

# **ATS STUDENT HANDBOOK**

## **2024-2025**

### **Secondary**



## Contents

PRINCIPAL'S MESSAGE .....	4
ABOUT TRADITIONAL .....	4
Key Visuals.....	4
Ten Tenets of Traditional Schooling.....	4
COMMUNICATION .....	4
SCHOOL CASH ONLINE .....	5
BELL SCHEDULES 2024-2025 .....	6
REPORTING.....	7
STUDENT RECOGNITION & AWARDS .....	8
ACADEMIC DISHONESTY.....	8
GRADUATION .....	8
EXPECTATION .....	8
GRADUATION ACTIVITIES .....	9
GRAD PHOTOS.....	9
VALEDICTORIAN .....	9
SCHOOL RESOURCES .....	9
FIRST AID .....	9
COUNSELLING & CAREER PLANNING .....	10
STUDENT HELPLINE .....	10
TEXTBOOKS.....	10
SCHOOL FEES.....	10
STUDY BLOCKS.....	10
SCHOOL PHOTOS AND ID CARDS .....	10
LOCKS AND LOCKERS.....	11
LIBRARY LEARNING COMMONS .....	11
STUDENT EXPECTATIONS .....	11
ATS CODE OF CONDUCT .....	11
SERIOUS OFFENCES .....	11
PROMOTING VIOLENCE.....	11
ATTENDANCE.....	11
VACATIONS DURING SCHOOL TIME .....	11
LATE ARRIVALS .....	12
CLOSED CAMPUS.....	12
PARKING LOT.....	12
VISITORS TO THE SCHOOL .....	12

SIGN OUT PROCEDURES .....	12
CELL PHONES & ELECTRONIC DEVICE POLICY .....	12
CYBERBULLYING .....	13
FRONT ENTRANCE .....	14
SMOKE FREE CAMPUS.....	14
DRESS CODE.....	15
GUIDELINES .....	15
GYM STRIP .....	15
RESTRICTIONS:.....	15
STUDENT ACTIVITIES .....	15
CAFETERIA .....	15
FIELD TRIPS.....	15
SCHOOL SPONSORED FUNCTIONS .....	15
ATHLETICS.....	16
CLUBS.....	16
LEADERSHIP .....	16
SCHOOL CLOSURES.....	16
ABBOTSFORD SCHOOL DISTRICT DOCUMENTS .....	17
FAIR NOTICE LETTER.....	17
CODE OF CONDUCT .....	19
Definition.....	21
Complaint Procedures.....	21

## PRINCIPAL'S MESSAGE

On behalf of the ATS administration team and staff, I would like to welcome you to our school. At ATS, 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, artistic, 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 ATS. 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.

### Key Visuals

1. Students are to wear clothing in alignment with our school dress code.
2. Students are met personally and greeted each day.
3. Classroom learning is structured, regardless of the instructional method.
4. An emphasis on building character and demonstrating respect.

### Ten Tenets of Traditional Schooling

1. Students, educators, and families ensure a safe learning environment.
2. Students, educators, and families contribute to a healthy learning environment by adhering to a clearly defined code of conduct.
3. Students, educators, and families have elevated expectations and a strong focus on the achievement of intellectual, human, social, and career goals.
4. Students, educators, families, and the community are partners in student success.
5. Educators emphasize mastery of essential skills and competencies in reading, writing, and numeracy.
6. Educators use the provincial curriculum and their collective pedagogical expertise to personalize learning for their students.
7. Educators use consistent and predictable routines that maximize student learning.
8. Educators and students use a variety of timely assessment and feedback methods to accelerate meaningful learning and engagement.
9. Students follow a uniform dress code.
10. Learning takes place at school, at home, and in the community.

## COMMUNICATION

Our goal is to maintain strong 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://ATS.abbyschools.ca/> or call the office at 604-850-7029.

## 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

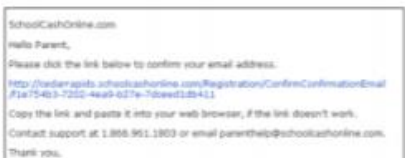
a) If you have not registered, please go to the School Cash Online home page <https://abbotsford.schoolcashionline.com> and select the "Get Started Today" option.

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

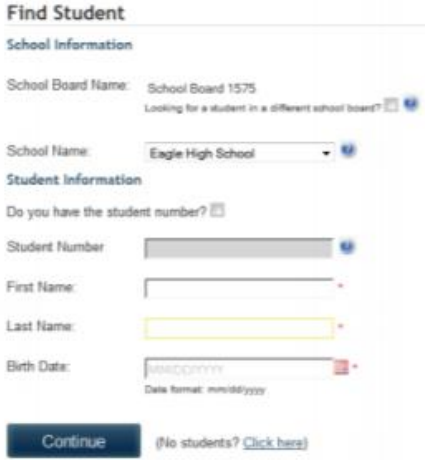
A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account.  
The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just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

# BELL SCHEDULES 2024-2025

Abbotsford Traditional 6-8 Bell Schedule 2024-2025						
	Monday	Tuesday	Wednesday	Thursday	Friday 1	Friday 2
8:17	Welcome Whistle	Welcome Whistle	Welcome Whistle	Welcome Whistle	Welcome Whistle	8:00 - 9:20 ASSIGNED COLLAB 1/mo (80 min)
8:22 - 9:16 1 (54 min)						9:20 - 10:08 1 (48 min)
9:16 - 10:10 2 (54 min)						10:08 - 10:37 NUT BREAK (29 min)
10:10 - 10:37 (27 min)	NUTBREAK	NUTBREAK	NUTBREAK	NUTBREAK	NUTBREAK	10:37 - 11:31 2 (54 min)
10:37 - 11:31 3 (54 min)						LUNCH 11:31 - 11:46 11:46 - 12:16 (45 min)
11:31 - 11:46 11:46 - 12:16 (45 min)	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	12:16 - 1:10 4 (54 min)
12:16 - 1:10 4 (54 min)						1:10 - 1:38 WIN (28 min)
1:10 - 1:38 WIN (28 min)						1:38 - 2:32 5 (54 min)
1:38 - 2:32 5 (54 min)						

	Monday	Tuesday	Wednesday	Thursday	Friday 1	Friday 2
8:05	Welcome Bell	Welcome Bell	Welcome Bell	Welcome Bell	Welcome Bell	Welcome Bell
8:10 - 9:14 (64 min)	A	C	D	B	8:10 - 9:14 B (G) (64 min)	SLO / Collab 1/ mo. (9) 8:00 - 9:20 (80 min)
9:19 - 10:23 (64 min)	B	D (I)	C (H)	A	9:19 - 10:22 Careers (63 min)	B (G) 9:25 - 10:15 (50 min)
10:28 - 11:31 (63 min)	C	A (F)	B	D (I)	10:27 - 11:31 C (H) (64 min)	Careers 10:20 - 11:01 (41 min)
11:31 - 12:16 (45 min)	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	C (H) (50 min) 11:06 - 11:56 11:56 - 12:41 (45)
12:16 - 1:19 (63 min)	C (H)	A	B (G)	D	12:16 - 1:20 A (F) (64 min)	LUNCH A (F) 12:41 - 1:31 (50 min)
1:24 - 2:28 (64 min)	D	B (G)	A (F)	C	1:25 - 2:29 D (I) (64 min)	D (I) 1:36 - 2:26 (50 min)

## ACADEMICS

### COURSE CHANGES AND WITHDRAWALS

Course change requests will not be granted after the first week of a new. Your counsellor may or may not be approve your request upon review with administration. Course changes are considered for the following reasons:

- Duplicate courses on timetable
- Missing or empty blocks
- Missing graduation requirements
- Courses that have already been completed.
- Post Secondary requirement.

### 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.

### 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)

More information on Graduation Assessments for Secondary students can be found here:

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

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

## REPORTING

Reporting takes many forms: telephone calls, emails home, or progress reports.

### Grades 9-12

Teachers will report formally on students two times per semester. At other times during the year, interim reports may be issued at the discretion of individual teachers. Formal Parent/teacher interviews will be scheduled once per semester.

### Grades 6-8

Teachers report formally three times per year at the end of each term. At other times during the year, interim reports may be issued at the discretion of individual teachers. Formal Parent/teacher interviews will be scheduled once per semester.

## STUDENT RECOGNITION & AWARDS

ATS 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.

## ACADEMIC DISHONESTY

Plagiarism is a serious offence that occurs when you submit the work of another person as your own. This includes the use of AI. 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 academic dishonesty. Great distinction and distinction may not be awarded to graduating students with a history of academic dishonesty.

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

1st Incident:

- Parent and administration notified
- Teacher assigned consequence
- Incident documented on permanent record.
- Teacher may allow an opportunity to demonstrate learning on alternate assignment

2nd Incident:

- Parent and administration notified
- Teacher assigned consequence
- Incident documented on permanent record.
- Escalated vice-principal assigned consequences, which may include suspension.
- Teacher may allow an opportunity to demonstrate learning on alternate assignment

3rd Incident:

- Direct referral to administration
- Student suspension
- Student may be placed on academic contract

## 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 such activities will be disciplined including suspension and/or revoking the privilege to attend graduation activities.

## GRADUATION ACTIVITIES

It is a privilege for students to attend events such as Grad BBQ, Grad Cruise, Convocation, Grand March, Prom, and other activities organized for the grads. If a student's behaviour does not meet the ATS 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 January. 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 a 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 ATS 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 ATS 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 a student of character
- Excellent Attendance

## SCHOOL RESOURCES

### FIRST AID

Certified first-aid attendants are on site. 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.

## COUNSELLING & CAREER PLANNING

Ms. Shelley Putman coordinates ATS Student Services. If parents or guardians are concerned in any way about the progress of their child, 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

## 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 | 30.00    |
| ○ Yearbooks            | Cost TBD |

## STUDY BLOCKS

Students in all grades are expected to take a full complement of courses; thus, study blocks 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.

## 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

Every student in Grade 9-11 will be required to have a locker. Backpacks must be kept in lockers during the day. Grade 12 students who would like a locker assigned to them can request one at the office. Only school locks may be used. Students who lose locks will have to purchase one at the office for \$10.00. 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

### ATS CODE OF CONDUCT

Please see the ATS Code of Conduct which is distributed separately from this handbook.

### 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 or vaping 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 through the School Messenger App or by calling 604-850-7029.

### VACATIONS DURING SCHOOL TIME

In accordance with School District Policy 9.220 (Student Vacation During School Time), we at ATS 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, go to the office to sign in and then directly to your classroom, enter quietly, and be prepared to learn. Expect a consequence from your teacher. Repeated lates will be referred to administration.

## CLOSED CAMPUS

ATS 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. In addition, you must follow correct sign out procedures.

## PARKING LOT

Student Parking at ATS is a privilege. Students are to park in the South Parking Lot (by the office). Privileges may be revoked by administration for inappropriate behaviour. Students are not to be in their vehicles during the school day including lunch.

## VISITORS TO THE SCHOOL

Should you wish to have a visitor (family or potential ATS 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. A 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

### **Use of Personal Digital Devices for Grade 6-8 Students**

All schools in our district follow [AP 345: Student use of Personal Digital Devices in Schools](#).

Personal Digital Devices can include phones, headphones, smartwatches, AirPods, tablets, etc.

Grade 6-8 students are not permitted to operate personal digital devices during the school day or during any school-sponsored activity, such as an assembly or talk by a guest speaker.

### **Use of Personal Digital Devices for Grade 9-12 Students**

All schools in our district follow [AP 345: Student use of Personal Digital Devices in Schools](#).

Personal Digital Devices can include: phones, headphones, smartwatches, Airpods, tablets, etc.

Of note for students:

1. Without the permission of the school administrator / teacher, personal digital devices are not to be operated during regularly scheduled hours of instruction or during any school-sponsored activity, such as an assembly or talk by a guest speaker.
2. Personal digital devices are to be placed in silent mode during instructional time and school sponsored activities.
3. Personal digital devices are not taken into test or examination settings unless students have been given permission to do so by the teacher administering the test or exam.
4. Personal digital devices are not to be used in settings such as change rooms, washrooms, or private counselling rooms that have the potential to violate a person's reasonable expectation of privacy.
5. Use of personal digital devices during non-instructional periods (breaks and lunch) and while being transported on a school bus, should be restricted to the access of information related to school or home communication.

Students who do not follow the expectations above can expect some or all the following:

1. Request to place device in a secure place where it will not be a distraction
2. Conversation/reminder about importance of following code of conduct
3. School Administration notified, incident documented, and parents / guardians informed.
4. Student asked to leave phone with school official until end of day/ or arranged time
5. Repeated offences may result in an escalation of consequences

It is highly encouraged that personal digital devices are kept at home. If students do choose to bring their personal digital devices to school, they should be kept in their backpack or in their student locker.

**The security and storage of personal digital devices are the sole responsibility of the owner/user. The School / District assumes no responsibility for the safety, security, loss, repair or replacement of personal digital devices.**

## CYBERBULLYING

Cyber Bullying includes deliberately threatening, harassing, intimidating, or humiliating an individual or group of individuals. Cyber Bullying using any electronic means, whether text or photos, to willfully cause harm is strictly prohibited. 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 gather 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

### **GUIDELINES**

- Appropriate black dress pants or shorts
- An ATS crested collared shirt in charcoal colour
- An ATS crested crewneck sweatshirt in charcoal colour
- Clothing must be clean and in good condition

### **GYM STRIP**

- Athletic logo black or grey t-shirt
- Athletic logo navy blue sweatpants or shorts
- PE strip is to be worn in PE class only, not in any other class

### **RESTRICTIONS:**

- No hats
- No leggings, track pants, yoga pants, or jeans
- Sweatpants in PE class only
- No outerwear with offensive words, slogans, or pictures
- No clothing that is ripped, faded, or stained

## STUDENT ACTIVITIES

### CAFETERIA

Unfortunately, there will be no cafeteria this year. Students are asked to bring their own lunch. We are working to arrange some occasional food purchase options; more information will be provided in the coming weeks.

### 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.

### 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.

<u>Fall sports:</u>	<u>Winter Sports:</u>	<u>Spring Sports:</u>
Boys Soccer	Basketball	Girls soccer
Volleyball	Wrestling	Track and Field
Cross Country		

## CLUBS

ATS is host to a number of clubs including but not limited to Grad Council, Key Club, Unicef, and 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 ATS memorable by participating in fun events that support not only your school but also your community and even the world.

## 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.abbyschools.ca](http://www.abbyschools.ca));
- Our "Abby Schools" app, available for download from the iTunes Store or Google Play;
- X ([@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 2024

Dear Parent/Guardian:

Fair Notice: Student Threat Assessment Protocol

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 by students, staff and parents/guardians. To support these aims, the Board has established both a District Code of Conduct for Students and a Threat Assessment Protocol for all schools.

The Abbotsford School District is dedicated to the creation and maintenance of school environments where all students, parents/guardians, staff, and visitors are 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. A threat is an expression of intent to do harm or act out violently and may be verbal, gestural, written, drawn, or posted online. We take all threatening comments and behaviours seriously.

Often, when we hear in the media about a violent incident, we learn that the threat-maker had made threats in advance of acting violently. To keep our school communities safe, students, staff, parents/guardians, and community members have a duty to report all threatening comments and behaviours.

When knowledge of a threat comes to light, the school's threat assessment team will investigate and appropriately enact the District's Violence Threat Risk Assessment Protocol. The purpose of the threat assessment is to:

Ensure the safety of students, staff, parents/guardians, and others;

Ensure a full understanding of the context of the threat;

Understand the factors contributing to the threat maker's behaviour;

Be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker and others.

Once the threat assessment process has been initiated, information will be collected from various sources, and interviews may be held with the student(s), the threat-maker, parents/guardians and staff to determine the level of risk and develop an appropriate response. Intervention plans will be developed and shared as required. The School District is subject to personal information privacy laws and will undertake the collection of this information in compliance with the requirements of such laws. Should you, as a parent/guardian, be invited to attend a meeting to discuss safety concerns regarding your child, please be assured that the primary goal of this meeting is to ensure safety.

With your assistance, we will ensure that our schools are safe as we create the most inclusive learning environments for all students in our district.

Sean Nosek

Superintendent of Schools

## CODE OF CONDUCT

September 2024

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 'Fair Notice Letter,' the Code of Conduct, and district procedures on Harassment (bullying), Search and Seizure, and Emergency Closure of Schools for your information.

### CODE OF CONDUCT

#### **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/guardians 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.

The Board affirms its commitment to the anti-discrimination principles and values contained in the B.C. Human Rights Code that includes the prohibited grounds of discrimination in respect of discriminatory publication and accommodation. The Board recognizes that students and staff have the right to a safe, inclusive and welcoming learning environment regardless of their "race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age..." (s. 7)

#### **1. Responsibilities:**

School staff are responsible for consistently supporting and applying the District and their 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 are 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.

#### **2. 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/guardians;
- Appropriate behaviour is taught, encouraged, modelled, 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. 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/guardians 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 cyberbullying), 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.

### **STUDENT USE OF PERSONAL DIGITAL DEVICES IN SCHOOLS (AP 345)**

The Board believes in promoting on-line safety and a focused learning environment. To this end, students are expected to:

- refrain from inappropriate computer usage and/or multi-media devices in accordance with Board policies
- refrain from using personal digital devices during instructional time or during any schools sponsored activity such as an assembly or presentation by a guest speaker unless given the express permission of the school administrator / teacher. A personal digital device is any personal digital device that can be used to communicate or to access the internet, such as a cell phone or a tablet

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.

### **3. Notification:**

The Superintendent will ensure that each Principal, in consultation with staff, parents/guardians and, when appropriate, students, establishes a Code of Conduct for their 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 Student Suspensions (AP 333), Possession of Weapons or Explosives (AP 320), Drugs and Controlled Substance Abuse (AP 331), Search and Seizure (AP 332) and Information and Communication Services (AP 417) 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.

### **4. Consequences:**

Students will be disciplined in a timely and fair manner and such discipline shall be in accordance with district procedure AP 333, 'Student Suspensions.'

Students, while attending school and/or 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 Code of Conduct and/or the 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  
School Act  
BC Human Rights Code  
Canadian Charter of Rights  
Constitution Act

Multiculturalism Act  
Official Languages Act  
Youth Criminal Justice Act  
School District Administrative Procedure (AP 333)

## **BULLYING AND HARASSMENT (AP 418)**

Please refer to the complete administrative procedure on the district website at [www.abbyschools.ca](http://www.abbyschools.ca) under the *About Us* tab under Administrative Procedures.

The Abbotsford School District is committed to fostering an environment within which all individuals are treated with respect. The district considers harassment in general and sexual harassment, in particular, to be violations of generally accepted standards of behaviour and the District's Code of Conduct.

In its efforts to eliminate harassment, the Abbotsford School District will provide a working and learning environment that will encourage respect for and fair treatment of all individuals within the community.

### 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, they should take the following steps to try and stop the harassment or prevent it from happening again.

1. Report all incidents to an adult you trust, such as a person of authority at your school, your parent/guardian or an adult you trust outside of school. It is important to tell your parents/guardians 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 Assistant Superintendent's office.
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 and 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. Dangerous objects, alcohol, and other drug possession (supply or sale) are illegal and interfere with both effective learning and the healthy development of all individuals. The Abbotsford School District is committed to protecting students from harm, maintaining the safety of our schools and promoting an environment free of substance use. 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.

## **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.

Our Emergency Procedures are put into place by either a school administrator, Assistant Superintendent or the Superintendent. The Superintendent is responsible for all decisions relating to school closures. Information regarding each level of emergency status is listed in our [Administrative Procedure 103 - Emergency Procedures](#). Procedures are practiced at each school multiple times throughout the year. In all scenarios, special considerations are to be taken by teachers and supervisors for the care and evacuation of students with special needs.

Notifications of emergency status will be circulated via:

- District/School Websites ([www.abbyschools.ca](http://www.abbyschools.ca));
- Twitter ([@AbbotsfordSD](#)), Facebook ([@AbbotsfordSD](#)) and Instagram ([@AbbotsfordSD](#)); and
- Email and/or Phone Call via SchoolMessenger.

Sincerely,



Sean Nosek  
Superintendent of Schools

# Local School Calendar

## 2024 – 2025



School Opening / Secondary – Semester 1 starts (½ day dismissal)	September 3
<i>Non-Instructional Day #1</i>	September 27
National Day for Truth & Reconciliation	September 30
Thanksgiving Day	October 14
<i>Early Dismissal for Parent/Guardian-Teacher Conferences</i>	October 23
Evening Parent/Guardian-Teacher Conferences	October 23
<i>Early Dismissal for Parent/Guardian-Teacher Conferences</i>	October 24
<i>Non-Instructional Day #2</i>	October 25
<i>Non-Instructional Day #3</i>	November 8
Remembrance Day	November 11
Report Cards (Elementary/Middle)	December 13
Last day before Winter Break	December 20
Winter Break	December 23 – January 3
Schools reopen after Winter Break	January 6
Report Cards (Secondary)	January 24
Secondary – Semester 2 starts	January 27
<i>Non-Instructional Day #4</i>	February 14
Family Day	February 17
<i>Early Dismissal for Parent-Teacher Conferences</i>	February 19
Evening parent/guardian teacher conferences	February 19
<i>Early Dismissal for Parent-Teacher Conferences</i>	February 20
Report Cards (Elementary/Middle)	March 7
Last day before Spring Break	March 14
Spring Break	March 17 – 28
Schools reopen after Spring Break	March 31
<i>Non-Instructional Day #5</i>	April 17
Good Friday	April 18
Easter Monday	April 21
<i>Non-Instructional Day #6</i>	May 16
Victoria Day	May 19
Last day for students (Report Cards for Elementary/Middle)	June 26
Report Cards (Secondary)	June 26
Last day for teachers	June 27

**Minutes of Instruction Per Day | Elementary – 291 | Middle – 293 | Secondary – 316**