

# Abbotsford Traditional School

## STUDENT HANDBOOK



## Middle – Grades 6-8

2272 Windsor St, Abbotsford, BC V2T 6M1

<https://ats.abbyschools.ca/>



atmssabres



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Office Hours 7:30am – 3:00pm

Principal: Mr. Reg Gabriel

Vice Principal: Mrs. Rebecca Toews

Vice Principal: Mr. Stan Wiebe



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## OUR VISION

We strive to be a vibrant community of life-long learners, demonstrating shared values, building positive relationships, and celebrating our achievements.

## SCHOOL CALENDAR 2023-2024

<b>School Opening / Secondary – Semester 1 Starts (1/2 day dismissal)</b>	<b>September 5</b>
<b>Non-Instructional Day #1</b>	September 29
<b>National Day for Truth &amp; Reconciliation (in lieu day)</b>	October 2
<b>Thanksgiving Day</b>	October 9
<b>Early Dismissal for Parent-Teacher Conferences</b>	October 18
<b>Early Dismissal for Parent-Teacher Conferences</b>	October 19
<b>Non-Instructional Day #2</b>	October 20
<b>Non-Instructional Day #3</b>	November 10
<b>Remembrance Day (in lieu day)</b>	November 13
<b>Report Cards (Elementary/Middle)</b>	December 1
<b>Last day before Winter Break</b>	December 22
<b>Winter Break</b>	December 25-January 5
<b>Schools reopen after Winter Break</b>	January 8
<b>Secondary – Semester 2 Starts</b>	January 29
<b>Report Cards (Secondary)</b>	February 2
<b>Early Dismissal for Parent-Teacher Conferences</b>	February 7
<b>Early Dismissal for Parent-Teacher Conferences</b>	February 8
<b>Non-Instructional Day #4</b>	February 16
<b>Family Day</b>	February 19
<b>Report Cards (Elementary/Middle)</b>	March 8
<b>Last day before Spring Break</b>	March 15
<b>Spring Break</b>	March 18-29

<b>Good Friday</b>	March 29
<b>Easter Monday</b>	April 1
<b>Schools reopen after Spring Break</b>	April 2
<b>Non-Instructional Day #5</b>	April 26
<b>Non-Instructional Day #6</b>	May 17
<b>Victoria Day</b>	May 20
<b>Last day for students (Report Cards for Elementary/Middle)</b>	June 27
<b>Report Card (Secondary)</b>	June 28
<b>Last day for teachers</b>	June 28

<b>Minutes of Instruction Per Day</b>	<b>Elementary – 291</b>	<b>Middle – 293</b>	<b>Secondary - 316</b>
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## Uniform Supply Information

Most uniform components can be purchased from Able Cresting.

Able Cresting

[www.ablecresting.com](http://www.ablecresting.com)

102-31281 Wheel Avenue

Phone: 604-864-9728

Hours Monday-Friday 9:00am - 5:00pm, Saturday 10:00am - 4:00pm

### Classroom Apparel

- Crested Polo shirt (maroon colour)
- Crested crewneck sweatshirt (maroon colour)
- Crested windbreaker
- Black Dress Pants
- Black Shorts
- Black Skirt

### Gym Apparel

- Gym T-Shirts (purchased from ATS/School Cash Online once house colours are determined)
- Gym Shorts
- Gym Sweatpants

### Outer Wear

Zippered Long Sleeve Jacket (additional cresting cost)

## BELL SCHEDULE

ATS Bell Times 2023-2024 (Grade 6-8)			
Whistle	8:16		
Block 1	8:23	9:16	53 min
Block 2	9:16	10:09	53 min
Nutrition Break	10:09	10:32	23 min
Whistle	10:28		
Block 3	10:32	11:25	53 min
Eating Period	11:25	11:40	15 min
Lunch Break	11:40	12:10	30 min
Whistle	12:03		
Block 4	12:10	1:03	53 min
WIN	1:03	1:31	28 min
Block 5	1:31	2:24	53 min

## School Routine

### Welcome

The information contained in this information handbook provides you with useful information about school and district policies and procedures. Please read through it and discuss it as a family. This information will also be discussed in your classes and at assemblies. To make the most of your middle school experience at Abbotsford Traditional School, we encourage you to get involved! You can join a sports team or club, participate in House Team challenges, take part in Intramurals at lunch or find a teacher/parent sponsor and create a club of your own!

### Contact Information

It is very important that we have up to date contact information for our school records including parent/guardian daytime/emergency phone numbers in the event of an emergency involving your child. If there is a change in contact information, including address, telephone and email addresses for your family, or a temporary change of guardianship, please notify the office immediately.

### Starting the Day

All students are asked to wait outside the school entrance, respectively at their grade door, until the lining up. A morning supervisor will blow a whistle to signal students to line up in their homeroom lineups. We begin our school days by lining up in an orderly manner and greeting our teachers. When the 8:18 am Welcome Bell rings, students will enter the building in an orderly manner and proceed to their lockers to gather study materials needed for their

morning classes. All personal belongings are to be left in lockers. Students are expected to be sitting quietly at their desks by 8:23 am.

### Nutrition Break

Every day we have a short nutrition break in the morning. This break is a time to use the washroom, eat a snack, and go outside. Students are expected to dress appropriately for the weather as we do not have inside days unless there is a weather warning.

### Lunch Routine

The lunch break is 45 minutes long and includes a 15-minute eating period. All students will eat lunch in their Homeroom classroom, sitting quietly at their desks, and then clean up any mess. During the lunch break the school provides paid supervisory care for all students. Once the eating period is over, students are expected to go directly outside. Each classroom has its own bin of sports equipment to encourage our students to be active.

## Attendance Information

### Attendance

Regular attendance is one of the keys to success. Students are expected to be present each day during school hours. If for any reason you will be absent from school, please have a parent/guardian notify the school by using 'Safe Arrival'. An explanation of how to use 'Safe Arrival' is available on the AbbySchools.com website.

### After School

With the exception of students who are supervised in classrooms or participating in after school events (e.g. sports teams) we ask students to exit the building promptly after school. Students still in the building after 3:00 pm must wait at the front entrance doors.

### Extended Absences

**Extended absences of more than two weeks have a dramatic impact on the academic success of any student. Families are to let the school know prior to taking extended vacations or leaves during the academic year and fill out the "Extended Absence Form".**

Even though parents and students often have good intentions about keeping up to date with their studies, our experience is that this often does not happen, and students fall behind. When they return to school, they find it difficult to finish work they missed. If you take your child out of school for an extended period and the teacher is unable to assess your child's progress during the absence, a letter grade of "No Mark" (NM) may be assigned.

### Lates

If a student arrives a few minutes late, they should proceed to class, enter quietly, and prepare to learn. They should expect a consequence from their teacher. If a student arrives more than 15 minutes late, they should pick up a late slip from the office and give the slip to



the teacher upon entering the class. If lateness becomes chronic, students may receive a consequence from administration.

## General School Information

### Athletics

Students who participate on any Athletic Team at ATS are required to represent ATS in an honourable way and to pay the appropriate fees.

### Bicycles

Bikes can be parked in the bike racks located at the rear of the school. Bike locks are strongly recommended. We encourage students to be physically active while at school and provide a variety of events at lunch and in PE class. Students are not to bring skateboards, scooters or roller blades on campus unless used for a school-sanctioned event.

### Hot Lunches

Our PAC serves a hot lunch a few days per week. The schedule and menu will be determined at the beginning of the new year. New volunteers to help serve lunch are always appreciated so if you are interested, please contact a PAC member at [abbytradpac@gmail.com](mailto:abbytradpac@gmail.com)

### Supervision

Teachers provide supervision for students before school, at nutrition break, and after school. All before and after school activities will be arranged and supervised by individual staff members. Qualified Noon-Hour supervisors assist with monitoring the students at lunchtime. They visit the classrooms while the students are eating their lunches and supervise students during activity time.

### Closed Campus

Abbotsford Traditional School has a closed campus policy meaning only students and staff are to be on the school grounds during the school day and that students stay on school grounds throughout the day. Students being picked up throughout the school day (i.e. for doctor's appointment) should be met in the school office and signed in or out by a parent or authorized person. Please note, only a student's parent or legal guardian can excuse a student from school. Anyone else picking up a student needs to be authorized by the parent or legal guardian every time they are picking up. Please call the office to authorize an alternate person to pick up your child.

### Visitors to the School

To help us maintain the security of the building and safety of the student, **all visitors (including parents) are expected to check in at the school office immediately upon entering the school. It is forbidden to enter the school without checking at the office.**

Parents dropping off lunches, homework, planners, etc. for their child are asked to leave these items at the office, and we will page your child during the break or when announcements are made.

### Website/Newsletters

The Titan Times is our weekly newsletter which is sent home by email to all families and posted on the website. Please make sure the office has your current email.

### Communication with Teachers

The best means of communicating between parents and teachers is direct contact. Emailing to set up an appointment is highly recommended. Teacher emails are listed in the bi-weekly newsletter and on our website.

### Looping

In our middle school model, student loop in grades 6 and 7. The primary benefit of looping is about building stronger relationships between teachers and students. At the start of grade 7, students are already accustomed to the expectations and routines, relationships are established and more time can be focussed on learning and continuing to build a healthy classroom culture.

### Transportation

ATS is a "User Pay Busing" school. If you require busing to and from school, contact the School District Transportation Department at [www.abbyschools.ca/busing](http://www.abbyschools.ca/busing). When you register, you will find out from Transportation where your pickup and drop off location is.

### Computer Use Guidelines

- Access to the ATS computer system is available only after student and parent/guardian have signed a copy of the Abbotsford School District access agreement.
- Attempting to breach or vandalize the security of the computer network is not allowed.
- Problems with the operation of a computer should be reported to the supervising teacher as soon as possible.
- Obey all copyright laws when copying or transferring electronic data.
- Students are not allowed unauthorized downloading of files or software programs.
- Deliberately accessing inappropriate websites or publishing objectionable material is strictly prohibited. Violations of this rule will result in an immediate loss of computer privileges.
- Students may not access personal email accounts or other Internet communication systems without teacher's approval.

\*\*\* Use of the school's computer system is neither private nor confidential and will be monitored. School network Administrators reserve the right to access and remove files on the system.

## Electronic Devices

Middle School Students are not permitted to use cell phones during school hours. If parents need to reach their child, they should call the office. If students need to call for an important reason, there is a phone in the office for this purpose.

## Behaviour

Fighting and watching a fight (which can be considered promoting a fight) are against the district and school codes of conduct and will result in suspension.

Fighting usually begins with an unresolved conflict or when one person harasses or teases another. If you are involved in a conflict with another and need help working it out in a peaceful way please see an adult. If you are aware of someone in a conflict or who is being bullied **DO NOT BE A BYSTANDER**. Please report the problem to an adult and be part of the solution and the building of a peaceful culture.

Hall behavior/language should be in line with our Code of Conduct. Swearing, crude or inappropriate remarks are not tolerated. Public displays of affection in the school setting are not appropriate. Play fighting is not allowed. Please be respectful to others and the school.

## Fireworks & Firecrackers

Fireworks, firecrackers, or any other exploding devices are not allowed on school property.

## Gum At School

Gum chewing is messy and disrespectful. No gum allowed.

## Homework

Work done at home is an important part of all learning. It is an expectation of all students to have homework completed and all assignments handed in on time. Some children need more or less time to complete the same amount of work.

Homework does not always mean written work. Students are expected to use additional time for outside reading, memorizing basic math facts, and reviewing the day's lessons. Research shows that homework is being assigned less and less but when it is assigned, it is expected to be completed.

## Injuries & Illness

We have certified First Aid Attendants on staff when a student is ill or injured at school. Provisions will be made for ill students to lie down in the medical room until he/she feels better, or the parent/guardian arrives. If a student has been injured, they or another student should report the accident immediately to an adult. Medical care will be provided in the school office. Parents will be contacted when a student has a serious injury. Should the student require immediate medical attention and the parent or contact is not available, 911 will be called. In a life-threatening situation, 911 will be called immediately.

Parents are asked to inform the school should their student have a communicable illness and keep the student at home until he/she is well.

The office cannot provide Tylenol or Advil to students. If a child requires this medication, the parent MUST bring it to the school and administer it to their child.

### Medical Concerns

Students who have a life-threatening allergy or medical condition or require medications during school hours should contact the office. We have containers to keep medicines safe in the medical room. Forms will be sent home to parents to fill out and return to the office outlining medication and administration of medication to the child, if required.

### Intramurals

Being involved in your school is a very important part of enjoying your time at ATS. Sometimes we also offer Lunch time Intramural programs during our lunch break, as well as a range of other activities. Watching events in the gym at lunch is encouraged however do not bring any food or drinks into the gym. If you choose to watch an Intramural event, you must stay in the gym until the bell rings to the end the lunch break.

### Locks & Lockers

Lockers are the property of the school and the school administration reserves the right to open and search lockers for issues relating to school safety and security. It is the student's responsibility to take care of their locker and ensure that their lock combination is kept secret. Do not mark up the doors of your locker. Use a magnet or fun tac to hang a poster; do not use tape or glue. Everything you put on our locker must be removable and show no marks! All decorations must be in good taste! Please do not switch lockers to be closer to a friend. **Do not give your lock combination to anyone.** If this is the circumstance and another lock is required, there will be a charge of \$10.00. If you forget your lock combination, your Homeroom teacher has a copy. **Locks are supplied by the school. Only school issued locks are to be used on hallway school lockers.** Students should only go to their lockers before and after school, at nutrition break and lunch.

### Lost & Found

Students must take responsibility for their belongings. All personal possessions including clothing, footwear, stationery, and books should be clearly labeled. **The school will not be responsible for lost personal possessions.** Students should not bring valuable items to school unless a teacher specifically requests them. A lost and found box is located in the MPR. Smaller items, such as jewelry, will be kept in the office. Students should check for lost articles on a regular basis. **Unclaimed items are donated to charity during Winter and Spring Breaks and at the end of the year.**

### Noon Hour Guidelines

- Students are to be in their Homeroom classes during the eating period.

- Students need to make sure their classroom is tidy and all garbage has been picked up after eating period.
- Noon hour equipment will be issued and ONLY that equipment can be used for lunchtime activities.
- Students have 3 minutes after the eating period to go outside.
- At the end of lunch, remember to line up and make sure shirts are tucked in when you enter the building after lunch.

### PE & Gym Use & Lockers

All students are expected to participate in PE. Uniform PE strip should be brought for all PE classes. Students should have their PE clothing items labeled with their name on the tags.

### Personal Sports Equipment

Any personal sports equipment items can be brought to school, but the school is not responsible for them. We prefer to have school issued sports equipment only on our campus to avoid conflicts and promote inclusivity.

### Telephone

After school personal activities (not school related) should be prearranged so the student does not have to use the phone. Students must ask permission from the office staff prior to using the telephone. Please make sure your child has all his/her school supplies, laptop, and lunch before leaving the house to prevent usage of the phone as soon as they arrive to school.

### Textbooks & Library Books

Textbooks and other educational resources are the property of the school and school district. Students are issued textbooks at the start of the year at no cost. Students are responsible for returning the same textbook they were originally issued, when they are collected or when teachers conduct their periodic “textbook check.” When not being used, textbooks should be safely stored in lockers. Students will be billed for lost or damaged textbooks or library books. Invoices will be sent for missing Library and textbooks with each report card reporting period.

### Valuables

Students are strongly discouraged from bringing valuables such as expensive shoes, jewelry, cell phones or large sums of money. Never leave money or valuables in your desk or in the PE change rooms. If students bring valuables to school, they should be locked in their lockers, thereby minimizing the temptation for theft.

### W.E.B. – “Where Everyone Belongs”

The WEB transition program is designed to welcome and support Grade 6 students by assigning them a Grade 8 WEB Leader as a mentor. The year starts with an Orientation Day before school begins, and continual connection through activities during the year. In the spring,

the Grade 7s have the opportunity to apply to become WEB Leaders for the fall. W.E.B. should provide new students with a senior guide/mentor to support them in their new school.

## Reporting Procedures

### Reports & Letter Grades

Formal report cards are issued three times a year - before the winter break, before the spring break, and at the end of the year. At other times during the year, interim reports may be issued at the discretion of individual teachers.

Report cards are sent home to inform the parents and students of the level of achievement for the term using the scale outlined on the report card. **There are four essential components of a competency-based reporting system:**

- *Curricular Competency Learning Standards* describe what a student is able to do
- *Big Ideas* is what students understand
- *Content Standards* is what students know

The reporting tool (report card) allows a teacher to communicate accurately a student's progress toward meeting competencies throughout the school year. Students are assessed on what they are able to do, not what they know.

For more on BC's redesigned curriculum, please visit this website: <https://curriculum.gov.bc.ca>

Proficiency Scale	→			
	Emerging	Developing	Proficient	Extending
	The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.

### Parent Teacher Interviews

Parent-Teacher interviews are scheduled in conjunction with the first report card. Appointments can also be set up at any time by contacting your teacher.

## Safety Procedures

### Emergency Drills

Throughout the year we have fire, lockdown and earthquake drills so that staff and students will be prepared in the event of such emergencies.

### Fire

In the event of a fire, the fire alarm will sound. Students, guided by their classroom teacher, will leave the school promptly and quietly using the nearest exit route. Once outside, students will

assemble quietly in their assigned area until they are given further direction. Should a student not be in class when the alarm sounds, he/she should go directly outside and join his/her class.

Students should **NOT** go back into the school until they are told to do so.

### Earthquake

- In the event of an earthquake, students should: If indoors, stay indoors
- Take cover under or beside desks or tables. Use one hand to take hold of a desk or table leg.
- Face away from windows or glass areas.

### Evacuation

- Leave the building when told to do so by your teacher or the person in charge.
- If outdoors, stay outdoors
- Move away from utility poles and wires
- Move away from buildings and trees
- Crouch on the ground

## Dress Code Policy

At ATS, our school has an established student uniform. 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 reason:

Student uniforms provide for a safe and orderly environment where our students are easily identifiable and behave to a higher standard.

ATS 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. Uniforms provide an even playing field for all students and reduce bullying.

Wearing school-crested clothing fosters a sense of belonging and builds confidence and pride in our community.

The following points indicate expectations of student attire at Abbotsford Traditional School and at school sponsored activities either on-or-off campus:

- Non-uniform jackets, ‘hoodies’ and other items should be removed during school hours and stored in lockers.
- Hats and sunglasses must not be worn inside the school at any time.
- Shirts must be tucked in at all times when in the building, except in PE class.

- Sweatpants, yoga pants, jeans and tights are not permitted.
- Students are required to follow safety/health regulations in regard to grooming and footwear in Shop and Home Ec. Lab. Hair must be tied back and closed toe shoes worn.
- All students are required to wear ATS PE strip with clean non-marking Gym shoes for PE classes.

The responsibility of adhering to our school's dress code rests with the entire community. Students who do not meet the dress code requirements will be asked to dress appropriately or supplied with an immediate change of clothing (when available). Parents will be notified when chronic uniform infractions occur. The school attempts to collaborate with families and understands the student dress code should not prevent regular attendance. However, failure to consistently meet dress code expectations is a disciplinary infraction and may result in family/guardian being contacted and the student being sent home. Any questions/concerns regarding appropriate student dress should be referred directly to the school principal.

## Student Discipline Policy

### Philosophy & Purpose

Our goal is to work together with students and parents to provide a safe and comfortable learning environment for all our students. To help us do this, we need to have a clear code of conduct that our students understand. We believe school-based discipline interventions should:

- Help students identify inappropriate behaviour
- Show students how they are responsible for their actions
- Teach students that actions have consequences
- Show students that they can create solutions
- Keep students' dignity intact
- Encourage the development of positive social skills through active modeling by staff
- Establish a positive learning environment actively supported by the home

### Rights & Responsibilities

- You have the **RIGHT** to hear and be heard. It is your **RESPONSIBILITY** to listen and not interrupt those who are speaking
- You have the **RIGHT** to learn. It is your **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
- You have the **RIGHT** to be respected and supported. It is your **RESPONSIBILITY** to respect and support others, and to avoid humiliating or belittling others, even if your intent is humour
- You have the **RIGHT** to be safe. It is your **RESPONSIBILITY** to treat others in a way that does not hurt them, or cause them to be afraid
- You have the **RIGHT** to privacy and to your own personal space. It is your **RESPONSIBILITY** to respect the property of others and to accept their right of privacy



- As a member of society it is your **RESPONSIBILITY** to exercise your **RIGHTS**. It is up to you not to allow your rights or the rights of others to be threatened. If you cannot do something, you must tell a responsible adult of the situation
- You have the **RESPONSIBILITY** to become knowledgeable about and assume responsibility for conducting yourself within this code of conduct – it is how we do things at ATS

### ATS 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.

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

#### **PLEASE:**

- Be respectful to everyone you meet
- Know and follow the STUDENT CHARACTER CODE
- Dress appropriately. Shirts are to remain tucked in at all times in the building
- Follow the instructions of the administrative and teaching staff, and the lunchtime supervisors
- Attend school daily unless you have permission to be excused
- Bring all the necessary material to class
- Seek excellence (give 100% in all you do)
- Eat your lunch in your homeroom.
- Use respectful language only.
- Treat your peers with kindness and respect.
- Be respectful and polite all the adults in the building, including volunteers, visitors and noon hour supervisors.
- Be attentive, on task and contribute to a positive classroom and school environment.
- Only submit work that is your own. Submitting other people's work is called plagiarism.

### Disciplinary Action

#### **Consequences**

ATS ensures that students receive corrective action in a timely, judicious and responsible manner. Methodology for addressing disciplinary infraction when they arise should conform to the value statements outlined in our Code of Conduct Philosophy.

ATS has a Behaviour Response Plan that categorizes behaviours into three Levels:

**Level I Behaviours** are considered minor rule violations and are dealt with by teachers at the class level.

**Level II Behaviours** are defined as chronic behaviours that require collaborative intervention of staff, administration and parents.

**Level III Behaviours** are serious infractions that require immediate referral to the office.

### **LEVEL III BEHAVIORS**

#### **SERIOUS OFFENCES (ZERO TOLERANCE):**

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.

These offences include, but are not limited to:

- inappropriate or offensive language,
- physical violence or verbal threats,
- willful disobedience or defiance,
- damage to school property or the property of others,
- using or taking the property of others without permission,
- leaving the school property without permission,
- causing a false fire alarm
- academic misconduct (cheating, copying or plagiarism).

#### **CHEATING/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 – parent notified by teacher, teacher assigned discipline, referral to office
- 2nd Incident – parent notified, referral to office, recorded in permanent record, warning of consequences from administration
- 3rd Incident – parent notified, consequences from administration

## **COMMUNICATION WITH PARENTS**

ATS 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 regard to communicating disciplinary events to our parents.

Where Level III Behaviours have taken place, our expectation is immediate communication with all members related directly to the care of the student. This includes teachers, principals and parents or guardians. 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.

## **CONFLICT RESOLUTION PROCESS**

- Step 1 - Start with the person whose action has given rise to the concerns or problem. This is the person who can best address your concern.
- Step 2 - If you need further assistance with your concern, your principal / vice-principal is there to help.
- Step 3 - If you feel your concerns are not resolved, contact an Assistant Superintendent at 604-859-4891.
- Step 4 - If a decision of a District Administrator significantly affects the education, health or safety of a student, the student and/or parent may appeal in writing to the Board of Education.

## **To build a positive relationship with your school...**

- meet the staff early in the school year;
- be informed about your child's class and school activities;
- send a note or make a call to recognize a job well done;
- be involved in your school's PAC;
- be willing to listen and learn;
- remember that both you and school staff are interested in your child's success.