

**NOTES**



**Mackenzie Secondary School**

**STUDENT HANDBOOK**

**2017 – 2018**

**Mr. Dugan**

Principal

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**Miss Walters**

Vice Principal

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**Mrs. Potvin**

Sr. School Secretary

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**Ms. Blackburn**

School Secretary

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500 Skeena Drive

250-997-6510

This Handbook Belongs to:

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## WELCOME TO MSS

### GENERAL SCHOOL INFORMATION

Telephone directory

Main Office (Mrs. Potvin) 997-6510  
Mr. Dugan ext. 197  
Mrs. Potvin ext. 198  
Ms. Blackburn ext. 100

#### *Academic Advisor*

Mrs. Hunt ext. 194

All other staff have voice mail which can be reached by calling the main office number.

### BELL SCHEDULE (M, T, TH, F)

Period 1 8:40 - 10:03  
Class Change 10:03 - 10:08  
Period 2 10:08 - 11:31  
Lunch 11:31 - 12:16  
Period 3 12:16 - 1:39  
Class Change 1:39 - 1:44  
Period 4 1:44 - 3:07

### WEDNESDAYS (Sept 16 – June 8)

Period 1 8:40 – 9:43  
Class Change 9:43 – 9:48  
Period 2 9:48 – 10:51  
Lunch 10:51 - 11:36  
Period 3 11:36 – 12:39  
Class Change 12:39 – 12:44  
Period 4 12:44 – 1:47

and students are not to be using lighters while on any part of the school property).

**NOTE:** Tampering with pull stations and other fire equipment will result in disciplinary action by the school and possibly by the Fire Department or RCMP.

### PARKING LOT

Students are reminded that the parking lot is school property and is subject to school supervision and regulations at all times. Student drivers please note that the parking in front of the school is reserved primarily for staff and visitors. Students should park either toward the north end of the gym or at the south end of the school between the school and the recreation complex. For safety of all, the speed limit is 10km/hr. If students are seen to be driving in an unsafe manner, the following may occur, depending upon the situation: verbal warning, warning letter sent to notify parents, RCMP notification.

### LOITERING/STUDY BLOCKS

Students who have study blocks are reminded that they have several options when they are not in class. They may work in the library if it is open, work quietly in the student lounge, or leave the building. Wandering the halls is not an option as it is disturbing to the classes in session.

### DISTRICT CODE OF CONDUCT - SERIOUS OFFENSES

As indicated in the District Code of Conduct, there are certain behaviours which require an immediate and strong response. Students and parents should make themselves familiar with the code of conduct which can be found on the School District web page: <http://www.sd57.bc.ca/>

## PLAGIARISM POLICY

Plagiarism is the improper use of, or failure to give credit to another person's writings, visual or musical representation, or ideas. It can be an act as subtle as inadvertently neglecting to use quotation marks or references when using another source of as blatant as knowingly copying an entire paper, or parts of a paper, and claiming it as your own. Plagiarism, in any form, is unacceptable and students will face progressive discipline as indicated in the school policy should it be determined they have plagiarized. Teachers will distribute the plagiarism policy at the beginning of each semester.

## VANDALISM/THEFT

In accordance with School Board policy, the school will make every effort to prevent acts of vandalism and to reduce opportunities for vandalism and theft. Students involved in vandalism or theft will be reported to their parent/guardian and may receive suspension up to five days. Repeated offences may result in a referral to the Student Conduct Review Committee and the RCMP

## FIRE/FIRE ALARM

A student who has been found to be involved with fire and/or flammable materials, or to be in possession/using fireworks or explosives will be reported to the parent/guardian and be subject to up to a five day suspension. The student will also be reported to the Mackenzie Fire Department and RCMP.

Should the student commit a second offence, the student will be recommended to the Student Conduct Review Committee. (Lighter play may also result in suspension,

## 2017 – 2018 SCHOOL CALENDAR

### 2017

|                  |                       |
|------------------|-----------------------|
| September 5      | Non-Instructional Day |
| September 6      | School Opening Day    |
| September 29     | Non-Instructional Day |
| October 9        | Thanksgiving Day      |
| October 20       | Non-Instructional Day |
| November 13      | Remembrance Day       |
| November 24      | Non-Instructional Day |
| December 18 - 29 | Winter Vacation       |

### 2018

|                     |                       |
|---------------------|-----------------------|
| January 2           | Back to School        |
| January 29          | Non-Instructional Day |
| February 12         | BC Family Day         |
| March 19 - March 29 | Spring Break          |
| March 30            | Good Friday           |
| April 2             | Easter Monday         |
| April 20            | Non-Instructional Day |
| May 21              | Victoria Day          |
| June 4              | Non-Instructional Day |
| June 28             | Last Day of school    |

## SEMESTER SYSTEM AND COURSE LOADS

Courses at Mackenzie Secondary are offered on the semester system (20 weeks). The turnaround date is January 30, 2018.

- i. Report cards are issued in November, February, April, and June.
- ii. Students in grade 8 - 11 must attempt full course loads of eight courses.
- iii. Students in Grade 12 must take a minimum seven courses.
- iv. A counsellor and administrator must approve any exceptions to the above.
- v. All requests for timetable changes must be discussed with the counsellor and must have administration approval. A student/parent/teacher/counsellor meeting may also be required.
- vi. Students may withdraw from classes before the mid-term point only with parental consent. Students may not withdraw themselves from classes past the mid-term point.

Only an administrator may withdraw a student after the mid-term point.

No device capable of taking a photograph shall be allowed in private areas such as washrooms or change rooms, classrooms and offices.

The use of any such device to record or transmit any materials that are used for student assessment (such as tests, quizzes, assignments, reports) is strictly prohibited and will not be tolerated.

**Step 1:** Students will face consequences at the discretion of the classroom teacher, which may include confiscation of phone, parent contact or other classroom level discipline.

**Step 2:** The phone is confiscated and turned into the office where the student can pick up the phone at the end of the school day. A copy of the Electronic Device Policy will be sent home with the student, and needs to be returned to the office the following day signed and dated by a parent/guardian.

**Step 3:** The phone is confiscated and turned into the office where a parent/guardian must make an appointment with the administration to pick up the device. Disciplinary action may result in a loss of privilege of bringing such a device to school for a period of time to be determined by the school.

**Step 4:** Should there be further incidents of classroom disruption the student is considered to be in violation of the school code of conduct and could result in disciplinary action. The school district student code of conduct can be accessed at

*[http://www.sd57.bc.ca/fileadmin/cao.sd57.bc.ca/Policy\\_Manual/Polocies/5131.pdf](http://www.sd57.bc.ca/fileadmin/cao.sd57.bc.ca/Policy_Manual/Polocies/5131.pdf)*

drugs or alcohol at school, on school trips, or at a school function.

In addition, as per the school district policy, a student who uses drugs or alcohol while on a curricular or extra-curricular trip, during a school function, or on school grounds will be suspended for up to a year from all extra-curricular activities unless a plan of restitution is accepted by the school. Furthermore, an administrator will contact parents, the RCMP and, the District's Student Conduct Review Committee. Any type of drug paraphernalia that is created in a shop class may result in a five day suspension from school, an SCRC referral, and the possibility of being removed from the course for the remainder of the semester.

### **FIGHTING & BULLYING**

Students must refrain from engaging in any activity that may in any way lead to the physical or emotional injury of a fellow student. Parents of students exhibiting fighting or bullying behaviours will be contacted by the administration. Furthermore, students may be subject to suspension and possible referral to the District Student Conduct Review Committee and the RCMP.

### **COMPUTER USE**

Computers are an integral part of secondary school courses and all students must adhere to the Internet Acceptable Use Policy.

### **CELL PHONE POLICY**

A student may possess a cellular telephone on school property, at after school activities, and at school-related functions, provided that during all class time the cell phone is turned off, not on vibrate, and is concealed.

## **REPORTING PROCEDURES**

### **REPORT CARDS**

Reports are issued four times each year. The first will be sent home near the end of November, then in February, April, and June.

The following percentages result in these letter grades and are based on the performance in relation to the expected learning outcomes for the course or subject and grade:

A = 86 - 100%                      C = 60 - 66%

B = 73 - 85%                        C- = 50 - 59%

C+ = 67 - 72%                      F = 0 - 49%

Grade 7, 8, & 9 Students will receive letter grades only.

### **WORK HABITS**

(an expanded rubric is available from classroom teacher or main office)

E      Excellent

G      Good

S      Satisfactory

NI     Needs Improvement

### **PROMOTION POLICY**

Students are promoted in each course they pass. Failed courses must be repeated where enrolment in a consecutive course of the same subject is contemplated.

Students are only permitted to attempt a course twice. After two failed attempts, students will be required to complete the course through the CIDES (Central Interior Distance Education School) or another Ministry of Education approved institution of their choice.

Note: You may not drop a course without approval from your parents, your counsellor, and an administrator. There is a formal withdraw form that must be completed.

## **STUDENT RECOGNITION**

### **AWARDS**

There are many program, subject and merit awards which students may achieve during a semester or over the school year. To honour the achievements of students throughout the year, academic and athletic awards ceremonies are held in June of each year.

### **MSS ACADEMIC ACHIEVEMENT CRITERIA**

#### **Principal's list**

Criteria: Straight "A's" in a **minimum of 3 courses** to be eligible (exceptional circumstances must be reviewed with principal).

#### **Honour roll**

Criteria: "B" average in courses taken (73% minimum) with not more than one "C+" and no "NI's" for work habits. Students with only 3 courses must attain straight "B's".

#### **Students with less than 3 courses do not qualify for**

**Honour Roll** (exceptional circumstances must be reviewed with an administrator).

## **DANGEROUS BEHAVIOUR**

The school has a zero tolerance for dangerous behaviour and horseplay type activities. Dangerous behaviour can be defined as any activity that could result in injury to another.

## **WEAPONS/TOXIC OR NOXIOUS SUBSTANCES**

In accordance with School District 57 Policy, all weapons or objects that can endanger the safety of others are forbidden on any part of the school property. This includes toxic or noxious substances. A student found to be in possession of such items will be subject to a five-day suspension and reported to parents, the RCMP, and the Student Conduct Review Committee. Any type of weapons or mock weapon created in a shop class may result in a five day suspension from school, an SCRC referral, and the possibility of being removed from the course for the remainder of the semester.

## **TOBACCO PRODUCTS**

The use of tobacco products is not permitted on school district property. Smoking is not permitted during school-sponsored activities off campus. Students found in contravention of this policy will have letters sent home and will be subject to suspension. Any grade 8 student found or seen in possession of tobacco products will have his or her parents notified.

## **DRUGS, ALCOHOL AND DRUG PARAPHERNALIA**

In accordance with the School District 57 Policy, students will face suspension from school for five days when school personnel believe that a student is under the influence of, in possession of, and/or is distributing

## **EARLY DISMISSAL**

- i. Students may obtain an early dismissal slip from the office in order to leave the school while it is in session by presenting a valid note requesting the dismissal (or by receiving verbal permission over the phone). Students are then to inform those affected teachers of their excused absence.
- ii. Early dismissal slips may also be obtained for illness occurring at school once parents have been contacted to ensure that someone is at home to care for the ill student.

## **ACADEMIC MISCONDUCT**

Students at MSS are expected to apply themselves to their studies in a positive and honest manner. Plagiarism or attempting to cheat on assignments/ tests are serious forms of academic misconduct. Consequences for cheating or plagiarism may include loss of credit for the assignment and could result in administrative action.

## **REINSTATEMENT TO EXTRA-CURRICULAR ACTIVITIES**

As per the school district policy, a student who uses drugs or alcohol while on a curricular or extra-curricular trip, during a school function, or on school grounds will be suspended for up to a year from all extra-curricular activities unless a plan of restitution is accepted by the school. An approved plan that is successfully completed by a student could result in the consequence being reduced, but at the least a student will be suspended from participation in extra-curricular activities for the rest of that season and the following season (at least four consecutive school months).

## **Excellence in personal achievement**

Criteria: Straight "G's" and/or "E's" for work habits in a **minimum of 3 courses** to be eligible.

## **STUDENT SERVICES AND PROCEDURES**

### **COUNSELLORS**

The following is a list of some of the many functions of the counsellor at MSS:

- to act as liaison between the elementary and secondary schools;
- to act as liaison between students, their families, and community agencies such as Social Services;
- to help students find solutions to personal problems;
- to help students decide on appropriate courses and programs;
- to give career and post-secondary educational guidance to senior students;
- to arrange parent/teacher conferences.

Appointments to see a counsellor are made in the office.

### **LEARNING ASSISTANCE**

A resource teacher in the Learning Assistance (L.A.) Centre is actively involved in aiding students to improve basic reading and math skills as well as interpersonal skills. Subject teachers or counsellors can refer students requiring such help to the School-Based Team.

The team decides on the requisite service or program for the student. Students in need of L.A. help can also refer themselves via an L.A. self-referral form from the counselling room.

## **CLUBS & TEAMS**

In recent years MSS has seen the formation of many clubs and teams, some of which have included the following:

|            |                   |                       |
|------------|-------------------|-----------------------|
| basketball | volleyball        | soccer                |
| wrestling  | drama             | track and field       |
| golf       | badminton         | yearbook              |
| curling    | X-country running | gay-straight alliance |

Any students wishing to organize a club may do so by finding a staff sponsor and registering with admin.

## **STUDENT LEADERSHIP**

School Dances (Tentative dates)

Halloween Dance October 30

Christmas Dance December 13

Spring Dance February 14

## **Examples of Some In-school Activities**

Pep Rally Pajama Day

Match-Making I-Flirtz

Halloween Costumes Gym Riot

Spirit Weeks Crazy Hair Day

reminder to the student of the expected, appropriate behaviour.

Late 2: The classroom teacher will make parent contact by phone or email notifying the parent that their son/daughter has been arriving late to class. The classroom teacher will speak with the student again about the reason they were late, and give a verbal reminder to the student of the expected, appropriate behaviour.

Late 3: The classroom teacher will speak with the student about the reason they were late, and give a final verbal reminder to the student of the expected, appropriate behaviour. The student will be made aware that the next late will result in an out of school suspension. An office referral will be put in and the principal will be made aware of the continued behaviour. A letter will be sent home to parents with an attendance summary outlining the next steps in the consequences.

Late 4: The student will receive a one-day out of school suspension for the continued tardiness. If this behaviour continues and becomes a chronic issue, further discipline action may be required. This could include, but is not limited to, a report referral to the Student Conduct Review Committee, extended suspension, removal from the block in which the infraction is occurring, or a reduction in the students timetable to a part time program. In extreme case were it is happening in every block, the student may receive a change in educational programming. This could mean a move to a home study or distance education program.



4.4.3 The administration shall notify the parent/guardian in writing of the courses from which the student has been withdrawn. In those cases where the district provides transportation to the student, the notification will inform the parent/guardian that they or the student is now responsible for mid-day transportation.

4.4.4 Any student withdrawn under Regulation 4.4.2 is not to be on the school property during these periods without the prior permission of the principal.

4.4.5 The parent will be informed of the above actions by telephone and in writing.

5. Students who are involved in organized school events or groups such as athletic teams, band, etc. shall not be considered absent without excuse when they are participating in these activities; however, in advance of every such absence, the student must provide notice to the course teacher (s) and written permission to participate from the parent/guardian. Posting a list of participants, team members, etc., does not constitute notice to the course teacher (s).

6. When, in the opinion of the teacher, the planned absence will have a negative impact on the student's academic performance, the student and the parent/guardian should be so advised.

### **TARDINESS (LATES)**

If a student is late to class for any reason that is not excused, or unreasonable in nature, the following consequences will result:

Late 1: The classroom teacher will speak with the student about the reason they were late, and give a verbal

Student leadership welcomes new and innovative ideas that will add to the positive climate of the school.

### **SCHOOL IDENTIFICATION AND PICTURES**

All students will be photographed free of charge for the yearbook and their student card. The student card is used for the library. Photograph packages are available and must be prepaid. Students will bring home the order form prior to the photo shoot.

**There is a NO HAT policy for photos.**

### **FIRE DRILLS**

Each semester there will be 3 drills and the fire alarms will ring. Any time the alarm rings, students and staff are to immediately clear the building. Students and staff are to go to the nearest exit and move away at least 30 meters from the building. Teachers will review with each of their classes which exit they will use and where to congregate in case of a fire alarm. Students are to stay with their teacher until the long bell tone rings to signal a return to the building. Students are to return to the class they left unless otherwise directed by a P.A. announcement.

### **EMERGENCY PROCEDURES**

The school will review and practice our Emergency Procedures. These procedures will include:

**LOCKDOWN**

**SHELTER IN PLACE**

**HOLD & SECURE**

**EVACUATION**

**ROOM CLEAR**

**DROP, COVER, HOLD**

More information regarding these procedures can be found at [www.sd57.bc.ca](http://www.sd57.bc.ca)

## **LOCKS/LOCKERS**

Lockers and locks will be assigned to students alphabetically by the office. Once the locker has been assigned, it becomes the responsibility of the student to maintain it in good order. All lockers must have locks on them.

Students are reminded not to bring valuables or large sums of money to school and place them in a locker- they are not as secure as you think. The school will not accept any responsibility for losses of such items. Keep your lock combination confidential.

At the end of the year all locks will remain on the lockers for the next school year. There will be a \$6 charge if locks are taken and not returned the next school year.

\*NOTE: You may bring your own lock but MUST give the combination to the office. Student lockers may be searched without notice if the school believes that it contains any illegal or inappropriate items. Locks will be cut off if the combination is not known by the office.

## **STUDENT ACTIVITIES**

**CURRICULAR** - Curricular activities are those which take place in the school during the school day (e.g. assemblies, concerts, sports days, etc.) The following regulations govern such activities:

- i. all students must attend unless otherwise stipulated by the administration;
- ii. classes must accompany and sit with their supervising teacher;
- iii. students may be excluded from the activity at the discretion of the administration;
- iv. students who are truant from these activities may be subject to the truancy policy.

### **4.2 Upon the second offence:**

4.2.1 The administration shall inform the student and the parent/guardian that the student has been absent without excuse for a second time

4.2.2 The principal or vice-principal will meet with the student to emphasize the seriousness of continued truancy. The parent/guardian will be notified that this meeting has occurred.

### **4.3 Upon the third offence:**

4.3.1 The administration will suspend the student for a maximum of two days or until the parent/guardian can attend a meeting with the student and the principal or vice-principal to review school and district attendance policies, whichever comes first.

4.3.2 The administration will provide the student and the parent/guardian with formal notice that any subsequent offence will result in the student being withdrawn from the course from which the absence is occurring and any adjacent courses under the provisions of Regulation 4.4.2. In those cases where the school district provides transportation to the student, the notification will inform the parent/guardian that they or the student will be responsible for mid-day transportation.

### **4.4 Upon the fourth offence:**

4.4.1 The administration shall withdraw the student from the course from which the student was absent without excuse.

4.4.2 The administration shall withdraw the student from the course such that the student attends school for only the morning (if withdrawn from the afternoon course) or the afternoon (if withdrawn from the morning course).

It is not an all-inclusive or exhaustive list. Other situations of unacceptable conduct will be dealt with on an individual basis.

## **CREATING A LEARNING ENVIRONMENT FOR ALL**

**ATTENDANCE (School and District Policy 5131.4)**  
*It is the responsibility of all students to attend all classes every day in which they are registered.*

### **REGULATIONS:**

1. Students will attend all classes for the courses in which they are registered.
2. Attendance and the application of this policy will be considered on a course-by-course basis.
3. Teachers are responsible for monitoring attendance in their classes.
4. Students who fail to attend a class and who are unable to provide written notice from the parent/guardian that indicates awareness and approval of the absence or students whose parent/guardian did not give the school advance notice of an absence will be considered to be absent without excuse. Such students shall be subject to the following process of progressive discipline:

#### **4.1 Upon the first offence:**

- 4.1.1 The parent/guardian shall be informed by telephone contact by the classroom teacher or, in those cases where telephone contact cannot be made, in writing by the school. A record of all dates of contact will be kept by the teacher and the school. A copy of the attendance policy shall be provided to the student and to the parent/guardian.

## **EXTRA-CURRICULAR**

Extra-curricular activities are those which are related to school functions but which usually take place out of school hours (e.g. dances). The following regulations govern such activities:

- i. students may not attend extra-curricular activities on days when they were absent from school unless a valid note from parents is provided;
- ii. student conduct is subject to school rules at all times;
- iii. participation on school teams or in school clubs is subject to maintaining academic performance and conduct acceptable to the sponsor and classroom teachers. The sponsor teacher may periodically contact classroom teachers to confirm the student's satisfactory standing.

## **NON-CURRICULAR**

Non-curricular activities are community activities which are not associated with the school (e.g. ski team, swim club, rep hockey, etc.). When school time is required for such activities, the following points should be remembered:

- i. parents must request that the student be released for the activity;
- ii. students are responsible for all work missed;
- iii. the administration will not approve absences for non-curricular activities if school performance suffers as a result.

As administrator, for disciplinary reasons, can revoke the privilege of participating in extra-curricular activities if a breach of the Student Code of Conduct has occurred.

## FIELD TRIPS

Field trips are special school-sponsored activities which take place outside the school, and which may or may not occur during the school day (e.g. visit to Prince George, camping). The following regulations govern field trips:

- i. students obtain field trip forms from the teacher involved, and have all affected classroom teachers sign it indicating their permission for the student to participate;
- ii. signed field trip forms must be returned to the sponsor teacher on the date specified;
- iii. in some cases, give written consent for their child to participate in a field trip. In such cases a request letter will be taken home for parent signature.
- iv. student conduct is governed by school and sponsor teacher regulations at all times.

## SCHOOL CODE OF CONDUCT

### STATEMENT OF PURPOSE:

A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. The school's Student Code of Conduct is designed to ensure that an atmosphere exists where students can expect a positive learning environment in order to be the best they can be.

Behaviour guidelines in the Code of Conduct are based on the School Act and School District 57 Policy and the provincial Social Responsibility Performance Standards. The Code of Conduct outlines expectations and a standard for behaviour while at our school, going to and returning from school each day or while attending events or activities offered by our school.

### ACCEPTABLE CONDUCT:

Students are expected to be responsible school community citizens by adhering to the following expectations:

- i. Treat all members of the school community and their property with respect.
- ii. Maintain appropriate behaviour, language, and dress when at school or engaged in activities where they represent the school.
- iii. Being respectfully inclusive of the individual differences of all members of the school community.
- iv. Attend, be on time, come prepared for class, and complete all assigned work on a daily basis for all courses they are enrolled in.

**Conduct expectations are applicable during regular school hours, school functions, school trips, and while traveling to and from school.**

### UNACCEPTABLE CONDUCT:

Students who partake in unacceptable conduct, which is defined as any activities that puts the student or other members of the school community at risk physically, emotionally, or academically, will result in disciplinary action either at the classroom, school, or district level. This document provides examples of types of unacceptable conduct and the consequences.