

**Abbotsford Traditional
Secondary School**

**Student Handbook
2007-2008**



Our Future – Our Responsibility

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Abbotsford Traditional Secondary School

STUDENT HANDBOOK 2007-2008

Abbotsford Traditional Secondary School
2272 Windsor Street,
Abbotsford, B.C. V2T 6M1
604-850-7029
www.atss.ca

ATSS Mission Statement

The mission of the Abbotsford Traditional Secondary School is to provide a dynamic learning environment that encourages students to discover and embrace their potential as responsible, productive, successful individuals within the global community.

This agenda belongs to:

Name _____

Grade _____ Home Room _____

School website: www.atss.ca

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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PRINCIPAL/ VICE-PRINCIPAL'S MESSAGE

'Traditional Values and Progressive Education'

Welcome and thank you for choosing the Abbotsford Traditional Secondary School as your educational option in the Abbotsford School District. Some of you may be new to traditional; others, no doubt, have been students in our feeder schools. What does it mean to be part of a traditional school? Some might say it has to do with the way we treat each other or the common expectations we have for behaviour.

It certainly goes beyond holding open a door for others, wearing a uniform, looking people in the eye with confidence and shaking their hand in greeting or standing in class to speak with confidence in front of your peers. Although, all of these are important key visuals within the traditional model, ATSS is about much more. You will find that ATSS is a place where traditional values mix with a progressive education to create an incomparable learning experience.

Our laptop program is innovative and unique, allowing students 24-hour connectivity to their teachers, as well as, unparalleled access to educational resources on the Internet. This program (the only one of it's kind in the district) is preparing students for learning in a world increasingly shaped by technology.

We also have a fabulous Musical Theatre Program that brings students together from across the grades, providing entertainment for the greater community and allowing students to further develop the skills being built in our Choral and Concert Band Programs.

Our new gym, art studio, foods labs, metal work and wood working shops are opening up exciting venues for all our students across the curriculum. This is not to mention the fabulous teachers you will have or the new friends you are sure to make. We wish you the very best during what will most certainly be an exceptional year!

Mr. Glen Hildebrand
Principal

Mr. Jason Parkerr
Vice-Principal

Timetable -ATSS

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:15	Warning Bell	Warning Bell	Warning Bell	Warning Bell	Warning Bell
8:20-9:23	A	C	B 8:20-9:16	D	ROTATES M - TH
9:28-10:31	B	D	C 9:21-10:17	A	Rotating Schedule
			Homeroom Block 10:22-10:52		
10:36-11:40	C	A	D 10:57-11:53	B	Rotating Schedule
11:40-12:20	lunch	lunch	Lunch 11:53-12:33	lunch	Lunch
12:25-1:27	C	A	D 12:33-1:31	B	Rotating Schedule
1:32-2:34	D	B	A 1:36-2:34	C	X

Number of days in session	191
Number of days of instruction	184
Number of non-instructional days	6
Year-end Closing Day	1
School Opening (1/2 day dismissal)	September 4, 2007
Non-Instructional Day #1	September 21, 2007
Thanksgiving Day	October 8, 2007
Non-Instructional Day #2	October 19, 2007
Non-Instructional Day #3	November 9, 2007
Remembrance Day	November 12, 2007
1-hour Early Dismissal Days	November 28 & 29,
Non-Instructional Day #4	November 30, 2007
Last day before Christmas Break	December 21, 2007
Winter Vacation	December 24 to January 4, 2008
School Reopens	January 7, 2008
Provincial Exams 1, 2008	January 28 – February 1, 2008
In-School Exams	*January 30 & 31, 2008
Semester Turnaround Day	*February 1, 2008
Non-Instructional Day #5	February 15, 2008
Spring Vacation	March 17 to 21, 2008
Good Friday	March 21, 2008
Easter Monday	March 24, 2008
Day in Lieu of Good Friday	March 25, 2008
Days in Lieu – Schools not in session	March 26 to 28, 2008
School Reopens	March 31, 2008
1-hour Early Dismissal Days	April 16 & 17, 2008
Non-Instructional Day #6	April 18, 2008
Victoria Day	May 19, 2008
In-School Exams	*June 19 & 20, 2008
Provincial Exams	*June 18 – 26, 2008
Year-end Closing (non-instructional)	June 27, 2008

REPORTING PROCEDURES

REPORTS AND LETTER GRADES

Reporting takes many forms: telephone calls, notes sent home, or informal conversations at the school. Formal report cards are issued first and second semester. At other times during the year, interim reports may be issued at the discretion of individual teachers. Formal parent/teacher interviews will be arranged after the report card is issued in both semesters. Your parents should feel free to contact the administrative or teaching staff throughout the year regarding your progress.



Reports contain letter grades according to the **Ministry of Education** guidelines as follows:

- A** (86-100%) You have demonstrated excellent or outstanding performance in relation to expected learning outcomes for the subject or grade.
- B** (73-85%) You have demonstrated very good performance in relation to expected learning outcomes for the subject or grade.
- C+** (66-72%) You have demonstrated good performance in relation to expected learning outcomes for the subject or grade.
- C** (59-65%) You have demonstrated satisfactory performance in relation to expected learning outcomes for the subject or grade.
- C-** (50-58%) You have demonstrated minimally acceptable performance in relation to expected learning outcomes for the subject or grade.
- I** Incomplete. You are making progress, but it has been determined that you need additional time to meet the expected learning outcomes for the subject or grade.
- F** Failed or Failing. You have not demonstrated, or you are not demonstrating minimally acceptable performance in relation to the expected learning outcomes for the subject or grade.

FACULTY

Our school is divided into four departments, each with a Department Head. Mrs. Neufeldt is the Humanities Department Head, Mr. Ennis is our Department Head for the Fine and Performing Arts and for the Technology Department, Mr. Fedyna is the Science and Mathematics Department Head, and Mr. Laity is the Athletics Department Head. You may contact any teacher at any time via email firstname_lastname@sd34.bc.ca For example david_ennis@sd34.bc.ca

STUDENT SERVICES

Mr. Colin Abernethy coordinates ATSS Student Services. Refer to the Student Services Website (found @ www.atss.ca) for valuable information. If parents or guardians are concerned in any way about the progress of their son or daughter, they should contact either administration or Student Services. Typical areas of support involve, among others:

- Academic counseling and support
- Accessing tutors
- ESL & International support
- Orientation to the school
- Referrals to community agencies
- Post-sec, vocational and career planning
- Personal counseling and decision-making
- Program and course selection
- Scholarships
- Student health
- Study skills
- Support in crisis

SCHOOL ORGANIZATION

Abbotsford Traditional Secondary School (ATSS) enrolls approximately 420 students in grades 9 through 12. The school day begins at 8:20 a.m. and ends at 2:34. There are four classes per day of approximately 60 minutes, plus a 40-minute lunch period. Warning bells ring at 8:15 and 12:20. Wednesday schedule is distinct to accommodate our weekly homeroom block.



SCHOOL NEWSLETTER & WEBSITE

A school newsletter is published every two weeks to alert students and parents to upcoming events and important dates. The newsletter is available on the school web site www.atss.ca

PLEASE VISIT OUR WEBSITE REGULARLY.

ATTENDANCE

Regular attendance is one of the keys to academic success. You are expected to be present each day during school hours. If for any reason you will be absent from school, it is important that your parents or guardian notify the office by 8:15 a.m. (604-850-7029).

LATE ARRIVALS & LATE CLUB

Late arrivals are unfair interruptions for the class. You are expected to be present and punctual for all classes. Should you arrive late it is expected that you sign into the office and then ATTEND LUNCH TIME STUDY CLUB. Secretarial staff will issue a late slip. This should be presented to your teacher upon entering the class. Study Club will

provide you with time to complete homework or read quietly. Remember, "getting on the road late" or "having to wait for a sibling" are not acceptable excuses for late arrival. You are expected to leave your home with sufficient time to arrive for class on time.

CLOSED CAMPUS

ATSS is a closed campus. You must remain on campus for the entire day. Likewise, unannounced visits by friends or other students from the district are not allowed. In order to leave at lunchtime, permission is required from both your parent/guardian and an administrator.

VISITORS TO THE SCHOOL

Should you wish to have a visitor you must receive permission from your teachers and administration, allowing sufficient time prior to the visit for approval. Forms for a Visitor Request can be picked up in the office. Visitors to our school will be identified by a visitor's tag. If you see a visitor who is not wearing a tag, contact the office immediately.

SIGN OUT PROCEDURES

A parent or guardian must sign out students leaving campus. Parent may call the office to announce pick up or provide a written request. Students are never to "sign themselves out" or leave campus without accounting for their absence.

STUDENT PARKING

Students with drivers' licenses and cars must register their car in the school office and park the car for the day. There is a \$15 fee for the right to park at the school for the academic year. This money is used to cover costs of vehicle registry and tracking. Student vehicle use requires monitoring to ensure our closed campus policy and provide for student safety.

COURSE FEES

ATSS will use the fee structure mandated by the School Board.

The 2006-2007 fees are as follows:

Activity Fee (Student Events & Agenda)	\$18
Lock Rental	\$ 2
Yearbook (optional)	\$60
Leasing Laptop	T.B.A.

LOCKERS

The school will not be responsible for lost money, jewelry, or personal items. Do NOT bring valuables to school. You will be assigned a locker for your belongings. In addition, lockers are provided in the change rooms for temporary use during PE and sports activities. You need to supply a combination lock for the PE locker. Remember you are responsible for the contents of your locker. **DO NOT ALLOW OTHERS YOUR COMBINATION.** Lockers are the property of the school and as such they may be opened and searched at any time.



CARING FOR YOUR LAPTOP:

Your computer must remain with you at all times or be locked in your locker or a change room locker. You are responsible for your computer at all times. If you lose or damage it or it is stolen, you will be charged for replacement.

CELL PHONES & ELECTRICAL DEVICE POLICY

Students are not allowed to use cell phones at anytime within the building. Should you be caught using a cell phone in class or the hallways or should your cell phone interrupt class it will be taken and turned into the office. Likewise, iPods, MP3 players, video cameras, videogames or other electronic devices are not to be used during class time. All confiscated items are locked in the office safe for 24 hours at a very minimum.

TELEPHONES

Please use the student phone provided for your use

Telephones in the office are used for school business. You may not use the office telephone except in the case of an emergency. **YOU MUST ALWAYS ASK FOR PERMISSION TO USE THE OFFICE PHONE.**



LOST AND FOUND

You must take responsibility for your belongings. All personal possessions including clothing, footwear, stationery, and books should be clearly labeled. A lost and found box is located in the school. Check for lost articles on a regular basis.

VISITING THE OFFICE

The office is a workspace. Please be respectful at all times with office staff. Keep noise to a minimum and stay clear of the entrance so that teachers, parents and district personnel may enter and leave freely. Remember, a cheerful salutation before making a request, followed by "please" and "thank you" almost always guarantees good service.

MEDICAL ROOM

If you are seriously ill or injured, you must receive permission from your teacher to report to the office where you can lie down in the medical room until your parent or emergency aid arrives. If the injury or illness is not serious, you should go back to class.

EXTENDED ABSENCES

Extended absences have a dramatic impact on the academic success of any student. Families are discouraged from taking extended vacations or leaves of absence during the academic year. Although all teachers attempt to provide homework for short leaves, the school is not equipped to offer long-term correspondence.

STUDENT PICK UP

If you have not been picked up by 3:30, you must report to the front hallway to await pick-up. Students on campus before and after school must conduct themselves in a quiet and orderly manner.

PHYSICAL EDUCATION (P.E.)

P.E. is a mandatory part of a traditional education up to and including Grade 11. You are expected to participate wearing school P.E. strip unless you have a signed and dated note from your parents excusing you for a medical reason. Ensure you keep your strip clean. Avoid wearing sweaty strip back to class.



STUDY BLOCKS (Academic Studies)

Students in all grades are expected to take a full complement of courses, thus 'studies' are rare for students. You may be given a block of time to work in the student services room, or you may elect to take an on-line course if it fits your academic program during the block designated for completing independent courses. Students are never assigned "spares".

TEXTBOOKS AND LIBRARY

You will be issued the textbooks you need for classes at no cost. You are responsible for them and are expected to return them in good condition at the end of the course. You will be billed for lost or damaged books.



The library is a study and reading room so talking should be limited. Students are not permitted to eat or drink in the library. Students are expected to leave the library tidy at all times.

EXPECTATIONS OF STUDENTS

DRESS CODE – DRESS FOR SUCCESS

Adhering to the Student Dress Code is one of the defining characteristics of the Traditional School Model. We believe promoting the use of the student uniform is important for the following reasons:

- a. ATSS has high academic expectations; students are expected to work with maximum effort. Dressing daily in the school uniform is symbolic of our commitment to a professional learning environment.
- b. Students deserve to have a learning environment where others judge them by the content of their character, their ideas and their actions – not by what they wear.
- c. Wearing school-crested clothing fosters a sense of belonging and builds pride in and for our community.

You are expected to wear the school dress code. It is your responsibility to ensure that you are wearing the school dress code appropriately and with pride. When you are involved in a school-sponsored event (field trips, public speaking competition, writing workshop, etc.) you must wear the school dress code unless alternate attire is specified for a particular activity such as a school ski trip.

GUIDELINES

Boys

- Beige, black or red golf/polo shirt with short sleeves and school crest,
- Beige dress shirt with long sleeves, and school crest,
- Red dress shirt with short sleeves, and school crest,
- Black non-zipper hoodie with kangaroo pouch and school crest, (new this year)
- Black zipper hoodie with school crest,
- Beige or black sweat shirt with school crest,
- Beige or black dress pants, cotton or poly/cotton, with fly front,
- Beige or black walking shorts, cotton or poly/cotton with fly front.



Girls

- Beige, black or red golf/polo shirt with short sleeves and school crest,
- Beige, black or red blouse with short sleeves and school crest,
- Black vest with school crest,
- Black zipper hoodie with school crest.
- Black non-zipper hoodie with kangaroo pouch and school crest, (new this year)
- Beige or black sweat shirt with school crest,
- Beige or black dress pants, cotton or poly/cotton, with fly front,
- Beige or black walking shorts, cotton or poly/cotton with fly front,
- Beige and black plain, A-line dress skirt,
- Plaid kilt in a Dress Stewart tartan (to be developed).



GYM STRIP

- Plain white T-shirt with school sports logo,
- Plain black gym shorts with school sports logo,
- Plain black gym sweat pants with school sports logo (optional).

Restrictions

- No sweat pants (except for gym), denim jeans, cargo pants, stretch pants or tear-away pants. You may wear cords in matching school colours.
- No shirts with coloured trims or logos.
- No outerwear with offensive words, slogans, or pictures.
- No head bands, bandanas or other accessories that draw attention.
- No hats inside the building.
- No visible body piercing except for appropriate earrings.
- No unnatural hair colours. Hair may be dyed but only in colours that occur naturally (blond, black, brown, etc.).
- All clothing must be clean and in good repair.
- All clothing used for layering must be solid, matching school colours.



STUDENT BEHAVIOUR

DISCIPLINE SHOULD BE FAIR, FIRM AND RELEVANT

We believe that discipline should show you:

- where you have gone wrong,
- how you are responsible for your actions,
- how you can create solutions,
- that there are consequences,
- that we value you as a member of our school community.



RIGHTS AND RESPONSIBILITIES

You have the **RIGHT** to hear and be heard. It is your **RESPONSIBILITY** to listen and not interrupt those who are speaking.

You have the **RIGHT** to learn. It is your **RESPONSIBILITY** to be on time, be prepared, listen to instructions, do assigned work, and work in a way that does not infringe upon the learning of others.

You have the **RIGHT** to be respected and supported. It is your **RESPONSIBILITY** to respect and support others, and to avoid humiliating or belittling others, even if your intent is humour.

You have the **RIGHT** to be safe. It is your **RESPONSIBILITY** to treat others in a way that does not hurt them, or cause them to be afraid.

You have the **RIGHT** to privacy and to your own personal space. It is your **RESPONSIBILITY** to respect the property of others and to accept their right of privacy.

As a member of society it is your **RESPONSIBILITY** to exercise your **RIGHTS**. It is up to you not to allow your rights or the rights of others to be threatened. If you cannot do something, you must tell a responsible adult of the situation.



You have the **RESPONSIBILITY** to become knowledgeable about and assume responsibility for conducting yourself within this code of conduct – it is how we do things at ATSS.

ATSS CODE OF CONDUCT

All students are subject to the rules of the school while on the school premises, in going to and returning from school, and at all school sponsored games and functions, whenever and wherever they are held.

The following are some of the major rules. Since all rules cannot be stated, students are expected to use their **common sense**.

RESPECT YOURSELF:

- be honorable, truthful and polite at all times.
- bring all the necessary material to class
- participate in class and do your best.
- follow the school dress code.

RESPECT OTHERS

- show respect for others by using “please”, “thank you” & “excuse me”.
- make a point of greeting others and/or holding open doors.
- follow the instructions of the administrative and teaching staff, as well as, the lunchtime supervisors.
- attend regularly, arrive on time.
- make your way to class quickly, stay to the right to share space and refrain from congregating at entrances

RESPECT YOUR SCHOOL

- remember that the impression you leave with others directly affects the school – be a good ambassador
- show pride for your school by picking up garbage (even if it's not your own),
- never spit on the grounds
- report spills and help others clean them up
- don't sit by and let others vandalize the building or ruin the school climate through intimidation or violence.

REMEMBER...

USE COMMON SENSE AT ALL TIMES

SERIOUS OFFENCES (ZERO TOLERANCE) :

Traditional Schooling requires staff and students to uphold the highest standards of conduct. Our goal is that, through mutual respect and order, both teachers and students can maximize their efforts in the classroom. There is “zero tolerance” for the following behaviours.

These offences include, but are not limited to:

- inappropriate or offensive language,
- physical violence or verbal threats,
- willful disobedience or defiance,
- damage to school property or the property of others,
- using or taking the property of others without permission,
- being under the influence of, or in possession of alcohol or illegal drugs,
- smoking in the school or on school property,
- leaving the school property without permission,
- causing a false fire alarm
- academic misconduct (cheating, copying or plagiarism).

PROMOTING VIOLENCE:

Please be aware that encouraging physical violence directly (gossiping, spreading false information, daring others, etc) or indirectly (being a spectator) will result in disciplinary action.

ACADEMIC MISCONDUCT

Plagiarism is a serious offence that occurs when you submit the work of another person as your own. If you use material from another source such as the Internet or a book, you must acknowledge the author through footnotes or references. Consequences for academic misconduct, generally include:

1st Incident – “0” for assignment, parent notified by teacher, email to faculty.

2nd Incident – “0” for assignment, parent notified, email to faculty, referral to office, recorded in permanent record.

3rd Incident – “0” for assignment, parent notified, email to faculty, suspension.

HOMEWORK IS IMPORTANT

Homework is an important part of your academic program and is assigned for any of a number of reasons:

- to complete work not completed in class,
- to check your understanding of items covered in class,
- to provide extra practice,
- to serve as preparation for future lessons,
- to reinforce material that was taught in class,
- to complete a long-term project,
- to give you time to reflect on the material you covered in class.



HOMEWORK POLICY

If you complete homework on a regular basis you will develop sound work habits and routines. If you do not, you affect your own progress as well as hinder the pace of the lesson and the progress of the other students. You may require extra study time at home, or assistance from your teacher to catch up.

Your progress will be reviewed by your teachers on a weekly basis. If your work is up to date, you will make steady progress. If you develop a pattern of not completing homework, the following steps will occur:



1. You will face the regular consequences determined by your teacher (detention, after school work time, etc.).
2. You will be given a report of your incomplete assignments, and your progress will be posted on our school website. You and your parents will be able to access the website and this information at any time using a personal code.
3. If you continue to have difficulty completing assignments, your parents/guardian will be contacted.

If your assignments are still incomplete, the following **may** occur:

1. You may be given a one-day **in-school suspension** where you will complete your assigned work in the school office, outside of the classroom. You will not take part in the regular school program, including P.E. classes, extracurricular activities and special events. You will be given assistance to help you organize your time and form good work habits.
2. Your parents, classroom teacher, student services teacher, and the principal will work with you to review the problem, discuss options, and set a course of action.

3. You may be suspended **out of school** for one day

STUDENT FACILITIES AND SERVICES



School Photographs

School photographs will be taken in September. You will have the opportunity to purchase photograph packages. Student ID cards will be issued free of charge.

School Cafeteria

Our cafeteria will be open every day at lunchtime to provide hot and cold meals and snacks. You are responsible for ensuring that the cafeteria area is tidy, and for returning all dishes.

Uniform Shop

Dress code items can be ordered and picked up through our suppliers JBT Services. Orders and pickups are organized through the office.

ATSS Courtyard

You are invited to use the courtyard to meet with friends, complete school work or eat lunch when weather allows. Please ensure that the area is kept garbage-free and orderly so that it remains a nice place for everyone to meet.

EMERGENCY PROCEDURES

INJURIES AND ILLNESS

If you have been injured, you or another student should report the accident immediately to a teacher or supervisor. Minor injuries will be looked after in the school office. When injuries are more serious, your parents or a contact person will be notified. Should you require immediate medical attention and your parent is not available, 911 will be called. In a life-threatening situation, 911 will be called immediately.

DRILLS

Throughout the year we have fire and earthquake drills so that staff and students will be prepared in the event of such emergencies.

Fire

In the event of a fire, the **fire alarm** will sound. Guided by your classroom teacher, leave the school promptly and quietly using the nearest exit route. Once outside, assemble quietly in your assigned area until you are given further direction. Should you not be in class when the alarm sounds, go directly outside and join your class. Do **NOT** go back into the school until the all-clear bell sounds or you are told to do so.



Earthquake

In the event of an earthquake, if you are **indoors, stay indoors.**

DUCK AND COVER

- Take cover under or beside desks or tables. Use one hand to take hold of a desk or table leg.
- Face away from windows or glass areas.
- Cover your head/neck with a book or jacket if possible.



CRASH POSITION

- Get onto your knees, keep your head down, and cover your neck and head with one hand.
- Count from 1 to 60 before moving.....remain calm.
- When the shaking stops, check for injuries and dangerous things like broken glass before moving and standing up.
- Ensure that your feet are covered, either by shoes or other covering.

EVACUATION

- Leave the building when told to do so by your teacher.

If outdoors, stay outdoors

- Move away from utility poles and wires, buildings and trees.
- Crouch on the ground.

