



école mission senior secondary  
**Student Handbook**



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*Il stl'i kw'els spipetstexw kw'eset ite xwelmexwelh stexwlaq temxwe's ye Stó:lo mestiyexw.*

*Mission Public School District is located on the Traditional, Ancestral, Unsurrendered, and Shared territories of Stó:lo people, of Leq'á:mel, Semá:th, Máthxwi, Sq'éwlets and Qwó:ltl'e'l First Nations, stewards of this land since time immemorial.*

*Halq'eméylem is the language of this land and of Stó:lo ancestors. The place from where Halq'eméylem (Upriver dialect) originates is Leq'á:mel. The language comes from the land, and it has been this way since time immemorial.*



*Le Conseil scolaire de Mission est situé sur les terres traditionnelles, ancestrales, non cédées et partagées du peuple Stó:lo, des Premières nations, Leq'á:mel, Sema:th, Máthxwi, Sq'éwlets, et Qwó:ltl'e'l, peuples de cette terre depuis des temps immémoriaux.*

## **CODE OF CONDUCT**

### **► Code of Conduct Purpose**

At Mission Secondary School, we believe that responsibility for student behaviour and conduct in schools is shared among students, staff, and parents. Shared responsibility establishes a safe, caring, and orderly learning environment.

The purpose of the Student Code of Conduct is:

- To maintain a safe, caring and orderly environment for learning
- To establish and maintain an appropriate balance among individual and collective rights, freedoms and responsibilities
- To clarify and publish expectations for student behaviour while at school, while going to and from school, and while attending any school function or activity at any location

École Mission Middle Secondary School promotes the values articulated in the BC Human Rights Code respecting the rights of all individuals in accordance with the law. Discrimination is prohibited based on race, colour, ancestry, place of origin, religion, marital status, physical or mental disability, political belief, sex or sexual orientation – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

### **► Student Conduct Expectations**

Roadrunners are expected to...

1. Treat yourself and others with **RESPECT**
2. Demonstrate **RESPONSIBILITY**
3. Ensure **SAFETY** of yourself and others by making wise choices

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## As Roadrunners we show . . .

### RESPECT

- ✓ By respecting the individuality of others
- ✓ By respecting the environment of our school
- ✓ By making decisions that benefit our bodies, health and self-esteem

### RESPONSIBILITY

- ✓ By taking pride in our school
- ✓ By valuing and making the most of our education
- ✓ By being true to ourselves and others

### SAFETY

- ✓ By thinking before we act
- ✓ By acting in a mature manner in the hallway
- ✓ By creating an accepting and welcoming school environment

#### Acceptable Conduct:

- Be respectful to yourself, others and property
- Be helpful to others by thinking and playing safe
- Report to an adult if you think someone needs help
- Think before you act • Everybody has the right to learn in a positive environment
- Take pride in your accomplishments and strive for your personal best
- Avoid situations where you may be assumed to be guilty by association

#### Unacceptable Conduct:

These behaviours are examples only and are not an exhaustive list. Unacceptable behaviours are ones that...

- interfere with learning
- interfere with the orderly environment
- create unsafe conditions
- involve name calling or inappropriate language
- involve bullying, harassment, intimidation, or defamation
- involve physical violence
- involve retaliation against a person who has reported incidents

#### ► Roadrunner Responsibilities

School staff are responsible for consistently supporting and applying the District and MSS's School Code of Conduct and establishing a positive climate in which structure, support, and encouragement assist students in developing a sense of self-discipline, safety, and responsibility.

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School staff are required to inform volunteers and the school community about the Code of Conduct and its expectations. Our school personnel will advise other parties of serious breaches of the code of conduct. For example, parents of student offenders and victims, school district officials, as required by law, and others, when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it.

Students are responsible for respecting the rights and dignity of others in learning environments free from discrimination as set out in the BC Human Rights Code and becoming actively and productively involved in their own academic learning and social growth. **As students progress through maturity, we expect increasing personal responsibility and self-discipline.**

Parents/Guardians and all other adults working with students are responsible for knowing and supporting the District's and School's Codes of Conduct and encouraging students to understand and follow these expectations.

### ► Consequences

Students, while attending school, school sponsored functions and activities, shall be subject to the school's Code of Conduct. Students may be subject to discipline under the school Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off school property, at a school sponsored function or activity, or elsewhere.

Serious breaches of conduct that threaten the safety and welfare of others will be referred directly to a District Review Committee.

Discipline will be similar to that of a kind, firm and judicious parent. The severity and frequency of unacceptable conduct as well as the age and maturity of students is considered in determining appropriate action.

For example:

- Responses to unacceptable conduct are pre-planned, consistent and fair
- Disciplinary action, wherever possible, is preventative and restorative rather than merely punitive
- Students, as often as possible will be invited to participate in the development of meaningful consequences

### ► Anti-bullying

Bullying is when someone feels hurt repeatedly by the actions and behaviours of another student or group. The school does not tolerate bullying. Students should not threaten, intimidate, tease, touch or take from others. This also applies to online and digital behaviour including posting in public or private groups or chats, and taking photos, video, or audio recordings of others without consent. If you see bullying or harassment of any kind taking place, please report it immediately. If you do not feel comfortable with approaching a staff member in person, you can use the [Anonymous Reporting Tool](#).

#### **What to do if you are being bullied:**

- Move away from the situation or ignore it.
- Identify the problem by talking to the person(s) involved and work out a solution.
- Discuss the problem with a teacher, the school counsellor or vice-principal.

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- Tell your parents – they can help you notify the school.

### How to stop someone you know who is being bullied:

- Remember that nobody deserves to be bullied.
- Show the bully that you and your friends disapprove of his/her actions or behaviour. • Give support to the students who are being bullied.
- Seek help. Report it. The person being bullied may be too upset to tell anyone.

### How to stop a bully:

- Do not obey the bully. Tell them to stop and go away.
- Do not encourage bullying by work or action. If you watch someone being bullied and do nothing about it, you are encouraging the bully.
- Do not join in if a person starts to bully. Refuse to join in.
- If you are present when the bullying occurs, take some form of action to let the bully know that their behavior is unacceptable.

erase bullying | embrace kindness

For more information about bullying and how to prevent it, please visit this [LINK](#).

### ► Harassment

Every student at MSS has the right to feeling comfortable secure. These feelings are essential ingredients to effective study and a happy life. **Harassment of any form cannot be tolerated.** It is a destructive influence on wellbeing, and it must be addressed directly, as it will not just “go away.”

Harassment can occur in many forms:

- **Verbal**
  - Putting down, abusing, or spreading rumours
  - Any words uttered that threaten a person or are demeaning in nature, including those with messages that are implied, insinuated, inferred, or inuendo
- **Electronic**
  - Sending unwelcome messages that are threatening or demeaning in nature via email, chats, or social media platforms
- **Written**
  - Sending unwelcome notes or letters that are threatening or demeaning in nature
- **Physical**
  - Hitting, pushing, or accosting someone with or without a weapon
  - Intruding on someone’s physical space without invitation

Sexual harassment is defined as unwelcome, uninvited, and unwanted affection. It can be a combination of verbal, electronic, written, and physical harassment. If you or someone you know is being harassed, report it to a trusted adult (teacher, counsellor, or vice-principal) immediately. If you do not feel comfortable with approaching a staff member in person, you can use the [Anonymous Reporting Tool](#). You should also let the perpetrator know very clearly that it is not OK.

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## ► Signing In and Out of School

All appointments should be made outside of school hours. If students are leaving the school for any reason, they must sign out at the office. Students will need to have a note/phone call from their parent/guardian.

## ► Attendance

Students who attend all their classes do better in school. It is expected that students will attend all classes unless absent for a legitimate reason such as illness or family emergency. If you are absent, have a parent call the school at 604-826-7191 or email at [mss.attendance@mpsd.ca](mailto:mss.attendance@mpsd.ca). Any attendance submitted after 3pm will still receive the autodialer call for that day. The following outlines various considerations relating to attendance:

### Unexcused Absences

Unexcused absences include skipping, leaving class without permission, leaving school without signing out, sleeping in, missing the bus, and missing one class to work on homework from another class. The school has an automated phone call system which notifies parents of one or more unexcused class periods daily. Parents can also contact the office any time to request an updated attendance report.

A pattern of non-attendance may result in a series of escalating consequences up to and including withdrawal from MSS. Parents of students whose students are regularly skipping classes and/or missing school for any other reason should expect to get a monthly call from the student's vice-principal. The purpose of this phone call will be to strategize on an action plan going forward, in order to avoid further disciplinary action or withdrawal. Students who have a pattern of non-attendance may be scheduled for a meeting with their parent/guardian and their vice-principal, at which time the student may be required to enter into an attendance contract. Students may be required to make up instructional time missed due to excessive excused or unexcused absences. Please note that student absences cannot be excused by guardians more than two weeks retroactively of the date the change to the school's records is requested.

### Extended Vacation Absences

MSS believes that instructional time is important. Staff are concerned when students miss school for extended periods for family vacations or other non-essential activities. When students miss instruction, their achievement normally suffers. Additionally, it is unreasonable to expect teachers to take responsibility for the progress of students who are missing large amounts of class time. Assignments and assessments missed may not be available at a later date. Teachers are not required to re-teach material missed during vacations. Nor are they expected to provide work ahead of time if you are on vacation for extended periods. Parents should avoid taking their children out of school for vacations or scheduled activities. In making these decisions, it is important that parents understand that student achievement may be adversely affected.

### Absences & School Functions

Students who are away from school may not be permitted to participate in school functions during the days they are absent.

## ► Academic Honesty

We value academic integrity and ethical behavior, and will not tolerate academic misconduct of any kind including:



- **Plagiarism:** “To copy and use the work of another as one’s own, without citing the author and source as commonly required, in the ‘text’, footnotes and bibliography. This work includes the thoughts, writings, images (art) or research (data and interpretations) of another, used in one’s own name.”
- **Cheating:** Talking/communicating in any way with other students during a test. Having any unauthorized test related material on or near the student’s desk during a test. Cell phone use. Failing to adhere to verbal or written testing guidelines.
- **Collusion:** Knowingly or intentionally helping another student perform any act of cheating or plagiarism.

When an incident of plagiarism/cheating/collusion occurs, the following consequences will be imposed:

1. All academic honesty infractions will be recorded in the student’s behavior record.
2. The student may receive an in-school suspension to complete the assignment or an alternate assignment/exam.
3. The students’ parents will be contacted by the teacher and advised of the consequences.
4. Repeat Offense The students will be referred to the administration and consequences may result in detentions, suspension from school, or removal from the course.

#### ► Electronics



Electronic devices can be sources of disruption to learning and are not to be used in classrooms without Teacher permission. Teachers may take your phone away if it is being used in class without permission and return it to you at the end of class. Repeated cell phone issues in class may result in the teacher taking your phone and handing it over to one of the vice-principals. Repeat offenders may face further discipline consequences from the school Administration. Portable electronic devices are the number one target of thieves. While the school does not accept responsibility for the theft of personal electronic devices, efforts will be taken to try and recover your stolen device. For more information on the Mission Public School District digital device policy, please see this [LINK](#).

#### ► Illegal Substances

##### Drugs & Alcohol

Students shall not attend school or any school-organized or sponsored event while under the influence of drugs or alcohol (this includes all School District Property). Students shall not buy, sell, distribute or possess alcohol and/or drugs during school time or at any event that is organized or sponsored by a school. Students violating this policy shall be subject to discipline in accordance with the established district policy. For the purposes of enforcing school rules and maintaining a safe and orderly learning environment, principals and vice-principals with cause may conduct lawful searches of students, lockers and any other property. Possession of drugs or alcohol on campus or during any school event will result in suspension and potential removal from

##### Smoking & Vaping

Both school district policy and legislation from the Provincial Government prohibit possession of tobacco products on school property. Vaping is prohibited on school property. This ban also applies to school field trips or events such as bus transportation to

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sporting events, and includes excursions, assemblies, or ceremonies such as Graduation Dinner & Dance. Violation of this policy is also subject to a range of consequences including suspension from school. Due to the health and safety of everyone in the building, students caught vaping within the building will receive a 3-day lunchtime detention for the first offence. Any further offense will result in suspension.

### ► Visitors

Mission Senior Secondary is a closed campus. Visitors on legitimate school business are asked to phone the school and make appointments to see teachers, counselors, and administrators. Visitors should report to the office upon arrival at the school. Students are requested not to invite visitors to “drop in” for casual conversation or non-school related activities. Mission Senior Secondary is a closed campus for the distinct purpose of ensuring the safety and security of all people who work and study here. Day visitors accompanying students to class are not permitted without prior permission from an administrator.

### ► Weapons & Explosives

Weapons or explosives of any kind are strictly forbidden on campus. The term “weapon” is inclusive of any tool that could potentially be used to harm others, including those that might typically be used for outdoor pursuits (such as bear spray or utility knives). Students who are in violation will be suspended from school according to School District policy. School administrators reserve the right to search students’ backpacks and lockers at any time for weapons and other contraband that might put student safety at risk.

## STUDENT RESOURCES

### ► Siwal Si’Wes Indigenous Department



Mission Senior Secondary is honoured to work in collaboration with the Siwal Si’Wes department of the Mission Public School District and to ensure that all Indigenous students in our school enjoy equal and supported access to each of the services and opportunities that the school provides. Learners of Indigenous ancestry receive multiple layers of support from the school and district. At any time a student registers with the school, they are assigned an

Indigenous Liaison Worker whose role it is to work in partnership with the child’s family and community to support the child. Students may also speak to the school’s Indigenous Student Success Advocate for additional support and guidance. In order to learn more about this pivotal service, please visit the [Siwal Si’Wes Website](#).

### ► Counselling

At Mission Secondary, counsellors are available to assist students and parents in matters that may be of concern to them. This includes course planning, career counselling, life-style exploration, and personal counselling. The school counsellor is a professional in the fields of education and counselling. As an integral part of the school staff, the counsellor provides students with services which:

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- Directly support and compliment the work of the classroom teacher
- Contribute to the personal development of students
- Help to foster a recognition of individual value within the collective school community.

### ► Course Change Requests

Deadline for submissions for application for course changes are 2 weeks after the beginning of the semester. No course changes will be permitted after this deadline has passed. Administration may review appeals to this rule online if extraordinary circumstances exist. Final decisions of course changes rests with school administration.

### ► Career Advising

The Career Advisor, is available in the Student Services Centre to assist students and parents with student career and employment related needs in person. She can assist students with all career development phases from students not knowing what they will do after high school to active job search, interview assistance and providing information about Youth and Student Employment training programs.

If you need any support with the following, please reach out and schedule an appointment:

- Career Planning
- Course Planning
- Career discovery
- Job Search
- Resume/Cover Letter/Mock interviews
- Assistance with myBluePrint
- University/College assistance

Visit the [MSS Career Advising Website](#)

Visit the [MSS Career Centre Instagram Page](#)

### ► Work Experience / Youth Work in Trades

At Mission Secondary School, the Career Education Facilitator oversees the Work Experience Program and placements. With approval, students at MSS can earn credits for both Work Experience and Youth Work in Trades. For additional information about both of these programs, please visit the Student Services department. Additional information about Youth Work in Trades can be found on the MSS Website at this [LINK](#).

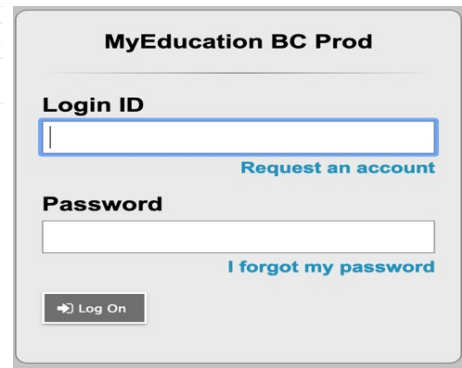
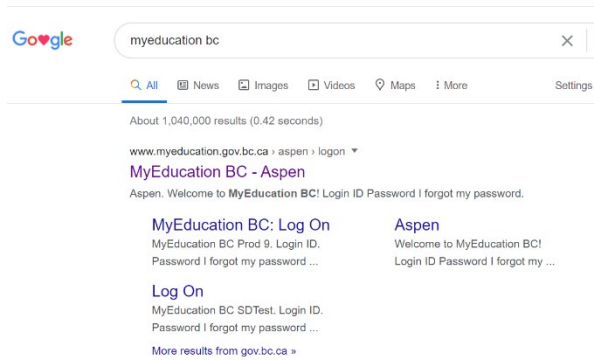
### ► Student Online Resources

#### **MyEducation Login – Access Final Grades & Report Cards**

MyEd is used at MSS by teachers for reporting final grades. Thus, this is the place where you should go to access your learning updates (report cards) throughout the year. We also use MyEd for doing course selections for the following year in March. The following are instructions on how to login to MyEd:

1. Google MyEducationBC login (aspen) and click on the top link. The login screen should have a box like the image below. If it does not say “BC Prod,” you are at the wrong page.

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2. **Login ID is your Student # (the one you use to log into the computers at school)**

3. **Make a new password.**

**DO NOT use your name or your birthday!**

**The new password MUST have a capital letter, a lowercase letter, a symbol, and a number.**

**Password Requirements**

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Current Password	<input type="password"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>

OK     Cancel

Use an activity or hobby. For example: Football#1.

NOTE: You only have 3 tries to log in before you are locked out so, please be very careful that you are logging in correctly. IF you are locked out, the secretary at the front desk can do a reset.

4. **Enter information in the Security Preferences Update.**

### **Learn75 – Access General Online Resources & Student Email**



To access your student email and other online resources (such as D2L) students should go to the Link for [Learn75](#) and use their student email address and password to login. If you need information about your password, please go the office.

They can also reset your password for you if you have forgotten it.

### **Brightspace D2L Login – View Course Progress**



D2L Brightspace is our learner management system (LMS). This is utilized by teachers to post assignments, grade assignments, and give feedback on learning throughout the course. Students should be logging into D2L regularly.

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Parents are also able to login to D2L Brightspace to view grades and progress in student's courses. Additionally, you can sign up for a weekly notification email that will provide a summary of activity for your child in each one of their D2L classes.

Follow this [LINK](#) to find information for parents logging in to D2L, as well as instructions on how to sign up for the weekly update.

At this time, only those guardians listed as the primary contact on MyEd have been issued login rights. If you require a second login, please reach out directly to our D2L Coordinator at [D2Lsupport@mpsd.ca](mailto:D2Lsupport@mpsd.ca). You can also contact the D2L Helpline for technical issues:

Phone: 1-888-844-5420

Email: [bc-helpdesk@d2l.com](mailto:bc-helpdesk@d2l.com)

**Please do not contact our MSS office staff with technical issues related to D2L.**

### ► School Cash Online

A promotional banner for SchoolCash Online. On the left, it says "Paying for school items just got easier! Sign up to get started today." Below this is a box titled "What is SchoolCash Online?" with a description and a "Learn more" link. To the right of the text is an image of a pair of orange sneakers. At the bottom are two buttons: "Register" and "Sign In". On the right side of the banner is a large image of a school backpack filled with supplies like a calculator, pencils, and a water bottle. The background has faint educational icons like a heart, stars, and the words "Learn", "A+", "Read", and "1+1=2".

Paying for school items just got easier!  
Sign up to get started today.

**What is SchoolCash Online?**  
SchoolCash Online is an easy to use and safe way to pay for your children's school fees.  
[Learn more](#)

Register      Sign In

For safety and efficiency reasons, Mission Secondary School would like to reduce the amount of cash & cheques coming into our school. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding upcoming events involving your child(ren).

**NOTE:** If you require assistance, select the **GET HELP** option in the top right-hand corner of the screen.

#### Step 1: Register

- a) If you have not registered, please go to the School Cash Online home page [abbotsford.schoolcashonline.com](http://abbotsford.schoolcashonline.com) and select the "Get Started Today" option.
- b) Complete each of the three Registration Steps. \*For Security Reasons your password, requires 8 characters, one uppercase letter, one lowercase letter and a number.

#### Why Use SchoolCash Online?

**Convenient** Make secure payments 24/7 from the comfort of your home

**Easy To Use** Online shopping with various payment methods

**Safe** Your child won't be carrying cash or checks to and from school

**Saves Time** Manage your school expenses and view payment history in one place

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## Step 2: Confirmation Email

A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account. The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just created with your account.

## Step 3: Add Student

*Student Number is Not Required!* This step will connect your children to your account.

- a) Enter the School Board Name
- b) Enter the School Name (Mission Secondary)
- c) Enter Your Child's Name & Birth Date
- d) Select Continue
- e) On the next page confirm that you are related to the child, check in the Agree box and select Continue
- f) Your child has been added to your account

## Step 4: View Items or Add Another Student

If you have more children, select "Add Another Student" option and repeat the steps above. 5 children can be added to one parent account. If you do not wish to add additional children, select "View Items For Students" option. A listing of available items for purchase will be displayed.

## ► Inclusive Education

The Inclusive Education Department at Mission Secondary School provides an excellent service to students who require extra consideration. We provide that service in a variety of formats designed to meet students' various needs. At present, the department provides a variety of services designed to best help all our students achieve their personal best and experience continuous success throughout their high school years. These services include the following:

- Individual students in the regular classroom with EA assistance
- Adapted core academics in the Adapted Program classroom
- Modified programs
- Learning Centre – Learning Support
- Alternate Education Centre

## Adapted Program

Students in the Adapted Program, are those who have been identified as having a Learning Disability or Severe Learning Disability. They may also be those who have a physical disability such as Hearing or Vision Impairment. The adaptations they receive are in accordance with their Ministry of Education Designation, and the recommendations of the Mission School District Educational Psychologist's report. These students are all on the Dogwood Certificate track.

The Adapted Program functions in three (3) ways:

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- The student(s) may be in a regular classroom but receiving adaptations or compensatory strategies as prescribed in their I.E.P.
- Adapted classes offer full credit for grade-level, core academic courses. They cover the expected curriculum and learning outcomes but within a smaller class setting, using alternate texts, and more teacher led activities. There is also an individual skill development component in these courses. The individual compensatory strategies are also always available.
- Functional Placement Students who have been identified, at a School Based Team meeting, as having academic difficulties.

### **Modified Program**

These courses are designed to provide the student with the life skills needed for them to obtain a job, organize their personal finances etc, and are successful, contributing members of their community. These students enrolled will receive a Evergreen Certificate, not a Dogwood Certificate.

These students are also enrolled in elective courses of their choice such as – woodwork, metalwork, automotive, art, photography, foods, and cafeteria. The students are accompanied to these courses by an Educational Assistant whenever necessary. Many of these students excel in the Fine Arts or Applied Skills courses.

The Learning Center is designed to assist designated students who are enrolled in regular academic courses. Opportunities are provided for students to expand their personal skills in such areas as reading comprehension, spelling, research and word processing.

In the learning centre they also, receive assistance with their course work, extra time to complete their course, one on one tutoring through particularly difficult concepts.

### **► School Website**

For general questions about MSS programs, or to see our school calendar, please visit our [School Website](#).

### **► Textbooks**

Books will be issued in class periods. All books should have the student's name, teacher's name, and homeroom in them. Students who lose or damage books will be charged replacement costs. Graduates may not attend and Grad functions until all costs are paid.

### **► Deposits & Fees**

When a student enrolls at Mission Senior Secondary, they are to sign up for School Cash Online. There is a link on the main page of the [website](#) and instructions for how to sign up above in this handbook. School fees and deposits are directly applied to the student's account. Fees and deposits vary based on courses, grade, and type of activity. The office accepts payments only directly at the office via debit, credit, and cash or online via School Cash Online. Cheques are not accepted.

### **► Elective Course Material**

Students may be required to pay for materials of superior quality (optional materials) used in the preparation of a project to meet a course requirement. Applied Skills and Fine Arts: Should a

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student choose to; he/she may use “optional” materials to upgrade the project. For example, a student may use a finer grade of wood, or acrylic versus oil-based paint.

### ► Yearbook

The yearbook is available for purchase any time on School Cash Online. Students wishing to participate in development of the yearbook should sign up for Yearbook Class, which takes place outside of the timetable, after school.

### ► School Photos & ID

School photos take place every year at the beginning of September. There is always a Retake Day in early October. School ID's arrive at the school during the next two weeks. An announcement will be made when ID's arrive, to be picked up at the school's discretion. School ID's can only be collected if the student has paid their student fee.

### ► Locks & Lockers

In order to receive a locker assignment, the student must have paid their student fee. Lockers are assigned individually at the office after the first week of school and only outside of class time. Unclaimed items left in lockers after the date of locker cleanout (always the final Monday of school) will be placed in the Lost & Found. Items that are not claimed before the beginning of the next school year will be either thrown out or donated. Administration reserves the right to search any locker on the premises at any time. Lockers are not to be shared or switched between students. MSS reserves the right to not allocate a locker to any student who does not comply with the school's Code of Conduct or rules relating specifically to locker use.

### ► Lunch

MSS students are permitted to leave the property over lunch hours. This privilege may be rescinded in cases where students cause damage or disruption in areas surrounding the school, or have engaged in behaviour that puts themselves or others at risk. Students, please be mindful of the Roadrunner expectations of Respect, Responsibility, and Safety when engaging in the community, especially during school hours.

### ► Care of Property

Students are responsible for their own property while it is on campus. The school is not liable for any lost, stolen, or damaged property. It is recommended that students keep their personal items in their backpacks or locked in their lockers to prevent damage or loss.

### ► Athletics

MSS is pleased to offer a robust Athletics program, with opportunities to develop skills and take part in teams both within the regular school day and as extracurricular opportunities after school hours. Participation in a school team may even earn you school credits. Additionally, MSS offers two sports academies, Lacrosse and Hockey. To find out more about athletic opportunities and schedules at MSS, please visit the school's [Athletics page](#) on the school website. Student athletes are expected to be positive leaders in the school. Participation in athletics is contingent on the student's adherence to the school Code of Conduct. Athletics fees must be paid in full before an MSS student is permitted to participate with any team.

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## ► Student Leadership

MSS has a wonderful Student Leadership program. This class equips students to lead through service to the community. Students who wish to take part in can sign up for the Leadership class during course selection. This class is for credit and takes place at pre-arranged times throughout the year, before and after school. Students who take part in this class help organize events, do school announcements, and lead out in community celebration times.

## ► Bus Registration

To ride a district school bus, all new and returning riders must complete a registration form each year. Bus Registration is done on-line. Please follow the steps below:

1. District Website – [www.mpsd.ca](http://www.mpsd.ca)
2. Click on the Transportation icon
3. Follow the prompts to the on-line Bus Registration Form

For up-to-date bus schedules and to register, please visit our Mission Public School's website at:

<https://www.mpsd.ca/Schools/Transportation/Register/Pages/default.aspx>

## ► French Immersion

French Immersion students can earn both a British Columbia Certificate of Graduation (Dogwood Diploma) and a Diplôme de fin d'études secondaires en Colombie-Britannique.

To graduate with both diplomas, French Immersion students must meet the graduation requirements for the Dogwood Diploma and, of these 80 credits, they must earn:

- At least 16 credits at the Grade 12 level (including a Français langue seconde-immersion course at the Grade 12 level)
- Français langue seconde-immersion 10 (4 credits)
- A Français langue seconde-immersion course at the Grade 11 level (4 credits)
- Français langue seconde-immersion 12 (4 credits)
- At least 12 credits in Grade 10, 11, or 12 courses that are in French with at least 4 of these credits at the Grade 11 or 12 level

In addition, French Immersion students must also complete four Provincial Graduation Assessments, three in literacy and one in numeracy. Francophone students can earn both a British Columbia Certificate of Graduation (Dogwood Diploma) and a Diplôme de fin d'études secondaires en Colombie-Britannique. To graduate with both diplomas, Francophone students must meet the graduation requirements for the Dogwood Diploma and, of these 80 credits, they must earn:

- At least 16 credits at the Grade 12 level (including a required Language Arts 12 course)
- An English Language Arts course at the Grade 10 level (4 credits)
- An English Language Arts course at the Grade 11 level (4 credits)
- A required English Language Arts course at the Grade 12 level (4 credits)
- An Indigenous Course at any level Grades 10-12 (4 credits)
- A Français langue première course at the Grade 10 level (4 credits)
- A Français langue première course at the Grade 11 level (4 credits)

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- Français langue première – Français langue et culture 12 (4 credits)

In addition, Francophone students must also complete five Provincial Graduation Assessments, four in literacy and one in numeracy.

## ACADEMICS

### ► Academic Study Blocks

Eligibility for a student block will be based on the following criteria:

Grade 10	Grade 11	Grade 12
No study blocks	No study blocks	May apply for ONE study block per year, if enrolled in at least 3 other academic courses (not electives) during the semester that the student is applying to take the block in

### ► Term & Letter Grades

Students can expect the following letter grade options:

Letter grade	Percentage range	Definition
<b>A</b>	86–100	The student demonstrates excellent or outstanding learning in relation to the learning standards.
<b>B</b>	73–85	The student demonstrates very good learning in relation to the learning standards.
<b>C+</b>	67–72	The student demonstrates good learning in relation to the learning standards.
<b>C</b>	60–66	The student demonstrates satisfactory learning in relation to the learning standards.
<b>C-</b>	50–59	The student demonstrates minimally acceptable learning in relation to the learning standards.
<b>F</b>	0–49	The student has not demonstrated, or is not demonstrating, minimally acceptable learning in relation to the learning standards. Prior to assigning an F, it is important students, parents, and caregivers are made aware of any concerns and given a chance to address the needs of the student.
<b>SG</b>	N/A	Standing Granted: Although completion of normal requirements is not possible, sufficient evidence of learning has been demonstrated to warrant, consistent with the best interests of the student, the granting of standing for the area of learning and grade. Standing Granted may be used in cases of serious illness, hospitalization, late entry, or early leaving, but may only be granted by an adjudication process authorized by the principal, vice-principal, or director of instruction in charge of a school.
<b>TS</b>	N/A	Transfer Standing: May be granted by the principal, vice-principal, or director of instruction in charge of a school on the basis of an examination of records from an institution other than a school as defined in the School Act. Alternatively, the principal, vice-principal, or director of instruction in charge of a school may assign a proficiency scale indicator or letter grade and percentage on the basis of an examination of those records.
<b>IE</b>	N/A	Insufficient Evidence: The student, for a variety of reasons, has not provided sufficient evidence of learning in relation to the learning standards.

As defined in the Provincial Letter Grades Order, an "IE" (Insufficient Evidence of Learning) may be assigned to a student at any time during the school year.

(2) An "IE" (Insufficient Evidence of Learning) assigned to a student pursuant to subsection 1 must be communicated to the student's parent verbally or in writing.

(3) If an "IE" (Insufficient Evidence of Learning) is communicated to a student's parent, the student's teacher must identify (a) the problem or problems preventing the student from providing sufficient evidence of learning, (b) a plan of action to help the student provide sufficient evidence of learning, and (c) a timeline for converting the "IE" to another indicator or letter grade.

(4) The student and parent of the student must be given an opportunity to be consulted on the plan of action and timeline referred to in subsection (3).”

All courses at MSS must have Insufficient Evidence converted to a letter grade by June 30<sup>th</sup> of that school year.

Teachers will use differentiated assessments in their courses which is “a flexible approach in which a teacher plans and carries out varied assessment methods to address unique and individualized learning needs, as well as the range of learning styles and preferences in their classroom.”


### ► Graduation Assessments

Please follow the link below for information on the provincial assessments required for graduation. Presently both the Grade 10 Literacy Assessment and the Grade 10 Numeracy Assessment are graduation requirements for all students graduating in 2020 and beyond. The Grade 12 Literacy Assessment is scheduled to be implemented during the 2020/2021 school year and will be a graduation requirement for all students graduating in the year 2021 and beyond, in addition to both the Grade 10 Literacy and Numeracy Assessments. Please refer to the school calendar to check the dates assessments will be written in the current calendar year.

For more information from the Ministry of Education relating to Graduation Assessments, please visit this link:

<https://curriculum.gov.bc.ca/provincial-assessment>

The provincial assessments of literacy and numeracy provide part of the information that supports the certification of graduation. Along with acquiring 80 course credits required in Gr 10-12 for graduation, students are required to write the provincial assessments. The Graduation Numeracy and Literacy Assessments are not linked to a specific course and will be reported on a four-category proficiency scale:

Proficiency Scale				
	Emerging (1)	Developing (2)	Proficient (3)	Extending (4)
	The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.

### ► Course Planning

All of the resources associated with Course planning can be found of the Course Planning Page on the school website. Additional resources here include:

- [Course Selection Guide](#)
- [Course Planning Resources](#) (School Website)

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## ► Homework

Students are expected to do all work assigned by their teachers in order to be successful in the courses they are taking. Students are expected to do regular home study which is the review, reading and preparation that goes beyond homework.

## ► Cumulative Marks

Grades in your courses will be displayed as a cumulative mark in MyEducationBC from the beginning of the semester to the end. This provides the opportunity for the student and teacher to revisit learning outcomes throughout the semester as well as to provide a more accurate indicator of student performance on all material to date during the semester. Contact individual teachers for more information.

## ► Advanced Placement

Students may earn university credits while in high school for completing and writing Advanced Placement courses/exams. Advanced Placement (AP) exams are written in May. There are many reasons to consider taking an AP course:

1. **Impress College Admission Counselors** At nearly every college in the country, your academic record is the most important part of your college application. The folks in the admissions office want to see that you've taken the most challenging courses available to you. Success in difficult courses is the surest sign of your preparedness for college.
2. **Develop College-Level Academic Skills** AP classes require the type of high-level calculating and critical thinking that you'll encounter in your first year of college. If you can write essays and solve problems successfully for an AP class, you've mastered many of the skills that will lead to success in college.
3. **Save Money** It can save tens of thousands of dollars because you take college-level courses during high school.
4. **Choose a Major Sooner** AP classes can help with your selection of a major in two ways. First, each course provides an in-depth introduction to a specific subject area. Second, a high score on an AP exam often fulfills one of a college's general education requirements. This means you'll have more room in your schedule to explore different academic fields early in your undergraduate career.
5. **Take More Elective Classes in College** Not only do AP classes help you zero in on a major sooner, but they also free up your schedule so you can take more elective classes (college classes that are not required for graduation). For many students, a college's general education requirements and major requirements leave little room for fun and exploratory classes.
6. **Add a Minor or Second Major More Easily** If you're particularly driven and have multiple interests, AP credits can make it more feasible to add a minor (or two) or even a second major to your undergraduate academic plan.

## ► Late Work

Due dates will be clearly communicated with students by teachers throughout the course. Cut off dates for work will be communicated early in the term so all students will be clear when work can be handed in. Teachers will communicate to students that if extra time for a particular assignment is needed, this must be discussed with teachers well before the due date. If no arrangements have been made, the teacher, at their discretion, will determine if the assignment will be allowed to be

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turned in. If students continue with submission of late assignments, then the teacher will notify administration, who will follow up with the student and family. **Work submitted at the end of term that was due well before the term cutoff date will not be accepted.**

### ► Assessment Preparation

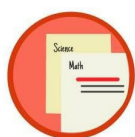
Students should allocate time and energy to thoroughly preparing for quizzes, tests, and exams throughout the year. Students, your level of success in a course, on assessments, and in exams is very much reliant on your preparation and revision throughout the year. Remember to contact your teacher if you are not sure what content will be covered or would like some guidance on how most effectively to study. Remember, what works for some people isn't as effective for others. Find strategies that work for you, and continue refining them throughout your high school career. The following are some helpful tips for preparing for a test:

## 5 WAYS TO MENTALLY PREPARE FOR EXAMS



### STUDY PAST TESTS

We often panic over the idea of the unknown. Studying past exams can eliminate this fear and give you an idea of the possible content of the test.



### ORGANIZE YOUR NOTES

Text heavy notes may look overwhelming. Breaking up your work into subheadings, charts, bulletpoints and diagrams will make your preparation more efficient.



### SLEEP

Your brain absorbs more information after a good night's rest.



### STRESS IS OKAY

Stress is actually a good motivator for you to work harder and faster. Just keep it under control.



### TIME MANAGEMENT

By allocating time for each topic you want to cover, you will feel more secure that nothing will be missed.

### ► Honour Roll & Principal's List

Students are eligible for Honour Roll if they have an average of 73% or higher, 3 or more academic courses, a full-time course load, and no IE's or failing grades. Students are eligible for Principal's List if they have an average of 90% or higher, 3 or more academic courses, a full-time course load, and no IE's or failing grades. Each term, 2 weeks after reports are issued, the lists are published publicly in the front hallway display case. Students can pick up their certificates in the office once the final lists are published in the hall. Students who find discrepancies between their grades and the outcome of the list are asked to please let the office know immediately. Certificates are only printed for Terms 1-3.

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## ► Lead Learners Awards



MSS holds two Awards Nights per year, with the intention of recognizing and celebrating academic excellence. These awards are given out at the discretion of teachers in the core academic areas. Lead Learners should have an A (at least 86%) in the course they are being nominated for. Consideration may be given to students who demonstrate the following characteristics in addition to academic excellence:

- Demonstrates ability to utilize the Core Competencies at a high and consistent level (Thinking, Communication, Personal Awareness)
- Exhibits active engagement in the class by attending consistently and punctually, participating and engaging in classroom activities, being a positive influence in the class, and taking advantage of the opportunities given in the classroom setting.
- Actively exhibits qualities of leadership in the classroom.
- Exhibits qualities of extended learning in the subject area, including genuine curiosity and creativity.
- Contributes to the overall positive learning environment of the classroom.

Lead Learners will be celebrated at an Awards Night and can be nominated for more than one department Lead Learner Award. Parents will be notified ahead of time if their child has been nominated for this award.

## ► Scholarships

MSS is proud to have a robust and thriving scholarship program that enables our students to navigate the next steps in their educational journeys with confidence and support. Hundreds of thousands of dollars are awarded to Mission Senior Secondary students each year to support them in their future educational endeavours. Students who want to learn more about how and when to apply should visit the Student Resource Centre and make an appointment to speak with the Scholarship Coordinator. They can also access a myriad of helpful information at the [MSS Scholarship & Bursary Website](#).

For scholarships whose recipients are designated by the school, there is Scholarship Committee made up of teachers and administrators that meets on an as-needed basis to discuss and decide on the most suitable candidates. Decisions are made in camera by consensus. Staff members on the Scholarship Committee who have a close family member (child, niece/nephew, or grandchild) being considered for a scholarship must recuse themselves from the selection process for the award.

## ► Report Cards

Report cards are issued in the middle and at the end of each semester (mid-November, end of January, mid-April, and end of June) At the beginning of each semester, school staff will inform students and their families how they will be reporting student progress throughout the semester.

# GRADUATION

## ► Grad Class Expectations

Students in the senior class at Mission Senior Secondary are reminded that, as school leaders, their choices are to be reflective of the Respect, Responsibility, and Safety expected of all students who

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attend the school. Graduating students who do not adhere to the Code of Conduct of Mission Senior Secondary will be ineligible to take part in graduation activities, including but not limited to Prom and Commencement.

### ► Graduation Requirements

Listed Below are the MINIMUM REQUIREMENTS for graduation from the Mission Secondary grad program (or any high school in BC):

- Two Career Education courses and a completed Capstone Project (8 credits)
- Two English 10 courses (2 credits each)
- An English 11 course (4 credits)
- An English 12 course (4 credits)
- Completed Graduation Assessments (Literacy 10, Numeracy 10, and Literacy 12)
- Social Studies 10 (4 credits)
- A Social Studies 11/12 course (4 credits)
- A Mathematics 10 course (4 credits)
- A Math 11 or 12 course (4 credits)
- A Fine Arts/Applied Skills & Technology 10, 11, or 12 course (4 credits)
- One Indigenous Course
- Additional Elective Courses (at least 3 courses must be Grade 12) (28 credits)

It is important to emphasize that while these requirements represent the minimum program of studies for graduation, entrance requirements to particular colleges and universities may be considerably more stringent. Please check university/college websites for specific program requirements.

For further information about course offerings at MSS, please visit the school's [Course Planning](#) page.

### ► Grad Photos

Graduation photos are taken in late November and early December. The office will email the parent and student information on how to book a time slot. Please note that students who are not eligible for graduation at the end of the year will not appear on the grad composite, regardless of whether or not they have had a photo taken.

### ► Graduation Activities

The following is a general list of what graduation activities to expect throughout the year. Please note the dates and sequence are subject to change:

- Grad Breakfast: September/October
- Grad Photos: Late November/Early December
- Dry Grad: April
- Prom: mid-June
- Commencement: end of June

### ► Graduation Commencement Ceremony Eligibility

In order to qualify for the Mission Senior Secondary Graduation Ceremony, students must be able to meet all Ministry of Education Graduation requirements. Students who fail to meet the Graduation requirements

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may not cross the stage at Commencement; however, if they wish to attend Prom, they may do so, assuming they have been in regular attendance and are otherwise positively taking part in the the MSS community. Appeals on participation in the Commencement will lie solely with the administration. The school administration reserves the right to deny a student the opportunity to attend the Commencement, Prom, and all other graduation-related activities if they have not demonstrated appropriate citizenship qualities.

### ► Early Grad

Students wishing to graduate early should meet with their counsellor to determine eligibility. Once it is determined that the student can meet graduation requirements earlier than the scheduled semester of graduation, the student, with parent approval, must complete an Intent to Graduate Early form (available from the counsellors).

### ► Valedictorian

The selection process for each graduating class Valedictorian follows the following protocol and process:

1. Students apply when invited (generally, in mid-May).
2. Valedictorian applications are reviewed, and each student's academic and citizenship records are vetted by administration at this time. Eligible students must have achieved at least an "A" (86%) in every class they have taken since the beginning of grade 10 and must meet all BC Graduation requirements by June of that year.
3. Students who are deemed eligible will prepare their valedictorian speech to present to a panel of staff members, who make up the Valedictorian Committee. Student representatives from the Grade 11 class also sit on the panel but do not play any part in the selection process.
4. It is expected that the speech given to the Valedictorian Committee panel is in principle the same as the one delivered at Commencement. While minor adjustments may be necessary to improve flow or messaging, any major changes should be approved by administration.
5. Staff members on the Valedictorian Committee who have a close family member (child, niece/nephew, or grandchild) being considered for Valedictorian must recuse themselves from the selection process for the year.
6. The Valedictorian Committee confers in camera and lets the winner know of their candidacy as soon as possible.

### ► Transcripts

Students may request paper, unofficial transcripts at the Main Office. To access official BC transcripts, students must go to the [Student Transcript Service](#) website. Students will need to first access their BCeID number and will need their PEN number. To access your PEN, you can contact the office.





# StudentTranscripts Service

## Information For Students

**StudentTranscripts Service** (STS) is an online application for students to view their school marks, transcripts, scholarships and send transcripts electronically to post secondary institutions and employers.



### Get Started

To register for STS students will need:

- Personal Education Number (PEN)
- Full legal name
- Date of birth
- Email address

**Step 1** Go to the Ministry of Education's **Transcripts and Certificate website** at <http://www.StudentTranscripts.gov.bc.ca>.

**Step 2** You **must sign up** for a BCeID before you can use the StudentTranscripts Service. For BCeID signup, you need to:

- Complete the fields to register for a basic BCeID
- Select your password reset questions and answers (*remember these* as you will need them if you forget your password)
- Follow the system prompts and sign up for StudentTranscripts Service.

[Sign Up for a BCeID](#)

**Step 3** Log-in to StudentTranscripts Service using your BCeID.

When registering for the Student Transcript Service using your BCeID, you will be prompted to:

- Enter your student information used by your school (see **Get Started** information above)
- Read the personal data collection info and complete the process by clicking "submit"
- An email will be sent to the email address provided and must be activated within 24 hours of receipt or you will need to complete the registration process again
- Once activated, you will be able to log onto STS using your BCeID and password.

[Log in with BCeID](#)

**Step 4** From your STS Dashboard, you can choose your post-secondary institutions (PSIs) selections, preview, send and order transcripts, view exam and assessment results and view scholarship information. Please note that all transcripts previewed in the STS are considered unofficial, but official transcripts will be sent out when ordered.

You will need to consent to the STS privacy notice which enables the ministry to send your transcripts to your selected PSIs by paper or electronically depending on how the PSI is able to receive transcripts. Printed copies of transcripts may take up to 3 weeks for processing and delivery to your selected PSIs.

#### Troubleshooting:

For BCeID questions: <https://www.bceid.ca>

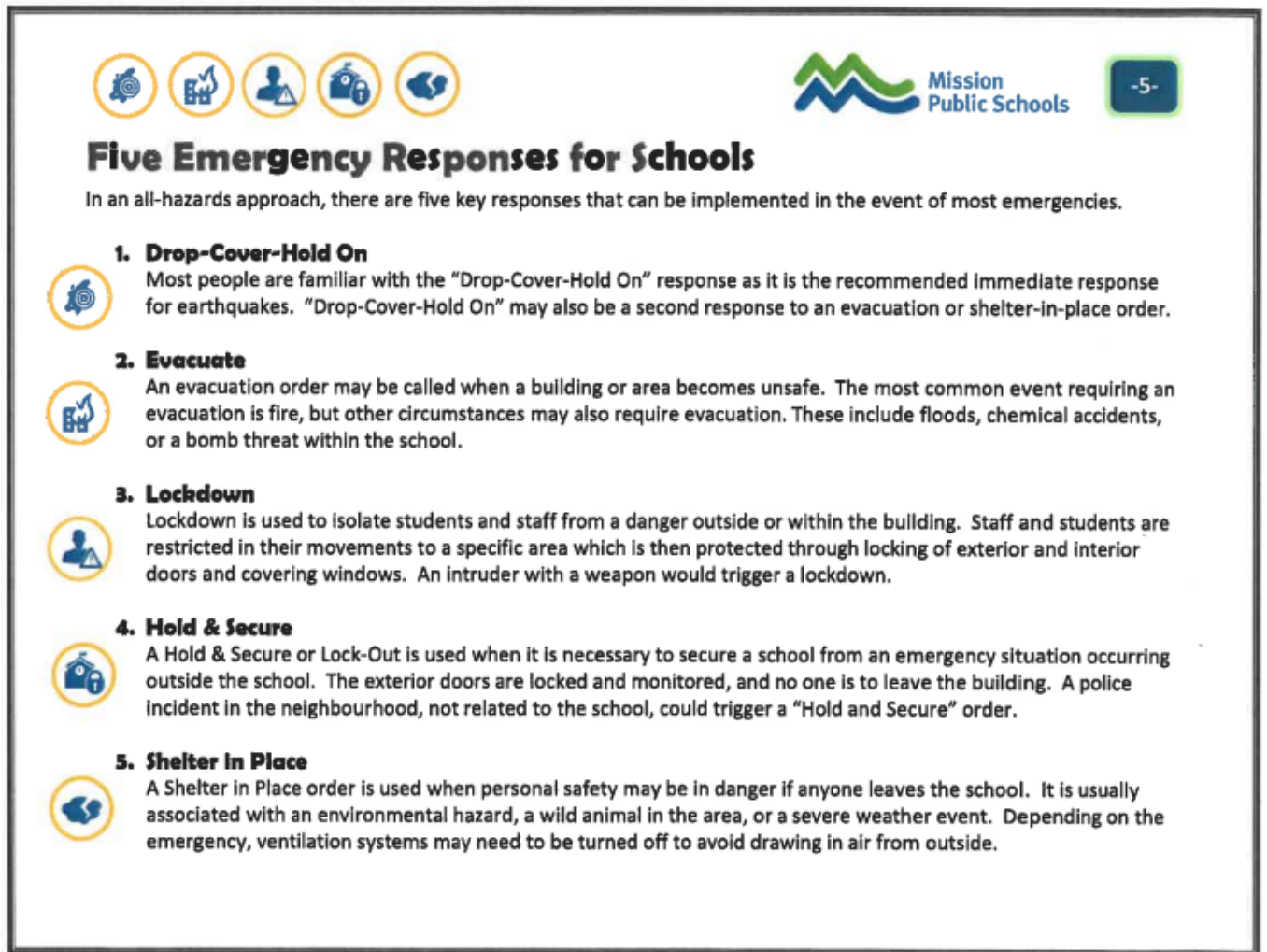
For StudentTranscripts questions: [servicebc@gov.bc.ca](mailto:servicebc@gov.bc.ca).

Please note: College admission test scores are not included on the transcripts. Students must request these test scores to be sent directly to colleges and universities from the assessment center where the test is administered. This may be done through the websites of the testing agencies, <http://www.act.org> and/or <http://www.collegeboard.com>. Ministry Transcripts are accessible to view online; please see your counsellor or view the instructions on the MSS website for assistance with this.

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# EMERGENCY PROCEDURES

## ► Emergency Preparedness



**Five Emergency Responses for Schools**

In an all-hazards approach, there are five key responses that can be implemented in the event of most emergencies.

- 1. Drop-Cover-Hold On**  
Most people are familiar with the “Drop-Cover-Hold On” response as it is the recommended immediate response for earthquakes. “Drop-Cover-Hold On” may also be a second response to an evacuation or shelter-in-place order.
- 2. Evacuate**  
An evacuation order may be called when a building or area becomes unsafe. The most common event requiring an evacuation is fire, but other circumstances may also require evacuation. These include floods, chemical accidents, or a bomb threat within the school.
- 3. Lockdown**  
Lockdown is used to isolate students and staff from a danger outside or within the building. Staff and students are restricted in their movements to a specific area which is then protected through locking of exterior and interior doors and covering windows. An intruder with a weapon would trigger a lockdown.
- 4. Hold & Secure**  
A Hold & Secure or Lock-Out is used when it is necessary to secure a school from an emergency situation occurring outside the school. The exterior doors are locked and monitored, and no one is to leave the building. A police incident in the neighbourhood, not related to the school, could trigger a “Hold and Secure” order.
- 5. Shelter in Place**  
A Shelter in Place order is used when personal safety may be in danger if anyone leaves the school. It is usually associated with an environmental hazard, a wild animal in the area, or a severe weather event. Depending on the emergency, ventilation systems may need to be turned off to avoid drawing in air from outside.

Mission Senior Secondary takes student and staff safety seriously. The following is a list of possible responses that might be taken in the case of an emergency. Students and staff participate in multiple drills throughout the year in order to ensure that they are familiar with correct protocol in the case of each of the following emergency scenarios:

## ► Emergency Closure of Schools

During emergency situations, schools will be closed to ensure the greatest possible level of safety for students and staff. Reasons for such closures could include: bomb threats, gas leaks, fire, smoke, power failure, extreme weather situations, earthquakes, and other causes that may endanger students and staff. The Superintendent is responsible for all decisions relating to school closures. Any information related to emergency school closures can be accessed through the [Mission Public School District Website](#). Also follow the MPSD on Facebook and Instagram.