everyone into school and remain indoors
 - Lock exterior doors and windows
 - Turn off all ventilation systems
 - Designated staff will monitor access to school via main entrance
 - Access may be denied if a risk is presented
 - Depending on hazard, normal activities within the school may continue
- **Lockdown:** used to isolate students and staff from an active threat of violence within a school district building or immediately outside of it.
 - Principal/designate will announce “lockdown now”
 - Principal/designate will call 911
 - Principal/designate will call senior management
 - Students and staff will gather in the nearest secure room. If outside, immediately proceed to secondary site
 - Close and lock doors
 - Turn off lights, close windows and blinds, stay out of sight, be silent

- All students must turn off cellphones
- Do not respond to anyone at the door, and ignore dismissal bells and fire alarms
- Remain in lockdown until the room is cleared by police
- Remember: locks, lights, out of sight

SCHOOL CLOSURES

In the event that schools may be closed due to inclement weather or other hazards in the community, families can consult the following for information:

- District/School Websites (www.abbysschools.ca);
- Our "Abby Schools" app, available for download from the iTunes Store or Google Play;
- Twitter ([@AbbotsfordSD](https://twitter.com/AbbotsfordSD)), Facebook ([@AbbotsfordSD](https://www.facebook.com/AbbotsfordSD)) and Instagram ([@AbbotsfordSD](https://www.instagram.com/AbbotsfordSD)); and
- Local Media Stations (Country 107.1, STAR 98.3, News 1130, CKNW 980AM, CBC 690AM, Punjabi Radio 1550 AM, Red FM 93.1 FM, Jack 96.9 FM, City TV and Abbotsford News).

ABBOTSFORD SCHOOL DISTRICT DOCUMENTS

FAIR NOTICE LETTER

September 2019

Dear Parent:

Re: Fair Notice Letter

The Board of Education has a responsibility to establish expectations of student conduct in schools as part of its governance role for the District. The Board believes that the responsibility for creating a safe, caring and orderly learning environment must be shared among students, staff and parents.

To support these aims, the Board has established both a District Code of Conduct for Students and a Threat Assessment Protocol for all schools. School staffs are responsible for consistently supporting and applying the District's and School's Codes of Conduct. This involves actively teaching and encouraging the positive expectations we hold for all students.

Schools are to be free from discrimination due to race, religion, physical or mental disability, gender identity, or sexual orientation as set out in the BC Human Rights Code. The Abbotsford School District is dedicated to the creation and maintenance of school environments where all students, parents, staff, and visitors feel safe.

In keeping with this commitment, we have established District protocols in partnership with the Abbotsford police for dealing with threats to members of the school community, and/or school facilities. Such protocols address threats and/or threatening behaviour both on and off campus. When knowledge of a significant threat is made, each school's Violence Threat/Risk Assessment Team will complete a threat assessment.

The purpose of the threat assessment is to:

1. Determine if the threat is widespread and/or needs specialized intervention
2. Ensure the safety of the individual(s) who has been threatened
3. Determine the best way to support the high-risk student who has made the threat so his/her behaviour does not become hurtful or destructive
4. Act in a timely and fair manner as set out in the District procedure for Codes of Conduct.

There are situations when a child or youth shares with her/his parents information concerning a student in their school who is behaving in a threatening manner. As important members of our school community, you are encouraged to share such information with a staff member at your child's school.

Should you, as a parent, be invited to attend a meeting to discuss safety concerns regarding your child, please be assured that the goal of this meeting is to primarily ensure safety. With your assistance, we will ensure that each student in our schools is safe, so we can create the most enabling learning environments for all students.

Sincerely,
Kevin Godden Superintendent of Schools

ABBOTSFORD DISTRICT STUDENT CODE OF CONDUCT

September 2019

As Superintendent of the Abbotsford School District, I sincerely hope that you have a successful year. I am confident that all Abbotsford schools provide a safe and caring environment. The Board of Education has requested that all students do their part to ensure that their friends are safe as well. As a result, we have included the Code of Conduct, the 'Fair Notice Letter' and District procedures on Harassment (bullying), Search and Seizure, and Emergency Closure of Schools for your information.

CODE OF CONDUCT

1. Purpose: The Board of Education has a responsibility to establish expectations of student conduct in schools as part of its governance role for the District. The Board believes that the responsibility for student behaviour and conduct in schools is shared among students, staff and parents in order to create a safe, caring and orderly learning environment. To support these aims, the Board has established a District Code of Conduct for Students that shall be followed in all schools.
2. Responsibilities: School staff are responsible for consistently supporting and applying the District's and School's Codes of Conduct and establishing a positive climate in which structure, support and encouragement assist students in developing a sense of self-discipline and responsibility. School staff is required to inform volunteers and the school community about the Code of Conduct and its expectations. Students are responsible for respecting the rights and dignity of others in learning environments free from discrimination as set out in the BC Human Rights Code and becoming actively and productively involved in their own academic learning

and social growth. Parents/Guardians and all other adults working with students are responsible for knowing and supporting the District's and School's Codes of Conduct, and encouraging students to understand and follow these Codes of Conduct.

3. Conduct Expectations: The Board believes that acceptable behaviours and conduct are fostered in a positive climate in which:
- All students feel safe, valued and trusted, and have the opportunity to develop, assume and maintain responsibility and self motivation;
 - All students feel supported without fear of retaliation in reporting unsafe conditions, actions or potential incidents;
 - There is a joint effort to learn and a feeling of mutual respect among staff, students and parents;
 - Appropriate behaviour is taught, encouraged, modeled, practiced, and acknowledged, thereby increasing student self-respect and positive social behaviours;
 - Disciplinary action, wherever possible, is preventative and restorative, rather than solely punitive;
 - Expectations for student behaviour increase as they become older and more mature;
 - Disciplinary action is considerate of students with special needs if these students are unable to fully comply with the Code of Conduct due to a diagnosed disability of an intellectual, physical, sensory, emotional, or behavioural nature.
 - The Board believes that acceptable 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;
 - Respect the rights of all persons within the school including peers, staff, parents and volunteers;
 - Refrain from lying, cheating, stealing; Attend classes punctually and regularly;
 - Work cooperatively and diligently at their studies and home assignments;
 - Respect the legitimate authority of the school staff;
 - Respect all school property, including buildings and equipment;
 - Respect the diversity of our school community;
 - Behave in a safe and responsible manner at all times;
 - Refrain from any behaviour that would threaten, harass, bully (bullying includes but is not limited to, physical or verbal intimidation, verbal harassment and cyber bullying), intimidate, assault or discriminate against, in any way, any person within the school community on or off school property;
 - Refrain from being in possession of, or under the influence of, drugs and/or alcohol in all school facilities or on school grounds or at school sponsored functions and activities;
 - Refrain from being in possession of weapons of any kind in school or at school activities;
 - Refrain from inappropriate computer usage and/or multi-media devices in accordance with Board policies (cell phones, cameras, iPhones, etc.).

The Board believes that any breach of Code of Conduct behaviours or expectations would be considered unacceptable. Students are encouraged to inform a responsible adult when becoming aware of any infraction of the Code of Conduct.

4. **Notification:** 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 Student Code of Conduct and which reflects the provincial standards. The school's Code of Conduct and a summary of the District's procedures on Suspension, Re-admittance, and Refusal to Continue to Offer an Educational Program (AP 333), Possession of Weapons and Explosives (AP 320), Drugs (AP 331), Search and Seizure (AP 332) and Handheld Devices (AP 323) shall be communicated to all students annually. Under the Freedom of Information and Protection of Privacy Protection Act and/or other relevant legislation, it may be necessary to advise other parties of serious breaches of the District Student Code of Conduct.

5. **Consequences:** Students will be disciplined in a timely and fair manner and such discipline shall be in accordance with District procedure AP 333, 'Suspension, Re-admittance and Refusal to Continue to Offer an Educational Program.' Students, while attending school, school sponsored functions and activities, shall be subject to the District Code of Conduct as well as the school's Code of Conduct. 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 elsewhere.

Serious breaches of conduct that threaten the safety and welfare of others will be referred directly to a District Board of Review (Level Three suspension). The condensed version of the District Code of Conduct is posted in every school.

References

Safe, Caring and Orderly Schools: A Guide Multiculturalism Act
School Act Official Languages Act
BC Human Rights Code
Youth Criminal Justice Act
Canadian Charter of Rights
School District Administrative Procedure (AP 333)
Constitution Act

HARASSMENT (AP 418)

Please refer to the complete administrative procedure on the district website at www.abbyschools.ca under the District tab to Administrative Procedures.

The Abbotsford School District is committed to fostering an environment within which all individuals are treated with respect and are free from harassment. Harassment or bullying is against the District Code of Conduct and will be dealt with severely and quickly.

Definition:

Harassment or bullying includes inappropriate remarks, jokes, taunting, comments, gestures, sexually suggestive comments or actions that create an uncomfortable or hostile environment. A bully is someone who:

- Uses power to hurt others or harm their possessions
- Purposely scares or intimidates others
- Often hurts the same person repeatedly
- Is sometimes supported by other people who just watch and laugh, instead of helping the person being bullied.

Complaint Procedures:

If a student is being bullied or harassed, he/she should take the following steps to try and stop the harassment or prevent it from happening again.

1. Report all incidents to a person of authority at your school, your parent, or an adult you trust. It is important to tell your parents of any incidents of bullying or harassment that may occur at school, at school functions or on your way to and from school.
2. If the bully or harasser is an adult from within your school, then it is important to report this immediately to your parents/guardians or an adult you trust outside of school. You and the adult you have told should contact either the principal or the Superintendent of Schools.
3. It is important to report all incidents of bullying or harassment; however, false allegations are a serious matter and can damage a person's reputation so are not acceptable in any way.

If you require further information, please contact the School Board Office at 604-859-4891.

SEARCH AND SEIZURE (AP 332)

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug possession, supply or sale is illegal and interferes with both effective learning and the healthy development of all individuals, the School District is committed to preventing drug use and to maintaining a drug-free education environment. Students are not required to obtain a school locker, but if they choose to do so, they do so on the condition that it is to be used only for authorized purposes. Lockers may be subjected to searches by Abbotsford School District staff, and the School District may use trained dogs to sweep the locker areas for drugs.

EMERGENCY CLOSURE OF SCHOOLS

During emergency situations schools will be closed to ensure the greatest possible level of safety for students and staff. Reasons for such closures could include: bomb threats, gas leaks, fire, smoke, power failure, extreme weather situations, earthquakes and other causes that may endanger students and staff. The Superintendent is responsible for all decisions relating to school closures. In the event that inclement weather requires a school closure prior to the school day starting, the District will advise the following radio stations as early as possible before 6:00 a.m. of the details of the closure:

- STAR FM 98.3 on the FM dial
- Country FM 107.1 on the FM dial
- CBC 690 on the AM dial (or 97.7 FM)

- CKNW 980 on the AM dial
- News 1130 1130 on the AM dial
- Punjabi Radio 1550 on the AM dial
- Red FM 93.1 on the FM dial
- JACK 96.9 on the FM dial
- City TV
- Information will also be available via the media at www.abbynews.com, the district website at www.sd34.bc.ca and via social media on the school district Facebook page <https://www.facebook.com/AbbotsfordSchoolDistrict> or the school district Twitter account at: <https://twitter.com/abbotsfordsd34>.

Sincerely,
Kevin Godden Superintendent/CEO