



École Mission Senior Secondary School

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‘Everyone’s Best Builds Success’

Student Handbook 2019-2020

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Principal**

**Tom Nguyen
Vice-Principal (A-G)**

**Ms. Linda Dickinson
Vice Principal (H – O)**

**Ms. Lynn Cummings
Vice-Principal (P-Z)**

Property of ...

Name: _____

Phone: _____ Homeroom: _____

TABLE OF CONTENTS

Principal's Message	1
<u>A. GRADUATION REQUIREMENTS</u>	
Graduation Requirements.....	2
Numeracy/Literacy Assessments	3
Provincial Exams	3
Policy on Dropping Courses.....	3
Grade 12 Study Block Criteria	3
<u>B. STUDENT RECOGNITION</u>	
Principal's List	4
Honour Roll.....	4
Awards.....	4
Scholarships and Bursaries	5
Achievement	5
In-Progress	5
<u>C. STUDENT RESPONSIBILITIES & CITIZENSHIP</u>	
Student Expectations	6
Social Responsibility/Attitude & Work Habits/Effort	6
Grade 12 Information/Grad.....	7
Grad Expectations	7
Acceptable Language.....	7
Perfume and Cologne	7
Dress and Grooming	8
Student Guests	8
School Functions	8
Behaviour and Teacher-On-Call (TTOC).....	8
Computers, Labs and Materials	8
Electronic Devices	9
Skateboards and Roller Blade Skates	10
Extended Summer Vacation	10
Student Vacation during School Time	10
Extended Absences for Medical Purposes	10
Students with Jobs	10
Student Parking	11
Study Periods	11
Homework	11
Cheating and Plagiarism	11

D. STUDENT SERVICES

Counselling Services	12
Career Resource Centre	12
Cooperative Education (Work Experience).....	13
Secondary School Apprenticeship (SSA)	13
Library.....	13

E. SCHOOL ORGANIZATION AND GENERAL ISSUES

Bell Schedule/Rotation Schedule	14
Course Selection.....	14
Linear Courses	14
Semester Courses	14
Evaluation Timeline.....	14
Report Cards.....	14
Course User Fees.....	15
SchoolCashOnline.....	15
Change of Address/Phone Number	16
Communication with Parents/Teachers	16
Homework Request.....	16
Assemblies	16
Lost and Found	16
Valuables	16
Supplies, Equipment and Textbooks	17
Locker Rental and Roadrunner Package.....	17
Locker Responsibility	17
Classroom Subject Attendance	18
Signing Out.....	19
Hall Passes	19
Transfers.....	20
Visitors.....	20
Telephone Auto-Dialer	20
Incident Weather	20
Fire Alarms	21
Bomb Threats/Other Safety Issues	21
Earthquakes	21
Bus Transportation.....	21
Cafeteria Service	22
Breakfast Club of Canada.....	22
RoadRunner Café	22
Vending Machines	22
Yearbook	22
Important Telephone Numbers	22

F. CODE OF CONDUCT

Code of Conduct Purpose.....	23
Reference to BC Human Rights Code	22
Conduct Expectations.....	23
Acceptable Conduct.....	24
Unacceptable Conduct.....	23
Consequences	24
Roadrunner Pride.....	25
Specific Conduct Guidelines	25
Fighting, Intimidation & Harassment.....	25
Drug and Alcohol Use.....	25
Smoking	26
Vandalism.....	25
Graffiti and Garbage	25
Laser Pointers	26
Consequences for Failing to Meet Expectations	27
Progressive Discipline.....	27
Restorative Justice	27

PRINCIPAL'S MESSAGE

Welcome to École Mission Senior Secondary School. We have a strong team of educators who look forward to participating with students in another year of your education.

We encourage students to be involved in their education: ask questions, challenge yourself and those around you to accept only the best in all aspects of your education. Take advantage of the many opportunities offered at École Mission Senior Secondary School. Parents are encouraged to continue to support their child through their secondary education. We know that working together will lead to the best student success.

This agenda is intended to be a useful tool, designed to help students manage time and to set and achieve goals. It is also a source of information about programs and services offered at École Mission Senior Secondary School.

Expectations will be high as we move toward a more personalized learning format. With the new educational plan being realized, we believe students now will take full responsibility of their learning.

Have a great year. If you need assistance, please ask us at any time.

**Jim Pearce
Principal**

**Tom Nguyen
Vice-Principal (A-G)**

**Linda Dickinson
Vice-Principal (H-O)**

**Lynn Cummings
Vice-Principal (P-Z)**

A. GRADUATION REQUIREMENTS

Graduation class of 2020 (Grade 12)

<u>Course</u>	<u>Credits</u>
Planning 10	4
<u>Career Education 12 (includes Capstone Project)</u>	4
An English 10 course	4
An English 11 or <u>Comm 11</u>	4
An English 12 Course	4
<u>Social Studies 10</u>	4
A <u>Social Studies 11 or 12</u>	4
<u>Science 10</u>	4
A Science 11 or 12	4
A Mathematics 10	4
A Mathematics 11 or 12	4
A Provincial Numeracy Assessment	
An Arts or Applied Skills and Technologies 10, 11 or 12	4
Physical and Health Education 10	4

Graduation class of 2021 (Grade 11)

<u>Course</u>	<u>Credits</u>
<u>Two Career Education Courses and a completed Capstone Project</u>	8
<u>Two English 10 courses (2 credits each)</u>	4
An English 11 course	4
An English 12 Course	4
A Grade 12 Provincial <u>Literacy Assessment</u>	
<u>Social Studies 10</u>	4
A <u>Social Studies 11 or 12</u>	4
<u>Science 10</u>	4
A Science 11 or 12	4
A Mathematics 10	4
A Mathematics 11 or 12	4
A Provincial <u>Numeracy Assessment</u>	
An Arts or Applied Skills and Technologies 10, 11 or 12	4
Physical and Health Education 10	4

Graduation class of 2022 (Grade 10)

<u>Course</u>	<u>Credits</u>
<u>Two Career Education Courses and a completed Capstone Project</u>	8
<u>Two English 10 courses (2 credits each)</u>	4
A Grade 10 Provincial <u>Literacy Assessment</u>	
An English 11 course	4
An English 12 Course	4
A Grade 12 Provincial <u>Literacy Assessment</u>	
<u>Social Studies 10</u>	4
A <u>Social Studies 11 or 12</u>	4
<u>Science 10</u>	4
A Science 11 or 12	4
A Mathematics 10	4
A Mathematics 11 or 12	4
A Provincial Grade 10 <u>Numeracy Assessment</u>	
An Arts or Applied Skills and Technologies 10, 11 or 12	4
Physical and Health Education 10	4

Note** All Students must complete at least one 4 credit FineArts or Applied Skills 10,11, or 12 course as part of the graduation requirement.

Elective Requirements

Students must earn a minimum of 28 credits from elective courses. **A minimum of 12 credits at the Grade 12 level are required. (Including English 12) All ministry-authorized and board/authority approved courses count.

Numeracy/Literacy Assessments info will be posted on the MSS website <http://mss.mpsd.ca>

Policy on Dropping Courses

Students who have chosen courses are expected to remain in those courses. At École Mission Senior Secondary School, course changes will be completed by September 11th for first term semester courses and September 27th for linear courses. For second semester, the last day for course changes is February 5, 2020. **After that time, no student may drop a course without the approval of the Administrator.** In almost all cases, students will be expected to remain enrolled in the course in question and to do all work assigned to the best of their ability. We believe that students can learn a great deal in their courses, even if they may not receive credit for one of them. The School Based Team will attempt to suggest interventions on behalf of the student.

Grade 12 students with three (3) courses per semester that are considered for University admission, may apply to the administration for a study period.

Grade 12 Study Block Criteria

Grade 12 students will be considered for study blocks under the following circumstances:

All applicants must have a record of:

- *exemplary attendance
- *good work habits and grades
- *have a minimum of 88 credits and 3 academic courses in one semester

AND submit the application form available from your counsellor with:

- *parents signature
- *counselor's signature
- *teacher's reference signature
- *Vice Principal's signature
- *copy of your timetable

GRADE 12 CRITERIA

Students must be registered in three University approved academic courses in the semester they are requesting the study book. Below is the list of acceptable courses:

ALL AP COURSES	ANATOMY & PHYSIOLOGY 12
BC FIRST PEOPLES 12	CALCULUS 12 CHEMISTRY 12
COMPARATIVE CULTURES 12	CRIMINOLOGY 12
ECONOMICS 12	ENGLISH STUDIES 12 ENGLISH
FIRST PEOPLES 12	ENVIRONMENTAL SCIENCE 12
FINANCIAL ACCOUNTING 12	FRENCH 12
GENOCIDE STUDIES 12	JAPANESE 12
LAW STUDIES 12	MATH FOUNDATIONS 12
MATH PRECALCULUS 12	PHILOSOPHY 12
PHYSICAL GEOGRAPHY 12	PHYSICS 12
POLITICAL STUDIES 12	PSYCHOLOGY 12
SOCIAL JUSTICE 12	SPANISH 12
STATISTICS 12	WORLD HISTORY 12

STUDENT RECOGNITION

Principal's List

To be eligible for the Principal's List, students must have all A's without any 'needs improvement' for work habits.

Honour Roll

The Honour Roll List is comprised of students that have a course average of 73% or better in any term. No Incompletes or failures will be allowed.

Semestered students must have at least three courses to be eligible for the above list. All lists are displayed in the school and circulated in the school newsletter which is on our website.

Awards

The system of school awards is designed to encourage as many students as possible to develop the habits of excellence in studies, participation in sports and service to the school and community. Awards are offered in the following categories: academics, citizenship, merit, service and athletics. For a listing of major awards, or for additional information on how to strive for specific awards, see your school counselor.

Scholarships and Bursaries

Students in both Grade 11 and 12 should be aware of the availability of local and provincial scholarships.

Applications are made throughout the year depending on the scholarship being applied for. Students are encouraged to contact the Scholarship Coordinator, Alison Evans for deadlines.

Scholarships and bursaries are awarded based on a variety of criteria: the student's academic achievement, as well as extra-curricular involvement, volunteer and community service and school activities. To help support students, a scholarship team will be created.

Achievement

Student achievement is graded on report cards according to the following scale:

TERM MARKS	FINAL MARKS
A (86-100%)	Excellent Achievement
B (73-85%)	Very Good Achievement
C+ (67-72%)	Good Achievement
C (60-66%)	Satisfactory
C- (50-59%)	Minimum achievement
TS	Transfer Standing
	(External Credit)
I	In-Progress
SG	Standing Granted
F	Failure-Must Repeat the Course

In-Progress (I)

All teachers are expected to contact parents when it becomes apparent that a student may be in danger of failing the term due to insufficient understanding of the learning outcomes.

This contact should be documented and might occur in one of the following ways:

- by telephone
- through parent-teacher conference
- with an "in-progress" form sent home

A plan of assistance should then be provided on the "I" form, one that will provide the student with the direction they need to meet the learning outcomes. Students must complete the assigned

work by the specified date or an “F” may be assigned to replace the “I”.

B. STUDENT RESPONSIBILITIES & CITIZENSHIP

Students Expectations

École Mission Senior Secondary School staff believes school should be a place for learning where all students have the opportunity to meet their full potential. Our Code of Conduct, Roadrunner Pride, Specific Conduct Expectations and Consequences of Failing to meet conduct expectations are outlined in the following pages. The Code of Conduct states the broad expectations for maintaining a safe, respectful and orderly learning environment. Students at École Mission Senior Secondary work together with staff to develop the Roadrunner Pride guidelines, which expand our three key conduct expectations of Respect, Responsibilities and Safety. Specific Conduct Expectations provide the guidelines around particular school related issues.

Social Responsibility/Attitude & Work Habits/Effort

Social Responsibility/Attitude and Work Habits/Effort are graded on report cards with the symbols G (Good), S (Satisfactory) and N (Needs Improvement), according to the following criteria:

Social Responsibility/Attitude:	Work Habits/Effort:
G	G
Is positive and enthusiastic	Uses classroom time productively
Is cooperative	Completes all assigned work
Respects school and classroom rules	Reviews regularly
Acts on suggestions for improvement	Always brings necessary materials
Excellent classroom participation	Follows directions
Asks thoughtful questions	Attends regularly
S	S
Tries to get along with others	Usually uses Classroom time productively
Accepts school and classroom rules	Completes most assignments
Accepts suggestions for improvement	Usually brings materials
Usually listens and follows directions	Can work independently
Contributes to discussions	Completes course work

N	N
Makes negative remarks	Puts forth minimal effort
Argues about school and classroom rules	Frequently wastes time
Hinders others	Does not bring required materials
Is uncooperative	Distracts others
Avoids responsibility for own behaviour	Does not complete assigned work
Participates rarely unless promoted	Does not attend regularly/punctually
Does not follow directions	

Grade 12 Information

- Grade 12 students need to be students in good standing (i.e. academic achievement, attendance, behaviour) in order to attend prom and commencement. A letter detailing expectations is sent home in the fall.

Grad Expectations:

- Intent to Graduate Form (Letter of Expectations form) signed by Student and Parent
 - Grad Transition completed by December 16th (applicable for events taking place after Grad Transition deadline)
 - Good attendance (no more than 40 unexcused absences). Please note that students must be excused within 2 weeks of the absence.
 - Good academic standing and in a position to graduate
 - All fees paid and outstanding textbooks handed in
 - All online courses must be completed prior to Prom.
- Valedictorians are selected according to criteria set by a staff committee, which will be decided upon in September

Acceptable Language The use of profanity is not an acceptable means of communicating at this school. All students are expected to avoid the use of profanity at all times.

Perfume and Cologne

Many staff and students have serious allergies and sensitivities to scented products. We strive to provide a healthy and safe environment for all. Some classrooms and school areas are designated “scent free” and we require that those entering these

areas refrain from using strong smelling perfume, cologne, deodorants and the like.

Dress and Grooming

Some clothes appropriate for the beach, for a party or for the gym may not be appropriate for the classroom. Clothing which is a distraction to fellow students, staff members, or which is otherwise not conducive to a positive learning environment should not be worn to school. Specifically, clothing worn at school should not:

- Reveal underwear, bare backs or midriffs
- Include logos, words or symbols which are discriminatory based on ethnicity, religion, age, gender, sexual orientation, colour, or physical or mental disability.
- Include logos, words or symbols which promote alcohol, tobacco, drugs, gangs, terrorism, violence, or death.
- Hoodies – hoods must be off

Students are permitted to wear hats in the hallways, but they are not to wear hats into class without the teacher's permission. Hats may not be worn during assemblies or in the office.

Student Guests

Students are not permitted to bring guests to school at any time during the school day.

School Functions

When you attend a school function, even when away from school, you are expected to demonstrate responsible behaviour and to follow all school rules. School functions include dances, athletic events, field trips and concerts.

Behaviour and Teacher-On-Call (TOC)

It is business as usual when a teacher is absent and a TOC is required. Students are expected to give this teacher the same courtesy and cooperation that is observed with their subject teacher.

Computers, Computer Labs and Materials

A high level of maturity and honesty is expected of students as they use school computers and computer labs, electronic media and materials. Students are held accountable for computer use and for media in their area of responsibility. This includes:

- No food or drinks allowed in any computer lab.

- No students are to use school computers without direct staff supervision, especially when using the internet. Students must seek permission to access the internet on every occasion.
- Internet access from the school is only for the purpose of a direct educational need. Internet access from the school is only available and is only allowed for assigned projects for courses.
- Internet access from the school is denied to any student who has not completed, with their parent or guardian, the Student Internet Access Agreement Form.
- Your computer password is private and privileged. Both the student who uses another's password and the student who belongs to the password will be considered to be in violation of school policy.
- The theft or use of unauthorized or restricted access materials in the school's network servers obtained by accident or hacking is not permitted.
- Materials involving pornography, vulgar language, racially bigoted, insulting or defamatory comments, are not permitted.
- Students are not allowed to access personal e-mail accounts through school computers.

Electronic Devices

Electronic devices such as i-Pods, i-Pads, Cell Phones and MP3 players are not to be used in class, unless authorized by the teacher. If students choose to bring electronic devices to school, staff will ask students to leave these devices in their locker at the beginning of class, or will ask to collect all devices and store them in a secure spot so there will be no disruption to the learning. Students are encouraged not to bring such devices to school but do so at their own risk. The school will not be responsible for damage or theft of these devices.

Students will be allowed to use cell phones before school, at breaks and after school.

If a student chooses not to meet these expectations and brings an electronic device into a class, the following consequences will apply:

- Initial Offence:
The item will be confiscated for the remainder of the day. The item may be picked up at the office at the end of the day by the student.

- **Subsequent Offences:**

A range of consequences may be considered depending on the incident(s), including but not limited to the following:

- Confiscating the item and requesting that a parent pick it up at the school office.
- Removing the student's privilege to bring electronic devices to school for a period of time.
- Suspending the student from school.

Skateboards, Longboards and Roller Blade Skates

In order for the school to maintain as safe an environment as possible, skateboards, longboards and roller blades may not be used on school property.

Extended Summer Vacation

Students on extended vacation and who have not advised the school prior to September 14th will be deactivated. Timetables will be cleared and students will be required to reselect courses available at the time of registration.

Student Vacation during School Time

The school discourages students from missing extended periods of class time. The school is not in a position to grant permission to any student to miss school an extended holiday period. This decision is the responsibility of the parents. It is important that students and/or parents contact the school well in advance about an upcoming extended absence of a student. Since credit cannot be given for work that is not done, an absence may lower the mark received for that course.

Extended Absence for Medical Reasons (over a week)

In the event of extended absence for medical reasons, parents are advised to contact the school. The school can make arrangements to provide homework packages. If homework is desired, please allow 2 days preparation time for teachers to arrange a homework package.

Students with Jobs

Students should remember that their school studies and activities take priority over part-time jobs. **School is the student's most important job.** Therefore, in planning work, students are cautioned against getting over-involved to the detriment of their studies.

Student Parking

Students are prohibited from parking on school property. Offenders will be towed at the owner's expense. Students must park on the street.

Study Periods

Study periods are available only to Grade 12 students who are taking 3 courses per semester that are considered for University admission. Students apply through counselling and or administration, provided parental support accompanies the request. It is expected that students will report either to the library or an assigned study area for these sessions. Students are not to be in the hallways during their study period. Grade 12 students with study periods scheduled for the beginning or end of the day have the option of arriving later to school in the morning or leaving earlier in the afternoon.

Homework

All students should be doing homework on a regular basis. Homework includes a variety of specific homework projects, assigned readings, preparation for specific school tests, and a regular review of class work.

General guidelines would be:

- students in grade 10 to 12 should be completing 1 ½ to 2 hours of homework per day to maintain success.

Cheating and Plagiarism

- Students found cheating on tests/assignments will meet with their teacher and/or administrator and parents will be notified. Students caught cheating a second time may be withdrawn from the course.

C. STUDENT SERVICES

Counseling Services

The Counseling Department provides assistance to parents and students in the following areas

- **General Education Counseling** – assistance with Program and course selections; explanation of Ministry, District, School Policies & Regulations.
- **Specific School Counseling** – help in solving problems with grades, study skills, school relationships and classroom behaviour..
- **Personal Counseling** – advice on general problems with school, friends, family or the community.
- **Career Counseling** – provision of post-secondary educational and career information and work experience. Support is available from our Career Advisor.
- **Referrals to other Social Services** – Human Resources, Mental Health, Public Health, Probation, outside personal counseling, and alternate educational programs. A Youth Care Worker is assigned to the school. Student referrals to all these agencies are submitted through School Based Team meetings.
- **Aboriginal Counseling and Services** are available to all Aboriginal students.
- **Drug & Alcohol Counseling** is available.

Students are alphabetically assigned to counselors:

Mr. Arends	Grades 10, 11, 12 (A-D)
Ms. Hall	Grades 10, 11, 12 (E-Le) & International students
Counsellor X	Grades 10, 11, 12 (Li-R)
Ms. Campbell	Grades 10, 11, 12 (S-Z)

Additional counseling and support is available from our Youth Care (YCW) and Aboriginal Liaison Workers (ALW).

Career Resource Centre

The Career Resource Centre offers information to assist students in looking at career and post-secondary opportunities. To make wise decisions and plans, students need as much information as

possible. The more students know about themselves and career opportunities, the better able they will be to choose a satisfying career. Students can access this information on their own, through a counselor or through our Career Ed Advisor.

Cooperative Education (Work Experience)

Work Experience is available to motivated students who wish to learn the skills, knowledge and training required for various types of jobs. Students participate in work experience at several worksites to complete about 100 hours of work experience over their grades 11 and 12 years. Students are placed in worksites when convenient to both the employer and student. Students select job placements based on their interests, aptitude and career goals. Placements are short term, flexible and can range from 8 hours to 100 hours each. Students earn 4 credits for the completion of their work experience hours and supporting documentation. Work experience credits can also be used to fulfill the work experience requirements of the Transition Portfolio. Support is available from our WEX coordinator.

Secondary School Apprenticeship (SSA)

Students who are currently or may become employed, part time or full time in apprenticeship trade, may use the paid time on the job to accumulate course credits (up to 16 credits) towards graduation. The work must be in the area of a certified, apprenticeship trade as set out by the Industry Training Authority. Those students interested should see the work experience teacher for details.

Library

École Mission Senior Secondary School library is an important facility located in the heart of the school. It is open before and after school for study and leisure reading.

Cooperatively planned units are taught for all grade levels in the two teaching areas located in the library. As well as a wide variety of print material, the library also provides audio-visual materials and electronic media for library units and individual student research.

D. SCHOOL ORGANIZATION AND GENERAL ISSUES

Bell Schedule (Monday - Friday)

8:44 am – 10:04 am	Period 1
10:09 am – 11:28 am	Period 2
11:28 am – 12:10 pm	Lunch
12:15 pm – 1:34 pm	Period 3
1:39 pm – 2:58 pm	Period 4

Course Selection

In conjunction with counselors, students make course choices in the spring for the next school year. Course changes may be made prior to June of that year. For more information, refer to the Course Planning Guide.

Linear Courses

In grade 10, students will use a linear system where 8 courses are taken for all ten months of the year.

Semester Courses

The majority of grades 11 & 12 courses use a semester timetable. In a semester system, students will take a minimum of four courses in the first half of the school year and a minimum of four courses in the second half of the school year (with some exceptions).

Grade 12 students may apply for a study block with parental permission and if requirements are met. See your counsellor or administrator for an application form.

Evaluation Timeline

Up to *two Interim Reports* may be sent home. Interims may also be sent home on other occasions at the teacher's discretion. Formal reports will be issued four times per school year, at the end of each quarter.

Report Cards

According to the new Ministry Guidelines, parents must pick up report cards. Due to cost of postage, we are unable to mail reports.

Course User Fees

There are fees in some areas and a student fee for:

Textbook Deposit (to be returned as per policy)	\$100.00
Roadrunner student fee (APP/Student ID/) nonrefundable	\$ 25.00
Grad Fee – Grade 12’s (optional)	\$ 60.00
Band Rental (from an outside agency)	
Yearbook (optional) (\$50.00 if paid before Feb.)	\$ 55.00
Team Extra-Curricular Fee: Grades 10 - 12	\$125.00
Sport Uniform Rental Fee: Grades 10 – 12	\$100.00

Roadrunner student fee must be paid before a locker can be assigned to a student.

If a student builds a project above and beyond the learning outcomes, a fee will be charged. (Prorated refunds will be made when a student leaves the school during the year)

SchoolCashOnline Payments

For safety and efficiency reasons Mission Public School District would like to reduce the amount of the cash coming into our school. MSS does not accept cheques. It takes less than 5 minutes to register. For step-by-step instructions please visit MSS web: <http://mss.mpsd.ca>.

For additional help: Please contact Sandra Wilson at MSS
Phone: 604 826-7191 ext: 3015 or Sandra.wilson@mpsdc.ca

SCHOOL ONLINE PAYMENT SYSTEM

Step 1: Register - Go to <https://mpsdc.schoolcashonline.com/> to “Get Started Today”.

Step 2: Confirmation - Click the link in the confirmation email that is forwarded to you

Step 3: Connect your student - Note: Student Number is Not Required, but is Recommended.

Enter the School Board Name (Mission Public Schools) Enter the School Name, Enter Your Child’s Name & Birth Date or Student Number - Continue through final steps

Select “Add Additional Student” if you have additional students

Changes of Address/Phone Number

If during the school year you change your name, address, phone number or emergency contact, please notify the office by email or call 604-826-7191.

Communication with Parents/Teachers

Successful home-school communication goes far beyond the report card and parent interview process. Good communication is open, constructive and ongoing. Parents are encouraged to contact the school at any time during the school year to discuss student progress or programs with a teacher, counselor or administrator. Please do not hesitate to contact teachers if you have concerns re: attendance, effort or achievement. Our website, <http://mss.mpsd.ca> has a complete list of all staff.

Homework Requests

Please allow 2 days preparation time for teachers to arrange a homework package to be picked up at the main office.

Assemblies

Assemblies are held at various times throughout the year for special purposes in an environment different from the classroom. These purposes include holding pep rallies, hearing guest speakers, seeing performances, giving awards or disseminating information.

Performers and guests must be treated with politeness and respect at all times. Appropriate audience behaviour is expected. During formal assemblies, no hats are to be worn.

We strongly encourage parents and community members to attend. Guests are asked to check in at the office prior to entering the school.

Lost and Found

All “found” articles should be turned into the main office. Students are to check at the office for any “lost” articles. After a month, lost items are donated to charitable community organizations.

Valuables

Students are requested not to bring any articles of great value or large sums of money to school. École Mission Senior Secondary is NOT responsible for lost or stolen property. Student cell phones, i-Pods, i-Pads, hats, jackets and shoes are among the articles that particular attention should be given in this regard.

This includes belongings left in the gym change rooms. Students are asked to supply their own locks for use in the gym change rooms as well as mark their personal possessions clearly with their name. Locks are to be removed following each gym class. **Do not share your locker combination with anyone.**

Supplies, Equipment and Textbooks

Students will be advised of supplies and equipment needed by the individual subject teachers. Students are expected to bring the necessary supplies, equipment, texts and notebooks to each class. Assigned textbooks are the responsibility of the student. If a book is lost or damaged, the student will be assessed the replacement value of the book. There is a mandatory textbook deposit fee of \$100. This fee is carried over from year to year until graduation. Grade 12 students are not permitted to participate in prom or commencement activities if their outstanding fees are not paid.

The textbook fee is refundable upon transfer or graduation provided all texts are returned and no fees are owed. Students and parents will be regularly reminded and encouraged to pay any outstanding textbook and any other fees through invoices enclosed with report cards and/or via emails from SchoolCashOnline.

Locker

The \$25.00 student fee must be paid for a student to receive a locker. Locks are returned at the end of the school year to the homeroom teacher.

Students will forfeit the right to a locker if the privilege is abused.

Locker Responsibility

Lockers are assigned at the start of the school year and are provided for the purpose of safeguarding students' belongings. The hall lockers must be kept properly locked at all times **with a school supplied lock only.** The assigned lock must be returned to the homeroom teacher in June. Students are responsible for the cleanliness of the locker. Students may decorate the inside of the locker as long as what is used meets the following conditions:

- It can be removed easily
- It is appropriate for a school locker

To avoid loss of textbooks and personal belongings, students should not tell another student their lock combinations.

If your lock combination should become public knowledge, you may trade in your lock at the office one time only. The second incident may cost the student \$9.00 (the cost of a new lock). The school is not responsible for items lost from a locker. Valuable articles must not be left in the hall or gym lockers at any time. Students must use their assigned locker.

The changing, switching, trading or sharing of lockers for grades 10, 11 and 12 students is not permitted under any circumstances.

Students found to be abusing their locker privilege in this fashion will be subject to disciplinary action.

During PE class, items such as i-Pods, watches and jewelry should be locked in your locker and not left in pockets or purses in the changing room. Locks for use in PE change rooms may be purchased for approximately \$9.00 and removed after each class.

Students can expect the examination of lockers and locker contents at any time especially if the locker is suspected of storing items contrary to those permitted by the school.

Parents and students should note that all lockers are the property of the Mission Public School District and as such are subject to searches conducted by the administration of the school. Although a student may have control over his/her locker as it applies to other students, this control does not restrict access by school administration. The school does not supply its students with lockers for illicit use in harbouring stolen property or harmful substances. School administrators may conduct locker searches.

Classroom Subject Attendance

- Regular attendance is required as absences seriously interfere with progress. Satisfactory progress in subject courses requires daily discussion and interaction between students and teachers. Further interventions may be required in consultation with parents for repeated absences. Repeated absences may make achievement and promotion very difficult and may also be cause for withdrawal from École Mission Senior Secondary School.
- Attendance and punctuality are recorded and reported on, in each subject class. If your child is going to be absent, please contact the office.

- Unexcused absences will be reported via the telephone auto-dialer the evening of the absence.
- Absences may be excused by a parent/guardian phone call to the office within two weeks of the date of absence. After that, the absence cannot be excused.
Students returning to school after an absence should present a note dated and signed by a parent or guardian. The note should state the length of the absence as well as the reason for the absence. The note should be shown to teachers and then presented to the school office. Parents or guardians should contact the counselor by telephone if an absence will be lengthy to request homework.
- Students wishing to go on field trips must obtain prior approval from the subject teacher whose class they will miss. A field trip is defined as any school sanctioned activity that requires students to leave the immediate school property.
- Early dismissals will be given to students who bring notes to their subject class teacher before the class begins. Students are encouraged to make appointments after school hours whenever possible.
- Excessive absences may include a referral to the Vice Principals.
- Students owing detention time to make up for late arrivals or missed classes will need to do so before they are permitted to register for the following school year.

Signing Out

Students are required to sign out when they leave the school. Students who do not sign out will be considered “truant”.

STUDENTS MUST SIGN OUT AT THE OFFICE COUNTER.

A note must be sent to school with the student that day or a phone call made by the parent/guardian giving parental permission for a student to leave the school.

Hall Passes

Students who have a need to leave the classroom for a short period of time are to obtain permission from their teacher and are required to have in their possession a hall pass or a note from their teacher. Students will be walked back to their classes if found without a proper hallway permission pass.

Transfers

As soon as you know you are going to move from our school, the office should be contacted. On the last day of attendance, you

will be provided with a School Leaving Form, which will document that you have:

- Returned all textbooks, equipment and library books
- Had the form signed by all concerned staff and administration
- Paid all debts owed to the school

In order to be registered at another school, a completed School Withdrawal Form is required. The receiving school will require a copy of your most recent report card.

Visitors

To ensure the safety and security of students in the school, all visitors to the school are required to check in and out at the main business office.

École Mission Senior Secondary School is equipped with video surveillance cameras and monitors

Telephone Auto-dialer

École Mission Senior Secondary School has a computerized telephone system to enhance communication with parents. This system will be used to:

- Register and communicate unexcused absences (**Note:** Parents will automatically be phoned daily to report such absence. These calls will be monitored by printout as well as voice identification in the computer).
- Announce special events such as report card issue, parent/teacher conferences, etc.

Inclement Weather

The decision to close schools is made by the Superintendent of Schools, based on consultation with the Bus Supervisor, and, if necessary, the RCMP, with regards to safety. The decision to close schools is made as early as possible in order that parents, students, and staff can be notified. Listen to radio stations:

- CBC Radio One – 690 AM or 88.1 FM
- CKNW – 980 AM
- Country – 107.1 FM
- CKWX – 1130 AM
- STAR FM – 98.3 FM
- Or log into <http://www.mpsd.ca> beginning at 6:30 am in the event of uncertainty because of inclement weather.

Fire Alarms

If the fire alarm sounds, students are to accompany their teacher to a location well clear of the main school. Students will return to the classroom upon the “all clear” signal of three rings on the school bell.

REMINDER: - ALL FIRE ALARMS ARE TREATED AS GENUINE!

Bomb Threats/Other Safety Issues

If an announcement is made to vacate the school, students will be directed to pick up all of their personal belongings.

It is expected that they will comply with teacher/staff direction to vacate the building to a location a safe distance away. Students will not be permitted to return to the building/premises until an official notification is given that the building is safe to return to.

Earthquakes

During an earthquake drill or at the first sign of ground shaking, students will demonstrate their ability to react immediately and appropriately.

- Drop and cover
- Turn away from windows
- Stay under shelter until shaking stops
- Listen for instructions

Should a student pull a fire alarm or call in a bomb threat as a prank, a formal complaint will be made to the RCMP and suspension from school may occur.

NOTE: Prank calls made to 911 will be treated in the same manner.

Bus Transportation

All potential riders of Mission Public Schools buses must complete an application form and submit it with a fee payment: a discount is available for families.

For additional information, please visit the Mission Public Schools website: www.mpsd.ca or contact the Bus Garage at 604-826-2377.

Cafeteria Service

Cafeteria service is available during the lunch period. Garbage must be deposited in containers provided. Please take **PRIDE IN YOUR SCHOOL – KEEP IT CLEAN!** Use the recycling containers provided.

Breakfast Club of Canada

École Mission Senior Secondary School is pleased to participate in the Breakfast Club of Canada program. This program allows us to serve approximately 400 students per day for breakfast. We encourage everyone to join us for breakfast in the Cafeteria beginning at 8:00 am.

RoadRunner Café:

The café is run by our Marketing Department. It is open throughout the day. Students may purchase products during their spare, before school, during lunch or after school. No sales will occur during class time for students who are not on a spare.

Vending Machine

All vending machines at École Mission Senior Secondary School are a “use at one’s own risk”. Money lost to vending machines **will not** be replaced or refunded.

Yearbook

The yearbook goes on sale early in the year and is usually distributed in June. Students are encouraged to purchase a book as soon as sales begin. Don’t be disappointed by missing your copy. The cost is approximately \$55

Important Telephone Numbers

École Mission Senior Secondary	604-826-7191
École Mission Senior Secondary (FAX)	604-826-8187
Mission School Board Office	604-826-6286
Bus Garage (School District)	604-826-2377
Hospital (Mission)	604-826-6261
Youth Help Line	310- 1234
RCMP (General Inquiries)	604-826-7161
Teen Crisis Line	604-820-1166
Public Health	604-814-5500
Ministry of Children & Families	604-820-4300
Community Services	604-826-3634
Fraser House	604-826-6810

E. CODE OF CONDUCT

Code of Conduct Purpose:

- 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.

Reference to the BC Human Rights Code:

École Mission Senior 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.

In addition to the BC Human Rights Code, the BC Ministry of Education protects all students from harassment for one's Sexual Orientation and Gender Identification (SOGI). It is expected that all SRT students will treat everyone in a respectful manner.

CONDUCT EXPECTATIONS:

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

These expectations are outlined in more detail in the following section: Roadrunner Pride

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 all-inclusive list.

- 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. As students progress through maturity we expect increasing personal responsibility and self-discipline.

Consequences:

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
- Students, as often as possible, will be invited to participate in the development of meaningful consequences

NOTIFICATION:

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.

-Revised September 2013

ROADRUNNER PRIDE

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

SPECIFIC CONDUCT GUIDELINES

Fighting, Intimidation and Harassment

Physical violence is disruptive, prolongs problems rather than solving them, and is not tolerated by the school. Students involved in fighting will be subject to disciplinary action. Intimidation and harassment of students is not part of school life and will not be condoned. Students involved in harassing or bullying other students will be subject to remediation. Students are expected to be polite and courteous to each other and to staff.

Drug and Alcohol Use

School Board Policy is very clear on students who attend school or school sponsored activities under the influence of drugs or alcohol. Such students may be suspended immediately for a minimum of three days and may lose the privilege of attending École Mission Senior Secondary School.

Mission Public School District, the Mission RCMP and the District of Mission have identified a two-block radius around École Mission Senior Secondary as a Drug Free Zone. By special agreement, any possession or trafficking of illegal substances will be immediately referred to the RCMP.

Smoking

Smoking will only occur in a designated area.

Vaping

According to British Columbia's requirements under the tobacco and vapour products control act and regulation, 'It is illegal to give or provide any vapour products to someone under the age of 19'. Therefore, if your child is caught bringing a Vape to school, the vape will be confiscated by administration and will not be returned. Furthermore, they will receive an out of school suspension up to and including 3 days and may be subject to a Bylaw enforcement fine of \$230.00.

Vandalism

Vandalism is a very serious offence at École Mission Senior Secondary. Students who are caught vandalizing school property or equipment will face suspension from school and will be held financially responsible for damages incurred.

In some cases, the RCMP may become involved. The community of Mission takes great pride in our facility and we expect that all students will value and respect it. Vandalism includes bomb threats, false fire alarms, false 911 calls, or bringing unwelcome intruders to our school. In these cases, the RCMP will be involved.

Graffiti and Garbage

We are proud of the appearance of our school. Our custodians do their part to clean the school. With your cooperation, custodians can spend time cleaning and polishing floors rather than cleaning marked walls or lockers or picking up litter. If school property is damaged accidentally, please report it immediately to the custodian or to the office.

Laser Pointers

Laser Pointers are NOT allowed at school. They can damage a person's vision if pointed directly in the eye. Students found with these items will have them confiscated and will be returned to the student at the end of the day, or held until the parent attends the school to receive the item.

CONSEQUENCES FOR FAILING TO MEET EXPECTATIONS

Progressive Discipline

There is a broad range of consequences for failing to meet conduct expectations. These include, but are not limited to,

verbal warnings, detention, office referral, suspension and restorative justice. Incidents involving misuse of cell phones and other devices may result in the device being confiscated. For serious incidents such as fighting, bullying, drug and alcohol related incidents, etc. there are clearly defined consequences outlined in Mission School District Administration Procedure #114 (Student Conduct Standards and Behaviour Management). These consequences include restorative practices and suspension, ranging from 1 to 20 days.

Restorative Justice

Restorative Practices are an alternative to punitive actions that are aimed at reintegrating students who have done harm, such that any disruption to the educational program is minimized as follows:

- Both parties must agree to use a restorative process
- No additional sanctions should be brought against the offender
- Parents/guardians are encouraged to participate in the process
- Restorative practices will preferably be utilized on first offences
- Should either party opt out of a restorative process, the matter will be referred back to school/district administration for resolution using alternative methods of disciplinary action