





**Colleen and Gordie Howe Middle
School**

**3174 Clearbrook Road,
Abbotsford, BC V2T 4N6
(604) 859-8700**

Be Respectful, Be Ready, Be Safe, Be Accepting

Ms. Christine Abbot
Principal

Mrs. Elizabeth Smoes
Vice-Principal

This planner belongs to:

Name: _____

Pod Teachers: _____

Ey Swayel and Welcome! Ey kw'ese xwe'i me at Howe Middle!

This Howe Planner contains a lot of information about the school and how we function. We are hoping that each student and family will use it to learn about Howe Middle and as an organizational tool.

The best way to use a planner is to make it a part of a routine which includes home practice and supplies for each day. This way one can keep track of what is done, what needs to be done, and what supplies are needed to complete it. Being organized will help students to be successful throughout their middle school years. *If a planner is lost students will be expected to purchase a new planner for \$10.00.*

Active parent involvement is crucial to a child's success in school. Parents and teachers should work closely together, in an atmosphere of open communication, mutual support, and respect, in the best interests of the child.

From time to time during the school year, individual parents may wish to raise questions of general concern. As an administrative team, Ms. Abbot and Mrs. Smoes are available for discussions with parents whenever necessary. However, in cases related to specific classroom concerns, the first conversation should take place between the parent and teacher, as most concerns can be successfully and appropriately resolved in this manner.

It is our hope that students enjoy their time at Howe Middle. To that end, we strongly suggest that students join a team and/or one of the many activities available to make the most of their time with us.



We acknowledge that Colleen & Gordie Howe Middle is located on the traditional and unceded territory of the Stó:lō people, the Semá:th First Nation and Mathxwí First Nation. With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers.

The Abbotsford School District acknowledges historical and ongoing injustices that Indigenous Peoples endure in Canada, and we accept responsibility as a public educational institution to contribute toward revealing and correcting miseducation as well as renewing respectful relationships with Indigenous communities through our teaching and community engagement.

Enhancement Agreement for Indigenous Students

Goal #1 – Student Success

Indigenous students will be supported to develop their full potential in all aspects of school life.

Goal #2 – Cultural Identity

Students will learn about their own Indigenous cultural identity and connect with their ancestry in a meaningful way. When Indigenous students know their identity, who they are and where they have come from, they will develop a positive sense of self and belonging.

Goal #3 – Equity and Access

Indigenous students thrive in an environment that supports equity and access to all opportunities in schools.

Halq'eméylem

The "Stó:lō" are a group of First Nations peoples inhabiting the Fraser Valley of British Columbia, Canada. Nineteen Stó:lō First Nations are mutually affiliated as the Stó:lō Nation. They traditionally speak the Upriver dialect of Halq'eméylem, one of the Salishan languages | Salishan family of languages of the Coast Salish peoples. "Stó:lō" is the Halq'eméylem word for the Fraser River. The Stó:lō are thus "the river people". The first traces of a people living in the Fraser Valley date from 8,000 to 10,000 years ago. "S'ólh Téméxw" is the Halq'eméylem word the people use to refer to their traditional territory.

*Ey kw'ese xwe'i me Howe
Ey tel sqwá:lewel kwels kw'etslome
éy swayel
yalh yexw kw'es hoy
hóyòwèlh
lí chexw we eyó?
ōwe
á'a
Lets'emo:t, Lets'ethh'a:le*

*Welcome to Howe
I'm so happy to see you
hello, good day
thank you
goodbye
how are you?
no
yes
One Heart. One Mind.*



**Indigenous
Education**

Be A Bulldog

Be Respectful

- *Be polite*
- *Respect school property*
- *Respect other people's belongings*
- *Listen to your teachers and staff*
- *Use respectful language*

Be Safe

- *Make thoughtful choices and decisions*
- *Keep your hands to yourself*

Be Ready

- *Be responsible*
- *Actively participate*
- *Follow instructions*
- *Try your best!*

Be Accepting

- *Use a growth mindset*
- *Be encouraging, kind and welcoming*
- *Be kind*
- *Be yourself*

Code of Conduct

A code of conduct is designed to build and sustain a community that values and fosters respect, inclusion, fairness, and equity.

A **safe school** and **respectful school** provides a welcoming and structured environment safe from discrimination (based on race, colour, ancestry, place of origin, religion, family, or marital status, physical or mental disability, age, sex or sexual orientation or for any other reason set out in the Human Rights Code of BC).

Acceptable conduct

- Respect the right of every member of the school community to feel safe
- Promote an environment of understanding and mutual respect
- Respect the school property and property of others
- Report to an adult any behaviour of bullying, harassment, or intimidation (without fear of retaliation)
- Work to the best of your abilities
- Be a positive ambassador for our school throughout the community!

An **orderly school** is one in which members of the school community are informed about and exercise their rights and responsibilities as school citizens. Expectations about acceptable behaviour, safety and respect are generally understood. Conduct that negatively impacts the school learning environment of others, creates unsafe conditions (including play fighting) or is disorderly will be addressed in a consistent and fair manner.

A **caring and accepting school** is one in which members of the school community feel a sense of belonging, and have opportunities to relate to one another in positive, supportive ways. All aspects of school life embrace and reflect diversity. The school is an inviting place for students, staff, parents, and visitors.

Consequences

The goal of disciplinary action is for students to learn from their mistakes and be restorative. Students will know when they have chosen behaviour that is unacceptable and we will work with students to solve problems, promote student well-being, and restore harmony to the community.

Regardless of the nature or location of the misconduct, or the staff member involved, the following is a range of interventions and consequences that will be used at Howe Middle School.

- On-the-spot conference or redirection
- Follow-up meeting between the student(s) and staff member(s)
- Contact with parent or guardian
- Restitution, including a logical remedy for the problem (e.g., paying for damage willfully caused) and supporting anyone who is a victim or who suffers as a result of the students' actions
- Supportive interventions and/or service to the school
- Additional time for the student with the teacher or administrator
- Referral to counseling, administration, and/or community support services
- Serious and repeated incidents are reported directly to the vice-principal or principal.

Students will be guided to accept responsibility for their behaviour and make amends when appropriate. Repeated behaviours will be discussed with parents and may involve a Learning Support teacher. This discussion may generate further referrals within the school or school district for behaviour support.

Administration response may include any of the interventions above, but response to serious or repeated incidents will be consistent with school and district policy. Major inappropriate behaviours including open defiance of authority, behaviour harmful to others and continuous disruptive behaviours are handled with a formal process involving the school administration. In such situations, open communication will occur between the teacher, administration, the parent, and the student. School officials may also have a responsibility to advise the following:

- Parents of the offender and/or the victim.
- School district officials as required through school district policy.
- Police and/or other agencies as required by law or when reporting are deemed important to ensure the confidence and safety of the school community.

Rising Expectations

As students mature, they become positive role models in our community. They gain a deeper sense of pride and belonging to our school that will help them guide younger students in reaching their potential within a safe, caring, and orderly school.

As students mature, they become more aware of their personal responsibility and consequently they understand the need for increasingly serious consequences for

inappropriate behavior. It is understood that a student's cognitive and emotional ability will be considered in all situations.

Restorative Justice at Howe Middle

The staff at Howe Middle School believes in solving conflict in positive ways. We have staff from the Abbotsford Restorative Justice and Advocacy Association in our building on a regular basis to provide a restorative justice program specially designed to address bullying and other forms of conflict between kids in schools.

When things go wrong and when responding to conflict, the following restorative questions may be asked:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way(s)?
- What do you think you need to do to make things right?

When someone has been harmed by another's actions or words, the following restorative questions may be asked:

- What did you think when you realized what had happened?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?

Be Safe

CLOSED CAMPUS

The safety and security of students is given the highest priority. School administration is responsible for student safety and whereabouts during the school day. Students will stay with the group or in assigned areas when outside. Students must bring written permission from my parent or guardian (or have a parent speak directly to the office staff) to leave the school during the day. All visitors are required to report to the office upon arrival and must wear a visitor's pass.

BIKES, SKATEBOARDS, ROLLERBLADES, SCOOTERS, ETC.

*We encourage students to be physically active while at school. Students wishing to use the skate park during the lunch period must wear a helmet. Other safety equipment e.g., knee, wrist, and elbow pads, while not mandatory, are strongly encouraged, and left to the discretion of each child's parent/guardian. For safety reasons, skateboards and scooters are to be used at the skate park only during the lunch period. Bicycles are to be parked and **locked** in the bike cage. We will do our best to lock the bike cage during the day. Students are not permitted to use their bike or rollerblades during the school day.*

SCHOOL BUSES

Students are ambassadors of the school and are expected to follow the Code of Conduct and Bus Safety Rules when riding a school bus. This includes getting on and off the bus in a safe manner, riding facing forward, and following any directions given by the bus driver or other adult supervisors.

PERSONAL ELECTRONIC DEVICES:

*Electronic devices can be used to support educational purposes in significant ways, but they can also distract student learning if used inappropriately. It is important to learn how to use these devices in appropriate ways and at appropriate times. Personal devices (including cellphones) must be turned off and **kept in the student's locker during school hours** unless authorized by a teacher/administrator to complete a required learning activity during classroom instruction. Students are not to use a mobile device during a school emergency. The School District assumes no responsibility for the personal property of students, including mobile devices. Students and parents are urged to consider what is brought to school.*

CYBER-BULLYING AND MISUSE OF TECHNOLOGY / ELECTRONIC DEVICES:

We will teach, model, and encourage socially responsible digital citizenship. School staff will respond to concerns that could include posting photos and/or derogatory, hurtful, or inappropriate messages or comments about others in any electronic forum (e.g., group chat, text, post, or video). Students are not to take pictures or videos of any individual without direct supervision of a teacher for school assignments. (Reference AP 324 Student Photograph/Video and Media Consent; AP 334 Online Communication and Digital Learning).

ALCOHOL, DRUGS, CIGARETTES, VAPES

For your own protection and the protection of others, the law forbids the use or possession of these substances by students. Students are not to be in the possession of, under the influence of, or involved in providing to others: alcohol, drugs, cigarettes or vapes. (Reference AP 331 Drugs and Controlled Substance Abuse; AP 319 Tobacco Use of School District Property).

WEAPONS (including replicas), VIOLENCE OR INTIMIDATION:

Students are expected to not have any involvement with weapons, fireworks, or any other illegal items, and not be involved in any acts of violence, threats, or intimidation. Students are expected to report violence, weapons, intimidation, or threats to individuals' safety immediately to school staff (Reference AP 320 Possession of Weapons or Explosives)

Be Respectful**RESPECT FOR SELF AND OTHERS**

Every person should feel valued, be treated respectfully, and be free of harassment. This means to behaviours such as rudeness, intimidation, bullying, fighting (including play fighting, watching, or promoting a fight), or physical displays of affection will be responded to by staff. Staff member will connect with parents to tell them what steps have been taken to address it and further supports that may be available to support students.

LANGUAGE MATTERS

Being able to use appropriate language is a valuable life skill. When language is offensive to others, hurt feelings may lead to further conflict. Inappropriate language includes: name calling, yelling, swearing, or crude, rude or obscene language, either spoken, written, implied or gestured.

RESPECT FOR SCHOOL, PUBLIC AND PRIVATE PROPERTY:

Taking care of the school and its surroundings demonstrates pride in the school. A clean school offers a healthy and pleasant place to work. We show respect for our school by using garbage cans and recycling bins appropriately. We also show respect for our school by not chewing gum. Gum can make a mess. Students will be asked to dispose of their gum if found they are chewing it. All students and staff should feel that their personal belongings are safe at school.

Be Ready**ATTENDANCE**

Success comes through respect, responsibility, honesty, trust, and fairness. The most basic level of student responsibility is attending school. Students are to sign in or out if I am late to school or leaving early.

POSITIVE, SUPPORTIVE LEARNING ENVIRONMENT:

A positive, supportive learning environment is necessary for success. Students are expected to actively engage in the learning process, come to class ready to learn, work to the best of their abilities, and use their school planner.

ACADEMIC INTEGRITY

Students are expected to present their own work in their own words. Using work copied or taken from other students, or from other sources such as electronic encyclopedias or online doesn't demonstrate honesty or integrity. If you are struggling with your assignments, please see your teacher and they can help you with strategies to make the tasks more manageable.

DRESS POLICY

The intent of a dress policy is to set expectations to assist students, staff, and parents in decision-making with respect to clothing. It is not intended to be prescriptive nor punitive, but to provide a level of clarity so that correction or discipline is not required.

The dress policy is intended to incorporate individual preferences for students and their families to dress in the manner they choose. Individual choice is however tempered by a responsibility to recognize that a school is a learning and working environment, in which there is an expectation of reasonableness.

The following are guidelines for school attire:

- Clothes and accessories must not be offensive, unsafe, nor promote the use of tobacco, drugs, violence, gangs, sex, sexism, or inappropriate language.
- Specific attire may be required for a variety of classrooms settings such as Explorations, PE, labs, etc.
- Clothing and accessories cannot pose a safety concern or conceal one's identity.
- Undergarments should not be visible.
- Jackets, backpacks, and purses are to be stored in the student's locker.
- All students are encouraged to wear Howe Middle Gym Strip for PE classes. This is available to purchase through SchoolCashOnline

When there are differences in perspective, all involved have a duty to seek common understanding in a mutually respectful manner, which includes being advised of the concern personally and discretely. Ultimately, the school administration has the responsibility to apply the dress policy when necessary.

Routines and Procedures

School Fees

Under the School Act, Section 82 (3), a board is not allowed to charge fees for resources necessary to meet learning outcomes and assessments. However, schools may charge for, or request that parents provide personal supplies for students.

The Abbotsford Middle School Student Activity fee in 2022/23 is \$25, to cover costs of student agendas, guest speakers, ID cards, school events, student recognition, student leadership, lock and locker rental. Please make payment through our School Cash Online program. Students who choose to participate in extra-curricular activities (e.g., Athletics), may be asked to pay an additional fee. A school yearbook purchase is optional.

Textbooks

Textbooks and other educational resources are the property of the school and school district. Students are issued textbooks at the start of the year and are responsible for returning the same textbook they were originally issued when they are collected at the end of the year. *Students will be charged for lost or damaged textbooks.*

Homework / Home Practice

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. Grade teams may have a homework club available at lunch or after school to assist students needing some extra support. It is our expectation that students in grades 6 and 7 spend up to 30 minutes per night, and grade 8 students up to 45 minutes per night on completing assignments, reading, or reviewing materials. However, we need to keep in mind that although evening school activity is important, students need time to be children too. There must be a balance between work and play. If parents believe that their child is doing an excessive amount of homework, please contact the teacher.

Homework during Extended Absences / Family Trips

While the school recognizes the value of extended family trips or commitments such as sports teams or festivals, parents must recognize that missing classes may have an impact on academic achievement. Due to the quantity of work covered and the diversity of instructional techniques used in each class, extended trips may result in gaps in knowledge or skills that are difficult to fill with make-up assignments. For lengthy absences, teachers are not expected to provide detailed classroom work and homework assignments. In this case, parents are expected to contact the school to fill out appropriate paperwork, which is available in the office.

If a student is absent due to illness, for a period of 2 days or more, parents may call the office to request assignments. Materials and assignments will be ready for pick up the day after the initial request. Students who are only away for one day will be expected to take the responsibility of asking their teachers or their classmates about missed assignments. For absences due to an extended illness, parents should contact their child's teacher to discuss available options. Excused absences such as vacations, dental/doctor and other professional appointments are discouraged during the school day.

Reporting a Student Absence

Howe Middle utilizes an automated student attendance program called SafeArrival.

Instruction for using this program is provided on our school website. Click on the 'Report Absence or Late' tab.

- Students will be requested to supply a doctor's note to verify long-term illness.
- Students missing the school day (or part of the school day) will not be permitted to participate in an extra-curricular school function on that day.
- **Parents must sign their child out in the office out should the students need to leave the school during the day.**
- **Students who arrive late in the morning or after lunch must report to the office to sign in and have their agendas stamped before entering class.**

Lunch Routine

The lunch break is 45 minutes long and includes an eating period of 15 minutes. All students eat in their classrooms. During the lunch break noon hour supervisors are providing supervision of students playing outside and while eating in their classrooms. Students are expected to: remain seated, talk quietly, treat each other and the school with respect, and clean up after themselves. Students are expected to keep classrooms, hallways, and grounds clean and free of litter.

Energy Drinks

Students are not permitted to consume energy drinks at school. Students will be asked to dispose of energy drinks brought to school. These drinks are very unhealthy for middle school aged children.

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 a privilege to have a locker and it is the students' responsibility to take care of their locker and to ensure that their lock combination is kept secret. Students are expected to *not* mark up the locker and use a magnet to hang a poster; not tape or glue. Everything put on a locker must be removable and show no marks. All decorations must be in good taste. Students are not permitted to switch lockers without teacher permission. Anything that is unsafe or could be dangerous to others should never come to school and must never be put in a school locker. The school will supply each student with a lock. Only school issued locks are to be used on school lockers. There is an \$10.00 charge to replace a lock. Students may only go to their lockers before and after school, during Nutrition Break, the eating period, and at the end of the Lunch Break.

Valuables

Students are strongly discouraged from bringing valuables including mp3 players (iPods), gaming devices, cell phones, expensive shoes, and clothing articles to school. If students bring valuables to school, these items should be locked in his/her locker, thereby minimizing the temptation for theft. Valuable items are brought to school at the owner's risk; the school is not responsible for any loss or damage.

General Information

Announcements & Updates

Our school website is <https://howemiddle.abbysschools.ca/> and will have weekly announcements, upcoming events, and our school calendar posted. You can also follow

us on social media for updates and upcoming events: www.facebook.com/howemiddle & IG @howemiddle.bulldogs

Abbotsford Police and other emergency personnel

The Abbotsford Police, in partnership with School District 34, engage a Police Liaison program where an Abbotsford Police Youth Squad Officer is assigned to several Abbotsford schools to provide education programs (i.e., bullying, drug and alcohol, anti-gang), assistance with school events, community outreach, student support with community related issues, and discipline support. At Howe Middle we believe this partnership is important to foster positive behaviours within our school community and thus, we encourage visits from our Police Liaison Officer.

Emergency Drills

There will be several evacuation, earthquake, shelter-in-place, and lockdown drills during the school year. Students will become familiar with the exits from their classrooms. Students will be expected to listen to adults without question during an actual event or drill. These drills are important for student safety, and we expect them to be taken seriously by everyone. Tampering with alarms or fire safety equipment is a serious offense and is punishable by law.

Parent Communication

Frequent and open communication between parents and teachers leads to a greater understanding and appreciation of the educational process, as well as each child's participation in it. We welcome and appreciate your inquiries and visits and trust you will contact us if concerns or questions do arise. Please first, talk to the teacher or staff member involved. If you wish to seek further assistance, please contact Ms. Abbot (Principal) or Mrs. Smoes (VP). If you wish to seek further assistance, please contact Mr. Nathan Ngieng, Assistant Superintendent at the School Board Office (604-859-4891).

Parent Involvement and Volunteers

The quality of education in our school will be greatly enhanced by parent volunteers. Volunteers will be needed in the canteen, library, classrooms, learning support services, clubs, and to help coach our sports teams. All volunteers must go through a mandatory screening process, which may require a criminal record check. If you are interested in volunteering at Howe Middle School, please contact your child's teacher.

Parent Advisory Council (PAC)

The Parent Advisory Council is your parent community at Howe Middle School. Our parent community works closely with the administration and staff to support, encourage, and help enhance quality of education and well-being for all students at Howe. For more information, please come to our PAC meetings which will be scheduled on the Event Calendar on our Web Page (<https://howemiddle.abbyschools.ca/>)

Parent Support

At Colleen & Gordie Howe Middle School, we value and encourage parents supporting their children's learning. Research demonstrates that parent involvement improves student achievement. We look forward to working with you to help your child reach his / her potential. Keep in touch with your child's teachers on a regular basis, and remember, as with other organizations, you'll get out of it what you put into it.

Extra-Curricular Activities

Athletics

We encourage participation in our lunch time Intramural Program and our competitive extra-curricular athletic teams including football, volleyball, basketball, cross-country and track & field.

Music

Guitar Ensemble, Concert Band, Choir, World Percussion and Keyboard Club all give students unique opportunities to discover and hone their musical talents. At Howe, music brings our many cultures together, allowing all to celebrate as one community. Music students take part in many performances and cultural events throughout the year at school and in the community at large.

Clubs

Teachers and community partners offer a variety of clubs to students at Howe Middle. Archway Culture Club and AYC Lunch Groups happen at lunch. As well, we have had a GSA, Craft Clubs, Ball Hockey Club and Yearbook Club.

LOCAL SCHOOL CALENDAR

School Opening (1/2-day dismissal):	September 6
Non-Instructional Day #1:	September 29
National Day for Truth & Reconciliation	September 30
Thanksgiving Day:	October 10
Half-Day for Parent-Teacher Conferences	October 19
Early Dismissal (two hours)	October 20
Non-Instructional Day #2	October 21
Non-Instructional Day #3:	November 10
Remembrance Day:	November 11
Term 1 Report Card:	December 2
Winter Break:	Dec. 19 to Jan. 2
Half-Day for Parent-Teacher Conferences	February 15
Early Dismissal (2 hours)	February 16
Non-Instructional Day #4:	February 17
Family Day:	February 20
Term 2 Report Card:	March 3
Spring Break:	March 13 to 24
Good Friday:	April 7
Easter Monday:	April 10
Non-Instructional Day #5:	April 28
Non-Instructional Day #6:	May 19
Victoria Day:	May 22
Last day for students:	June 29
Year-end Closing (Administrative Day):	June 30

Bell Schedule

Welcome Bell:	8:20 am
Instruction begins:	8:25 am
Nutrition Break:	10:05-10:20 am
Lunch:	11:40-12:15 pm
Dismissal:	2:25 pm

September 2022

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

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.

The Board affirms its commitment to the anti-discrimination principles and values contained in the B.C. Human Rights Code that include 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;
- 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 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;
- Refrain from inappropriate computer usage and/or multi-media devices in accordance with Board policies (cell phones, iPhones, cameras, 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.

3. Notification:

The Superintendent will ensure that each Principal, in consultation with staff, parents 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
333)
Constitution Act

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

BULLYING AND HARASSMENT (AP 418)

Please refer to the complete administrative procedure on the district website at 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, he/she 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 or an adult you trust outside of school. 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 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. 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 Abbotsford School District is committed to preventing drug use and 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.

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 at 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);
- 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
- Email and/or Phone Call via SchoolMessenger.

Sincerely,



Dr. Kevin Godden
Superintendent of Schools

September 2022

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. 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, 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, 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, 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 a variety of sources, and interviews may be held with the student(s), the threat-maker, parents 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 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.



Dr. Kevin Godden
Superintendent of Schools