



William A. Fraser
Middle School

Student Handbook 2019-2020

“Soar to Success”

Principal: Mr. Dean Johnston
Vice Principal: Mr. Scott Peters



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The purpose of this handbook is to ensure that all students and parents/guardians have acquainted themselves with the policies and rules of William A. Fraser Middle School. Please read and discuss the attached documents and sign and return the last pages to the school. This form must be returned and school fees paid before students can participate on any team or take part in any field trip.

GENERAL INFORMATION

Welcome to William A. Fraser Middle School! We hope your experience with us is enjoyable and rewarding. Our school hours are from 8:25 AM to 2:25 PM. The main office is open from 7:30 AM to 3:30 PM (Monday to Friday).

Fraser Middle is a busy and active place! To help keep families up-to-date, monthly newsletters and other important announcements will be emailed to the address on file in the office. To ensure you do not miss any important school information, please also check the school website (*frasermiddle.abbyschools.ca*), or download the AbbySchools mobile app. We also invite you to follow us on social media, including Facebook, Instagram and Twitter (@fraserfalcons).

If you are low-tech, just visit the office and check out the Community Bulletin Board for notices, announcements and permission forms!

EMERGENCY INFORMATION

Throughout the school year we will hold emergency drills, including evacuation and lockdown drills, to better prepare our school for a possible threat or disaster. Hopefully we will never have to use these plans in a real crisis, but in the event of a real emergency, please do not phone the office or attempt to enter the school building. It is vital that in a real crisis the administration and trained emergency personnel are able to accomplish their work unimpeded.

In the event of a school lockdown or other emergency, a secondary safety site will be established by district staff at the Church of the Nazarene, 2390 McMillan Road.

In the event that inclement weather requires a school closure prior to school opening, the district will advise the following radio and television stations as early as possible before 6:30 AM, of the details of the closure:

FM: Country 107.1, STAR 98.3, JACK 96.9

AM: CKNW 980 and NEWS 1130

TV: CITY TV

The information will also be available on the voicemail systems at the Abbotsford School Board Office (604-852-2366) and the Transportation Office (604-855-5278), and online via the school and district websites (*www.abbyschools.ca*), AbbySchools mobile app, and social media.

STUDENT ACTIVITY FEES

The Student Activity fee of **\$30.00** is required by all students to cover costs of guest speakers, student cards, school events, student recognition, student leadership, lock and locker rental. There is an additional Band fee of **\$20.00** (Yamaha Band Book) for students enrolled in Band only. Students may also order the 2019-20 Yearbook for **\$40.00** along with payment of school fees.

Student fees are paid online at: *abbotsford.schoolcashionline.com*.



STUDENT PLANNER

Student planners are a valuable communication tool. Students are required to make daily entries and parents and teachers use them for home-school communication. The planner is required at school daily. This planner is supplied by the school to all students free of charge.

STUDENT USE OF PHONES

While we do not allow students to make phone calls or send text messages from their personal cell phones during school hours, there are two phones available in the office for students to use as needed. We ask that families also refrain from attempting to contact students on personal devices during the day. Please phone the office to relay messages to students during school hours.

VISITORS

All visitors 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. Students should not invite friends to visit them at school.

Parents dropping off lunches, supplies, etc. are asked to make sure their child's name is on the item and leave it at the office. Students will be paged during the break.

ATTENDANCE

Punctual and regular attendance at school is very important. If students are unable to attend school, please have a parent or guardian call the office at 604-859-6794 before 8:00 AM to report the absence.

Absences

- Except for illness or unavoidable family matters, students must attend school daily
- When students must be away, parents are requested to inform the school by phone before classes commence. Always, students are responsible to complete any work that is missed.
- If an absence is anticipated for two or more days, please contact the teacher directly to request homework packages. Teacher contact information can be found on the school website: frasermiddle.abbysschools.ca
- 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. Homework packages cannot replicate this rich classroom experience.
- Students who miss part of a day can only play a school-related game or attend a school social function with the permission of the school administration.

Lates

- Please ensure students arrive at school on time.
- Please call the office before 8:00 a.m. if your child will not be in attendance at the start of the day. Messages may be left on the answering machine outside of office hours.
- Students who arrive late in the morning or after lunch must report to the office.

BANNED SUBSTANCES & WEAPONS

All alcohol products, illegal substances and its paraphernalia, and all tobacco, e-cigarettes or vaping products are not allowed on the school grounds or in the school at any time. Parents and guardians will be contacted regarding any behaviour which leads the school to believe that a student may be "at risk" in the area of substance abuse.



Any type of weapon (guns, knives, sling shots, clubs, brass knuckles, lighters, laser pointers, fire crackers, etc.) - including imitations - are not allowed and are banned. Disciplinary action will be levied on any student who is found to be carrying a weapon to, from, or within the school, or to, from, or at any school-sponsored activity.

BIKES, BOARDS, BLADES & SCOOTERS

We strongly encourage students to walk or ride to school daily. Helmets are mandatory for all students who are riding bikes, skateboards, hoverboards, roller blades or scooters to school. When students arrive on school property, they are to get off their equipment and walk it to school and on the school property. Bicycle racks are provided and strong metal u-shaped locks are recommended. Students are not allowed to be around the bike rack area during the school day. Other safety equipment, i.e. knee, wrist and elbow pads, while not mandatory, is strongly encouraged and left to the parent's discretion.

CARE OF SCHOOL PROPERTY/VANDALISM

The destruction or defacing of property belonging to the school or others is strictly prohibited. Students are responsible for taking care of all school property, as they will be held accountable for any damage to desks, chairs, locks and lockers, textbooks, library books, computers and other equipment. Students will be charged the full price or replacement cost for loss or damage to any school equipment.

CELL PHONES, CAMERAS & VALUABLES

Cell phones must be turned off and left in the student's locker during the school day. Any items of value brought to school must be locked in a student's locker to minimize temptation for theft. For students to bring and use personal cameras, they must have school permission.

CHEWING GUM AND CANDY

For health and safety reasons, chewing gum and candy are not allowed at school.

CLOSED CAMPUS

Fraser Middle has a closed campus policy. This means that only students who attend Fraser Middle are to be on the school grounds during the school day. It also means that once students arrive at school they must remain on the school grounds for the rest of the school day. Students being picked up at off-hours (for medical appointments, etc.) should be met in the school office. A note or phone call is mandatory to be excused early. Students will need to be signed out at the Office.

COLLECTIONS BY STUDENTS

Students and parents are not to take up collections for any purpose at school without the administrators' permission. All money collected at school for any purpose is to be handled through the office.

DEMOGRAPHICS

All students will be receiving a demographic form at the end of September. Please make any changes to your contact information and return to the classroom teacher. All demographic information must be returned before students can participate on any team or take part in any field trip. Please keep the office informed of any changes of address or phone number during the school year.



DRESS CODE

Common sense is the key to student dress and grooming at Fraser Middle. We expect students to dress appropriately while at school. Clothing that is offensive and/or distracts from the learning environment is not acceptable.

Hats, sunglasses, and outerwear such as jackets and coats may not be worn inside the school building, halls, or classrooms, and must be stored in students' lockers during the day. Backpacks and purses must also be stored in their lockers. Expensive items should not be brought to school.

Clothing is to be free of inappropriate language, references or symbols and may not advertise drugs, profanity, tobacco, alcohol, or affiliation with any group, or their facsimiles, etc. The wearing of any sharp or metal objects (i.e. dog collars, chains, safety pins, etc.) is not acceptable.

Clothes which are clearly revealing such as tops with spaghetti straps, strapless tops, low-cut shirts or low-cut tank tops, halter tops, muscle shirts, crop tops showing bare midriffs, short skirts or shorts or rips/tears in the seat of jeans/pants are not allowed. All undergarments must be covered completely by pants and regular clothing.

Students who come to school dressed inappropriately will be asked to change and given a warning. Repeated violations will result in parents being contacted and the student being sent home.

We believe this dress code is fair and meets acceptable and consistent standards for our school as an educational institution.

FIRE ALARMS

The fire alarm system is for emergency use only. Unauthorized use of the fire alarm system or a false 911 call will result in both disciplinary and potential legal action.

HALLWAY & SCHOOL GROUNDS BEHAVIOUR

Hallway and school grounds behaviour and language must be respectful and suitable to an institution of learning. Profanity, inappropriate touching of others, public displays of affection, bullying, fighting, horseplay, and similar behaviours are not allowed. If you have an issue with another student:

1. Ask them to stop
2. Ask them to stop or you will inform an adult
3. Inform a teacher
4. Inform Mr. Johnston or Mr. Peters

HOUSE POINTS

To encourage school spirit and participation in school activities, House Points will be collected on a weekly basis. You can earn points for your House by participating in school spirit days, intramurals and other activities. The House with the most points at the end of each term will win a special prize!

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 their own initiative but should seek help at the office. Accidents and emergencies are to be referred to the office immediately.

LEARNING SUPPORT SERVICES

Learning Support Services is a team of teachers and support workers who help students with a variety of academic, behavioural, and social-emotional issues. For more information, please contact our school counsellor, Mr. de Wit.

LENGTH OF THE SCHOOL DAY

Unless students have been asked to come to school early (i.e. for a team practice), we ask students not to arrive at school before 7:45 AM. Doors will open at 8:15 AM. A welcome bell rings at 8:20 AM. At this time, students should gather study materials needed for the morning. All personal belongings such as backpacks, hats and jackets must be left in their lockers. Students are expected to be sitting quietly at their desks by 8:25 AM, ready to begin instruction.

LIBRARY LEARNING COMMONS

The school library hours will be posted on the door. Students may borrow up to 5 books at a time and keep them for 2 weeks. However, students are responsible for the items borrowed and will have to pay for any damaged or lost books.

Everyone who works in the school library will be happy to help students find books or answer questions. They are also happy to let students visit, read books or work on assignments.

LOCKS & LOCKERS

All students will be issued a combination lock and a locker. Locks must be rented from the school for security reasons. Lock combinations are to be memorized and not shared with anyone, including friends. Students are not to share lockers or switch lockers without the permission of administration. Students are responsible to ensure that their lockers are secure at all times. The school is not responsible for items lost as a result of a locker not being secured.

A \$5.00 fee will be charged to any student who loses their lock. A \$5.00 fee is also charged to those who need their lock replaced because they shared the combination with another student.

LOOPING

Looping is when a teacher moves with their students to the next grade level, rather than sending them to another teacher at the end of the school year. At the end of a "loop" of two years, the teacher begins the cycle again with a new group of students. At Fraser Middle, students and teachers in grades 6 and 7 will loop.

Spending two years with a class enables teachers to accumulate more in-depth knowledge of students' personalities, learning styles, strengths, and weaknesses. This longer contact reduces time spent on diagnosis and facilitates more effective instruction. It also helps teachers build better relationships with students and parents. For students, having the same teacher and classmates for two years provides stability and builds a sense of community. Looping reduces anxiety and increases confidence for many children, enabling them to blossom both socially and as learners.



LOST AND FOUND

Lost and found articles of clothing and supplies should be placed in the bins by the gym. Books and any valuable items should be turned in to the office. Unclaimed items will be donated to a community charity after a reasonable period of time.

LUNCH BOX

The Lunch Box will be open during nutrition break and at lunch time. A hot lunch entrée, as well as soup, sandwiches and salad will be served at lunch daily. All food and drink items meet district nutrition guidelines. A menu will be published on the school website and mobile app each week. Lunch Box Credit Cards may be purchased online in \$20 values and/or cash may be used when ordering lunch at the Lunch Box.

Parents are always welcome to volunteer in the Lunch Box during nutrition break and lunch. Please contact the office if you are interested in volunteering.

MEDICATIONS

Fraser Middle prefers arrangements to be made for students to take any medications at home. However, if students require medication at school on a regular or emergency basis, parents or guardians must complete the *"Request for Administration of Medication at School"* form, which is available at the office. The form must be completed by a doctor, signed by a parent, and returned to the school as soon as possible. Students' medication will be locked in a safe and secure location.

PROFANITY

The use of inappropriate language, including language that is profane, obscene, racist, sexist, derogatory or otherwise offensive, is not acceptable school behaviour. Disciplinary action will be taken for violations.

SELLING OF GOODS AND POSTING OF SIGNS

All items sold at Fraser must have the expressed permission of the administrators. Any signs and posters to be displayed must also have the approval of an administrator.

SOCIAL MEDIA

Many of our students have access to online social networks. More often than we would like, teachers, counsellors and administration at Fraser Middle are asked to intervene in conflicts between students that occurred or began online. As per *Abbotsford School District AP 334 - Social Media – Students and Parents*, we encourage students to make good choices regarding their use of social media and online services, and to resist the urge to act inappropriately or in an unkind manner online. We also encourage parents to be vigilant in monitoring and supervising their children's access to and use of social media.

TEXTBOOKS & OTHER RESOURCES

Textbooks and other educational resources are the 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 were issued when they are collected or when teachers conduct a periodic "textbook check." Students will be charged for lost or damaged textbooks.



IF CONCERNS ARISE...

While many factors affect a child's education, there is one that can be of paramount importance: communication. Frequent and open communication between parents and teachers leads to a greater understanding and appreciation of the educational process, as well as each child's participation in it. Fraser Middle welcomes and appreciates parent inquiries and visits, and trust parents will contact us when, and if, concerns or questions arise.

First: Talk to the teacher involved.

If you are not satisfied...

Then: Talk to the Vice Principal (**Mr. Peters**) or the Principal (**Mr. Johnston**)

If still not satisfied...

Phone: Assistant Superintendent, **Dr. Angus MacKay @ 604-859-4891**

If still not satisfied...

Phone: Superintendent of Schools, **Mr. Kevin Godden @ 604-859-4891**

PARENT ADVISORY COUNCIL

The Parent Advisory Council (PAC) is your parent community at Fraser Middle. We hope to work closely with our parents and families to support, encourage, and provide assistance to enhance the quality of education and the well-being for all students at Fraser Middle. Positions are available for all PAC positions. Please watch for meeting dates on the school calendar. Contact PAC President Mrs. Vermeeren at 604-852-3583 and/or email: familyv@telus.net.