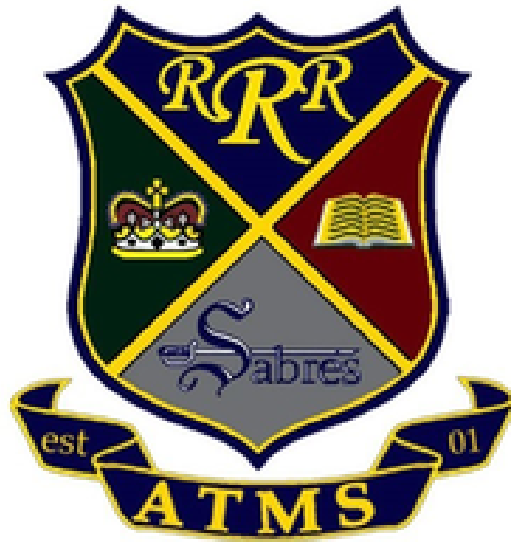


STUDENT HANDBOOK



Abbotsford Traditional Middle

2272 Windsor St, Abbotsford, BC V2T 6M1

<https://atms.abbschools.ca/>



atmssabres



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Office Hours 7:30am – 3:00pm

Principal: Mr. Reg Gabriel

Vice Principal: Mrs. Jennifer Bennato

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OUR VISION

We are a vibrant community of life-long learners, demonstrating shared values, building positive relationships, and celebrating our achievements.

TEN TENETS OF TRADITIONAL

We are looking forward to sharing the revised version of the Ten Tenets of Traditional in the months to come! Stay tuned for these exciting updates.

School Calendar

School Opening/Secondary – Semester 1 Starts	September 7
<i>Non-Instructional Day #1</i>	September 24
National Day for Truth and Reconciliation	September 30
Thanksgiving Day	October 11
<i>Non-Instructional Day #2 (Parent-Teacher Conference)</i>	October 21
<i>Non-Instructional Day #3</i>	October 22
Remembrance Day	November 11
<i>Non-Instructional Day #4</i>	November 26
Report Cards (Elementary/Middle)	December 3
Last day before Winter Vacation	December 17
Winter Vacation	December 20-January 3
Schools reopen after Winter Vacation	January 4
<i>Non-Instructional Day #5</i>	January 28
Secondary – Semester 2 starts	January 31
Report Cards (Secondary)	February 4
<i>Non-Instructional Day #6</i>	February 18
Family Day	February 21
Report Cards (Elementary/Middle)	March 4
Early Dismissal (two hours)	March 8
Early Dismissal (two hours)	March 9
Last day before Spring Break	March 11
Spring Break	March 14-25
Schools reopen after Spring Break	March 28
Good Friday	April 15
Easter Monday	April 18
<i>Non-Instructional Day #7</i>	May 20

Victoria Day	May 23
Report Cards (Elementary/Middle)	June 29
Last Day for Students	June 29
Report Cards (Secondary)	June 30
Last Day for Teachers	June 30

Minutes of Instruction Per Day Elementary – 296 Middle – 298 Secondary - 321

ATMS Bell Times 2020-2021			
Whistle	8:13		
Block 1	8:20	9:13	53 min
Block 2	9:13	10:06	53 min
Nutrition Break	10:06	10:26	20 min
Whistle	10:20		
Block 3	10:26	11:19	53 min
Block 4	11:19	12:12	53 min
Eating Period	12:12	12:27	15 min
Lunch Break	12:27	12:57	30 min
Whistle	12:50		
WIN ROTATION	12:57	1:30	33 min
Block 5	1:30	2:23	53 min

Uniform Supply Information

Most uniform components can be purchased from Able Cresting.

Able Cresting

www.ablecresting.com

102-31281 Wheel Avenue

Phone: 604-864-9728

Hours Monday-Friday 9:00am - 5:00pm, Saturday 10:00am - 4:00pm

Classroom Apparel

- Crested Crewneck (Grey, Blue, Green, Maroon)
- Crested Button Cardigan
- Crested V-Neck Pullover Sweater
- Crested Polo Shirts
- Navy Dress Pants
- Navy Shorts
- Navy Skirt

Gym Apparel

- Gym T-Shirts (purchased for \$10 from ATMS via School Cash Online) Please purchase the colour associated with your House Team.
Red House - Wilms, Strafford, Heller, Fox
Blue House - Sickels, Abbott, Sharma/Neufeld, Hickey
Green House - Lockington, Wiebe/Loong, Phulka, Dunton
- Gym Shorts
- Gym Sweatpants

Outer Wear

Zippered Long Sleeve Jacket (additional crestring cost)

School Routine

Welcome

The information contained in this information handbook provides you with useful information about school and district policies and procedures. Please read through it and discuss it as a family. This information will also be discussed in your classes and at assemblies. To make the most of your middle school experience at Abbotsford Traditional Middle School, we encourage you to get involved! You can join a sports team or club, participate in House Team challenges, take part in Intramurals at lunch or find a teacher/parent sponsor and create a club of your own!

Contact Information

It is very important that we have up to date contact information for our school records including parent/guardian daytime/emergency phone numbers in the event of an emergency involving your child. If there is a change in contact information, including address, telephone and email addresses for your family, or a temporary change of guardianship, please notify the office immediately.

Starting the Day

All students are asked to wait outside the school entrance, respectively at their grade door. At 8:13 am, a morning supervisor will blow a whistle to signal students to line up in their homeroom lineups. We begin our school days by lining up in an orderly manner and greeting our teachers. Students will enter the building in an orderly manner and proceed to their lockers to gather materials needed for their morning classes. All personal belongings are to be left in lockers. Students are expected to be sitting quietly at their desks, ready to learn by 8:20 am.

Nutrition Break

Every day we have a short nutrition break in the morning. This break is a time to use the washroom, eat a snack, and go outside to play and get fresh air. **Students are expected to dress appropriately for the weather as we do not have inside days unless there is a weather warning.**

Lunch Routine

The lunch break is 45 minutes long and includes a 15-minute eating period. All students will eat lunch in their Homeroom classroom, sitting quietly at their desks, and then cleaning up after themselves. During the lunch break the school provides paid supervisory care for all students. Once the eating period is over, students are expected to go directly outside. Each classroom has its own bin of sports equipment to encourage our students to be active.

Attendance Information

Attendance

Regular attendance is one of the keys to success. Students are expected to be present each day during school hours. If for any reason you will be absent from school, please have a parent/guardian notify the school by using 'Safe Arrival'. An explanation of how to use 'Safe Arrival' is available [here](#).

After School

With the exception of students who are supervised in classrooms or participating in after school events (e.g. sports teams) we ask students to exit the building promptly after school. Students still in the building after 3:00 pm must wait at the front entrance doors.

Extended Absences

When an extended student absence is contemplated, the parents/guardians are asked to contact the school and fill out the "Extended Absence Form". Consideration should be given to the impact of an extended absence on the educational progress of the student. If the extended absence is due to a medical or social-emotional issue, parents/guardians are asked to work closely with the principal and the School-Based Team to ensure that the student's educational programming is accommodated as appropriate. Please note, if a student is absent for an extended period and the teacher is unable to assess the child's progress during the absence, a letter grade of "No Mark" (NM) may be assigned on the report card.

Lates

If a student is late, they must check in at the school office, pick up a late slip and give the slip to the teacher upon entering the class. If tardiness becomes chronic, the school will contact home to discuss ways to support the family and student for a more timely arrival.

General School Information

Bicycles

Bikes can be parked and locked in the bike racks located at the rear of the school. Students are not to bring skateboards, scooters or roller blades on campus unless used for a school-sanctioned event.

Hot Lunches

Our Snack Shack typically serves a hot lunch 2-3 days per week. Prices vary depending on what is offered. More details will follow! New volunteers are always appreciated so if you are interested, please contact a PAC member at atmspac@hotmail.com

Supervision

Teachers provide supervision for students during the following times:

8:05-8:15 am	before school
10:06—10:26 am	nutrition break
2:23— 2:33 pm	after school

All before and after school activities will be arranged and supervised by individual staff members. Qualified noon-hour supervisors assist with monitoring the students at lunchtime. They visit the classrooms while the students are eating their lunches and supervise students during outdoor activity time.

Closed Campus

Abbotsford Traditional Middle School has a closed campus policy meaning only students and staff are to be on the school grounds during the school day and that students stay on school grounds throughout the day. Students being picked up throughout the school day (i.e. for doctor's appointment) should be met in the school office and signed in or out by a parent or authorized person.

Visitors to the School

To help us maintain the security of the building and safety of the student, **all visitors (including parents) are expected to check in at the school office immediately upon entering the school. Our office is temporarily located in Room 105.**

Parents dropping off lunches, homework, planners, etc. for their child are asked to leave these items at the office, and we will page your child during the break or when announcements are made.

Website/Newsletters

The Sabre Source is our monthly newsletter, which is emailed home to parents (all back issues are published on our website <http://atms.abbyschools.ca>). The Sabre Scoop is a short weekly update emailed every Friday afternoon. Please make sure the office has your current email.

Communication with Teachers

The best means of communicating between parents and teachers is direct contact. Emailing to set up an appointment is highly recommended. Teacher emails are listed in the newsletter and on our website. [Click here](#) for additional information about communicating with teachers and administrators.

Looping

In the Abbotsford School District's middle school model, students loop in grades 6 and 7. The primary benefit of looping is about building stronger relationships between teachers and

students. At the start of grade 7, students are already accustomed to the expectations and routines, relationships are established and more time can be focussed on learning and continuing to build a healthy classroom culture. When students and teachers are able to work together for 2 years, there is a deeper understanding of the students' personalities, learning strengths and learning needs.

Transportation

ATMS is a "User Pay Busing" school. If you require busing to and from school, contact the School District Transportation Department at www.abbyschools.ca/busing. Transportation Request forms are available at the office or on the School District website www.abbyschools.ca under 'Parents & Students' - "Busing Information". When you register, you will find out from Transportation where your pickup and drop off location is.

Online Activity Guidelines

Student online behaviour is subject to the [Student Code of Conduct \(see Board Policy 15\)](#). Consent is required for students to access services. The consent forms, [AP 334-1 Google for Education](#), [AP 334-2 Additional Digital Learning Services](#), and [AP 334-3 Bring Your Own Device](#) must be signed by parents and students in order to access district communications. Any use of online communications or digital learning services must observe the terms or contract agreement of the service.

Students must be advised of the potential consequences of their online activity and digital footprint and only engage in online activity that reflects high standards of digital citizenship. School related online activities are an extension of the classroom, and subject to all school and district expectations.

Personal information, including, but not limited to, last names, birthdates, phone numbers, addresses, media (audio, video, images), financial or medical information must not be posted publicly online. When possible, students should provide anonymous personal information using aliases for online user accounts. Although students are encouraged to use an alias or different birthdate to increase privacy, students must not intentionally misrepresent themselves or use someone else's identity in any other manner. Students should not share passwords.

To ensure that all information is appropriate, students must thoroughly read any source/webpage before linking to it in an online format such as a portfolio.

Students must report any content or behaviour that is not suitable in the school environment.

It is expected that students using district services only do so for educational purposes.

Students who do not abide by these terms and conditions may face disciplinary action.

**** Use of the school's computer system is neither private nor confidential and will be monitored. School network Administrators reserve the right to access and remove files on the system.*

Personal Belongings

If electronic devices such as cell phones are brought to school, they must be turned off and stored in the students' locker. They are not to be used during school hours. After school, cell phones may be used to communicate with parents, if necessary, however, we strongly discourage them from being brought to school. Any personal sports equipment items can be brought to school, however we prefer to have school issued sports equipment only on our

campus to avoid conflicts and promote inclusivity. Students are strongly discouraged from bringing valuable items to school. Personal items are brought to school at the owner's risk; the school is not responsible for any loss, theft, or damage.

Code of Conduct

At ATMS we are very proud of our respectful and inclusive learning environment. Student safety is of utmost importance. Educators, students, and families contribute to a healthy learning environment by adhering to a clearly defined code of conduct. Through positive relationships, educators and families build student personal and cultural identity, as well as the core competencies to manage their responsibilities to themselves and others. Behaviour expectations and consequences are clearly communicated and consistently followed so that students feel safe, cared for and included in our ATMS community. Please see the [Abbotsford School District's Code of Conduct](#) and [Fair Notice Letter](#) for more information.

ATMS Courtesy Code

Please note: The ATMS Courtesy Code will be updated to reflect the revised Traditional Tenets.

ATMS Student Discipline Policy

Philosophy & Purpose

Our goal is to work together with students and parents to provide a safe and comfortable learning environment for all our students. To help us do this, we need to have a clear code of conduct that our students understand. We believe school-based discipline interventions should:

- Help students identify inappropriate behaviour
- Help students understand how they are responsible for their actions
- Help students understand that actions have impact and consequences
- Help students find ways to create solutions
- Keep students' dignity intact
- Encourage the development of positive social skills through active modeling by staff
- Establish a positive learning environment actively supported by the home

Rights & Responsibilities

- You have the **RIGHT** to hear and be heard. It is your **RESPONSIBILITY** to listen and not interrupt those who are speaking
- You have the **RIGHT** to learn. It is your **RESPONSIBILITY** to be on time, be prepared, listen to instructions, do assigned work, and work in a way that does not infringe upon the learning of others
- You have the **RIGHT** to be respected and supported. It is your **RESPONSIBILITY** to respect and support others

- You have the **RIGHT** to be safe. It is your **RESPONSIBILITY** to treat others in a way that ensures they feel safe too
- You have the **RIGHT** to privacy and to your own personal space. It is your **RESPONSIBILITY** to respect the property of others and to accept their right of privacy
- As a member of our school, it is your **RESPONSIBILITY** to exercise your **RIGHTS** and stand up if this is not the case for you or a peer. If you cannot do something, you must tell a responsible adult of the situation
- You have the **RESPONSIBILITY** to become knowledgeable about and assume responsibility for conducting yourself within this code of conduct.

ATMS Conduct Expectations

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

PLEASE:

- Be respectful to everyone you meet
- Know and follow the STUDENT COURTESY CODE (update coming soon)
- Dress according to the ATMS dress code uniform
- Follow the instructions of the administrative and teaching staff, and the lunchtime supervisors
- Bring all the necessary material to class
- Seek excellence (give 100% in all you do)
- Eat your lunch in your homeroom and snacks outside at Nut Break. Food or drink is NOT permitted in any other areas of the school including the hallways, computer rooms, library, or gymnasium
- Use common sense in all situations
- Use respectful language only.
- Treat your peers with kindness and respect.
- Be respectful and polite to all the adults in the building, including volunteers, visitors and noon hour supervisors.
- Be attentive, on task and contribute to a positive classroom and school environment.
- Only submit work that is your own. Submitting other people's work is called plagiarism.

Disciplinary Action

Consequences

ATMS 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.

ATMS has a Behaviour Response Plan that categorizes behaviours into three Levels:

Level I Behaviours are considered minor behaviours and are dealt with by teachers at the class level.

Level II Behaviours are defined as chronic level I behaviours that require collaborative intervention of staff, administration and parents.

Level III Behaviours are serious infractions that require immediate referral to the office.

- physical violence or verbal threats,
- willful disobedience or defiance,
- damage to school property or the property of others,
- using or taking the property of others without permission,
- leaving the school property without permission,
- harassment and/or bullying
- academic misconduct (cheating, copying or plagiarism).

Consequences for student behaviour are dealt with on an individual basis. Many factors are considered to determine the most effective course of action to help students take responsibility for their behaviour and learn from their actions.

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.

Homework

Work done at home is an important part of all learning. It is an expectation of all students to have homework completed and all assignments handed in on time. Some children need more or less time to complete the same amount of work. Research shows that homework is being assigned less and less but when it is assigned, it is expected to be completed.

Injuries & Illness

We have certified First Aid Attendants on staff when a student is ill or injured at school. Provisions will be made for ill students to lie down in the medical room until they feel better, or the parent/guardian arrives. If a student has been injured, they or another student should report the accident immediately to an adult. Medical care will be provided in the school office.

Parents will be contacted when a student has a serious injury. Should the student require immediate medical attention and the parent or emergency contact is not available, 911 will be called. In a life-threatening situation, 911 will be called immediately.

Parents are asked to inform the school should their student have a communicable illness and keep the student at home until they are well.

The office cannot provide medication such as Tylenol or Advil to students. If a child requires this medication, the parent must bring it to the school and administer it to their child.

Medical Concerns

Students who have a life threatening allergy or medical condition or require medications during school hours should contact the office. We have containers to keep medicines safe in the medical room. Forms will be sent home to parents to fill out and return to the office outlining medication and administration of medication to the child, if required.

Intramurals

Being involved in your school is a very important part of enjoying your time at ATMS. Sometimes we also offer Lunch time Intramural programs during our lunch break, as well as a range of other activities. Watching events in the gym at lunch is encouraged however do not bring any food or drinks into the gym. If you choose to watch an Intramural event, you must stay in the gym until the bell rings to end the lunch break.

Locks & Lockers

Lockers are the property of the school and the school administration reserves the right to open and search lockers for issues relating to school safety and security. It is the student's responsibility to take care of their locker and ensure that their lock combination is kept secret. Do not mark up the doors of your locker. Use a magnet or fun tac to hang a poster; do not use tape or glue. Everything you put on our locker must be appropriate, removable, and show no marks. Please do not switch lockers to be closer to a friend. **Do not give your lock combination to anyone.** If this is the circumstance and another lock is required, there will be a charge of \$5.00. If you forget your lock combination, your Homeroom teacher has a copy. **Locks are supplied by the school. Only school issued locks are to be used on hallway school lockers.** Students should only go to their lockers before and after school, at nutrition break and lunch.

Lost & Found

Students must take responsibility for their belongings. All personal possessions including clothing, footwear, stationery, and books should be clearly labeled. **The school will not be responsible for lost personal possessions.** Students should not bring valuable items to school unless a teacher specifically requests them. A lost and found box is located in the front entrance. Smaller items, such as jewelry, will be kept in the office. Students should check for lost articles on a regular basis. **Unclaimed items are donated to charity during Winter and Spring Breaks and at the end of the year.**

Noon Hour Guidelines

- Students are to be in their Homeroom classes during the eating period until dismissed by Noon Hour Supervisors.
- Students need to make sure their classroom is tidy and all garbage has been picked up after eating period.
- Noon hour equipment sports equipment in each classroom and is available to be used for lunchtime activities.
- Students have 3 minutes after the eating period to go outside.
- At the end of lunch, students re-enter the building in the same way as they would upon arrival in the mornings.

PE & Gym Use & Lockers

All students are expected to participate in PE. Uniform PE strip should be brought for all PE classes. Students should have their PE clothing items labeled with their name on the tags.

There are lockers in the PE change rooms. Students should use these lockers to secure their belongings, but **they must bring a lock and remove it at the end of the PE class**. Locks will be cut off if they are left on a locker in the gym change rooms. Please ensure that your running shoes are clean and have non-marking soles. Do not wear “street shoes” in the gym. Food or drinks are not allowed in the gymnasium.

Telephone

There is a designated phone available in the office for use by students who need it. Students should ensure they come to school prepared with a charged chromebook, PE strip, homework, so that lunch so that calls home are minimized.

Textbooks & Library Books

Textbooks and other educational resources are the property of the school and school district. Students are issued textbooks at the start of the year at no cost. Students are responsible for returning the same textbook they were originally issued, when they are collected or when teachers conduct their periodic “textbook check.” When not being used, textbooks should be safely stored in lockers. Students will be billed for lost or damaged textbooks or library books.

W.E.B. – “Where Everyone Belongs”

The WEB transition program is designed to welcome and support Grade 6 students by assigning them a Grade 8 WEB Leader as a mentor. The year starts with an Orientation Day before school begins, and continual connection through activities during the year. In the spring, the Grade 7s have the opportunity to apply to become WEB Leaders for the fall. W.E.B. should provide new students with a senior guide/mentor to support them in their new school.

Reporting Procedures

Reports & Letter Grades

Formal report cards are issued three times a year - before the winter break, before the spring break, and at the end of the year. At other times during the year, interim reports are issued as well.

Report cards are sent home to inform the parents and students of the level of achievement for the term using the 4 point proficiency scale outlined below. **There are four essential components of a competency-based reporting system:**

- *Curricular Competency Learning Standards* describe what a student is able to do
- *Big Ideas* is what students understand
- *Content Standards* is what students know

The reporting card allows a teacher to accurately communicate a student's progress toward meeting competencies throughout the school year. Students are assessed on what they are able to do.

For more on BC's redesigned curriculum, please visit this website: <https://curriculum.gov.bc.ca>

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

Parent Teacher Interviews

Parent-Teacher interviews are scheduled in conjunction with the distribution of report cards. Appointments can also be set up at any time by contacting your teacher.

Safety Procedures

Emergency Drills

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

Fire

In the event of a fire, the fire alarm will sound. Students, guided by their classroom teacher, will leave the school promptly and quietly using the nearest exit route. Once outside, students will assemble quietly in their assigned area until they are given further direction. Should a student not be in class when the alarm sounds, they should go directly outside and join their class.

Students should **NOT** go back into the school until they are told to do so.

Earthquake

- In the event of an earthquake, students should:

Duck & Cover

- Take cover under or beside desks or tables. Use one hand to take hold of a desk or table leg.
- Face away from windows or glass areas.

Evacuation

- Leave the building when told to do so by your teacher or the person in charge.
- If outdoors, stay outdoors
- Move away from utility poles and wires
- Move away from buildings and trees
- Crouch on the ground

Lockdown

- Stay in classroom
- Stay quiet, DO NOT USE CELL PHONES
- If inside the building, but not inside your classroom, seek refuge in nearest classroom
- Do not open the door for ANYONE
- Ignore bells, fire alarms etc.
- Turn off lights

ATMS Dress Code Policy

At ATMS, our school has an established student uniform. 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 reason:

Student uniforms provide for a safe and orderly environment where our students are easily identifiable and behave to a higher standard.

ATMS 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.

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. Uniforms provide an even playing field for all students and reduce bullying.

Wearing school-crested clothing fosters a sense of belonging and builds confidence and pride in our community.

The following points indicate expectations of student attire at Abbotsford Traditional Middle School and at school sponsored activities either on-or-off campus:

- Non-uniform jackets, ‘hoodies’ and other items should be removed during school hours and stored in lockers.
- Hats and sunglasses must not be worn inside the school at any time.
- Sweatpants, yoga pants, jeans and tights are not permitted.

- Students are required to follow safety/health regulations in regards to grooming and footwear in Shop and Home Ec. Lab. Hair must be tied back and closed toe shoes worn.
- All students are required to wear ATMS PE strip with clean non-marking Gym shoes for PE classes.

With the exception of plain white polos or blouses, all items should be logoed with the ATMS crest.

The responsibility of adhering to our school's dress code rests with the entire community. Students who do not meet the dress code requirements will be asked to dress appropriately or supplied with an immediate change of clothing (when available). Parents will be notified when chronic uniform infractions occur. The school attempts to collaborate with families and understands the student dress code should not prevent regular attendance. Any questions/concerns regarding appropriate student dress should be referred directly to the school principal.

Dress Code Requirements

- Plain, white golf shirt, dress shirt, blouse or turtleneck - long or short sleeve
- Navy pullover or cardigan
- Grey, crested polo shirt - short sleeve
- Oxford grey, blue, red or green crested sweatshirt - crew neck, ribbed cuffs/waist
- Dark navy dress pants - fly front, cotton, poly/cotton or corduroy, slit pockets only
- Dark navy dress shorts - fly front, cotton, poly/cotton
- GYM STRIP - navy gym shorts, grey, blue, red or green t-shirt, navy sweatpants (all with logo)
- Dark navy skirt - A-line, or box pleat at the front, knee length, cotton or poly/cotton (excluding stretch fabrics)
- Dark navy Skort

PLEASE NOTE: Information for our Uniform Supplier, Able Cresting, is on page 5 of this handbook.

COMMUNICATION WITH PARENTS

ATMS 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 regard to communicating disciplinary events to our parents.

Where Level III 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.

CONFLICT RESOLUTION PROCESS

- Step 1 - Start with the person whose action has given rise to the concerns or problem. This is the person who can best address your concern.
- Step 2 - If you need further assistance with your concern, your principal / vice-principal is there to help.
- Step 3 - If you feel your concerns are not resolved, contact an Assistant Superintendent at 604-859-4891.
- Step 4 - If a decision of a District Administrator significantly affects the education, health or safety of a student, the student and/or parent may appeal in writing to the Board of Education.

To build a positive relationship with your school:

- meet the staff early in the school year;
- be informed about your child's class and school activities;
- send a note or make a call to recognize a job well done;
- be involved in your school's PAC;
- be willing to listen and learn;
- remember that both you and school staff are committed to your child's success.

We look forward to another successful year working with our students and families at ATMS to build on its reputation of high expectations and fostering an environment of learning for all!