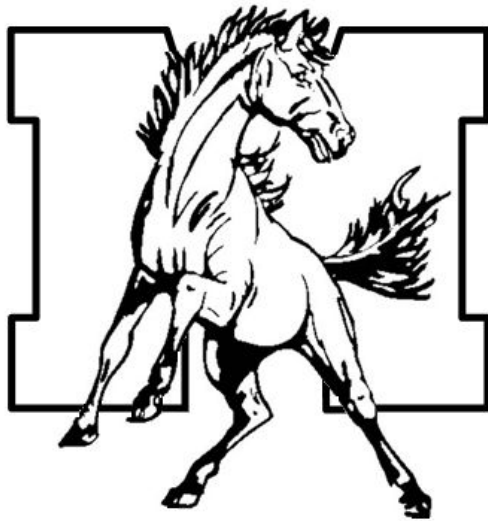


# MISTASSINIY SCHOOL



## STUDENT HANDBOOK 2020-2021

# **MISTASSINIY SCHOOL STUDENT HANDBOOK 2020-21**

“Our students love to come to school in Northland”

## **SECTION 31 of THE EDUCATION ACT Current as of January, 2020**

### **Student responsibilities**

**31 A student, as a partner in education, has the responsibility to**

- (a) attend school regularly and punctually,**
- (b) be ready to learn and actively engage in and diligently pursue the student’s education,**
- (c) ensure that the student’s conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,**
- (d) respect the rights of others in the school,**
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,**
- (f) comply with the rules of the school and the policies of the board,**
- (g) co-operate with everyone authorized by the board to provide education programs and other services,**
- (h) be accountable to the student’s teachers and other school staff for the student’s conduct, and**
- (i) positively contribute to the student’s school and community.**

# **MISTASSINIY STUDENT HANDBOOK - CONTENTS**

## **A) STUDENT CONDUCT/ INCLUSIVE SCHOOL CLIMATE**

1, 2, 3, 4, 5, 6, 7, 8, 9, 10

## **B) STUDENT ATTENDANCE**

11, 11.1, 11.2

## **C) DISCIPLINE PROCEDURES**

12, 13, 14, 15, 16, 17, 18, 19, 20

## **D) RESPECT FOR PROPERTY & NSD NETWORK - USER AGREEMENT FOR STUDENTS**

21, 22

## **E) SAFETY**

23, 24, 25, 26, 27, 28, 29, 30

## **F) STUDENT WELLNESS**

31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43

## **G) BUSSING/ TRANSPORTATION**

44, 45

## **A) STUDENT CONDUCT/ INCLUSIVE SCHOOL CLIMATE**

### **1. Welcoming, caring, respectful, safe and healthy learning and working environments**

Mistassiniy is committed to providing a welcoming, caring, respectful, safe and healthy learning and working environment that respects diversity and fosters a sense of belonging. The three specific tenets: positive social environments, active living, and healthy eating, and acknowledges the causal relationship between the three. The school acknowledges its responsibility to ensure welcoming, caring, respectful, safe and healthy learning and working environments for all students. It recognizes the importance of students' emotional, social, intellectual and physical wellness to their success in school and expects students to adhere to the Division Student Code of Conduct and schools' codes of conduct.

### **2. Sexual orientation and Gender Identity/Gay - Straight Alliances (GSAs)**

All members of the school community have the right to learn and work in an environment free of discrimination, prejudice, and harassment. All sexual and gender minority of students, staff and families have the right to be treated fairly, equitably, and with dignity and respect, have their confidentiality protected and respected, for self-identification and determination. Mistassiniy believes in freedom of conscience, expression and association and be fully included in an inclusive, positive and respectful manner by all school personnel, have equitable access to the same supports, services and protections provided to heterosexual students and families.

**Any student requesting to start a GSA will be allowed to do so. A student or students may make this request to the Principal.**

**Several staff members will be able to assist the student in setting up the GSA if requested by the student.**

### **3. Respect for Self**

All members of our community are expected to come to school free from the influence of alcohol and illegal drugs. The possession, use and/or distribution of alcohol or illegal drugs, on or off school property are prohibited under the Criminal Code. All school functions on and off school property will be free of alcohol, cannabis and illegal drugs.

### **4. Respect for Others**

You are to comply with school rules and the expectations of all staff while on school premises, school buses and during school-approved activities. You are to treat everyone with the same respect you deserve. Consequently, anything that interferes with the rights of others is not acceptable. Swearing directed at staff will result in student discipline.

### **5. Human Rights**

We have all been created equal. As such, we affirm the rights of all individuals, regardless of race, colour, place of origin, ethnic origin, citizenship or creed, to be free from verbal or physical harassment and abuse. Such abuse demeans us all, not just its victims. With this in mind, we are all encouraged to resolve our differences in a manner that preserves the safety and dignity of all.

### **6. Race Relations/Sexual Harassment Policy**

It is the goal of the staff and students of Mistassiniy to create a non-threatening environment in which value judgments are not placed on differences in race, ancestry, colour, language or culture. In addition, we are a community in which women and men stand in equal dignity.

The achievement of equity within our school is a responsibility that requires the ongoing commitment of everyone.

#### **4.1 What is a racial incident?**

A racial incident is any expression of physical, psychological or verbal abuse that impinges on the human rights of another person. This includes racial, religious or ethnic slurs, name-calling, insults, ethnic jokes, teasing, physical abuse or violence.

#### **4.2 What is sexual harassment?**

Sexual harassment is defined as any unwelcome sexual comment or contact that intimidates, demeans or offends an individual. Should an incident of discrimination, bias, racism, or sexual harassment occur to you at Mistassiniy School, please contact a staff member who will intervene, take action and try to correct the problem. The staff member will report the incident to the administrators and action *will be taken*.

### **7. Bullying**

It is recognized that all students have a right to attend school without the fear of Physical, Verbal or Psychological Bullying. Students engaged in any type of bullying shall be disciplined, parents will be phoned, and if deemed necessary, the police will be contacted.

Bullying behaviour is defined as repeated physical aggression, social alienation, verbal aggression and intimidation. An imbalance in power that shows intent to harm and causes distress in another.

### **8. Cheating and plagiarism**

We consider cheating and plagiarism (copying other work) as a serious breach of moral and ethical school conduct. We expect every student to complete his or her own assignments and that the work completed is original in nature. We appreciate that at various grade and age levels the standards of originality will vary

and that standards may vary from teacher and by subject. Students must be aware of the standards expected of them by their teachers and should not attempt to circumvent these expectations. Students reported to administration for cheating or plagiarism will be dealt with according to the severity of the incident and their previous disciplinary history.

## **9. Homework**

Students may be given homework assignments and it is expected that these assignments will be completed on the date set by the teacher. Homework that is not a continuation of work done in class, will not be graded for marks. However, unfinished in class notes, questions, projects can/will be marked for grades. Teachers will communicate with parents should a student's academic progress show that assignments are not being turned in regularly or that they are incomplete.

## **10. Physical education**

Students are expected to arrive with all the necessary materials to take an active part in the lesson. This may include a notebook, pen, and pencil, textbook, and proper clothing for Physical Education. Without the proper materials, a student cannot fully participate in the Physical Education program.

## **B) STUDENT ATTENDANCE**

### **11. Attendance - every day counts!**

Consistency matters and we know if you can get to school every day that you will be much more successful at acquiring the skills and courses you need to become a high school graduate - and that is our main goal - to have you graduate!

Regular and punctual attendance is crucial to a student's success, and is required under Section 7 of the Education Act.

The following procedures must be followed when a student is absent from Mistassiniy School:

The parent will **verify** the student's absence by providing a **note, phone call, or meeting.**

Please be advised:

Students who have unverified absences will be considered truant (skipping).

Teachers are required to notify Parents/Guardians of ongoing absences.

As student absences accumulate, the following procedures will be followed:

**2 Unexcused absences in a month**

**Teacher Intervention**

Teacher will contact parents

Teacher will document the time, date, and result of parental contact

**4 Unexcused absences in a month**

**Teacher Intervention**

Teacher will contact parents

Teacher will document the time, date, and result of parental contact

**6 Unexcused absences in a month**

**Home Liaison Worker Intervention**

Teacher will submit *Attendance Concern Form* to Home Liaison Worker

Home Liaison Worker will contact parents

**10 Unexcused absences in a month**

**Administration Intervention**

Parents must meet with the Principal and an Attendance Plan is implemented.



Regular and punctual attendance is one of the most important contributing factors in the educational success of a student. We highly encourage students to organize the necessary permission to leave with their parent/guardian **prior** to being absent.

Responsibility for regular and punctual attendance rests with the students and their parents.

### **11.1 Lateness/Skipping**

It is expected that all students will attend school on time. It is also expected that all students will be punctual to each of their classes. Excessive inexcusable late arrival to school will be noted and teachers will contact parents after five late arrivals to school. If lateness continues, the student will be moved to an Academic Attendance Behavior Contract until attendance has improved and the student is academically passing all subjects. This contract is signed at a Parent/Student/Administrative Team Case Conference Meeting, and is reviewed periodically, until the student shows improvement, over a period of 6 weeks or more.

**SKIPPING: *Leaving without permission is considered skipping. Students, please note that AM/PM Breaks are not long enough to leave school grounds.***

### **11.2 Illness or Appointments**

If you become ill during the day, you will be required to contact a parent or guardian through the office. The same will apply for any appointments; a parent or guardian must sign you out. Once permission has been received, you will be permitted to leave after you sign out.

## **C) DISCIPLINE PROCEDURES/ PROHIBITED ITEMS AND ACTIVITIES**

### **12. Behaviour**

All students are responsible for their behaviour at all times. All school discipline will reflect the belief that we respect ourselves and respect the rights and dignity of others. Those students who make poor or inappropriate choices will be placed on the Discipline Cycle. This may include detentions, in school suspensions, out of school suspensions, restorative circles, meeting with Elders and/or Counsellors. Other actions may be taken as the situation warrants.

### **13. Discipline procedures**

All students receiving an incident report may be suspended immediately depending on the severity of the incident (from one class period, in school or out of school suspensions of ½ day to five full days). Incidents that warrant an immediate suspension from school includes but are not limited to: verbal abuse of staff, fighting, drug or alcohol use, bullying/cyberbullying and vaping/chewing tobacco/smoking on school property during regular instructional hours.

### **14. Gambling**

In addition to the illegal aspects of gambling, playing cards or other games for money is strictly forbidden and students caught gambling are subject to suspension.

### **15. Weapon**

Weapons of any shape or kind, whether real or imitation, are prohibited on school property.

## **16. Smoking/vaping/snuff**

Smoking/Vaping is **prohibited on school property** at all times. Chewing tobacco on school property is also forbidden. Students caught chewing tobacco/vaping or smoking during regular school hours will be subject to suspension, referrals to addiction counselling services and a case conference with Parent and School.

## **17. Fighting and physical aggression**

The Board and administration view fighting and physical aggression as serious breaches of conduct. All students involved in a fight or other variations of physical aggression will automatically be suspended for one (1) or more days and placed on the Discipline Cycle. **Students encouraging others to fight will also be subject to discipline and immediate suspension.** If there is a second such offence, the parents or guardians of the child must meet with the local school board before the child is reinstated. Students guilty of physical aggression will be dealt with similarly and will be subject to the same process. Assault charges have been laid in the past with the RCMP as a consequence of aggressive behaviour, fighting, or threatening expressions.

## **18. Medications/ Drugs and alcohol**

Any student who takes medication prescribed by a physician should report this to the school office so that there is understanding of prescription medication taken during the school day. Medication may be held in the office and a form must be completed by the parent/guardian, allowing school to dispense medication as required.

Students with allergies must provide a list of known allergens and carry an Epi-Pen if necessary. Epi-Pens may also be kept in the office and will be carried by staff, in the event of off-site activity. Students with asthma, should carry inhalers with them at all times.

While on school property students shall not consume, be under the influence of, deliver or have in their possession, alcohol or illegal drugs. The same expectations will be maintained while attending any school activity, at or away from the school.

**Violation of this policy will be treated severely and will include a minimum five (5) days suspension from school as well as be restricted from all extra-curricular activities sponsored by the school the remainder of the school year.**

In addition, such activities will result in the school contacting the parents, Child Welfare and Police, as youth are not to be using these substances.

Participation in extra-curricular and other non-curricular activities sponsored by staff during their non-instructional time is a privilege and students who use alcohol or drugs will not be allowed to jeopardize these activities for other students.

## **19. Dress-code**

While recognizing that the appropriateness of people's dress is often subjective and relative to the occasion, Mistassiniy School dress policy reflects the philosophy that we dress appropriately and modestly, for the workplace. Students are expected to dress in a neat and clean manner that does not distract anyone from teaching and learning in the classroom.

**Clothing not appropriate at Mistassiniy School includes, but is not limited to:**

- Hooded items; in hallways for security reasons, at any times, in classrooms this is up to teacher discretion
- Clothing or jewellery displaying vulgar, obscene, drug, alcohol related or sexually insulting messages or images.
- Clothing that allows underwear to be seen (M/F).

This policy informs clothing choices of both staff and students at Mistassiniy School. Students will be asked to change clothing or to remove the garment in question.

## **20. Washroom and Office passes**

Whenever a student is out of the classroom, they must use a valid pass. It is the student's responsibility to obtain a pass from the teacher before leaving the classroom. Students in the halls should expect staff members to check their passes and should comply with these checks in a polite manner. Loss of pass privileges or detention may be assigned to students who are found in the halls during class without a valid pass. Students who come to the office will be required to use a pass.

## **D) RESPECT FOR PROPERTY & NSD NETWORK - USER AGREEMENT FOR STUDENTS**

### **21. Electronic Device Policy (Cell phone, MP3, iPod and other devices)**

Mistassiniy School recognizes that technology plays an important role in our society, and that students must be taught how to use technology devices in a responsible manner. Despite their benefits, cell phones and music players can be disruptive to the learning process as well as the learning environment.

**Students are not to use their own personal devices during class time.** Teachers will be encouraging and integrating the use of Chromebooks in all classes and many of the teachers have adopted "paperless" assignments. Students will be asked to put their electronic devices on silent and place it in a teacher designated basket/holding area, their backpack or locker during ALL classes.

We strongly recommend that parents do not text or call students during class times.

Music Players may be used by students in the **hallway**, if:

- They only use a single earpiece.
- Other students or staff cannot hear the music.

The students may use cell phones:

- Before School begins
- At Break Times
- After School ends

Students who refuse to follow the above procedure and cause a disruption to class learning will have their device taken away by a member of the Administrative team. A parent conference will occur and the device will only be returned after this meeting has taken place.

## **22. Digital Citizenship and the Northland Network User Agreement Form**

All staff and students are expected to comply with the Network User Agreement. Students who violate the User Agreement will have the following consequences:

- 1) Suspended Account
- 2) Limited Use of Network
- 3) Monitored Use Only
- 4) Other actions as needed

CYBER-BULLYING, CREATING FALSE ACCOUNTS, UNAUTHORIZED VIDEO and/ or PICTURES UPLOADED to YouTube, Facebook or other social media platforms will result in confiscation of student's

electronic device(s) and may lead to additional consequences, up to and including criminal charges. Videotaping fights on school property is subject to discipline under Section 31 of the Education Act.

## E) SAFETY

The Mistassiniy community affirms the rights of all staff and students to work and learn in a safe, orderly and stimulating environment, and that everyone will assist in creating and maintaining this environment. Our guidelines are designed to help us to do this in all parts of our school: hallways, classrooms and playing fields.

### 23. Accidents

Any accident that occurs in the school must be reported to the main office. First aid equipment as well as qualified first aiders are available. Parents will be contacted about all injuries. If a hospital visit is necessary, school staff will accompany the student and await for a parent/guardian to arrive at the hospital. In the case of a serious accident, an ambulance service will be contacted. Every effort will be made to contact the parent/guardian or emergency contact person. **It is vital that the school has parents' business numbers and an emergency contact number on record.**

### 24. Allergies

Students who have severe allergic reactions must identify themselves to the main office and if they have been prescribed an **EpiPen** they **must** provide one to the main office.

### 25. Fire Evacuation

Know what to do in the event of a fire to avoid panic and fear. The following regulations are vitally important:

- Observe the sign in every room indicating the main and alternate exits to be used.
- Leave the building when the fire alarm sounds.
- Assemble with your teacher and class at least 20 meters from the building for attendance on the track.
- Keep clear of all emergency vehicle driveways. (Avoid front of school)
- Remain outside for a signal to return. (3 school bell/buzzers)
- Please have a second pair of inside shoes and a hoodie. (For winter drills or emergencies.)

We are required to practice Fire Drills 5 times per school year.

## **26. Lockdown/Hold and Secure**

*Students are required to practice 2 Lockdown, Hold, and Secure Drills each year. Staff will review all student expectations for these drills.*

Students inside the building should immediately follow the procedures as practiced in the drill and take direction from the teacher or adults.

**In a Lockdown, students and staff will go to the closest interior lockable room and remain on the floor away from windows or doors, lights and all the electronics are turned off. Students and staff are to remain as quiet as possible. Everyone waits for further instructions from administration/ emergency personnel.**

**In a Hold and Secure, students remain in the classroom, with the door locked and continue instruction. No one will be allowed to enter or leave, until an all clear signal is given. Students may sometimes end up in a classroom that is not their own, depending upon when the Hold and Secure call is given. All students are accounted for and emails/calls to the office notify us where these students are.**



## **27. Visitors**

Visitors to Mistassiniy School are always welcome, especially if they are the parents or guardians of our students, siblings.

However, in order to maintain an orderly and safe environment, **all visitors will report to the office** as requested on the posted signs. This is for OH&S and emergency preparedness.

## **28. School closure due to inclement weather**

A severe winter storm may cause the schools to be closed or buses to be cancelled at -35 C. Cancellations will be announced by 7:00 a.m. on CFCW, Global TV and Facebook. Please listen for details and use your own good judgment.

## **29. Rollerblades/scooters/skateboards**

Rollerblades, heeilies, bicycles and skateboards are not to be used on school grounds at any time, as they can be a danger to self and to others.

## **30. Quads, motorbikes and snowmobiles**

These forms of transportation **are not to be brought to school under any circumstances**, nor are students permitted to transport other students by these modes of transportation. Please park these off school property.

## **F) STUDENT WELLNESS/SERVICES**

### **31. Snacks / Lunchtime/ Water**

Morning snack is available up to the Morning Break and is to be consumed before class or during the first break. Lunches are to be eaten in the designated classrooms. Trays and leftovers are to be returned to the cart properly.

Water, juice and snack items may be purchased from the vending machines before school, at noon or after school.

Snacks bought during classes may be confiscated. Eating during class time is not permitted. Students may only have water during class time.

Students who waste food or cause excessive messes will be subject to the Discipline Policy. Parents may be required to attend a meeting to discuss the students' choices and students may have to eat lunch under the direct supervision of a staff member.

High School students may leave school grounds for lunch but are expected to return on time for class. However, **Junior High students are not allowed to leave the school grounds during lunch or break. Failure to do so will result in a Parent Meeting to discuss Truancy/Skipping, please see Section B Student Attendance.**

### **32. Lockers**

You are to use the locker assigned to you and are responsible for reporting any damage to the office. Locks placed on lockers not assigned to you will be removed without notice. Deliberate damage will be repaired at your expense and may result in removal of locker privileges.

**Note:**

*The Supreme Court of Canada has stated that a Principal, who has reasonable grounds to do so, may conduct a search of a student or their possessions in carrying out his or her duties to maintain order and discipline in the school. Be advised that desks and lockers are school property and a search of such property is permissible by the school administration, acting as agents of the Board and not as agents of the police.*

### **34. Valuables**

You should not bring valuables or large sums of money to school. Never leave valuables in your locker, the change rooms or unattended anywhere in the school. The school takes no responsibility for lost or stolen items. We will take reasonable effort to help find missing items.

### **34. Lost and Found**

All items found on school premises should be handed in to the office. If you have lost something, retrace your steps during the day, and then if not found, check with the office. There is a lost and found bin located in the front entry.

### **35. Morning and noon hour activities**

The gym is open for student recreation in the morning and at lunchtime. Recreational volleyball and basketball are generally offered. All students are welcome to participate at a recreational level only. Aggressive behaviour is not allowed. Students could be removed from the gym should they refuse to follow this policy.

### **36. Reporting to parents**

Students will be given report cards to take home to their parents in November, February, April and June. Marks, work habits, attendance and general comments will be recorded on these report cards. In addition, teachers and counsellors will be contacting parents either by telephone or by mailing home interim reports as the need arises. Parents are encouraged to initiate communication with teachers, counsellors and/or administrators by calling ahead to set up an appointment.

### **37. Telephone/ School Messenger**

The office generally will not call a student out of class except in emergencies. We will, however, page the student at noon hour

and after school when requested to do so by a parent or guardian. Please do not text or phone your children during class time. Parents/Guardians can opt in to School Messenger, a communication tool, that notifies them of student absences and of Emergencies or Special Events Meetings at the school.

### **38. Extra-curricular activities**

Participation in extra-curricular activities is considered a privilege. All students are expected to comply with Mistassiniy School Policies as outlined in this handbook. Students may participate in extra-curricular activities provided they meet the following expectations:

- **Students will sign and return an Extra-Curricular Participation Agreement form.**
- **An athlete with an unexcused absence cannot practice or play on that day without administration's approval.**
- **If a student is suspended out of school or in school, he/she will not be allowed to practice or play on the day of suspension without the Principal /administration's approval.**
- **A student who is suspended from the regular school program will not be eligible to practice or play any sport for the duration of the suspension.**
- **Course marks can be reviewed with teachers to ensure a student is academically able to participate in extra-curricular activity.**

The Principal, in consultation with the coach and necessary staff, will determine denial from participation for a period of time, the sport season, or the school year. The Principal shall retain the authority to grant exceptions due to special circumstances. **Each student is expected to live up to the Mistassiniy code of conduct at school, as well as on field trips.**

### **39. Dance policy**

School dances are private dances for the students of Mistassiniy School only. Guests invited by the students and approved by the Principal or Vice-Principal will be admitted to the dance. Any student who misses any classes on the day of the dance will not be allowed to attend the dance. Students who have medical appointments on the day of a dance must provide a medical certificate and present this to the administrator prior to entering the dance. Dances are considered an extra-curricular activity. Therefore, all school rules apply at dances. Students found in the possession of, or under the influence of drugs or alcohol will be suspended from school for up to five (5) days. Their parents or the RCMP will be called to pick up the student from the dance. The student will also be suspended from all extra-curricular activities for one calendar year. As students are responsible for the conduct of their guests, the student could face the same consequences should their guest be in possession of or be under the influence of drugs or alcohol at a school dance.

### **40. Respect for property**

School property is made available to all staff and students to enhance their self-development and learning. Textbooks, library books and other school equipment are all expensive to purchase and maintain. Everyone is expected to care for these tools of our education and to help keep them available for all students. In keeping with this, school and private property must be respected. Theft, vandalism and wilful damage are hurtful to us all. In addition, your cooperation is required and appreciated in keeping the classrooms, halls, lockers and school grounds clean and attractive.

#### **41. Outside of School**

Please respect the private property of our neighbours. Refrain from littering and/or loitering in any of the areas surrounding Mistassiniy School. When visiting or walking on the roads, do this safely at the side of the road. Remember that you represent Mistassiniy School when you are in these areas. Be a goodwill ambassador. You can help do this by putting your cigarette butts and garbage away so that others do not have to pick up after you and so that we can continue to keep positive relationships with our neighbours.

#### **42. School Clubs/ After School Homework Groups**

All students are eligible to join any school clubs/teams, these may include:

- Sports Teams
- Student Council
- WE Day Group
- Social Media Team (Mustang News)
- Homework Club

Your academic success and eventual Grade 12 Graduation is important to us. In order to help you achieve these goals there are a number of teachers who provide after school tutoring in all disciplines. Please talk to your teacher and refer to the Monthly School Calendar for the dates and times of these sessions.

#### **43. Student Supports**

**Students can also access the following supports in school:**

- Family Support Worker
- Mental Health Counsellor
- Addictions Counsellor

- Calming Room
- Pee Kis Kwe Tan

## **G) BUSSING/ TRANSPORTATION**

### **44. Bus transfers**

Students are not allowed to transfer from their regular appointed bus. If a student changes his/her permanent residence during the school year, written notification must be provided before a change will be authorized.

### **45. Bus Notes**

Parents/Guardians must send a note to the office if they want a student to ride another bus. Alternatively, parents/ guardians can call the school and relay the information to the school secretary. Students must then pick up the note and give it to the receiving bus driver after school.

# BELL SCHEDULE

Time	Day 1	Day 2
8:33	Warning Bell	
8:38 - 8:40	Morning Announcements	
8:40 - 9:25	A:	A:
9:25 - 10:10		
10:10 - 10:14	Morning Break	
10:14 - 10:59	B:	B:
10:59 - 11:44		
11:44 - 12:14	Lunch Break	
12:14 - 12:59	C:	C:
12:59 - 1:44		
1:44 - 1:48	Afternoon Break	
1:48 - 2:33	D:	D:
2:33 - 3:18		