

# Mossbank School

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- **RATIONALE**

The purpose of this policy and procedure manual is to offer a framework that guides the operation of Mossbank School.

The Education Act clearly defines student expectations.

- **THE EDUCATION ACT:**

The Saskatchewan Education Act states the general duties of pupils as follows: (Section 149)

1. attend school regularly and punctually;
2. provide himself with appropriate supplies and materials;
3. observe standards with regards to cleanliness and tidiness of person, general deportment, obedience, courtesy and respect of the rights of other persons;
4. be diligent in his/her studies;
5. conform to the rules of the school.

In accordance with the previous information, the following behaviors will be expected from all students.

1. Respect for:
  1. Peers
    1. Using correct names
    2. Respecting quiet times
    3. Encouraging comments only!
  2. Adults
    1. Addressing teachers properly
    2. Answering when called upon
    3. Speaking in a positive manner
    4. Following instructions (listening)
  3. Material
    1. Texts, desks
    2. Caring for school property
2. Being prepared for class:
  1. On time

2. Settling down, getting ready to learn
3. Coming to class with all supplies
3. Being on task during class time:
  1. Listening when teacher is instructing
  2. Working on assignments
4. Speaking when appropriate:
  1. Hand up to speak
  2. Actively and properly participating
5. Doing homework:
  1. Increasing as grade is higher
  2. Quality product
  3. Preparing for tests

## II. ACADEMIC INFORMATION

### 1. STUDENT ASSESSMENT:

K-12 – Student assessment is continuous and is based on various formative and summative assessments as determined by the classroom teacher. For grade 9-12 students, the assessments/evaluations will constitute at least 75% of the student’s final evaluation. The results of any final exam will not exceed 25% of the student’s final mark except for departmental exams.

1. At the beginning of each course, teachers will provide students with a detailed written explanation of the course overview and how students will be assessed.
2. At the end of each semester, there will be a four (4) day examination schedule.
3. Final Examination Expectations (Gr. 9-12):
  1. Students who have exam conflicts must make alternate arrangements with their teacher or school administration prior to the exam.
  2. Students who are ill on the day of an exam must have their parent/guardian notify the school. In addition, the student or his/her parent/guardian must make arrangements to reschedule the exam.
  3. Students will be allowed to bring only authorized materials into the exam room.
  4. Students failing to write a final exam will receive an incomplete in the course.
  5. It is the students’ responsibility to check the exam schedule and attend at the correct date and time.

- **COURSE LOAD**

All grades 9, 10, and 11’s are expected to have full time tables.

Grade 12 students have Open Campus, but they must be taking a minimum of three classes per semester.

## C. ACADEMIC INTEGRITY AND STUDENT RESPONSIBILITY

Students are expected to act with academic integrity and responsibility.

Definitions:

**Student Responsibility:** Assuming responsibility for one's learning, including getting to school/class on time; attending regularly; submitting work on time; doing one's best on exams and assignments.

**Academic Integrity:** Evidence of one's own learning through demonstration of responsibility, honesty, trust and respect. Actions such as cheating, plagiarism, having others complete a student's work, buying papers from the internet or resubmission of previously submitted work indicate a lack of academic integrity.

**Cheating:** Refers to copying work from another students, dishonestly getting answers to an exam, or having other students do the work and handing it in as if it is your own.

**Plagiarism:** The process of taking another person's work, ideas or words, and using them as if they were one's own (whether deliberate or accidental) without acknowledging the source/creator of the work.

Consequences of Lack of Academic Integrity and Student Responsibility

**Attendance:** PSSD Attendance Policy covers attendance issues and late issues.

**Late Assignments:** Students are expected to submit assignments on time. When a student does not submit work on time, the teacher will use his/her professional judgment to determine an appropriate consequences, taking into account factors such as age and maturity of the student, medical status, other personal circumstances, grade level and past behaviour.

They may provide students who have missed deadlines due to exceptional circumstances with alternative arrangements to complete assignments.

Actions may include the following :

1. Develop an agreement with the student to complete the assignment or alternate assignment, in school or outside of classroom hours such as lunchtime (Supported Learning) or after school, until the work is completed;
3. Communicate with the parent/guardian to discuss completion of the work.

**Cheating:** Evidence of the cheating will be kept on file by the teacher. The work (or a variation of the work) will be redone by the student, under the timeline decided by the teacher

Administrator will be notified and information will be kept in the discipline file. Parents may be notified at the discretion of the teacher and administrator.

**Plagiarism:** Teachers will teach the skills of citing sources at an age appropriate level in order to be pro-active and deter plagiarism. When a student plagiarizes an assignment, the teacher will use his/her professional judgment to determine an appropriate course of action, taking into account students' age, maturity, academic ability and past behaviour. If plagiarism is found to occur, teachers may require the student to complete the assigned work again in a timely

manner, without plagiarizing and without penalty on grades. Parents may be notified at the discretion of the teacher and administrator and evidence of the plagiarisms will be kept on file. Subsequent acts of plagiarism or cheating will be handled through the discipline code as described in *The Education Act* (1995) Section 153 which states “students may be suspended from school for overt opposition of authority or gross misconduct.”

### III. ATTENDANCE REGULATIONS AND PROCEDURES

#### A. ABSENCES:

Absences for a half day or longer are to use the following procedure:

1. For K-12 students, full day or morning absences should be reported to the school by a parent/guardian by phoning the school by 9:00 a.m. with the reason for the absence.
  2. For afternoon absences, a parent/guardian is to notify the school by 1:00 p.m. with the reason for the absence.
  3. If the office has not received parent or guardian notification, the student must report to the office upon return to verify the absence.
  4. Phone calls may be made in the evening or early morning by leaving a message on the school’s voice mail.
- It is the student’s responsibility to get caught up on missed work while he/she was absent by attending Supported Learning, staying after school, doing homework at home, or making other arrangements with the teachers.
2. Where teachers take attendance for grade 7- 2 students in every class, any absences recorded during each class will appear on the report card for that subject.
  - EXCESSIVE ABSENCES – Division IV Students:

In order for students to be successful in school, Mossbank School believes that students need to habitually attend school. Therefore, the following policies are in place to promote student success. The school realizes that, at times, extenuating circumstances can lead to excessive absenteeism, and that these circumstances will be taken into consideration when applying the following policies. If extenuating circumstances arise, the school asks that a parent/guardian contact the school to explain the circumstance.

1. At five (5) absences from school, students will meet with the administration to discuss the absenteeism. Further, the school will notify the parent/guardian by letter or phone call.
2. At ten (10) absences from school, students will meet with administration and may be placed on an attendance contract. The contract will outline attendance and/or performance expectations.

3. At fifteen (15) absences from school, students may be placed on an alternate program. The alternate program will be designed to meet the individual student's needs, so to ensure student success.

#### C. TRUANCY:

A student will be considered truant when he/she is absent without knowledge or consent of the parent/guardian and school officials. In order to ensure student learning, students will be accountable for the time and work they missed while truant.

- **PUNCTUALITY:**

1. It is the students' responsibility to be in school on time for registration.
2. It is the students' responsibility to be on time for each class.
3. Teachers will deal with students who are late for their classes at the teachers' discretion, and the administrator will be notified.

#### E. LEAVING THE SCHOOL:

1. Students, who wish to be excused from the school during the day, after they have already registered in the morning or afternoon, should have parent/guardian phone or send a note to the office stating why and when they are to be excused. They must check in at the office before leaving the school.
- Students who arrive at times other than the registration times must check in at the office before going to their class. They should also have a note or parent/guardian phone call to state why they were absent.
  - A student who is ill and wishes to leave the school must report to the office. Parents will be notified before the student is allowed to go home.
  - Only grade 11 and 12 students are allowed to leave the school during their spares (Open Campus). However, they must sign in/out at the office upon coming and before leaving the school.

#### F. SCHOOL APPROVED TRIPS OR ACTIVITIES:

School related trips and activities, when approved by the Division and/or school administration, are recognized as having educational benefits. These absences will be recorded by subject teachers and noted as school related absences for the students. Students may participate in such activities under the following conditions:

1. The student maintains an acceptable level of achievement and good behaviour in school, and parental consent has been given for attendance.
2. The student takes responsibility to keep up with other class work.
3. The student advises other teachers in advance to make arrangements to obtain work that will be missed when the student is away.

A student with irregular attendance may lose the privilege of participating in school sponsored activities.

#### IV. SCHOOL RULES AND GUIDELINES

We expect that students will treat one another and the staff of the school with respect, and that they will conduct themselves in such a manner that learning can take place in a comfortable and safe environment for everyone at Mossbank School.

- **CLASSROOMS:**

1. Classroom teachers are responsible for enforcing school rules as well as establishing and enforcing procedures unique to their classroom.
2. Students are not allowed to be in the gymnasium unsupervised.

- **ASSEMBLIES:**

1. Students are to sit with their class in the area designated by their teacher and are to behave in an appropriate manner during assemblies.
2. Students will leave their books and backpacks in the classrooms while attending assemblies.

- **HARASSMENT/BULLYING:**

#### Mossbank School's Bullying Prevention Policy

1. Statement proclaiming the right of all children and youth to a caring, respectful, and safe school environment:

Mossbank School students have the right to a caring, respectful, and safe school environment that is free from all forms of bullying. As a staff, we will work collaboratively and diligently to prevent bullying by teaching appropriate behaviours and promoting respectful relationships, as well as supporting student who have been victims of bullying.

2. A definition of bullying:

Bullying is a relationship issue where one person or group repeatedly uses power and aggression to control or intentionally hurt, harm or intimidate another person or group. It is often based on another person's appearance, abilities, culture, race, religion, ethnicity, sexual orientation or gender identity. Bullying can take many forms: physical, emotional, verbal, psychological or social. It can occur in person or through electronic communication.

Bullies will often show no empathy, blame others for their actions, and/or threaten further aggression.

3. A statement prohibiting bullying:

Mossbank School and the Prairie South School Division (PSSD) believe that bullying is a problem that adversely affects students' learning and well-being, and therefore, will not be tolerated.

4. Roles and responsibilities of the Board of Education, Educators, Parents, Students, School Community Council and Community Members for preventing and reducing bullying:

Mossbank School Staff and Students, along with the Parents, School Community Council and Community Members share in the responsibility of creating and promoting a caring, respectful, and safe school environment where bullying is prevented.

5. A school process outlining the steps to be followed when responding to instances of bullying:

To begin, the in-school administration will **investigate and document all alleged bullying**. Classroom teachers of the involved student(s) will be informed of the incident and will help by monitoring future interactions of the students. There will also be interviews with the alleged bully(ies), the victim(s) and bystander(s) to reaffirm appropriate behaviours and offer informal and/or formal counselling.

When it has been deemed that bullying has occurred, the following steps will take place:

a) At an **initial incident** of bullying, the in-school administration will meet with the offending student(s) to discuss the incident, reaffirm appropriate behaviour, and send a clear message that bullying will not be tolerated.

b) Offending student(s) involved in a **second incident** will meet with the in-school administration and their parent(s) to discuss the issue. Further, the student(s) will be subject to an increased level of educational intervention and may involve student counselling.

c) Offending student(s) involved in a **third incident** will be alternately placed for an appropriate amount of time and will again meet with the in-school administration and their parent(s). The purpose of this meeting will be to formalize an action plan for improvement, which will be overseen by the in-school administration and will involve mandatory counselling.

d) Offending student(s) involved in a **fourth incident and beyond** will be subject to out of school suspensions and/or expulsion as per Prairie South School Division Policy No. 409 in consultation with the School's Superintendent.

6. An action plan ensuring regular review and evaluation of the Bullying Prevention Policy and related practices:

Mossbank School, of the Prairie South School Division, will involve the Staff, Students, Parents School Community Council, and Members of the Mossbank Community in a regular review of the bullying prevention policy and school level practices to determine what is working and what needs to be improved in order to reduce and prevent the problem of bullying.

- **SUPPORTED LEARNING:**

Supported Learning will take place at noon hours from 12:30 – 1:10. The purpose of Supported Learning is to have a structure in place to enhance all forms of student learning in a supervised environment.

- **TOBACCO USE:**



Prairie South School Division properties are tobacco free. No one is allowed to use tobacco (including chewing tobacco and snuff) on school property or on the streets adjacent to the school.

- **STUDENT BEHAVIOUR:**

Swearing on school property, in the hallways, classrooms, or at staff will not be tolerated. This will be dealt with as a disrespect/defiance issue.

Fighting in school or on the grounds will not be tolerated and will be dealt with as a physical bullying issue.

#### G. TECHNOLOGY AND TECHNOLOGY DEVICES:

The use of technology and technology devices in Mossbank School is a privilege, not a right. All users of technology and technology devices are expected to behave in a manner appropriate of a school and in compliance with the PSSD Responsible Use Policy Form. Technology and technology devices are a very prominent aspect in our society, and it is important for staff to help students realize when it is appropriate and not appropriate to be using them, however ultimately, it is the staff's prerogative if they want students to have their devices at their desks during classroom time or not, especially if they pose a distraction.

##### Acceptable Use

It is acceptable to use technology and technology devices for the following:

- \* research
- \* completion of assignments
- \* online instruction
- \* achieving specific learning outcomes
- \* aiding in adaptive needs of students
- \* blocking distractions in split classrooms while students are working independently

Students must follow classroom procedures for devices and ear buds must be out when students are receiving direct instruction.

##### Unacceptable Use:

It is not acceptable for students to use technology and technology devices for the following:

- \* plagiarising
- \* infringing on copyright laws (music and other intellectual materials)
- \* accessing inappropriate websites
- \* unauthorized picture/video taking and posting
- \* gaming during class time

- \* social networking during class time
- \* instant messaging during class time
- \* texting during class time
- \* criticizing other network users/cyberbullying

Other computer/PSSD Network/ internet guidelines

The following activities are strictly prohibited:

- placing unlawful information on a system.
- using objectionable language in either public or private messages.
- using the network for financial or commercial gain.
- sending chain letters or broadcast messages to lists or individuals.
- degrading, disrupting or vandalizing equipment, information or system performance (downloading file sharing utilities, or any software from Internet).
- giving out one’s ID or password.
- using another person’s ID.
- invading the privacy of others.
- gaining unauthorized access to resources.
- reposting personal communications without the original authors consent.

Students who are taking part in these types of activities without the consent of the teacher for instructional purposes will have their privileges revoked and/or their device confiscated at the discretion of staff. For chronic offenders, they may be required to leave their devices in their lockers during class time.

NOTE: The school is not liable for any reason for any students’ personal devices that are damaged or go missing.

#### H. SUBSTANCE USE/ABUSE:

1. If a student is considered to be under the influence of alcohol or drugs during the regular school day or extra-curricular activities, the parent/guardian will be contacted as soon as possible and arrangements will be made for the immediate and safe departure of the student from the school.
2. Prairie South School Division Policy, Regulations and Procedures will be in effect when dealing with substance use and abuse.

#### I. LUNCH ROOM/NOON HOUR/FOOD:

1. Under normal operating conditions, food is not to be brought into instruction areas. Students are not to bring beverages other than water into the classroom.
2. Each student is responsible for respectfully putting his/her garbage in the containers so that the school is kept clean and can be used by others.
3. Sunflower seeds, or the like, are not to be brought into the school.

#### J. SCHOOL EQUIPMENT/LOCKERS:

- Students will be responsible for the cost of repair or replacement of items that they have damaged.
- Students are to use only lockers assigned during registration.
- Students are accountable for maintaining a clean and functional locker.
- Lockers remain the property of the school and therefore, the school has the right and the responsibility to examine lockers for reasons of health, safety and security.

#### K. DRESS:

Students are to maintain an acceptable standard of dress in school and in class. The school's staff reserves the right to have students cover up or change clothing that they deem inappropriate for the learning environment. Students should keep in mind that dress should be appropriate for a **conservative workplace**.

The following are guidelines for student dress:

- Clothing that reveals a person's midriff, cleavage, or underwear garments is unacceptable. Students will be asked to change or cover up.
- Shorts, skirts and dresses, including their slits, must not reach higher than the student's extended fingertips.
  - Spaghetti straps, one shoulder tops, sheer tops, and tube tops that are deemed to be overly revealing are unacceptable. Students will be asked to change or cover up.
- Clothing with offensive language, pictures, designs or slogans including alcohol or drug symbols, or racist related wording are not acceptable. Students will be asked to change or cover up.
  - There is a supply of clean, modest T-shirts in the office for the purpose of students changing or covering up if students do not have extra clothing.
- Students are not to wear hats in the school building between 8:45 a.m. and 3:15 p.m. and store them in their lockers.

#### L. POSTERS:

All posters put up in the school must be approved in the main office – inappropriate/unapproved posters will be taken down. Students who put up posters must see that they are taken down when the event is over.

#### M. PHYSICAL EDUCATION:

Students participating in phys-ed programs or athletic programs are required to remove all jewellery. Please plan accordingly. Teachers will give additional clothing requirements for the class at the beginning of the year.

## V. GENERAL INFORMATION

- **ANNOUNCEMENTS:**

Announcements will be made each morning immediately following the second bell. Student announcements must be approved by a teacher or admin assistant.

- **MEDICAL CONCERNS:**

1. Pain relievers (Aspirin, Tylenol, Advil, etc.) will not be dispensed by the school without parental consent.
2. Medical information (diabetes, asthma, epilepsy, etc.) must be made available to the school on the registration Health Forms. This information will be kept on file in the office and staff will be informed of recommended procedures.

- **SCHOOL DANCES:**

School dances are provided for the enjoyment of all the students. We expect that all students who attend the dances conduct themselves in a responsible manner.

1. Dances are open to students of Mossbank and their invited guests from other schools. Guests must be signed in 4 days prior to the dance.
2. The students must be in attendance during the school day to be eligible to attend the dance.
3. Door Closure will be determined by the supervising staff member(s).
4. Students, who leave the dance after door closure, will not be permitted to re-enter.
5. Prairie South School Division properties are tobacco free. Smoking is not permitted on school grounds.
6. For student in attendance at the dance, who are found to be under the influence of drugs or alcohol, the parent/guardian will be contacted as soon as possible and arrangements will be made for the immediate and safe departure of the student from the school.

## D. HONOR ROLL:

Students who attend Mossbank School for the entire school year can qualify for the Honour Roll at the end of the year if they meet the following requirements:

- \* They must have an 80% or higher average
- \* The subjects listed below at each grade level are mandatory
- \* The classes taken at Mossbank School can include in-house or online courses
- \* Calculations for Grades 7/8 will be based on Term 1 and Term 2 marks;
- \* Calculations for Grades 9-12 will be based on Semester 1 final marks and Semester 2 marks at the June 1st cut-off date.

Grade 7/8: ELA, Math, Science, Social

Grade 9/10: ELA A, ELA B, highest Math, Science, Social Science, and 2 highest electives to make 7 subjects

Grade 11/12: ELA 20 (or 30's), highest Math, highest Science, highest Social Science and 2 or 3 highest electives to make 7 subjects.

Honourable mention will also be given to students who transfer to Mossbank School during the course of the school year.

## VII. CLUBS AND ACTIVITIES

- **STUDENT REPRESENTATIVE COUNCIL (SRC):**

Leadership training is necessary so that students will learn and develop a sense of independence and freedom, which will serve them throughout their adult lives. An effective student leadership program not only benefits the individual student, but also has a positive effect on all students. As well, it helps to promote a positive atmosphere within the school. Through the school's SRC, students can be included in school improvement initiatives, while working on improving leadership skills.

- **YEARBOOK:**

The Yearbook is printed every year under the supervision of a student editor and staff advisor. The yearbook is an account of the memorable activities of the school year. We encourage involvement of students in this club to produce a book that can be treasured now and in the years to follow.

### C. PEER SUPPORT/YAP/ BUGZ/OTHER GROUPS:

These alternate programs, supervised by staff or community members, offer students who care about others the opportunity to put their concerns into practice. Through receiving information, training and practice, students will become sources of information for friends and peers with a conscious attempt to enhance the school's communication network. The members will be utilized in various ways with the main focus on the social network within the school. These programs are designed so all students who participate will acquire life skills in an enriched environment. Thus, the students are encouraged to be the best that they can be.

### D. INTRAMURAL PROGRAM:

The Mossbank intramural program is a supervised recreation program designed for all grades 7 – 12 students, both male and female. The goal is the promotion of physical activity in a fun co-ed environment.

The rules of the gym are very simple. Spectators are welcome to sit on the stage, but food or drink is not permitted in the gym. Last, participants are expected to be active, be involved and have fun!

Check the bulletin board in the gym for the weekly schedule of activities.

### H. EXTRA-CURRICULAR ATHLETIC/ARTS PROGRAMS:

Mossbank students have a tremendous opportunity to integrate Athletics and the Arts with their academic pursuits during their school years. These programs are offered to all students in Grade 7 through 12. In some cases, elementary students may also be involved. These programs are an extension of the school day, and all rules applying to the school day will apply to time spent in these programs.

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