

ATSS Code of Conduct & Protocols

TEACHERS EDITION

2009/2010

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STUDENT DISCIPLINE POLICY

PHILOSOPHY & PURPOSE

Our goal is to provide a safe learning environment where respect for self, others and community prevail.

We believe that discipline should:

- show students what they have done wrong,
- show students how they are responsible for their actions,
- show students that there are consequences,
- show students that they can create solutions,
- keep students' dignity intact.
- be modeled by staff who encourage the development of positive social skills. Actively
- supported by the home as they collaborate with the school to foster a positive school climate.

STUDENT RIGHTS AND RESPONSIBILITIES

1. Every student has the **RIGHT** to learn.
 - It is each student's **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.
2. Every student has the **RIGHT** to hear and be heard.
 - It is each student's **RESPONSIBILITY** to listen and not interrupt those who are speaking.
3. Every student has the **RIGHT** to be respected and supported.
 - It is each student's **RESPONSIBILITY** to respect and support others, and to avoid humiliating or belittling others, even if the intent is humour.
4. Every student has the **RIGHT** to be safe.
 - It is each student's **RESPONSIBILITY** to treat others in a way that does not hurt them, or cause them to be afraid.
5. Every student has the **RIGHT** to privacy and to his/her own personal space.
 - It is each student's **RESPONSIBILITY** to respect the personal property of others and to accept their right of privacy.

ATSS CONDUCT EXPECTATIONS

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**.

PLEASE:

RESPECT YOURSELF:

- bring all the necessary material to class
- participate in class and do your best.
- follow the school dress code.

RESPECT OTHERS

- be respectful, polite and generally kind with others.
- show respect for others by using “please”, “thank you” & “excuse me”.
- follow the instructions of the administrative and teaching staff, and 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

REMEMBER...

Be respectful and use common sense in all situations.

DISCIPLINARY ACTION - CONSEQUENCES

ATSS ensures that students receive corrective action in a timely, judicious and responsible manner. Methodology for addressing disciplinary infraction when they arise should conform to the value statements outlined in our Code of Conduct Philosophy.

Students are subject to the ATSS Code of Conduct while attending school and school functions. This includes while on buses in transit to school, at sporting events and on school sponsored field trips.

Responses to disciplinary events vary according to the severity of the incident and/or the student's prior behaviour record. All visits to the office are recorded via Macschool to ensure accuracy and tracking over time. Teacher at the class level typically deals with minor rule violations. Chronic behaviours require collaborative intervention of staff, administration and parents. Serious infractions require immediate referral to the office. "Zero Tolerance Behaviours" requiring immediate office referrals are listed below.

ZERO TOLERANCE BEHAVIOURS:

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. Both teachers and students are encouraged to not condone the following behaviours. Administration should always be involved should there be a case of:

- **PHYSICAL VIOLENCE or BULLYING:** it is not acceptable to physically or verbally abuse, harm, or threaten others. We also do not tolerate passive (being a spectator) or active encouragement of fighting.
- **SWEARING:** do not tolerate abusive language or slang that denigrates self or others.
- **DISOBEDIENCE:** staff are responsible for your learning and personal safety – follow their instructions. Lying directly or giving false information is always considered a form of disobedience and taken very seriously.
- **SEVERE DISRUPTION:** show you respect the right of all to learn by behaving appropriately in class, on the bus and during school supervised excursions.
- **PLAGIARISM:** copying others work or cheating on tests is never tolerated.
- **CLOSED CAMPUS:** do **NOT** leave the school grounds at any time during the school day unless you have written permission from your parents or guardians and the administration. Guest must check-in at the office and need permission from administration to be on campus. Students from other school **ARE NOT** free to visit the campus without special permission.
- **WEAPONS OR DRUGS:** our commitment is to provide a safe learning environment for all.

CHEATING/PLAGIARISM POLICY:

Plagiarism is a form of stealing. It usually involves taking someone else's ideas or work and claiming it as your own. This includes the following:

- Copying ideas, phrases, sentences or paragraphs from books, the internet or any other source without giving credit to the author.
- Paraphrasing: This is when a student uses ideas which are not his/her own and simply changes an occasional word or the order of a sentence.
- Submitting work from parents or other students: although we encourage parent involvement, students should not hand in work which has any portion written by parents, or other family members.
- Using photographs, charts, statistics, figures, numerical data or any other visual source without giving the source of the information in the assignment.

CONSEQUENCES:

1st Incident – “0” for assignment, parent notified by teacher, teacher assigned discipline.

2nd Incident – “0” for assignment, parent notified, referral to office, recorded in permanent record, warning of suspension issued

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

COMMUNICATION EXPECTATIONS WITH PARENTS & GUARDIANS:

ATSS faculty and administration pride themselves on a collaborative working relationship with parents where problems are identified early and information is constantly shared to ensure best strategies are followed in the support of children's learning needs. This spirit permeates our intentions in regards to communicating disciplinary events to our parents.

Where “Zero Tolerance Behaviours” have taken place our expectation is immediate communication with all members related directly to the care of the student. This includes teachers, principals and parents or guardians. Teachers/principals typically attempt to contact families directly involved or affected by disciplinary events within 24 hours if immediate contact is not possible. Parents are expected to be proactive communicators and contact the school whenever they have concerns regarding their child's safety at school. When in doubt, we share information and collaborate in our efforts to aid students.

In-School Suspension – Contract



An in-school suspension is a serious disciplinary step, and the first step toward more severe disciplinary actions such as suspension, a Board of Review and/or removal from a particular school.

The rules of an in-school suspension are as follows:

1. You are to arrive on time to the office (8:10) and report out with Mr. Abernethy, Mr. Parker or Mr. Hildebrand at the end of the day (2:35).
2. You are to be in full school uniform for the duration of the day. Students arriving out of uniform will be sent home.
3. You may check in with teachers at the beginning of the day to collect additional homework, but only with principal supervision. In most cases, a homework package will be waiting for you in the office when you arrive.
4. You are to work diligently on homework (or work package provided by the office) for the entire day. If you have completed all assigned work, you may be allowed to read quietly. Those who complete minimal work may not be allowed back to regular classes.
5. You will behave in a responsible and focused manner during your suspension. You will not interrupt or bother the office staff or visitors to the office.
6. You will bring all materials needed to the suspension room at the beginning of the day. You will not be allowed to leave to get any forgotten items (lunch, pens, pencils, books, etc). Be sure to bring everything you will need.
7. Laptop use is permitted to complete homework, but you are not allowed to surf the net, message, listen to music or play games. Computers will be confiscated if inappropriate use is detected.
8. You will not leave the suspension room for any reason without permission.
9. If you need to use the washroom, you will request permission, and then use only the washrooms outside of the office.

10. You may have a break for 8 minutes (locker break), but this will take place in the suspension room. You may NOT interact with any other students during the day.
11. You may have a lunch break for 45 minutes (12:20 – 1:20), but this will take place in the suspension room. You will be permitted to visit the cafeteria between 12:30 and 12:45 to purchase lunch.
12. You will leave the suspension room tidy and organized.

I have read this contract and I understand that if I break any of these rules I may receive a second in-school suspension, an out-of-school suspension or even more serious consequences.

Date: _____

Print your name: _____

Sign your name _____



Abbotsford Traditional Secondary School

STUDENT REFLECTION & CONDUCT NOTICE

Student: _____ Date: _____ Div. #: _____

Teacher Signature: _____

Reason for this notice:

- | | |
|--|--|
| <input type="checkbox"/> Incomplete Homework | <input type="checkbox"/> Dress Code |
| <input type="checkbox"/> Behaviour Concern | <input type="checkbox"/> Computer Misuse |
| <input type="checkbox"/> Other as follows: | |

Answer the following questions in detail, using correct grammar and spelling.

1. Describe what you did that caused concern.

2. How might your actions affect others? _____

3. How will I conduct myself better in the future?

**** Please have your parent/guardian sign this form and return it to your teacher.***

Parent Signature: _____

Comments: _____

DRESS CODE - RATIONAL

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.

GENERAL GUIDELINES:

- Dress code is mandatory for all students.
- All tops must bear the school crest; several colours and styles are available.
- Dress code items may be ordered through the school office.
- Formal slacks (black or beige) are to be worn by students. They must be made from appropriate materials (no jeans). Slacks can be bought either from the school office or other vendors.
- Students are expected to wear the dress code in an appropriate manner and with pride. Clothes must be clean and in good repair.
- Student may not combine uniforms with non-dress code items that change the uniforms overall appearance in colour or material.
- Non-branded exterior wear is not permitted, nor are hats. Please remove these items at the door.
- Students involved in a school-sponsored events or excursion off campus must adhere to the school dress code. Question about the Student Dress Code should be directed to the office.

DRESS CODE ENFORCEMENT:

School dress codes need to be agreed upon and universally promoted by all segments of the community – parents, teachers, principals and students. Working collaboratively we can make proper dress a cultural expectation that student themselves enforce. This takes dogged persistence and a collaborative approach. Parents help by sending their children to school properly dressed. Administrators should meet students before they enter the building and monitor hallways during breaks and lunch to ensure students are in proper uniform. Teachers help by meeting students at the door to their classroom and checking uniforms as students enter or by making uniform check part of their attendance procedure at the beginning of each class. Infractions are dealt with kindness, but immediately addressed and back up by direct action on the part of teachers and administration.

LATES:

At ATSS instructional time is very valuable. Teachers start on time and don't appreciate interruptions. We also recognize the value of developing professional qualities that will hold student in good stead once they graduate and enter the work force. It is extremely important for students to be punctual. Warning bell will sound at 8:05. Student are expected to be in classes by the second bell sounding at 8:10 each morning.

Students arriving after the final bell must check in at the school office, pick up a late slip and give the slip to the teacher upon entering class. If a student does not have a late slip, please ask him/her to return to the office to collect one. Student unexcused lates in the morning must report to Study Hall in Rm. 114 at Lunch. Lates to class during the day are to be recorded and dealt with by the teacher. Chronic lateness is to be reported to the office after the acting teacher has contacted the parent/guardian and taken disciplinary action.

STUDENT ATTENDANCE:

Parents are requested to contact the school if their student is going to be absent or late. If you have any concerns, please contact the secretary in the office to confirm absences.

If the secretary is informed that a student is going to be absent for more than one day, she will contact the teacher. If a parent requests homework and sufficient time is given to prepare the work, teachers are responsible to provide homework for students who are absent and put it in the mailbox in the teacher workroom in the office. Extended period of absence (more than 2 weeks) severely affect a student's chance of academic success. Teachers cannot accommodate homework requests for extended trips and parents are discouraged from taking family vacations during the regular school year.

HALLWAYS:

Students should never be in the hallways during class without permission. The Hall Pass section of the Student Agenda should be signed by the instructor before allowing students to leave class. Students are to take their agenda with them.

Teachers are encouraged to move students through halls in a quiet, organized fashion. Forming a line with teacher at the front and asking students to keep to the right side of the hallway are useful guidelines. During breaks, student should refrain from congregating at major entrances so that others may move through the hallways with relative ease.

SCHOOL HOMEWORK POLICY

Students who complete homework on a regular basis develop sound work habits and routines. Those students who do not, affect their own progress as well as hinder the pace of the lesson and the progress of the other students.

On occasion students, for good reason, are unable to complete homework. In this situation, parents should write a note to explain the incomplete homework and the student will be excused.

- a. Each student's progress is reviewed by his subject teacher on a regular basis. If there is a pattern of incomplete homework subject teachers will take immediate disciplinary action and call parents.
- b. Chronic failure to complete homework will result in referral to administration. Responses may include: parent contact/meeting, in-school suspension and/or academic probation.

****STUDENTS ON ACADEMIC PROBATION AND ARE REQUIRED TO ATTEND LUNCH TIME STUDY HALL UNTIL HOMEWORK IS CAUGHT UP.****

ACADEMIC MISCONDUCT

Plagiarism is a serious offence that occurs when a student submits the work of another person as his/her own. If a student uses material from another source such as the Internet or a book, he/she must acknowledge the author through footnotes or references.

Any form of cheating on any evaluation will not be tolerated. Academic misconduct will result in an automatic grade of zero on that particular test or assignment, parents will be called by the teacher and the student will face disciplinary action. Repeat offenses will be reported to administration and receive an in-school suspension. All other instances of academic misconduct from this point on will result in automatic suspension.



Abbotsford Traditional Secondary School

One-To-One Notebook Computer Program COMPUTER AGREEMENT 2007-08

Student name: _____ Grade: _____

The main purpose of the one-to-one notebook computer program is to enhance the educational experience of students. The computer agreement rules and guidelines are in place to help students succeed. Additional information about the computer program included detailed specifications and costs is available online at www.atss.ca. Parents are encouraged to email questions to Mr. Ennis: david_ennis@sd34.bc.ca

Computer Usage Rules:

1. A notebook computer is a fragile device that cannot withstand extremes of hot, cold, dust, dirt, moisture or impacts. Use the computer case/bag provided and always take care when handling or transporting the computer.
2. The bar code and student name must remain in place on the computer. A maximum of one small additional sticker may be placed on the computer if acceptable to the family.
3. Computer damage or malfunction must be reported to the 1 to 1 computer program director so repairs can be undertaken.
4. Students are expected to focus on school work (single task) when using the computer during class time to eliminate distractions and listen attentively, closing screens when asked.
5. Wireless access is to be turned off during class time except when instructed by the teacher to use internet, email or other network services. This also saves battery power.
6. At home, students are to follow the direction of their parents with regard to computer use.
7. Internet and email services are monitored. The Provincial Learning Network also monitors network data packets. Attempts to bypass web filtering are strictly prohibited including methods that use the computer hard drive, external devices, disk or other drives connected to, or running from, the computer, including proxy websites, services, or software.
8. No additional programs may be added to, or run using, the computer. This includes any programs on external drives or devices and also includes any emulator game programs, additional web browsers or file sharing programs. The 1 to 1 computer director may add programs at the request of parents or students that enhance the computing experience. E.g., printer software for home use.
9. Any music, video, image, or text files stored or viewed on the computer must be appropriate in a school setting. E.g., no foul language, no inappropriate material.
10. Students must supply their computer for inspection when asked. Content will be examined.
11. Internet chat and any type of social networking website is strictly prohibited on school property. Abbynet email services are not to be used like a chat program at any time.
12. Regular backup of computer files is the responsibility of the student.
13. The outside of the computer including the screen must be kept clean.
14. Parents assume responsibility for the payment of the \$315/year lease and the cost of repair for deliberate user caused damage (accidental damage is covered under warranty). All payments made while attending ATSS count towards purchase (rent-to-own).
15. It is recommended that parents insure the notebook computer against theft with the optional "Peace of Mind" insurance (\$25/year) available through ATSS (police report and meeting needed if a claim is requested; replacement at no additional cost).

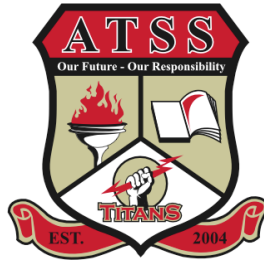
I agree to abide by the rules and guidelines of this computer agreement.

Student signature: _____ Parent signature: _____

Please use a paper clip to attach your \$315 payment to this form (do not staple). Cheques should be made out to ATSS. If you are also paying for the optional \$25 "Peace of Mind" theft insurance please add \$25 to your \$315 payment for a total of \$340 made out to ATSS. Return this form and your cheque to Mr. Ennis.

Families with approved personal computers please sign and attach the service fee cheque (\$75) after the meeting with Mr. Ennis is completed. No personal computers or other wireless devices may be brought into ATSS without approval which takes place through a meeting with Mr. Ennis.

Parent/Student Agreement



STUDENT...

- I promise, to the best of my ability, to follow the code of conduct, to adhere to the dress code, to complete homework, and to behave in a responsible manner that shows respect for myself, respect for others and respect for the environment.
- I promise, to the best of my ability, to wear the dress code each day as outlined in the student agenda book.
- I promise, to the best of my ability, to complete my homework as assigned and on time.
- I understand and will abide by the terms and conditions of the Computer Usage Agreement.

PARENT

- I will review the School Code of Conduct with my student and expect him or her to comply with the rules.
- I promise to support the dress code. I will make my best effort to ensure that my son or daughter is sent to school every day wearing the school dress code.
- I promise to support the homework policy. I will encourage my student to complete his or her assignments thoroughly and on time. If he or she is having difficulty, I will work with the teachers to develop strategies to help my student to complete the assignments.
- I promise to assist my student in adhering to the Laptop User Agreement, as well as, the Computer/Internet Usage User Agreement.

Student Signature _____

Date: _____

Parent's Signature: _____

Date: _____

READ THE ATSS DISCIPLINE POLICY IN DETAIL THROUGH THE SCHOOL'S WEBSITE

www.atss.ca