

MSIP

Each student is required to attend a **M**ulti **S**ubject **I**nstructional **P**eriod each day as part of their assigned timetable. This time counts towards the number of instructional hours required to complete credits. The MSIP period provides students with an opportunity for regular and daily consolidation of learning. In addition to improving student learning, the MSIP provides a supervised environment in which to develop and improve study skills, time management and responsibility. This period is to be treated like any other class, and **attendance is mandatory.**

MANDATORY COMMUNITY INVOLVEMENT

Every student who begins secondary school in Ontario is required to complete 40 hours of community involvement in order to receive a diploma. Students are encouraged to obtain these hours early in grade 9 and 10 as it becomes more difficult to fulfill this mandate in the senior years.

RCDSB CODE OF CONDUCT

All students, staff members, parents and school councils in Renfrew County District School Board are engaged in character education to promote safe, caring and respectful learning environments. All schools are implementing character education by modeling and naming attitudes and behaviours that are expected in a civil society. These include respect, responsibility, perseverance, initiative, caring, honesty, courage and optimism.

The promotion of strategies and initiatives such as Student Success and Character Development, and the employment of prevention and intervention strategies to address inappropriate behaviour, foster a positive school climate in which students can learn and teachers can teach.

When inappropriate behaviour occurs, schools will use a range of interventions, supports, and consequences that are developmentally appropriate, that include opportunities for students to learn from mistakes, and that focus on improving behaviour. In some situations, short-term suspension may be a useful tool. In the case of a serious incident, responses which are further along the continuum of progressive discipline, such as long-term suspension or expulsion, may be required.

Standards of Behaviour

All members of the school community must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity (e.g. avoidance of plagiarism);
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, disability or physical characteristics;
- respect the rights of others;
- employ non-violent means to resolve conflicts;
- show proper care and regard for school property and the property of others;
- adhere to administrative procedures with regard to the use of technology;
- take appropriate measures to help those in need;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching; and
- attend to responsibilities in a punctual manner.

Safety

All members of the school community must not:

- engage in bullying behaviours;
- commit sexual assault;
- traffic in weapons or illegal drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any weapon, from firearms to pocket knives;
- use any object to threaten or intimidate another person;
- cause injury to any person;
- be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs;
- smoke on school premises; on school buses or in taxis; or on school outings, trips or excursions;

- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes damage to school property or to property located on the premises of the school.

from Administrative Procedure 140

SCHOOL CLEANLINESS

Students need to help take responsibility to maintain a clean school environment. Hallways need to be kept clean from litter. Neither food nor drinks are permitted in the auditorium, computer labs, gym or library. Food should be consumed in the cafeteria or designated area of the school at lunch time. All garbage from lunch and snacks should be put into garbage cans. Recycling bins should also be used accordingly.

ATTENDANCE

Regular attendance is a major factor contributing to student success.

Attendance is taken in all classes and reported to the office. Students are expected to attend all classes and absences should result only for valid reasons such as illness.

Mackenzie's attendance policy will include the following procedures:

- students who must leave the school during the day are expected to report to the main office to sign out with a dated note from a parent/guardian;
- students who become ill during the school day should obtain the permission of the teacher and report to the main office.

NOTES/CALLS TO SCHOOL

Absenteeism from school should occur only for valid reasons, such as illness or a medical appointment. Absences must be explained by a telephone call or a note from a parent/guardian and should be presented at the main office prior to returning to class. Every effort is made to ensure that parents/guardians are aware of student absences.

If a student wishes to take part in a family holiday during the school year, his/her parent/guardian must request permission from the school principal. If permission is granted, the student must take responsibility for the completion of all school work that was missed during the absence.

LATES

Students are expected to be on time for each class. Lateness causes a disturbance to the instruction taking place in the classroom. Lates will result in disciplinary action from classroom teacher and by the administration if required.

DRESS CODE

Students should dress appropriately for school. Clothing that promotes alcohol or drugs are not acceptable. Other clothing items that are too short or too revealing are not appropriate for school. Teaching staff and administration will assist

students in determining the appropriateness of student dress if required. This dress code applies to all students. Students who dress inappropriately will be calling home to get more appropriate attire. Refusal to adhere to the dress code will result in disciplinary consequences.

SMOKING

The smoking area is out of bounds to grade 9 students. Smoking or use of tobacco products in the school building or on school grounds, on school buses or in taxis, at school-related functions or excursions is strictly prohibited.

SCHOOL DANCES

You should be aware of the following expectations regarding school dances:

1. No smoking is allowed anywhere in the school building or on school property.
2. Food and beverages cannot be taken into the gym area.
3. School dances are open only to county secondary school students in good standing (including secondary school students from the separate schools).
4. Guest passes must be requested from the office by 1:00 p.m. on the day of the dance.
5. If you bring a guest, you must accompany your guest through admission and accept full responsibility for the behaviour of your guest.
6. You will not be allowed re-entry to the dance once you leave. If you go outside, you may not return to the dance unless accompanied by a staff member.
7. Our dances are alcohol/drug free and if you are suspended because of a contravention of RCDSB Drug & Alcohol Policy at a dance, you will be banned from dances for a period determined by administration.
8. Dance starts at 8:00 pm, doors lock at 9:00 pm and dance ends at 11:00 pm.

All students and guests must abide by the Renfrew County District School Board's Drug and Alcohol Policy (AP350 - 10).

RCDSB POLICY AP350 - 10 ALCOHOL & RESTRICTED DRUG

The Renfrew County District School Board prohibits persons who are under the influence of, or have in their possession, restricted drugs or alcohol to enter school premises, attend sponsored functions, or use any school facilities. When a school employee suspects that a student has consumed, or has in his or her possession, restricted drugs or alcohol, during school hours, on school premises (anytime), on school buses or at a school related or sponsored function on or off campus, the employee is obligated to inform the principal or designate who will determine the nature of the offense and take appropriate action: i.e., involve the police regarding charges to be laid, inform the parents, and suspend the student.

TECHNOLOGICAL DEVICES

Use of Computers, Networks and Technological Devices

The RCDSB Administrative Procedure 141 addresses the implications of the use of technology in terms of safety, privacy and intrusion into district schools. The procedure states clear expectations for all Users who access the Board network or who use Board or Personal-owned devices while on Board property. The full Procedure is published at the RCDSB website: www.renfrew.edu.on.ca (and click on "Our Board" then the "Administrative Procedures and Forms" link).

Users are required to promote responsible use of board resources and to refrain from unauthorized access or abuse. Users are expected to make every attempt to avoid inappropriate materials. They are required to use computers and electronic devices as educational, business and communications tools and to avoid any use which has a negative impact on safe, caring and orderly schools/administrative buildings.

Users in the RCDSB may have access to the Internet, an unregulated world-wide network of computers, to the RCDSB's network and in-school wired and wireless networks. The RCDSB network is maintained by network systems administrators who may from time to time intercept electronic communication. There can be no assumption of privacy when using the network.

Personal technological devices may be used during instructional time for educational purposes.

Personal technological devices may be used outside of instructional class time, so long as the use of these devices does not distract from instructional class time, extracurricular activities, co-curricular activities and the use of the device does not violate any other school or RCDSB policy or negatively impact the network.

The school and/or RCDSB is not responsible for personal technological devices in the event of loss, damage or theft.

Technological devices (for example but not limited to: smart phones, ipods, pagers, etc.) may not be carried or be in the possession of students during examinations and/or other major assessments unless the Principal has given permission for students to do so.

If a student violates this administrative procedure, their personal technological device may be confiscated and returned to the parent or guardian, or to an adult student or 16/17 year old withdrawn from parental control, after the instructional day, or as appropriate to the circumstances.

ASSESSMENT AND EVALUATION

The Renfrew County District School Board believes that the purpose of assessment and evaluation is to improve student learning. To this end, Assessment and Evaluation practices shall:

- be focused upon clearly identified curriculum expectations and the achievement chart;
- provide opportunity for students to demonstrate learning to the best of their ability;
- be fair and equitable to all students;
- address the needs of all students, while appropriately recognizing relevant student differences;
- enhance learning by building on previous successes;
- identify next steps for students to improve their learning;
- include provisions for student self-assessment and goal setting;
- address both what a student learns and how well a student learns;
- be preceded by a clear description of the expectations and standards.

Specifically, the RCDSB has an Assessment and Evaluation procedure that:

- provides for ongoing, varied assessment that provides students with multiple opportunities to demonstrate their learning;
- regards assessment as an opportunity to guide instruction, thereby meeting the needs of individual students;
- ensures communication with parent/guardians regarding their child's progress and development;
- provides timely feedback to students to help students set appropriate learning goals;
- addresses the needs of students with an Individual Education Plan (IEP);
- ensures that students clearly understand what the curriculum expectations are as well as what the evaluation criteria are before beginning a task and/or course;
- provides in-class time for students to work on assessment tasks;
- requires the gathering of data on learning skills and provides feedback and progress updates to students and parents in regards to the student's progress in these skills.

Reporting:

- Provincial report cards will be issued twice a semester. Reports will include an indication of a student's development of the Learning Skills and Work Habits as well as the student's achievement of the curriculum expectations.
- Students in Grade 9 – 12 can expect their achievement to be reported as a pegged percentage mark at midterm and a percentage mark on the final report card.
- Students in grades 9 and 10, who have not been able to demonstrate their competency in a specific subject area, due to such instances as prolonged absence or illness will receive a mark of "I". This indicates that there is insufficient evidence to provide a mark at that time. According to Ministry Policy, a mark of "I" is not permitted in grade 11 and 12.
- Students who receive a mark below 50% on their final report card, may be eligible for Credit Recovery. This will be determined through the Student Success Team at the school, in consultation with the subject teacher.

Late or Missing Assignments:

The timely submission of assessment tasks is a Work Habit. As educators, our role is to support the development of learning skills and work habits. Teachers will use a variety of strategies to ensure that work is submitted on time. However, if work is late a teacher may require a student to complete the task through academic detention and will notify parents to discuss consequences and next steps. In addition, the Student Success Team will be involved in providing support to both the student and teacher in the completion of this work. Any issues with

non-compliance, regarding the submission of work will be referred to the Principal of the school.

COMPUTER POLICY

The computing systems at Mackenzie are intended to support its educational purposes and to enhance its educational environment. All Mackenzie computer users should be aware that they have access to valuable and sensitive resources, and that their computing practices can adversely affect others.

Students will NOT:

- bring food or drink into the computer lab;
- attempt to access someone else's workspace;
- copy software;
- alter, destroy, remove, and/or disclose data, information, equipment or software;
- save on the hard drive unless authorized to do so;
- participate in malicious or unethical use;
- do anything to interfere with the continued use of the system by all users;
- load any software onto computers;
- use profane, obscene or discourteous language as filenames or file contents;
- be or use abusive, racist, sexist, or disrespectful behaviour;
- play games on the computers.

Users are ultimately responsible for any and all use of their computing accounts. Users should maintain secure passwords for all accounts assigned to them. Users must use computing facilities and services only for the purposes for which they were authorized.

INTERNET

When using the Internet connection at Mackenzie, these guidelines should be followed:

1. Discuss/explore only appropriate and educational subjects.
2. Never post home addresses or home numbers – neither yours nor other students. Use school's address and phone number only – even if you think you "know" your correspondent.
3. NEVER send your picture to someone.
4. Mackenzie Community School will report illegal activities to the authorities.

The first offence for violating this agreement is the withdrawal of all computer access for a period of one week. A second offence will result in a period of a

month, and a third offense will result in a semester. Depending on the offense, penalties of suspension and criminal prosecution are also possible. Remember that nothing you do on the network is private and can be tracked by the Network Administrator. Mackenzie Community School **reserves the right to deny user privilege for any student.**

PLAGIARISM

Plagiarism is forbidden.

The staff and administration of Mackenzie Community School believe academic dishonesty conflicts with a high school education and the free inquiry of knowledge. Plagiarism, cheating, forgery, facilitating or aiding academic dishonesty, unauthorized access or otherwise manipulating student records/work and computer programs are all forms of dishonesty that corrupt the learning process and threaten the educational environment for all students.

Plagiarism is stealing. Students that plagiarize will:

1. Write a letter of apology to the teacher.
2. Serve a one day "in school suspension" for completion of 1,3,4.
3. Complete a Plagiarism remediation package.
4. Re-do the assignment to a satisfactory level.
5. Serve a 2 week suspension of computer privileges.
6. May receive an automatic "N" in the Work Habits section of the report card for that course.
7. If plagiarism reoccurs, a range of consequences up to and including suspension or removal from the course will be considered.
8. A letter will be sent to parents and a copy filed in OSR.

Process

A teacher, having determined conclusively that plagiarism has occurred, will inform the Principal. The Principal will meet with the student and teacher to confirm that the evidence is conclusive. The Principal will follow the steps outlined above. Students have the right to appeal for removal of the form letter from their OSR one year from its placement in their file. This appeal must be addressed to the Principal. Should the appeal be upheld, the Principal will inform the student and teacher (in whose class the plagiarism occurred) in writing, that the letter has been removed.

STUDENTS OVER EIGHTEEN

Students who are 18 years and older may request and sign a form for school communication to go directly to the students.

FIRE, LOCKDOWN & EVACUATION DRILLS

Mackenzie Community School will be conducting several safety drills – fire, tornado, lockdown and evacuation during the course of the year. These drills are meant to prepare students to take precautions in the event of an emergency. In each case more than one drill may occur. Our practice is to advise staff and students when a drill is conducted for the first time. However, subsequent drills are conducted without advance notification.

