



Abbotsford Senior Secondary School

STUDENT HANDBOOK 2024-25

Ms. Carla Campbell
Principal

Mr. Travis Bell
Vice-Principal
A – F

Ms. Jennie Bell
Vice-Principal
G - O

Ms. Katie Caines
Vice-Principal
P-Z

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abbysenior.abbyschools.ca

2024-2025 School Calendar

JULY						
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AUGUST						
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SEPTEMBER						
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NOVEMBER						
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DECEMBER						
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JANUARY						
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APRIL						
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MAY						
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JUNE						
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- September 3 - First Day of School
- September 30 - National Day for Truth and Reconciliation
- October 14 - Thanksgiving Day
- November 11 - Remembrance Day
- December 23 to January 3 - Winter Break
- January 6 - Schools Reopen
- February 17 - Family Day
- March 17 to 28 - Spring Break
- March 31 - Schools Reopen
- April 18 - Good Friday
- April 21 - Easter Monday
- May 19 - Victoria Day
- June 26 - Last Day for Students
- June 27 - Last Day for Teachers

Secondary Schools
 Semester 1: September 3 (88 days)
 Semester 2: January 27 (92 days)

Hours of Instruction Per Day
 Elementary = 293 minutes (4h 53m)
 Middle = 295 minutes (4h 55m)
 Secondary = 317 minutes (5h 17m)

NI Days (Pro-D/Admin)
 Sep 27, Oct 25, Nov 8,
 Feb 14, Apr 17, May 16

Parent/Guardian-Teacher Conferences & Early Dismissals
 Early Dismissal on Oct 23, 24 & Feb 19, 20
 Evening parent/guardian-teacher conferences on Oct 23 & Feb 19

Report Cards
 Oct 13, Mar 7, Jun 26 (Elementary/Middle)
 Jan 24, June 26 (Secondary)

Days of Instruction = 180

Approved by the Board of Education March 12, 2024

- School Vacation/In lieu day
- Instructional
- Statutory Holiday
- National Day for Truth and Reconciliation (in lieu day)
- Non-instructional Days (NI Days) - No school for students

Looking for School News?

School web site, news, calendar, photos and more: www.abbyssenior.abbysschools.ca

Friend us on Facebook for news and events: www.facebook.com/abbotsfordsenior

Follow us on Instagram @abbotsfordsenior

“MY SCHOOL DAY” formerly Panther App

Downloaded for free from the App Store or Google Play Store. This app allows you to follow what is happening at the school, block schedule and school calendar.

Local School Calendar 2024 – 2025



School Opening / Secondary – Semester 1 starts (½ day dismissal)	September 3
<i>Non-Instructional Day #1</i>	September 27
National Day for Truth & Reconciliation	September 30
Thanksgiving Day	October 14
<i>Early Dismissal for Parent/Guardian-Teacher Conferences</i>	October 23
Evening Parent/Guardian-Teacher Conferences	October 23
<i>Early Dismissal for Parent/Guardian-Teacher Conferences</i>	October 24
<i>Non-Instructional Day #2</i>	October 25
<i>Non-Instructional Day #3</i>	November 8
Remembrance Day	November 11
Report Cards (Elementary/Middle)	December 13
Last day before Winter Break	December 20
Winter Break	December 23 – January 3
Schools reopen after Winter Break	January 6
Report Cards (Secondary)	January 24
Secondary – Semester 2 starts	January 27
<i>Non-Instructional Day #4</i>	February 14
Family Day	February 17
<i>Early Dismissal for Parent-Teacher Conferences</i>	February 19
Evening parent/guardian teacher conferences	February 19
<i>Early Dismissal for Parent-Teacher Conferences</i>	February 20
Report Cards (Elementary/Middle)	March 7
Last day before Spring Break	March 14
Spring Break	March 17 – 28
Schools reopen after Spring Break	March 31
<i>Non-Instructional Day #5</i>	April 17
Good Friday	April 18
Easter Monday	April 21
<i>Non-Instructional Day #6</i>	May 16
Victoria Day	May 19
Last day for students (Report Cards for Elementary/Middle)	June 26
Report Cards (Secondary)	June 26
Last day for teachers	June 27

Minutes of Instruction Per Day | Elementary – 291 | Middle – 293 | Secondary – 316

Principal's Message

Welcome to Abbotsford Senior Secondary School. As you walk through these halls, know that you are part of the Panther Pride! We are proud of our long tradition of excellence in Athletics, Arts, and Academics and we are thrilled that you will be a part of our future!

Abbotsford Senior has a diverse student population and you will have the opportunity to meet new people and make new friends. I encourage you to be kind to each other and take care of yourself.

Finally, I want to encourage you to get involved! Our multiple clubs, activities, and athletic teams ensure that there is something for everyone at Abby. We are committed to helping you find an outlet for your passion and providing you with opportunities to find your place at this school. Make Abby your own and become part of the great Panther tradition!

Have a great year!

Ms. C. Campbell

Our Mission

“Abbotsford Senior Secondary School challenges its diverse student population to reach their academic and career potential through a variety of innovative programs.”

School History

Steeped in Tradition: Abbotsford Senior Secondary is a school with a storied history of excellence in education, sports, extra-curricular activities, and Panther spirit! At one time, Abbotsford Senior was the only public high school in Abbotsford. It opened its doors in September of 1955 and many of our community and educational leaders are proud alumni of the school.

Our \$45 million renovation / was completed in 2012.

The building has been constructed to Leadership in Energy and Environmental Design (LEED) Gold standards, which would make it one of the first schools in the province to attain that level of sustainable and green design, according to district officials.

The structure will have features that promote water efficiency, energy conservation, and employ recycled, reused or renewable materials.

We have a population of approximately 1300 students and 120 teaching staff. In addition to the regular BC Provincial curriculum, Abbotsford Senior Secondary is proud to offer the International Baccalaureate Diploma Programme (DP since 1984), District Career Programs, ISP (Integrated Studies Program), and Soccer Academy.

Our academic subjects and school programs are supported by a wide variety of electives. Our Visual and Performing Arts Department offers Visual Arts, Drama, Jazz, Band, Guitar, and Drumline courses. Our Business Education courses, Industrial Arts and Technology Courses also offer excellent practical and creative challenges.

As there are a wide variety of extra-curricular activities offered at Abby Senior. Students are able to participate in numerous sports, the Snowball Tournament, Key Club, Student Leadership, HIB Leadership, Grad Committee, and the Scholarship Club.

Literacy/Numeracy Exam Schedule

October/November 2024 (electronic only)

October 28 – November 5	Literacy 10, Numeracy 10, Literacy 12
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January 2025 (electronic only)

January 13 – 24	Numeracy 10, Literacy 10, Literacy 12
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April 2025 (electronic only)

April 7-11	Numeracy 10, Literacy 10, Literacy 12
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June 2025 (electronic only)

June 2-13	Numeracy 10, Literacy 10, Literacy 12
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*These exams are mandatory as part of the Graduation Program. Schedules will be shared with students prior to each sitting. *

Abbotsford Senior Secondary School 2024-25 Bell Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
A 80 min 8:10-9:30	C 80 min 8:10-9:30	B 80 min 8:10-9:30	D 80 min 8:10-9:30	Period 1 65 min 8:10-9:15
B 80 min 9:35-10:55	D 80 min 9:35-10:55	A 80 min 9:35-10:55	C 80 min 9:35-10:55	Tutorial 60 min 9:15-10:15
LUNCH 40 MIN 10:55-11:35	LUNCH 40 MIN 10:55-11:35	LUNCH 40 MIN 10:55-11:35	LUNCH 40 MIN 10:55-11:35	Period 2 65 min 10:20-11:25
C 80 min 11:40-1:00	A 80 min 11:40-1:00	D 80 min 11:40-1:00	B 80 min 11:40-1:00	LUNCH 40 MIN 11:25-12:05
D 77 min 1:05-2:22	B 77 min 1:05-2:22	C 77 min 1:05-2:22	A 77 min 1:05-2:22	Period 3 65 min 12:10-1:15
				Period 4 62 min 1:20-2:22

Friday
SLO 70 min 8:10-9:20
Period 1 60 min 9:25-10:25
Period 2 60 min 10:30-11:30
LUNCH 40 MIN 11:30-12:10
Period 3 60 min 12:15-1:15
Period 4 62 min 1:20-2:22

Fridays will rotate each week:
 Friday 1: ABCD
 Friday 2: CDAB
 Friday 3: BADC
 Friday 4: DCBA

2024/25 SLO Dates:
 Sept. 20th
 Oct. 18th
 Nov. 22nd
 Feb. 7th
 Mar. 7th
 May 2nd

Staff Learning Opportunities (SLO’s) are opportunities for our staff to collaborate with one another with the goal of improving student engagement, student achievement, and progress towards our school goals. We ask that students arrive at school for the 9:25 bell as staff will not be available for support.

What is “Tutorial”?

- Opportunity for students to ‘choose’ where they need to be
 - Make up tests / missing assignments, Extra support, get ahead, pursue passion project, opportunity for students to take OWNERSHIP of their learning

- **REMINDER: This is instructional time! Personal digital devices are restricted.** Students are to be in a designated classroom / learning space with a ASSS Staff Member
- Yes, you can access LSS Room IF this is arranged with / approved by your classroom teachers!

Expectations of Tutorial Time:

- The transition time before Tutorial is not break time. Students are expected to move quickly to their tutorial block. Students lingering in the hallways will be assigned to a learning space by staff!
- Students must promptly arrive at their tutorial designation and remain in the classroom or designated learning space for the full period
- Students may only attend classes for their current teachers.
- ASSS Staff have the right to ‘request’ a student to attend their class during tutorial—coordination / communication between staff members!
- Where students go during tutorial time will depend upon their progress in their courses and consultation with their course teachers. (Gymnasium space will be limited to the students who have PHE prior to Tutorial)
- **All students are required to sign up with a teacher by the end of the day each Thursday (ASSS Staff may choose to incorporate sign up sheets)**

The first tutorial day will be Friday, October 4th.

DISTRICT STUDENT CODE OF CONDUCT

September 2024

As Superintendent of the Abbotsford School District, I sincerely hope that you have a successful year. I am confident that all Abbotsford schools provide a safe and caring environment. The Board of Education has requested that all students do their part to ensure that their friends are safe as well. As a result, we have included the ‘Fair Notice Letter,’ the Code of Conduct, and district procedures on Harassment (bullying), Search and Seizure, and Emergency Closure of Schools for your information.

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/guardians 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 includes 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)

1. 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.

2. Conduct Expectations:

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

- All students feel safe, valued and trusted, and have the opportunity to 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/guardians;
- Appropriate behaviour is taught, encouraged, modelled, 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. 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/guardians and volunteers;
- Refrain from lying, cheating, 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;
- Behave in a safe and responsible manner at all times;
- Refrain from any behaviour that would threaten, harass, bully (bullying includes but is not limited to, physical or verbal intimidation, verbal harassment and cyberbullying), 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.

STUDENT USE OF PERSONAL DIGITAL DEVICES IN SCHOOLS (AP 345)

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

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

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

3. Notification:

The Superintendent will ensure that each Principal, in consultation with staff, parents/guardians and, when appropriate, students, establishes a Code of Conduct for their 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 procedures on Student Suspensions (AP 333), Possession of Weapons or Explosives (AP 320), Drugs and Controlled Substance Abuse (AP 331),

Search and Seizure (AP 332) and Information and Communication Services (AP 417) 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.

4. Consequences:

Students will be disciplined in a timely and fair manner and such discipline shall be in accordance with district procedure AP 333, ‘Student Suspensions.’

Students, while attending school and/or 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 Code of Conduct and/or the 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.

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.

References

Safe, Caring and Orderly Schools: A Guide
Multiculturalism Act
School Act
Official Languages Act

BC Human Rights Code
Youth Criminal Justice Act

Canadian Charter of Rights
School District Administrative
Procedure (AP 333)
Constitution Act

BULLYING AND HARASSMENT (AP 418)

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

The Abbotsford School District is committed to fostering an environment within which all individuals are treated with respect. The district considers harassment in general and sexual harassment, in particular, 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 a student is being bullied or harassed, they 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/guardian or an adult you trust outside of school. It is important to tell your

parents/guardians 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 (AP 332)

All students have a right to attend school in an environment conducive to learning. Dangerous objects, alcohol, and other drug possession (supply or sale) are illegal and interfere with both effective learning and the healthy development of all individuals. The Abbotsford School District is committed to protecting students from harm, maintaining the safety of our schools and promoting an environment free of substance use. 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 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);
- Twitter (@AbbotsfordSD), Facebook (@AbbotsfordSD) and Instagram (@AbbotsfordSD); and
- Email and/or Phone Call via SchoolMessenger.

Sincerely,

Sean Nosek Superintendent of Schools

September 2024

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/guardians. 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/guardians, 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 behaviours 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/guardians, and community members have a duty to report all threatening comments and behaviours.

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/guardians, 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 various sources, and interviews may be held with the student(s), the threat-maker, parents/guardians 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/guardian, 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.

STUDENT FEES

Graduation Fee: The basic fee for graduation will be **\$60.00** to cover cost of gown and stole, cap and tassel, folder, diploma, tickets to convocation.

Student Activity Fee: A Student Activity fee of **\$30.00** will be charged to cover costs of the student app, guest speakers, school events, student recognition, student leadership, lock, and locker rental.

Soccer Academy Fee: Students enrolled in the Soccer Academy will be charged a fee of **\$900.00** for the year. All cheques must be made payable to School District #34 (Abbotsford) and paid at the School Board Office or on-line with Schoolcash.net.

PHOTOGRAPHS

Photographs are required of all students for identification purposes and for attachment to course planning documents. Picture Day is **Monday, September 16, 2024**. Retake Day is **Tuesday, October 15, 2024** (am only). Grad photos are January 16-23, 2025.

ABBOTSFORD SENIOR SECONDARY

SCHOOL CODE OF CONDUCT

Our commitment is to promote a safe, caring, and orderly school where students and staff can learn and work effectively. We value diversity and guard the dignity and rights of all members of the school community. We strive for an environment that is free from discrimination based on gender, race, religion and/or sexual orientation as outlined in the BC Human Rights code. We will promote and support these values regardless of time and place or how we interact with one another - whether face-to-face or electronically. Our school code of conduct aligns with the District code of conduct. The District code of conduct is available on-line at abbyschools.ca. and our school website.

CONDUCT EXPECTATIONS

Conduct Expectations

Students are expected to conduct themselves as exemplary citizens both at school and in the community. Any conduct that adversely affects the school shall be considered a breach of the School Code of Conduct.

a) Examples of Acceptable Conduct –

Students should strive towards the following behaviours:

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 achievements 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, intimidation

- Wearing clothing appropriate to the school dress code
- Being a positive ambassador for the school throughout the community

b) Examples of Unacceptable Conduct

Our students must refrain from behaviors that undermine our goal as stated in the School Code of Conduct. Such behaviors include:

- Interfering with a safe, caring, and orderly environment
- Interfering with the learning of others
- Academic dishonesty (plagiarism and cheating)
- Ignoring rules at school-related events: ex. weapons, fireworks, drugs, alcohol, and tobacco use
- Bullying, cyber bullying, harassment, intimidation, or physical violence.
- Retaliation 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, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, or sexual orientation.

Rising Expectations –

As students mature and become more positive role models in the community, they will gain a deeper sense of pride and belonging to their school. Their example will help guide younger students in reaching their potential within a safe, caring, and orderly school.

As students mature, they will become more aware of their personal responsibility and consequently understand the need for more severe consequences for inappropriate behavior.

Consequences –

Violations of the School Code of Conduct will result in consistent and fair disciplinary action. The severity and frequency of the infractions, as well as the age, maturity, and the cognitive ability of

the student will be considered in determining appropriate action. Whenever possible, disciplinary action is preventative and restorative, rather than punitive. Contravention of the School Code of Conduct will result in an escalating set of consequences and/or intervention that may include community service, detentions, loss of privileges, mediations, counseling, parent conferences, behavior contracts, and in-school or out-of-school suspensions.

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 and victims

School district officials as required by school district policy

Police and/or other community agencies as required by law

All parents when deemed to be important to reassure members of the school community

Retaliation Prevention –

All reasonable steps will be taken to prevent retaliation against a person who has given information or lodged a complaint concerning a violation of the School Code of Conduct.

ATTENDANCE / LATE POLICY

There is a direct link between success in school and regular, punctual attendance. Lunch and after-school study periods may be prescribed for unexcused classes.

Student responsibilities are outlined as follows:

- Attend all assigned classes all the time.
- Obtain permission from your teacher before leaving classes and schedule personal appointments outside of regular school hours.
- Have parent/guardian phone the school to excuse you or provide a written note explaining your absence or tardiness.
- Unexcused absences will result in a phone call home from your teacher. Classroom consequences will be applied.

- If pattern of absences continue, the teacher will refer to counsellors/ Vice Principal and a parent meeting will be scheduled to discuss further interventions.
- Admin interventions may include: detentions, loss of privileges, an attendance contract, a part-time program, possible withdrawal from a course, a support block, or an alternate school placement.
- Take responsibility for missed work and assignments, including those from excused absences. Make-up opportunities may be provided at teachers' discretion.
- Sign out at the office if required to leave during the school day. Parent permission required.
- When late to school report immediately to the class in session and wait for the appropriate time to enter your classroom in a quiet manner to avoid disrupting teaching and learning.

10/10 Rule (Guidance for Students Leaving the Classroom)

No students permitted out of class during the opening 10 minutes of class or the closing 10 minutes of class.

During the middle portion of each block only one student is to be permitted out of class at a time. Teachers will establish a system for recording which students are out of class during the middle portion of each block so that we can efficiently follow up with students should there be issues in washrooms and other common areas during instructional time.

- The Abby Grind will cut off orders when the first bell rings before school and at the conclusion of lunch.
- Exceptions for the middle period of each block will be necessary for some classes such as Photography, Broadcasting, Leadership and PE Leadership which require students to be moving around the school. In these cases a hall pass identification system will be used.

- Grade 12 students who have a study block will also have an identification pass.
- Teachers will keep all students under their supervision at all times during each block. If a student or group of students need to be working in an alternative setting, teachers will make arrangements in advance with a colleague who will assume responsibility for supervising these students. For example, if a teacher needs a student or group of students to work on a project in the Learning Commons, they will make arrangements with the Learning Commons teacher beforehand.

Section 1.01 Parent Initiated Request for Extended Holiday Leave

A primary requirement of the School Act is that of regular attendance. We urge parents to plan vacations during the period when school is not in session. However, because family vacations occur at various times during the year and do not always coincide with the prescribed provincial school calendar, leave is sometimes requested. Generally, the school is not in a position to grant or deny permission for early leave for holidays or work. The decision is that of the parents, but they should be aware that absence may jeopardize grades. Teaching staff are not required to provide work for students who are going away for an extended period of time. Students must plan ahead so work and course obligations are met as the school cannot give course credit for work that is not done. The obligation in completing such work is that of the student. Students need to pick up an “Extended Leave” form from the office and get teachers to sign it. A copy of this completed form needs to be left with the office staff. The original copy needs to be given to the student’s parents/guardians.

Section 1.02 Study Periods

Study periods are available only to Grade 12 students who are taking 3 or more Academic courses during the semester in which the student block is requested. Grades 9 – 11 students do not have

study blocks. Students not using “studies” properly may have them revoked. Studies will be offered for one semester only. Students may apply for a study through their counsellor and must obtain permission from the administration. Students with study periods will use the Learning Commons; they may not spend their time in the hallways. No loitering in front foyer, Heritage wing, or the front of the school. Students are expected to work quietly and independently on school projects. A student request for a Study must be submitted by the application deadline. Ask your counsellor for details. For students on a study, all students will meet with Principal Campbell during the first week of the semester to go over expectations of study block use. Students who wish to leave campus during their study block must return a sign parent permission form to the office.

Section 1.03 Academic Misconduct/ Plagiarism

Cheating on exams, plagiarism, or theft of another student’s work may result in a suspension for Academic Misconduct and an Internal Board of Review. With respect to the definition of academic misconduct, there is no distinction between providing work to or receiving work from another student. Such misconduct in a Grade 12 year may nullify any scholarship or bursary opportunities.

We value academic integrity and ethical behavior, and will not tolerate academic misconduct of any kind including:

- **Plagiarism:** “To copy and use the work of another as one’s own, without citing the author and source as commonly required, in the ‘text’, footnotes and bibliography. This work includes the thoughts, writings, images (art) or research (data and interpretations) of another, used in one’s own name.”
- **Cheating:** Talking/communicating in any way with other students during a test. Having any unauthorized test related material on or near the student’s desk during a test. Cell

phone use. Failing to adhere to verbal or written testing guidelines.

- **Collusion:** Knowingly or intentionally helping another student perform any act of cheating or plagiarism.

When an incident of plagiarism/cheating/collusion occurs, the following consequences will be imposed:

1. All academic honesty infractions **will** be recorded in the student's behavior record.
2. The student **may** receive an in-school suspension to complete the assignment or an alternate assignment/exam.
3. The students' parents **will** be contacted by the teacher and advised of the consequences.
4. **Repeat Offense** The students **will** be referred to the administration and consequences may result in detentions or suspension from school.

Section 1.04 Personal Digital Devices

All schools in our district follow [AP 345: Student use of Personal Digital Devices in Schools](#). Personal Digital Devices can include: phones, headphones, smartwatches, AirPods, tablets, etc.

Of note for students:

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. Personal digital devices are to be placed in silent mode during instructional time and school sponsored activities.
3. 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.
4. 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.

5. 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.

Students who do not follow the expectations above can expect some or all the following:

1. Request to place device in a secure place where it will not be a distraction
2. Conversation/reminder about importance of following code of conduct
3. School Administration notified, incident documented, and parents / guardians informed.
4. Student asked to leave phone with school official until end of day/ or arranged time
5. Repeated offences may result in an escalation of consequences

It is highly encouraged that personal digital devices are kept at home. If students do choose to bring their personal digital devices to school, they should be kept in their backpack or in their student locker.

The security and storage of personal digital devices are the sole responsibility of the owner/user. The School / District assumes no responsibility for the safety, security, loss, repair or replacement of personal digital devices.

Section 1.05 Personal Security

You need to protect yourself from loss of personal property by:

- Not sharing your locker combination,
- Not bringing valuables, expensive electronics, or cash to school,
- Using a lock and locker in the P.E. change rooms.
- Not leaving items unattended.

Please report thefts or information about thefts to the office promptly. The school does not replace lost or stolen property but every effort will be made to help you recover your possessions.

Section 1.06 Student Dress Code

Abbotsford Senior’s student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that the groin, buttocks, and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- ✓ A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- ✓ Bottoms (for example, pants, jeans, a skirt, sweatpants, leggings, a dress, or shorts), AND
- ✓ Footwear.

*Courses that include attire as part of the curriculum (for example, safety, professionalism, public speaking, and job readiness) may include assignment-specific dress but should not focus on covering

bodies in a particular way or promoting culturally-specific attire. Activity-specific shoe requirements are permitted (for example, athletic shoes for PE).

3. Students May Wear, if these items do not violate Section 1 above:

- ✓ Hats. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- ✓ Religious headwear
- ✓ Hoodie sweatshirts (wearing the hood overhead is allowed, but the face must be visible to school staff).
- ✓ Fitted pants, including opaque leggings, yoga pants
- ✓ Pajamas
- ✓ Ripped jeans, as long as underwear and buttocks are not exposed
- ✓ Tank tops, including spaghetti straps and halter tops
- ✓ Athletic attire
- ✓ Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- ✗ Violent language or images.
- ✗ Images or language depicting/suggesting drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity).
- ✗ Bullet proof vest, body armor, tactical gear, or facsimile.
- ✗ Hate speech, profanity, pornography.
- ✗ Images, symbols, or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- ✗ Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- ✗ Swimsuits (except as required in class or athletic practice)

- ✘ Accessories that could be considered dangerous or could be used as a weapon.
- ✘ Any item that obscures the face (except as a religious observance or as personal protective equipment (PPE)).

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below.

- School administration and staff shall not have discretion to vary the requirements in ways that lead to inequitable expectations and enforcement.
- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school.
 - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
 - Students will be given the option of borrowing clean school clothing.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.

- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to:
 - kneeling or bending over to check attire fit;
 - measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in hallways in front of others;
 - calling out students publicly about perceived dress code violations in front of others; and,
 - accusing students of “distracting” other students with their clothing.

Please refer to school website for full dress code details.

Section 1.07 Lockers

The locker and lock assigned to each student is the property of the school and may be searched at any time by a school representative to ensure the safety and security of the school. Students are expected to maintain the locker in a neat and tidy condition and to keep it locked at all times with a school authorized lock. Students should not share their locker combination.

Periodically student lockers may be checked for drugs, weapons, and any other dangerous items. Locker checks are periodically conducted in order to maintain a safe and positive learning environment.

Section 1.08 Drug and Alcohol Policy

Students may not attend school, and/or any school function such as Grad activities, dances, field trips, sporting events in the possession of, or under the influence of, illicit substances or alcohol.

Students who are in violation will be suspended from school according to School District policy.

Students who are suspected of substance abuse will be investigated and parents will be notified.

Students in the company of people using drugs and/or alcohol are considered in breach of school policy.

Section 1.09 Weapons

Weapons of any kind are forbidden on this campus. Students who are in violation will be suspended from school according to School District policy.

Laser light use is prohibited, as well.

Section 1.10 Fireworks/Fire

The use of fireworks of any kind on or near school property will result in school disciplinary action. Also matches and lighters should not be used on school property. Students will be suspended from school and will not be permitted to return until they have completed a “Fire Starter” course sponsored by the Abbotsford Fire Department. Students must organize the date and time of the course.

Section 1.11 Smoking / Vaping

Smoking is not allowed on school property by order of the Abbotsford Board of School Trustees. Students found in possession of smoking materials, **including electronic cigarettes and vapes**, will receive consequences as articulated in School District policy. Materials will be confiscated, and suspensions will apply.

Section 1.12 Computer use and network

School Computer use and network access is available to all students. Students must contact the Library Technician, Mrs. Wenting or Library Commons Teacher, Mrs. Pearson, or their teacher to obtain and sign a “Use of Internet Services Agreement.” The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines respecting use. The terms and conditions are outlined in detail in the agreement. The terms and conditions for network users are intended to ensure the efficient, ethical, and legal utilization of network resources. None of the terms and conditions are optional; violation of any provision will result in the termination of access privileges. There will be NO use or access to any Internet chat

sites, such as Facebook at any time. A student user who violates any provision may be subject to disciplinary action up to and including suspension.

Section 1.13 Student Parking

Student parking is provided for those students who choose to drive to school. Students are reminded not to leave valuables in their car. Driving a car to school is a privilege. Students driving in an unsafe manner (speeding, driving with undue care, driving with too many people in the car, or in breach of any other motor vehicle regulation) will be required to leave their vehicle at home. Police will be contacted and charges may be laid. **Students are not permitted to park in the Sweeney Neighborhood Centre Parking Lot.**

Section 1.14 Visitors – Abbotsford Senior Secondary School is a Closed Campus (by appointment only)

Visitors on legitimate school business are asked to phone the school and make appointments to see teachers, counselors, and administrators. Visitors should report to the office. Students are requested not to invite relatives, friends, or acquaintances to “drop in” for casual conversation or non-school related activities.

Abbotsford Senior Secondary is a “**Closed Campus**” for the specific purpose of ensuring the safety and security of all people who work and study here. Day visitors accompanying students to class are not permitted.

Who can leave campus?

Leaving school at lunch is a privilege. Students who leave campus and are involved in inappropriate activities, such as fights, drugs, shoplifting, will lose their right to be off campus at lunch. Parents will be contacted by school administration if there are concerns.

DISTRICT PROGRAMS

International Baccalaureate

Abbotsford Senior Secondary School is accredited as an International Baccalaureate World School and is home to the School District IB Program. This internationally recognized program, is the most rigorous in the world and is a passport to a global education, encouraging students to be active learners, well-rounded individuals and engaged world citizens. IB graduates are sought after by universities across the country and can receive up to one year of university credit for their high school studies.

The subjects at the core of the I. B. curriculum are arranged as follows:

Group 1 - Language A - Literature

Group 2 - Language B - a foreign language

Group 3 - Individuals in Society

Group 4 - Experimental Sciences

Group 5 - Mathematics

Group 6 - Electives

Diploma students select one subject for each area. Certificate students may choose courses in which they have academic strength and interest. Mrs. Craig is the coordinator of the IB program.

University bound students can choose a Math-Science Program that emphasizes inter-curricular approaches to research and analysis, teaching them to become mathematicians and scientists. Liberal Arts or Business Programs are also offered. All university prep programs will focus students on academic programs at universities or university-colleges. The IB Diploma and Certificate programs are available in all streams.

All students enrolled in IB courses in grade 11 will be assessed the following exam fee:

- \$150 if enrolled in one (1) course
- \$300 if enrolled in two (2) courses

- \$450 if enrolled in three (3) or more courses

These fees will be added to School Cash and are to be paid by September 16 of the student's grade 11 year.

Soccer Academy

In affiliation with the Abbotsford Soccer Association and UFV, members of the soccer program will receive instruction and fitness training from National Level coaches.

District Careers Programs

Abbotsford Senior Secondary School students have access to the District Career Programs. The Trades, Technology and University Transitions Programs are designed to give students experience and post-secondary credit while also completing their Dogwood Diploma. More information can be found at abbotsfordcareerprograms.abbyschools.ca or by visiting Mr. Kleisinger in the Counselling Centre.

Trades Programs

Automotive Service Technician
Carpenter
Electrician
Hairstylist
Heavy Equipment Operator
Horticulture
Professional Cook
Welder

Technology Programs

Applied Business Technology
Architectural Drafting

University Transitions Programs

Aviation Ground School
Health and Human Services
Early Childhood Education (ECE) Pathway

INFORMATION

Report Cards

Report cards are issued at the end of each semester (end of January & end of June). At the beginning of each semester, school staff will inform students and their families how they will be reporting student progress throughout the semester.

Provincial Proficiency Scale for Grades K-9

	Emerging	Developing	Proficient	Extending
Proficiency Scale	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.

Grade 10-12 Achievement Indication

A	86 - 100%	Excellent
B	73 - 85%	Very good
C+	67 - 72%	Good
C	60 - 66%	Satisfactory
C-	50 - 59%	Passing
I	40 - 49%	Less than satisfactory
I	0 - 39%	Very poor

International Baccalaureate Achievement Indication (Diploma Yrs 1 and 2)

7	96-100%	Outstanding
6	90-95%	Excellent
5	86-89%	Very Good
4	76-85%	Good

3	70-75%	Satisfactory
2	60-69%	Mediocre
1	50-59%	Less than satisfactory
0	0-49%	Very poor

Final Course Marks

Course credit is only awarded once the student has completed all essential learning outcomes. All courses require excellent attendance.

P.A.N.T.H.E.R.S.

Abbotsford Senior Secondary School is committed to the development of character, citizenship and personal growth for all members of our school community. The following acronym represents the learning attributes we will emphasize cross-curricularly.

Proactive
Adaptive
Noble
Thoughtful
Honest
Engaged
Resilient
Self-aware

STUDENT SERVICES

Counselling Services

The Counselling and Student Services Department provides assistance to students and parents in the following areas:

- a) General Educational Counselling
- b) Specific School Counselling
- c) Personal Counselling
- d) Vocational Counselling
- e) Referrals to other Social Services

f) Referrals to other Youth Services

Students are assigned a counsellor by alpha at the beginning of the year, although students are welcome to see any counsellor if they choose to.

A – F Mrs. Jongenburger
G – O Mr. De Wit
P – Z Mr. Peters

Course Change Policy

Deadlines for submissions for application for course changes are 1 week after the beginning of the semester. No course changes will be permitted after this deadline date has passed. The principal may review appeals to this rule only if extraordinary circumstances exists. **Final decision on course changes rests with the Principal.** For practical courses, fees must be settled before courses will be changed.

Career Counselling

The Career Centre offers information to assist students in exploring career and educational opportunities. The Centre provides information on all post-secondary institutions in B.C. as well as many others in the rest of Canada and the US. In addition, the Career Centre provides material and information necessary for job skills, correspondence programs, exchange programs (cultural and academic), apprenticeship programs, and scholarships and bursary applications. The Centre is open to all students from 8:00 a.m. to 3:30 p.m. See Ms. Doan for an appointment

Learning Assistance

Learning Assistance provides the opportunity for students to increase basic skill levels while upgrading regular course work. Please contact your son/daughter's counsellor for more information.

Resource Program

Abbotsford Senior Secondary School houses a resource program in room R107. These students will be integrated into classes where and whenever possible. Please help make their experience here at Abby an enjoyable one.

Peer Tutors

Peer Tutors are often available to students who require additional support for a course or subject area. Students wishing to access the services of a peer tutor may pick up a request form from their Counsellor.

Integrated Studies Program – I.S.P.

The ISP program is an alternative program designed to assist academically capable Grade 9, 10, 11 and 12 students who are not experiencing success in regular high school.

BC curriculum courses are taught in a single classroom with one teacher and a teacher's aide. Interactive lessons involve group work, discussion, and independent activities with a focus on academic excellence, social responsibility, and maturity.

The ISP program guarantees graduation for students who are committed to change and willing to meet three basic criteria:

- Excellent attendance
- A good work ethic
- A positive, respectful attitude

ISP Help Centre

The ISP Help Centre accommodates students moving in or out of the Integrated Studies Program. Students who need to complete course work, independently, through packaged curriculum may also access this Centre through their counselor.

Youth Squad Officer

The primary goals of the Youth Squad section is to open up lines of communication between students and the police, and to help

students understand the role of the police within the community. An officer is available at Abbotsford Senior Secondary School to assist with information about policing as a career and to investigate police incidents.

International Student Services

This service provides support to the international students. The coordinator acts as a liaison between teachers and parents, homestay/school, as well as maintaining communication with the biological parents.

Learning Commons

The ASSS Learning Commons and the Abbotsford Community Library (www.fvrl.ca) sit side-by-side. Students are welcome to use the many resources, including seating, in both the school and public libraries. Please respect the community patrons, young and old, by using this facility in a respectful manner. The Learning Commons is a quiet environment for studying, finding resources or reading.

Medical Room

Report to the office if you require medical attention. If you are too sick to be at school, office staff will call your parents to arrange to get medical attention for you.

Weight Room

Fitness development: Multiple cardio machines plus a complete selection of weight equipment are available for use after school only when and where supervision is provided.

Sweeney Neighborhood Centre

The Sweeney Neighborhood Centre which is located on the west end of the building includes a broad range of community services such as: childcare programs, health and wellness services and education, sports and recreation programs and family resources. The community partners include:

Abbotsford Community Services
Central Abbotsford Community School
YMCA
Strong Start Program

If you would like more information about the services provided, please contact the organizations listed above. ASSS students are welcome in the Sweeney Neighborhood Centre if they have an appointment or would like information from one of the organizations.

GENERAL SERVICES

Yearbook

The yearbook goes on sale in October via School Cash On-line. If you do not order your book, with your fee payment, you will not receive a yearbook. Please do not miss out on getting your book of Panther memories! Contact Mr. Pritchard for more information.

School Telephone

For personal calls, use the student phone in the rotunda outside the main office. It will be available before and after school and during the lunch hour. **STUDENTS ARE ASKED NOT TO MAKE PHONE CALLS DURING CLASS TIME.**

Abby Bistro

We are fortunate to enjoy excellent cafeteria services. Students are encouraged to use our bistro for a nutritious lunch.

Abby Grind Coffee Shop

The Abby Grind Coffee Shop offers gourmet artisanal coffees, teas, smoothies, pastries and treats to staff and students, and is open before school and at lunch.

School Store

The Pit Stop is open at lunch. Students may purchase a variety of items.

Vending Machines

Vending machines to purchase snacks and juices are located throughout the school for the convenience of students, to **use at their own risk**. All profits from the machines help fund school programs. Vending machines are to be used only during NON-CLASS TIME. Please deposit cans and any refuse into the recycling containers provided. **DO NOT LITTER!**

Lost and Found

The “lost and found” is kept in the main stairwell. The lost and found material is sent to the Salvation Army after it has been in the bin for more than 1 or 2 months. Please note the following: put your name on all P.E. strip articles, notebooks, texts, and equipment; and, never leave valuables in the gymnasium or locker room. **LOCK THEM UP.**

Textbooks

Books will be issued in class periods. All books should have the student’s name, teacher’s name, and homeroom in them. Students who lose or damage books will be charged replacement costs. Graduates may not attend and Grad functions until all costs are paid.

Student Activities

A vibrant school culture is more than the classroom experience. There are a variety of opportunities in community service, leadership, athletics, arts, and clubs. Listen to the announcements to get involved.