

MORELL REGIONAL HIGH SCHOOL

SCHOOL ATTENDANCE POLICY

Public Schools Branch Attendance and Engagement Procedure

1.1 The Public Schools Branch seeks full cooperation from parents/guardians in promoting regular school attendance and punctuality to their school age children.

1.2 Attendance in school is central to educational achievement and school success. School attendance is required by law, under the School Act, for all children between the ages of six and sixteen. Parents/guardians must ensure that students attend and remain in school daily.

Morell Regional believes regular school attendance leads to improved academic performance. We monitor student attendance and record and report absences on a regular basis. Although the current pandemic will likely affect student attendance to some extent, we do ask parents to assist us in the promoting and monitoring attendance as much as possible following a simple, yet effective procedure of communication with the office.

Parents/Guardians should contact the office at 902-961-7345, EXT 0 by 9:30 a.m. to inform us that a student will be absent and/or late for school. The school may contact home to validate an absence if necessary.

Students who are late must report to the Administration Office to sign into the building. It is expected that they will have permission to be late, otherwise there may be disciplinary measures imposed. These disciplinary measures usually require the student to report to a classroom designated as “Detention.” Here, they will spend 20 minutes during the lunch break. It is designed as a deterrent and a reminder that it is important to be on time and on schedule. The disciplinary measures will increase progressively if unexplained lateness continues to occur.

Students who are leaving during the day **must sign-out in the Administrative Office** and provide evidence of permission to leave. Failure to adequately explain an absence **prior** to leaving the building will be interpreted as skipping school, and will result in detention or other disciplinary measures.

Students who shall be absent for a significant amount of time are expected to make efforts to obtain the class work and/or assignments that were covered in each of his/her classes. Students should monitor the school website and use the links to the Teacher Web Pages to review accurate and current information regarding class work and homework.

PUBLIC SCHOOLS BRANCH

The Public Schools Branch has a clearly defined Incident Response Guide for dealing with issues of student violence, inappropriate behavior, bullying, harassment, intimidation, and other various types of abuse between its stakeholders. Morell Regional High School follows this guide with students whose behavior is contrary to promoting a safe and caring learning environment. For a more detailed explanation of the policy and its application, please consult the link provided on the school’s homepage at <http://www.edu.pe.ca/morellhigh/>.

BE ADVISED that Morell Regional uses a video monitoring system with security cameras installed in areas where students congregate. In the event of inappropriate behavior, the video images may be reviewed by Administration to assess the incidents and to determine the person(s) responsible.

BE ADVISED that Morell Regional maintains a strict policy regarding visitation protocol to reduce the risk of unauthorized persons on school property. With the CPHO guidelines associated with the

pandemic, administration will try to manage visitations accordingly. Visitors must sign in at the front door, and await a representative from the office to contact them.

RESPECT

Students will demonstrate respect for themselves and others by behaving in a courteous, mature, and responsible manner when involved in all school or extra-curricular activities. Staff at Morell Regional High School promotes positive and responsible behavior among the student body. Staff is to respond to any situations in which this behavior is not being adequately displayed. **All staff, including administration, teachers, custodians, cafeteria service workers, bus drivers, educational assistants, and administrative assistants** have an obligation to enforce the General Rules of Conduct, and are empowered to address and/or discipline any student who fails to meet the clear expectations of courteous, mature and responsible behavior while on school property and/or attending a school-sanctioned event.

STUDENTS WHO DELIBERATELY CHOOSE NOT TO FOLLOW THE SCHOOL'S GENERAL RULES OF CONDUCT WILL BE REQUIRED TO RETURN HOME UNTIL FURTHER NOTICE. PARENTS WILL BE CONTACTED TO PROVIDE THE NECESSARY TRANSPORTATION. IF NECESSARY, FURTHER SUSPENSION OR DISCIPLINARY ACTION MAY BE TAKEN.

GENERAL RULES OF CONDUCT

1. Students will commit to their education by attending classes regularly and on time.
2. Students will be required to abide by the guidelines of the Chief Public Health Office during this pandemic. Non-compliance will result in progressive disciplinary measures that could ultimately see students removed from school until they are willing to abide by CPHO guidelines.
3. Students who become sick during the day must put on their non-medical mask and make arrangements to go home as soon as possible. Depending on their symptoms, they may be advised to contact 811 or their own health care provider to determine if they should test for Covid-19.
4. Students must pay a **Student Fee of \$25.00** which offsets the costs of the many services supplied by the school. Additional fees for materials may be required in Carpentry and Home Economics.
5. Each student receives a locker and will be responsible for keeping this clean and well maintained. Doors are to be closed when the locker is not in use to prevent potential injury and/or damage. Lockers belong to Morell High, and checks may be conducted at any time.
6. Students are financially responsible for any damage to or loss of lockers, locks, textbooks, uniforms, library books, and/or equipment that was entrusted to their care. Final marks and related credits may be withheld until restitution is complete.
7. Accidental damage to school property should be reported immediately to staff. However, deliberate damage to school property is unacceptable and will be the financial obligation of the person(s)

responsible. They will provide adequate compensation for any damaged property immediately. They will also be accountable and disciplined as determined by Administration.

8. We adhere to the PSB Operation Guidelines regarding *Social Media and Digital Messaging* and we use this to promote responsible use of technology and social media among stakeholders.
9. Profanity, inappropriate language or gestures or actions, verbal abuse, physical abuse, emotional abuse, and disrespectful comments is not acceptable. Disciplinary actions as determined by Administration in accordance with the PSB Incident Response Guide will result.
10. Smoking is prohibited on school property. This also includes the use of electronic cigarettes and the practice known as vaping. Violation of this general rule will result in suspension as directed by Administration in accordance with the Public Schools Branch.
11. The use/possession of alcohol and drugs on school property or while attending any school-sanctioned event is a severe infraction of the rules, and those involved will be immediately disciplined and/or suspended as per Administrative discretion. Parents will be contacted to remove the student from school property as soon as possible.
12. Students who are involved in a fight, either directly as combatants or indirectly as promoters or supporters, will be suspended for a period of time that may range from one to five days depending on the degree of student involvement and responsibility. The length of time is determined by Administrative discretion and in accordance with the PSB Incident Response Guide.
13. Students are not allowed to wear caps or hoods within the building. Style of dress must be of a manner considered appropriate to a school/work setting. Clothing that is considered too revealing or which conveys unacceptable messages or images is not encouraged, and the student(s) may be asked to change into something more acceptable for the school setting. This is a judgment made at the discretion of Administration, and failure to comply may result in the student(s) being asked to leave the premises. Parents will be contacted to provide transportation.
14. Morell Regional follows the Minster's Directive NO.MD 2015-03, Directive for the Responsible Use of Communication and Information Technology. Students and parents should familiarize themselves with the expectations and consequences outlined by the directive to ensure appropriate use of CIT.
15. Morell High follows the Public School Branch's policy relating to personal electronic devices. Cell phones and other personal electronic devices are not to be used in the classroom unless authorized by the teacher. Acceptable cell phone use includes calling and texting, but not videotaping or photography. This is a legal issue and consent must be acquired from all people on camera, and/or from a parent/guardian if any person is under 18 years of age. A student using a cell phone inappropriately may be required to give the phone to Administration and/or designate. The phone will be secured until arrangements are made for a parent/guardian to retrieve it at a later time. Repeated offenses will result in a permanent ban of the phone from school property.

16. Any pertinent messages that are received in the office will be relayed to students at breaks only. Students will be called from class directly only in the case of an emergency.

Parents are asked to support our policy by not calling or texting their children while classes are in session. This is disruptive as students often feel they need to respond immediately.

17. Students who wish to bring vehicles to school must park in the area designated for student parking on the south side of the school property. Please adhere to the following rules to avoid a loss of privileges:
- (a) Do not park in front of the fuel tanks.
 - (b) Do not park in front of the school.
 - (c) Do not park on the grass.
 - (d) Do not pass the busses when their yellow lights are flashing.**
 - (e) Do not drive in a reckless or dangerous manner.

Noncompliance will result in the student not being allowed to park on school property for a period of time. Students should know the Arrival and Departure Protocol to avoid conflicts with our bussing procedures.

BE ADVISED that the General Rules of Conduct promote and maintain a safe, caring, and learning environment. Careful consideration has been given to as many likely events as possible, however, not all situations may be anticipated nor easily addressed. Administration and staff will dutifully enforce these General Rules of Conduct in a reasonable and consistent manner whenever possible, however, it does reserve the right to make judgments and decisions not specifically defined here if and when unforeseen incidents dictate.

SUCCESS

We believe the purpose of education is to prepare young people to succeed in school and beyond. We hope to instill the values of hard work, dedication, consistency, and good judgment. Our programs are delivered according to the curricula objectives as set out by the provincial Department of Education and Life Long Learning, and we expect a certain level of commitment from each student to ensure credit completion and/or grade promotion. We monitor and evaluate the level of accomplishment of each student. Failure to meet these course standards will result in the inability to attain credits at the high school level.

EVALUATION PRACTICES

All courses offered at Morell Regional High School will have some type of evaluation practice associated with them. It is important that students be aware of the following:

1. Evaluation practices may include projects, essays, quizzes, exams, debates, speeches, slideshows, presentations, attitudes, participation, preparedness, and other recognized methods.
2. There will be exams in most of the courses offered here. Some courses, however, are of such a nature that they do not easily allow for the traditional evaluation processes, and therefore may be assessed with an alternative process as determined by the teacher.

3. During the first week of each course, the teachers will review with students the evaluation procedures that will be used to monitor and evaluate progress during the semester.
4. BE ADVISED: Plagiarism is the act of copying another person's work and claiming it as one's own. This is not acceptable and may result in a mark of 0% or a determination of *Incomplete*.

LOCK DOWN DRILLS

The Public Schools Branch and Morell Regional practice lock-down procedures to respond to any potential threat that may occur. These threats may include, but are not limited to: risk incidents involving weapons, hazardous chemical spills, severe weather warnings, intruders, overtly aggressive individuals, and other situations that may directly or indirectly endanger the safety of students and staff. Schools are part of a coordinated team with emergency responders such as R.C.M.P., local police, and fire departments as required to address the threat situation. It is the responsibility of the classroom teacher to show the students where the safe zones exist within the classroom, and to review the routines to be followed should a student be out of class when a lock-down is initiated.

FIRE DRILLS

When the alarm rings, students leave the building in accordance with the following established procedures:

ALL STUDENTS WILL PUT ON THEIR NON-MEDICAL MASK AS SOON AS THE FIRE ALARM BEGINS.

1. Students in the Rooms 166 and 167 and the Industrial Arts area will leave by the North End door leading to the parking lot.
2. Students in the Gymnasium will leave by the North Rear door (the one facing the playing fields) of the school.
3. Students on the Upper West Side of the school (Rooms 227, 228, and 229) will leave by the North Rear door (the one facing the playing fields) of the school.
4. Students on the Upper East Side of the school (Home Economics Room, Computer Lab, and Room 239) will leave by the North Front door (the one facing the road) of the school.
5. Students in the Cafeteria and Lecture Theater areas will leave by the South Rear door (the one facing the bus parking lot) of the school.
6. Students in the Locker Halls and the Science area will leave by the South Rear door (the one facing the bus parking lot) of the school.
7. Students in the library and Lower East Side of the school (Rooms 169, 168, 119) will leave by the main entrance to the school.

STUDENTS are to conduct themselves in a responsible and orderly fashion as they proceed outside where attendance is taken by the teacher. It is a serious offence to instigate a false fire alarm, and offenders are subject to disciplinary action. Students are to return to class when the drill ends.

BUS CONDUCT

Drivers are in full charge of the buses, and it is their responsibility to ensure that students are transported safely to and from the school. The Drivers are required to enforce those procedures as deemed necessary and appropriate by the Public Schools Branch, but Drivers may also create and enforce certain specific rules they find helpful to creating a safe and respectful bus environment. Students are to be aware of these rules and follow them as instructed. These rules include the following:

1. Drivers may make and enforce seating plans for students.
2. Students will be required to wear their non-medical masks while traveling on the bus.
3. Students are expected to behave in a manner that is appropriate, respectful, and responsible.
4. Students are permitted to talk, but they are not to shout, scream, or cause other loud noises.
5. Students are not permitted to stand or move about the bus while it is in motion.
6. Students must keep all hands, arms, and heads inside the bus and not out the windows.
7. Students are to assist in keeping the bus clean by putting any garbage in the proper receptacles.
8. Students are responsible for paying the repair cost for any damage they may cause to a bus.
9. Students are to be careful when entering or exiting the bus. Always take the time to look first.
10. Students are to be at their designated bus stop on time. The Driver is not required to wait beyond a reasonable time.
11. Students are to be at their designated bus stop. The Driver is not required to pick up a student who does not have permission to be at a stop other than that designated by the District.
12. Students may not travel on other buses unless it is directly related to primary child care. In this case, permission must previously been given by Administration.
13. Students will be instructed about proper evacuation techniques in the event of an emergency. It is their responsibility to pay attention and be prepared.
14. Students who violate the rules of the bus are reported to Administration, and it becomes a disciplinary issue. Consequences for inappropriate behavior may range from detention, to suspension, to a loss of bus privileges for an indeterminate amount of time.

BUS EMERGENCY EVACUATION PROCEDURES

It is the responsibility of the Bus Driver to review the evacuation procedures in the event of a bus emergency. Students should further familiarize themselves with these as listed below:

1. Remain calm and listen for instructions from the Bus Driver and/or Student Leaders.
2. Leave books and personal belongings behind.
3. Fasten securely any loose clothing so that it will not catch on seats or doorways.
4. Exit from the front and rear doors as instructed by the Bus Driver and/or Student Leaders.
5. Move quickly and quietly. Do not push or shove as this promotes a sense of panic and fear.
6. Accept help from those who have been designated to assist you exiting the bus.
7. Follow your Bus Driver and/or Student Leader well away from the bus.
8. Stay together as a group and do not return to the bus until instructed to do so by the Bus Driver or designate.
9. Stay alert and listen carefully to all instructions given at all times.

BE ADVISED that this information represents a condensed version of the more substantial Student Handbook that may be accessed on our school's website. We suggest that students and parents take the time to review this on-line document more fully, and to direct any questions or concerns to the Administration Office at 902-961-7345.