

# Mossbank School and Operational Procedures

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\*\*\*Please note, policies may be subject to change as warranted, without prior notice.

## **I. 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.

### **A. THE EDUCATION ACT:**

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

- a) attend school regularly and punctually.
- b) provide himself with appropriate supplies and materials.
- c) observe standards with regards to cleanliness and tidiness of person, general deportment, obedience, courtesy, and respect of the rights of other persons.
- d) be diligent in his/her studies.
- e) 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:
  - a. Peers
    - i. Using correct names
    - ii. Respecting quiet times
    - iii. Encouraging comments only!
  - b. Adults
    - i. Addressing teachers properly
    - ii. Answering when called upon
    - iii. Speaking in a positive manner
    - iv. Following instructions (listening)
  - c. Material
    - i. Texts, desks
    - ii. Caring for school property
2. Being prepared for class:
  - a. On time
  - b. Settling down, getting ready to learn
  - c. Coming to class with all supplies
3. Being on task during class time:
  - a. Listening when teacher is instructing
  - b. Working on assignments
4. Speaking when appropriate:
  - a. Hand up to speak
  - b. Actively and properly participating
5. Doing homework:
  - a. Increasing as grade is higher
  - b. Quality product

- c. Preparing for tests

## **II. ACADEMIC INFORMATION**

### **A. 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 where applicable.

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):
  - a) All student will write final exams unless otherwise instructed by the teacher.
  - b) Students who have unusual exam conflicts must ask to make alternate arrangements with their teacher or school administration prior to the exam. Alternate arrangement will be decided upon at the discretion of the teacher in consultation with Administration. Bear in mind the expectation is that students will work personal commitments around exams.
  - b) 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.
  - c) Students will be allowed to bring only authorized materials into the exam room.
  - d) Students failing to write a final exam will receive an incomplete in the course unless **prior** arrangements have been made between the teacher and student.
  - e) It is the students' responsibility to check the exam schedule and attend at the correct date and time.

### **B. COURSE LOAD**

All grade 9's and 10's are expected to have full time tables unless a student is on a student support plan and would benefit from an in-school work period. Grade 11 students are expected to take a minimum of 8 credits in the year. Grade 12 students are expected to take a minimum of 3 credits per semester (6 per year). Students must be taking a minimum of 26 credits in their grade 10-12 total and must pass a minimum of 24 credits to qualify for a complete grade 12. All compulsory and required courses must be met. Students deemed "At Risk" will follow a timetable decided upon by the support team.

### **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/Honesty:** 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 and honesty.

**Cheating:** 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. Online citation sites are easy to use and should be used to create citations.

### **Consequences of Lack of Academic Integrity and Student Responsibility**

**Attendance:** PSSD Attendance Policy covers attendance issues and late issues. Students failing to attend or have excessive lates will be required to sign and adhere to an attendance contract.

**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.

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.
2. Communication with the parent/guardian to discuss completion of the work.
3. Removal of student from extra-curricular activities until the assignment(s) is/are caught up.
4. Removal of Open Campus privileges (grade 11/12).

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

**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 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, considering 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**

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.

#### **A. GENERAL ABSENCES:**

1. For K-6 students, full day or half day absences should be reported to the school by a parent/guardian by phoning the school by 8:50 a.m. with the reason for the absence. For afternoon absences, a parent/guardian is to notify the school by 1:00 p.m. with the reason for the absence.
2. For grade 7-12 students who have period attendance and different teachers each class, parents/guardians should notify the office about the absence. Students should also let teachers know about the absence ahead of time if possible.
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 or by emailing the Teacher, Administrative Assistant, and/or Principal.
5. It is the student's responsibility to get caught up on missed work while he/she was absent by attending Supported Learning at lunch time, staying after school, doing homework at home, or making other arrangements with the teachers.

#### **B. EXCESSIVE ABSENCES**

1. At five (5) or more missed classes in a subject, the school may notify the parent/guardian by letter as per PSSD policy.
2. At ten (10) or more missed classes in a subject, the school may notify the parent/guardian by letter, as per PSSD policy. **For Division IV students**, the student may meet with administration and may be placed on an attendance contract. The contract will outline attendance and/or performance expectations.
3. At fifteen (15) or more missed classes in a subject, the school may notify the parent/guardian by letter, as per PSSD policy. **For Division IV students**, and the student may be withdrawn from the class, with the option to reenroll in it the next time it is offered.

#### **C. TRUANCY:**

A student will be considered truant (skipping) when he/she is absent without knowledge or consent of the parent/guardian and school officials. To ensure student learning, students will be accountable for the time and work they missed while truant. Student may also be placed on in-school suspension for truancy, if deemed appropriate according to the situation.

#### **D. 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 and check back in if/when they return.
2. 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.
3. A student who is ill and wishes to leave the school to go home must report to the office. For safety reasons, parents will be notified before the student can go home.
4. Grade 11 and 12 students have Open Campus (leave the school during spares) but it is mandatory that they sign in and out of the office when leaving and arriving at the school. Failure to do this will revoke their Open Campus privilege. Students who are behind in their schoolwork may have their Open Campus revoked.

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

School related trips and activities, when approved by the school Administration/Division, 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, is keeping up with due dates, has 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 obtain work that will be missed when the student is away.

A student with irregular attendance or an excessive number of overdue assignments 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.

**A. 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 or shop unsupervised.

**B. 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 school and public assemblies.

**C. BULLYING/HARRASSMENT:**

**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 person(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 person(s) to discuss the incident, reaffirm appropriate behaviour, and send a clear message that bullying will not be tolerated.

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

c) Offending person(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 the 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 person(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 ensures 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.

#### **D. SUPPORTED LEARNING:**

Supported Learning will take place on a specified schedule during noon hours. The purpose of Supported Learning is to have a structure in place to enhance all forms of student learning in a supervised environment. Failure to report to Supported Learning when requested by a teacher may result in detention from the Administrator.

#### **E. SMOKING/CHEWING/VAPING**

Prairie South School Division properties are tobacco and vaping free areas. No one can use tobacco (including cigarettes, chewing tobacco and snuff) or nicotine/non-nicotine products in the form of vape juice/inhalants on school property or on the streets adjacent to the school. Paraphernalia in the possession of minors will be confiscated.

#### **F. STUDENT BEHAVIOUR:**

Swearing on school property, in the hallways, classrooms, or at staff/other students 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 (ex. Virtual School, Google Classroom, Zoom, See Saw)
  - \* achieving specific learning outcomes
  - \* aiding in adaptive needs of students
  - \* blocking distractions in split classrooms while students are working independently ex. listening to music
  - \* Zoom or google meetings for instructional needs or assessment
- 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/videos/content
- \* using excessive band width which slows down the system for others
- \* unauthorized picture/video taking and posting on social media
- \* gaming or watching movies 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 author's 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 at the front of the room or in their lockers during class time, in the principal's office or even at home.

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. If parents are unavailable to pick up student, other arrangements may be made including using the police to escort the student home.
2. Prairie South School Division Policy, Regulations and Procedures will be in effect when dealing with substance use and abuse ex. Cannabis Use Policy, Vaping Policy.

**I. LUNCHROOM/NOON HOUR/FOOD:**

1. Students will use the lunchroom in the high school end, and classrooms in the elementary end for lunch. Students are not to bring beverages other than water into the classroom during instructional time.
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. We strongly encourage our students to recycle, compost, and reduce the amount of waste they generate in their lunches.
3. Sunflower seeds, or the like, are not to be brought into the school or on the school grounds. This is a hygiene issue.
4. Energy drinks are not allowed at school.
5. We discourage students buying and keeping in their lockers 2L pop, and six or 12 packs of pop.
6. Pop is not allowed for elementary students.

**J. LOCKERS/OTHER SCHOOL EQUIPMENT:**

- 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.
- Students will be respectful of the school's equipment and supplies and care for them appropriately.
- Students will be responsible for the cost of repair or replacement of items if they damaged any locker or school equipment.

**K. APPROPRIATE 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 a K-12 learning environment. Students should keep in mind that their standard of 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. Please, no short-shorts or miniskirts. Or, students may wear longer spandex shorts or leggings underneath.
- Strapless tops, Spaghetti straps tops, one shoulder tops, see-through tops, and torn-up tops that are overly revealing are unacceptable. Students will be

asked to change or cover up.

- Tube tops, beach wear, swimsuits, and the like, in general, are not to be worn to school (unless there is an event warranting a modest bathing suit).
- Clothing 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 must wear appropriate, closed toe footwear in the gym and in the shop.
- Students must wear appropriate shoes in school during winter, in case of evacuation of the building.
- Hats with offensive language, pictures, designs, or slogans including alcohol or drug symbols, or racist/discriminatory/derogatory related wording are not allowed.
  - Grade 7-12 – hats may be worn at school during the school day except during the national anthem, Remembrance Day service, school-wide presentation/guest speakers, and final exams.
  - There may be situations when a staff member asks students to remove their hats if it impedes attention to learning or activities. In such cases, students will respectfully comply with the request.
  - Grade K-6 – student will store their hats on their hooks or in their lockers during class time unless under teacher discretion to wear them for particular events or reasons.

#### **L. PHYSICAL EDUCATION:**

Students participating in PE programs or athletic programs are required to remove ALL jewelry while participating. Please plan accordingly. Teachers will give additional clothing requirements for the class or team events at the beginning of the year which are to be followed by students.

Students with body piercings may be required to remove the piercing for gym class, intramurals, and/or team sports as dictated by PSSD and/or SHSAA athletic safety policies.

#### **V. GENERAL INFORMATION**

##### **A. ANNOUNCEMENTS:**

Announcements will be made each morning immediately following the second bell. Student announcements must be approved by a teacher or admin assistant. Announcements will be added daily to the office announcement book and the Mossbank School website.

##### **B. 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.

##### **C. 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, allergies, severe allergies, etc.) must be made available to the school on the registration Health Forms. This information will be kept in the students' personal files in MySchoolSask and staff will be informed of recommended procedures. Severe cases such as anaphylaxis, will be posted in strategic places around the school in case of emergency. Parents must provide an up-to-date Epi Pen for student who require one. It is recommended that parents have close communication with the school when their children suffer severe allergies.
3. Mossbank School is a Nut Aware school. This means that we have students and staff who have severe nut allergies, and we reserve the right to ban nuts and nut products from our school.

**D. HONOUR ROLL/ACADEMIC EXCELLENCE AWARD/ATTENDANCE EXCELLENCE AWARD**

1. Honour Roll – Grade 9-12  
Grade 9-12 students 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 all-around average  
 \* The classes can include in-house or online courses  
 \* Calculations are based on Semester 1 final marks and Semester 2 mid-term marks of the courses taken that year.  
 \* The subjects listed below at each grade level are mandatory for the calculation:  
     Grade 9/10: ELA A, ELA B, highest Math, Science, Social Science, and then the highest electives to make a total of 7 subjects.  
     Grade 11/12: subjects may include ELA 20 (or 30's), highest Math, highest Science, highest Social Science then the highest electives to make a total of 7 subjects.  
  
 \*\*This also includes students who transfer to Mossbank School and attain Honour Roll status at their formal school.
2. Academic Excellence – Grade 7/8  
This award is based on academic excellence, achievement, and vigilance. Grade 7/8 students can qualify for an Academic Excellence Award if they meet the following requirements (keep in mind their report cards are not based on percentages, but on the 4-level rubric):  
Students must receive **at least 6** teacher nominations from the following selection of classes to receive the award: ELA, Math, Science, Social Studies, PE, PAA, Arts Ed, and Health/CE.  
The following attributes create the basis of the nominations:
  - a) Achieves academic proficiency or higher on classroom assignments.
  - b) Works diligently in class
  - c) Conscientiously observes due dates
  - d) Does assigned homework
  - e) Works well independently
  - f) Works well with others in a group
  - g) Uses class time wisely
  - h) Maintains solid attendance
  - i) Takes ownership of own learning
  - j) Shows respect of the learning taking place in the class
3. Attendance Excellence – Grades K-8 and 9-12  
This award will be given in each **grade** to the student who has the best attendance for the year by the cut-off date. For grades K-8, it will be based on their daily

attendance. For grades 9-12, it will be based on the highest **average attendance** taking into consideration all their classes. For students who have spares, the student first considered will be those who are taking a full load (10 subjects). If no students are taking a full load, the students taking 9 subjects will be eligible for the award based on the above guidelines. If there are no students taking 9 classes, students taking 8 classes will be considered, and so on.

**E. MOSSBANK SCHOOL SOCIAL MEDIA SITES**

1. Mossbank School uses social media sites such as the Mossbank School Web Page, Facebook Page, and Instagram managed by staff to relay school information to the public and keep them informed of events and achievements of the students and staff. All students must have a signed media release supplied by the school division to appear on the sites or have their name on the sites. Any students who do not have the signed release will not appear in picture, video, or name on any school social media sites.

**VII. CLUBS AND ACTIVITIES**

**A. STUDENT REPRESENTATIVE COUNCIL (SRC):**

Leadership training is necessary so that students will learn and develop a sense of volunteerism and social responsibility, which will serve them throughout their adult lives. An effective student leadership program not only benefits the individual student, but it 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, fun activities that build comradery and awareness of the works around them, while working on improving leadership skills.

**B. 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 years to follow.

**C. 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, the community, and the world. The members will be utilized in various ways with the 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. Participants are expected to be active, be involved, and have fun! Check the bulletin board for the schedule of activities. PE dress codes apply, and all participants must wear gym shoes.

**E. 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 whether students are at Mossbank School or in other locations.

**F. SCHOOL DANCES:**

1. 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. Students must fill out the student's permission slip for their guests ahead of time and return them to the school a set amount of time prior to the dance.
2. Guest lists may include Mossbank Grads from the previous year.
3. The students must be in attendance during the school day to be eligible to attend the dance.
4. Door closure time will be determined by the supervising staff member(s) ahead of time. Staff supervisor may allow a late entry, provided they are given advanced notice and a valid reason.
5. Students who leave the dance after door closure will not be permitted to re-enter.
6. Prairie South School Division properties are tobacco, vape, drug and alcohol free.
7. For students in attendance at the dance, who are found to be under the influence or in possession 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.
8. Music choices must be school appropriate.
9. Clothing must be school appropriate.
10. Supervisors are responsible to patrol the hallways, the bathrooms, and the gym/stage throughout the evening. There must be a minimum of 2 staff and 2 parent supervisors at the function.

**Updated May 2021**