

Rick Hansen Secondary School

SCHOOL OF SCIENCE & BUSINESS

Student Handbook

2026-2027

rickhansen.abbyschools.ca

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Principal

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Rick Hansen Secondary (abbyschools.ca)

This Handbook Belongs to: _____

My Homeroom Teacher is: _____



Mission Statement:

"To empower all learners to succeed and provide all students with the best possible education."
At Rick Hansen Secondary, we encourage all students to:
"Be the Best You Can Be"

Student Handbook

2025-2026

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Important Dates

<u>SEPTEMBER</u>		<u>JANUARY</u>	
School Opens (1/2 day) Gr.9 only	Sep 8	School re-opens	Jan 4
Collaboration Day	Sep 9	Collaboration Day/HR	Jan 6
Spirit Week	Sep 14-18	Collaboration Day/HR	Jan 13
FT – Abby Grind	Sep 16	Celebration of Learning #1 - Capstones	Jan 14
Photo Day	Sep 17	Grad Photo Retakes	Jan 20
Collaboration Day/HR	Sep 16	Collaboration Day/Flex	Jan 20
Grad Cruise	Sep 17	Collaboration Day/Flex	Jan 27
FT – Cultus Lake Paddleboarding	Sep 18	<u>FEBRUARY</u>	
Truth & Reconciliation Week	Sep 21-25	Semester 2 begins	Feb 1
Collaboration Day/HR	Sep 23	Grad Breakfast	Feb 3
PSBC Fair Evening @RHSS 6:00-8:00 p.m.	Sep 23	Collaboration Day/HR	Feb 3
FT – Trout Hatchery	Sep 23	Report Cards	Feb 5
Meet the Teacher BBQ	Sep 24	Spirit Week	Feb 8-11
Non-Instructional Day #1	Sep 25	Collaboration Day/Flex	Feb 10
Truth & Reconciliation Day Assembly	Sep 29	Non-Instructional Day #4	Feb 12
Orange Shirt Day	Sep 29	Family Day – STAT	Feb 15
Truth & Reconciliation Day STAT	Sep 30	Early dismissal PT Interviews – ½ Day	Feb 17-18
<u>OCTOBER</u>		Collaboration Day	Feb 17
International Custodians Day	Oct 2	Collaboration Day/HR	Feb 24
World Teacher Day	Oct 5	Pink Shirt Day	Feb 24
Collaboration Day/HR	Oct 7	<u>MARCH</u>	
Thanksgiving Day – STAT	Oct 12	Collaboration Day/HR	Mar 3
Photo Retakes	Oct 13	International Women's Day	Mar 8
Collaboration Day/Flex	Oct 14	Collaboration Day/Flex	Mar 10
Collaboration Day	Oct 21	Pi Day	Mar 12
Early dismissal PT Interviews – ½ Day	Oct 21-22	Last day before Spring Break	Mar 12
Non-Instructional Day #2	Oct 23	Spring Break	Mar 15-25
Halloween Spirit Week	Oct 26-30	Good Friday – STAT	Mar 26
Collaboration Day/HR	Oct 28	Easter Monday – STAT	Mar 29
<u>NOVEMBER</u>		School Re-opens	Mar 30
Collaboration Day/HR	Nov 4	Collaboration Day/HR	Mar 31
Diwali	Nov 6	<u>APRIL</u>	
Remembrance Day Assembly	Nov 10	April Fools' Day	Apr 1
Remembrance Day – STAT	Nov 11	Gr. 12 Math Euclid Exam	Apr 6
Gr. 9-12 Math Contest	Nov 18	Collaboration Day/HR	Apr 7
Collaboration Day/Flex	Nov 18	Green Shirt Day	Apr 7
Non-Instructional Day #3	Nov 20	Collaboration Day/HR	Apr 14
Read a Thon	Nov 25	Vaisakhi Fashion Show	Apr 15
Collaboration Day/Flex	Nov 25	Collaboration Day/Flex	Apr 21
Grad Photos	Nov 30-Dec 4	Administrative Professionals Day	Apr 21
<u>DECEMBER</u>		Non-Instructional Day #5	Apr 23
Collaboration Day/HR	Dec 2	Collaboration Day/Flex	Apr 28
Collaboration Day/Flex	Dec 9	Celebration of Learning #2	Apr 29
Spirit Week	Dec 14-18		
Collaboration Day/Flex	Dec 16		
Pep Rally #1	Dec 17		
Last day before Xmas Vacation	Dec 18		
Christmas vacation	Dec 19-Jan 1		

<u>MAY</u>		
Mental Health Awareness Week	May 3-9	
Collaboration Day/HR	May 5	
ILT Meeting	May 5	
Red Dress Day	May 5	
Mother's Day	May 9	
Collaboration Day/HR	May 12	
Hansen Day	May 13	
Gr. 9 Vaccinations (& catch up/other gr.)	May 19	
Collaboration Day/Flex	May 19	
Non-Instructional Day #6	May 21	
Victoria Day – STAT	May 24	
Collaboration Day/Flex	May 26	
Immunizations	May 26	
Pep Rally #2	May 27	
<u>JUNE</u>		
Collaboration Day/HR	June 2	
Staff Appreciation Day	June 3	
Awards Day	June 8	
Collaboration Day/Flex	June 9	
School of Sc. & Bus. Ice cream – bl. A	June 10	
Corpus Cristie FT – Gr. 11's	June 11	
Collaboration Day/Flex	June 16	
Locker Cleanout	June 16-18	
Last days of classes for students	June 18	
Father's Day	June 20	
Prom	June 21	
Convocation	TBA	
Last day for students	June 25	
Report cards home	June 30	
Last day for teachers	June 30	
Strawberry/Farewell Tea	June 30	

About Our School

Rick Hansen School Colors

- *Navy Blue* - Represents the person of Rick Hansen.
- *Metallic Gold* - Represents value and worth purified by the "Fires of Adversity".
- *White* - Represents purity of purpose.

Rick Hansen School Motto

- *"Be the best you can be!"* - Represents Rick's belief that we should all look within ourselves to discover what we are each capable of accomplishing and focus on improving ourselves and not on trying to be better than someone else.

Rick Hansen School Logo

- *"St. Elmo's Fire"* - This comes from a Mariner's Legend, recorded many times in history, where during the height of a storm sailors would be led to safety by the appearance of a phenomenal light that would find them a safe harbour. We also have our Sport logo representing the Hurricanes.



Rick Hansen School Nickname

- *Hurricanes* - Hurricanes are powerful and destructive winds that rage throughout the world. When thought of in the metaphorical sense, the same winds can become the problems we all face as we journey through life. And yet, we have St. Elmo's Fire -- the example and principles of Rick Hansen -- to see us through to safety.



Rick Hansen - The Man

In 1985, Rick Hansen pushed his wheelchair out of Vancouver, B.C. and set out on a journey that would make history. His legendary Man in Motion World Tour spanned more than 40,000 km through 34 countries; took over two years to complete; and raised more than \$26 million for spinal cord injury.

Rick's incredible achievement became a testament to the strength of the human spirit and the power of teamwork. His courage and determination inspired us to believe in the possibility of a fully accessible and inclusive society, and a cure for spinal cord injury. Following a car crash at the age of 15, Rick sustained a spinal cord injury that paralyzed him from the waist down. Forced to define a new life for himself, Rick never hesitated to challenge society's perceptions about what is possible for anyone with big dreams and the passion to see them through. Rick was the first student with a physical disability to graduate in Physical Education from the University of British Columbia. He went on to become a world-class athlete, winning 19 international wheelchair marathons, including three world championships, and competed for Canada in the 1984 Olympic Games. In 1987, Rick was appointed a Companion of the Order of Canada and has received several honorary degrees. As a positive role model dedicated to improving the world around him, Rick has a remarkable ability to engage and

motivate youth. He regularly shares his message of hope, inspiration and the importance of making a positive difference in the lives of others.

Today, Rick is still a Man in Motion. As President and Co-Chair of the Rick Hansen Foundation, Rick remains committed to making communities more accessible and inclusive for people with a spinal cord injury and advancing spinal cord research, raising over \$250 million for spinal cord injury related programs and initiatives. Rick lives in Richmond B.C. with his wife, Amanda, and their three daughters, Emma, Alana and Rebecca. He has a passion for the outdoors and volunteers his time to support fish conservation. As Honorary Chair of the Fraser River Sturgeon Conservation Society, Rick is a strong voice for helping to restore and protect the sturgeon population.

Rick and his foundation commemorated the anniversary of the Man in Motion tour with the completion of the 25th Anniversary relay in May 2012. The relay engaged thousands of difference makers across 34 countries raising awareness regarding the potential of people with disabilities. The completion of this epic Tour was a testament to willpower, physical prowess, and the ability to lead a seemingly impossible campaign. It was the beginning of a lifelong and selfless journey to make a positive difference in the lives of others.

The School's Philosophy & Goals

The philosophical cornerstone of the Rick Hansen community will be the constant belief that, *all* persons will always be treated with respect and dignity. Hansen strives to be a place where everyone feels safe, secure and wanted, a place where we can all work together, to achieve the vast potential that lies resident within each one of us. We believe that all students can be successful when given the opportunity to learn with the support necessary to reach their potential. At Hansen, our staff is dedicated to reaching out to our students with both in mind.

Bell Schedule

MON	TUES	WED	THURS	FRI
Day 1	Day 2	Day 1	Day 2	Day 1
8:06 Warning Bell		Collab 8:06 – 8:57 (51 min)	8:06 Warning Bell	
A 8:11 – 9:33 (82 min)	C 8:11 – 9:33 (82 min)		C 8:11 – 9:33 (82 min)	A 8:11 – 9:33 (82 min)
B 9:38 – 11:00 (82 min)	D 9:38 – 11:00 (82 min)	A 8:57 – 9:55 (58 min)	D 9:38 – 11:00 (82 min)	B 9:38 – 11:00 (82 min)
		Homeroom 10:00 – 10:40 (40 min)		
Lunch 11:00 – 11:40 (40 min)	Lunch 11:00 – 11:40 (40 min)	B 10:45 – 11:45 (60 min)	Lunch 11:00 – 11:40 (40 min)	Lunch 11:00 – 11:40 (40 min)
		Lunch 11:45 – 12:25 (40 min)		
C 11:45-1:07 (82 min)	A 11:45-1:07 (82 min)	C 12:30-1:28 (58 min)	A 11:45-1:07 (82 min)	C 11:45-1:07 (82 min)
D 1:12 – 2:33 (81 min)	B 1:12 – 2:33 (81 min)	D 1:33 – 2:33 (60 min)	B 1:12 – 2:33 (81 min)	D 1:12 – 2:33 (81 min)
327 min	327 min	327 min	327 min	327 min

Rick Hansen Academics

Grad Requirements

Grade 10-12 students require a minimum of 80 credits (20 (4) credit courses) to earn a Dogwood Graduation Diploma. Required courses include Grade 10 English, Social Studies, Science, Math, CLE 10, and PE; Grade 11 English, Social Studies, Science, and Math; Grade 12 English, CLC12, plus 3 other courses at the grade 12 level. Students are also required to take an Indigenous Studies course as well. The remaining credit courses are electives allowing for individual student choice.

Career Centre

Would you like to work as an Electrician, Construction worker, Auto Mechanic, Professional Cook, or many other professions while you are in high school? Stop by today and see what is available to you and to register for these programs. Students may visit the Hansen Career Centre for information concerning Policing, Fire Fighting, Hospital Academies, Trade Apprenticeships, and Post-Secondary trades programs. Contact the Career Advisor/Apprenticeship Coordinator for Hansen for more info.



Other areas of information include:

- Work Experience 12 [Work Experience 12 | Abbotsford Career Programs \(abbyschools.ca\)](http://abbyschools.ca)
- Volunteer opportunities - police, fire, hospital, and schools (earn 4 credits)
- Apprenticeships: [Youth Work In Trades | Abbotsford Career Programs \(abbyschools.ca\)](http://abbyschools.ca)
- Post-secondary advice/assistance for career programs
- Enter a district program: [Abbotsford Career Programs \(abbyschools.ca\)](http://abbyschools.ca)

Career Life Connections & Capstone

The Career Life Connections (CLC) program is a graduation requirement. Grade 12 students will meet every other day through the course of one semester and their final demonstration of learning will be their Capstone presentation. Grade 12 students who do not complete CLC or the final capstone will not be permitted to attend convocation or prom.

Course Withdrawal/Change

Please see your counselor for more information. **Course changes will not be entertained after the first week of the semester.**

Academic Study Blocks

It is expected that all students who attend Hansen will be in full-time attendance and take a full course load (8 courses at Hansen per year), regardless of the number of course credits needed to qualify for graduation. Eligibility for an academic study block will be based on the following criteria:

- They will have completed 88 credits by the end of grade 12.
- They are taking a minimum of five academic grade 12 courses.
- Three of the courses must be from Biology 12, Chemistry 12, English 12, Math 12, Calculus 12, Physics 12 and History 12.
- They will have excellent attendance throughout their high school years, and continue to attend regularly. If attendance changes, study blocks may be revoked.
- They have successfully completed their application form and admin has discussed with their families and approved their application.



If you qualify for and have been approved for an academic study block, you must be in the Learning Commons or sign out at the office only after a parental approval form is submitted to clerical in the office. Students in the Learning Commons must work quietly as this is not a time for socializing.

Student Evaluation and Reports

At the beginning of the year, students will receive a course outline from each subject teacher that details the course objectives, evaluation procedures and other expectations. Two formal reports will be issued during the year, one at the end of semester 1 and the other at the end of semester 2, in addition to interim reports in November and April. The school will strive to maintain a close liaison with the home. Parents are welcome to contact teaching staff by calling 864-0011 or by emailing the teacher directly through the school website: [School Staff | Rick Hansen Secondary \(abbyschools.ca\)](#).



Terms and Letter Grades

You will receive report cards in February (semester 1) and June (semester 2), plus two written learning updates. Students with incomplete work or who are in danger of failing will be notified in advance by their teacher and contact families. In consultation with teachers, students may be given IE plans.

Grades in your courses will be displayed as a cumulative mark from the beginning of the semester to the end. This provides the opportunity for the student and teacher to revisit learning outcomes throughout the semester, as well as to provide a more accurate indicator of student performance on all material to date during the semester.

Provincial Assessments

Provincial Assessments are written in Numeracy (grade 10) and Literacy (grades 10 and 12). Sessions for these assessments are in November, January, April, and June each year. The Ministry of Education sets these schedules, and these Numeracy and Literacy assessments are graduation requirements for B.C. students.

Schedules for these exams can be found in the following places:

- Ministry Website: [Graduation Assessment Schedule – 2026/27](#)
- School Website: [Rick Hansen Secondary \(abbyschools.ca\)](#)

Students who miss a scheduled assessment will still be required to complete the assessment during the next scheduled session. They will need to reach out to the admin team to schedule their missed assessment.



Student Recognition

Student of the Month

The Student of the Month program honors students for excellence in the classroom and school environment. This student should go above and beyond the regular expectations through extra-curricular activity, helping around the school and leadership.

Criteria may include:

- ✓ Commitment and dedication to their studies.
- ✓ Excellence in effort and attitude.
- ✓ Determined to “Be the Best They Can Be”.
- ✓ Displays of good citizenship and service to school/community.
- ✓ Leads by example.
- ✓ Is a role model for our student body.

Athlete of the Month

Each month we honor one Hansen athlete for excellence in athletics. To be eligible, the student must be currently participating in the sport during the time of the nomination (ex. a student who played a sport in the Fall cannot be nominated for the Athlete of the Month for that sport in the winter or Spring after that season is over).



Criteria may include:

- Commitment and dedication to their team.
- Excellence in skill, effort, and attitude.
- Determined to be the best player they can be.
- Includes additional practice/training outside of regular hours.
- Displays sportsmanship towards team, opponents, and officials.
- Receives game or tournament awards.

Year End Awards of Excellence

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



Academic Integrity

- Cheating on exams, plagiarism, theft of another student's work, talking/communicating during a test, having unauthorized test-related material on or near the student's desk during a test, cell phone use during a test, knowingly or intentionally helping another student perform any type of cheating or plagiarism, or using AI to generate work and claim it as your own is considered academic misconduct.
- We define **plagiarism** as follows: "To copy and use the work of another as one's own, without citing the author and source. This work includes the thoughts, writings, images (art) or research (data and interpretations) of another, used in one's own name."
- When an incident of plagiarism/cheating occurs, the following consequences will be imposed:



1st Offence

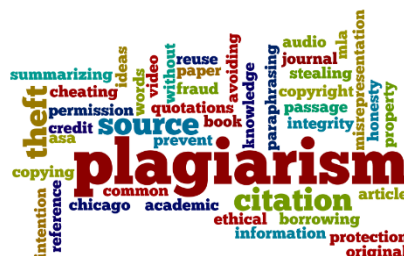
1. Teachers will notify parents and vice principal.
2. Meeting will occur between teacher, student, and parent/guardian (depending on the severity and nature of the incident; there may be further consequences).
3. Cheating will be recorded in the student's discipline record.
4. If this process is to the satisfaction of the teacher and VP, the student may be provided an opportunity to re-write an alternate form of assessment.

2nd Offence

1. Teacher will notify Vice-Principal
2. Vice-Principal will notify parents and meet with students and parents.
3. Students may receive a 3-day suspension.
4. Incident and suspension will be recorded in student discipline.
5. If this process is to the satisfaction of the teacher and VP, the student may be provided an opportunity to re-write an alternate form of assessment at the discretion of the teacher.
6. Re-write of the assessment will be supervised by either the teacher or an administrator and the child's parent.

3rd Offence

1. Teachers will notify the vice-principal.
2. Vice-principal to suspend students to the Level 2 Board of Review meeting with Principal.
3. The principal considers removal from school and transfer of student to another school.



Rick Hansen Grads

Class of 2027 Expectations

Our grade 12 students are recognized as role models on campus and, as such, are held to a higher standard of expectation. Students earn the privilege of participating 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, or who demonstrate a pattern of poor attendance, may 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 along with their parents/guardians. Students who are unclear about their graduation eligibility should contact a counsellor at the earliest opportunity.

Further, 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 behavior. 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 neighboring 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 events may also be cancelled altogether.

Graduation

Rick Hansen Secondary ensures that the range of courses needed for graduation is 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 and ensuring they pass their courses. If you have any questions regarding your courses, consult a counsellor. It is important that you check your Transcript Verification Form (TVR) regularly and alert your counselor to any courses you are taking outside of Hansen (e.g., night school, AVS, etc.). Any graduation required courses taken outside of Hansen must be completed by May 1st of the graduation school year at the latest, to ensure they are eligible to walk the stage and participate in grad events.

Grad Ceremony Eligibility

Students may participate in the graduation ceremonies only if they are taking a course of studies satisfying provincial graduation requirements by **May 1st**. A student may participate in the ceremonies and other activities only once. Students enrolled in courses outside of Hansen that are required for graduation must be completed by **May 1st** to be eligible to take part in the ceremony. They must book an appointment to meet their vice principal between the dates of May 1st and May 15th to discuss their eligibility for graduation.

Grad Activity Participation

It is a privilege for students to attend grad activities. If a student's behaviour does not meet the Hansen/District 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. Grads are expected to be students in good standing.

In order to participate in graduation activities, students must also ensure that they have paid any fees owing. All fees must be up to date, regardless of purchasing a ticket to an event, in order to attend grad events.

We host a Grad breakfast and other fun grad events throughout the year. In return, we ask that Grads choose not to take part in such activities as “grad kidnapping,” “grad skip-day,” and grad pranks. The safety of our students is our foremost priority, and as such, we provide alternate fun grad events that are safe and run by the school.

Grad Valedictorian/Class Representative

The valedictorian is a member of the graduating class who speaks on behalf of the graduates at the Grad Ceremonies. This honour is usually bestowed on an outstanding student in the graduating class. Top academic students will be identified, and the graduating class will elect their class Valedictorian. Administration/counselors will review all nominations to ensure candidates meet the requirements (B or higher cumulative GPA in gr. 11/12, good conduct, good citizenship, and has made significant contributions to the school) and the final representative will be chosen by a Grade 12 vote.

Grad Events

The following school activities will be planned for the graduating class:

Grad Cruise – Sept 17

Prom – June 21

Grad Breakfast – Feb 3

Convocation Ceremony – TBA

Dry Grad – TBA

Torchlight Parade – June 21



Grad Guests

Students wishing to invite a guest to Prom must ensure that their guest is no younger than grade 11 and no older than 19 years old. Guests are the responsibility of the host student. Guests must abide by all school rules that RHSS students are held to. If your guest appears to be under the influence, both you and your guest will not be permitted to attend. Guest application forms are available in March or April of the graduation year and are to be submitted to administration for approval prior to the purchase of a guest ticket.

Rick Hansen School Resources

School/Home Communication

We can increase our School/home communication with parents and students through a variety of methods. If we do not have your current email address, send an email with your child's name and grade along with your email address to **michelle.mehrer@abbyschools.ca**. Your email will be used by teachers to communicate your child's progress in courses as well as the office who will send important notices. You can also follow us on Facebook and Instagram. Visit our school website rickhansen.abbyschools.ca for more information. Teachers may also use TalkingPoints and Microsoft Teams to communicate with families.



Counselling

Students may see counsellors for a variety of services including academic, career and personal counselling. The counselors at Hansen are

*Ms. Gurdeep Gill (A-K)

gurdeep.gill@abbyschools.ca

*Mr. Hague (L-Z)

chris.hague@abbyschools.ca

Career Centre

The Career Centre is in the counselling office. Come visit to get information about Work Experience, Police & Fire academies, Hospital volunteering programs, trades/apprenticeships, and Grad Transitions. For additional information, please see the Career Counsellor, Ms. Melissa Sweet (melissa.sweet@abbyschools.ca)

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.

Rick Hansen Library Learning Commons (LLC)

Knowledge, understanding, and skills are a central focus of the Rick Hansen Library Learning Commons (LLC). The Learning Commons is the hub of the most important student activities in our school. The space is designed to foster communication, collaboration, creativity, critical thinking, problem-solving, decision-making, and learning. These are all essential skills that we want our students to leave our school to be prepared to live in a knowledge-based economy. Students may borrow resources throughout the year, but all must be returned by the second Friday in June before the summative assessment period.

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.

Website

Visit our website at rickhansen.abbyschools.ca for important information including the latest on grad information, exam schedules, staff contacts, school calendars, teacher websites, and much, much more. Instead of a newsletter published monthly with dated information, our website is updated daily with news and events taking place around the school.



Important – we use announcements for important information and social media to showcase what is happening in and around our school. You can also get up to date information on the school district app (Abby Schools), or follow us on Instagram - @rickhansenss

All new students to the Abbotsford school district are asked to fill out a Photo/Video Release form allowing us to post student pictures of school life to our social media sites.

Textbooks

Textbooks are issued by subject teachers. There is no charge for the use of textbooks. Students will be charged if books are lost or damaged. Lost or damaged textbooks are to be paid for by students up to 100% of the replacement value. Some courses may charge a deposit (face value) subject to the return of the commercially printed workbook in original condition.

Workbooks

Workbooks are issued by subject teachers and will be subject to fees. Fees must be paid in advance of receiving a workbook. Students may choose not to purchase a workbook but may be required to copy out questions during class, lunch, and/or Flex blocks so they can work on homework.

Fees

Pay School Fees Online

Pay for school fees, trips, athletic fees, and yearbooks with School Cash Online. **Register at: abbotsford.schoolcashonline.com.** 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 \$65.00 to cover the cost of keeper cap/gown/tassel, grad folder, diploma, and venue fee. There are additional fees for prom and grad cruise (approximately \$150 each).

Student Activity Fee: The student activity fee will be \$30.00 to cover costs of student agendas, student activities, guest speakers, student cards, locks, and locker rental.

Elective Course Materials

Students may be required to pay for materials of superior quality (optional materials) used in the preparation of a project to meet a course requirement in Applied Skills and Fine Arts: *Should a student choose, 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.*

Yearbooks

Rick Hansen Secondary is proud to present a yearbook for sale to students. Prices are cheaper in the fall so, if possible, buy your yearbook before October 31. As well as providing a photographic retrospective, the yearbook is a memento for everyone who attends Hansen. Place your yearbook order early! Students will receive their yearbook when all textbooks are returned, and fees have been paid.

School Photos and ID cards

Photographs are required for all students for the school yearbook and for identification purposes. Please see the Calendar for picture days and picture retake days.

Lockers

If you wish to use a locker, please see Mrs. Oppelt in the office starting the second week of school. If you don't need/use a locker, you do not need one assigned.

P.E. Change Rooms & Theft

The P.E. change rooms are the number one theft locations in the school. Do not bring money or any other items of value to P.E. classes. The school will not be responsible for lost, stolen, or broken valuables. Athletes can ask for a gym locker to be assigned to them during their season of play. Immediately at the end of the season, they must clean out their locker and return the lock to the office.

Lunch

We have a cafeteria where lunch can be purchased. We also have the Snack Shack where other food can be purchased. Lunch tables are provided in the cafeteria. Students may eat outdoors. Students are required to clean up after themselves. Students who leave campus for lunch are reminded to be excellent ambassadors of Rick Hansen Secondary and are not to loiter in neighbouring businesses and their lots.

Care of Property

Students are required to take good care of textbooks, lockers, furniture, and all school property. Vandalism of any sort will not be tolerated. Offenders can anticipate paying for damage caused and a consequence from their administrator.

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! **All offenders risk immediate suspension.**

Closed Campus

Rick Hansen is a closed campus. Visitors must sign in/out at the office and enter via the Main Entrance.

Rick Hansen Activities

Field Trips

Field trips and travel of sport teams, music groups, or travel club add an exciting dimension to the school experience. All students who participate in such excursions must submit a 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 Rick Hansen well!

Student Leadership

This school year will see a calendar full of fun, colorful, wacky, and exciting spirit events. Student leaders are working hard to plan and organize events, weeklong celebrations, pep rallies, and large events like Rick Hansen Day in May. There are many ways you can get involved in school life both small and large. Look for fun lunchtime activities, spirit days, treasure hunts, and many other ways to make a memory. The events are as good and as memorable as YOU make them – so dress up, have fun, participate, and get involved. Make your years at Hansen MEMORABLE!

School Sponsored Functions

School functions are those activities planned, organized, and supervised by school personnel. Functions can include classes, field trips, 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.

Clubs

Hansen encourages every student to get involved, find their area of interest, and make a difference. To facilitate this charge to action, Hansen offers several clubs which students can join and create those high school experiences. A full list of clubs is available on the website but some of the clubs we have hosted include:



Badminton Club	Book Club	Chess Club D&D Club	Choir	Crochet Club	Culture Club
E Sports	Ethics & Debate	Game Designer Club	Global Awareness Club	Hurricane Council	Outdoor Club

Athletics & Athletic Fees

The costs of our athletic program are covered with the athletic fees charged at the beginning of each season. Additional financial support comes from the school store, the generosity of our PAC and fundraising. Fees vary between each sport. These fees offset the costs of equipment, tournament entry fees, officials, transportation, awards, and uniforms. Hansen athletics may involve the following teams:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Boys Soccer	Basketball	Track & Field
Boys & Girls Volleyball	Wrestling	Girls Soccer
Cross Country		Badminton

Rick Hansen Student Conduct

Becoming Sick at School

Students who become ill during the school day are to check in at the office. If a parent/guardian can be contacted, the student will be permitted to go home with parental permission. Rick Hansen does have a sick room, but students are encouraged to call home when sick and not remain at school.

Signing In and Out

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

Hall Passes

- Every teacher will use a hall pass system for their classrooms as well as a sign-in/sign-out sheet.
- Only one student should be out of the classroom at any given time.
- Students should not have their cell phones when leaving the classroom.
- Students in the hallways without a hall pass may be questioned or referred to the office for discipline.

Attendance

Students who attend all their classes perform better in school. It is expected that students will attend all classes unless absent for a legitimate reason such as illness. If you are absent, have a parent report your absence by:

- Logging it on the School Messenger app
- Calling the office at (604) 864-0011
- Handing in your signed note to the office within 24 hours of your absence from school.

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

- ??Teacher consequence
- ??Vice Principal consequence

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

Note that this will be closely monitored throughout the year by the admin team, and students will not be permitted to attend events if there are concerns around class attendance and lates.

Rick Hansen Unexcused Absences Policy

Unexcused absences include skipping, leaving class without permission, leaving school without signing out, sleeping in, missing the bus, missing one class to work on homework from another, or arriving more than 30 minutes after a class has started. Parents will receive a message through school messenger and are encouraged to check regularly. Teachers will also attempt to phone or email the homes of absent students that have more than 3 absences for their course. Students will receive a classroom consequence for absences; however, a pattern of non-attendance will result in referral to admin, which may include a suspension for truancy. Continual non-attendance will result in a series of escalating consequences up to and including withdrawal from Hansen.

Rick Hansen Late Policy

students are expected to arrive at school and all classes early or on time. Late arriving students are expected to go directly to class. The consequences for being late are shown in the following table. If these measures do not resolve the issue, then the student will be referred to the principal and may be asked to withdraw.

Green Zone	• No teacher concerns regarding student attendance/lates.
Yellow Zone	• Student reports directly to class (no late slips) • Consequences will be issued by the teacher. • Teacher will connect with parents/guardians
Red Zone	• Teacher refers student to vice-principal • Student receives further admin consequences to address student lates. • Parents will be contacted to assist in resolving the issue. • Students may be placed on an Attendance Contract. • Students may be referred to an L2 BOR suspension, where they may be referred for an alternate placement at a different school if problem persists.

Hurricane Warning Contracts

Students who have a pattern of missed instructional time will be referred to administration and be placed on a **Hurricane Warning Contract**. This means that they will be subject to the loss of privileges at school (IE – hall pass privileges, off campus privileges, grad event privileges, etc.). By keeping to the terms of the contract, students may be able to earn these privileges back over time. Failure to keep the terms of the contract will result in escalating consequences including suspension or withdrawal from Hansen.

Absences and School Functions

Students who are away from school will not participate in school functions (sporting events, trips, etc.) during the days they are absent. For example, if you are away on Thursday, you may not be permitted to attend a school event on Thursday night.

Vacations During School Time

In accordance with School District Policy 9.220 (Student Vacation During School Time), we at Rick Hansen 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. Missed assignments and assessments may not be available later. 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 “Student Leave of Absence” form from their counsellor.
- 2) Students will have the form completed by their teachers and parents.
- 3) Administration may reach out to parents for a meeting.
- 4) After admin approval, the student will return the form to their counsellor.
- 5) Not all student absences will be approved. In some cases, students may be asked to withdraw.
- 6) 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 after school. Emergencies are handled individually.

Pick/Up Drop-off

Parents and Students: Between the hours of 7:45 am - 8:00 am & 2:30 pm - 3:00 pm, the front loop is busy with bus activity and as a result closed to traffic. Please avoid the front loop during these times so that

buses can run smoothly and safely. **Students are to be picked up and dropped off at the lower parking lot on Blueridge Dr. or the upper parking lot on Townline Rd.**

Student Parking

Students may park in the upper parking lot with a parking pass. The school is not liable for thefts or damages. Parking passes will be for sale in the office for \$20.00 for the school year along with a parking form as per AP 321.

Safe Student Driving

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

Cell Phones

Cell phones are not needed during school hours. Cell phones must be turned off during instructional time and kept in cell phone hotels (provided in each classroom), or in student backpacks, but not students' pockets. 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 phones in change rooms, washrooms, or academic examination rooms is strictly prohibited and may be subject to discipline and potential referral to police liaison officer. Each classroom is equipped with a "cell phone hotel" for safekeeping during class time.

- A) First Offence – Cell phone is handed in to the office and returned at the end of the day. Parents called.
- B) Second Offence – Cell phone is handed in to the office and returned to a parent at the end of the day.
- C) Third Offence – Cell phone is handed in to the office and returned to a parent at the end of the day. In school suspension for defiance.

According to School District Administrative Procedure 345:

2.1 Without the permission of the school administrator / teacher, personal digital devices are not to be operated during regularly scheduled hours of instruction or during any school-sponsored activity, such as an assembly or talk by a guest speaker

2.1.1 Personal digital devices are to be placed in silent mode during instructional time and school sponsored activities.

2.1.2 Personal digital devices are not taken into test or examination settings unless students have been given permission to do so by the teacher administering the test or exam.

2.1.3 Personal digital devices are not to be used in settings such as change rooms, washrooms, or private counselling rooms that have the potential to violate a person's reasonable expectation of privacy.

2.1.4 Use of personal digital devices during non-instructional periods (breaks and lunch) and while being transported on a school bus, should be restricted to the access of information related to school or home communication.

2.3 The Board believes in promoting on-line safety and a focused learning environment. To this end, students are expected to:

2.3.1 refrain from inappropriate computer usage and/or multi-media devices in accordance with Board policies

2.3.2 refrain from using personal digital devices during instructional time or during any school-sponsored activity such as an assembly or presentation by a guest speaker unless given the express permission of the school administrator / teacher. A personal digital device is any personal digital device that can be used to communicate or to access the internet, such as a cell phone or a tablet

2.4 The Board recognizes that some students will require the use of a personal digital device during instructional time for access to the learning environment or to achieve the intended learning outcomes. The following guidelines apply for the supervised use of personal digital devices during instructional time in schools.

2.4.1 For medical, health or accessibility reasons. The plan for use by these students should be documented in their IEP, student support or medical/health plan, and these plans must be shared and communicated with the teacher.

2.4.2 For instructional purposes that are appropriate for the student's age and developmental stage. This should be focused on the development of a student's digital literacy and connected to curricular standards and competencies appropriate for a student or group of students. Instruction and guidance will be provided by the teacher around the appropriate and responsible use of devices by students.

2.4.3 For equity of access to learning outcomes. In situations where a student may not have access to personal digital devices or internet outside of school, a teacher may support that student by facilitating access during school hours to complete schoolwork or foster connections with peers.

BYOD (Bring your Own Device/Laptop Program)

Rick Hansen Secondary School offers a Bring Your Own Laptop program for all students. This program provides students with the opportunity, with parent support, to use personal laptop computers under supervision in the classroom for learning. We believe that the use of digital technologies to improve student learning is a key part of being an innovative school that prepares students for lifelong learning.

Bring Your Own Laptop Benefits

- Improved access to online resources and digital tools
- Enhanced opportunities to learn appropriate digital communication and citizenship skills
- Additional opportunities to create digital projects
- Access to assistive technologies
- Ability to collaborate during class time on digital presentations and documents

Device Recommendations

students are asked to bring a basic laptop to school that meets the following minimum requirements:

- WinBook laptop (best value)
- Windows or Mac laptop (Windows 10 operating system or newer; macOS 13 Ventura or newer).
- Battery that can hold a charge for at least 5 hours
- Internet capability
- Working microphone and webcam if available
- Headphones
- Case or sleeve for protecting the laptop when it is inside a backpack or bag to increase the lifespan of the computer
- Charging power cord

As the District has now moved to a Microsoft Teams platform, WinBook laptops are the equivalent to Chromebooks (Google platform) and has worked out special pricing with Staples (Abbotsford). A WinBook is generally the better value laptop option.

Note:

An expensive laptop (like a Microsoft Surface Pro or MacBook Pro) is not needed. No purchased software is needed as the school will be using Microsoft Teams and other online platforms. All students are expected to take the laptop home each evening.

A small number of school district provided laptops will be available for those families facing financial hardship. If a family is not able to provide their own laptop, please contact their school counsellor to arrange for an alternative. Once again, an inexpensive new or used WinBook is more than adequate and meets all the requirements.

Additional Information

- Student learning will benefit greatly by having easy and regular access to a laptop computer for research, inquiry, projects, and more.
- If parents or students have questions in advance, please contact the school. Students will be taught the appropriate use of technology with clear guidelines around expectations and consequences.
- The district firewall, which provides website filtering, will be in place for students while using their computer at school (**not at home**).
- Students are expected to bring their laptop to school each day fully charged.
- Where to Purchase Your Device - Parents are welcome to purchase their device from any supplier. The school district has arranged special pricing at Staples (Abbotsford).

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 or drug paraphernalia 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, which may include removal from the event, suspensions, and potential withdrawal from the school. For the purposes of enforcing school rules and maintaining a safe and orderly learning environment, principals and vice-principals with cause may conduct lawful searches of students, lockers, and any other property.

Skateboards/Scooters

Skateboards/scooters are not to be brought to school. If these are used as a means of transportation, we expect that students will not ride them on campus.

Smoking/Vaping

Both school district policy and legislation from the Provincial Government prohibit smoking and possession of tobacco or vape products on school property. Students will not be able to smoke on or near campus. Students are asked to be respectful of our neighbors by not loitering, smoking, vaping, dropping cigarette butts, and dropping garbage on sidewalks. If a student is suspected of having a vape at school, admin may conduct lawful searches of students, lockers, and any other property. If students are found with a vape, they will face increasing levels of consequences.

Students who are caught in the bathroom with peers and suspected of vaping or being a bystander to the vaping may be subjected to a consequence. Students are encouraged to leave the bathroom immediately and speak with a staff member if they witness vaping in the bathrooms. They may also choose to use a single-stall bathroom, which we have throughout the school.

Volunteers

We welcome volunteers at our school. To safeguard our students, volunteers will need to meet with school administration for an interview. Volunteers will be asked to complete a criminal record check. We appreciate our volunteers and the positive difference they make at Hansen.

Visitors

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

Bicycles

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

School Dress Code Standards

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

Be respectful:

- Clothing/graphics/slogans that reference sex, alcohol, drugs, violence, gangs is not acceptable.

Be inclusive:

- Clothing choices should not undermine or offend others personal, cultural or religious identity.
- Hate is not accepted.

Be professional:

- RHSS is a professional setting. Dress accordingly. (e.g., undergarments covered, etc.)

Be safe:

- Wear appropriate clothing for school activities.
- Make sure you are easily identified by other staff and students (e.g., hoods off).

Weapons/Explosives

Students in possession of weapons or explosives (including fireworks) at school will be disciplined. Disciplinary action may include suspension and/or removal from Rick Hansen Secondary. This includes replica weapons as well.

Emergency Procedures

1. **Fire Alarm during class time:** Students must exit the building with their teacher and report to their designated area on the track by the bleachers for attendance.
2. **Fire Alarm during morning, transition or at lunch:** Students must exit the building and report to their Block A teacher's designated area on the track bleachers for attendance.
3. **Earthquake:** "Drop, cover and hold" until shaking stops. Students exit the building as safely as possible and report to their designated area on the track by the bleachers for attendance.
4. **Lockdown:** During a Lockdown and/or 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 you are outside of the building, students will seek refuge at Eugene Reimer Middle School, or if not safe, at Summit Center.
5. **Incident Command Drill:** During an Incident command drill, students will exit the building with their teacher, as in a fire drill. They will take attendance and then move into alphabetical grade groupings. Students will remain in the drill until an "all clear" is provided by the admin team.

This drill helps us practice what to do during a real emergency. Emergencies can include earthquakes, floods, severe storms, fires, hazardous material spills, or other situations that may affect the safety of our school. In a real emergency, students will need to stay at school until a parent or guardian picks them up. This helps us make sure all students are safe and accounted for before leaving the school.

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.

If inclement weather requires a school closure prior to the school day starting, the District will advise the following media outlets as early as possible before 6:00 a.m. of the details of the closure: School Website, District Social/Media Sites, School District App, CBC Radio 690 AM, STAR FM 98.3 FM, News 1130 1130AM, CKNW 980 AM, Country FM 107.1 FM, Red FM 93.1 FM, Punjabi Radio 1550AM, Jack FM 96.9 FM, and City TV.

The information will also be available on the voicemail systems at the School Board Office (604-859-4891) and on the School District website at www.abbyschools.ca

Student Conduct Expectations

At Rick Hansen, 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.

How To Stop a Bully

Stop A Bully

Our school is a member of the “Erase Bullying” program. We encourage our students to use this online reporting option if they wish to remain anonymous. We encourage students who witness others being bullied and/or intimidated to file a report at [Anonymous reporting tool for students | Report It Erase \(gov.bc.ca\)](#). If an anonymous report is filed online, school administration is informed, and interventions and/or actions are taken to address the problem. Bullying is when someone feels hurt repeatedly by the actions and behaviors of another student or group. The school does not tolerate bullying. Students should not tease, touch, or take from others.

A. What to do if you are bullied:

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

B. How can you help someone who is being bullied?

- Remember that nobody deserves to be bullied.
- Show the bully that you and your friends disapprove of his/her actions or behavior.
- Seek help.
- Give support to the students who are being bullied.

Report it. The person being bullied may be too upset to tell anyone.

C. How to stop a bully:

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

Harassment

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

1. Harassment in any form will not be tolerated:

- it is a destructive influence in your life.
- it must be addressed directly; it will not just go away.

2. Harassment occurs in four main forms:

1. Verbal

- being put down, abused or rumours spread about you.
- being sent unacceptable messages via implication, insinuation, inference, and innuendo.

2. Electronic

- Receiving unwelcome messages via email, social media, or text.
- Don't reply, it will encourage further messages. ☒
- Report the internet address, mobile number, or social media account to your parents and teachers.

3. Written
 - receiving unacceptable notes or letters.
 - Don't reply, pass them onto your parents and teachers.
 - graffiti on objects about you.
4. Physical
 - being pushed, hit or assaulted. ☒
 - having your 'personal' space intruded.
5. Sexual Harassment is a combination of verbal, electronic and physical harassment.
 - unwelcome, uninvited, and unwanted affection.

Rick Hansen School Code of Conduct

Statement of Purpose

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

Conduct Expectations

Rick Hansen students are ambassadors of the school while at school, including breaks, lunches, study blocks, travel to and from school, and while attending school functions including field trips, sporting events and other extracurricular activities.

Rising expectations

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

Acceptable conduct

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

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

Unacceptable conduct

Rick Hansen students must refrain from behaviors that undermine our goal as stated in the Statement of Purpose. Below are examples of unacceptable conduct; this is not an all-inclusive list.

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

Consequences

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

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

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

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

Notification

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

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

Abbotsford School District Code of Conduct

Purpose:

The Board of Education has a responsibility to establish expectations of student conduct in schools as part of its governance role for the district. The Board believes that the responsibility for student behaviour and conduct in schools is shared among students, staff and parents in order to create a safe, caring and orderly learning environment. To support these aims, the Board has established a District Code of Conduct for Students that shall be followed in all schools.

The Board affirms its commitment to the anti-discrimination principles and values contained in the B.C. Human Rights Code that include the prohibited grounds of discrimination in respect of discriminatory publication and accommodation. The Board recognizes that students and staff have the right to a safe, inclusive and welcoming learning environment regardless of their “race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age...” (s. 7)

Responsibilities:

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

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

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

Conduct Expectations:

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

- All students feel safe, valued and trusted, and can 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, and 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.
- Always behave in a safe and responsible manner.
- 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, iPhone, Blackberries, etc.)

The Board believes that any breach of Code of Conduct behaviors 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.

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 policies on Student Suspensions (AP333) , Possession of Weapons and Explosives (AP320), Drugs and Controlled Substance Abuse (AP331), Search and Seizure (AP332) and Information and Communication Services (AP417) 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.

Consequences:

Students will be disciplined in a timely and fair manner and such discipline shall be in accordance with district procedure AP333, 'Student Suspensions.'

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. The condensed version of the District Code of Conduct is posted in every school.

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.

BULLYING AND HARRASSMENT (AP418)

Please refer to the complete administrative procedure on the district website at www.abbyschools.ca under the *About Us* tab under Administrative Procedures.

The Board of Education is committed to fostering an environment within which all individuals are treated with respect. The District considers harassment in general and sexual harassment to be violations of generally accepted standards of behaviour and the District's Code of Conduct.

In its efforts to eliminate harassment, the Abbotsford School District will provide a working and learning environment that will encourage respect for and fair treatment of all individuals within the community.

Definition

Harassment or bullying includes inappropriate remarks, jokes, taunting, comments, gestures, sexually suggestive comments, or actions that create an uncomfortable or hostile environment.

A bully is someone who:

- Uses power to hurt others or harm their possessions
- Purposely scares or intimidates others
- Often hurts the same person repeatedly
- Is sometimes supported by other people who just watch and laugh, instead of helping the person being bullied.

Complaint Procedures

If you are being bullied or harassed, you should take the following steps to try and stop the harassment or prevent it from happening again.

1. Report all incidents to an adult you trust such as a person of authority at your school, your parent, or an adult you trust outside of school. It is important to tell your parents of any incidents of bullying or harassment that may occur at school, at school functions or on your way to and from school.
2. If the bully or harasser is an adult from within your school, then it is important to report this immediately to your parents/guardians or an adult you trust outside of school. You and the adult you have told should contact either the principal or the Assistant Superintendent's Office.
3. It is important to report all incidents of bullying or harassment; however, false allegations are a serious matter and can damage a person's reputation and are not acceptable in any way.

If you require further information, please contact the School Board Office at 604-859-4891.

SEARCH AND SEIZURE (AP332)

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

EMERGENCY CLOSURE OF SCHOOLS

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

Our Emergency Procedures are put into place by either a school administrator, Assistant Superintendent or the Superintendent. The Superintendent is responsible for all decisions relating to school closures. Information regarding each level of emergency status is listed in our Administrative Procedure 103 - Emergency Procedures. Procedures are practiced at each school at multiple times throughout the year. In all scenarios, special considerations are to be taken by teachers and supervisors for the care and evacuation of students with special needs.

Notifications of emergency status will be circulated via:

- District/School Websites (www.abbyschools.ca);
- Our “Abby Schools” app, available for download from the iTunes Store or Google Play;
- X (@AbbotsfordSD), Facebook (@AbbotsfordSD) and Instagram (@AbbotsfordSD); and
- Email and/or Phone Call via SchoolMessenger.

Abbotsford School District Fair Notice: Student Threat Assessment Protocol

The Board of Education has a responsibility to establish expectations of student conduct in schools as part of its governance role for the District. The Board believes that the responsibility for creating a safe, caring, and orderly learning environment must be shared by students, staff, and parents. To support these aims, the Board has established both a District Code of Conduct for Students and a Threat Assessment Protocol for all schools.

The Abbotsford School District is dedicated to the creation and maintenance of school environments where all students, parents, staff, and visitors are safe. In keeping with this commitment, we have established district protocols, in partnership with the Abbotsford Police, for dealing with threats to members of the school community and/or school facilities. A threat is an expression of intent to do harm or act out violently, and may be verbal, gestural, written, drawn, or posted online. We take all threatening comments and behaviors seriously.

Often when we hear in the media about a violent incident, we learn that the threat-maker had made threats in advance of acting violently. To keep our school communities safe, students, staff, parents, and community members have a duty to report all threatening comments and behaviors.

When knowledge of a threat comes to light, the school's threat assessment team will investigate and appropriately enact the District's Violence Threat Risk Assessment Protocol. The purpose of the threat assessment is to:

- Ensure the safety of students, staff, parents, and others.
- Ensure a full understanding of the context of the threat.
- Understand the factors contributing to the threat maker's behaviour.
- Be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker and others.

Once the threat assessment process has been initiated, information will be collected from a variety of sources, and interviews may be held with the student(s), the threat-maker, parents, and staff to determine the level of risk and develop an appropriate response. Intervention plans will be developed and shared as required. The School District is subject to personal information privacy laws and will undertake the collection of this information in compliance with the requirements of such laws. Should you as a parent be invited to attend a meeting to discuss safety concerns regarding your child, please be assured that the primary goal of this meeting is to ensure safety.

With your assistance, we will ensure that our schools are safe as we create the most inclusive learning environments for all students in our district.

Nathan Ngieng
Superintendent of Schools