2018-2019
STUDENT HANDBOOK

@yalelions  Website  yale.abbyschools.ca  @yalelions

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Ms. Carla Campbell  Vice-Principal (A-K)
Mr. Rob Sloboda  Vice-Principal (L-Z)

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Take Care of Yourself -- Take Care of Each Other -- Take Care of This Place
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Take Care of Yourself --  Take Care of Each Other --  Take Care of This Place --
Principal’s Message

Dear Yale Lion,

Welcome to Yale Secondary one of the premier schools in the province. A special welcome to the grade 9’s and all other new students. Also welcome to our returning students, who love the opportunities their school provides for them. The Yale culture and pride are felt throughout our community.

Our professional staff have prepared their courses to provide you with a positive learning experience. Bring your best to class and take advantage of this amazing opportunity ahead of you. With the variety of programs available I am confident you will find your passion. School activities, sports teams, arts and clubs will allow you more options to further pursue your passion and love. Take advantage of the Yale experience because it will truly change you and your perspective on life. Use it as a foundation for setting goals for your future life.

We will continue to challenge our student body to leave a legacy and leave your mark. Your choices will define your experiences so take control of your destiny. Be a leader and take care of yourself and your Yale family. Collectively we can fulfill our dreams and goals at this exceptional learning institution.

Take control of your learning and embrace the academic rigor we instill at this school. The resiliency you build as a learner will pave the path for your future ventures. Good study habits and self-discipline will help you succeed in all your subject areas. Don’t be afraid to ask for help or clarification, our role here is to simply support your growth.

Enjoy your year. Become part of a great tradition. Lion pride runs deep in Abbotsford. You are part of a very special group of people - have a great year!

Respectfully,

J. Sarowa Principal
About Our School

Our History

Pictured here is James Murray Yale, the fiery Scotsman after whom our school was named. Yale worked for the Hudson’s Bay Company from 1815 until his retirement in 1860. In 1817, he was taken prisoner during a dispute with the North West Company and his own which preceded the merger of the two companies. In 1828 Yale accompanied Governor Simpson on his inspection tour from York Factory to Fort Langley where he remained for thirty-one years. James Murray Yale was very active in the Fraser Valley opening trading posts and exploring new routes from the coast to the inland. Fort Yale in the Fraser Canyon was named after him and so, too, was the road on which this school is situated. Yale Highlanders as we were once called, but now Lions have good reason to be proud of their school and its heritage. We are indeed fortunate to bear the same name of such an honest, diligent and courageous man.

School Colours & Logos

- Red
- Navy
- White

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 yale.abbyschools.ca. You can always call us at (604)853-0778 or email staff directly.

https://yale.abbyschools.ca/about/staff
Pay School Fees Online

Abbotsford School District is pleased to offer you the choice to pay for school fees online. Parents and guardians have the convenient and secure option of paying for school items using their credit card online, 24/7. You can pay for school items such as trips, club/athletic fees, and spirit wear. It will save you time too! Register now.

SchoolCashOnline Step-by-step sheet for parents/guardians

For safety and efficiency reasons, Abbotsford School District would like to reduce the amount of cash & cheques coming into our school. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding upcoming events involving your child(ren).

NOTE: If you require assistance, select the GET HELP option in the top right hand corner of the screen.

Step 1: Register

a) If you have not registered, please go to the School Cash Online homepage https://abbotsford.schoollcashonline.com and select the “Get Started Today” option.

b) Complete each of the three Registration Steps
   * For Security Reasons your password, requires 8 characters, one uppercase letter, one lowercase letter and a number.

Step 2: Confirmation Email

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

Step 3: Find Student

Note: Student Number is Not Required
This step will connect your children to your account.
   a) Enter the School Board Name
   b) Enter the School Name
   c) Enter Your Child’s Name & Birth Date
   d) Select Continue
   e) On the next page confirm that you are related to the child, check in the Agree box and select Continue
   f) Your child has been added to your account

Step 4: View Items or Add Another Student

If you have more children, select “Add Another Student” option and repeat the steps above. 5 children can be added to one parent account.
If you do not wish to add additional children, select “View Items For Students” option. A listing of available items for purchase will be displayed.
Remind Notifications

Download the Remind App to receive school notifications (Ex. School Closings, early dismissal, extracurricular activity Sign-ups, weekly reminders, etc.) directly from school administration. You can also receive notifications via text messaging or email. We will never see your phone number. Parents are encouraged to sign up for these messages as well so that they can stay up to date with what is happening. Note that if you are a Rogers Wireless customer, phone text messages will not be sent to you from Remind. You should download the Remind App instead.

Gr 12 = “rmd.at/yss19”; Gr 11 = rmd.at/yss20”; Gr 10 = “rmd.at/yss21”, Gr 9 = “rmd.at/yss22”

A
If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/yss19

Follow the instructions to sign up for Remind. You’ll be prompted to download the mobile app.

B
If you don’t have a smartphone, get text notifications.

Text the message @yss19 to the number (587) 316-6201.

* Standard text message rates apply.

Don’t have a mobile phone? Go to rmd.at/yss19 (put your grad year in place of the 19) on a desktop computer to sign up for email notifications.

You can opt-out of text messages at any time by replying unsubscribe with your grad year as in the example ‘unsubscribe @yss19’.
YALE ACADEMICS

Grad Requirements

<table>
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<th>Subject Area</th>
<th>Minimum Credits</th>
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<td>2 Career Education courses (replaces Planning 10 &amp; GT)</td>
<td>8</td>
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<tr>
<td>A capstone project is required</td>
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<tr>
<td>a Language Arts 10</td>
<td>4</td>
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<tr>
<td>a Language Arts 11</td>
<td>4</td>
</tr>
<tr>
<td>a Language Arts 12</td>
<td>4</td>
</tr>
<tr>
<td>a Mathematics 10</td>
<td>4</td>
</tr>
<tr>
<td>a Mathematics 11 or 12</td>
<td>4</td>
</tr>
<tr>
<td>An Arts Education 10, 11 or 12 and or an Applied Design, Skills and Technologies 10, 11 or 12.</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies 10</td>
<td>4</td>
</tr>
<tr>
<td>a Social Studies 11 or 12</td>
<td>4</td>
</tr>
<tr>
<td>Science 10</td>
<td>4</td>
</tr>
<tr>
<td>a Science 11 or 12</td>
<td>4</td>
</tr>
<tr>
<td>Physical Health and Education 10</td>
<td>4</td>
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<tr>
<td>TOTAL</td>
<td>52 credits</td>
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ELECTIVE COURSES

Students must earn at least 28 elective credits

<table>
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<th>Subject Area</th>
<th>Minimum Credits</th>
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<td>Additional Grade 10-12</td>
<td>28</td>
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<tr>
<td>OVERALL TOTAL</td>
<td>80</td>
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* Of the 80 credits for graduation, at least 16 must be at the Grade 12 level, including a Grade 12 Language Arts course. Others may be required or elective courses for PSIs. All students must take 8 courses in their timetable.

Course Change/Withdrawal

Students have two weeks at the beginning of a new semester to request a course change from your counsellor that may or may not be approved by administration.

Advanced Placement

Advanced Placement allows student to take first year university courses while still at high school. Students write their AP exams in May, and if they score a 3 or better (out of a possible 5) can receive first year university credit depending on the university of choice. See the AP Central bulletin board or Ms. Smith for complete details. Yale is proud to offer the honours stream in English, Math, Science, Psychology and Art which start in grade nine or ten and work towards mastering a high level of student achievement while ensuring student receive an enriched curriculum.
Grade Bumping in Honours & AP Attached Courses
1. All honours courses in Grade 8, 9, 10, and 11 will be bumped 5% for each term, and 5% for the final exam if it’s an Honours Exam.
2. Regular courses taught in conjunction with AP courses will be bumped 5% each term. For example, Bi 12 AP/Bi 12 could be Bi 12 AP 86%/Bi 12 91%.

Provincial Exams
The English 12 & Communications 12 Provincial exams are primarily written in January and June. There is an expectation that Yale students will have completed the course requirements prior to writing Provincial Exams. Students rewriting an exam have an opportunity in November and April. Schedules for these exams can be found in the following places:
• Ministry Website: www.bced.gov.bc.ca/exams
• School Website: yale.abbyschools.ca

Numeracy Assessment
As part of the updated graduation requirements, students in the 2018 Graduation Program (students graduating in June 2019 and beyond) will be required to write a provincial numeracy assessment. The numeracy assessment will ask critical thinking and problem-solving questions within relevant contexts and scenarios. Students can re-write the assessment up to two times following their first attempt. The results of the numeracy assessment will be reported on students’ transcripts, using a four-point proficiency scale:
1 Emerging (initial understanding)
2 Developing (partial understanding)
3 Proficient (complete understanding)
4 Extending (sophisticated understanding)

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 Yale 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. Schedules for these exams will be posted and/or communicated to students by classroom teachers near the end of each semester.
Flex Block

- Flex is a 39-minute period on Tuesday and Thursday providing an opportunity for students to focus on their learning needs and to take greater ownership of their school-related learning goals by providing them some measure of choice and control during the school day. Flex is CLASS/INSTRUCTIONAL TIME where, students are expected and required to be in a classroom or designated learning space, under teacher supervision, to meet with teachers for academic/learning support and guidance, to make up tests or assignments, to get ahead in course work, and to work on projects. Students must arrive to their Flex designation by the bell and remain in the classroom or designated learning space for the full period. Students may not leave for another classroom or designated learning space part way through Flex. Flex is not social time or time to leave the school.

Where do I go?
- The teacher whose class is right before this period may keep you in to work
- If not, you may go to another teacher’s class for extra help

What do I do with my time?
- Work on homework assignments or projects that have been assigned but are not yet due
- Study for tests
- Make up in-class activities for PE, Foods, Auto, Woodworking, etc.
- Review any notes or concepts
- Read books for class
- Peer tutoring

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<td>Period 1 (A or B) 8:10 - 9:10</td>
<td>Period 1 (A or B) 8:10 - 9:30</td>
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<td>Flex 9:10 – 9:49</td>
<td>Period 2 (A or B) 9:35 – 10:54</td>
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<tr>
<td>Period 2 (A or B) 9:54 – 10:54</td>
<td>Lunch 10:54 – 11:34</td>
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<tr>
<td>Lunch 10:54 – 11:34</td>
<td>Period 3 (C or D) 11:39 - 12:39</td>
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<td>Period 3 (C or D) 11:39 – 12:58</td>
<td>Flex 12:39 – 1:18</td>
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<tr>
<td>Period 4 (C or D) 1:03 - 2:23</td>
<td>Period 4 (C or D) 1:23 - 2:23</td>
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<tr>
<td>60 min</td>
<td>80 min</td>
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<td>39 min</td>
<td>79 min</td>
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<td>60 min</td>
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<td>79 min</td>
<td>39 min</td>
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<tr>
<td>80 min</td>
<td>60 min</td>
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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 Career Centre for information concerning Police, Fire, Hospital Academies, Trade Apprenticeships, and Post-Secondary Counselling/Advising. For university and college information from across Canada and the USA. The Career Centre is located in the Learning Commons. Drop in at lunch or after school or schedule an appointment. All grades welcome!

Other areas of information include:
- Work Experience 12 (earn up to 16 credits from working)
- Volunteer opportunities - police, fire, hospital, schools (earn 4 credits)
- Apprenticeships (starts working in the trades - earn a scholarship)
- Participating in a Co-op program where students can work for a semester
- Post-secondary advice/assistance
- Enter into a District Career Program (refrigerator mechanic, drafting, hairstylist, cook, electrician, welding, construction, landscaping, operating heavy equipment, auto mechanics, and animation arts.

Mr. Radons – Career Programs Coordinator clayton.radons@abbyschools.ca
You can also visit: http://careers.sd34.bc.ca/
Academic Study Block

Yale Secondary offers a rich variety of courses and we believe that students should take advantage of the opportunity for a full education. An academic study block is a privilege reserved for Gr 12 students who have challenging academic course loads. During a study block students are expected to be in one of the following areas: student lounge, multipurpose area, Learning Commons, or the cafeteria.

All applicants must have a record of:
1) **Excellent attendance** in their previous year
2) Good work habits
3) An 86% average in their Gr. 11 year
4) 3 university entrance approved courses in the semester of the study block
5) **NO** disciplinary record/issues.

- Students in Grades 9-11 **will not** be eligible for a study except for some students in Grade 11 Honours classes.
- Students with a history of **poor attendance** or **academic non-performance** will be denied a study block.
- Grade 12 students taking an online course with a DL or AVS (Distance Learning or Abbotsford Virtual School) support block may not be considered for a study block in that semester.

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 consequences.

BYOD (Bring Your Own Device)

Today's students are leaders in the use of technology. Students want to take the technology they use in their daily lives and make it a normal part of their classroom experience. To date, all the research indicates that by including technology use in student learning experiences, we will improve student success. We are excited to offer BYOD (Bring Your Own Device) for all our grade 9 & 10 students this year. If your child already has a laptop or Chromebook, it may work in our program. If not, we highly recommend the purchase of a Chromebook.

Homework Club

Students who need extra time or support in their academic studies are encouraged to attend Homework Club. It runs after school Monday to Thursday 2:30 – 3:30. If you show up, we can help.

Student Evaluation & Reports

At the beginning of the year, students will receive from each subject teacher a course outline detailing course objectives, evaluation procedures and other expectations. Two formal grading reports will be issued during the year at the end of each semester in January and in June. In addition, interim reports will be emailed or sent home at any time with your child. The school will strive to maintain a close liaison with the home. Parents are welcome to contact members of the Faculty and Staff by calling (604) 853-0778 or emailing by going to the web site yale.abbyschools.ca/about/staff. Academic progress in courses can be viewed online by accessing the www.checkmymark.com. Parents/students are to get password from teachers.
Terms & Letter Grades

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.

A = 86 - 100%  
B = 73 - 85%  
C+ = 67 - 72%  
C = 60 - 66%  
C- = 50 - 59%  
I = 0 - 49%  
(I) = Incomplete

Performance 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

Student Recognition

Honour Roll

Yale 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. Honour Roll will be calculated each semester, using final marks for semestered courses and average marks for year-long courses. Provincial exam scores will not be included. NOTE: Students are not eligible for Honour Roll if they do not carry a full course load.

- 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.

Principal’s Academic Honour Roll

Students must have completed English and 4 of the following courses in their grade with an average of 90% or better:

- Grade 9: English 9, Math 9, Science 9, Social Studies 9, and French 9 or Spanish 9
- Grade 10: English 10, Foundations of Math Precalculus 10, Science 10, Social Studies 10, and French 10, or Spanish 10
- Grade 11: English 11, Foundations of Math 11, Precalculus Math 11, Biology 11, Chemistry 11, Physics 11, French 11 or Spanish 11
- Grade 12: English, Foundations of Math 12, Precalculus Math 12, Calculus 12, Biology 12, Chemistry 12, Physics 12, Geology 12, Comparative Civilizations 12, French 12 or Spanish 12

Principal’s Honour Roll is calculated at the end of each school year and will be awarded at the beginning of the next year in Homeroom except for Grade 12 certificates which may be picked up with diplomas in August.

Student of the Month

Each month we select a Gr. 12 student that goes above and beyond in (extra-curricular, helping out around the school, cooperation 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
Year End Awards of Excellence

Outstanding Leadership
Presented to a student who has demonstrated outstanding Leadership above and beyond any course expectations. Strong candidates have exemplary attendance and are role models to the student body.

Abbotsford Police Shield (Outstanding Service)
Presented to a student who has demonstrated outstanding service inside and outside the classroom. This student demonstrates outstanding community service, diversity and equality and is an outstanding mentor. Strong candidates have exemplary attendance and are role models to the student body.

Citizenship Award (for total kindness and inclusiveness)
The recipients will have demonstrated throughout the year: 1. Respect for school rules and expectations 2. The ability and willingness to work with others 3. Polite manners 4. Kindness 5. Honesty in all aspects of school life. Strong candidates have exemplary attendance and are role models to the student body.

Academic Dishonesty
We expect students to strive for academic excellence in an honest manner. We value academic integrity and ethical behavior, and will not tolerate academic misconduct of any kind including:

Plagiarizing:
• Copying work or homework, or lending any of your work to another student to be copied.
• Representing any part of your work as your own that is not (this includes information from Internet sites).

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 to perform any act of cheating or plagiarism.

Consequences:
• All academic honesty infractions will be recorded in the student's behavior record.
• Minimum of a one day in school suspension to complete the assignment or an alternate assignment/exam.
• Repeated offenses may result in out of school suspension and students not being eligible for yearend awards.
Announcements

All daily announcements are also posted on our school website, and available via our District App “Abby School” which can be downloaded for IOS and Android.
Class of 2019 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 will not be able to participate in graduation activities. This decision will be made by counsellors and the school administration on a case-by-case basis. Students affected will be informed. Students who are unclear about their graduation eligibility should contact a counsellor at the earliest opportunity.

The school administration cannot, and will not, condone any activity that puts student safety at risk, violates school or school district policies or encourages unlawful behaviour. Grad Camp Outs, Grad Kidnappings and Grad pranks in recent years have involved a variety of questionable activities such as missed classes, disturbing the learning of neighbouring schools, damage to school property, and the use of alcohol. These activities will not be tolerated. Members of the Graduating Class who participate in any activity that results in willful damage to property, the use of alcohol or drugs, disturbances in the community or the interruption of educational programs, will be disciplined including suspension and/or revoking the privilege to attend any graduation activities.

Grad Activity Participation

It is a privilege for students to attend Grad BBQ, Grad Cruise, Fright Night, Grad Fashion Show, Grad Christmas Formal, Lock-in, Convocation, Grand March, Prom and other activities organized for the grads. If a student’s behaviour does not meet Yale’s and the Abbotsford School District’s Code of Conduct, or if the student has excessive absences from any classes, Administration may revoke privileges to attend any and/or all graduation activities.

Graduating

Yale ensures that the range of courses needed for graduation are available and that ministry documents 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 consult a counsellor before September 15th.

Grad Council

The students on the Grad Council are responsible for determining and organizing any planned group activities for the class. As the leaders of the class they will encourage all grads to become involved in this process.
Grad Ceremony Eligibility
A student may participate in the grad ceremony and other activities only once. Students enrolled in graduation required courses outside of Yale must be 80% complete by May 1st in order to be eligible to take part in the ceremony.

As of mid-February, of the current school year, the student 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 courses currently scheduled at Yale.

If students are expecting to meet graduation requirements through courses completed at other accredited BC institutions, they may be considered for re-assignment to grade 12. In order to be reinstated students must:
● submit documented proof of registration and successful course completion from an approved educational institution other than Yale (AVS, night school etc.) directly to their counsellor for evaluation and approval.
● for COURSES IN PROGRESS, students must by May 1st meet with their counselor to present them with a progress report from their course teacher indicating the amount of the course curriculum that the student has completed and the student’s current % grade. A determination will be made at this point whether you are making good progress toward meeting graduation requirements.
● A student designated in a Ministry of Education Special Education program who would not otherwise qualify may be considered. The student, parent, and case manager will meet to discuss inclusion in graduation activities during the intended year of graduation. Students who choose this option MAY be eligible to return to Yale or an alternate grade 13 district program the following year, in consultation with the case manager and parent. If a mutual agreement cannot be reached, the principal will make the final decision.
● In special circumstances, a student who would not otherwise qualify may be considered if s/he has reached the age of 19 before the end of June of the current school year.

IN ADDITION
● A student who completes graduation requirements at the end of Semester One is eligible to take part in the activities noted above ONLY in June of that school year.

● It is the sole responsibility of all students (especially those who leave Yale in January) to stay informed of all grad-related deadlines and activities.

● The school administration reserves the right to deny a student inclusion in any or all of the events noted above for disciplinary infractions (e.g. grad-related activities causing property damage or reflecting negatively on the reputation of the school, poor attendance, poor classroom performance etc.).
Valedictorian

A Valedictorian is a representative of the graduating class who speaks on behalf of the graduates at the commencement ceremonies. This honour is bestowed on an outstanding representative of the graduating class who has a high academic standing, demonstrates Yale spirit daily, has an ability to communicate well, demonstrates leadership ability, excels in a variety of curricular and extra-curricular activities and is “well-rounded.” Teachers, Gr 12s and student themselves can nominate students that are reviewed by a committee of staff members who will present a short list of candidates to the Grade 12 students for their vote.

- Minimum average of 86%
- Documented involvement in a minimum of two of the following areas: service, leadership, athletics, or fine arts
- Is an example of Yale Spirit
- Demonstrated excellent citizenship
- Has proven public speaking ability

Grad Events

See the calendar on our school website for dates of the following activities:

- Grad BBQ
- Grad Cruise
- Fright Night
- Grad Christmas Formal
- Lock-in
- Convocation
- Prom
- Grad Fashion Show
- Grand March
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. Students who become ill during the school day are to check in at the office. If a parent/guardian can be contacted, the student will be permitted to go home with parental permission. Otherwise, the student must remain at school. We have a sick room available for student use.

Please note: the school is not permitted to administer medication to students without the written authorization of the family physician.

Student Medication
We are trying to maintain a uniform, safe, and efficient way of dispensing medication at school. If your child requires medication at school and you have not filled out the required form “Request for Administration of Medication at School”, please contact your principal and request a form. Please have the form completed by your doctor, sign it yourself and return it to the school as soon as possible. This procedure complies with District Procedures regarding medication to be taken at school. This form refers to medication taken on a regular or emergency basis. If there are any questions, please contact the school.

Counselling
The Counselling Centre offers a complete range of counselling services to the students of 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:

- Mrs. Perry (A – G)
- Ms. Baldwin (H – N)
- Mrs. Wickman (O – Z)

Helpline for Children
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:
Children
A child who is being abused at home, at school, - anywhere - can call for help.
Parents
Parents who are afraid they might hurt their child can call for help.
Community Members
If you know 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.
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. **Wi-Fi access is only available for BYOD devices such as laptops and Chromebooks. Due to the bandwidth limitations of our school network, Wi-Fi access will not be given for student cell phones, iPods etc.**

Website
Visit our website at yale.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, Deposits & Fees

**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.

**Deposits**
- **Textbooks:** Lost or damaged textbooks are to be paid for by students up to 100% of replacement value.
- **Workbooks:** Some courses may charge a deposit (face value) subject to the return of the commercially printed workbook in original condition.

**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 keeper cap, gown and tassel, folder, diploma and venue fee.

**Student Activity Fee:** The student activity fee will be $30.00 to cover costs of student activities.

**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
Yale proudly presents a yearbook for sale to the student body. Yearbooks are only available for purchase up to Spring Break, so if possible, buy your yearbook in the fall to avoid disappointment. As well as providing a photographic retrospective, the yearbook is a memento for everyone who goes to Yale. Get your yearbook early!

**Holdback policy:** Students will receive their yearbooks in June when all texts are returned, and fees have been paid.
School Photos & ID Cards
Photographs are required of all students for the school yearbook and for identification purposes. Please see the Calendar for picture days and picture retake days.

Grad Photos
Grad Photos will be separate from the regular school photos and are taken in the fall. The sign-ups for a sitting will be the week prior to the photo week. You MUST have your picture taken here at the school to be on the grad composite — this is a FREE service. There is also a $45 sitting fee if you would like to order grad pictures for friends and family.

Locks & Lockers
Each student will have the option of having their own locker assigned to them once the “Rules Regarding Student Lockers: Conditions of Use” form has been completed and returned. Most students will be sharing lockers. Partners must share the responsibility for keeping the locker they have been assigned clean and secure throughout the year. Only school locks may be used. Students who lose locks will have to purchase one at the office for $8.00. Lockers are to be kept clean and free of graffiti. Posters and pictures will be allowed if they reflect good taste. Student lockers are the property of the school and may be subject to search at any time with cause. Students should not share their locker combinations with anyone.

PE Change Room Theft
The P.E. change rooms are the number one theft location in the school. Students must bring their own lock for use in the P.E. change rooms. Do not bring money or any other items of value to like phones or mp3 players to the locker room or leave them in your bags in the gym. Thieves are always at work and will go through your stuff. The school will not be responsible for lost or stolen valuables. Lock it up, or better yet, leave valuables at home.

Protect Yourself From Theft
While we are proud of our students for their honesty and integrity, there are a few dishonest people who may take advantage. Students need to protect themselves from loss of personal property by:
• not sharing your locker combination,
• not bringing valuables or cash to school,
• using a lock and locker in the P.E. change rooms.
• keeping their lockers locked with the padlock fully engaged

Please report thefts to the office promptly. The school does not replace lost or stolen property but every effort will be made to help recover possessions. Report any information to one of the vice-principals if a theft is witnessed.

Lunch
Food can be purchased from the cafeteria. Lunch tables are provided in the cafeteria. 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. Yale Secondary is a wonderful school that 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.

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. Students must dial 9 and then the number.

Insurance
The school encourages all students to take advantage of the Student Accident Insurance Policy Plan offered to them in September. Homeroom teachers distribute applications 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.

Library Learning Commons
The school learning commons is the centre for an incredible amount of resources for learning. Open before school, all day and after school, our learning commons is the hub of the most important student activities in our school: reading, thinking and writing! A variety of resources including multi visual media, computers and books are available to students. Students may borrow materials throughout the year but all books must be returned in May.

The Yale Learning Commons Website is a dynamic website that offers students, teachers, and parents a variety of useful content. Of particular interest are the locally hosted interactive discussion board, the learning commons catalogue search function, the Accelerated Reader book lists, and the assignment links with downloadable assignments. Please visit us on the web at: http://www.yalelearningcommons.com

Abbotsford Recreational Centre
The ARC is a community facility; always be aware there are children, families and seniors in the building and students are expected to conduct themselves in a respectful manner.
Lunch Time Activities
The following activities are offered at lunchtime at Yale Secondary School.

LIBRARY LEARNING COMMONS – Read a book or magazine, complete homework or work on computers.

GYM TIME – The Big Gym has Intramurals set up by the P.E. Leadership Program - watch exciting sports events from Tuesdays to Fridays. Listen to the P.A. announcements for sign-ups for Intramural events. Check out the special events like Students vs. Staff sports. (No food allowed in the gym).

DRAMA IMPROV – The theatre is the place to find hilarious events. Check out the Improv comedy team.

COMPUTER TIME – Many teachers make their classrooms and computer labs available at lunch time. Check out classrooms and ask permission to go online.

ABORIGINAL EVENTS – Listen to announcements to get info for the regular Aboriginal luncheon events and many special activities and field trips.

CAFETERIA – Bring your lunch or buy a nutritious lunch. If there are not enough seats, you can sit in the hallways of our school, but please remember to clean up garbage afterwards.

Musical Theatre
The Yale Secondary School Musical Theatre Group was formed in September 1990. It produces an annual full-scale musical held at the Abbey Arts Centre in Abbotsford, B.C. The Musical Theatre course was introduced to Yale Secondary School as a locally-developed course in 1993. It is now recognized as fully accredited Board Approved Courses in Grades 9, 10, 11 and 12. The class enrolls between 50 and 125 students. Musical Theatre places its emphasis on experiential learning. The course is intended to provide students with an understanding of the elements of Musical Theatre, examining both performance and technical aspects of the Musical Theatre genre within the framework of a Musical Theatre Production Company.

Field Trips
Field trips and travel of sport teams, music groups, or travel club add an exciting dimension to the school experience. All students who participate in such excursions must submit a parent permission form before the travel occurs. Where school sponsored travel removes a student from scheduled classes, the student is expected to obtain permission from the teachers whose classes they will miss. Please remember that whenever you travel with the school, you are a school ambassador. Represent Yale well!
Link Crew

Link Crew is a high school transition program that welcomes our Grade 9s 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 junior and 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.

School Sponsored Functions

School functions are defined as those activities that are planned, organized and supervised by school personnel or their designates. Functions can include classes, field trips, dances, plays, sporting events, travel tours, graduation activities etc. School functions may occur before school, during the school day, after school, during evenings or on weekends. Expectations around school functions are the same as expectations during the school day. District policies on use of drugs, alcohol, tobacco, weapons, fireworks, and other matters of student conduct remain in effect. Disciplinary action will be taken against any student who violates school or district policy during a school function. Disciplinary action may include being prohibited from attending future school functions for the balance of the school year.

Athletics & Athletic

The costs of our athletic program are paid with the athletic fees charged at the beginning of each season. Additional financial support comes from student fees, the generosity of our PAC and fundraising. Fees vary between each sport. These fees offset the costs of supplies, tournaments entry fees, officials, transportation, awards, and uniforms.

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Clubs

- Minor Officials
- Art Club
- Photography Club
- International Club
- Grad Council
- Travel Club
- Improv
- Key Club
- Bible Study Group
- Clubs and Activities

Take Care of Yourself -- Take Care of Each Other -- Take Care of This Place --
Student Leadership
Expect several fun activities coordinated by student leadership this year with spirit events, pep rallies, dances and dress up days. As well, there will be fund raising events like ‘Live to Give’ that support community and global organizations; Free the Children ($18,000) and Abbotsford’s Canuck Place ($22,000). Make your time at Yale memorable by participating in fun events that support not only your school but also your community and even the world. SHOW YOUR SPIRIT, YALIENS! JOIN THE FUN AND MAKE A DIFFERENCE!

Intramural Sports
Intramural sports are for anyone interested in getting involved in lunchtime activities from Monday to Friday in the Gym. Open to all grades. Activities include:

- Indoor Soccer
- Volleyball
- Handball
- Badminton
- 5-on-5 Basketball

STUDENT EXPECTATIONS

Student Illness
Students who become ill during the school day are asked to check in at the school office. A call will be placed to the student’s home. If a parent/guardian is contacted, the student will be permitted to go home with parents’ permission. Otherwise, the student must remain at school. Under no circumstances will a student be allowed to go home without permission from home and school. In addition, the school staff is not permitted to administer medication to students without the written authorization of the family physician.

Attendance
Students who attend all of 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) 853-0778 to report the absence or hand in your signed note to the office all within 24 hours of your absence from school. Yale will use email or call home to notify parents daily on attendance. Students with a pattern of non-attendance may lose the privilege of attending school events.

Missing classes without permission is truancy. Truant students will make up lates and missed class time by any one of the following:

- teacher assigned consequence
- Vice Principal consequence

Continuing truancy will result in escalating discipline including school suspensions and/or withdrawal from school. For Gr. 12 students this may mean not being allowed to participate in Grad activities.

Late Policy
Students are expected to arrive to school and all classes early or on time. Late arriving students are expected to go directly to class where they will receive consequences assigned by the classroom teacher.
Signing In & Out

Students who arrive after 8:10 are “late” and should go straight to class unless they have a note from a parent. Students arriving more than 30 minutes after the start of a class will be marked absent.

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. The school requires a note/phone call from their parent/guardian before the student is will be permitted to leave the school.
Vacations During School Time
In accordance with School District Policy 9.220 (Student Vacation During School Time), we at Yale Secondary believe the school calendar provides a generous vacation schedule. Our curriculum is demanding with class attendance being crucial. We 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.

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.

Having stated this, if the parent chooses to take a vacation during school time,
1. Students will complete the “Long-Term Absence” form from the office.
2. Students will have teachers complete the form and have the form signed by parents
3. After admin approval, student returns form to counseling office
4. **Not all student absences will be approved. In some cases, students may be asked to withdraw.**
5. Students are responsible for all work assigned to them by their teacher.

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.

Student Driving & Parking
Students 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. The school district assumes no responsibility or liability for loss or damage to any vehicle parked at Yale. Violation of school parking regulations may result in your parking privileges at Yale being revoked. New drivers are reminded that they are legally permitted to transport only one passenger.

Cell Phone Use
Cell phones can be used before school, during transitions, during lunch and after school. Cell phones are not to be used during instructional time unless permission is granted by your classroom teacher for instructional purposes. Cell phones that interrupt classes will be confiscated and handed over to the administration for pick up at the end of the day. Continual cell phone offences will result in parents being contacted to pick up the cell phone.

The use of any cell phone 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 are the number one target of thieves. Leave them at home, as the school does not accept responsibility for the theft of personal electronic devices.
Cyber Bullying
Cyber Bullying using any electronic means whether text or photos to willfully and repeatedly harm either a person or persons is strictly prohibited. Cyber Bullying or Harassment deliberately threatens, harasses, intimidates an individual or group of individuals and has an adverse effect to the orderly operation of the school. This can be a violation of a student’s right to be safe and secure on campus. Students who misuse technology in this manner are subject to disciplinary action.

Alcohol & 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.

We expect our grad class to be leaders in the school and set a good example with the choices they make. Grade 12 students who choose, in their final year, to attend school or a school event (school dance, field trip, etc.) in possession or having consumed drugs or alcohol may not be allowed to take part in the school-based grad events.

Skateboards & Scooters
Skateboards & scooters are not to be brought to school. If, however, skateboards and scooters are a means of transportation, we expect that students will not ride them on campus. Skateboards used on school property or inside the school may be confiscated.

Smoke Free Grounds
Tobacco/Vaping products are not permitted on school grounds by anyone, anywhere, anytime. Schools and school boards are required by law to ensure that school property is 100% smoke free 24 hours a day, 7 days a week, and 365 days a year. This ban also includes smokeless tobacco, e-cigarettes, vaping devices, smoking alternatives and all other tobacco industry products. If students are caught with a Vape/Juul in the school, it will be treated as contraband, confiscated and not returned. Violation of this policy is subject to a range of consequences including suspensions from school.

The Board declares that all buildings under its jurisdiction and all school grounds shall be designated “tobacco free”. This “no tobacco” policy shall be followed by students, staff, parents and visitors at all times. Tobacco/Vaping products are NOT PERMITTED IN THE SCHOOL OR ON SCHOOL GROUNDS. These devices CANNOT be possessed at school under any circumstances. This includes the use of e-cigarettes, all types of vaporizing devices and all products used in those devices. Specifically, all types of electronic cigarettes or vapourizing devices (also known as vapes), are not permitted to be on any persons on school property at any time. Students are not permitted to have these devices in their possession or to have them in: backpacks, lockers, vehicles on grounds, or stored on school property. This ban also applies to school field trips or events such as bus transport to sporting events, and includes excursions, assemblies or ceremonies such as Graduation Dinner & Dance. If students are found to have these devices, the items will be treated as contraband, confiscated and not returned. Violation of this policy is also subject to a range of consequences including suspensions from school.
Visitors

The Yale campus is closed to visitors who are not Yale students. All other people must report to the office as soon as they come onto the school grounds. This is in effect during all school hours, including after school. If any student wishes to invite a guest from another school to spend the day at Yale, it is necessary to pick up a form from the office, then seek approval from all teachers concerned as well as a school administrator at least one day in advance. If you notice strangers in the school, please advise a teacher or administrator.

Bicycles

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 at all times. Bike thefts happen, so make sure you use an anti-theft cut resistant reinforced chain and lock. The school is not liable for thefts or damages as the area has been a frequent area of theft.

Dress Code

Common sense is the key to student dress and grooming at Yale. 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.

- Pajamas are not acceptable unless it is a school spirit Dress up day.
- Clothing which is clearly revealing or distracting such Midriffs and chest area must be completely covered. Other students should not be able to see your undergarments.
- Students are permitted to wear hoodies provided that they do not cover their head. To ensure school safety, we must be able to identify our students.
- 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.
- Students who come to school dressed inappropriately will be asked to cover up. Repeated violations will result in parents being contacted and the student being sent home.

Hats

Yale Secondary has a no hat policy inside the building. Caught wearing your hat will mean having it confiscated for your parent to pick up. Please remove the lid when you enter the building.

Weapons/Fireworks

Students in possession of weapons or fireworks at school will be disciplined. Disciplinary action may include suspension and/or removal from Yale.
Emergency Procedures

**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 main field for attendance.

**Fire Alarm before 1st class in the morning, during class transitions or at lunch:**
Students must exit the building and report to their Block A teacher on the main field. **Students on a scheduled study block** report to Mr. Dekleva on the main field.

**Earthquake:**
“Duck and cover” until shaking stops. Everyone exits the building as safely as possible and report to their designated area on the main field for attendance with their teacher or report to their Block A teacher if class is not in session.

**Lock Down & 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 of building, they will seek refuge at Fraser Middle or ARC depending on which is safest. If a fire alarm rings during a Lockdown, do not evacuate unless you smell smoke.

REMEMBER to treat all fire alarms as a fire and evacuate the building. Students caught pulling an alarm will be suspended and may face police charges as per the Fire Department regulations

**Student Conduct Expectations**
At Yale, 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.
Yale Code of Conduct

In addition to adherence to the District Code of Conduct, students are expected to adhere to rules for Yale Secondary listed below. Contravention of the school rules will result in an escalating set of consequences and/or interventions that may include community service, detentions, and revocation of privileges, mediations, counselling, parent conferences, behaviour contracts, and in-school or out of school suspensions. The age and maturity of a student will be considered when consequences are applied. In order to facilitate a safe and secure campus, school officials may have a responsibility to notify other members of the school community or members of community agencies in the event of a serious breach of the code of conduct.

Our goal is to provide a safe, caring and orderly environment where staff and students can work and learn effectively.

- Students are expected to conduct themselves in an appropriate manner free of bullying and all forms of harassment including electronic. Students will refrain from any behaviour that discriminates against others on the basis of gender, race, religion or sexual orientation.
- Students will refrain from any physical violence including fighting. Watching and/or filming a fight is considered to be promoting violence and is against school rules and policy.
- Students are expected to be forthcoming with information that will assist school staff in addressing behaviour that threatens individuals, disrupts the school or endangers school staff or students. Students who threaten those who have given information or lodged a complaint may be suspended from school attendance.
- Students are expected to conduct themselves as exemplary citizens both at school and in the community. Conduct by any student off school property or in the community that adversely affects the school shall be considered a breach of code of conduct. In addition, the school code of conduct remains in effect for all school activities and events such as field trips, sports travel, dances and sports events.
- Students must follow safe driving practices on and near the campus; in addition, they must adhere to restrictions in accordance with their “L” or “N” designation. Driving infractions may result in revocation of parking privileges and/or suspension.
- In accordance with provincial government policy, the Yale campus is a tobacco free area. No smoking/vaping is permitted at any time. Students who smoke on or within sight of school property shall be considered in breach of the District Code of Conduct. If you are caught with a vape/Juul in the school, it will be treated as contraband, confiscated and not returned.
- Students are expected to adhere to all safety rules posted in high-risk areas such as shops, science or food labs and the gymnasium. Students may be photographed and/or videoed for safety reasons. Students may not bring laser pointers to school, nor may they bring props or costumes that may appear to be threatening or dangerous.
- Students are expected to attend all assigned classes, to be on time, and to be prepared to engage in the task of learning, unless they are excused due to illness or family emergency. ALL EXCUSED ABSENCES REQUIRE A PARENT PHONE CALL TO THE OFFICE the morning of the absence or a note on the day of the student’s return. Students must seek parent permission and sign out in the office if they need to leave the campus during the school day.
- As per district policy, schools “cannot give permission for students to be away from class for reasons other than illness or family emergency”; if parents believe it is essential for students to be absent for other reasons and remove them from school, then the “consequences must be borne by the student.” These consequences may include a poor mark or failure in a course. Parents are encouraged to plan vacations during the holidays designated on the school calendar. Teachers may be willing to provide assignments to students who are absent for extended periods, but they are not obligated to do so.
- All students are expected to write Semester End Exams during the scheduled times. Students who miss a provincial exams may not be assigned a mark in their course until the exam has been written.
- Students are expected to wear clothing appropriate to the school setting. Clothing that promotes drugs, alcohol, sex or inappropriate behaviour, that states or implies crude or inappropriate language, or that is inappropriately revealing, is unacceptable. (See Yale Dress Code)
- Students are responsible for the return of all textbooks and curricular materials assigned to them. All losses and damages incurred are the responsibility of the student.
- Students are expected to stay away from any areas deemed out of bounds by the administration.
- Yale students may not invite guests to loiter on the campus or visit classes. Student visitors are welcome only when they are attending specific events sponsored by school staff or administration. All persons arriving at the campus for appointments or inquiries are expected to report to the main office.
- Students are expected to use Social Media and the Internet appropriately. Students must not post messages, comments, or images which are threatening, or which damage the reputation of our students, our staff or our school.
- Students are expected to avoid cheating and/or plagiarism. Academic dishonesty may result in consequences ranging from
forfeiture of assignment or exam credit to suspension from school attendance. Repeat offenders may be suspended and/or taken to a Board of Review. Academic dishonesty may negatively impact a student’s ability to apply for and receive scholarships and bursaries.

Cell phones must not be used during instructional time without teacher permission. Your phone will be confiscated and turned in to your vice-principal.

September 2018

Dear Parent:

Re: Fair Notice Letter

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 among 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.

School staffs are responsible for consistently supporting and applying the District’s and School’s Codes of Conduct. This involves actively teaching and encouraging the positive expectations we hold for all students. Schools are to be free from discrimination due to race, religion, physical or mental disability, gender identity, or sexual orientation as set out in the BC Human Rights Code.

The Abbotsford School District is dedicated to the creation and maintenance of school environments where all students, parents, staff, and visitors feel 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. Such protocols address threats and/or threatening behaviour both on and off campus. When knowledge of a significant threat is made, each school’s Violence Threat/Risk Assessment Team will complete a threat assessment. The purpose of the threat assessment is to:

1. Determine if the threat is widespread and/or needs specialized intervention
2. Ensure the safety of the individual(s) who has been threatened
3. Determine the best way to support the high risk student who has made the threat so his/her behaviour does not become hurtful or destructive
4. Act in a timely and fair manner as set out in the District procedure for Codes of Conduct.

There are situations when a child or youth shares with her/his parents information concerning a student in their school who is behaving in a threatening manner. As important members of our school community, you are encouraged to share such information with a staff member at your child’s school. Should you, as a parent, be invited to attend a meeting to discuss safety concerns regarding your child, please be assured that the goal of this meeting is to primarily ensure safety.

With your assistance, we will ensure that each student in our schools is safe, so we can create the most enabling learning environments for all students.

Sincerely,

Kevin Godden
Superintendent of Schools
September 2018

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

1. 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.

2. Responsibilities:
School staff are responsible for consistently supporting and applying the District’s and 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 is 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.

3. 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. To this end 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.
4. 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 Suspension, Re-admittance and Refusal to Continue to Offer an Educational Program (AP 333), Possession of Weapons and Explosives (AP 320), Drugs (AP 331), Search and Seizure (AP 332) and Handheld Devices (AP 323) 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.

5. Consequences:
Students will be disciplined in a timely and fair manner and such discipline shall be in accordance with District procedure AP 333, ‘Suspension, Re-admittance and Refusal to Continue to Offer an Educational Program.’

Students, while attending school, 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 and/or 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 Multiculturalism Act
School Act Official Languages Act
BC Human Rights Code Youth Criminal Justice Act
Canadian Charter of Rights
School District Administrative Procedure (AP 333)
Constitution Act

HARASSMENT (AP 418)
Please refer to the complete administrative procedure on the district website at www.abbyschools.ca under the District tab to Administrative Procedures.

The Abbotsford School District is committed to fostering an environment within which all individuals are treated with respect and are free from harassment. Harassment or bullying is against the District Code of Conduct and will be dealt with severely and quickly.

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 a person of authority at your school, your parent, or an adult you trust. 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 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
- **Country FM**  107.1 on the FM dial
- **CBC**  690 on the AM dial (or 97.7 FM)
- **CKNW**  980 on the AM dial
- **News 1130**  1130 on the AM dial
- **Punjabi Radio**  1550 on the AM dial
- **Red FM**  93.1 on the FM dial
- **JACK**  96.9 on the FM dial
- **City TV**

Information will also be available via the media at [www.abbynnews.com](http://www.abbynnews.com), the district website at [www.sd34.bc.ca](http://www.sd34.bc.ca) and via social media on the school district Facebook page [https://www.facebook.com/AbbotsfordSchoolDistrict](https://www.facebook.com/AbbotsfordSchoolDistrict) or the school district Twitter account at: [https://twitter.com/abbotsfordsd34](https://twitter.com/abbotsfordsd34).

Sincerely,

Kevin Godden
Superintendent/CEO