

# RBSS STUDENT HANDBOOK



***“Home of the Timberwolves”***

## **Mission Statement**

“At Robert Bateman Secondary School, we are responsible for providing students with opportunities to acquire the knowledge, skills and attitudes necessary for achieving personal success, pursuing career goals and contributing to society.”

35045 Exbury Avenue, Abbotsford, B.C. V2S 7L1

Ph: 604-864-0220 Fax: 604-864-0109

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

---

Mr. Lance McDonald

Principal

Mr. Travis Bell

Vice-Principal (A-K)

Mr. Jeff Ritchie

Vice-Principal (L-Z)

---

Ms. Danae Hodgins

Counsellor (A-K)

Mrs. Jen Crockett

Counsellor (L-Z)

---

## CONTENTS

<b>SCHOOL CASH ONLINE</b>	<b>Page</b>		<b>Page</b>
School Cash Online	3	Care of Property	14
<b>COMMUNICATION</b>		Student Phone	14
School/Home Communication	4	Insurance	14
Student Messages	4	<b>RBSS ACTIVITIES</b>	
<b>RBSS BELL TIMES</b>		Field Trips	14
Bell Schedule	4	Wolf Pack Student Leadership	14
<b>ACADEMICS</b>		Link Crew/Gr. 9 Transitions	14
Academic Study Blocks	5	School Sponsored Functions	15
Term & Letter Grades	5	Clubs	15
Assessment	5	Athletics & Fees	15
Provincial Exams	6	<b>STUDENT CONDUCT</b>	
Graduation Numeracy Exam	6	School Code of Conduct	15
Homework	6	Student Conduct Expectations	15
Cumulative Marks	6	Rising Expectations	16
Collaboration Days	6	Anti-bullying	17
ELO Sessions	7	Harassment	18
Advanced Placement	7	Cyber Safety	18
Study Sessions	8	Student Parking	20
Exam Preparation	9	Student Driving	20
<b>STUDENT RECOGNITION</b>		Signing In and Out of School	20
Honor/Effort Rolls	10	Becoming Sick at School	20
Student of the Month	10	Attendance	20
Year End Awards	10	Late Policy	20
<b>GRADUATION</b>		Unexcused Absences	21
Class of 2019 Expectations	11	Absences & School Functions	21
Grad Requirements	11	Electronics	21
Grad Council	11	Vacations during School Time	21
Grad Ceremony Eligibility	11	Instructional Time	21
Valedictorian/Class Representative	11	Cheating/Plagiarism	22
<b>SCHOOL RESOURCES</b>		Alcohol/Drugs	22
Counselling	12	Skateboards/Scooters/Bicycles	22
Career Centre	12	Hats/Headgear	22
First Aid	12	Smoking/Vaping	23
Internet	12	Visitors	23
Website	12	Dress Code	23
Textbooks	12	Weapons/Explosives	23
Deposits	12	<b>Emergency Procedures</b>	
Fees	13	Fire Alarm	23
Elective Course Material	13	Earthquake	23
Yearbook	13	Lockdown	23
School Photo & ID	13	Shelter in Place	23
Locks & Lockers	13	<b>Fair Notice Letter</b>	24
PE Change Rooms	13		
Lunch	13	<b>District Code of Conduct</b>	25

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

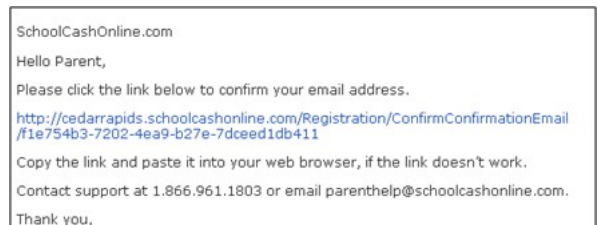
- If you have not registered, please go to the School Cash Online home page <https://abbotsford.schoolcashonline.com> and select the “**Get Started Today**” option.
- Complete each of the three Registration Steps.  
\*For Security Reasons your password, requires **8 characters, one uppercase letter, 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.*

- Enter the School Board Name
- Enter the School Name
- Enter Your Child’s Name & Birth Date
- Select **Continue**
- On the next page confirm that you are related to the child, check in the Agree box and select **Continue**
- Your child has been added to your account

### Find Student

#### School Information

School Board Name: School Board 34  
Looking for a student in a different school board?  ?

School Name: Robert Bateman ?

#### Student Information

Do you have the student number?

Student Number  ?

First Name:  \*

Last Name:  \*

Birth Date:  MM/DD/YYYY \*  
Date format: mm/dd/yyyy

**Continue** (No students? [Click here](#))

### 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.

*Note: all information is stored on a confidential basis on a server in Canada.*

## SCHOOL/HOME COMMUNICATION



Our goal is to increase our School/home communication with parents and students through a variety of methods. If we do not have your current email address give us a call and we will update our database. Your email will be used by teachers to communicate your child's progress in courses as well by the office who will send important notices. Visit our school website for more information <https://robertbateman.abbysschools.ca/> . You can always call us at (604)864 - 0220 or email staff directly.

### **Student Messages**

The office staff will take messages for students from parents/guardians only. We do not page students during school hours but will call them down at lunchtime or afterschool. Emergencies are handled on an individual basis.

### RBSS BELL TIMES



Regular Schedule		Day 1	Day 2
Period 1	8:15 – 9:35	A	C
Period 2	9:40 – 11:00	B	D
Lunch	11:00 – 11:40		
Period 3	11:45 – 1:05	C	A
Period 4	1:10 – 2:33	D	B

Timber Wolf Schedule		Day 1	Day 2
Period 1	8:15 – 9:20	A	C
Period 2	9:25 - 10:30	B	D
Timberwolf	10:30 – 11:30		
Lunch	11:30 – 12:10		
Period 3	12:15 – 1:20	C	A
Period 4	1:25 - 2:33	D	B

ELO Schedule		Day 1	Day 2
Period 1	8:15 – 9:20	A	C
ELO	9:20 - 10:20		
Period 2	10:25 – 11:30	B	D
Lunch	11:30 – 12:10		
Period 3	12:15 – 1:20	C	A
Period 4	1:25 - 2:33	D	B

Collaboration Schedule		Day 1	Day 2
Collaboration	8:15 – 9:10		
Period 1	9:15 - 10:20	A	C
Period 2	10:25 – 11:30	B	D
Lunch	11:30 – 12:10		
Period 3	12:15 – 1:20	C	A
Period 4	1:25 - 2:33	D	B

# Academics



## Academic Study Blocks

Eligibility for a study block will be based on the following criteria:

<b>Grade 9</b> No Study Block	<b>Grade 10</b> No Study Block	<b>Grade 11</b> No Study Block	<b>Grade 12</b> May apply for ONE study block.
----------------------------------	-----------------------------------	-----------------------------------	---

## Terms and Letter Grades

You will receive report cards in February and June.

<b>A</b>	<b>86 - 100%</b>	<b>C-</b>	<b>50 - 59%</b>
<b>B</b>	<b>73 - 85%</b>	<b>F</b>	<b>0 - 49%</b>
<b>C+</b>	<b>67 - 72%</b>	<b>I</b>	<b>Incomplete</b>
<b>C</b>	<b>60 - 66%</b>		

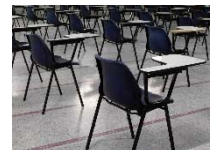
Students with incomplete work or who are in danger of failing will be issued an “I” (Incomplete). In consultation with teachers, students may be given an extended opportunity to complete the required work.

## Assessment:

Most teachers at RBSS are using assessment for learning strategies in their courses. You will often hear them use the terms *Formative and Summative* assessment when referring to work that you complete for them. If you are not familiar with the terms/concept, formative assessment is “practice” work that is assessed by your teacher, but no mark or grade is assigned. You will usually receive feedback from the teacher about what you need to improve upon before completing the summative assessment. Summative assessments are your final demonstration of learning related to the learning outcomes for your course. This may be in the form of an exam, essay, project, in-class demonstration, etc. Most teachers will not permit students to complete the summative assessment until they have demonstrated competency in the skill, or content being assessed during the formative assessment process. Many teachers permit or require resubmission/re-test of material not meeting expectations, but you will most likely need to demonstrate that you have mastered the content/skill before resubmitting/retesting work.

## School Based Semester End Assessments

Semester End/School-based Course assessments are administered near the end of each semester: late January and late June. There is an expectation that RBSS students will have completed the course requirements prior to writing their Semester End/School-based Course Exam. This expectation ensures that each student is adequately prepared for the examination.




There is also an expectation that students will write their Semester End/School-based Course Exams on the scheduled day.

## Grade 10 Graduation Numeracy and Literacy Assessments

Rather than assess specific course curricula, the graduation assessments measure the application of numeracy and literacy skills to realistic situations, requiring students to employ the knowledge and skills considered to be essential for future success. The graduation assessments look at students' ability to apply their knowledge and skills and to analyze, reason, and communicate effectively as they examine, interpret, and solve problems.

The provincial assessments of literacy and numeracy provide part of the information that supports the certification of graduation. Along with acquiring 80 course credits for graduation, students are required to write the provincial assessments.

The Graduation Numeracy and Literacy Assessments are not linked to a specific course and will be reported on a four-category proficiency scale:

Proficiency Scale				
	Emerging (1)	Developing (2)	Proficient (3)	Extending (4)
	The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.

### Homework

Students are expected to do all work assigned by their teachers. Students are expected to do regular home study which is the review, reading and preparation that goes beyond homework. Failure to do homework may result in teacher assigned detentions, or noon hour Bateman Achievement Centre.



### Cumulative Marks

Unlike traditional term report card marks, which weight curriculum material into two distinct terms in a semester, grades in your courses will be displayed as a cumulative mark from the beginning of the semester to the end. This provides the opportunity for the student and teacher to revisit learner outcomes throughout the semester as well as to provide a more accurate indicator of student performance on all material to date during the semester.

### Collaboration Days

Robert Bateman Secondary has a modified timetable that provides scheduled time during the year for teachers to meet and collaborate on work related to student learning. The warning bell each day for the start of period #1 is at 9:10am and students are not expected to be at school prior to this time. Adult supervision is provided for students who arrive early. Students are not permitted into the hallways prior to 9am



## **Extended Learning Opportunity (E.L.O.) Sessions**

As part of our Pyramid of Interventions at RBSS, we have implemented ELO blocks where students will be identified by teachers to come to their class for extra support (re-teaching concepts, exam re-writes etc.) Students who are not selected by teachers for ELO support may sign up to work with teachers of their choice (if teacher agrees). Students who don't need teacher support may sign up to study in either the Learning Commons or Multi-purpose room, or volunteer to work as a peer tutor with teachers. It is expected that all students are in a supervised study area/classroom during ELO blocks. Students who have a 'spare' in the morning of an ELO block will be expected to attend classes if they have been 'targeted/selected' by one of their teachers. Students who have unexcused absences during ELO blocks will be assigned to Bateman Achievement Centre for two lunch hours. ELO sessions will be held on Tuesdays.

## **Advanced Placement**

Students may earn university credits while in high school for completing and writing Advanced Placement courses/exams. Advanced Placement (AP) exams are written in May.



## **AP Classes - Why They Matter**

### **6 Reasons to Take Advanced Placement Classes**

#### **1. Impress College Admission Counselors**

At nearly every college in the country, your academic record is the most important part of your college application. The folks in the admissions office want to see that you've taken the most challenging courses available to you. Success in difficult courses is the surest sign of your preparedness for college.

#### **2. Develop College-Level Academic Skills**

AP classes require the type of high-level calculating and critical thinking that you'll encounter in your first year of college. If you can write essays and solve problems successfully for an AP class, you've mastered many of the skills that will lead to success in college.

#### **3. Save Money**

It can save tens of thousands of dollars because you take college-level courses during high school for FREE.

#### **4. Choose a Major Sooner**

AP classes can help with your selection of a major in two ways. First, each course provides an in-depth introduction to a specific subject area. Second, a high score on an AP exam often fulfills one of a college's general education requirements. This means you'll have more room in your schedule to explore different academic fields early in your undergraduate career.

## 5. Take More Elective Classes in College

Not only do AP classes help you zero in on a major sooner, but they also free up your schedule so you can take more elective classes (college classes that are not required for graduation). For many students, a college's general education requirements and major requirements leave little room for fun and exploratory classes.

## 6. Add a Minor or Second Major More Easily

If you're particularly driven and have multiple interests, AP credits can make it more feasible to add a minor (or two) or even a second major to your undergraduate academic plan.

### Study Sessions

How do you study? Have you ever been shown how to? What are you supposed to do?

#### **Study has 4 parts:**

1. Organizing subject matter efficiently through summaries, using lists, idea maps etc.
2. Getting ongoing day to day work and assignments done
3. Researching and revising work for examinations
4. Relating the learning to what you know already and extending further



#### ***Decades of brain research has proved the following about learning.***

- Uninterrupted study sessions should only last 20-25 minutes before you take a break
- Break 5-7 minutes: for some brisk exercise, refreshment, bathroom, phone, getting ready for next Study Session
- Memory is improved if you study standing up as this delivers more oxygen to your brain.
- Also drink plenty of water; it assists brain functioning.
- \* Draw diagrams or pictures to represent what you are trying to learn/remember.... the brain remembers this easier than words.

#### ***Before you begin studying it is rewarding to prioritize your study***

- Set yourself a specific task to achieve in each session
- Begin with subjects that have the most pressing deadlines and that you find the most difficult
- Use travel time to organize what you will study and in what order when you arrive home
- When you arrive home your purpose is set, you are in control
- You can apply yourself immediately.

#### ***In these Study Sessions:***

- Drink a glass of water before you begin; it assists your concentration
- Break tasks down into smaller, more manageable ones; bit by bit
- Do daily summaries of work covered in class in your own words under main points
- Record your plan of attack for different problems; a logical series of steps or perhaps a list or flowchart
- Practice skills learned by doing problems, exercises and essays
- Do a 5-minute revision of what you have done in the session; it will embed it in your long-term memory



## **Exam Preparation**

Your level of success on exams is very much reliant on your preparation and revision throughout the year

### **Be very sure of one thing**

- Poor preparation equals poor performance
- Be smart; learn from the experience of those before you
- You can control your preparation

### ***List your methods for preparing for exams***

- Compare your techniques with those of successful students; they'll be flattered; forget your ego
- Ask your teachers for their impressions of your approach
- Be clear what the exams will cover

### **Does this give you a clearer picture?**

- Can you see what's required?
- If not, ask your teacher for guidance

### ***In the weeks leading up to the exams and during study breaks***

- Put a copy of the exam timetable in a prominent place in your room and on the fridge
- Ensure that your equipment is ready
- Know the format of the exam for each subject:
  - Multiple choice
  - Short answers
  - Essays
  - How many questions



### ***In your room put up lists or idea maps of***

- Key points, Formulae, Quotes, Examples

### ***Recite them aloud when you look at them, at least once daily.***

- Do past exam papers under exam conditions
- Identify areas of weakness and address them
- Be comfortable with the vocabulary and phrasing used
- Work at exam pace; your timing is critical
- Study in time blocks equal to the duration of the exams

### ***Use your teachers' expertise***

- To add depth to your understanding
- To fully appreciate the Study/Course Design

### ***Speak to students who studied your subjects last year***

- Hindsight is a powerful tool, tap into their observations

### ***Test your knowledge and understanding***

- Discuss it, explain it, justify it with friends and family
- Question each other

### ***Don't cram***

- It does NOT work

### ***The secrets to success in Exams are***

- To be well prepared
- To have genuine faith in yourself; be positive
- Don't leave anything to chance; be thorough and focused

## Student Recognition

### Honour Roll

Robert Bateman Secondary recognizes students who show excellence in their studies through the Honour Roll. Each semester students who are on the honour roll receive a certificate from the principal. In addition, student names will be posted in the Honour Roll scroll outside the office. Students who have been on the honour roll for every semester from grade 9 to grade 12 will go on the 4 Year Honour Roll. Students new to Bateman can provide evidence to the administration regarding previous honour roll status and be eligible for the same cumulative awards as returning students. Honour Roll will be calculated each semester, using final marks for semestered courses and average marks for year-long courses.

- Students must have a 72.5 or higher average
- Students may not have a failing grade in any class
- Students must have a G or an S in the work habit column for all courses
- Students must have a minimum of three courses to qualify. (Exception for students whose third class has no marks in that term (yearbook, musical theatre, junior leadership, etc.)
- Distributed learning or online courses that are completed within the semester will be included in the calculation if the mark is available when Honour Roll is calculated.



### Effort Roll

Bateman recognizes students who show exemplary work habits in their studies through the Effort Roll. A student must have all "G's" for work habits. Each semester students who are on the Effort Roll receive a certificate. In addition, student names will be posted in the Effort Roll scroll outside the office.

### Student of the Month

Each month we select a student that goes above and beyond in (extra-curricular, helping out around the school, co-operation etc.). The teacher nominated student meets the following criteria:

- Demonstrate school spirit
- Have a positive influence on self and others
- Make a positive difference in the school / or community
- Demonstrate a notable commitment to outstanding achievement in academics, fine arts, and / or technology / applied skills
- Demonstrate a commitment to leadership in and around the school or community

### Athlete of the Month

Each month we select a student for athlete of the month. The nominated student meets the following criteria:

- participation in a school sport
- exhibits leadership and is a positive role model
- shows a positive attitude
- shows a strong work ethic
- shows evidence of coach-ability and is willing to learn
- has had a significant impact on the team with their contributions on the court/field

### Year End Awards of Excellence



Robert Bateman is proud to present our Year End Awards of Excellence honouring those students who achieved excellence during the school year. Presentations are held in June. Awards are designed to inspire, encourage, and reward outstanding achievement, behavior, activities, and attitudes on the part of students. Awards are presented for outstanding achievement, citizenship, and service.

## Graduation

### **Class of 2020 Expectations**

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 may not be able to participate in graduation ceremony. This decision will be made by counsellors and the school administration. Students affected will be informed. Students who are unclear about their graduation eligibility should contact a counsellor at the earliest convenience.



The school administration cannot condone any activity that puts student safety at risk, violates school or school district policies or encourages unlawful behavior. Members of the Graduating Class who participate in any activity that results in willful damage to property, the use of alcohol or drugs, puts student safety at risk, disturbances in the community or the interruption of educational programs, will be disciplined, including suspension and/or revoking the privilege to attend any graduation activity.

### **Graduating**

Robert Bateman ensures that the range of courses needed for graduation are available and that ministry forms etc. are completed, and various school requirements (exams etc.) are met. Students are responsible for taking the required number and variety of courses. If you have any questions regarding your courses, contact a counsellor at your earliest convenience.

### **Grad Council**

Grad Council oversees all the activities for the grad class. As the leaders of the grad class, they determine ways to involve all grads in preparing for a most important moment in their school career – Graduation!

### **Grad Ceremony Eligibility**

As of mid-February, of the current school year students must be eligible to meet all Ministry of Education Graduation Requirements by the end of the second semester, based on courses already successfully completed and/or currently scheduled at Robert Bateman.

Students may participate in the Robert Bateman Secondary graduation ceremonies only if they are taking a course of studies that satisfies the provincial graduation requirements and have a passing grade by May 1<sup>st</sup>. Students enrolled in courses outside of Bateman (e.g. AVS) that are required for graduation must be 80% complete and have a passing grade by May 1<sup>st</sup> to be eligible to take part in the ceremony.

A student may participate in the ceremonies and other activities only once.

### **Valedictorian/Class Representative**

The Valedictorian and Class Representative are members of the graduating class who speaks on behalf of all graduates at the Grad Ceremonies. The top student will be the class Valedictorian. In addition, students may nominate themselves with the support of 10 peers for class representative. A teacher committee will review all nominations to ensure candidates for class representative meet the requirements (B or higher GPA, good conduct, good citizenship, and has made significant contributions to the school). The final representative will be chosen by a Grade 12 vote. These TWO individuals will be the Grad Valedictorian and Class Rep.



## School Resources

### Counselling

Students may see counsellors for a variety of services including academic, career and personal counselling.

•Ms. Hodgins (surnames A-K)

•Ms. Crockett (surnames L-Z)

### Career Centre

Would you like to work as an Electrician, in Construction, Auto Mechanic, Professional Cook etc. while you are in high school? Stop by today and see what is available to you and to register. Students may visit the RBSS Career Centre for information concerning Police, Fire, Hospital, Academies, Trade Apprenticeships, and Post-Secondary Counselling/Advising. Mr. Dods is the Career Advisor/Apprenticeship Coordinator for RBSS and can be contacted by email at: [jeff\\_dods@sd34.bc.ca](mailto:jeff_dods@sd34.bc.ca) Mr. Wismer is responsible for Work Experience and can be contacted at: [clarke\\_wismer@sd34.bc.ca](mailto:clarke_wismer@sd34.bc.ca)

Other areas of information include:

- Work Experience 12 (earn 4 credits from working)
- Volunteer opportunities - police, fire, hospital, schools (earn 4 credits)
- Apprenticeships (starts working in the trades - earn a scholarship)
- Joining our RBSS Co-op program where students can work a semester
- Post-secondary advice/assistance
- Entrance into a district program

### First Aid

Certified first-aid attendants are on staff. Students who require medical attention are to report to the office and will have their parents contacted.



### Internet

Access to the Internet is available to students from our library and computer labs. All students who wish to have access must complete a service agreement designed by the School District. This agreement is completed upon initial registration and a copy is kept on file. Currently, students do not have access to the wireless.

### Website

Visit our website at <https://robertbateman.abbyschools.ca> for important information including the latest updates on grad information, exam schedules, staff contact, newsletters, parent information, school calendar, checkmyprogress, homework, teacher websites, and much, much more.

### 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. Lost or damaged textbooks are to be paid for by students at 100% of replacement value.



### Deposits

**Workbooks:** Some courses may charge a deposit (face value) subject to the return of the commercially printed workbook in original condition.

**Musical Instruments:** A deposit is required for an instrument given to the student by the school for the year or rental fee.

## **Fees**

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

**Graduation Fee:** The basic cost for graduation will be \$60.00 to cover the cost of gown and stole, keeper cap and tassel, folder, diploma, rental of convocation venue and more.

**Student Activity Fee:** \$30 to cover costs of guest speakers, student cards, school events, student recognition, student leadership, lock and locker rental.

## **Elective Course Materials**

Students may be required to pay for materials of superior quality (optional materials) used in the preparation of a project to meet a course requirement.

*Applied Skills and Fine Arts:* Should a student choose to; he/she may use “optional” materials to upgrade the project. For example, a student may use a finer grade of wood, or acrylic versus oil-based paint.

## **Yearbook**

Robert Bateman Secondary is proud to present a yearbook for sale to the student body. As well as providing a photographic retrospective, the yearbook is a memento for everyone who attends Bateman. Get your yearbook early! Students will receive their yearbook in June when all textbooks are returned, and fees have been paid.



## **School Photos and ID cards**

Photographs are required of all students for the school yearbook and for identification purposes.

## **Locks and Lockers**

“Rules Regarding Student Lockers: Conditions of Use” form must be completed and returned. Only school locks may be used. Lockers are to be kept clean and free of graffiti. Posters and pictures will be allowed if they reflect good taste. Students who lose locks will have to purchase a replacement one at the office. Student lockers are the property of the school and may be subject to search at any time with cause. There will be an \$8.00 cost to replace a lost or damaged lock.



## **Protect Yourself From Theft**

Do not share your combination. Do not bring valuables or cash to school. Keep your lockers locked



## **P.E. Change Rooms**

The P.E. change rooms are the number one theft locations in the school. Students may purchase a lock in the office or from the P.E. Dept. teachers for use in the P.E. change rooms. Do not bring money or any other items of value to P.E. classes. The **school will not be responsible** for lost or stolen valuables. Lock it up!

## **Lunch**

Food can be purchased and consumed in the lower lobby/Multi-Purpose area. Lunch tables are provided in the Multi-Purpose Room. Students may eat outdoors. Students are required to clean up after themselves.

## Care of Property

Students are required to take good care of textbooks, lockers, furniture and all school property. Robert Bateman Secondary is a beautiful school with the beauty of the waterfall, the natural brick and tile as well as the art gallery should inspire us all to take care of the school. Vandalism of any sort will not be tolerated. Offenders can anticipate paying for damage caused.

**Take Care of Yourself -- Take Care of Each Other -- Take Care of This Place**

## Student Phone

The phone outside the main office is available for student use **but not during class time**. Do not tamper with phone equipment or abuse emergency services. Calling 911 without good cause is a criminal offense! **Offenders risk immediate suspension**

## Insurance

The school encourages all students to take advantage of the Student Accident Insurance Policy Plan offered by the Seaboard Life Insurance Company. Homeroom teachers distribute application forms for this coverage during the first week of school. The completed application forms can be mailed directly to the plan administrator in the envelope provided.

## **RBSS Activities**

### 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 **signed 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. Represent Robert Bateman well!

### Wolf Pack Student Leadership



The school year will see a calendar full of fun, colorful, wacky and exciting spirit events. Junior and Senior Leaders are working hard to plan and organize events, weeklong celebrations, pep rallies, and large events like Bateman Idol. There are many ways you can get involved both small and large. Look for the food drive or a spirit day and make a memory. Dress up, have fun, participate, and get involved. Make your years at Bateman MEMORABLE!

### Link Crew Grade 9 Transition Program

**What is Link Crew?** Link Crew is a high school transition program that welcomes freshmen and makes them feel comfortable throughout the first year of their high school experience. Built on the belief that students can help students succeed. Link Crew trains members of the senior classes to be Link Leaders. As positive role models, Link Leaders are motivators, leaders and teachers who guide the freshmen to discover what it takes to be successful during the transition to high school and help facilitate freshman success. More and more studies show that if students have a positive experience their first year in high school, their chance for success increases dramatically. The Link Crew high school transition program provides the structure for freshmen to receive support and guidance from juniors and seniors who have been through the challenges that high school poses and understand that the transition to a larger school can sometimes be overwhelming. Link Crew begins with a powerful orientation day that makes freshmen excited and proud to be attending their new high school and allows them to begin developing relationships and strategies that will contribute to their high school success. Please contact Mr. Purdy if you have any questions.

### **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. If school sponsored activities take place 'off campus' all school rules still apply. 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.

### **Clubs**

Bateman encourages every student to get involved, find their area of interest and make a difference. In order to facilitate this charge to action, Bateman offers a few clubs' students can join and create those high school experiences.

### **Athletics & Athletic Fees**

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 are \$75.00 for each sport. These fees offset the costs of supplies, tournaments entry fees, officials, transportation, awards, and uniforms.

#### **Fall Sports**

- Football
- Girls Volleyball

#### **Winter Sports**

- Basketball

#### **Spring Sports**

- Girls Soccer
- Golf
- Hockey
- Rugby

## **Student Conduct**

### **Statement of Purpose**

Our motto "Eye to Eye with Respect" serves as the basis for our commitment to promoting a safe, caring and orderly school, for learning. We value diversity and strive for an environment where everyone is equal in dignity and rights and free from all forms of discrimination including gender, race, religion and sexual orientation regardless of time and place as stated in the BC Human Rights Code.



### **Student Conduct Expectations**

At Robert Bateman, we expect that students will display courtesy and respect for others and school property. Profanity, verbal or physical abuse, threats, intimidation, "put-downs" or bullying will not be tolerated. Any form of violence, aggression or intimidation will be dealt with seriously. This can include electronic web posting. Fighting will not be tolerated on or off campus. Students who gather to observe, promote, videotape or record an altercation will also experience consequences. If students are being harassed on social media, please take screen shots of the conversation and show this to an administrator. Robert Bateman students are ambassadors of the school while at school, including breaks, lunches, study blocks, travel to and from school, and while attending school functions including field trips, sporting events and dances.

### **Rising Expectations:**

As you mature and become a more positive role model in our community, you will gain a deeper sense of pride and belonging to our school. This will help you guide younger students in reaching their potential within a safe, caring and orderly school. As you mature, you will become more aware of your personal responsibility and consequently understand the need for increasing consequences for inappropriate behaviour.

#### **A) Acceptable Conduct**

Students should strive towards the following behaviours, but not limited to, on a continual basis:

- Ensuring that the educational rights of all members of the school community are respected
- Respecting the right of every member of the school community to feel safe
- Promoting an environment of understanding and mutual respect
- Setting high standards for personal achievement and applying good effort in all curricular areas
- Respecting the property of others
- Informing an adult, in a timely manner of any known bullying, harassment or intimidation
- Wearing clothing appropriate to our school dress code
- Being a positive ambassador for our school throughout the community

#### **B) Unacceptable Conduct**

Robert Bateman students must refrain from behaviours that undermine our goal as stated in the Statement of Purpose. Below are examples of unacceptable conduct and is not an all-inclusive list.

- Interfering with a safe, caring and orderly environment for yourself or for others
- Interfering with the learning of others
- Academic dishonesty (plagiarism and cheating)
- Ignoring rules at school related events: e.g. weapons, fireworks, drugs, alcohol, and tobacco use
- Bullying, cyber bullying, harassment, intimidation or physical violence
- Retribution against a person who has reported incidents to staff
- Publishing or displaying anything that is discriminatory against a person or a group of persons due to race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, or sexual orientation

### **Consequences**

Violations of the School Code of Conduct will result in consistent and fair disciplinary action. The severity, frequency, age, maturity, and any disabilities of the student will be considered in determining appropriate action. Whenever possible, disciplinary action is preventative and restorative, rather than punitive. Violations of the Student Code of Conduct will be dealt with in the following manner:

- The teacher deals directly with the student(s). Most problems are minor and infrequent and can be solved/settled this way. Intervention at this level may involve a class meeting or an individual meeting with the student.





***If additional help is required to solve the problem, the following steps are employed until the problem is solved.***

- The teacher contacts the parents and informs them about the problem.
- The teacher and student meet the parents. The teacher may involve the administrator in the meeting. The teacher provides the administrator with an anecdotal record of the problem and the behaviour intervention plan that has been used.
- The teacher(s), parents, student, and administrator confer regarding the behaviours necessary for the student to remain at school.
- The student is suspended from school. A conference with the student, parents, and administrator is required before the student can return to school. Some situations may warrant, or only allow for, an in-school suspension.

### **Notification**

When there is a breach of the School Code of Conduct, school officials may have a responsibility to advise the following:

- parents of offenders, victims
- school district officials as required by school district policy
- Police and/or other agencies as required by law
- All parents when deemed to be important to reassure members of the school community

### **Anti-bullying**

Bullying is when someone feels hurt repeatedly by the actions and behaviours of another student or group. The school does not tolerate bullying. Students should not tease, touch or take from others.

#### ***What to do if you are bullied:***

- Move away from the situation or ignore it
- Identify the problem by talking to the person(s) involved and work out a solution
- Discuss the problem with a teacher, the school counsellor or vice-principal
- Tell your parents – they can help you notify the school

#### ***How can you help someone who is being bullied?***

- Remember that nobody deserves to be bullied
- Show the bully that you and your friends disapprove of his/her actions or behavior
- Seek help
- Give support to the students who are being bullied
- Report it. The person being bullied may be too upset to tell anyone

#### ***How to stop a bully:***

- Do not obey the bully. Tell them to stop and go away
- Do not encourage bullying by work or action. If you watch someone being bullied and do nothing about it, you are encouraging the bully
- Do not join in if a person starts to bully. Refuse to join in
- If you are present when the bullying occurs, take some form of action to let the bully know that their behavior is unacceptable



## **Harassment**

Your right to feel comfortable and secure is essential ingredients to effective study and a happy life.

### ***Harassment in any form cannot be tolerated:***

- It is a destructive influence on your progress and life
- It must be addressed directly; it will not just go away

### ***Harassment occurs in four main forms.***

#### **\*Verbal**

- Being put down, abused or rumors spread about you
- Being sent unacceptable messages via implication, insinuation, inference, innuendo

#### **\*Electronic**

- Receiving unwelcome messages via email or in chat rooms, or mobile phone, SMS, or Skype
- Don't reply, it will encourage further messages
- Report the net address, mobile number or Skype address to your parents and teachers.
- Save any electronic messages; do not delete them.

#### **\* Written**

- Receiving unacceptable notes or letters
- Don't reply; pass them onto your parents and teachers.
- Graffiti on objects about you.

#### **\* Physical**

- Being pushed, hit or assaulted
- Having your 'personal space' intruded.

### **Sexual Harassment is a combination of verbal, electronic and physical harassment**

- It is unwelcomed, uninvited and unwanted affection

### **If you are harassed**

- Act immediately
- Let the perpetrator know very clearly that it is not ok
- Speak up and report it, it's your right.

### **It is interesting that people who harass others often**

- Have low self esteem
- Possess poor communication skills
- Do it for attention

## **Cyber Safety**

The technology available today for you to be globally connected and communicate whenever you like with whoever you like. While there are wonderful opportunities, there is also a dark side to technology usage that can have a threatening impact on your life. As you or your friends have probably already experienced, there are people out there in cyberspace who can make life hard by anonymously bullying you, stalking you, sending you pictures and messages that are sexually suggestive. There are some smart things you can do to keep yourself cyber safe. None of these strategies will cramp your style or reduce your ability to communicate.



### ***Try these things, they work***

- Firstly, be open and sit down with your parent/s and come up together with an agreed set of cyber behaviours that you can all live with. This should include telling them about cyber problems that you have, they will help you solve them rather than taking away your cell and internet access.
- Always use profile private to ensure only friends you wish to see what you have posted can see it.
- Save bullying and sexually suggestive messages that you receive. Don't reply to them and share them with your parent/s and teachers; the Police can trace them and stop the senders.
- Only welcome contacts into your networks that you have met face to face and trust; it is easy for adults with distasteful intentions to create fake identities. Police are catching these people every day and there are plenty of them in cyberspace.
- Put blocks on people who you do not wish to receive messages from.
- Don't share with anyone your username and password; you know how so-called friends sometimes let you down.
- Protect your identity by not putting personal details, cell/home phone numbers, address, sporting clubs, school, named photos; you can be traced very easily through the White Pages and Google Earth. Once people have your identity description they may be able to access your bank details and accounts.
- Now that Cyber Safety has become one of the biggest issues confronting teenagers today, both parent/s and teachers have been shown the best ways to help you solve them; speaking up and sharing cyber bullying and sexually suggestive messages will make things better for you, be strong.
- Don't become a bully yourself by setting up fake websites; you don't like it, so don't do it to others.
- Don't use your webcam or cell to take sexually suggestive photos or videos of yourself or others; sexting can be illegal, you don't know who will see them, so don't post them.
- It can damage your reputation in the future when applying for jobs if you put sexually suggestive photos or videos of yourself on Facebook or YouTube, because employers are now checking people on these sites.
- Be aware of online gaming because you don't know with whom you are playing and leaving a game may target you for cyber bullying because you let the team down.
- Your generation is very good at doing several things at once such as using msn, iPod, mobile, a few screens open at once; it's called multitasking. Unfortunately, whether you accept it or not, the reality is that your memory is not good at it and effective learning is impossible. Give your brain a chance by only using one technology at a time.

### ***To keep yourself Cyber Safe be smart***

- No sexually suggestive photos, videos or nicknames
- No surnames
- No school or sporting clubs
- Set your profile private



### **Student Parking**

Only registered vehicles may park in the student parking lot. Students must register their vehicles in the office. Parking on residential streets is bound by municipal regulations. The school is not liable for thefts or damages. Violation of school parking regulations may result in your parking privileges at Bateman being revoked.



### **Student Driving**

Students who bring vehicles to school are expected to practice safe driving **on school grounds and in the neighborhood**. Drivers who operate their vehicles in an unsafe manner will be dealt with by the school and/or Abbotsford Police and will have their driving privileges to school revoked.

### **Signing In and Out**

All appointments should be made outside of school hours. If students are leaving the school for any reason, they must sign out at the office. We appreciate a note/phone call from their parent/guardian.

### **Becoming Sick at School**



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. Robert Bateman does have a sick room available for student use.

### **Attendance**

Students who attend all their classes perform better in school. It is expected that students will attend all classes unless absent for a legitimate reason such as illness. If you are absent, have a parent call the office (604) 864-0220 to report the absence or hand in your signed note to the office all within 24 hours of the absence from school. RBSS will use the Auto Dialer system to notify parents daily on attendance.

Missing classes without permission is **truancy**. Truant students will make up lates and missed class time by any one of the following: attending teacher office hours or attending noon hour Bateman Achievement Centre

Continuing truancy will result in escalating discipline including school suspensions and/or withdrawal from class.

### **RBSS Late Policy**

Students are expected to arrive to school and all classes early or on time. Late students will report directly to their classroom teacher. After 3 lates, students may be assigned to Bateman Achievement Centre at lunch.

### **RBSS Unexcused Absences Policy**

Unexcused absences will result in students being assigned to Bateman Achievement Centre that runs daily during lunch period. Unexcused absences include: skipping, leaving class without permission, leaving school without signing out, sleeping in, missing the bus, missing one class to work on homework from another, or arriving more than 30 minutes after a class has started. The school has an auto-dial system which notifies parents of one or more unexcused class periods daily. A pattern of non-attendance may result in a series of escalating consequences up to and including withdrawal from Robert Bateman.

### **Absences and School Functions**

Students who are away from school may not be permitted to participate in school functions (dances, trips etc.) during the days they are absent.

### **Electronic (Cell Phones/ iPod/ MP3 Players) Devices**



Electronic devices can be sources of disruption to learning and are not to be used in classrooms without Teacher permission. Teachers may take your phone away if it is being used in class without permission and return it to you at the end of class. Repeated cell phone issues in class may result in the teacher taking your phone and handing it over to one of the vice-principals. Repeat offenders may face further discipline consequences from the school Administration. Portable electronic devices are the number one target of thieves. The school does **not** accept responsibility for the theft of personal electronic devices, but every effort will be taken to try and recover your stolen device.

### **Vacations During School Time**

We at Robert Bateman Secondary believe that instructional time is important and are concerned when students miss school for family vacations or other activities. When students miss instruction, their achievement normally 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 do not have time to re-teach material already taught nor are they expected to provide work ahead of time if you are on holidays for extended periods of time. 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.



### **Instructional Time**

Students who miss 10 or more classes may have a meeting with their parent/guardian, and their administrator at which time the student may be required to enter into an attendance contract. Students may be required to make up instructional time missed due to excessive excused or unexcused absences. Students may either need to make up missed time by attending teacher supported intervention time or Bateman Achievement Centre at lunchtime. Failure to meet the terms of the attendance contract may lead to a student being withdrawn from class.

## Cheating/Plagiarism/Collusion

We value academic integrity and ethical behavior, and will not tolerate academic misconduct of any kind including:

**Plagiarism:** “To copy and use the work of another as one’s own, without citing the author and source as commonly required, in the ‘text’, footnotes and bibliography. This work includes the thoughts, writings, images (art) or research (data and interpretations) of another, used in one’s own name.”

**Cheating:** Talking/communicating in any way with other students during a test. Having any unauthorized test related material on or near the student’s desk during a test. Cell phone use. Failing to adhere to verbal or written testing guidelines.

**Collusion:** Knowingly or intentionally helping another student perform any act of cheating or plagiarism

**When an incident of plagiarism/cheating/collusion occurs, the following consequences will be imposed:**

1. All academic honesty infractions **will** be recorded in the student’s behavior record.
2. The student **may** receive an in-school suspension to complete the assignment or an alternate assignment/exam.
3. The students’ parents **will** be contacted by the teacher and advised of the consequences.
4. **Repeat Offense** The students **will** be referred to the administration and consequences may result in detentions or suspension from school.

## Alcohol/Drugs

Students shall not attend school or any school-organized or sponsored event while under the influence of drugs or alcohol (this includes all School District Property). Students shall not buy, sell, distribute or possess alcohol and/or drugs during school time or at any event that is organized or sponsored by a school. Students violating this policy shall be subject to discipline in accordance with the established district policy. For the purposes of enforcing school rules and maintaining a safe and orderly learning environment, principals and vice-principals with cause may conduct lawful searches of students, lockers and any other property.

## Skateboards/Scooters/Bicycles

If skateboards/scooters are used as a means of transportation, we expect that students will not ride them on campus.

Bicycles brought to school are the sole responsibility of the owner. We recommend that bicycles be stored in bike racks provided and that bikes be chained always when not in use.



## Hats/Headgear

Robert Bateman Secondary has a **no hat; no hoodie, policy** inside the building (with the exception of RBSS spirit days). Repeat offenders will have their hat confiscated by the administration.

### **Smoking-Vaping**

Both school district policy and legislation from the Provincial Government prohibit smoking and **possession** of tobacco products on school property. Vaping will be treated with same rules as regular cigarettes. This ban also applies to school field trips or events such as bus transportation to sporting events, and includes excursions, assemblies or ceremonies such as Graduation Dinner & Dance. Violation of this policy is also subject to a range of consequences including suspensions from school. Due to the health and safety of everyone in the building, students caught smoking or vaping within the building will receive an automatic 3-day suspension.



### **Visitors**

Robert Bateman Secondary School is a closed campus. Visitors and guests are not permitted unless approved by school administration.



### **Dress Code**

Common sense is the key to student dress and grooming at Bateman. We expect students to dress appropriately and be ready for learning while at school. Clothing that is offensive and/or distracts others from learning is not acceptable.

- Hats or other head-covering clothing accessories may not be worn inside the school building. No hoodies covering your head will be permitted.
- Midriffs and chest area must be completely covered. Please keep busts, butts and bellies covered.
- Clothing that promotes drugs, alcohol, gangs, weapons, profanity or sex is not acceptable in our school community.

### **Weapons/Explosives**

Students in possession of weapons or explosives including fireworks at school will be disciplined. Disciplinary action may include suspension and/or removal from Robert Bateman Secondary. Students who are using matches, lighters, fireworks etc. may be required to attend an information session with the Abbotsford Fire Dept. prior to returning to school from suspension.

### **Emergency Procedures**



**Fire Alarm in class:** Students must exit the building with teacher they are in class with at time of alarm.

**Fire Alarm not in class:** Students must exit the building and report to teacher they just had a class with. Teachers will be lined up in alphabetical order with “A” closest to Clayburn Middle and “Z” closest to our school.

**Earthquake:** “Duck and cover” until shaking stops. Students exit the building as safely as possible with teacher they are in class with.

**Lockdown:** Students are to remain “locked in classroom” until “all clear” is announced. If a student is not already in a class, they will immediately report to the nearest classroom. If outside of building, they will seek refuge in Clayburn Middle School building.

**Shelter in Place/Secure & Hold:** Students remain in classrooms and are not permitted to leave until directed by the Administration.

September 2019

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.



Kevin Godden  
Superintendent of Schools



September 2019

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

## CODE OF CONDUCT

### **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's 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, modeled, practiced, and acknowledged, thereby increasing student self-respect and positive social behaviours;
- Disciplinary action, wherever possible, is preventative and restorative, rather than solely punitive;
- Expectations for student behaviour increase as they become older and more mature;

- Disciplinary action is considerate of students with special needs if these students are unable to fully comply with the Code of Conduct due to a diagnosed disability of an intellectual, physical, sensory, emotional or behavioural nature.

The Board believes that acceptable student conduct, based on respect for oneself, respect for others, and respect for property is essential to the development of responsible citizens. Students are expected to:

- Be aware of and obey all school rules;
- Respect the rights of all persons within the school including peers, staff, parents and volunteers;
- Refrain from lying, cheating, stealing;
- Attend classes punctually and regularly;
- Work cooperatively and diligently at their studies and home assignments;
- Respect the legitimate authority of the school staff;
- Respect all school property, including buildings and equipment;
- Respect the diversity of our school community;
- Behave in a safe and responsible manner at all times;
- Refrain from any behaviour that would threaten, harass, bully (bullying includes but is not limited to, physical or verbal intimidation, verbal harassment and cyber bullying), intimidate, assault or discriminate against, in any way, any person within the school community on or off school property;
- Refrain from being in possession of, or under the influence of, drugs and/or alcohol in all school facilities or on school grounds or at school sponsored functions and activities;
- Refrain from being in possession of weapons of any kind in school or at school activities;
- Refrain from inappropriate computer usage and/or multi-media devices in accordance with Board policies (cell phones, cameras, iPhones, BlackBerrys, 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 his/her school that is consistent with the District Student Code of Conduct and which reflects the provincial standards.

The school's Code of Conduct and a summary of the district's procedures on 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)

#### **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, 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 Superintendent of Schools.
3. It is important to report all incidents of bullying or harassment; however, false allegations are a serious matter and can damage a person's reputation so are not acceptable in any way.

If you require further information, please contact the School Board Office at 604.859.4891.

### SEARCH AND SEIZURE (AP 332)

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

### EMERGENCY CLOSURE OF SCHOOLS

During emergency situations, schools will be closed to ensure the greatest possible level of safety for students and staff. Reasons for such closures could include: bomb threats, gas leaks, fire, smoke, power failure, extreme weather situations, earthquakes and other causes that may endanger students and staff. The Superintendent is responsible for all decisions relating to school closures.

In the event that inclement weather requires a school closure prior to the school day starting, the district will advise the following radio stations as early as possible before 6:00 a.m. of the details of the closure:

- |              |  |                 |                     |
|--------------|--|-----------------|---------------------|
| • STAR FM    | 98.3 on the FM dial                        | • News 1130     | 1130 on the AM dial |
| • Country FM | 107.1 on the FM dial                       | • Punjabi Radio | 1550 on the AM dial |
| • CBC        | 690 on the AM dial/<br>97.7 on the FM dial | • Red FM        | 93.1 on the FM dial |
| • CKNW       | 980 on the AM dial                         | • JACK          | 96.9 on the FM dial |
|              |  | • City TV       |                     |

Information will also be available via the media at [www.abbynews.com](http://www.abbynews.com), the district website at [www.abbyschools.ca](http://www.abbyschools.ca) and via social media on the district Facebook page <https://www.facebook.com/AbbotsfordSD> or district Twitter account at: <https://twitter.com/abbotsfordsd>.

Sincerely,



Kevin Godden  
Superintendent of Schools