

# Mamawi Atosketan Junior/Senior High



## **Student Handbook A Christian Alternative in Education Junior/Senior High 2020-2021**

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*A program of the Alberta Conference of Seventh-day Adventists*

## School Philosophy

*Mamawi Atosketan Native School* is dedicated to the development of the whole person, the harmonious development of the mental, physical, social, emotional and spiritual faculties. We feel the goal of true education is to make every child an independent thinker, rather than a mere reflector of other men's thoughts. Every child has the capability to become a productive member of society, and a proud citizen of his community as well as a citizen of God's kingdom.

The staff of *Mamawi Atosketan Native School* will endeavor to help each child reach his or her full potential through the use of teaching methods tailored to each child's needs. We will also strive to encourage the development of such personal, **lifelong guidelines** as: Trustworthiness, Truthfulness, Active Listening, No Put Downs, Doing Our Personal Best, Respect for God, Self, Man and Nature.

### OUR MISSION

Mamawi Atosketan will provide a Christian education where students will learn, grow and live to serve.

### PURPOSE STATEMENT

Adventist Education prepares people for useful and joy-filled lives, fostering friendship with God, whole-person development, Bible-based values, and selfless service in accordance with the Seventh-day Adventist mission to the world.

Welcome to senior high at Mamawi Atosketan. We know there are other choices of Christian schools in Central Alberta, however, we are privileged to be the only school offering the Alberta approved curriculum from a unique Seventh-day Adventist and Biblical perspective.

## **We believe Seventh-day Adventist Christian education...**

- restores in man the image of his Maker
- nurtures an intelligent dedication to the work of God on earth
- develops a practical preparation for conscientious service to his fellow man
- ensures that youth receive a balanced physical, mental, social, and vocational education
- promotes God's revealed mind and will as the criteria for right and wrong
- strives for the optimum development of the whole child
- endeavors to train children to be patriotic, law-abiding citizens, as well as, conscientious Christians

Mamawi Atosketan values the importance of each student achieving educational success by realizing their potential in their courses of study, as well as other school activities. It is our goal that students be able to develop individual interests, skill and ability through their studies.

In addition to educational success, it is our goal that each student prepare for eternity through Bible instruction, and interaction with Christian teachers and classmates. Also, opportunities for Christian service and local mission work offer the chance for our students to grow spiritually stronger in their service for our Lord.

It is our prayer and desire that each student honour the Creator not only through use of their talents, but also through continued Bible study and service to others.

Gail R. Wilton, Principal

## **ADMISSIONS PROCEDURE**

Mamawi Atosketan welcomes applications from young people whose principles and interests are in harmony with the ideals and traditions of the school as expressed in its objectives and policies. Only those who will cheerfully endeavor to live in harmony with the Christian principles of the school should apply for admission. Students will enjoy the opportunities provided for developing spiritually, intellectually, socially, physically, and vocationally.

Admission to the school is open to all who want to attend, **membership in a Seventh-day Adventist church is not required**, but it is understood that everyone who presents him or herself for admission pledges to observe the regulations of the school.

### **ADMISSION PROCEDURES**

All applicants must file an application utilizing the forms provided by the school office. Applications will not be considered complete until the following have been received:

1. An Application Form
2. Alberta Health Care Card required
3. A Report Card listing grades received for the last two years of school attendance for all new students
4. All other forms as required by the administration
5. Completed Student Profile Form
6. Personal interview for all new students
7. Completed release form to access confidential information from previous school
8. Copy of birth certificate (required by Alberta Education) and any other information as required by the administration

## **ACADEMIC INFORMATION**

### **CREDITS**

Each subject has a certain credit value. Credits are based on three factors:

**Time:** To obtain 5 credits, a student receives 125 hours of instruction. To obtain 3 credits a student receives 62.5 hours of instruction.

For each one credit Career and Technology Studies (CTS) course, students receive 25 hours of instruction.

**Attendance:** Credits can be withheld if attendance is unsatisfactory. (unexcused for more than 20% of the course)

**Achievement:** To obtain credits in any high school course a student must earn a final mark of 50% or higher.

### **ALBERTA HIGH SCHOOL DIPLOMA**

**The following are the minimum requirements for the Alberta High School Diploma.** To earn an Alberta High School Diploma, a student graduating must **earn a minimum of 100 credits** which includes the following:

The following courses are required within the 100 credits:

- English Language Arts 30-1, 30-2, 30, or 33
- Social Studies 30 or 33
- Mathematics at the 20 level
- Science, Biology, Chemistry, or Physics at the 20 level, or a combination of Science 10 and Science 14 •
- Physical Education 10 (minimum of 3 credits) •
- Career and Life Management 20 (minimum of 3 credits) •
- 10 credits in Fine Arts, CTS, Second Languages, Locally Authorized Courses, or Physical Education 20 and/or Physical Education 30
- 10 credits in any 30 level courses in addition to English or Social Studies

## **GRADES:**

All grades are available on the PowerSchool Website. Please contact the school to receive a username and login at the beginning of the school year.

## **INCOMPLETE:**

A grade of “I” (incomplete) is given when for legitimate reasons (e.g. illness) the student is unable to complete sufficient work in any given academic period to receive a passing grade. An incomplete is not given to make up for procrastination. An incomplete counts as an “F” in GPA calculation until the work is completed and the grade is changed. Corrections or challenges to grades must be made before the end of the next quarter.

## **MINIMUM CLASS LOAD EXPECTATIONS**

- Grade 10- **40 Credits**
- Grade 11- **35 Credits**
- Grade 12- **35 Credits**
- Students who fail a course must successfully complete the requirements of that course in order to pass to the next level, either by taking summer school classes or repeating the course in the successive years.

**COURSE PREREQUISITES** - A mark of 50% in any course is the minimum requirement to proceed to the next level. However, in order to advance to the next level (within the same series), a student must achieve a minimum of 65% or a recommendation will be made to drop down to the lower series. If the student has less than 65% but would like to remain in the higher series, he/she will have to repeat the course in summer school or later quarters. Retroactive credits may be available in some courses where a student drops down from a higher level to a lower level.

The Principal, and Teacher normally check to ensure that students have the prerequisites for courses in which they are registered. It is, however, ultimately the student’s responsibility to ensure that he or she has the prerequisites for his/her courses so that his/her program will meet the requirements for an Alberta Education diploma and future career plans. If in doubt, the student should contact the Registrar so that changes can be made if necessary. Students should check the requirements of any Post-Secondary program they

are planning to attend for specific 30-level requirements.

## **GRADUATION**

To receive a diploma from Mamawi Atosketan, a student must successfully complete all required classes, while accumulating 100 credits required for graduation.

Candidates for the graduation (Marching) ceremony will be chosen according to credits earned and academic record.

- **60% course average in current core classes by May 1<sup>st</sup>**
- **55% course average in current non-core classes by May 1<sup>st</sup>**

**Participation in the graduation ceremony does not denote that a diploma has been earned.**

**SENIOR HIGH SPARE** - Some Grade 11 and 12 students are eligible for and elect to plan a study period in their schedule rather than a full course load. These periods are designed to allow students to spend extra time on course work. Students will be expected to be studying during school hours in available classrooms, computer lab or hallway desks. Students repeatedly abusing study periods will be assigned to a supervised study period.

Grade 11 and 12 students are eligible for a spare according to the following:

- Grade 12 – students are expected to have completed 80+ credits when they enter Grade 12 to take a spare.
- Grade 11 – students are expected to have completed 60+ credits to take a spare in their last quarter of Grade 11

## **TRANSFER STUDENTS**

- Transfer students coming from outside of Alberta should write directly to the principal for information and include a transcript for the purposes of evaluating the subjects previously taken.

## **ATTENDANCE**

### **ATTENDANCE POLICY**

To maintain academic progress it is vital to attend classes punctually and regularly. Continued absences or tardiness will result in skill gaps and hinder the progress of the student.

### **POLICY SPECIFICS**

1. It is the student's responsibility to clear absences or tardies on the day of return from an absence or tardy. Excuse notes that are delayed more than two school days will be accepted only when unusual circumstances make it impractical to bring a note in a timely fashion. If the excuse note is not submitted within the prescribed amount of time, the absence/tardy will remain unexcused.
2. Excuse notes for off-campus absences and tardies must be from the parent/guardian and include:
  - a. Full first and last name of student and parent - please print.
  - b. Date of the class for which they were tardy or absent.
  - c. Time of leave or return to school (partial-day absences only).
  - d. Reason for absence or tardy
3. Students arriving on campus late must report to the office before being admitted to class. Students will receive a Tardy Pass which is to be presented to the classroom teacher of the class in session.
4. Absences involving students leaving campus without school permission are not excusable after-the-fact by parental note.
5. Students arriving to class more than 10 minutes late are considered absent for attendance purposes.
6. Three unexcused tardies are equal to one unexcused absence for reporting purposes
7. Excused Late: medical appointments (only if our office receives communication directly from a parent.)



8. Unexcused Lates: include but not limited to; sleeping in, lunch delays, missing the bus, waiting for a ride, employment issues, non-medical appointments.
9. Typically, any missed work including tests and quizzes due to an unexcused or unexplained absence, disciplinary detention, or suspension may not be made up unless otherwise specified by class policy.
10. Missed work due to excused or pre-arranged personal absences can generally be made up. Exceptions include such things as laboratory experiments which cannot be reasonably rescheduled. The student will be given at least one day to make up missed work for each consecutive day of excused absence. However, the student cannot expect to make-up or be excused from credit given for participation in class.
- 11. When the number of absences, excused or unexcused, interferes with the learning progress of a student it may be necessary for the parent and child to meet with the principal and/or teacher to determine the direction of the student's educational plan.**
- 12. When a student has incurred three unexcused absences per course, a letter will be sent to the parents, and a copy will be placed in the student's file.**
- 13. If a student misses more than 20% of a course, credits for that course will be withheld and the student will have to repeat the course.**
14. Please note that family holidays, extension of school vacation periods, student work schedules, or parental permission given to a student to stay away from school are not considered to be excused absences.
15. *The School Act* provides the provincial expectations related to student attendance at school and defines what reasons may legitimately keep students away from school. Section 13(5) of this act excuses a student from attending school only if due to sickness, religious holidays, suspension/expulsion, permission from the Board, or other unavoidable circumstances.

## **EXTENDED LEAVE POLICY**

The school calendar provides opportunities for students to take extended holidays. Such breaks include, but are not limited to long weekends, Christmas Break and Spring Break. Please check the school calendar, each year, for specific dates. We strongly encourage families to take extended holidays during those times. If families wish to make other holiday arrangements, the following steps should be considered:

- Extended holiday absences will only be considered once per family in any given school year.
- The absence should not exceed one week of regular school attendance.
- The family must notify administration in writing and seek all work from all teachers at least two weeks prior to the absence. Teachers will not be expected to prepare work in advance if two weeks notice is not given.
- Students are not to be absent during final exams, or Grade 12 Alberta Diploma Exams.
- Students should plan to work ahead on assignments and projects.
- Students will be expected to take all quizzes and tests and present any projects upon their return to class.
- Students should strive to submit all work missed within two weeks of their return to class.
- Teachers are not expected to re-teach missed lessons. Every effort will be provided to the student to catch up, but it is the student's responsibility to obtain information missed and to book times for writing missed tests and quizzes.

## **EXPECTED STUDENT BEHAVIOUR**

There are four principles upon which our school is built. They are that students and staff should have behaviours and attitudes that:

1. Enhance learning
2. Respect people
3. Protect property and ensure safety of all
4. Encourage Christian influence

## **OFF-CAMPUS BEHAVIOUR**

The school expects students to live in harmony with the Christian values and standards defined by the school handbook both on campus and away. The school generally does not discipline for minor off-campus offenses. However, when an offense is serious and has an affect on the school, the principal may apply one or more of the following disciplines:

1. Student leaders may be removed from leadership positions. (Substance abuse of any kind will result in removal from office.)
2. The student may be suspended, asked to withdraw, or declined readmission.
3. Criminal conduct will be reported to law enforcement officials.
4. Parents will be informed.

Students are encouraged to be representatives of the Creator at Mamawi Atosketan by their language, conversations and subject matter presented (this includes social media and networking.)

## **DISCIPLINE CORE BELIEFS**

The Mamawi Atosketan Staff agree on the following core beliefs and will use these core beliefs to drive discipline decisions across the school. These core beliefs guide our attempts to individualize disciplinary procedures and to help

students see reasonable connections between their behaviour and the resulting consequence.

We believe that preserving and/or enhancing a student's self-respect and dignity is crucial to a successful disciplinary action.

Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.

We believe that students should be allowed to solve the problems they create, in their own way and with adult guidance, provided the solution does not make a problem for others.

Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.

School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

We believe that discipline should be considered an opportunity for personal growth and to learn new positive behaviours for life.

Students will be given opportunities to make decisions and live with the consequences, whether they be positive or negative.

Misbehaviour will be viewed as an opportunity for individual problem-solving and preparation for the real world.

## **DISCIPLINE PROCESS**

The privilege of attending Mamawi Atosketan is voluntary and is dependent upon the willing cooperation of each student to maintain high standards of conduct. Any student who engages in certain disapproved practices may receive serious discipline or a dismissal from school.

Based upon the seriousness of the offense, the administration reserves the right to ask that a student either withdraw voluntarily, or be referred to the Discipline Committee for expulsion. Grades are frozen at the time of withdrawal or expulsion and any outstanding assignments or tests will be given a zero. These grades will be averaged for the final grade.

Misconducts are divided into three levels of behaviour - Minor Misconducts, Intermediate Misconducts and Major Misconducts.

## **Minor Misconducts**

Teachers handle minor misconducts privately with students. For repeated infractions, parent(s)/guardian(s) are informed and the situation is recorded on a disciplinary form. The student may be referred to the principal, and a meeting with parent(s) may be scheduled.

Minor Misconducts include:

1. Being in non-designated areas
2. Making excessive noise indoors
3. Swearing or using inappropriate language,
4. Selling of fundraising materials without authorization from Administration
5. Use of personal entertainment devices of any kind and/or cell phones without permission
6. Disrespectful words or behaviours towards others
7. Inappropriate printed materials on school grounds
8. The promotion of prohibited item on campus (i.e. advertisements for alcohol, tobacco or drugs)

## **Intermediate Misconducts**

Intermediate Misconducts require the immediate attention of the principal. The principal will work with the teacher to resolve the rule violation in a manner that teaches responsibility and enhances self-discipline.

Intermediate Misconducts include:

1. Dangerous physical activity
2. Vandalism (damage to school, bus or personal property)

3. Being untruthful by word or action
4. Skipping classes while on campus
5. Using sources of information for schoolwork that are not approved by the teacher. (This would include talking during tests, copying another student's homework, bringing notes or answers to class during tests, and/or plagiarism).
6. Non-compliance with staff instructions
7. Throwing of objects (rocks, snowballs, sticks, etc.) that may cause injury
8. Dress code infractions
9. Use/possession of tobacco products on Campus or the public and private land surrounding Campus

### **Major Misconducts**

Administration is immediately involved when the degree of offense requires serious action. The matter may be dealt with in one or more of the following ways: student is placed on probation; a suspension of one to five days; student is asked to withdraw from school voluntarily; or student is referred to the Discipline Committee with a recommendation for expulsion. **A meeting with parent(s)/guardian(s) will be scheduled. The process does not necessarily follow in this progression.**

Major Offenses include:

1. Theft
2. Physical abuse
3. The use or possession of drugs, alcohol or weapons
4. The inappropriate use of emergency numbers (911) or emergency equipment
5. Disrespectful or abusive language (e.g. racial/ethnic slurs, gender slurs)
6. Any attempt to violate another student's rights. (Harassment,

bullying or continuous teasing that hurts or promotes anger, fear or frustration)

7. Urging another student to do something against the law, or covering up for a student who has done something in violation of the school rules.

8. Threats or threatening gestures against or about others (including social media and networking used to perpetrate this.)

9. Sexual Harassment/Assault: Inappropriate intimate touching and violation of a person's personal space. (This can include verbal harassment).

10. Harassment perpetrated with mobile or internet technology.

11. Three repeated offenses in the Intermediate section of this document.

## **SUSPENSION / EXPULSION**

At times, due to a student's conduct, it will be necessary to ask the student to leave the classroom to give him/her time to think about their conduct and how this could be changed in the future. The severity of the misbehaviour will determine whether there should be an in or out of school suspension. The student is expected to complete all work missed during his/her absence.

### **In-School Suspension**

Students, under the direction of the principal/ vice-principal, will be escorted to either a quiet work space or another classroom to continue academic work for the appointed length of time. A letter of notice will be sent home.

### **Suspension**

Students will be asked to leave school for a period of 1, 3 or 5 days with the expectation that all academic work missed will be completed outside of instructional time. A record of the suspension will be added to the student's file and a letter of notice will be sent home. Also, before the student can re enter classes he/she will be required to have a "reentry meeting" with one or a combination of the principal, vice-principal, directing teacher, or guidance counselor.

### **Expulsion**

Under the terms of an expulsion the student will be asked to leave the school

permanently and find other means of education on his/her own terms. A letter of notice will be sent home and a copy placed in the student's file. Expulsion is the last resort option that will only be explored if no other means of problem solving can be achieved.

### **The Expulsion Appeal Process**

Where the pupil has been expelled, the principal shall immediately notify in writing the student, his/her teachers, and the student's parent(s)/guardian(s).

The parent(s)/guardian(s) of a student who is asked to withdraw may, within three days of notification, appeal in writing to the Board through the principal's office. The final avenue for appeal is to the Alberta Conference of Seventh-day Adventist Superintendent of Education.

### **THE APPEAL PROCESS**

Following are three steps for parents to follow should they have an issue to resolve:

1. If parents or constituents have concerns relating to decisions made regarding student instruction or assessment **the teacher** would be the first contact regarding communication of differences and scheduling of a venue for resolving the issue. Any contact between an individual and a teacher regarding a specific issue must be documented using a **Parent/Staff form**, copies of which are kept by both.
2. If the issue is broader or cannot be resolved then the **principal or administrator** shall be contacted. Once again any contact between an individual and the principal or Administrator needs to be documented on the same **Parent/Staff form** used in step #1. Documentation is kept on file.
3. Most issues can be addressed by using steps #1 and #2 outlined above. Parents and members of the local School Board have no inherent rights as individuals to assume authority or responsibility to resolve issues other than pointing the individuals that seek a resolve to the proper process that the school has developed for this purpose. The responsibility has been placed on the shoulders of the school administration.

If the issue has not found a resolve after the above process has been followed, the concerned party may bring the issue to the attention of the **Superintendent of Schools for the Alberta Conference of Seventh-day Adventists**. He/she will deal with it in an appropriate manner in accordance with the Alberta Conference K - 12 Education Board Policy. (All documentation relating to #1 and



#2 above will be added to the student's file and a letter of notice will be sent home. Also, before the student can re enter classes he/she will be required to have a "reentry meeting" with one or a combination of the principal, vice-principal, directing teacher, or guidance counselor

## **HARASSMENT & BULLYING POLICY**

All individuals have the right to learn in safe settings that promote equality of opportunity and prohibit discriminatory practices, including harassment and bullying. As such, Mamawi Atosketan is committed to a healthy, safe and harassment-free environment (including hallways, washrooms, classrooms, playgrounds and during off-site activities). Mamawi Atosketan requires all individuals to treat others with dignity and respect and requires compliance with this policy by all individuals regardless of age. This policy applies to **all individuals** employed, volunteering, visiting or attending Mamawi Atosketan.

Behaviour will be considered harassment if a reasonable person should know, under the circumstances that the act(s) will have the effect of harming an individual or damaging the individual's property, or placing an individual in a reasonable fear of harm to his person or damage to his property or has the effect of insulting or demeaning any individual or group or individual in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

**DEFINITION OF HARASSMENT:** Harassment occurs when an individual is subjected to unwelcome verbal, visual or physical conduct. If the harassment is insulting or intimidating, it is discrimination. Examples of harassment which will not be tolerated are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts about appearance, religious beliefs, colour, place of origin, mental or physical disabilities, ancestry, marital status, family status, source of income or gender. Mamawi Atosketan also will not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit. All harassment is offensive. It will not be tolerated at Mamawi Atosketan inclusive of staff, parents/guardians, visitors or students.

**DEFINITION OF SEXUAL HARASSMENT:** Sexual harassment is defined as any type of offensive behaviour with sexual overtone that is unwelcome and makes a person feel uncomfortable. That behaviour may be verbal, written or physical (pinching, patting, rubbing or leering), including such things as sexually suggestive remarks innuendos, requests or demands of a sexual nature. jokes of a sexual nature, offensive pictures, gestures, offensive notes or inappropriate touching. All harassment is offensive and in many cases it intimidates others. It

will not be tolerated at Mamawi Atosketan.

**DEFINITION OF BULLYING:** Bullying (or intimidation) means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function, and that is motivated by an actual, or perceived characteristic, such as race, colour, religion, ancestry, national origin, gender, or a mental, physical or sensory disability or to neglect or isolate an individual.

#### **FOUR MOST COMMON TYPES OF BULLYING**

**VERBAL BULLYING**—name calling, sarcasm, teasing, spreading rumors, threatening, making references to one's culture, ethnicity, race, religion, gender, or sexual orientation, unwanted comments.

**SOCIAL BULLYING**—mobbing, scapegoating, shunning and exclusion, humiliating others, gestures or graffiti intended to put others down.

**PHYSICAL BULLYING**—hitting, poking, pinching, chasing, shoving, coercing, destroying, unwanted sexual touching.

**ONLINE BULLYING**—using social networking or text messaging to intimidate, put down or spread rumors about someone.

(These lists are not conclusive).

These behaviours will be considered harassment or bullying if a reasonable person should know, under the circumstances that the act(s) will have the effect of harming an individual or damaging the individual's property, or placing an individual in a reasonable fear of harm to his person or damage to his property or has the effect of insulting or demeaning any individual or group or individual in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

#### **REPORTING BULLYING AND SEXUAL HARASSMENT**

Incidents of any harassment, whether general or sexual, should be reported to school authorities as soon as possible so appropriate action may be taken. This may be reported to any teacher, or the principal. Once a complaint is received, it will be kept strictly confidential.

The principal and/or the principal's designee are responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt thorough and

complete investigation of the alleged incident. Both the complainant and the alleged harasser will be interviewed, as will any individuals who may be able to provide relevant information. All information will be kept in confidence. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately.

In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying school administrators will consider the following factors:

- The developmental and maturity levels of the parties involved
- The levels of harm, the surrounding circumstances
- The nature of the behaviours
- Past incidents or continuing patterns of behavior
- The relationships between the parties involved
- The context in which the alleged incidents occurred

It is only after meaningful consideration of these factors that an appropriate consequence will be determined and may include suspension and/or expulsion.

Regardless of the outcome of a harassment complaint made in good faith, the individual making the complaint (and anyone providing information), will be protected from any form of retaliation. The Government of Alberta provides a toll-free, 24-hour, anonymous helpline (1-888-456-2323) for students to report bullying and harassment on school property, at school-sponsored activities, on school buses and through school computers. *This policy does not preclude the complainant from reporting discrimination or harassment complaints to the Alberta Human Rights Commission, or, if the matter is perceived to be of a criminal nature, to the Police.*

## **PHYSICAL & SEXUAL ABUSE**

The “Child, Youth and Family Enhancement Act” states that “Any person who has reasonable and probable grounds to believe that a child is in need of intervention shall forthwith report the matter to a director.” Mamawi Atosketan is bound by this law to report any suspected physical or sexual abuse to the authorities.

## **WEAPONS**

Mamawi Atosketan has an obligation to protect the health, welfare and safety of students. Students shall not possess, conceal or use a weapon on school property or at school sponsored activities.

Students will not possess “pretend” or “fake” weapons that are indiscernible from a real weapon.

Weapons shall include, but not be limited to: firearms (including air guns and airsoft); certain knives; metal knuckles; straight razors; explosives; noxious, irritating, or poisonous gases; poisons; drugs; or other items possessed with the intent to injure, threaten, or harass students, staff members, parents or patrons.

Any student who gives evidence of possession, or use of a “dangerous weapon” on or about the school premises or at any school sponsored activity shall be suspended immediately from the school and recommended for expulsion for not less than one year.

## **SUBSTANCE ABUSE AND PREVENTION**

**Drugs, alcohol, tobacco products, drug paraphernalia and misused prescription medication are prohibited on school property and on all school trips at all times. Those found to be in possession of controlled substances will be referred to the police.**

**Drugs** Students will receive a three-day suspension for their first violation and will not be readmitted to school until they complete a professional assessment. The student must also be enrolled in a drug treatment program prior to re-admittance and may be subject at any time to random drug testing for a period of one calendar year.

**Alcohol** Students will receive a three-day suspension for their first violation and will not be readmitted to school until they complete a professional assessment. The student must also be enrolled in an assessment or treatment program prior to re-admittance and may be subject at any time to random drug testing for a period of one calendar year.

**Tobacco** Students will receive a one day suspension for their first violation and may be required to participate in a stop smoking program.

## **PROPERTY – SCHOOL**

Students found to be willfully or foolishly damaging school property will be dealt with under the **Intermediate Misconducts** section of this document. Repair costs can be deferred to the student or the student’s guardian.

Students found to be in willful possession of school property (Theft) will be dealt with under the **Intermediate Misconducts** section of this document

## **ACADEMIC HONESTY**

Academic honesty is a manifestation of Mamawi Atosketan's core values. Instances of academic dishonesty are of particular concern because they show points of shortcomings in the character development of the student. Often, instances of cheating are clearly identifiable. At other times the line between reasonable assistance from others and cheating is difficult to determine. The teacher will establish when academic dishonesty is deemed to have occurred. The teacher may ask the principal to assist in this process.

## **Definitions**

Cheating involves presenting work or answers for credit in which the credit actually belongs to someone else. Plagiarism is a specific type of cheating in which the work of another is copied and submitted without acknowledging the original source.

## **Consequences**

The consequences of academic dishonesty will be determined by the individual teacher and may include:

1. The student will receive no credit for the quiz, test, lab or assignment.
2. The teacher will contact a parent/guardian and the principal.
3. A student who knowingly furnishes work to another for the purpose of cheating and a student who knowingly accepts that work will both receive no credit for the work done and be dealt with under the **Intermediate Misconducts** section of this document.

## **Repeat Offense**

A second offense, be it in the same or different class, will result in a minimum of a one school day, disciplinary suspension. Should the second offense be in the same class, the student may be dropped from the class with a term or semester with a failing grade. The student will forfeit any leadership positions currently held.

## **ELECTRONICS**

Students are discouraged from bringing personal property on campus. Students who are found to be in possession of a personal electronic device (iPod, cellphone, personal gaming device, tablet, etc.) during class time will have their device confiscated and their legal guardian will be responsible for claiming it at the office in person.

If a student is found to be in possession of a personal electronic device three times the device will be confiscated and returned at the end of the year.

Failure to allow confiscation will subject the student to the procedures in the **Intermediate Misconducts** section of this document.

Students who continue to bring personal electronic devices to class after long term confiscation will be subject to disciplinary action described in the **Intermediate Misconducts** section of this document.

Personal laptops, or iPads/tablets brought to school are to be used for educational purposes and only with **permission** from the teachers during class time.

Students with an IPP that states electronic assistance is needed will be allowed electronic devices under teacher supervision.

We ask that parents refrain from phoning or texting their children during instruction time. In case of an extreme emergency, a parent may phone the office and their child will be asked to come to the office to speak to the parent. At the discretion of the teacher, a student may phone a parent during school hours, using the school telephone.

Mamawi Atosketan accepts no responsibility for the loss of personal items.

## **PUBLIC DISPLAY OF AFFECTION**

Students are encouraged to cultivate healthy relationships and maintain proper decorum at school and at school sponsored events. Students are asked not to display inappropriate outward affection toward one another in ways that cause others to feel uncomfortable.

Romantic physical expressions of affection (hugging, holding hands, kissing, embracing) are not permitted at school or on any school activity (including excursions and school social events) in the interest of positive role modeling to younger students, exercising of self control and fostering a commitment to abstinence outside of marriage as an outworking of Godly obedience in the area of relationships. Any contact that is lingering, clearly between a couple in a relationship, or tending towards exclusivity would be inappropriate.

Care for each other in the context of a positive and caring school setting can often be outward in physical expressions such as friendly hugs, pats on the back or shoulders, handshakes and other forms of physical contact that are wholesome and appropriate in a community setting. All such contact should be

open and inclusive within a social group to be acceptable.

Students involved in inappropriate expressions of affection will be spoken to privately and respectfully with a view of modifying their behaviour and educating them. If students continue to show unacceptable public affection after being reprimanded, the parents will be notified, and the matter will be referred to Administration.

## **GUIDELINES FOR DRESS**

All students are required to wear proper gym shoes for Physical Education class.

### **Dress Code**

The following is not a comprehensive list of acceptable dress practices. The goal is to achieve a neat, well-kept appearance. Staff reserves the right to make a “judgment call” on any violation of these guidelines. These guidelines are to be applied at school as well as at all school-sponsored functions (i.e. concerts, graduation, walkathon etc.). If any question arises on any issue, the decision of the school shall prevail. If in doubt on any item or issue, please bring it to the attention of the office where a decision will be made. A violation of these guidelines will require the student to change before admittance to classes.

***Cleanliness, Attractiveness, Modesty, Appropriateness, and Neatness*** are the key words used to formulate our guidelines.

- a. Clothing or accessories that promote negative messages, alcohol advertisements, drug references are not allowed. Students with inappropriate clothing will be required to change before re-entering classes.
- b. Tops should be modest and long enough so that when arms are raised, the midriff is not exposed. Dresses should be modest – no thin straps, no bare backs, no low-cut necklines, and not too tight.

Footwear:

- Dress shoes, casual shoes, running shoes or sandals are permitted. White-soled or guaranteed non-marking gym shoes are required.
- No ball caps, toques, etc. are to be worn in the school.

Piercings:

- One piercing per ear in the lobe is acceptable

We depend upon the parents to supervise the appearance of their children. Although not every home will fully agree with these standards, we believe that

every home has the responsibility to support school guidelines.

## **FINANCIAL INFORMATION**

### **REGISTRATION AND FINANCIAL INFORMATION**

It is the hope of Mamawi Atosketan that every young person desiring a Christian education may be able to receive it. We believe that strict adherence to the following policies will be in the best interest of both the student and the school.

#### **REGISTRATION**

You must complete the required forms prior to being enrolled in any classes.

#### **NSF CHEQUES**

Any cheques that are returned to the School due to insufficient funds, will be subject to a \$20.00 service charge by the school in addition to charges incurred as a result of a NSF cheque.

#### **OTHER COSTS**

During the year, various optional and/or class-specific expenses will arise for the students. Examples of these are: ski trips, sports tournaments, hot lunches, fundraising events, class parties, graduation costs, student club fees, outdoor education programs, class trips, and field trips.

## **OTHER INFORMATION AND POLICIES**

### **SCHOOL DAY**

School begins promptly at 8:45 a.m. and ends at 3:30 p.m. Monday - Thursday. When there is school on Fridays, the hours are 8:45 a.m. to 2:30 p.m.

### **Leaving School Grounds**

High School students are permitted to leave school grounds.

Students who are leaving must sign out with the office and fill out the Off Campus Pass form. Students who miss class time because of off-campus activity will be considered absent for the amount of class time missed.



Students who do not sign out before leaving campus will be given three warnings then be required to have a parent teacher consultation before re-entering regular classes.

## **INTERNET ACCEPTABLE USE AND SAFETY POLICY**

Students and parents will be required to sign and agree to the Mamawi Atosketan *Student Network and Internet Acceptable Use and Safety Agreement*.

## **INCLEMENT WEATHER POLICY**

**The following weather conditions will invoke school closure:**

- Air temperatures in excess of minus 40 degrees Celsius regardless of wind conditions.
- In addition, the wind chill factor will be considered if it creates temperatures in excess of minus 40 degrees Celsius.
- Impassable road conditions due to extreme snow fall and or blowing snow conditions, creating poor visibility.
- Families will receive notice of school closures through our website and through Facebook by 6:45 a.m.

## **VISITORS**

All individuals wishing to visit on campus or in the building must register in the office. Students bringing a guest to the classroom, must have 48 hours notice and receive permission from the principal.

## **STANDARDIZED TESTING AND PAT'S**

Students may be involved in two types of assessment in any given year.

The **Canadian Achievement Tests 4 (CAT4)** is given every year in Grades 7, 8, 10 & 11. This test is used to determine students' achievement in areas of reading, math, language, writing, and spelling. Upon request parents may discuss test results with the teacher/principal.

**Grade 12 Alberta Diploma Exams:** Grade 12 diploma courses culminate with an Alberta Education Diploma Examination. A student's achievement on such an exam determines 50% of the overall course mark. The remaining 50% is based on coursework completed throughout the year. Grade 12 Diploma Exams are held in January and June. Diploma Exams will be written in English 30, Social

Studies 30, Mathematics 30, Biology 30, Chemistry 30, Physics 30. Students at MAMAWI receive access to exam tutorials through subject reviews workbooks (KEYS) and an on-line series of testing through [www.exambank.com](http://www.exambank.com). In addition, information is made available by outside agencies offering exam preparation. Diploma exam schedules are posted on the school calendar.

**Midterm and Final Exams:** Midterm exams and final exams are scheduled for students in Senior High School. The exam schedules are provided to students at least 2 weeks prior to exams. Attendance is crucial at these times. Parents are encouraged to ensure that their children are in attendance for these exams. An exemption from a diploma exam for an emergency medical problem requires completion of a special Alberta Education form by a doctor. A student missing a diploma exam will have to wait until the next diploma exam writing session. A student missing a non-diploma exam must contact their teacher to discuss the implications

## **AWARDS**

### ACADEMIC

Academic Excellence Awards are given at the end of each reporting period to the students who meet the following criteria:

- Honour Roll: 80% or higher average in all subjects

### LEADERSHIP

Leadership Awards are given at the end of each reporting period to students who meet the following criteria:

- demonstrates kind actions towards others
- demonstrates respect towards staff, visitors, peers, supervisors, school's property, and others' property
- abides by the school rules and expectations and acts responsibly in the classroom and on the playground
- demonstrates leadership skills and takes the initiative to help others (i.e. without being asked).

- takes responsibility for his/her learning by completing assignments, effectively using his/her planner, and coming to school prepared with the necessary materials.

## ATHLETIC

Athletic Awards are given at the end of each year to students who meet the following criteria:

- participates in, and excels, in a number of team sports
- participates in, and excels, in PE class
- demonstrates leadership skills
- demonstrates superior commitment and effort
- demonstrates good sportsmanship in practices and in competition

## ATTENDANCE

Perfect Attendance is awarded to students with no tardies or absences in a grading period, and year-end.

## TRANSFER STUDENTS

Transfer students coming from outside of Alberta should write directly to the principal for information and include a transcript for the purposes of evaluating the subjects previously taken.

## LEARNING GAP DETECTION POLICY

**(A policy for identifying and working with students experiencing learning challenges)**

1. Teachers will observe and make mental notes regarding all student progress.
2. Teachers will record and date anecdotal notes for any student showing signs of recurring observed learning challenges.
3. After three to five anecdotal notes pertaining to one concept or learning

behaviour, the teacher will conference with the principal and the parent regarding the specific observation, providing tangible examples. This conference will be recorded in writing and dated.

4. At the time of #3, possible strategies to be implemented at school and at home will be suggested and recorded.
5. A follow-up conference (parents, teacher, principal) one month later will take place. Additional tangible evidence will be provided from both the teacher and the parents. A decision as to the next step to be taken will be based upon the progress results.

6. Possible outcomes for #5:

- \*student continues with specific support from home and school
- \*student is placed in a specified Independent Education Plan (IEP)

- \*student is assigned to a more appropriate grade level for optimum success
- \*further professional counsel is sought regarding physical or psychological testing which may be required.

7. Follow-up conferences with parents, principal and teacher will occur every six to eight weeks regarding student progress. Documentation and recorded evidence must always be present.

## **PERSONAL PROPERTY**

Personal property that is used in a manner that interferes with the education process or conflicts with the school standards will be taken from the student and held until a parent comes to claim the property.

## **ASSEMBLIES**

Assemblies are held monthly to enhance the sense of extended family we strive to maintain in the school.

## **TELEPHONE**

The office phones are primarily for school business, however, if it is important, the student may use the office phone by obtaining permission from his/her teacher and/or office staff. If parents need to call their children or teachers, it would be preferred that they call at recess or noon hour. **Phone calls are not**

**permitted after 2:30 pm.**

We ask that parents refrain from phoning or texting their children during instruction time. In case of an extreme emergency, a parent may phone the office and their child will be asked to come to the office to speak to the parent. At the discretion of the teacher, a student may phone a parent during school hours, using the school telephone.

### **LOST AND FOUND**

We have a lost and found box that is located by the lobby coat racks. If a student leaves his/her items lying around, they are placed in the box.

Mamawi Atosketan is not responsible for lost or stolen personal possessions of staff, students or visitors.

### **LOCKERS**

As a convenience to students, the school provides lockers for student's personal effects and books. To avoid loss of personal and school property, locks must be used and locked when not in use.

### **SEARCH AND SEIZURE**

Mamawi Atosketan reserves the right to search student lockers, vehicles, electronic media and files, and personal belongings for objects or materials that threaten the security and safety of staff and students. All searches will be in compliance with the Canadian Charter of Rights and Freedoms and the local police detachment will be consulted with when necessary.

### **ILLNESS**

A child who is running a fever, recently vomiting or whose condition is contagious should be kept at home.

Below are the guidelines as set out by Alberta Health Services:

These are the diseases that must be reported to Public Health and the child should stay home from school until well:

- Chickenpox

- Diphtheria
- Encephalitis
- Gastrointestinal Infections
- Haemophilus Influenza
- Hepatitis
- Measles
- Meningitis
- Mumps
- Polio
- Reye's Syndrome
- Rubella
- Tuberculosis
- Whooping Cough

Scabies is not reported, but the child needs to stay home until treatment is finished.

Strep Throat/Scarlet Fever is not reported, but the child stays home until on antibiotics for 24 hours.

Ringworm: It needs to stay covered and have anti-fungal cream on it. If these steps are followed the student can rejoin classroom activities.

Lice: Must be treated at home, and the child is to be given a separate area for their backpacks, jackets, etc. If these steps are followed the student can rejoin classroom activities.

Fifth Disease: Because it is difficult to spread and is contagious only before symptoms show, a student can rejoin classroom activities.

Hand-Foot-and-Mouth Disease: Because it is only contagious before symptoms show, a student can rejoin classroom activities.

Mononucleosis: Can attend school as long as they feel well.

Pink Eye: A physician can say how long the child should stay home from school or childcare. Or they can simply wait at home until it clears up on its own.

Pinworms: Students can attend school. Just make sure they wash their hands after using the toilet.

## **MEDICAL EMERGENCY PROCEDURE**

If a student is injured at school he/she will be cared for temporarily by the teacher, and the parent will be notified. Teachers will render the level of First Aid that they are trained for. If emergency medical attention is necessary, the student's parents will be called and/or the student will be taken to the doctor or to the emergency room at the hospital. All incidents requiring any level of care will be documented and filed in the school office. Teachers may not diagnose a health condition or give any internal medications, including aspirin.

## **MEDICATION AT SCHOOL**

If a student needs to take medication during school hours a note needs to be given to the school office by the physician or parent. This medication will be kept in a locked box and a record of the medication given, time of day and amount will be kept. All medication must be labeled with the child's name and kept in the office. This includes Aspirin, Tylenol, etc.

Anaphylaxis management is a shared responsibility that includes allergic children, their parents, caregivers, and the entire school community.

## **Parents**

Parents should make every effort to teach their allergic children to self-protect. Good safety habits should be established from an early age. Parents:

- Must educate the allergic child on avoidance strategies.
- Are responsible for informing the school about the child's allergies, updating the school on any changes (e.g. diagnosis of an additional allergy, outgrowing an allergy),
- Providing the child/school with an epinephrine auto-injector which is not expired.

- Should complete an Life Threatening Allergy Alert Sheet which has the child's photograph and allergy information, emergency contact numbers, emergency protocol, and signature of the parent/guardian.
- For food-allergic children, should provide non-perishable foods and safe snacks for special occasions.
- Should communicate with school staff about field trip arrangements.

### **Children at Risk**

Allergic children who have been diagnosed as being at risk of anaphylaxis should:

- Have one auto-injector with the child's name on it, kept in a readily available location which is unlocked (preferably carried on the person).
- Be encouraged to carry their own auto-injector when age appropriate.
- Be discouraged from eating if they do not have an auto-injector with them.
- Be very cautious when eating foods prepared by others.
- Wear medical identification, such as a Medic Alert bracelet (or necklace for older children) which clearly identifies their allergy, or a special badge in the case of very young children in the nursery setting.

### **School Community**

- All school staff should be aware of children who have an allergy that may predispose them to anaphylaxis and be prepared to treat an allergic reaction. Information about children with life-threatening allergies should be made available. Many teachers keep a copy of their student's Anaphylaxis Emergency Plans in their day book; this is where important information is organized for substitute teachers.
- The entire school population should be educated regarding the seriousness of anaphylaxis and be taught how to help their peers. This could be achieved through general awareness sessions in an assembly or a health lesson. Peers should be taught that bullying and teasing students at risk of anaphylaxis is unacceptable. Bullying and teasing incidents should be dealt with immediately.



## **HOME AND SCHOOL ASSOCIATION: (PARENT ADVISORY COMMITTEE)**

The purpose of the Home and School Association is:

- to unite the home and school;
- to provide Christian education for all students;
- to promote a positive working relationship between parents and teachers;
- to work together with the school in providing funding so that all children are given the opportunity to participate in extra activities throughout the school year.

The Home and School Association has been established to promote understanding and cooperation between teachers and parents. All parents are invited and encouraged to attend the meetings and programs put on by the Association.

## **TRANSPORTATION**

Mamawi Atosketan is not responsible for the safety of students using any means of transportation other than that provided by the school.

## **VEHICLES**

All student driven vehicles driven on campus must be registered with the school and have liability insurance. Students must submit proof of insurance to the school administration at the time of registration. A student's vehicle must be parked in an appropriate space and left there during the school day. Sitting in or loitering around the vehicles in the parking lot is prohibited. See Search and Seizure section for vehicle search policies.

Drivers are to proceed with caution while on campus. Speeding or reckless driving may result in significant consequences including loss of privilege to drive or park on campus.

## **INTERPRETATION AND ENFORCEMENT OF REGULATIONS**

The School Board has designated the principal responsible for interpretation

and enforcement of all school standards, policies, procedures and regulations. All regulations adopted by the faculty and/or School Board and announced to the students have the same force as the published handbook.

### **CHANGES TO STUDENT HANDBOOK**

Mamawi Atosketan reserves the right to make changes and additions to the rules, regulations, and policies contained in the handbook to serve the best interests of the school, it's students, and its standards; these changes apply to all students.

Mamawi Atosketan reserves the right to withdraw curriculum and specific courses, alter the course content, change the calendar, and to impose or increase fees

**Acknowledgement:**

Please sign below in an acknowledgement that you have read, understand, and agree to abide by the Mamawi Atosketan Native School handbook. Please return it to the school by **September 30, 2020**

Student Name:

Student Signature:

Date:

Guardian Name:

Guardian Signature:

Date:

**Please Return this form by September 30, 2020**