

AD RUNDLE MIDDLE SCHOOL

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**"Building Connection and Compassion
through Community"**

Syós:ys lets'e th'ále, lets'emó:t

(See EYE yees LETS – a - thala LETS – a - mot)

~One heart, one mind, working together for a common purpose.~

Mission Statement

At ADR, we believe in building strong bonds with our students and that creating community is the foundation for successful learning. This philosophy is the cornerstone of our daily interactions and reflects the core values of our staff. Our commitment to our students extends beyond the classroom. We support student families and strive to nurture their social-emotional, physical, and spiritual well-being of our students. By providing a safe space for our students to take risks and grow, we help them to flourish during their time with us.

We understand that middle school is both an exciting and challenging time for young people. At ADR, we are honored to guide our students through this important phase in their lives and help them transition through adolescence with individual success and confidence firmly rooted in connections and experiences within our school community.

We are honored to be learning on the unceded traditional territory of the S'ólh Téméxw (Stó:lō) Nation.

Our District Core Values



We provide a learning and working environment where these core values are central to all that we do.



Equity

We commit to ensure that everyone receives the required support and experiences they need to be successful and fulfill their potential.



Kindness

We demonstrate caring, compassion and empathy towards everyone in order to create a spirit of connectedness in our community.



Inclusion

We believe that meaningful inclusion is a right and we support all learners to feel safe, supported and connected through programming that promotes diversity and personalization.



Collaboration

We develop strong relationships and achieve the shared goals in our Strategic Plan through a framework of trust and respect.



Innovation

We will continue to be curious, creative and open to new ideas so that we can produce high-quality learning outcomes across the system.

**AD Rundle Middle School
Bell Schedule
2024 – 2025**

| BELL SCHEDULE | |
|---------------|-------------------------------|
| (8:38) | Warning Bell |
| 8:41 — 9:56 | Block 1 |
| 9:56 — 11:11 | Block 2 |
| 11:11 — 11:26 | BREAK |
| 11:26 — 12:41 | Block 3 |
| 12:41 — 12:57 | In-Class Eating Period |
| 12:57 — 1:22 | OUTSIDE LUNCH |
| 1:22 — 2:38 | Block 4 |

CODE OF CONDUCT

Purpose

The staff of AD Rundle Middle School are committed to providing a safe, caring and supportive environment to support effective 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.

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 on-line interactions between students in the Chilliwack School District.

In accordance with 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. [Please see Admin Procedure 321.](#)

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 re-visited 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 AD Rundle 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 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 with respect for all members of our school community.

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.

Clothing

Student clothing should be appropriate for the nature of the school day. Students are active throughout the day (PE, breaks and lunch, outdoor experiences, etc.) and comfortable attire is a benefit.

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

Hats and hoodies are allowed at AD Rundle but may be restricted in certain environments due to safety concerns. Students must be prepared with alternative clothing options in such environments.

Hands-off Policy

AD Rundle has a “Hands Off/Feet Off” policy that promotes respect for personal space. Hitting, punching, slapping, tripping, etc. are not acceptable actions in the school environment. 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, cyber-bullying, 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 safe to do so, let the aggressor know that their actions are not appropriate in your 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.

Property Damage

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

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.

Cell Phones/Electronic Devices

AD Rundle is a cell phone free zone, As per [Admin Procedure 318](#). Cell phones are not required for students at middle school; however, some students may choose to bring their devices to school. If students choose to travel to and from school with a phone, it is expected that they be in the students' lockers at the start of the school day. 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 ear buds must not be worn or visible during instructional time unless the teacher has allowed them, and they are not to be worn at break, lunch, or during assemblies. Teachers may opt to allow the use of electronic devices for certain classroom activities, but these devices will not be required to complete any assigned work. Technology (ie. computers) is available for use by students for school purposes when needed.

Please do not call or text your child during school hours. Please call the school office if it 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.

Classroom/Office Telephones

Telephones are available in the classroom and office. With permission, students may use these phones to contact home. For reasons of safety, students cannot be making calls from their personal phones during school hours.

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.'**

The access of inappropriate websites, downloading unauthorized files, misuse of the equipment or harassment of others may lead to a suspension of access to computer/internet privileges.

Bicycles, Skateboards, Scooters, Rollerblades

These methods of transportation are not to be used during the school day without permission and supervision (ie. Scooter/Skateboard Club). For safety, we kindly ask that students do not ride bikes, scooters, etc. through the parking lots and instead walk their wheels until off property. Bicycles must be stored outside in our bike bin and scooters will be stored in the bin located in our courtyard. It is important to remember that

BC law requires cyclists to use helmets when riding their bicycles. Skateboards and scooters can be safely stowed in the racks outside the main office and library.

Staff Requests/Directives

The staff at AD Rundle are committed to keeping all students safe and to creating a kind and respectful workplace. To accomplish this, it is vital that all reasonable requests and directions given by school staff be followed (this includes directions given by lunch-time supervisors, TTOC's, and other guests in our building).

Closed Campus/Attendance

AD Rundle, like other middle schools in Chilliwack, is a "Closed Campus." For safety reasons, it is important that the school is aware of who is in attendance in the building. Students should not leave the school (or classroom) without permission. Students leaving the school must sign out at the office.

Students from other schools are not permitted on our school grounds between 7:00am and 5:00pm, unless it is for an approved school function.

Dangerous Objects

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 that mistakenly have such objects in their possession should immediately surrender them to an adult.

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 that submit the work of others.

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. 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.

Caffeine "Energy Drinks"

In keeping with Ministry of Education guidelines for healthy dietary choices in schools, these drinks are prohibited at AD Rundle. Students may not leave the grounds to make purchases at the neighbouring stores!

Attendance/Late Arrivals

Students should arrive at school on time and to be on time for all classes. Regular attendance improves student performance, builds readiness for the world of employment, and minimized disruptions for the student's peers, teachers, and the learning environment. Much of our contact with home regarding attendance will now be done via the [School Messenger/Safe Arrival](#) system. Details on this system and the [Safe Arrival](#) app will be communicated via email and are available on the AD Rundle website. Significant attendance issues will involve contact with the home from our Administration, Counsellor, or Child and Youth Care Worker. Please see [Admin Procedure 319](#).

Absences: Unexcused student absences will be communicated through the [Safe Arrival](#) app every morning. If a parent anticipates that their child will be absent, the child may be excused through the [Safe Arrival](#) app, or by calling the toll-free [School Messenger](#) number: **1-833-698-6567**

The home will be contacted 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; comes to school and fails to report to class; or becomes ill and leaves without permission/signing out at the office.

Late Arrivals: If parents anticipate that their child will be late, they may log a late arrival via the [Safe Arrival](#) 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 (appointments, etc.): If a student will need to leave during the school day, that request can be logged using the [Safe Arrival](#) app, or by calling the [School Messenger](#) number. Please log these requests early in the day so that they are visible to our staff in a timely manner. Students will be supplied with a dismissal slip. Students will present the slip to their teacher, and the teacher will dismiss the student directly from class.

Medical/Illness

Illness at School: Students who become ill at school should first inform their teacher and then report to the office. The office will contact home. The medical room is available in case of emergency.

Medication: Medications such as Aspirin/Tylenol are not available from the school.

Medical Alerts: Parents should contact the school and complete a [Medical Alert Form](#) if a student has a medical condition.

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.

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.

Home Study

Regular home study is essential for success. All work done during the school day should be reviewed that evening. Notebooks and course work should be monitored regularly by parents. Students are encouraged to use the student handbook to record their daily homework and to check their teacher's homework page on our website.

School Newsletter

Our school newsletter, "The RAMS report", is distributed via email every week. Please read the newsletter regularly to keep up to date on important school information and upcoming events.

School Photos

Students are required to have their photo taken by the school photographer in September. The photos are also used for the yearbook and for the office management system.

Daily Announcements

Each day we have Daily Student Announcements. Announcements contain important information about schedules, activities, and extra-curricular opportunities. Listen carefully and don't miss out!

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:

1. To review and discuss school facilities, policies, programs and procedures.
2. To provide a forum for parents to learn and make enquiries about processes and procedures affecting their children.

3. 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.

Membership in the PAC is great way to volunteer your time, and strongly encouraged! Please contact the school for more information.

Food Services/Breakfast Program/Soup Program

All students at AD Rundle have access to our Breakfast Program, Soup program, and fresh food cart. Students may access the Breakfast Program in the morning before classes start. Students also have access to our Soup Program. Soup is available for pickup during the lunch eating period. The Fresh Food Cart will be put out for students during break and lunch.

Locks and Lockers

Each student is assigned a locker and is responsible for the contents and conditions of that locker. Having a locker provides you with a safe space to keep your things. With this privilege comes some responsibilities:

- 1. LOCK COMBINATIONS MUST BE KEPT SECRET! Do not tell anyone your combination! No, not even your friends!**
2. Lockers must be kept locked at all times.
3. Lockers must be kept neat and tidy.
4. If someone finds out your lock combination, you may change your lock by coming to the office.
5. Students should not enter another student's locker.
6. You are responsible for any damage you cause to your locker. Any decoration must be easily removed.
7. School lockers are school district property and are subject to searches by administration at any time.

Valuables

Students are discouraged from bringing items of significant value to the school. Items of value should be secured in the student's locker. Don't share that combination! The school is not responsible for personal items brought to the school.

As per Administrative Procedure 321, "The District assumes no responsibility for the loss, destruction, or theft of any personal items brought to school, stored, by the school or to any school related activity by a student (bikes, technology devices, musical instruments etc.)."

The Lost and Found is located at the end of the office hallway. If you haven't been able to find one of your belongings, take a look! A few times per year, unclaimed items are disposed of or donated to charity.

Teachers Teaching on Call

Our school is fortunate to have capable people fill in for our regular teachers when they are ill or are attending professional development opportunities. A TTOC (**Teacher Teaching on Call**) 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**. Thank you!

Visitors

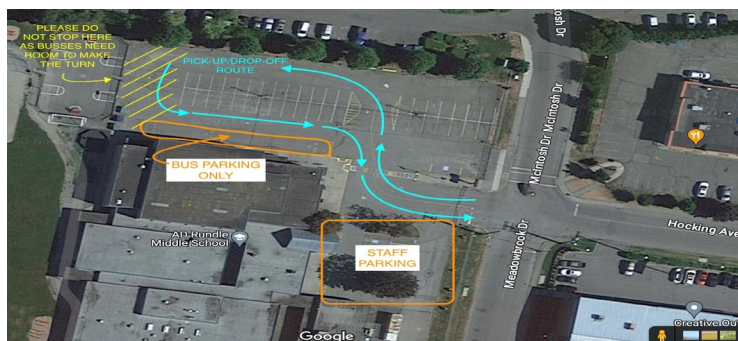
All visitors must check in at the office upon entering the school. For reasons of safety, it is important that we know who is in our building at any given time. This means that visitors must check in every time! Visitors/friends from other schools will not be permitted to visit our school.

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! Happy riding!

Pedestrian Traffic/Vehicle Traffic Safety

The area around our school is a busy place before and after school. Pedestrians need to be mindful of vehicles and take advantage of safe crossings near the school. Drivers need to be particularly attentive—this is not a time or place to be in a hurry. Drivers are reminded that the **only** pick-up and drop-off area on school property is in the north parking lot.



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.

Report Cards

Report cards are issued three times during the school year. Inquiries about student progress can be directed to classroom teachers throughout the year.

Extra-Curricular Activities

Middle school students are encouraged to broaden their horizons during their time at AD Rundle. 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. Details are often provided through our daily announcements, so listen carefully!

School Athletics

AD Rundle has a thriving athletics program. Students are invited to participate in a number of teams, including—but not limited to soccer, basketball, volleyball, track and field, rugby, and more!

Students are also encouraged to participate in intramural sports. Teams will participate during lunch time in our gymnasium. Once again, listen for those announcements!

Student Support Services:

Counsellor/Child and Youth & Care Worker

Our school has two Counsellors and one Child and Youth Care Worker. They are there to assist students with a number of things including: strategies to help manage personal challenges (such as anxiety or sleep), navigating peer relationships, mediation, high school transition, and many other things—just ask! Students may request help at any time. We encourage students to seek help before problems become too overwhelming!

English Language Learner Support

AD Rundle has a teacher on staff to support students that are new to the English language. Support takes a variety of forms both in and out of the classroom.

Learning Assistance Support

Learning Assistance is available to students who need specific academic support. Students receive help and encouragement with their classroom work. Students gain the strategies needed for concept and skill development to become independent learners. Placement in Learning Assistance is determined by the School Based Team.

Indigenous Student Support

For our students who identify as indigenous and require some extra assistance or guidance, we have added support available through our Indigenous Education Teacher and our Indigenous Education Assistant. Their role includes working with students on academic work, language development, and cultural activities.

School-Based Team

The School Based Team consists of the School Counsellor, Indigenous Education Teacher, Indigenous Education Assistant, Child & Youth Care Worker, Administrators, Learning Assistance Teachers, Resource Teachers, and Core Teachers. They meet weekly and address the needs of our “at-risk” learners. The team may recommend a meeting involving parents/guardian, further assessment of learning needs, socio-emotional support, or other interventions to help support learning as needed. The School Based Team coordinates all services and resources available to students at MSMS.

School Library

We have an excellent library at AD Rundle Middle School. In addition to time arranged by classroom teachers, the library is accessible during some break and lunch periods throughout the week to provide a quiet place to study, read, research, and select reading materials.

Mamele Leaders

We have a group of grade 8 students who are teamed with group of grade 6 and grade 7 students. The Mamele Leaders provide peer support and help welcome students who are new to middle school. Mamele leaders are in integral part of our Orientation Day, where our incoming Grade 6 students are welcomed to the school, participate in a variety of activities, and make new connection with their leaders and grade level peers.