






Success For All	2023•2024	Réussite pour tous
STUDENT HANDBOOK		
 @wjmouat https://wjmouat.abbyschools.ca/		
 W.J.Mouat Secondary School  wjmouat		
Ms. Linda Pollastretti Mr. Bo Sidhu Ms. Jaimie Webster Ms. Soraya Rajabally	Principal Vice-Principal – A to Gh Vice-Principal – Gi to N Vice-Principal – O to Z	

BELL SCHEDULE

WJ Mouat Secondary School				
2023-2024 Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
extended day classes (am)				
8:04 first bell				7:58 first bell
A	C	B	D	SLO or Tutorial
8:10-9:29 (79 min)	8:10-9:29 (79 min)	8:10-9:29 (79 min)	8:10-9:29 (79 min)	8:04-9:24(80min)
B	D	A	C	
9:35-10:54 (79 min)	9:35-10:54 (79 min)	9:35-10:54 (79 min)	9:35-10:54 (79 min)	9:30-10:29 (59 min)
Lunch	Lunch	Lunch	Lunch	10:35-11:34 (59 min)
10:54-11:34(40 min)	10:54-11:34(40 min)	10:54-11:34(40 min)	10:54-11:34(40 min)	
C	B	D	A	Lunch
11:40-12:59 (79min)	11:40-12:59 (79min)	11:40-12:59 (79min)	11:40-12:59 (79min)	11:34-12:14 (40 min)
D	A	C	B	12:20-1:19 (59 min)
1:05-2:24 (79 min)	1:05-2:24 (79 min)	1:05-2:24 (79 min)	1:05-2:24 (79 min)	1:25-2:24 (59 min)
extended day classes (pm)				
Semester 1 -		September 5-January 26		
Semester 2 -		January 29 - June 21		

Locker assignments

Students in grades 10, 11, and 12 will have the same locker that they were assigned last year. If you have forgotten your locker and/or number, please come to the office. Grade nines will have been assigned lockers on orientation day. Students who do not yet have a locker and wish to have one, are to report to the office starting Monday September 11th. Lockers are the property of the school and may be subject to search at any time with cause. Students should not share their locker combinations with anyone.

Mouat App Download and Review Key Features

You can download our school app from the App Store or Google Play

Students can access without WIFI, but the content will not be updated until connected to WIFI at home. Students are encouraged to explore the app. Here is how you can download the app.

- a. Search My School Day
- b. Follow set up instructions, selecting province, school district and our school
- c. Allow notifications permissions to ensure you stay up to date with school and teacher communications.

2. Key Features include:
 - a. Navigation Bar along the top of the app (trouble shooting, upcoming events, to do lists and search)
 - b. Calendar – add/delete events, assignments, due dates, games etc.
 - c. Settings – naming and colour coding classes and creating schedule
 - d. Select Date to view schedule. Click on class to add notes, take/save pictures etc.
 - e. Channels – communication tool that teachers, coaches will send you information and updates on
 - f. Student ID - Adding a picture of your school ID card. You will need this or the actual card for all school events.

Attendance and Absences

1. Becoming Sick at School

- 1) 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,
- 2) the student must remain at school. School staff is not permitted to administer medication without authorized written consent of a family physician.

2. Signing In and Out

- 1) All appointments should be made outside of school hours. If students are leaving the school for any reason, they must have their parents' sign them in/out using the Safe Arrival App. Then check out at the office with reception.

3. Attendance

- 1) 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.
- 2) We are not an online school. It is at a teacher's kindness and discretion that they post work online. Submitting work online and not attending is not permitted. If this is an option you would prefer, we recommend that you register at Abbotsford Virtual School for an online education.
- 3) When you miss a class...you should know that you:
 - i. are responsible for work missed
 - ii. are responsible for making up time for missed assessments at a time that works best for your teacher
 - iii. may be given an alternative assignment or assessment

4. First Period Lates

- 1) Students who arrive to school after the start of the first class go directly to their first period class. Teacher will record you as late. If you are frequently late your teacher may refer you for an intervention.

5. Vacations During School Time

- 1) In accordance with School District Policy 9.220 (Student Vacation During School Time), we at WJ Mouat Secondary believe the school calendar provides a generous vacation schedule. Our curriculum is demanding, and class attendance is crucial. We are concerned when students miss school for family vacations or other activities. When students miss instruction, their achievement normally suffers.
- 2) 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 later. Teachers do not have time to re-teach material already taught.
- 3) 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.

6. Excusing an Absence/Late

- 1) Parents should be using the Safe Arrival App to excuse absences. Excused or not, an absence is an absence.

Student Photos

Photographs are required of all students for the school yearbook and for student ID cards. Photo day is scheduled for Wednesday, September 13, 2023. Students submit photo forms directly to the photographer on Photo Day. Retakes are only available to students ordering a photo package.

Grades 11 and 12- Parking

Parking passes are available for purchase through the office. They are \$16 for the year and issued on a first come, first serve basis. Students will need to present vehicle registration documents. Forms and payment made at the office. There are no assigned parking stall numbers. Student parking is **only** located south of the New Beginnings portable. Students are not permitted to park behind the portables or at the back of the school.

General Expectations (All Classes)

1. Missing Assignments

- a. It is a student's responsibility to adhere to deadlines as outlined by their classroom teacher. Missing assignments will receive an NHI. Students will have to earn the right to revisit NHIs in consultation with their teacher; teachers may consider a student's punctuality, responsibility, use of tutorial time, and/or improvement in meeting deadlines. Students who have NHI will be required to attend Friday Tutorial Time. All work submitted late will be marked at the teacher's pace.

2. Academic Dishonesty (Plagiarism/cheating)

When it is discovered that a student has handed in work that is not theirs (ex. AI generated, copied off the internet or a friend, cheated on a test/quiz etc.) the consequences are clear:

- 1st offense -Teacher consequence, parent contacted, administration is contacted (infraction is noted in student conduct)
- 2nd offense – same as 1st offense and in-school suspension
- 3rd offense- in-school suspension and lose privilege to apply for scholarships/bursaries (possible removal from class)

3. Traffic, Driving and Parking for Parents and Students:

- a. Between the hours of 7:45 am - 8:20 am & 2:20 pm - 2:40 pm the front loop is busy so plan your routines accordingly. Parking on residential streets, including the church parking lot, is bound by municipal regulations. The school is not liable for thefts or damages. 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 can expect to be in conversation with their VP and/or Abbotsford Police and may have their driving/parking privileges to school revoked.
- b. **NOTE:** Stopping along Maclure and Trethewey is extremely dangerous. Do not do it and please direct your parents to pull onto Mouat Drive or into the loop at the front of the school. Use the area in front of the school as your meeting, drop off and pick up place.

4. Student Conduct Expectations

- a. At WJ Mouat, we expect that students will display courtesy and respect for others and school property. Profanity, verbal or physical abuse, threats, intimidation, bullying, or racist language will not be tolerated. Any form of violence, aggression or intimidation will be dealt with seriously. This can include electronic web posting, text messages, pictures and video message shared through phones and social media. Fighting will not be tolerated on or off campus. Students who gather to observe, promote, and/or record an altercation are also subjected to the consequences as outlined in the code of conduct for both the school and the district.

5. Character Traits

- a. When you walk around the school you will notice that there are several banners hanging - these are our school's Character Values. These are the 6 values that we expect each student to demonstrate in the hallways, classrooms, fields, courts, and stages here at school, at other schools as well as in the community. Demonstrating Respect,

Responsibility, Integrity, Caring, Awareness and Teamwork in all that you do here will ensure that you have the most enjoyable and successful high school experience.

6. Bullying and Social Media

Any kind of bullying, including by electronics means, is strictly prohibited. Cyber Bullying deliberately threatens, harasses, or intimidates another individual. This can be a violation of a student's right to be safe and secure on campus. Students who bully and who misuse technology in this manner are subject to disciplinary action.

7. Alcohol and Drugs

Students shall not attend school or any school-organized or sponsored event while under the influence of drugs or alcohol. Students shall not buy, sell, distribute, or possess 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.

8. Vaping and Smoking

Vaping and smoking are not allowed on school campus. It is illegal for these items to be sold or given to minors. Vapes used on campus will be confiscated and the user suspended. If there is a possibility the product used contains THC products or other drugs, the device will be turned over to the APD and the incident will be treated as "under the influence on campus."

9. Weapons/replicas and fireworks

Weapons/replicas and fireworks are not permitted on school property or at school-sponsored events. If found on campus, students will be disciplined with a 5 day out of school suspension and a meeting with the Assistant Superintendent of schools.

10. Visitors

WJ Mouat is a closed campus. Visitors and guests are not permitted unless approved by administration. All visitors must report to the office and sign in upon arrival.

11. Cell Phones:

- a. Cell phones must be turned off during instructional time. The use of any cell phones in a manner that violates a person's reasonable expectation of privacy including but not limited to the use of change rooms, washrooms, or academic examination rooms is strictly prohibited and may be subject to discipline. Cell phones that interrupt classes will be confiscated and handed over to the administration. Students are expected to follow individual teacher expectations within their classroom.

12. Dress Code

- a. Common sense is the key to student dress and grooming at WJM. We expect students to dress appropriately and be ready for learning while at school.
- b. Students must wear:
 - Clothing including both a shirt with pants or skirt, or the equivalent and shoes
 - Shirts and dresses must have fabric in the front and on the sides
 - Clothing must cover undergarments
 - Fabric must cover all private parts (eliminate the see-through)
 - Sports bra or bra is not a shirt
 - Clothing with graphics promoting inappropriate or derogatory comments including references to sex, alcohol, drugs, racism, violence or gangs is not acceptable in our school community
 - Hoodies are permitted, but we ask that you remove your hood upon entering the school.

Graduation (please refer to the GRAD HANDBOOK for specific details)

To participate in grad activities including Grad Cruise, Night to Remember, Prom and other activities, grade 12 students must demonstrate good conduct, school attendance, and be a good example to their peers. All activities and events listed above are school organized and sponsored and therefore all school rules apply. All events are drug and alcohol free. Attendance to these events is a privilege, based on academic/attendance eligibility, one's behaviour at school and in the community and the general health and safety of the individual and all those in attendance. Administration may remove this privilege at any time.

SLO and Tutorial Time Fridays

Every Friday will either be an SLO day (late start) OR a Tutorial-- starting September 15.

SLO or Tutorial time is 8:04am – 9:24am every Friday. Tutorials are an opportunity for students who:

- 1) Are behind in their work and need to catch-up on learning, assignments, or assessments
- 2) Need extra help with their learning from their teachers
- 3) Are excelling and are ready to extend their learning

Some students will be required to attend. These students have been spoken to or received an email/ phone call from their teachers; attendance is not optional for these students. Students who are meeting the learning requirements of the course(s) may attend to access challenge materials or teacher support; their attendance is optional. All teachers will be available from 8:10am – 9:24am to support students.

There will be no tutorial time on SLO weeks:

Semester 1 SLO Days	Semester 2 SLO Days
September 15, 2023	February 2, 2024
October 13, 2023	February 9, 2024
November 24, 2023	March 8, 2024
December 8, 2023	April 12, 2024
January 19, 2023	May 31, 2024


Deeper Learning Opportunities

Throughout each semester, each teacher will be providing an opportunity for students to engage in the curriculum using a variety of deeper learning teaching strategies which may include play-based, project-based, passion-based, inquiry-based learning opportunities.

Student Assessment and Reporting

Students with incomplete work or who are in danger of failing will be required to attend Friday tutorial time. In consultation with teachers, students may be given an extended opportunity to complete the required work.

As per the British Columbia reporting policy, students are assessed on the points scale: Emerging, Developing, Proficient and Extending. The following graphic is taken from the Ministry of Education’s K-12 Reporting Policy:

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

This is also the same scale used to assess the grade 10 and grade 12 Literacy and Numeracy Graduation Assessments.

Work Habit Indicators

These comments refer to student performance in the areas of behaviour, work habits, attitude, and effort.

G: Good student performance

S: Satisfactory student performance

N: Student performance needs improvement

School Fees

1. Textbooks/ Workbooks

Textbooks are issued by subject teachers. There is no charge for the use of textbooks. Students will be charged if books are lost or damaged. Some courses may charge a deposit (face value) subject to the return of the commercially printed workbook or textbook in the original condition.

2. Fees

The following is a standard of service for each fee across the district.

- a. Graduation Fee: The basic cost for graduation will be \$60.00 to cover the cost of keeper cap, gown and tassel, folder, diploma, and venue fee.

- b. **Student Activity Fee:** The student activity fee is charged to cover costs of our school app (student agenda), student activities, and locker rental. The fee amount for 2022-2023 is \$25.

3. 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.

Bring Your Own Device (BYOD)

If you already have access to Wi-Fi from previous years and are using the same device, there is no need to reapply for access this year. Exception: if you went from a laptop to tablet or laptop to MacBook, you might need new access. Please try to connect to Wi-Fi before completing a form for Ms. Mangat in the LC.

Emergency Procedures

1. Fire Alarm during class time:

- Students must exit the building with their teacher and report with their teacher to their teacher's designated area on the soccer field for attendance.

2. Fire Alarm during morning, transition or at lunch:

- Students must exit the building and report to their Block A teacher on the grass field immediately West of the parking lot. Students on a scheduled study block report to Ms. Mangat's area of the evacuation site around the grass field.

3. Earthquake:

- "Duck and cover" until shaking stops. Everyone exits the building as safely as possible and report to their designated area on the grass field for attendance with their teacher or report to their Block A teacher if class is not in session.

4. Shelter in Place:

- 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 the building, they will seek refuge at Gordie Howe Middle School or if not safe, at MRC. Teachers are to continue instruction.

5. Lock Down:

- 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. Teachers bring down shutters/blinds, turn off lights, and students are to be under cover. Instruction is not to occur. Cell phones are not to be used. No noise. If outside the building, the teacher and class are to seek refuge at Howe Middle or if not safe, at MRC.

Athletics and Activities

1. 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, our PAC, and fundraising. These fees offset the costs of supplies, tournaments entry fees, officials, transportation, awards, and uniforms.

Fall Sports: Football, Volleyball, Cross Country, Swimming, Boys Soccer

Winter Sports: Basketball, Wrestling

Spring Sports: Track and Field, Rugby, Girls Soccer

For more information contact our Athletic Director: Jon.Rahe@abbyschools.ca

2. Clubs and Activities

Everyone needs to be involved in school culture! Consider joining one of our many clubs or activities. Mouat Clubs include:

Creative Writers Club	Culture
Golf Club	Improv Club
Chess Club	Knitting Club
Guitar Club	Soccer Club
Benevolent Nerds Club	Model UN Club
HawkZine Newspaper Club	Drama Club
Green Team Club	Dance Club
GSA Club	Games Club
Intramurals	Ping Pong Club
Key Club	Travel Club

School Resources

The Counselling Centre offers a complete range of counselling services to the students at the school. These services include course planning, post-secondary school requirements, financial assistance, bursary and scholarship information, personal counselling, and referrals to community agencies. Students are encouraged to familiarize themselves with the resources available in the Counselling Centre. Students are assigned to counselors alphabetically by surname.

Ms Paula Thompson – last name A to Gh

Ms Lindsay McAleese – last name Gi to N

Ms Michelle Nyberg – last name O to Z



Do you or someone you know needs help?

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

Anyone Can Call:

A **child** who is being abused at home, at school, - anywhere - can call for help.

Parents who are afraid they might hurt their child can call for help.

A **Community member who knows** a family where a child is being abused, call the Helpline. You can call anonymously.

On the Other End of the Phone:

There is always a social worker at the end of the phone willing to listen, someone to take action, someone who cares.



September 2023

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.

A handwritten signature in black ink, appearing to read 'K. Godden', written over a horizontal line.

Dr. Kevin Godden
Superintendent of Schools

September 2023

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

1. Responsibilities:

School staff are responsible for consistently supporting and applying the District and their School's Codes of Conduct and establishing a positive climate in which structure, support and encouragement assist students in developing a sense of self-discipline and responsibility. School staff are required to inform volunteers and the school community about the Code of Conduct and its expectations.

Students are responsible for respecting the rights and dignity of others in learning environments free from discrimination as set out in the BC Human Rights Code and becoming actively and productively involved in their own academic learning and social growth.

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

2. Conduct Expectations:

The Board believes that acceptable behaviours and conduct are fostered in a positive climate in which:

- All students feel safe, valued and trusted, and have the opportunity to develop, assume and maintain responsibility and self-motivation;
- All students feel supported without fear of retaliation in reporting unsafe conditions, actions or potential incidents;
- There is a joint effort to learn and a feeling of mutual respect among staff, students and parents;
- 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. Dangerous objects, alcohol, and other drug possession (supply or sale) are illegal and interfere with both effective learning and the healthy development of all individuals. The Abbotsford School District is committed to protecting students from harm, maintaining the safety of our schools and promoting an environment free of substance use. Students are not required to obtain a school locker, but if they choose to do so, they do so on the condition that it is to be used only for authorized purposes. Lockers may be subjected to searches by Abbotsford School District staff.

EMERGENCY CLOSURE OF SCHOOLS

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

Our Emergency Procedures are put into place by either a school administrator, Assistant Superintendent or the Superintendent. The Superintendent is responsible for all decisions relating to school closures. Information regarding each level of emergency status is listed in our [Administrative Procedure 103 - Emergency Procedures](#). Procedures are practiced at each school 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);
- 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

Local School Calendar

2023 – 2024



School Opening / Secondary – Semester 1 starts (½ day dismissal)	September 5
<i>Non-Instructional Day #1</i>	September 29
National Day for Truth & Reconciliation (in lieu day)	October 2
Thanksgiving Day	October 9
Early Dismissal for Parent-Teacher Conferences	October 18
Early Dismissal for Parent-Teacher Conferences	October 19
<i>Non-Instructional Day #2</i>	October 20
<i>Non-Instructional Day #3</i>	November 10
Remembrance Day (in lieu day)	November 13
Report Cards (Elementary/Middle)	December 1
Last day before Winter Break	December 22
Winter Break	December 25 – January 5
Schools reopen after Winter Break	January 8
Secondary – Semester 2 starts	January 29
Report Cards (Secondary)	February 2
Early Dismissal for Parent-Teacher Conferences	February 7
Early Dismissal for Parent-Teacher Conferences	February 8
<i>Non-Instructional Day #4</i>	February 16
Family Day	February 19
Report Cards (Elementary/Middle)	March 8
Last day before Spring Break	March 15
Spring Break	March 18 – 29
Good Friday	March 29
Easter Monday	April 1
Schools reopen after Spring Break	April 2
<i>Non-Instructional Day #5</i>	April 26
<i>Non-Instructional Day #6</i>	May 17
Victoria Day	May 20
Last day for students (Report Cards for Elementary/Middle)	June 27
Report Cards (Secondary)	June 28
Last day for teachers	June 28

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