



Message des administrateurs aux étudiants Administrators' Message to Students

We hope each of you strives to be the best that you can be in whatever areas you are most passionate about. Whether your interests are in the area of academics, athletics or social and global issues, you will have many opportunities at Arbutus and it is your challenge to seek out and develop your passion and purpose while you are here. We want you to strive to always do your best so that you will be able to become a thoughtful, productive global citizen in our local and international community.

Mrs. Roy, Principal
Ms. Strom, Vice Principal

École Intermédiaire Arbutus - Nos racines Arbutus Middle School – Our Roots

Students approach their learning and community with passion and purpose, treat themselves and all members of the learning community with empathy and understanding, and conduct themselves respectfully and responsibly.

Droits et responsabilités d'étudiant

Student Rights and Responsibilities

All students are welcomed at Arbutus and invited to participate actively, respectfully and responsibly at school. Parents and families can support Arbutus students in their school success by reading and reviewing the information outlined below with their child/ren.

Information pour étudiants et familles

Information for Students and Families

Safety

A safe school is one in which all members of the learning community are free from threats and potential harm. All students, staff and parents at Arbutus are committed to school safety and individual wellness.

Attendance

If a student is ill or will be missing school for the day or part of a day, we request that parents telephone the attendance line at 360-0725. As a safety measure, a staff member will telephone parents if a student is absent in the morning or afternoon and the attendance line has not been called or if the student has left school without signing out at the office.

For students arriving after 9:00 am, or leaving the school before 3:00 pm, for any reason must sign out in the office. A note or telephone call releasing students is required for safety.

Allergies, Illness, Injury and Medication

Arbutus has staff certified in basic first aid on site for students. Should a child be ill or injured, it is important to notify the office immediately so that the student may be checked and parents informed as required.

In accordance with policy 5141.21, although Arbutus staff works hard to respond to students with allergies and reduce the risk of exposure, we cannot guarantee an allergen free environment. Please notify school administration immediately should your student have or develop a severe reaction. Although epi-pens and allergy pills may be left in the office, it is best that students with anaphylaxis carry the medication at all times. Most importantly, **DO NOT** lock it in a locker!

Student medication may be kept in the office for student use, but must be clearly labeled and in a Ziploc bag including a doctor's release card, available in the office. Arbutus staff members **are not** permitted to dispense any medication to students without a doctor's or parent consent.

Student Pick up and Drop off

We welcome physical activity, however, should you be dropping off your student or picking him or her up, please do so by using the main parking lot and not the access lane at the back of the school.

Parents can also assist in keeping our students safe by reminding them not to play, ride or walk through the parking lot at any point in the day to avoid accidents.

Closed Campus

Students remain on the school grounds during school hours. All parents and visitors must check in at the office upon arrival.

Bikes, Skateboards, Scooters, Roller Blades, etc.

Physical activity is encouraged on a daily basis and students who ride to school are invited to lock bikes in the bike racks, and to carry roller blades, skateboards and roller blades into the building for safe-keeping in a locker. Helmets should always be worn!

Alcohol, Drugs and Tobacco

Health and safety is an important commitment at Arbutus. As such, alcohol, drugs and tobacco may not be brought to or consumed at school.

Weapons, Violence and Intimidation

All members of the Arbutus community may be assured of personal safety. Fireworks, weapons, any toy or object that may be mistaken for a weapon must not be brought to school. Likewise, all staff and students at Arbutus are free from threats and intimidation either physically, verbally, in writing or electronically.

Communication and Reporting

Students will receive three formal report cards annually, with the third being a final report in June. Informal interim reports are also issued two times per year to those students struggling in an academic or behavioral area. Parents are encouraged to contact teachers via our website and e-mail, or by telephone for a progress update at any time.

Students are expected to use the student agenda book as a means of daily communication between the teacher and home. Parents can support Arbutus staff and their student by checking the agenda book daily for an idea of the day's activities and required homework.

School Involvement

Students and families are invited to participate whenever possible to the school community. Students may be involved in music, sports, one of our many clubs, or leadership opportunities. All parents are members of our Parents' Advisory Council (PAC) and are welcome at monthly PAC meetings in the school library as well as a host of other opportunities to get involved at the school such as driving students on field trips, coaching a team or volunteering on the PAC.

For parents wishing to participate as a driver for a field trip or school-sponsored event, a volunteer driver form is available in the office and must be completed prior to leaving with any student other than your own child. This form must indicate two million dollars liability insurance through ICBC or a private insurer and include a copy of a valid driver's license and be completed annually. Parents volunteering for over-night events such as the band trip or camping trips must submit a criminal record check at least five days prior to departure. A form letter is available through the office so that this service is performed free of charge to the volunteer.

Student Fees and Waivers

In accordance with district policy 6160, students are requested to provide a one-time refundable textbook and lock deposit, as well as purchase an agenda book and/or yearbook if they so choose. It is important to note that no student will be denied any activity or project requiring an additional fee or deposit. Families are welcome to contact the principal or vice-principal about fee waivers or assistance at any time.

Use of Technology

Parents and students are asked to sign an internet use agreement each September. Signature of this document confirms the understanding that student use of computers and other technology at Arbutus is for legitimate academic purposes only. Students may be denied access to technology for a term or for the year if technology is used in a way that is perceived as harmful, threatening or inappropriate.

Cell phones, personal music players, hand-held games and cameras are best left at home or in a student's locker for reasons of safety and security. Students may use the telephones in classrooms and in the hallway to contact parents after school, or may use their cell phones and other electronic technology outside the school building after 3:00.

Dress Code

Individual expression and creativity through dress is an important part of middle school. Students are welcome to leave hats and toques in their lockers for the school day and are asked to ensure that under-garments and straps are not showing. Especially during warmer months, Arbutus staff may approach any student about his or her dress as we teach students how what they do and wear can have an effect on those around them. Please know that this will be handled privately and with dignity.

Lockers

Students will receive a lock in September from their advisory teacher. As part of our agreement with the lock company, we are able at any time to find the combination for any of these locks. For this reason, it is very important that students do not use their own lock. For additional security, students will review the use of a combination lock and how and where to record their combination in September. Advisory teachers will also maintain a copy of student combinations and lock serial numbers.

Garbage and Recycling

As part of our commitment to the environment, we ask for parent and student support in our effort to reduce, reuse and recycle. Bringing reusable water bottles, lunch bags,

cutlery and containers for lunches and snacks is one simple and positive way to help. Encouraging students to use the blue recycling bins for paper, drink boxes, plastic products and cans is another.

Likewise, our school is an important part of our local neighbourhood, with members of the community using our facilities and park area. Encouraging students to use the garbage bins located outside and reducing the amount of “throw aways” they bring to school would be a great help.

Homework

Typically, the higher the grade, the greater the time spent on homework. However, a good rule of thumb is to spend about 30 minutes in the evening completing homework, reading, or reviewing and organizing for the next day. For students who struggle keeping organized, support is available through administration, the school counselor and/or the learning resource room.

Each teacher deals with homework and related expectations differently so please review the agenda book daily for assignments, due dates and more information.

Daily Physical Activity and PE

The opportunity for Arbutus students to be physically active is amazing. We have a number of sports teams and events that run all year long such as basketball, soccer, volleyball, track and field, cross country, rugby, swimming, badminton, to name a few. In addition, students are required by the Ministry of Education to participate in 30 minutes of physical activity daily. For this reason, students are encouraged to go outside at recess and lunch breaks after 12:26.

During structured PE blocks, students are requested to participate to the best of his or her abilities. Remembering PE strip, appropriate footwear and bringing a note if unable to participate is a great way of being responsible in this area. Likewise, careful and appropriate use of equipment and the respectful and “sportsman-like” treatment of others is the expectation for all students.

Mornings, Recess and Lunch

For reasons of safety, we ask that students remain outside the school until the first bell rings at 8:35. Likewise, we encourage and expect students to be outside during recess and lunch breaks. In the case of inclement weather, students may wait inside before school in the foyer and on the ramp area only.

During recess, students are encouraged to get their snack and a jacket and head outside. In the case of rain or snow, students may wait inside in their grade hallway, in the gym or cafeteria.

Students in all grades eat their lunches in their classroom until the lunch recess bell rings at 12:26, and then move outside unless it rains or snows. In that case, students will follow the same procedure as during the morning recess.

Interventions et conséquences

Interventions and Consequences

Students at Arbutus can expect reasonable and logical consequences to inappropriate conduct. The range of interventions and consequences are:

1. On-the-spot correction or re-direction;
2. Follow-up meeting between teacher, student and administrator;
3. Contact with family;
4. A logical solution to the problem such as contributing to the school, and/or a restititional process;
5. Referral for more support with a counselor, administrator, school or community support people;
6. Serious incidences require administrative follow-up with district and community supports, the student and family.

Staff and administration at Arbutus are committed to open and regular communication with parents and families. Parents will be notified of significant and/or reoccurring behaviors of concern, and are always welcome to connect with staff about concerns or with questions.