



Success For All

2021•2022

Réussite pour tous

STUDENT HANDBOOK



@wjmouat



wjmouat.sd34.bc.ca



w.j. mouat secondary school



wjmouat

Ms. Linda Pollastretti

Ms. Jennifer Bell

Mr. Baljeet Gill

Ms. Soraya Rajabally

Principal

Vice-Principal

Vice-Principal

Vice-Principal

School Strategic Plan

Mouat is a school that creates for its students a classroom culture that supports deep learning.

SCHOOL RESOURCES & PROCEDURES

Counselling

The Counselling Centre offers a complete range of counselling services to the students of the school. These services include course planning, post-secondary school requirements, financial assistance, bursary and scholarship information, personal counselling, and referrals to community agencies. Students are encouraged to familiarize themselves with the resources available in the Counselling Centre. Students are assigned to counselors alphabetically by surname.

Helpline for Children

Do you or someone you know needs help?

If in immediate danger, call 9-1-1 or your local police. If you or someone you know is being abused or neglected, you can call the 24-hour Helpline **for Children toll-free at 310-1234** (no area code is required).

Anyone Can Call:

A **child** who is being abused at home, at school, - anywhere - can call for help.

Parents who are afraid they might hurt their child can call for help.

A **Community member who knows** a family where a child is being abused, call the Helpline. You can call anonymously.

On the Other End of the Phone:

There is always a social worker at the end of the phone willing to listen, someone to take action, someone who cares.

Textbooks, Deposits & Fees

Textbooks

Textbooks are issued by subject teachers. There is no charge for use of textbooks. Students will be charged if books are lost or damaged.

Workbooks:

Some courses may charge a deposit (face value) subject to the return of the commercially printed workbook in original condition.

Fees

Schools may charge fees for non-curricular services. The following is a standard of service for each fee across the district.

Graduation Fee: The basic cost for graduation will be \$60.00 to cover the cost keeper cap, gown and tassel, folder, diploma and venue fee.

Student Activity Fee: The student activity fee is charged to cover costs of student agendas or app, student activities, and locker rental. The fee amount for 2021-2022 will be announced in September 2021.

Elective Course Materials

Students may be required to pay for materials of superior quality (optional materials) used in the preparation of a project to meet a course requirement.

Locks & Lockers

Each student will have the opportunity to sign-out a locker once the "Rules Regarding Student Lockers: Conditions of Use" form has been completed and returned. Students are responsible for keeping the locker they have been assigned clean and secure throughout the year. Only school locks may be used. Students who lose locks will have to purchase one at the office for \$8.00. Lockers should be kept clean and free of graffiti. Posters and pictures will be allowed if they reflect good taste. Student lockers are the property of the school and may be subject to search at any time with cause. Students should not share their locker combinations with anyone.

PE Change Room Theft

The P.E. change rooms are the number one theft location in the school. Students must bring their own lock for use in the P.E. change rooms. Do not bring money or any other items of value to the locker room or leave them in your bags in the gym. Thieves are always at work and will go through your stuff. The school will not be responsible for lost or stolen valuables. Lock it up, or better yet, leave valuables at home.

Terms & Letter Grades

Students with incomplete work or who are in danger of failing will be issued an "I" (Incomplete). In consultation with teachers, students may be given an extended opportunity to complete the required work.

A =86 - 100%

B =73 - 85%

C+ =67 - 72%

C =60 - 66%

C- =50 - 59%

I =0 - 49%

(I) =Incomplete

Performance Indicators

These comments refer to student performance in the areas of behaviour, work habits, attitude and effort.

G: Good student performance

S: Satisfactory student performance

N: Student performance needs improvement

Semester End Assessments

Semester End/School-based Course assessments are administered near the end of each semester or term. There is an expectation that students will have completed the course requirements prior to completing Course End exams or assignments. There is also an expectation that students will complete their assessments on the scheduled day. Schedules will be posted and communicated to students by classroom teachers near the end of each term.

Student Recognition

Honour Roll

W.J Mouat Secondary recognizes students who show excellence in their studies through the Honour Roll. Each semester students who are on the honour roll receive a certificate. Honour Roll recipients are students who have received all A's and B's in the four or more classes they are enrolled in during the term. To be eligible, students must be enrolled at WJM in a full-time program.

Student of the Month

Each month we select a Gr. 12 student that goes above and beyond in extra-curricular, helping out around the school, co-operation, etc. The teacher-nominated student meets the following criteria:

- Demonstrates school spirit
- Has a positive influence on self and others
- Makes a positive difference in the school or community
- Demonstrates a notable commitment to outstanding achievement in course work

Academic Dishonesty

We expect students to strive for academic excellence in an honest manner. We value academic integrity and ethical behavior, and will not tolerate academic misconduct of any kind including:

Plagiarizing:

- Copying work, or lending any of your work to another student to be copied.
- Representing any part of your work as your own that is not.

Cheating:

- Talking/communicating in any way with other students during a test.
- Having any unauthorized test related material during a test.

Collusion:

- Knowingly helping another student to perform any act of cheating or plagiarism.

Consequences:

- All such infractions will be recorded in the student's behavior record.
- Administration may suspend students in-school.
- Repeated offenses may result in more severe consequences

GRADUATION

Class of 2022 Expectations

Our grade 12 students are expected to be role models on campus. Students earn the privilege of participation in grad ceremonies by having the correct courses, and correct number of course credits successfully completed. Students who are short of course credits and/or failing required courses will not be able to participate in graduation activities. This decision will be made by counsellors and the school administration on a case-by-case basis. Students affected will be informed. Students who are unclear about their graduation eligibility should contact a counsellor at the earliest opportunity.

Grad Activity Participation

It is a privilege for students to attend activities organized for grads. If a student's behaviour does not meet the W.J. Mouat Code of Conduct, or if the student has excessive absences from any classes, Administration may revoke privileges to attend year-end graduation activities.

Grad Ceremony Eligibility

A student may participate in the grad ceremony and other activities only once. Students enrolled in graduation required courses outside of WJM must be **80% complete by May 1st** in order to be eligible to take part in the ceremony.

As of mid-February, of the current school year, the student must be eligible to meet all Ministry of Education Graduation Requirements by the end of the second semester, based on courses already completed and courses currently scheduled at W. J. Mouat.

If students are expecting to meet graduation requirements through courses completed at other accredited BC institutions, they **may** be considered for re-assignment to grade 12. In order to be reinstated **students must:**

- submit documented proof of registration and successful course completion from an approved educational institution other than WJ Mouat (AVS, night school etc.) directly to their counsellor for evaluation and approval.
- for COURSES IN PROGRESS, students must by May 1st meet with their counselor to present them with a progress report from their course teacher indicating the amount of the course curriculum that the student has completed and the student's current % grade. A determination will be made at this point whether you are making good progress toward meeting graduation requirements.
- A student designated in a Ministry of Education Special Education program who would not otherwise qualify may be considered. The student, parent, and case manager will meet to discuss inclusion in graduation activities during the intended year of graduation. Students who choose this option MAY be eligible to return to WJ Mouat or an alternate grade 13 district program the following year, in consultation with the case manager and parent.

IN ADDITION

- A student who completes graduation requirements in Semester One is eligible to take part in the grad activities ONLY in June of that school year.
- It is the sole responsibility of all students (especially those who leave WJM in January) to stay informed of all grad-related deadlines and activities.

ACTIVITIES

Athletics & Athletic Fees

The costs of our athletic program are paid with the athletic fees charged at the beginning of each season. Additional financial support comes from student fees, our PAC, and fundraising. These fees offset the costs of supplies, tournaments entry fees, officials, transportation, awards, and uniforms.

Fall Sports: Football, Volleyball, Cross Country, Swimming

Winter Sports: Basketball, Wrestling

Spring Sports: Track and Field, Rugby, Soccer

Visit our Athletics website at <https://wjmouatathletics.abbyschools.ca/>

For more information contact our Athletic Director: Jon.Rahe@abbyschools.ca

Clubs and Activities

Everyone needs to be involved in school culture! Consider joining one of our many clubs or activities. Mouat Clubs include: Guitar Club, Vocal Music, Photography Club, Chess Club, Benevolent Nerds, Key Club, Improv Team, Art Club, Environmental Club, GSA Club, Multicultural Club, Hawkzine Newspaper.

STUDENT CONDUCT

Student Illness

Students who become ill during the school day are asked to check in at the school office. A call will be placed to the student's home. If a parent/guardian is contacted, the student will be permitted to go home with parents' permission. **Under no circumstances will a student be allowed to go home without permission from home and school.**

Signing In & Out

All appointments should be made outside of school hours. If students are leaving the school for any reason, they must sign out at the office. To do this, they need a note/phone call from their parent/guardian. When returning from your appointment, report to your scheduled class.

Late Policy

Students are expected to arrive to school and all classes early or on time. Repeated lates will result in consequences from teachers or administrators.

Attendance

Students who attend all of their classes perform better in school. It is expected that students will attend all classes unless absent for a legitimate reason such as illness. If you are absent, have a parent call the office to report the absence or hand in your signed note to the office all within 24 hours of your absence from school. WJM will use email or call home to notify parents daily on attendance.

Missing classes without permission is **truancy**. Truant students be assigned consequences by teachers and/or administration. Continued truancy will result in escalating discipline including school suspensions and/or withdrawal from school. For Gr. 12 students this may mean not being allowed to participate in Grad activities.

Vacations During School Time

In accordance with School District Policy 9.220 (Student Vacation During School Time), we believe the school calendar provides a generous vacation schedule. Our curriculum is demanding, and class attendance is crucial. When students miss instruction, their achievement normally suffers.

It is unreasonable to expect teachers to take responsibility for the progress of students who miss classes for vacations or other activities scheduled during instructional time. Assignments or assessments missed may not be available at a later date. If the parent chooses to take a vacation during school time,

- 1 Students will complete the "Long-Term Absence" form from the office.
2. Students ask teachers complete the form and have it signed by parents
3. After admin approval, student returns form to counseling office
- 4. Not all student absences will be approved. In some cases, students may be asked to withdraw.**
5. Students are responsible for all work assigned to them by their teacher.

Student Driving & Parking

Students are expected to practice safe driving on school grounds and in the neighbourhood. Drivers who operate their vehicles in an unsafe manner will have their driving privileges to school revoked and may be referred to Police. Students may park only in assigned student parking. Parking on residential streets is bound by municipal regulations. The school district assumes no responsibility or liability for loss or damage to any vehicle parked at Mouat.

Cell Phone Use

Cell phones are not to be used during instructional time unless teachers give permission. The use of any cell phone in a manner that violates a person's reasonable expectation of privacy including use in change rooms, washrooms, or academic examination rooms, is strictly prohibited. Cell phones that interrupt classes may be confiscated till end of day.

Cyber Bullying

Cyber Bullying through the use of any electronic means is strictly prohibited. Cyber Bullying deliberately threatens, harasses, or intimidates another individual. This can be a violation of a student's right to be safe and secure on campus. Students who misuse technology in this manner are subject to disciplinary action.

Alcohol & Drugs

Students shall not attend school or any school-organized or sponsored event while under the influence of drugs or alcohol. Students shall not buy, sell, distribute or possess drugs during school time or at any event that is organized or sponsored by a school. Students violating this policy shall be subject to discipline in accordance with the established district policy. For the purposes of enforcing school rules and maintaining a safe and orderly learning environment, principals and vice-principals with cause may conduct lawful searches of students, lockers and any other property.

Smoking

Both school district policy and legislation from the Provincial Government prohibit smoking and possession of tobacco products, vapes or e-cigarettes on school property. Students will not be able to smoke on or near campus. Students are asked to be respectful of our neighbours by not loitering, smoking, dropping cigarette butts, and dropping garbage on sidewalks.

Vaping

Vapes are now regulated by legislation. They are not allowed to be sold or given to minors. Vapes used on campus will be confiscated and the user disciplined. If there is a possibility the product used contains THC products or other drugs, the device will be turned over to the APD.

Weapons/Fireworks

Weapons and fireworks are not permitted on school property or at school-sponsored events.

Visitors

WJ Moaut is a closed campus. Visitors and guests are not permitted unless approved by administration. All visitors must report to the office upon arrival.

Dress Code

Common sense is the key to student dress and grooming at WJM. We expect students to dress appropriately and be ready for learning while at school. Clothing that is offensive and/or detracts from learning is not acceptable.

- Pajamas are not acceptable unless it is a school spirit Dress up day.
- Students are permitted to wear hoodies provided that they do not cover their head. To ensure school safety, we must be able to identify our students.
- Clothing with graphics promoting inappropriate or derogatory comments including references to sex, alcohol, drugs, racism, violence or gangs is not acceptable in our school community.

Emergency Procedures

Fire Alarm during class time:

Students must exit the building with their teacher and report with their teacher to their teacher's designated area on the soccer field for attendance.

Fire Alarm during morning, transition or at lunch:

Students must exit the building and report to their Block A teacher on the grass field immediately West of the parking lot. **Students on a scheduled study block** report to Ms. Mangat's area of the evacuation site around the grass field.

Earthquake:

"Duck and cover" until shaking stops. Everyone exits the building as safely as possible and report to their designated area on the grass field for attendance with their teacher or report to their Block A teacher if class is not in session.

Lock Down & Shelter in Place

Students are to remain "locked in classroom" until "all clear" is announced. If a student is not already in a class, they will immediately report to the nearest classroom. If outside the building, they will seek refuge at Gordie Howe Middle School or if not safe, at MRC. If a fire alarm rings during a Lockdown, do not evacuate unless directed by school administration.

School Photos & ID Cards

Photographs are required of all students for the school yearbook and for identification purposes. Please see the Calendar for picture days and picture retake days.