

# Mulock Guidelines

## Policies and Procedures

### Welcome

This document has been designed to assist students and parents in preparing for an exciting and productive year at SWMSS. It is to be used as a reference to obtain information on school operations, and expectations of students. Students, parents/guardians should refer to these guidelines, the school website and calendar as a resource for planning throughout the school year.

Beyond your program of study, you are encouraged to get involved in some of the clubs, groups and teams available. Students should listen to morning announcements, refer to announcements posted on TV monitors and speak to their teachers throughout the school year for information regarding school involvement.

While we encourage student participation in extra-curricular activities, we remind students of their scholastic obligations and promote a healthy balance between the two. Get involved! Make your mark at SWMSS, home of the Ravens!

### Code of Student Behavior

Students have the right to learn in an environment that is dynamic, engaging, purposeful, inviting, and secure. A student is expected to behave as a person who thinks clearly, feels deeply, and acts wisely.

Students must familiarize themselves with and obey the rules governing Sir William Mulock Secondary School and the York Region Safe and Caring Schools Policy.

It is expected that students will treat all other students and staff with courtesy and respect. Racial discrimination and bullying of any kind is not tolerated. The code of student behavior is outlined in more detail throughout these guidelines.

### Appropriate Dress Policy

School is a student's full-time job – to realize their potential at school and to be the best students they can be. Wearing appropriate clothing helps to set the proper tone for a respectful workplace and learning environment. Our dress code is in effect during the school day and at all school events.

- |               |  |
|---------------|--|
|               | <b>Head</b>  |
| Acceptable:   | hair bands (excluding bandanas), headgear for religious or health reasons or for official ceremonies or school-theme activities  |
| Unacceptable: | bandanas, hoods, sunglasses not being used for medical purposes  |
|               | <b>Tops</b>  |
| Acceptable:   | dress shirts, polo shirts, T-shirts, sweatshirts, blouses, tanks and halter tops that do not show undergarments, midriff and excessive cleavage  |
| Unacceptable: | tops that bare the chest, midriff, tank/halter tops which show undergarments, muscle shirts (that bare the torso), see-through clothing, clothing with vulgar/racist symbols, obscene/sexual images, gang clothing or paraphernalia, depictions of weapons, violence or gore, drug/alcohol paraphernalia, tobacco products |
|               | <b>Bottoms</b>   |
| Acceptable:   | dress pants, jeans, casual pants, athletic wear, fitness wear, shorts, capris, skirts, dresses   |
| Unacceptable: | excessively ripped or torn clothing, mini or micro shorts/skirts/dresses, pajamas, sagging pants that expose undergarments, pants and skirts below hip level   |
|               | <b>Footwear</b>  |
| Acceptable:   | shoes or sandals   |
| Unacceptable: | bare feet  |

### Respectful Schools

#### Bullying Prevention

Bullying is a destructive behavior. It causes harm to everyone involved and can change lives. The problem of bullying can only be solved if young people and adults act together. We can make a difference. Don't leave it up to others. What to do? If you are being bullied, or if you are worried about someone else who is being bullied, the most important thing to remember is to talk to someone you trust. What not to do? Don't hide or ignore what is happening from the adults or peers you trust. The right action to take when you need help is to ask for help. Remember...

- ▶ Nobody has the right to harm other people by harassing or defaming them in person or on social media, hitting or beating them, calling them names or doing anything that is intended to be hurtful.
- ▶ Bullying is wrong whatever the age of the person who is doing the bullying. If a student or adult is bullying you (or someone else) or trying to make you do something you think is wrong, you must talk to somebody you trust about this at once.
- ▶ You can help other people who are being bullied. You can encourage them to talk to an adult, or you can offer to talk to an adult on their behalf. You might be able to let bullies know that you do not like what they are doing and that you are determined to see that they stop.
- ▶ You can also help by taking part in the school's anti-bullying and bullying prevention activities.
- ▶ Report to a teacher or administrator any situations where you feel you have been bullied. This can be done in person or by using the anonymous Report It tab on the school website.

#### Netiquette, Cyberbullying and Safety

Students are encouraged to exercise careful thought and discretion when interacting or posting messages/images on the internet. The school name cannot be used in labels for internet posts without the explicit permission of the school administration. Cyberbullying is not permitted under the Safe and Caring School policy.

#### Cellular and Smart Phones

The use of cellular phones and smart phones is restricted to the cafeteria and hallways during non-instructional times. Teachers may permit students to use these devices during classroom instruction for learning activities. These devices are not allowed during quizzes, examinations or tests without teacher consent. The use of unapproved electronic equipment such as cellular phones, smart phones, iPods etc. may be considered a violation of the school's Academic Integrity Policy.

#### Sexting

Students are not to send inappropriate pictures of themselves or others on their cell phone or laptops. This action will be dealt with firmly by administration and may result in suspension and /or expulsion, as well as criminal charges.

#### Food in Classrooms

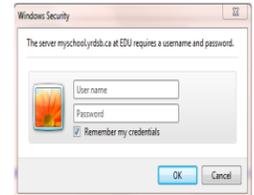
Only water in containers will be allowed in classrooms. Food and drinks other than water will be allowed only with explicit permission from the teacher. Food or drink is also prohibited in the library and computer labs. Students requiring a nutritional break are to arrange this time with their teacher.

### “Myschool” Remote H: drive Access

Access to H: drives via a web browser from any device. This service will also work from locations outside YRDSB (home for example).

To access this site, follow the steps below:

1. Open any internet browser and type the URL <https://myschool.yrdsb.ca>
2. You will be prompted to enter your user name and password. Enter your credentials using the format of edu\loginname then your password (same login used at school to login to the school network). Note that this screenshot will look different depending on what browser, platform you are using.



3. Once logged in, you will be presented with a page that looks similar to this:



4. Any modifications made will show up on your H: drive at school. So if you delete a file here for example, then it would be deleted at school as well.

### Google Calendar

Sir William Mulock has incorporated the use of Google Calendar to inform students, staff and parents of important calendar events for the school year. The school google calendar has been posted on [mulock.ss.yrdsb.ca](http://mulock.ss.yrdsb.ca)

### Modern Learners

All students at SWMSS are invited to bring their own laptop to school. Modern Learning is designed to address both the academic and social engagement of all students.

### Attendance Policy & Procedure

Students at SWMSS are required to attend regularly, to be punctual, and to participate in all scheduled classes. When absences are not avoidable, students are responsible for inquiring about and obtaining any missed work from the teacher. Students who have excused absences, such as field trips, sports events, and suspensions will be considered to be “in attendance” at school although they may not be physically in the building. Valid reasons for absences include illness, bereavement, or family emergency. Authorized absences include dentist visits, driver's test, and court appearances. Truancy is an invalid reason for absence.

In order to assist with unexplained absences we are asking parents/guardians to call or email the school prior to when your child will be missing a full or partial school day. This will allow us to verify the absence on a daily basis.

Students are required to also sign in and out of the office if arriving late or leaving early. The student will obtain an admit slip and show it to each teacher. Students who have been signed out of classes cannot remain on school property.

#### Field Trips

Students on field trips are subject to the same expectations that apply while at school.

#### Late for Class (arriving after the bell)

When a student is less than fifteen minutes late, the student will go directly to class. The student will provide the valid reason for tardiness and/or signs the late sheet upon arrival to class. The subject teacher will discuss the tardiness with the student. The student may be asked to make up the time missed with the subject teacher or in a detention room. Frequent late arrivals will result in added consequences, such as parent notification or referral to a vice-principal.

#### Students Who are 18 Years Old or Older

Students who are 18 years of age or older are expected to follow the attendance procedures as outlined. They must also call the attendance secretary and indicate when they are absent. Students who do not follow school attendance procedures will see an administrator.

#### Attendance Reports

Sir William Mulock is pleased to provide an automated and email attendance report on a daily basis. Parents are asked to ensure accurate phone numbers and email addresses are provided to the main office.

#### Extended Absences

Planned absences of three or more consecutive days require the completion of a “Special Leave” form at least one week in advance of the leave. The form is available in the main office. The process includes obtaining signatures from teachers and a school administrator. It is the student's responsibility to catch up on all work missed.

Family vacations must not be scheduled during exam times, (check “Dates at a Glance” or the Mulock Google Calendar in January and June). Students are required to be present during all exams scheduled in each course.

*Soaring to Excellence*



# Mulock Guidelines

## Policies and Procedures

### Academic Expectations

#### Assessment, Evaluation and Communication of Student Achievement Policy

Students will be provided with assessment and evaluation guidelines by each subject teacher. Teachers will communicate timelines for assignments and collaborate with students to establish deadlines for assignments. Identified and ESL students entitled to extra time on assignments should discuss their due dates with their teacher. Students are responsible for completing and submitting assignments, understanding the consequences for not completing/submitting assignments and communicating their progress with their teacher. If the assignment is not submitted on the due date, the teacher may deduct marks up to a maximum of 2% per day, total deductions up to 10%. Refer to the school website for the full policy.

#### Examinations

Final examinations are held at the end of each semester. Students will receive a copy of the examination timetable at least two weeks in advance of exams. Students are required to write all examinations at SWMSS as scheduled. **The administration will not authorize absences due to vacation or employment.** When an exam is missed because of illness, a valid Doctor's Certificate must be provided.

Cell phones and other electronic devices are to be secured in back packs or lockers at all times during an examination.

#### Academic Integrity

Students at SWMSS are expected to think independently and work honestly. All students are expected to be honest academically which includes not cheating or plagiarising.

#### Cheating Involves:

- ▶ the act of copying the work of others during a test or examination.
- ▶ the unauthorized giving or receiving of information or assistance during a test or examination.
- ▶ the bringing of unauthorized material into a test or examination.
- ▶ the submission of a project, assignment, homework, or essay (in part or whole) that was written by or purchased from another, as your own work.
- ▶ the submission of the same or substantially similar work for evaluation in two courses, unless both teachers have given prior approval.
- ▶ the use of unapproved electronic equipment or other devices

#### Plagiarism Includes:

- ▶ material taken from oral, visual, printed, or electronic sources and used without proper acknowledgement.
- ▶ submission(s) in which the words have been re-arranged, summarized, or paraphrased without acknowledgement.
- ▶ assignments which have been partially or entirely composed by another.

If a teacher suspects that a submission is not original work, it is the responsibility of the student to demonstrate the work to be his/her own.

#### How to Avoid Plagiarism:

Don't copy and paste text from print or electronic sources. Have your teacher or the librarian peruse your rough work or draft copy. Teachers may use Turnitin software to assist in determining plagiarism. Visit the library or the library home page at [mulock.ss.yrdsb.ca](http://mulock.ss.yrdsb.ca) for guidelines on referencing.

#### Consequences for Cheating and Plagiarism

Students involved in acts of academic dishonesty may be referred to a school administrator. Consequences may include; parental/guardian contact; awarding a mark of zero for the evaluation or assignment; and/ suspension from school. Consequences will escalate for repeated acts. A record of the student's name and the nature of the offence will be retained in the main office.

#### Homework Requests

If a student is unable to attend school and will miss more than two school days, homework may be requested from subject teachers. Teachers require 24 hours notice to fulfill homework requests. If there are any question or concerns, please contact your vice-principal.

#### Parent/Teacher Interview Night

Your parents/guardian are encouraged to contact the school at any time regarding information on your progress. Every semester, following the distribution of interim reports, parents are invited to attend Parent/Teacher Interview Night. Parents are encouraged to keep open lines of communication on student progress throughout the school year.

### Security

#### Surveillance

Surveillance cameras are positioned in many areas of the school to enhance supervision and security both in and out of the building. The school administration may review images of students in an investigation to verify whether there has been a breach of the school's code of conduct.

#### Lockers

Each student will be issued a locker, and is responsible to maintain and take good care of the locker. Lockers are the property of YRDSB and are on loan to students and are subject to search by the school administration.

Students are required to provide the locker combination to the school. Locks may be cut off if the correct combination is not provided. *The school cannot assume responsibility for lost or stolen articles.*

Students are to empty their locker and remove their lock at the end of each school year in June.

#### Personal Property & Theft

Students should not bring excessive amounts of money or other valuables to school. Money and valuables should not be left in the physical education change rooms at any time. Students using portable computing devices should lock them in their lockers prior to physical education class or after school events. The school is not responsible for lost or stolen articles. If it is necessary to bring money or other valuables to school, they may be left in the office for safe-keeping. Theft or other criminal activities may result in police involvement.

#### Bicycles, Rollerblading and Skateboarding

Students may not bike, rollerblade or skateboard in the school building. Students should ensure they lock their bicycle if they bring it to school. The school is not responsible for lost or stolen bicycles.

### General Information

#### Privacy of Information

- Student information is private and the school board has a legal obligation to protect it under the Municipal Freedom of Information and Protection of Privacy Act. To satisfy other legal obligations, certain information is routinely released to the Ministry of Education, the Board's insurance company, etc. Information may also be disclosed for purposes such as:
  - ▶ School Council, parent/teacher meeting(s), Student Council use
  - ▶ Media publicity
  - ▶ Yearbooks, newsletters, school display, videos, registration and for extracurricular activities
- Right to Privacy: It is an invasion of privacy for unauthorized individuals to capture, manipulate, produce, publish, or display pictures or stories of a person or group, without permission of the featured person(s). Serious consequences will follow such infringement.

#### Public Notices

In general, only notices pertaining to school activities may be displayed at SWMSS. All flyers or posters must be signed and dated by a school administrator. A maximum of 15 copies of approved notices may be posted at designated areas in the school.

#### Visitors to the School

Visitors are allowed at SWMSS only on official school business. All visitors are required to report directly to the main office to sign in. Unauthorized visitors are subject to charges under the Trespass to Property Act. Students are asked not to bring friends or siblings to the school to spend a day. Such requests cannot be accommodated.

#### Parking

Students may park in the north lot only. Parking is not allowed in the emergency vehicles/bus route. To be eligible to use the lot students must have a valid student card, driver's license and insurance.

#### School Materials

Materials on loan to students are the property of the YRDSB. Students are responsible for the return of their texts in good condition to their subject teacher at the end of each course. Materials lost or damaged must be paid for.

#### Student Fee

The fee collected for the student activity card is used to support Student Council and extra-curricular activities held throughout the school year. Some of the things that the fees support include clubs, team transportation, dances, semi-formal, special event days, assemblies, guest speakers and other student sponsored activities.

#### Co-Curricular Program

To participate in school sponsored co-curricular activities, including sports, drama, music and other after-school optional programs, students will be required to show their student activity card. While some costs may be covered through the student activity card, it may be necessary for the student to pay for additional expenses related to the activity.

### York Region District School Board

#### Properties are Smoke-Free

To protect the health of staff and students and to comply with the Tobacco Control Act, YRDSB properties are smoke-free. Failure to comply can result in suspension from school and/or fines.

### Health and Safety

#### Health Matters

Students should have a basic awareness of their health history. Parents are required to inform the school (in writing) of any special health concerns of their child(ren) - particularly for emergency situations. The school must also be provided with the name and current phone number of an emergency contact for each student.

#### Accidents at School

All injuries must be reported to the person supervising the class or activity and to the main office.

#### Anaphylactic Reactions

School staff and parents are responsible for creating safe and healthy environments for students. Peanuts, legumes (chickpeas, pinto beans, soybeans, kidney beans), nuts and their products, including peanut butter, are the leading causes of anaphylaxis, although there are other allergens which can cause reactions. Even a trace amount or airborne particles can trigger a reaction.

School staff and parents can take important steps to minimize potentially fatal allergic reactions as there are implications for the whole school. Parents must communicate a life-threatening allergy to the school as soon as they are aware of it. Please notify the principal and your child's teacher so that we take the steps to create accurate records and inform staff of the established protocol. While every effort is made to ensure that the community members are not exposed to allergens, it is up to each individual to monitor his or her situation and to take precautions to avoid triggers.

As a community that places the safety of all students as a top priority, we ask that students and parents assist by refraining from sending peanuts, nuts and their products to school.

#### Please Refrain from Using Scented Products

All staff, students and visitors are asked to refrain from or minimize the use of scented products, as they can result in adverse effects on the health of others.

These products include: perfume, hair spray, lotion, body spray, air fresheners, aftershave and hand cream.

### Guidance and Career Services

Counsellors assist students in planning and working toward their educational and career goals, as well as personal challenges.

#### Community Involvement

All students must complete a minimum of 40 hours of community involvement activities as part of the requirements for an Ontario Secondary School Diploma. See the YRDSB "Community Involvement Information Guide" for information. When in doubt about the eligibility of an activity, please check with a guidance counsellor.

#### Withdrawal from a Course

All students are expected to be full-time and take four courses each semester until they have earned 24 credits. Following which at least three courses per semester are required. Students must maintain full-time status in order to participate in co-curricular activities.

Requests for withdrawal of a course must be obtained through the guidance department.

#### Full Disclosure

Full Disclosure applies to all student in Grade 11 or 12 courses. Refer to the YRDSB student guidelines.

#### Course Selection

Students will select their courses in February of the preceding school year. Courses are to be chosen carefully, as the timetable will be created based on your choices. Changes may not be possible once the school year begins. The courses offered at SWMSS can be found via our school's link at [mulock.ss.yrdsb.ca](http://mulock.ss.yrdsb.ca) or at the YRDSB site at [www.yrdsb.ca](http://www.yrdsb.ca)

#### Course Changes

Changes will only be made for exceptional reasons. Course changes will only be completed during the first week of each semester.

### Cafeteria/Library Expectations

#### Cafeteria

The cafeteria has been designed as an environmentally friendly facility. All students must work together to maintain a clean and healthy environment. Please use the garbage and recycling bins appropriately. Students are not permitted to enter the servery with their school bags or back packs. Push all chairs in after use. The charging stations located in the cafeteria are only to be used for the charging of computing devices.

#### Learning Commons

The Learning Commons Resource Centre at SWMSS is open each period of the day. During the lunch periods, the library is used for class instruction, students on spare will be admitted for quiet study and research during instructional periods when space permits. Students who arrive in the library without a teacher note or call will be sent back to class. Social networking sites, gaming are not permitted unless related to classroom activities. Food and drinks are not allowed. The Computer/Internet Acceptable Use Policy is strictly enforced. Library books are loaned for 2 weeks, multimedia resources (e.g. videos) overnight with a student ID card.