



CHIEF DAN GEORGE MIDDLE SCHOOL

*"Home of the Wolves"*

STUDENT HANDBOOK 2017-2018

*Chief Dan George Middle School,  
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This agenda belongs to:

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## PRINCIPAL'S MESSAGE

Welcome to a new school year at Chief Dan George Middle School. Middle school is the time when young adolescences' developing brains bring new cognitive skills that enhance their ability to reason and to think abstractly. As well, they develop emotionally, establishing a new sense of who they are and who they want to become. Their social development involves relating in new ways both to peers and adults. In the process they begin to experiment in new behaviours as they transition from childhood to adulthood. Our approach at Chief Dan George Middle School is to provide approaches and practices that offer our students the guidance and support necessary for them to be successful.

Our school has developed a great reputation in the community for its academic rigor and the many opportunities it provides students. Chief Dan George School is unique in that we offer four distinct programs for students. These include Resource Room, Early French Immersion, Late French Immersion and English Program tracks. Although the school serves over 570 students, the Middle School philosophy allows for students to be part of smaller teams within each program, at each grade level.

In addition to working in an academic team setting, students will experience moving to various classrooms through the year to focus in four Exploration areas. All students will receive Home Economics, Technology Education, Drama and Music. In addition some students may choose to be part of our Band program for the year.

The general information section of this student planner has guidelines regarding our school's organization, policies and procedures. Please take some time to familiarize yourself with these.

"Bonne chance" for a successful and exciting 2017-2018 year at the "Home of the Wolves".

Sincerely,

Jasbir Singh,  
Principal

## 2017-2018 Calendar

School Opening (1/2 day dismissal)	September 5, 2017
Non-Instructional Day #1	September 22, 2017
Thanksgiving Day	October 9, 2017
Non-Instructional Day #2	October 20, 2017
Remembrance Day	November 11, 2017
Remembrance Day in Lieu (no school)	November 13, 2017
Parent-Teacher Conference Day (no classes for students)	November 23, 2017
Non-Instructional Day #3	November 24, 2017
Last day before Christmas Vacation	December 22, 2017
Christmas Vacation	December 25 to January 5, 2108
Schools reopen after Christmas Vacation	January 8, 2018
Non-Instructional Day #4	January 29, 2018
Family Day	February 12, 2018
Non-Instructional Day #5	February 23, 2018
Last day before Spring Vacation	March 16, 2018
Spring Vacation	March 19-29, 2018
Good Friday	March 30, 2018
Easter Monday	April 2, 2018
Schools reopen after Spring Vacation/Easter	April 3, 2018
Parent-Teacher Conference Day (no classes for students)	April 26, 2018
Non-Instructional Day #6	April 27, 2018
Non-Instructional Day #7	May 18, 2018
Victoria Day	May 21, 2018
Last day for students	June 28, 2018
Year-end Closing (Administrative Day)	June 29, 2018

## ROUTINES AND POLICIES

### 1. Attendance

Except for illness or unavoidable family concerns, all students should attend school every day. Absent students miss not only the lessons of the day but also the learning that takes place in group discussions where students begin to appreciate the different views and abilities of others. Learning that is lost due to absence cannot adequately be replaced. Students are responsible to find out what work was missed and to make it up.

Please call the office before 8:00 a.m. if your child will not be in attendance for that day, or will be late. The answering machine is available outside office hours if you wish to leave a message. Alternatively, you may email the office: [donna\\_hollanti@sd34.bc.ca](mailto:donna_hollanti@sd34.bc.ca). You may also notify us via the link at [chiefdan.sd34.bc.ca](http://chiefdan.sd34.bc.ca)

Please speak with the administration if you are planning to be away from school for more than two weeks.

We strongly discourage students missing part of a day and then attending a school extra-curricular event. Please help us keep the priority on studies.

### 2. Lates

Students who are late to class may disrupt and consume the time of fellow classmates, teachers, office staff and administrators. We believe that developing strong work habits starts by arriving on time for school. Please ensure your child arrives at school on time.

Students who arrive late in the morning must report to the office to sign in and pick up a late slip. Lates between classes will be dealt with by the teacher. Frequent lates may result in a student not being allowed into class or loss of privileges or alternate duties assigned by the Principal or Vice-Principal.

**3. Illness at School**

When a student becomes ill at school, parents will be contacted to confirm that it is safe for the child to go home. The medical room can be used with permission of a staff member. Students need to check in and out of the medical room at the office. In any case of illness or injury, no student should go home on his/her own initiative, but should seek help at the office. *Accidents and emergencies are to be reported to the office immediately.*

**4. Closed Campus**

CDGMS has a closed campus policy. This means that only students who attend Chief Dan George Middle School are to be on the school grounds during the school day. It also means that once students arrive at school they remain on the school grounds for the rest of the school day. Due to this policy, as at all Middle Schools in the District, going home for lunch is not a practice we condone. Children being picked up during the day (i.e. for a doctor appointment) must be met at the school office and signed out by a parent. We ask them to wait at the office for safety reasons. If your child is being picked up by a friend or other relative, please send a note to the school so we can safely release them into the care of a person other than a parent.

**5. Skateboards, Roller Blades, Scooters and Bicycles**

Bicycles, scooters and skateboards are permitted on the grounds, but the rider must be wearing a helmet. Bicycles are to be locked up upon arrival at school. Scooters and skateboards may be used at nut-break or at lunch time on the school grounds as long as the rider is wearing a helmet and in designated areas only. Please note the school is not responsible for stolen equipment and will not cover any losses.

**6. Lockers and Locks**

All students will be issued a combination lock and a locker. For security reasons students must use the lock that is provided by the school. Lock combinations are to be memorized and **NOT TO BE SHARED WITH ANYONE**. A \$5.00 fee will be charged to any student who needs to have a lock replaced (unless the lock is defective).

**7. Textbooks, Library Books and Educational Resources**

Textbooks and other educational resources are property of the school and school district. Students are issued textbooks at the start of the year. Students are responsible for returning the same textbook they are originally issued when they are collected or when teachers conduct their periodic "textbook check". Students will be charged for lost or damaged textbooks. The same conditions apply to all library books and other teacher resources such as classroom novels.

**8. Homework**

Homework shall be monitored by individual teachers as well as teams of teachers. 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.

**CDGMS CODE OF CONDUCT**

**Purpose:**

CDGMS Student Code of Conduct is presented so that students and their parents/guardians understand the behavioural expectations of our school community. Students are encouraged to discuss any part of this code that may be unclear with their teacher, school administrator and parent/guardian. Parents are key partners in supporting the school's code of conduct. Parents are asked to be familiar with school policies and procedures and are encouraged to discuss expected school behaviours with their children.

The Code of Conduct allows our school to be a safe, caring and orderly environment for learning and working. Students have a right to be respected and supported in a safe and nurturing learning environment. However students also have a responsibility to maintain that safe environment and respect themselves, others and school property.

Behavioural expectations apply both on school premises and during activities at or off school premises and that are organized or sponsored by the school. They can also apply beyond these times when student actions may negatively affect the safe, caring or orderly environment of the school.

**Conduct Expectations:**

Students are expected to adhere to a variety of acceptable behaviours to enhance their learning and support the school as a safe, caring and orderly place. These include:

Honesty and Integrity: Students are expected to be honest at all times with fellow students, staff, parents and others in our school community. Respectful words and actions build a reputation of integrity which is a very important quality. A reputation suffers as a result of lying, cheating or stealing. Disrespectful words and actions not only hurt a student but their friends, family, school and community.

Facebook/Twitter/Instagram and Other Social Networks: Many of the students at CDGMS have personal computers at home or have access to them elsewhere. More often than we would like, teachers, learning support services and administration are asked to intervene in conflicts between students that began, or took on a life of their own "via" messaging, email or social media accounts. We encourage students to make choices to use the social network sites and email services appropriately and to resist the urge to become "cyber-bullies" by speaking unkindly or spreading rumors. We also encourage parents to be vigilant in monitoring and supervising the length and kind of computer use of their children. Visit [www.bced.gov.bc.ca/pubs.htm](http://www.bced.gov.bc.ca/pubs.htm) for further information. Students are not permitted to take and post pictures of other students on school property or field trips. School administrators may intervene at times when student actions negatively affect the safe, caring and learning environment of the school.

Respect For and Safety of Others: Students are expected to treat others with consideration and respect at all times. They are to avoid situations that may lead to fighting, bullying or threatening behaviour. Students have a responsibility to inform their teachers or the school administration promptly of incidents of bullying, harassment or intimidation. Participation in play should take into account safety and appropriateness. Students should model fair play and courtesy as a participant or spectator in all sports and recreational activities while at the school or representing the school offsite. Every member of the school community has a right to a safe and secure environment, to be treated with respect and to have safe passage, without interference, to and from school.

Appropriate Language: Students must use language that shows respect for staff, fellow students, parents and others in the school community. Name calling, put downs, swearing, crude and obscene language, written, implied or gestured is not acceptable. Offensive language upsets others and often leads to conflict. Self control around language and actions is necessary in public and is an important life skill.

Student Movement: Students will move calmly and in an orderly manner to school, on the school property and inside the school building. They will be respectful of activities in progress in other classrooms and will avoid jostling or pushing others in the hallways. Further, language should be appropriate, public displays of affection limited and play fighting not permitted. These guidelines are necessary to maintain safety and order.

Personal Appearance: Students are expected to wear clothing which is comfortable, clean, and conducive to a positive educational climate. General guidelines - shirts should cover torso, not be low-cut in the front, back or under the arms and cover most of the shoulder. Pants, shorts, dresses and skirts should be an appropriate length and fully cover buttocks and undergarments at all times. Clothing that promotes racism, sexism, violence and/or drugs or tobacco products is not permitted. Hats and sunglasses are to be removed when inside the building.

Care of school and personal property: Students will respect school and personal property, equipment and resources. Students are strongly discouraged from bringing valuables to school including: iPods, laptops, MP3 players, cell phones, expensive shoes and clothing. Valuables such as wallets, purses, etc. should be left in lockers where they are secure. If parents insist on sending their child to school with a cell phone it must be stored in the student's locker during the day. Cell phones are only permitted to be used before or after the school day has ended and only to be used in the MPR or outside the school building. With growing concerns around digital imaging and

privacy we insist that students not bring cameras to school or use cell phone cameras on school property. Valuable items brought to school will be solely at the owner's risk: the school will not cover any losses.

Care for school and personal property displays pride in the school and assists in maintaining a safe and secure environment. Students found responsible for damaging personal or school property will be responsible for covering costs.

Extracurricular Activities: Students are considered ambassadors of Chief Dan George Middle School when they are participating in field trips, extracurricular clubs and teams both at the school and in the community. All relevant school rules apply while being transported to, and engaging in, extracurricular activities and field trips. Maintaining school behaviour standards ensures a positive experience for all participants and assists in building a positive school reputation.

Tobacco, Alcohol and Drugs (including Cigarettes or related Paraphernalia): Students are not permitted to bring these items onto school property. The school promotes a healthy lifestyle and good judgment. The use of these items is illegal for students and potentially dangerous to your health and success in life.

Unacceptable Conduct:

Transgressions of the School and District Codes of Conduct will be dealt with in an appropriate and timely manner. Examples of transgressions would include:

Behaviours that interfere with

- the learning of others and the emotional well-being of others
- our safe and secure environment
- one's own learning (e.g. truancy)

Acts, such as

- bullying, harassment or intimidation
- physical violence
- retribution against a person that has reported transgressions

Illegal acts, such as

- possession, use or distribution of illegal or restricted substances
- possession or use of weapons
- theft of or damage to property (i.e. vandalism)

#### **Consequences for unacceptable behaviours**

Consequences will vary based upon the seriousness of the transgression involved. Minor offenses are handled "on the spot" by staff. Often this will involve identifying the concern with instruction being provided to the students that reinforces expectations of appropriate behaviour in the future. Major offenses, many of which are listed above, will generally be dealt with by the school administration. Consequences in these cases are based upon factors that include: the nature of the transgression; the age of the child; and the previous history of the child's transgressions. It is recognized that grade six children are new to the middle school model and the increased behavioural expectations that exist. As students move up through the grades there is an increased expectation of students accepting greater personal responsibility and self-discipline. Typical consequences for major transgressions include, temporary loss of free time privileges, "time out" from class with referral to Learning Support Teachers or Youth Care Worker, in school suspension, or out of school suspension. In these cases parents/guardians are informed and meetings are often scheduled that include the student, a parent, the school administration and other staff who may assist in supporting the student. The focus of consequences are meant to be preventative, instructive and restorative, rather than punitive.

### **Notification of Serious Breaches of District and School Code of Conduct**

Serious transgressions of the School Code of Conduct will be referred to school administration. Those issues referred to the school administration (of a serious nature) will be communicated to various parties in the following way:

- Parents/guardians of student offender--in every instance
- Parents/guardians of student victim--in every instance
- Staff that support the offender and victim--in every instance
- School District Officials--as required by School Board Policy
- Police and/or community agencies--as required by law
- All parents of the school community--when deemed to be necessary to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it.

### **GENERAL INFORMATION**

#### **Visitors**

All visitors (including parents) are required to report to the office upon arrival to receive authorization for their presence in the school. Visitors on official business are welcome at our school. Those who arrive with no purpose are not welcome on school property. Please do not invite friends to visit you at school. **PARENTS DROPPING OFF LUNCHES, HOMEWORK, ETC. FOR THEIR CHILD ARE ASKED TO LEAVE IT AT THE OFFICE AND WE WILL PAGE YOUR CHILD DURING THE BREAK.**

#### **Staff Room**

The staff room is designed for the use of staff only. Students are reminded that teachers require a break as much as students. Noon hour supervisors and school administrators are available to assist students at break time.

#### **Multi-Purpose Room**

The multi-purpose room will be open to students 40 minutes before school starts and 40 minutes after school ends. This should help students and parents when early drop-offs or late pick-ups are more convenient. We would ask parents to avoid any arrangements for pick up after **3:00 pm** unless your child is involved in a supervised after school activity or event. In order to make this available, we need cooperation from all and student adherence to specific guidelines. Going to lockers, classrooms or in and out of the school is not allowed.

#### **Student Agendas**

This is a valuable communication tool. Students are required to make daily entries as well as parents and teachers use them for home and school communication. Our expectation is that students are to have their agenda at school daily. Consistent mismanagement by a student with respect to having their planner filled out each day or forgetting it at home may result in consequences at school.

**District Code of Conduct**

The Abbotsford School District expects all students to conduct themselves in a manner worthy of the respect of others:

- be honest and forthright
- treat others with respect and courtesy
- respect the property of others
- attend regularly and punctually
- work to the best of their abilities

And to promote and maintain a climate which is free of:

- lying
- cheating
- theft
- intimidation
- violence
- weapons
- prejudicial behaviour
- racism
- harassment
- illegal substances, or substances which can be abused

Conduct by any student that adversely affects a school's climate or operation, including disruption of the learning environment, shall be considered a breach of the District Code of Conduct, warranting appropriate forms of intervention that may include suspension from attendance.



I have read the information written in this agenda including the:

- District and School Codes of Conduct
- Routines and Policy
- General Information
- Behavior Policy

Date: \_\_\_\_\_ Division: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
(please print)

Parent/Guardian Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_  
(please print)

Student Signature: \_\_\_\_\_