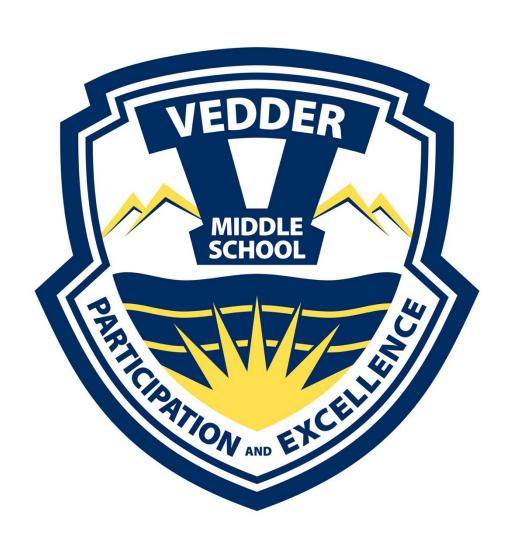
Vedder Middle Handbook and Code of Conduct



ACKNOWLEDGMENT

We are privileged to work and learn on the unceded traditional territory of the Pilalt, Sema:th and Ts'elxwéyeqw.

SCHOOL BELIEFS

The middle school years are a defining period in our students' lives when they develop their identity, values and world views. At VMS we believe that young adolescent learners will succeed through developmentally appropriate educational experiences. VMS is committed to high quality instruction through a variety of meaningful learning experiences creating strong connections within a safe and inclusive community and providing access to multiple support systems to meet the diverse needs of our young adolescents.

MISSION STATEMENT

Vedder Middle School is a community of lifelong learners who participate and strive for excellence in a safe and caring environment.

The purpose of this handbook is to ensure that all students and parents/guardians/caregivers are acquainted with the policies and expectations of Vedder Middle School.

GENERAL INFORMATION

- Office hours 8:00 am 3:30 pm
- School hours 8:30 am 2:23 pm

Vedder Middle School is a vibrant school. It is important to stay up to date with all the events taking place. We will keep you updated via:

- · Daily Announcements for students
- Viper Voice weekly email newsletter
- School website vms.sd33.bc.ca
- Social Media <u>Instagram</u> & <u>Facebook</u>
- Notices/Classroom information

CLOSED CAMPUS

Vedder Middle School is a closed campus.

- Only students who attend Vedder Middle School are permitted to be on school grounds during the school day.
- Once students arrive at school, they must remain on the school grounds for the remainder of the day.
- Students who have to leave during the day must have confirmation from home before signing out.
- Students must sign out at the office before leaving and, if returning prior to the end of the school day, must sign back in at the office.

VISITORS

Upon entering the building all visitors need to sign in at the office.

SCHOOL TELEPHONES

Telephones are available at the office. With permission, students may use this phone to contact home. For reasons of safety, students cannot make calls from their personal phones during school hours.

ATTENDANCE

Regular attendance is a proven major factor contributing to student success and achievement. Students should arrive at school on time and be on time for all classes. Significant attendance issues will involve contact home by the classroom teacher, school counsellor, Youth Worker, or Principal/Vice Principal.

We use the School Messenger/School Messenger system for parents/guardians to communicate lates and absences; and for the school to communicate unexcused absences. Follow this link to learn more about the School Messenger system.

We will communicate home should a student do any of the following: leave the school without signing out at the office; be absent for any portion of the day without permission; come to school and fail to report to class; or become ill and leave without permission/signing out at the office.

Absences

If a student will be absent, parents/guardians should excuse the absence through the School Messenger app, or by calling the toll-free School Messenger number: 1-833-698-6567.

If an absence is anticipated for two or more days, please contact the teacher(s) directly to request work.

Late Arrivals

If a student will be late, parents/guardians should log a late arrival via the School Messenger app. Students arriving late for school must always check in at the office to confirm that they have arrived safely at the school.

Early Dismissals

If a student needs to leave during the school day, that request can be logged using the School Messenger app, or by calling the School Messenger number 1-833-698-6567. Please log these requests early in the day so that they are visible to our staff promptly.

STUDENT FEES

- A basic fee of \$25.00 covers costs related to the presentations, locks, and activities.
- While we rely on student fees to provide the services listed above, we are committed that no child should be disadvantaged due to financial restraints.
- Optional fees: \$2.00 Parent Advisory Council donation Yearbook cost (varies by year).

Students participating in various programs can expect other charges throughout the year.

Athletic Fees vary by sport and will be communicated to all student-athletes before the start of the sport season.

Band students will be able to choose their own instrument and will be required to have their own personal instrument. King's Music and Long and McQuade provide instruments on a rent-to-own basis. Students will receive information about instrument rental within the first few weeks of band classes.

Limited instruments are available through VMS for instruments that are more expensive to rent or for families without financial means. Please reach out to Mrs. Taylor for instrument options or general band questions.

TEXTBOOKS

Textbooks are issued using a barcode system, and students are responsible for the specific textbooks issued to them. If a textbook is lost or damaged, a replacement cost will be charged to the student. There is a charge for graffiti in textbooks

INJURY/ILLNESS AT SCHOOL

- Students who become ill at school should first inform their teacher and then report to the office.
- If a student cannot attend classes due to injury or illness, parents/guardians will be contacted. The medical room is available in case of emergency.

MEDICAL ALERTS

Parents/guardians should contact the school and complete a Medical Alert Form if a student has a medical condition.

Medications

- If students require medication to be administered or dispensed by school staff regularly:
 - o The "Request for Administration of Medication at School" form is available at the office. The form must be completed by a doctor, signed by a parent/guardian, and returned to the school.
 - o Students' medication will be kept in a safe and secure location.
- The school does not provide students with medications such as Aspirin/Tylenol.
- If a student is using a prescribed medication and is required to bring this to school, please:
 - o inform the school about this medication
 - o ensure only a minimal amount is brought to school.

Exclusion From Physical and Health Education Activities

Exclusions for less than one week can come from parents/guardians. Longer exclusions should be supported by a doctor indicating the length of the exclusion.

NUT AWARE

While peanut butter and nuts are allowed at school, please note that some of our students have life-threatening allergies to some food products including peanuts. If nut products are brought to school, students must be extra cautious. Students are strongly encouraged to avoid nut products.

SCENT SENSITIVE SCHOOL

Some students and staff have allergies or sensitivities to perfumes, colognes, and body sprays. For this reason, students are asked not to bring perfumes or body sprays to school. Applying spray on scents is not allowed anywhere inside the school. If you wish to use spray-on scents, please do so sparingly at home before coming to school.

Non-spray deodorant is allowed and encouraged.

GYM STRIP

Students are required to dress appropriately for all weather and activities.

Students must wear appropriate athletic shoes for PHE. Crocs, sandals, heels, boots, etc. are not permitted in the gym during participation in PHE, open gym or extra-curricular sports.

SCHOOL ATHLETICS

Vedder Middle has a thriving athletics program. Students are invited to participate in many sports teams, such as soccer, basketball, volleyball, field hockey, track and field, rugby, badminton, and cross-country running.

EXTRA-CURRICULAR ACTIVITIES

All students are encouraged to broaden their horizons during their time at VMS. Please consider volunteering, joining a club, or a sports team. There are many opportunities to try new things, meet new people, and contribute to personal growth and a positive school community. Announcements and T.V. Monitors will have updates regarding extra-curricular activities.

MIDDLE SCHOOL PEER MENTORSHIP PROGRAM

Grade 8 Peer Mentors (PIT CREW) support and welcome new middle school students. They play a key role in Orientation Day and various activities throughout the year, helping and mentoring grade 6 students.

H.I.S.S. AWARDS

High in Self Strength awards are given out to students who show exemplary behaviour and give of themselves without being asked. Students who have received a VIPER H.I.S.S. nomination may be recognized at our Recognition Assemblies.

STUDENTS OF THE MONTH

Students who show exemplary behaviour, effort, citizenship and service and who stand out above the rest of the student body will receive the Student of the Month award that is presented at a special breakfast held by the Kiwanis Club of Chilliwack.

SCHOOL LIBRARY

VMS has an excellent library. Along with scheduled class visits, the library is open during break and lunch periods throughout the week. The library offers a quiet space for studying, reading, researching, clubs, playing board games, and selecting reading materials.

BREAKFAST PROGRAM, SOUP PROGRAM & VIPER VENDERS

All students at VMS have access to our Breakfast Program. Students may access the Breakfast Program in the morning before classes start. Students also have access to our to Feeding futures snack options.

During Eat Periods

Students can access the Feeding Futures cart, located near the office, for free healthy snack options.

There is a Soup Program provided by "Bowls of Hope". Soup is available during the lunch eating period. Students can purchase food from the school cafeteria and vending machines. Students are asked to use the compost, garbage cans and recycling bins. Please note food/drinks are not allowed in the gym or library.

ASSEMBLIES

Assemblies are held several times during the year. Students are asked to be respectful of speakers, presenters, and their peers. Students will enter the gym with their class and be seated in a designated area. When dismissed, students will leave with their teachers.

LOCKS AND LOCKERS

School lockers are school district property and are subject to searches by school administration at any time.

Each student is assigned a locker and is responsible for the contents and conditions of that locker. Locker expectations:

- Students are responsible for their assigned locker.
- Students may not share lockers.
- Only school locks may be used.
- No illegal substances, weapons or other prohibited or offensive materials are to be placed in school lockers.
- Lockers must be kept locked at all times.
- Lockers must be kept neat and tidy.
- Students are responsible for any damage to lockers.

PERSONAL PROPERTY/VALUABLES

Students are discouraged from bringing items of significant value to the school. Items of value should be secured in the student's locker. Students should not leave anything of value unlocked in the gym change room. If an item is lost, students should immediately report the loss to their teacher, and check both the office and the "Lost & Found".

The school is not responsible for lost or damaged personal items brought to the school.

LOST AND FOUND

Small lost and found items are kept at the main office for students to reclaim. Any small found items can be turned into the office.

Items such as jackets, sweatshirts, shoes, lunchboxes, water bottles, etc. are kept in the "Lost & Found" at the corner of the blue and library hallways. Unclaimed items are donated at the end of each term.

SCHOOL BUS

Our School District operates the bus transportation for our students. All students must be registered, and all students must have a bus pass at all times. Lost bus passes should be reported to transportation immediately to ensure uninterrupted service for students. Students are subject to disciplinary action—including denial of service—if they fail to follow the expectations for bus passengers. Please remember that the bus ride to and from school is an extension of the school day, and school expectations continue to apply.

PEDESTRIAN AND VEHICLE TRAFFIC SAFETY

- All posted signs must be followed.
- Students must be aware of vehicles at all crosswalks and in the parking lots.
- We have two pick-up and drop-off areas, one on the north and south side of our property. Our north side location is the church parking lot across South Sumas Road. Our south side at the end of the walking path at the end of Miller Drive.
- The bus loop at the front of the school is for school district buses to access before and after school no other vehicles are permitted to be in the bus loop during these times.

EMERGENCY PROCEDURES

Throughout the school year we will hold emergency drills, including fire, hold and secure, lockdown, earthquake and evacuation drills to better prepare our school for a possible threat or disaster situation.

In the event of a 'real' situation, our foremost priority is to ensure the safety of our students and staff, therefore trained emergency personnel must be able to accomplish their work unimpeded - please do not attempt to communicate with students or the school office – we will make every effort to communicate with our school community as we are able.

INCLEMENT WEATHER INFORMATION

Inclement weather conditions such as freezing rain, significant snowfall or high wind can occur during the fall and winter months. In such conditions, decisions on the opening or closure of school district facilities are made by the Superintendent of Schools, in consultation with management and supervisory staff.

In the event of extreme weather conditions:

- An email will be sent to families.
- Check the School District website www.sd33.bc.ca
- Listen to STAR FM (98.3 FM) or The Drive (89.5 FM)

Reports will start after 6:00 a.m. and will be repeated often.

In the event of inclement weather, if the school remains open, parents or guardians can decide whether or not their student(s) attend school based on their assessment of travel conditions and safety.

COMMUNICATION

Education is a shared process between home and school, and good communication is an excellent starting point for resolving issues that may arise. School staff welcome the opportunity to talk with you about your child's education. If you have a concern or question about your child's education, the following steps will help ensure an effective line of communication.

Step 1: Teacher

Please set up an appointment by contacting the teacher or the school so that your concerns can be heard without distractions. They know your child well and most concerns can be addressed at this level of communication.

Step 2: School Administration

If you need extra assistance with your concern or question, your school Vice Principal and Principal are here to assist you.

Step 3: District Staff

If you have questions that you feel were not resolved at your child's school, contact the School District Office at 604.792.1321 and ask for the District Supervisor responsible for the school. The receptionist can provide the name of this contact person. If not resolved at this level, your questions will proceed to the Superintendent.

There are many opportunities to form a relationship with your child's teacher and the school. We encourage you to participate in these opportunities throughout the year.

Parent Advisory Council (PAC)

The Parent Advisory Council is open to all parents who have students in the school. Meeting dates and times are published in our yearly calendar and on our school website.

In general terms, the functions of the committee are as follows:

- To review and discuss school facilities, policies, programs and procedures.
- To provide a forum for parents to learn and make enquiries about processes and procedures affecting their children.
- To help create a sense of community within our school neighbourhood so that we can work cooperatively in the interpretation of community attitudes and needs as they relate to the school.

STUDENT SUPPORT SERVICES

VMS Student Support Services consists of the School Counsellor, Child & Youth Care Worker, Inclusion Teacher, Indigenous Education Teacher, Indigenous Support Worker, Learning Assistance Teachers, Resource Teachers, and English Language Learner Support Teacher.

The VMS School Based Team members include Student Support Staff, Principal, Vice Principal and CORE teachers. The School Based Team coordinates all services and resources available to students at VMS. They meet bi-weekly and address the needs of our learners. The team may recommend a meeting involving parents/guardians, further assessment of learning needs, socio-emotional support, or other interventions to help support learning as needed.



VEDDER MIDDLE

CODE OF CONDUCT

Purpose

The staff of Vedder Middle School is committed to providing a safe, caring and supportive environment to support learning for all students. It is the expectation that all students will strive to exhibit behaviour that is consistent with the **Student Code of Conduct** and the principles of kindness, decency, and courtesy towards others.

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. At the same time, students are responsible for maintaining that safe environment and respecting themselves, others and school property.

Appropriate behaviour is expected on school property, during the journey to and from school, and at all school functions, sporting events, and field trips. These expectations extend beyond school times and functions to include behaviours that have the potential to negatively impact the social and learning environment within our school—this includes online interactions between students in the Chilliwack School District.

Under the **School Act** and the **BC Human Rights Code**, all members of the school community shall be free of discrimination based on race, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, or sexual orientation.

Process for Review and Revision

The Code of Conduct is reviewed annually, and revisions incorporate input from staff and students. Parent/caregiver feedback is gathered through the Parental Advisory Council.

Communication Within the School Community

The Code of Conduct is reviewed by staff and students at the beginning of each school year and may be revisited during the school year as required. The content of the Code of Conduct is also reviewed with new students at the time of registration and is accessible to the public on the Vedder Middle School website.

Supportive Learning Community

As a supportive learning community, we seek to equip our students with skills that promote resilience and positive social behaviours. When students exhibit behaviour that is contrary to a positive learning environment, the focus is on supporting students to repair harm done and resolve conflict through guided mediation and restorative practices. When a situation requires more significant intervention, the school may engage outside agencies from our community to offer support.

On occasions when positive interventions have been implemented, but negative behaviours persist, disciplinary action may need to be taken. Disciplinary action on the part of the school considers many factors, including the severity of the unacceptable conduct, frequency of such conduct, maturity level of the student, and cognitive ability of the student.

Additionally, the school will take reasonable measures to protect a student from any retaliation that might result from reporting a breach of the Code of Conduct.

GENERAL EXPECTATIONS

In a positive and supportive community, it is important to consider how our actions impact ourselves, other individuals, and the wider school community. We expect our population to conduct themselves with integrity and respect for all members of our school community.

Staff Requests/Directives

The staff at VMS are committed to keeping all students safe and to creating a kind and respectful workplace. To accomplish this, all reasonable requests and directions given by school staff (Teachers, Educational Assistants, Supervision Assistants, Office Staff, and Principal/Vice Principal) must be followed (this includes directions given by TTOCs, and other guests in our building).

Teachers Teaching On Call (TTOC)

Our school is fortunate to have capable people fill in for our regular teachers need to be away. A TTOC is an important visitor whose impressions of our school will be carried into the community. We ask students to help make sure that these are good impressions by being respectful, polite and helpful.

Appropriate Language and Voice

The use of appropriate language and volume shows consideration for fellow students and school staff. Violent or derogatory language will not be tolerated within our school community.

Hands-Off Policy

VMS has a "Hands Off/Feet Off" policy that promotes respect for personal space. This policy extends to conduct between friends and classmates. There is no hands-on play permitted at school.

Bullying

The members of our school community have the right to a learning environment free of bullying, cyberbullying, harassment, intimidation, and dishonesty. It is the responsibility of all members of our community to work towards an environment that supports the principles of kindness, decency, and courtesy towards others.

Bystanders

If you are concerned that something you see might be bullying, it is important to do something. Things you can do to make a difference include:

- Ensure that the victim is alright
- Tell a staff member or Vice-Principal/Principal
- If it is safe to do so, let the aggressor know that their actions are not appropriate in our school

Possible Resolutions

We take all concerns of intimidation and harassment seriously. While punitive school consequences are a possible outcome of reported intimidation and harassment, whenever possible we seek to apply a restorative approach to resolving conflict and reinforcing positive social behaviours. Restorative practices that increase awareness and understanding of self and others such as mediation, dialogue, and counselling are often used to create a more resilient, respectful, and empathetic community of learners.

Dress Code

Student clothing should be appropriate for all activates and weather that could accrue during the school day.

Images and slogans that promote drugs, alcohol, violence, or discriminatory messages are inappropriate for school. Students arriving at school in clothing of this nature will be asked to change.

While hats and hoodies are allowed at VMS, we ask that hoods not be worn. Clothing requirement restricted in certain environments due to safety concerns. (Shop class) Students must be prepared with alternative clothing options in such environments.

Backpacks

Backpacks are to remain in student lockers during the school day. Students are not permitted to wear their backpacks throughout the day as this increases hallway congestion and incidents of loss and theft, and tripping hazards in the classroom.

Mobile And Electronic Devices

During instructional time, VMS is a cell phone-free zone.

- Students are expected to place their mobile devices in their lockers at the start of the school day until dismissal time.
- Teachers may permit students to use mobile devices during instructional time for educational purposes.
- During break and lunch, students are encouraged to be active and socialize with their peers; students are not permitted to use their electronic devices at these times.
- Headphones and earbuds must not be worn or visible during instructional time unless the teacher has allowed them, and they are not to be worn during break, lunch, or assemblies.

Failure to follow these expectations will result in the electronic device being confiscated for the school day.

Please do not call or text your child during school hours. Please call the school office at 604-858-7141, if it is necessary to contact your child during the school day. The school phones are accessible if the need arises for a student to contact home during the school day.

For reasons of safety and privacy, the taking of photos, videos, or other recordings is strictly prohibited at school.

Property Damage

Students are expected to respect school property and take care of their community. Students who willfully damage school property may be responsible for cleanup and/or repair. This may include covering the costs of the damage.

Computer/Internet Use

Students have access to computers and the internet at school. Students should be familiar with the 'Internet Use Policy', and parents/guardians must sign the 'Acceptable Use Agreement.' Accessing inappropriate websites, downloading unauthorized files, misuse of the equipment or harassment of others may lead to a suspension of access to computer/internet privileges.

Pop, Slurpees, And Sugar/Caffeine Energy Drinks

In keeping with Ministry of Education guidelines for healthy dietary choices in schools, pop, slurpees, and sugar/caffeine energy drinks are prohibited at VMS. These types of drinks will be confiscated and may be returned at the end of the school day. Students are reminded that VMS is a closed campus and they may not leave school property to purchase food or drinks during the school day.

Bicycles, Skateboards, Scooters, Rollerblades

Students must wear helmets to and from school when using these modes of transportation. Students must dismount and walk their bicycles, skateboards and scooters on and off school property. Bicycles must be secured and locked on the outside bicycle racks. Skateboards and scooters can be safely stowed in the racks outside the library.

E-BIKES and E-SCOOTERS: In BC, the law states that electric bikes and electric scooters cannot be driven by anyone under the age of 16.

Dangerous Objects and Weapons

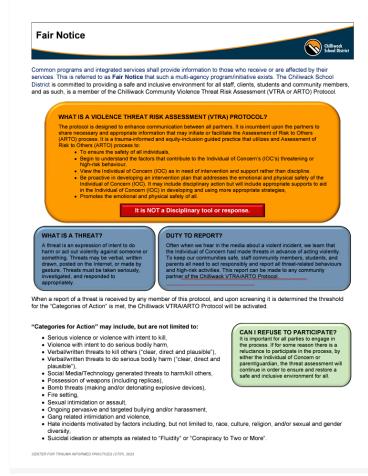
Dangerous objects and weapons are not permitted at the school, on buses, or at school events. Such objects will be confiscated by school staff, and appropriate follow-up actions will be determined. Students who may mistakenly have such objects in their possession should immediately surrender them to an adult.

Substance Use

Smoking and vaping are not permitted on the school grounds or anywhere within the immediate vicinity of the school before, during and after school hours. This includes at or in the vicinity of Sardis Secondary property, Fire Hall across from the school.

Smoking/vaping items (including lighters, etc.) will be confiscated.

Students using, under the influence of, or in possession of **illegal or non-prescription drugs, drug paraphernalia, or alcohol** in the school, on school grounds, or on the way to and from school, or at school-related functions are in violation of School



District policy and the School Act. Students in violation of these policies are subject to disciplinary action. Further action may include meeting with school administration and support staff to determine interventions and supports.

Students Selling Goods at School

Students are not to engage in the selling or re-selling of items at the school. This includes food, candy, clothing, toys, technology, and other items.

Hall Passes

If you need to leave the classroom while class is in session, you should request the classroom hall pass from your teacher (and have it with you while out of class). Students should follow the sign-out procedure used within their current classroom.

Plagiarism/Cheating

Plagiarism involves representing somebody else's ideas as your own and is considered a form of cheating. Plagiarism and/or cheating may lead to having to re-do an assignment. Credit will not be given to students who submit the work of others.

			S	Code of Col	onduct	- Beha	Behaviour Rubric	ubric			
	All Settings	Cafeteria	Classrooms	Community	Offices	Assemblies	Bus Areas	Grounds	Washrooms	Hallways /Stairwells	Gym & Change Rooms
Positive	Be safe, courteous, cooperative, polite, friendly and kind Share with and include others	•Use inside voice •Keep it clean	•Encourage self & peers •Be creative, imaginative and innovative •Be a steward •Be cooperative with adults and	•Willing to try new things •Be enthusiastic, cooperate and participate	•Use courtesy and manners •"Please and Thank You"	•Interact appropriately •Transition swiftly, quietly and orderly •Sit in an assigned area	Keep comments positive Avoid rude or inappropriate language Be considerate of others	•Follow instructions & rules	 Purposefully and cleanly go about your business and then leave 	•Contribute to a safe orderly area at all times.	•Be a good sport
Кеsресtful	Dress for an academic setting Care for our school and personal property clean up after yourself keep hands off Be trustworthy and a good	•Use machines appropriately •Line up in single file •No budging •Respect staff •No begging	•Listen to others and respect their views •Be polite • Be inclusive • Care for self, others and environment • Care for school	Respect other's property Follow school rules Follow community rules Respect people in the community	•Enter quietly and wait to be helped	•Listen & watch •Applaud appropriately •Participate in the National Anthem	•Respect all staff regarding bus and after school instructions •Acknowledge the needs of every student waiting for the bus •No shoving, pushing or	•Use appropriate language •Respect staff (noon-hour supervisors)	•Maintain the facilities in working order and don't "hang around"	•Everyone has the right to move freely and comfortably through the hallways without verbal or physical obstacles.	-Hands off other people's property -Care for & return equipment -Keep food &
9vitsitinI	See involved in school related activities Ask for and give help Speak out and take action for others See prepared /	•Share the deanup	•Volunteer •Advocate for self an others •Know what needs to be done and do it •Use resources available	•Do what is right even if no-one is looking •Help others	•Explain yourself clearly	•Focus on the purpose of the event	Promptly exit the building and prepare to board the bus of not a bus student, leave the school grounds immediately	•Use the garbage cans •Take care of your school	Report any concerns to an adult as soon as possible	•Take positive action and do this without being asked to do it.	•Wear appropriate footwear & clothing •Encourage others to do their best
Determination	Never quit Accept all challenges Practice self control work actively to improve school and community	•Use good manners	•Be a lifelong learner •Challenge •Yourself •Set goals and try to achieve those goals •Practice academic & organizational skills	Be flexible Accept change Make the most out of the opportunity	•Make sure you understand what is expected of you	•Keep hands to yourself	•Remain focussed on catching the bus	•Play safely	•Keep it a safe environment	•Maintain an obstruction-free zone and don't be a bystander.	•Participate •Accept challenges
Excellence	Do what is right even when noone is looking Respect diversity and celebrate differences Work together for a common goal	•Make sensible food choices	•Be a leader •Put forward best effort every day •Demonstrate self control	•Be respectful and helpful	Patience, courtesy, cooperation and responsibility	•Create a positive impression.	 Behaviour while waiting for the bus should be orderly, appropriate & respectful 	•Care for the environment	•Cleanly do your business and move on	 Manage your impulses and control your own behaviours. 	•Be active •Share & play fair