

## STUDENT HANDBOOK

**Mr. C. Sandor**  
PRINCIPAL

**Mr. M. Allen**  
VICE-PRINCIPAL

**Ms. M. Pippo-Michielli**  
VICE-PRINCIPAL

***This agenda belongs to:***

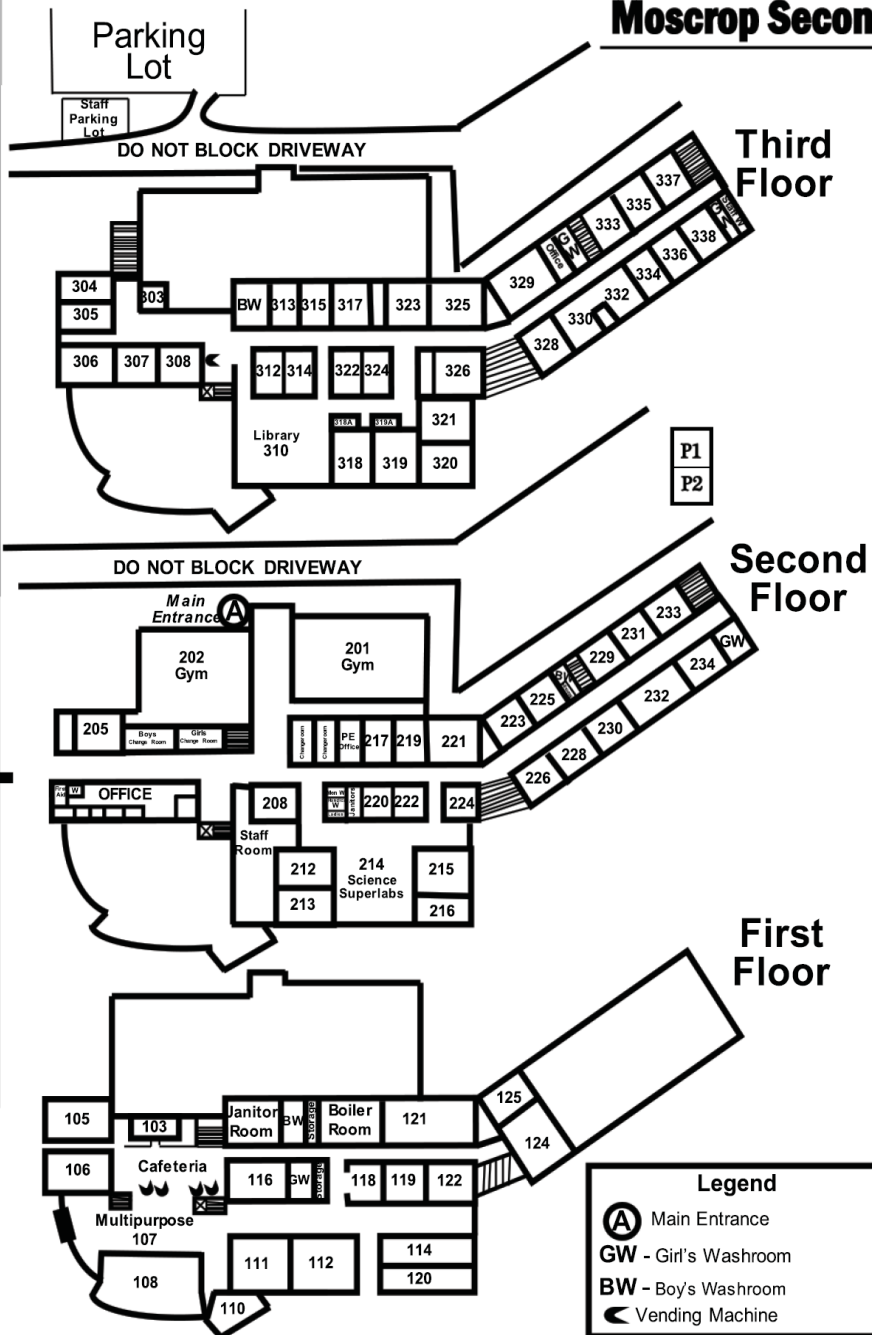
Name \_\_\_\_\_

Student No. \_\_\_\_\_

Homeroom \_\_\_\_\_

Moscrop Street

## Moscrop Secondary



Willingdon Ave.



**Burnaby School District's Code of Conduct has been established to maintain a safe, caring and healthy learning environment.**

It is the shared responsibility of students, staff, parents / guardians and the broader community, to demonstrate positive conduct while attending any school or District related activity, at any location.

All members of the school community have an obligation to:

- Support learning
- Promote safety
- Respect property, environment, personal space and privacy
- Model courtesy, compassion and respect

All members of the school community must refrain from engaging in any in-person or digital communication or behaviour that is considered to be:

- Interfering with the learning and working of others
- Bullying, harassing, intimidating, retaliating, discriminating or violent
- Unsafe or illegal including the possession, use or distribution of illegal or restricted substances, or the possession of weapons or replicas

All members of the school community are expected to comply with the purpose and spirit of the BC Human Rights Code, including not engaging in discriminatory conduct on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

Every effort will be made to support individuals and to determine the root causes of behaviour. If the safety or educational program of others is compromised, or if there is an ongoing failure to meet the expectations of the Code of Conduct, a range of consequences will follow. Whenever possible, incidents will be resolved by discussion, mediation and restitution.

**All members of the Burnaby School District community have the right to be treated fairly and consistently, and should know and understand this Code of Conduct.**

### **MESSAGE TO STUDENTS**

As a student of Moscrop School, we extend to you a warm welcome. The school and staff are here to assist you in your educational development. It is our sincere hope that your school year will be enjoyable and rewarding. The information herein is to familiarize you with the services, policies and programs of your school.

### **STUDENT BEHAVIOUR**

Moscrop students have built up a reputation as courteous, responsible citizens within the school and in the community. Please help preserve this reputation by behaving in a responsible manner.

Schools will respect the individual differences of students and respond to each situation according to the student's age, maturity, capacity and past conduct. School officials have a responsibility to inform other parties of serious breaches of the **Code of Conduct**.

### **SOME SPECIFIC EXPECTATIONS AT MOSCROP**

#### **DRESS CODE**

Decisions regarding student dress require the careful balance of the individual's rights of self-expression against the district's responsibility to ensure an appropriate learning environment. Consideration must be given to the health, safety and welfare of the school community. To find this balance between individual freedom, social convention, and functionality, a precise definition is difficult to achieve. Although choices regarding student attire rest primarily with the parent and student, the district dress code would identify some of the standards that should assist these decisions and identify consistent expectations in all schools. To that end, the Board offers the following guidance so that students learn to make good independent decisions regarding their choice of clothing.

- All members of the school community should dress in ways that are appropriate for their roles and show respect for themselves, for others, and for the school. As role models, staff should dress in ways that set good examples for students.

All members of the school community are expected to wear clothing appropriate for school. Clothing that distracts oneself or others from focusing on teaching and learning is inappropriate.

- It is not appropriate or respectful to wear clothing which
  - represents or promotes alcohol or drugs;
  - makes sexual references;
  - uses inappropriate language;
  - depicts or promotes violence, racism or other discrimination;
  - is intimidating to others

#### **NO SMOKING**

All students are actively encouraged to make a healthy lifestyle choice of not smoking. Smoking (including e-cigarettes/Vapes) is not permitted anywhere in the school building or on the grounds at Moscrop.

## **STUDENT LOCKERS**

Student lockers are school property and may be subject to search at any time. Lockers will be made available for online sign-up during the first week of school. Grade 8 students will receive locker information on the first day during homeroom.

Students must use the assigned locker. **It is not permissible to use any other locker.** Students are responsible for maintaining a clean locker at all times. Should students have difficulties with their locker, they should go to the office for assistance. For reasons of health and sanitation, random locker inspections are held.

Although the school provides you with a hall locker and a PE locker (during PE class only), the school is not liable for the loss of any items. Students are advised to have a combination lock for PE. The lock for the hall locker is included in the Activity Fee.

**Students should not bring valuables to school or keep them in lockers. Cellphones, jewelry, expensive clothing, and money are frequent targets of theft. Students are also warned against bringing valuables to the gym and should never leave them unattended in their bags or in the locker room.**

- Do not share your combination with others.
- Promptly report thefts to the office.
- Always make sure that your locker is securely closed and locked when you leave it.
- Vandalism of lockers will result in serious consequences.

## **PERSONAL PROPERTY**

Students are prohibited from buying or selling items such as electronics and/or clothing at school without expressed permission from a school administrator.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Any electronic or communication devices that can interrupt learning are prohibited during class time. Devices that interrupt the learning environment may be referred to the administration.

## **SKATEBOARDS AND IN-LINE SKATES**

Skateboards and in-line skates are not to be used on School Board property. Reported violations may result in loss of use. All skateboards and in-line skates are to be kept in the student's locker during school hours.

## **DISTRICT TECHNOLOGIES AND INFORMATION SYSTEMS**

### **STUDENT ACCEPTABLE USE**

The Board of Education of School District No. 41 (Burnaby) provides students with access to its Digital Technologies and Information Systems for the purposes of furthering their education.

Students have access to, amongst other things, public websites, secure virtual classrooms, discussion boards, video files, digital pictures, audio files, library systems, e-mail, file storage, printing, encyclopaedias, wikis, blogs, texting, social media, and messaging tools.

In order to be issued access privileges to District Technologies and Information Systems all Users must fill out District Technologies and Information Systems Acceptable Use Agreement for Students and Parents.

The District will endeavour to:

- ensure safe, orderly, and caring physical and digital learning spaces.
- impose guidelines on what students may see and do in digital environments.
- inform parents of potential risks.

## **DIGITAL RESPONSIBILITY GUIDELINES**

Digital Responsibility Guidelines apply to students using District Technologies or technological devices within the School District.

### **Role and Responsibility of Students: *DO***

- Use District and personally owned devices and digital tools for educational purposes.
- Follow copyright laws and acknowledge and respect the ownership of others for their creative works.
- Keep your personal information (last name, home address, phone numbers, picture, passwords) private.
- Respect the privacy of other students and adults.
- Report uncomfortable, unsafe, or inappropriate behaviour or messages to your teacher or principal.
- Treat others fairly and with respect.
- Understand that digital tools such as e-mail, messaging, social networks, websites, wikis, blogs, texting are not guaranteed to be private.

### ***DO NOT***

- Share your passwords.
- Take and use someone else's identity (using his/her/their name, password).
- Falsify your identity.
- Take pictures or videos of others and share them without their permission.
- Hurt or mistreat others by what you create or share.
- Harass, stalk, bully, threaten, insult, abuse, or attack others.
- Damage computer systems, networks, digital tools or content.
- Access secure information owned by others without their permission.
- Use information or work of others as your own without their permission.
- Use software programs that are not provided by the District or that are not free or purchased by you for your personally owned device.
- Use District or personally owned devices for commercial, illegal, or malicious purposes.
- Use District or personally owned devices to operate file sharing services.
- Access or distribute pornographic or obscene pictures, videos, audio or text.
- Meet with someone you met online without your parent(s) or guardian(s) approving and going with you.

## GENERAL INFORMATION

### ADMINISTRATION

**Principal:** C. Sandor  
**Vice-Principals:** M. Allen  
M. Pippo-Michielli  
**Administrative Assistant:** T. Sebez

If you need to sign out, pay fees, check for lost items, or have a general question about Moscrop, the clerical staff are in the main office to help you.

### STUDENT FEES

Activity Fee (includes Moscrop APP, locker w/lock, mentorship and students' council activity fee)	\$ 30.00
<b>OPTIONAL</b>	
Athletics	\$ 25.00 – \$155.00each season
Locks ( <b>for PE locker use only</b> )	\$ 8.00
Optional Project Costs	As specified by teacher
Yearbook	\$ 60.00
<b>GRADE 12 ONLY</b>	
Dinner/Dance	\$130.00
Safe After Grad	\$ 50.00
School Leaving Ceremony	\$ 80.00

### STUDENT SERVICES

#### COUNSELLORS

Moscrop's counsellors are resource people who listen and provide information for you. If you have a problem with course selection, course changes, educational plans, personal or social situations, make an appointment to see your counsellor.

Mr. Ivan Steko..... A – G  
Ms. Olga Vancic..... H – L  
Mr. Kevin Tyfting ..... M – S  
Ms. Tina Niccoli-Harris ..... T – Z

#### SAFE SCHOOLS SPECIALIST

Our Safe Schools Specialist, Mr. Ryan McLean, is a visible and positive presence within our school. He gives support and provides strategies to students, staff, parents and community agencies on issues related to safety i.e. bullying, harassment, threats, or intimidation.

#### WHO TO CONTACT WHEN?

<b>Student is:</b>	<b>Contact:</b>
1. Having difficulty in a subject	Subject teacher
2. Having difficulties in a variety of subjects	Counsellor
3. Having attendance problems	Counsellor
4. Feeling unsafe or harassed	SSS or SLO
5. Having any general school issues	Administrator

### **LIBRARIAN/MEDIA SPECIALIST**

The school librarian is there to help you with research or choosing a book for personal reading. The library is open before school, at noon hour, and after school.

### **CUSTODIANS**

If you notice something wrong with the physical condition of the building, a school custodian is the person to see.

### **STUDENT GOVERNMENT**

Co-Presidents:	Alex Hong	Anna Kovtunen
Secretary:	Alvin Lau	
Treasurer:	Samuel Zheng	
Publicity Coordinator:	Jenise Yang	
Social Coordinator:	Annie Wu	
Social Media Coordinators:	Audrey Clark	Hanson Qin
All Clubs Representative:	Ivan Luo	
Caucus Representatives:	Karen Li	Michelle Yu
External Relations Representative:	Kevin Seo	
Indigenous Student Representative:	Catalina Claxton	
Leadership Representative:	Grace Wang	
Sports Representatives:	Angela Qin	Olivia Wong
Technology Representative:	Joshua Song	
VPA Representative	Daniel Ma	
Grad Council Representatives:	April Louie	Jessica Seto
Grade 12 Representatives:	Ali Hooda	Kevin Low
Grade 11 Representatives:	Amrick Garcha	Ivy Lei
Grade 10 Representatives:	Meng Bai Li	Matthew Zhao
Grade 9 Representatives:	Yehia Ayad	Thomas Colhoun
Grade 8 Representatives:	TBA	TBA

### **PARKING**

A limited number of parking spaces are available in the main parking lot for student use. There is no student parking allowed in the rear parking lot, lower parking lots, or visitor stalls.

### **SCHOOL TIMETABLE AND BELL SCHEDULE**

Moscrop operates on a 4 x 2 timetable. Four classes are offered per day for two school days. Student timetables vary according to students' grade. The school shares responsibility with the parents by keeping them informed during reporting periods or by appointments during the year.



# BELL SCHEDULE FOR DAY 1 AND 2

## Linear

Mon-Thurs	Mon	Tue	Wed	Thu	Fri	Fri
8:40-9:10	Flexible Student Support Time				Extended Flex/Collab	8:40-9:30
9:10-10:23	Period 1	Period 5	Period 1	Period 5	Period 1	9:30-10:38
10:23-10:38	Break	Break	Break	Break	Break	10:38-10:53
10:38-11:51	Period 2	Period 6	Period 2	Period 6	Period 2	10:53-12:01
	Lunch					
12:36-1:48	Period 3	Period 7	Period 3	Period 7	Period 3	12:46-1:53
1:53-3:05	Period 4	Period 8	Period 4	Period 8	Period 4	1:58-3:05

## **ATTENDANCE**

It is important that all students be present and on time for all classes. Evaluation of students' progress in each course is based on assignments, class participation, and examinations. It is important to be present for EVERY class. Students are expected to attend regularly and punctually except in cases of emergency, sickness, illness in the family, death of a relative, or observance of a religious holiday. Working, babysitting, family holidays, sleeping in, etc., are NOT considered sufficient reasons for absence from school. Students participating in Work Experience or Field Trips during school hours are not marked absent from school. It is the student's responsibility to communicate with their classroom teacher.

Attendance is recorded in each class. If you are absent, a parent or guardian is asked to phone the school at **604.296.6895 (ext. 2)** and provide a note upon return stating the reason for absence, signed and dated by parent or guardian. This note is to be initialed by each of your teachers and then submitted to the office. It is a student's responsibility, when returning to school after an absence, to ask teachers about work missed. If the absence will be lengthy, a parent/guardian should phone the school counsellor and arrange for work to be picked up. Hospital and Homebound Service is available for lengthy illness. Please phone or see your counsellor for further information.

## **PUNCTUALITY**

Late arrivals are disruptions to the classroom learning environment. If you are late in the morning, proceed quickly to your first class. Your subject teacher will want to know the reason for your tardiness and will deal with the lateness appropriately. If you are late between classes because your previous teacher delayed you, get an administration slip from him or her. If you simply took too long to get to your next class, the subject teacher will deal with the lateness appropriately. Parents will be called about chronic tardiness.

## **PARTICIPATION IN SCHOOL ACTIVITIES**

If students' absences are unacceptable and/or students are not fulfilling their learning requirements, they may not be permitted to participate in school activities.

## **CAREER PREPARATION AND STUDY PERIODS**

Students who are assigned to a Career Preparation and/or study period will be expected to be in the Multi-Purpose or Library during these times. Students may be asked to show their Student ID cards upon request.

All students are expected to engage quietly in schoolwork during these periods. They must be in the assigned study areas for the entire period. Students are not permitted to wander the halls and are not permitted to play cards or other games.

## **EARLY DISMISSAL**

If you need to leave school early, bring a signed note from home and hand it in to the office before 8:40a or at lunch break. Never leave the school before dismissal at 3:05pm without signing out at the office. If you need to leave suddenly, due to illness, go to the office and a member of our clerical staff will phone home to check that someone is there who can take care of you.

## **UNEXCUSED ABSENCES**

If you are truant, your parents will be informed, and appropriate actions will be taken.

### **FIRE ALARM AND SAFETY**

If an alarm sounds while you are in class, wait to be directed by your teacher. The aim is to evacuate the building quickly and calmly. The first students to arrive at any outside door should hold them open to promote easy evacuation of the building. When outside, remain as a class and move at least 10 m away from the building. Doors and windows in the building are to be closed. You may re-enter the building only when the “all-clear” signal is given. The threat of fire is taken very seriously. Any tampering with fire protection equipment will result in suspension. In lab classes (i.e. Science, Home Ec or Tech Ed), pay attention to the safety precautions as outlined by your teacher. It is up to each student to practice general and specific safety routines.

### **LOCKDOWN / HOLD AND SECURE / SHELTER IN PLACE**

In the event of a school emergency, lockdown, hold and secure or shelter in place procedures will be put into effect. Throughout the year, regular drills will be held in all these procedures.

### **TEXTBOOKS**

Subject teachers assign textbooks. When you receive a textbook, it becomes your responsibility. Write your name and the name of the subject teacher on the label inside each textbook. They are very expensive to replace, so please look after them carefully.

If you damage a book (this includes graffiti), or lose it, you will be required to pay for a replacement. A receipt will be given upon payment, keep this receipt as your lost book may be found and you may claim a refund.

### **LIBRARY BOOKS**

Like textbooks, when you have checked out a library book, it becomes your responsibility. You will be required to pay for damaged or lost library books.

### **STUDENT EVALUATION PROCEDURES**

Report cards with a letter grade, percentage and a work habit mark in each subject area will be issued at the end of each of the three terms. All teachers issue an Interim Report in October. Teachers may also communicate with parents at any time during the year to keep them apprised of student progress.

#### **Letter Grade Equivalents    Work Habits Mark**

A	= 86% - 100%	G = Good
B	= 73% - 85%	S = Satisfactory
C+	= 67% - 72%	N = Needs improvement
C	= 60% - 66%	
C-	= 50% - 59%	
I or F	= under 50%	

Parents are invited to Parent/Teacher interviews following the Informal Report in October. I (Incomplete) reports are used to inform parents of missing assignments and course work. Parents may also phone the school to make an appointment to speak to a teacher, counsellor, or administrator.

## GUIDELINES FOR WORK HABITS

The following attributes are expected of Moscrop students:

<b>Responsibility</b>	<b>Leadership</b>	<b>Cooperation</b>
<b>Motivation</b>	<b>Independence</b>	

The degree to which these attributes are demonstrated will determine a student's Work Habits as Good, Satisfactory, or Needs improvement.

The criteria for student work habits are described below. Classroom teachers may provide additional examples.

## CRITERIA FOR WORK HABITS

<b>G</b>	Responsibility	All assignments handed in, on time for class, is ready to work
	Leadership	Helps others without being asked
	Cooperation	Works well with peers and teachers
	Motivation	Self-motivated, positive attitude
	Independence	Capable of self-direction
<b>S</b>	Responsibility	Most assignments handed in, seldom late, usually ready to work
	Leadership	Helps others when asked to
	Cooperation	Usually works well with peers and teachers
	Motivation	Sometimes self-motivated, but often needs teacher input, usually positive
	Independence	Works independently for a short time, needs teacher direction periodically
<b>N</b>	Responsibility	Most assignments missing, often late, often not ready to work
	Leadership	Does not help others
	Cooperation	Does not work well with peers or teacher, poor listening skills
	Motivation	Demonstrates lack of motivation and inability to stay on task
	Independence	Needs one-on-one attention

## HELP WITH YOUR STUDIES

### HOMEWORK

It is expected that students in Grades 8 through 10 will spend between one and two hours per night on homework or revision. Students in grade 11/12 should spend two to three hours per night.

### LEARNING SUPPORT

If you need help with a particular subject, ask for assistance from the teacher concerned. If you are still having problems, see your counsellor.

### LIBRARY/LEARNING COMMONS INFORMATION

Hours: Monday to Thursday 8:00a to 3:30p  
Friday 8:00a to 3:15p

Library may close earlier when the Teacher Librarian must attend a meeting.

Borrowing Materials:

- 2-week loan: for fiction books (novels) and non-fiction books
- 1-day (overnight loan): for DVDs, magazines, encyclopedias and reference materials
- students may place a 'hold' on books which are out on loan

When classes are doing research assignments, some resources may not circulate due to heavy demand, but may be used in the library whenever it is open.

**Overdue Library Materials:**

The library does not charge fines for overdue materials. Students may renew books if required. All lost and damaged materials must be paid for.

Computer Use: for schoolwork only

**Standards of Conduct:**

- Students are expected to follow the normal rules of conduct that apply throughout the school. The library staff requires that students respect the rights of other students using the facilities at all times.
- Students who willfully misuse equipment, software, or facilities will be asked to leave the Library or will have restricted access to the Library

For more information about the Library go to the school web page:

<https://moscrop.burnabyschools.ca/> Select **Library > Moscrop Learning Commons** for more information.

## **ENSURING ACADEMIC RESPONSIBILITY**

### **How Do I do a Bibliography?**

It is important to document the source of the ideas you have discovered in your research as well as images you have used. While there are various guidelines available, it is most important to be consistent. Use the following samples as a guide. If you have used other types of resources that do not appear below, check out this website for more examples: A research guide for students [www.researchguide.com](http://www.researchguide.com)

**MP Marker** – ‘medium of publications marker’ i.e. print, web, performance, DVD, or TV

**n.pag** may be used if no page numbers are given

**n.d.** may be used if no date is given

**N.p.** may be used if no publisher or no place of publication is given

### **BIBLIOGRAPHY QUICK REFERENCE GUIDE – MLA STYLE**

#### **Book – one author:**

Author's Last name, First name. *Book Title*. Place of publication: Name of publisher, date of publication. MP Marker.

Bright, Michael. *Tropical Rainforest*. Toronto: Glouster Press, 1991. Print.

#### **Book – two authors:**

First author's Last name, First name "and" Second author's First and Last name. *Book Title*. Place of publication: Name of publisher, date of publication. MP Marker.

Zola, Melanie and Katherine Grier. *Alligators*. Toronto: Grolier, 1985. Print.

#### **Online book:**

Author's Last name, First name. *Book Title*. Place of publication: Name of publisher, date of publication. *Database or website name*. MP Marker. Date of access.

Shakespeare, William. *The Winter's Tale*. Minneapolis: Filiquarian, 2007. *Google Books*. Web. 13 Apr. 2011.

**Encyclopedia article:**

Author's Last name, First name. "Article Title." *Encyclopedia Title*, edition. Place of publication: Name of publisher (if different from title), date of publication. MP Marker.

Forester, Doe C. "Frog." *The World Book Encyclopedia*. 2006. Print.

Frey, Rebecca J. "Measles." *UXL Encyclopedia of Diseases and Disorders*. Detroit: Gale, 2009. Print.

**Online encyclopedia article:**

Author's Last name, First name. "Article Title." *Encyclopedia Title*. edition. Publication date. Name of Publisher/Online Service. MP Marker. Date of Access.

Nice, Alex T. "Rome, Ancient." *World Book Advanced*. 2011. World Book. Web. 13 Apr. 2011.

**Article found through an online database:**

Author's Last name, First name. "Article Title." *Newspaper or Journal Title*. Volume Number (Publication date). pages. Name of Online Service. MP Marker. Date of access.

"An Example of Cooperation and Common Cause: Enhancing Canada-United States Security and Prosperity through the Great Lakes and North American Trade" *Canada-United States Law Journal*. 34.2 (2010):1. *MasterFILE Premier*. Web. 13 Apr. 2011.

Lewis, Nicholas, and Matt Ridley. "Breaking the Ice: The Battle Over Whether Antarctica is Warming Reveals the Bias that Sustains the Climate Change Consensus." *Spectator*. 19 Feb 2011: 12+. *Global Issues In Context*. Web. 13 Apr. 2011.

**Information from a website:**

Author's Last name, First name. "Article Title." *Name of Website*. Publisher or Sponsor of Site, Publication or copyright date. MP Marker. Date of access.

"Climate Change and Polar Bears." *Nature Canada*. Nature Canada, 2011. Web. 13 Apr. 2011.

"Charles Ives." *Essentials of Music*. Sony Classical, 2001. Web. 13 Apr. 2011.

**Online Image:**

Artist or Creator (if available). "Description or Title of Image." Date created. Format (Photograph, Painting, Clipart, Sculpture, etc.). *Database Name or Title of Website*. MP Marker. Date of download.

Monet, Claude. "Argenteuil." 1875. Painting. *National Gallery of Victoria*. Web. 20 Sep. 2011.

"Harry Potter." Photograph. *Den of Geek*. Web. 13 Apr. 2011.

**Example of Personal Site:**

Stewart, David. Home Page. Web. 7 July 1997.

**Moscrop Online Databases Login:**

Username: bbymoscrop Password: moscrop07

Sample "Works Cited" page:

## your guide to:

**MCA 7th EDITION**

Entries are put in **ALPHABETICAL** order.

When alphabetizing an entry whose first word is a title beginning with "The", "A" or "An", ignore the article.

(i.e. "The Market" is alphabetized under **M** rather than **T**)

The first line of each entry begins at the margin. Any subsequent lines of the same entry are **indented** 5 spaces.

Always **DOUBLE** space.

### Works Cited

Benioff, David. *City of Thieves: A Novel*. New York: Plume, 2009. Print.

Book

Burgess, Paul L. "Minimum Wage." *The World Book Encyclopedia*, 2006 ed. Print.

Magazine

Encyclopedia

Dehaas, Josh. "The Haves and Have-Nots." *MacLean's* 21 Mar.2011:32. Print.

"High Blood Pressure." *Medline Plus*. US National Library of Medicine/National Institutes of Health, 19 Nov. 2010. Web. 16 Mar. 2011.

Website

Online Encyclopedia

Kalbach, Warren E. "Population." *Canadian Encyclopedia*. Historica-Dominion Institute, n.d. Web. 16 Mar. 2011.

Lerner, K. Lee, and Brenda W. Lerner, eds. "Malaria." *Gale Encyclopedia of Science*. 4<sup>th</sup> ed. 2009. *Gale Student Resources in Context*. Web. 16 Mar. 2011.

Online Database Article

"Saladin." *The Crusades Reference Library*. Ed. Neil Schlager. Vol.2. Detroit: UXL, 2005. *Gale Virtual Reference Library*. Gale. Web. 16 Mar. 2011.

ebook

Taylor, John. *William Shakespeare*. 1610. National Portrait Gallery, London. Web. 17 Mar. 2011.

Website Image

<http://www.npg.org.uk/visit/take-another-look/william-shakespeare.php>>.

Supply URL unless your teacher asks you not to

**Remember: punctuation marks matter in citations.  
Incorrect punctuation = WRONG!**

## ACADEMIC INTEGRITY

Practising academic integrity is vital to ensure your development as a student at Moscrop Secondary School. The staff at Moscrop Secondary seek to create an environment where the fundamental values of academic integrity - honesty, trustworthiness, fairness, respect and responsibility - are encouraged and fostered. To this end, we have created a guide to help you recognize when you are not upholding these values and to give you strategies to help you avoid this problem in the future.

(Adapted from <https://bcforhighschool.gov.bc.ca/en/tile/academic-integrity-plagiarism-and-cheating/>)

### Quick Guide to Academic Integrity

Academic Integrity is...	Academic Integrity <i>IS NOT</i> ...
<b>Honesty on tests</b>	<ul style="list-style-type: none"><li>• Copying from a fellow student's work or test, or allowing them to copy your work</li><li>• Using unauthorized tools or materials (notes, calculators, phones)</li><li>• Verbally sharing information about a test with other students or taking photos and sharing</li></ul>
<b>Digital citizenship</b>	<ul style="list-style-type: none"><li>• Using an on-line translator for more than one word or expression</li><li>• Using phones, programmable calculators, or other electronic devices on an assessment when such use is not allowed</li></ul>
<b>Submitting original work and citing sources</b>	<ul style="list-style-type: none"><li>• Copying from a fellow student's work (assignments, homework, etc.) or allowing them to copy your work</li><li>• Using someone else's words or ideas and calling them one's own</li><li>• Handing in another student's work as your own</li><li>• Handing in material downloaded from the Internet</li><li>• Copying and pasting from online sources</li><li>• Submitting previous work from one class to another</li></ul>

### Tips to Avoid Academic Dishonesty

<b>Time management</b>	<ul style="list-style-type: none"><li>• Keep track of deadlines and due dates to avoid panic and pressure.</li><li>• Study in advance and review often.</li></ul>
<b>Organization</b>	<ul style="list-style-type: none"><li>• Have a good system of taking notes and citing sources.</li></ul>
<b>Do your own work</b>	<ul style="list-style-type: none"><li>• Put in the effort and put things in your own words. The learning is in the doing (follow proper research process: notes-&gt;rough draft-&gt;final product).</li></ul>
<b>Protect your work</b>	<ul style="list-style-type: none"><li>• Don't let someone else take advantage of your hard work.</li></ul>

### Possible Consequences of Academic Dishonesty

- Contact with parent
- Contact with Administration
- Review of Academic Integrity Policy
- Possible redo or alternate means of assessment
- Loss of eligibility for scholarships/awards and reference letters

**Repetition of Academic Dishonesty may result in not meeting the necessary learning outcomes.**



## **SCHOOL EXAM / TESTS**

Moscrop endeavors to ensure that students are assessed in a reliable manner. Except for medical and emergency reasons, students will not be excused from these exams. It is the school's expectation that parents phone the school should an emergency or illness arise. On returning to school, a note will be required. Missed exams must be written in the time scheduled by the school.

## **JUNE EXAMINATIONS**

Some subjects may have final exams in their courses with the exam weight varying depending on the department. If there is a final exam in a subject, there will not be a separate supplemental exam.

## **MINISTRY ASSESSMENTS**

All students in grade 10 and up will be required to write the **Numeracy 10 Assessment** and **Literacy 10 Assessment** as part of their graduation requirement. All students in grade 12 will be required to complete the **Literacy 12 Assessment** as part of their graduation requirement. These assessments will take place in November, April, and June but the bulk of these assessments will occur in January and the exam schedule will be posted closer to this time.

## **AWARDS**

Students at Moscrop are encouraged to strive for excellence in all areas. The Moscrop staff believes that the recognition of excellence is integral to developing and maintaining a positive school climate. The following awards are examples of student recognition.

### **Principal's List**

Principal's List is calculated using grades from terms 1, 2, and 3 for all students in grades 8 – 12. To qualify, students must achieve an A and G in all subjects in each term and a student must be taking an approved course load.

### **Honour Roll**

Honour Roll is calculated using grades from terms 1, 2, and 3. Students with a GPA of 3.5 and above and have no grades below "C" will receive Honour Roll recognition. For grades 8 – 12, Honour Roll is calculated for students using a full or approved course load.

### **GPA Equivalents:**

A = 4.0      B = 3.0      C+ = 2.5      C = 2.0      C- = 1.0      F = 0

### **Gold Honour Cords**

Gold Honour Cords will be awarded at the School Leaving Ceremony to students who have maintained Honour Roll standing at Moscrop for each term of grade 10, 11, & 12.

### **Excellent Work Habit**

Students with all 'Gs' for Work Habits on their report cards for terms 1, 2 and 3, and who are registered in at least 6 courses, will receive a Perfect Panthers Certificate.

### **Class Awards of Excellence**

Each department may recognize the top student in each course at each grade level.

### **Athletic Awards**

Top two students in each grade are recognized when merited.

**Commented [CS1]:** What is a "Perfect Panther Certificate"?

**Commented [LC2R1]:**

### **Competition Awards**

Students who achieve local, provincial, or national recognition in competitions sponsored by the school.

### **Exemplary Citizens**

Students who are Moscrop's most remarkable 'all-round' citizens at each grade level.

### **Service Awards**

Students who give of their time beyond the requirements of a course and in service to the school will receive recognition.

Grade 8s	20 hours or better
Grade 9s	30 hours or better
Grade 10s	40 hours or better
Grade 11s and 12s	60 hours or better

On the last day of each month, please submit your Record of Service Hours (for the months September 2022 to April 2023) to Ms. Sebez in the office. The deadline for all records submissions is April 28, 2023. Service hours for May and June 2023 may be submitted for inclusion the following year.

### **Exceptional Service Awards**

Top student in each grade who has demonstrated outstanding service to the school during the year in more than one area.

## **SCHOLARSHIPS**

### **District and School Scholarships**

Every year the Parents' Advisory Committee donates a sum for scholarships for the Grad class. Only students who have completed a student profile will be considered for any Moscrop and/or District Awards. The student profile is considered the application form for all these scholarships. The Moscrop Scholarship Committee, which is represented by staff from each department in the school, will choose recipients. Please take this time to fill out and hand in your student profile to the Counselling Centre.

### **External Scholarships**

These awards are available to BC grads. These may be advertised in the scholarship bulletins, newspapers, or may be available through a relative's place of work, or involvement in a service club or similar organization. Be sure to ask family and friends. Have your parents/guardians check with their employers, unions and any organizations to which they belong regarding the availability of any scholarships or bursaries. Application deadlines vary, so it is best for students to inquire right away.

### **University Scholarships**

All universities offer scholarships to draw strong students. These range from one semester's tuition to awards of more than \$30,000. Applications for local university scholarships will be advertised in scholarship bulletins and can be found on each institution's website. You may also visit the financial aid office at the post-secondary institution you are interested in attending, and/or peruse the institution's website.

**Commented [CS3]:** I'm highlighting things to look at and change.

### **ATHLETICS**

Moscrop team members are expected to maintain a high standard of behavior and attitude. Classroom expectations regarding attendance, attitude, and performance must be always met. If it is determined that students are not meeting expectations in the classroom and during an athletic event, they may, at the discretion of the Athletic Director and Administration, be suspended from their athletic team until expectations are met.

### **STUDENTS' COUNCIL AND LEADERSHIP**

Responsibility for the extracurricular activities of Moscrop Secondary students is vested in the Student Council, which provides overall coordination of the activities of student groups and represents each student in matters at large.

### **EXTRACURRICULAR TEAMS**

Moscrop has approximately forty teams from Grades 8 - 12 whose members compete in athletic leagues with other schools. Games and practices are usually held after school, early evening, or before school. Programs offered include Soccer, Basketball, Volleyball, Rugby, Gymnastics, Tennis, Golf, Badminton, Wrestling, Football, Field Hockey, Ski/Snowboard, Swimming, Ultimate, Cross Country, and Track and Field. All students are invited to try out for these teams.

Extra-curricular activities are a great way to get fit, have fun, make new friends, and develop school spirit. It is the goal of the Athletic Department to have every student at Moscrop participating in a school athletic program. Moscrop offers a large and diverse athletic program. Students are encouraged to involve themselves in activities of interest.

### **NOON HOUR INTRAMURALS**

Students are welcome to participate in any or all the co-ed intramural activities. There are several sports offered throughout the year. Information regarding intramurals is posted at the PE office. Participation involves getting together a team, registering through Sports Council and playing at the scheduled time and date. Other noon hour activities include open gym, theme days, and special events.