

# École McTavish High School

## STUDENT HANDBOOK 2021-2022

352 Parsons Creek Drive  
Fort McMurray, AB T9K 0C8  
Phone : 780-790-1100  
Fax : 780-790-1103

### ADMINISTRATION:

Mr. Scott Barr – Principal  
Mr. Thomas Andrews - Vice Principal  
Mr. David Hurley - Vice Principal  
Mr. Dan Baseley- Vice Principal

**Website - <http://ecolemctavish.fmpsdschools.ca>**

*You can also check us out on Facebook - McTavish Marauder,  
Twitter @Ecole McTavish, and on Instagram*

## ÉCOLE MCTAVISH LOGO

### What is a Marauder?

Our sports teams and colours were chosen by the students who will make up the school. The suggestions came from them and then they voted on the one they wanted. Marauders won the vote by quite a large margin. So what is a Marauder???

Marauders is a term used for groups of people (teams) that go into foreign lands (other schools), impose their will on the other groups (opposing teams) and leave with a well-earned victory or reward! They are feared for their loyalty to each other and their determination to never give up.





## 2021-2022 School Year Calendar

### Fort McMurray Public School Division

August 2021							September 2021							October 2021						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

  

November 2021							December 2021							January 2022						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					

  

February 2022							March 2022							April 2022							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5			1	2	3	4	5							1	2
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
27	28						27	28	29	30	31			24	25	26	27	28	29	30	

  

May 2022							June 2022							July 2022						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

<span style="display: inline-block; width: 10px; height: 10px; background-color: #92d050; border: 1px solid black; margin-right: 5px;"></span> Important Day Student	<span style="display: inline-block; width: 10px; height: 10px; background-color: #d9ead3; border: 1px solid black; margin-right: 5px;"></span> School Break (No School)	<span style="display: inline-block; width: 10px; height: 10px; background-color: #92d050; border: 1px solid black; margin-right: 5px;"></span> STAT Holiday (No School)
<span style="display: inline-block; width: 10px; height: 10px; background-color: #ffcc99; border: 1px solid black; margin-right: 5px;"></span> Important Day Staff	<span style="display: inline-block; width: 10px; height: 10px; background-color: #ffcc99; border: 1px solid black; margin-right: 5px;"></span> Staff Prof. Dev. (No School)	<span style="display: inline-block; width: 10px; height: 10px; background-color: #92d050; border: 1px solid black; margin-right: 5px;"></span> Other

2021-2022 Important Dates	
Aug 18	Schools Open for Registration
Aug 24	ATA First Day
Aug 26	CUPE First Day
Aug 30-Sep 2	Staggered Entry for Students
Sep 3	PLF #1 (Staff Only)
Sep 6	Labour Day (No School)
Sep 7	All Students Back (incl. ECDDP/K)
Sep 17	PLF #2 (Staff Only)
Sep 30	National Truth & Reconciliation Day (No School)
Oct 6	PLF #3 (Staff Only)
Oct 11	Thanksgiving (No School)
Oct 18	School Board/Municipal Elections
Oct 29	ATA Institute Day
Nov 11	Remembrance Day (No School)
Nov 12	In Lieu PTI (No School)
Nov 29	Elementary - 1st Day of Term 2
Dec 3	PLF #4 (Staff Only)
Dec 17	PLF #5 (Staff Only)
Dec 20-Jan 3	Christmas Break (No School)
Jan 14	Division Professional Learning (Staff Only)
Jan 28	PLF #6 (Staff Only)
Jan 31	Secondary - 1st Day of Semester 2
Feb 18	PLF #7 (Staff Only)
Feb 21	Family Day (No School)
Feb 28-Mar 4	Teachers' Convention (No School)
Mar 11	PLF #8 (Staff Only)
Mar 21	Elementary - 1st Day of Term 3
Mar 25	PLF #9 (Staff Only)
Apr 1	PLF #10 (Staff Only)
Apr 11 - 18	Spring Break (No School)
Apr 29	PLF #11 (Staff Only)
May 6	PLF #12 (Staff Only)
May 20	In Lieu PTI (No School)
May 23	Victoria Day (No School)
Jun 3	PLF #13 (Staff Only)
Jun 29	Last Day for Students
Jun 29	Last Day for Staff

**\*2022-2023 Proposed Important Dates**

Aug 29 - First Day for Students	Mar 2-3 Teachers' Convention
Dec 19 - Jan 2 Christmas Break	Apr 10-17 Spring Break

Approved Date: March 31, 2021

\*Proposed dates listed are subject to change



# ÉCOLE MCTAVISH 2021-2022 TIMETABLE

## JUNIOR HIGH

**BLOCK 1: 8:33-9:29**

**LOCKER BREAK: 9:29-9:35**

**BLOCK 2: 9:35-10:30**

**LOCKER BREAK: 10:30-10:36**

**BLOCK 3: 10:36-11:31**

**LUNCH: 11:31-12:27**

**BLOCK 4: 12:27-1:23**

**LOCKER BREAK: 1:23-1:29**

**BLOCK 5: 1:29-2:24**

**LOCKER BREAK: 2:24-2:30**

**BLOCK 6: 2:30-3:25**

## HIGH SCHOOL

**BLOCK 1: 8:33-10:01**

**LOCKER BREAK: 10:01-10:07**

**BLOCK 2: 10:07-11:34**

**LUNCH 11:34-12:24**

**BLOCK 3: 12:24-1:52**

**LOCKER BREAK: 1:52-1:58**

**BLOCK 4: 1:58-3:25**

## GENERAL INFORMATION

### LOCKERS

**Lockers at École McTavish High School are the property of the school.** Students choose a locker, with the help of a teacher, on the first day of class. For the sake of security, students are required to use the lock provided by the school. Students are encouraged **to leave valuables at home**. Students do not have the right to deface lockers. In accordance with the locker procedure, if the lockers are returned in a condition that is deemed unsatisfactory, locker privileges may be revoked, by administration, for the following school year. In addition, a fee of up to \$50.00 will be charged in order to refurbish the locker to an acceptable condition.

**École McTavish High School will NOT be held responsible for items lost or stolen from lockers.**

### VALUABLES AND PERSONAL PROPERTY

École McTavish will not be responsible for personal property or valuables that are lost or stolen at school or during any school events. Students are expected to safeguard valuables and personal property or to have the necessary insurance for valuables such as band equipment.

**Most issues with theft happen during PE time. Students need to ensure to have all valuables left locked up in their hallway locker.**

### BUS PASSES

Bus Passes are available before and after school, during breaks and lunch for purchase/pick up from the main office for the first ten days of each month. **Bus Passes are not given out during instructional time.** Bus Passes not picked up are returned to the Division Office every month. If a Bus Pass is lost or stolen, it can be replaced at the school for a cost of \$41.00.

### ATTENDANCE POLICY

The staff of École McTavish High School are committed to working in partnership with parents to ensure that students have every opportunity for academic success. We believe, and statistics, show that regular and punctual attendance is essential to learning. Classes provide explanation, illustration and proactive opportunities for involvement in discussion and group work. **Teachers and Administrators expect all students to attend classes regularly and on time.**

Section 13 of the Alberta School Act states that “An individual who

- a) is eligible to be enrolled in a school,
- b) on September 1 in a year is 6 years of age or older, and
- c) is younger than 16 years of age,  
shall attend school.”

1. Students participating in or representing École McTavish at school-based extracurricular activities and school sports teams need to have excellent attendance and appropriate behaviour or they will not be permitted to participate.
2. Parents/Guardians are required to notify the school by telephone, email or in writing, stating the reason, when the student is excusably absent or late. Documentation is required to excuse a student when the student has nine or more absences. This applies to all students, regardless of age.

For the purpose of this policy, an absence is considered excused for the following reasons:

- a) Illness or injury.
- b) Medical, dental, optometric or chiropractic services that cannot be scheduled outside of school hours.
- c) Death in the family
- d) Participation in religious observances
- e) School related activity or program
- f) Suspension from school

Any absence for reasons other than those listed above is considered an unexcused absence. Some samples of unexcused absences are:

- 1) Any personal business that could be handled on personal time.
- 2) Working for an employer.
- 3) Oversleeping
- 4) Missing the bus
- 5) Car trouble
- 6) Studying for a test

**According to Alberta Education policy vacations or trips scheduled during school time are not excusable.** However, it is the school's belief that the loss of instructional time can never be regained. Any drop in grade due to this absence is solely the responsibility of the student. (It is also the student's responsibility to get the required work, with ample time, from the teacher or to make up the work upon returning from the vacation or trip.)

3. The office staff will record all phone calls and notes in the daily attendance log.
4. Students who are inexcusably absent from school are not permitted:
  - a) to be on school property, or
  - b) to attend and/or participate in extracurricular activities.
5. Tardiness (making a habit of being late for class) –Punctuality is important at École McTavish High School. Consequences may include detentions, parent contact for remediation, forfeiting the right to attend class for one day and/or referral to administration. In the eyes of the attendance board, 3 lates is considered an absence.
6. The attendance protocol at École McTavish is as follows:
  - The automatic dialer will call the parent/guardian when a student has 1 unexcused absence or late in a class and this is recorded in PowerSchool.
  - After three unexcused absences in one class, teachers will contact parents and refer students to administration.
  - If the issue continues, Parents will be contacted to meet with the school to come up with a plan to help improve attendance.

7. Students who skip classes will receive consequences that may include the following:
- after-school, lunchtime, or before-school detentions issued by course teachers and/or administration;
  - in-school suspensions (which go until 3:25 for each day)
  - removal from extracurricular teams
  - banning from school events (Dances, sports events, etc.)
  - referral to Attendance Board for students under the age of 16

### CLASSROOM RULES

Each classroom teacher, along with their class, develops a list of reasonable expectations that contribute to the instructional program, classroom harmony and the development of student responsibility. Classroom rules will be distributed and developed with the students on the first few days in each course and then posted in the room.

### HOMEWORK AND REVIEW

Ecole McTavish students can expect to spend time on studies outside the regular class schedule. Students should also plan to complete homework on a regular basis that includes practice questions, assignments, and review. Students should do enough practice questions to learn the skill or concept plus a daily review of past assignments and activities.

### **MAJOR EXAMS - Student Attendance**

Part of the student evaluation is the writing of major examinations. At year-end, students will write major examinations.

Some regulations concerning exams are:

1. Students will be required to produce a medical certificate justifying absence.
2. School must be notified by parents and provided with the reason for the absence.
3. Students and/or parents must make alternate arrangements for writing missed exams.
4. Students leaving early at the end of the year will be given the mark they have achieved in that term as their third term mark. It will be combined with the other two terms to create a final mark. In some cases, an administrator may organize early writing for exams for grade 7 and 8 students. Provincial Achievement Test dates are set in partnership with Alberta Education for grade 9 students and thus will be honoured.
5. Students who are absent with no explanation will be given a zero on missed exams.



### *REPORTING TO PARENTS*

Students will receive report cards at the end of January and June. Parent/teacher interviews will be held each semester.

### TELEPHONES

A student telephone is available at the office for emergencies.

## **2021-2022 École McTavish High School Electronics Policy**

Cell phones and other non-educational devices can be a strong supporter of learning in a school environment. At École McTavish, we embrace the use of technology by students when it is under the direction of a staff member. We strive to teach students how to use their electronics in appropriate ways that enhances their time in class. The school also understands that students do not always follow the set guidelines at the school and will have to have their electronics taken away for inappropriate use. **Parents are not to phone or text their children during the day. Please contact the office to get a hold of your child, we are happy to assist.**

Students are also solely responsible for their electronics at the school. Enormous amounts of time each year are spent trying to find stolen or lost cell phones and other electronic devices. Students are expected to keep their electronics locked up in their lockers and thus safely put away.

These tools are very useful to aid our students' learning, but it also can be a distraction if used inappropriately. If the item is taken away from the student for inappropriate use, these consequences will be imposed:

- 1) First offence:** Confiscation of the device to be returned to the student at the end of the class by the teacher.
- 2) Second offence:** Confiscation of the device to be returned to the student at the end of the class and contact with parent or guardian by the teacher;
- 3) Third offence:** Confiscation of the device to be returned to the student at the end of the class, student sent to administration to discuss electronics use. The student's use of technology within the school will be discussed with the student, their parent/guardian and a plan will be put forth for the rest of the year. Further offences will result in a call home to parent/guardian and possible In School Suspension.

**Note: Refusal to hand over a non-educational electronic device to a staff member will automatically result in Third offence status and an In School Suspension.**

Because of the capacity for storing, retrieving and receiving information, the use of a non-educational electronic device during a test (i.e. text messaging) will be considered cheating and proper action will be taken. "Forgetting" to turn off the cell phone or other electronic device (or putting it on vibrate) will not be excused.

### **FMPSD ACCEPTABLE USE OF TECHNOLOGY GUIDELINES (Exhibit A)**

**Introduction:** ICT is available to students, staff and trustees of the Fort McMurray Public School District (FMPSD), as well as other members of the Public throughout its classrooms and offices. We are very pleased to bring this technology to these stakeholders and believe it offers diverse and unique resources to them. Our goal in providing these services is to promote educational excellence in classrooms and administrative productivity in offices.

**Terms & Conditions:** Computer system access is provided through a complex network. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general these guidelines require efficient, ethical and legal use of District network resources. If a user violates any of these provisions, his or her access may be terminated and future access could be denied. Violations of provincial or federal law will be referred to the appropriate law enforcement agency.

**1) Acceptable use:** The use of the District's ICT must be in support of education and research and consistent with the educational objectives of the FMPSD. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or provincial regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret.

**2) Privileges:** The use of ICT is a privilege. Each student who accesses the District's ICT must review these guidelines with an FMPSD faculty member. In cases of dispute, the Superintendent will deem what is inappropriate use and the Superintendent's decision is final. Senior district administrators may prevent access to these technologies any time as required. School administration may request the Superintendent to deny, revoke or suspend specific user access. The District expects teachers to monitor student access for which he or she is responsible. This may include random checks to determine whether the District's ICT is being used in a manner that is consistent with this agreement. Students accepting access to District ICT consent to such monitoring.

**3) Responsibilities:**

a) Access to ICT is viewed as a privilege, not a right. You are expected to abide by the generally accepted rules and etiquette of using ICT. See Exhibit C below.

b) ICT is to be used for educational and research purposes and/or the support of those purposes consistent with the educational objectives of FMPSD.

c) FMPSD requires that the teacher monitor student ICT use, including e-mail, to see that the systems are being used for the intended purposes and that such use does not pose a risk to and is compatible with the District's systems.

**4) Software Downloading and Installation:** Users of the District's ICT shall not download or install software applications or operating systems to individual work stations, servers or other devices that are not on the District's list of approved and supported software. The District's Technology department or its designate has the right to remove, completely erase or reformat the user's hard disk drive or other storage device without warning to eliminate any software applications or services that are determined to have a negative impact on the performance of the District's ICT. The extent of negative impact is entirely the discretion of the Technology Department to determine.

**5) Hardware Installation and/or Modification:** Users of the District's ICT shall not install or modify any hardware component without informing the District's Technology Department or its designate.

## 6) Web Page Creation:

- a) The school's Webmaster must be an employee of the District and is the only one to post the page on the District's website.
- b) The Principal must give final approval and is ultimately responsible for web pages posted on the School or District website.

**Disclaimer:** The Fort McMurray Public School District makes no warranties of any kind, whether expressed or implied, for the service that is provided. Neither FMPSD nor any of its sites will be responsible for any damages you suffer, including loss of data resulting from delays or service interruptions. Use of information obtained via the District's ICT is at your own risk. FMPSD specifically denies any responsibility for the accuracy or quality of information obtained through District computer facilities.

### **FMPSD ICT USE RULES AND ETIQUETTE – Exhibit C**

1) Anyone who may have occasion to interact with the ICT of the District will abide by the District policy for acceptable ICT use as detailed in the District's Policy Manual – Policy HIBH. In summary, the policy states that access to ICT is viewed as a privilege, not a right. You are expected to abide by the generally accepted rules of ICT etiquette. These include (but are not limited to) the following:

- Be polite. Do not swear, use vulgarities or any other inappropriate language or symbols.
- Do not use the District's or personal ICT for illegal or frivolous activity.
- Do not attempt to interfere with the proper operation of District ICT and software nor those accessible through the Internet.
- Do not play network intensive games, or use IRC (Internet Relay Chat) or messaging.
- Do not download excessively large files (eg. Greater than 5 megabytes)
- Do not share network and Internet accounts and passwords with anyone besides a teacher.
- Do not use someone else's network or Internet account.
- Do not subscribe to inappropriate newsgroups or access inappropriate sites.
- Do not transmit correspondence inappropriate to educational or administrative purposes.
- Do not participate in any activity posing potential risks to yourself or others.
- Do not harass other users (e.g. with unwanted messages).
- Do not reveal your or another's home address, phone number, photograph.
- Do not participate in any activities that would violate the school handbook policy.
- Do not participate in any other inappropriate use or misuse of District ICT.
- Do report known security problems and/or inappropriate use.
- Do scan disks intended for use on District systems for viruses before their use.
- Only District approved software may be installed on its ICT.
- The District's Technology Department must be notified before hardware is installed or modified.
- Web pages must be approved by the school's Principal prior to posting to the School or District website.
- District officials will deem what is inappropriate use and their decision is final. Use of all District ICT including network and e-mail accounts are monitored and use of said ICT

and accounts implies agreement to such monitoring. FMPSD may close an account or prohibit the use of its ICT at any time for violations.

- 2) Failure to adhere to these guidelines may result in the actions outlined below.
  - Criminal prosecution as detailed in the computer crimes and ICT provisions of the Criminal Code of Canada.
  - Denial of ICT privileges (temporary or permanent).
  - Expulsion from a class.
  - Other penalties or disciplinary actions deemed appropriate by appropriate District personnel.

As a result of these or other actions taken, you may be prevented from completing certain tasks or duties dependent upon access to the District's ICT.

- 3) The District does not employ filters to restrict access to inappropriate Internet sites.
- 4) District officials may access any files, messages, etc. created or modified on District ICT.

**Definitions:** Information and Communication Technology (ICT) includes, but is not limited to: Computer Systems – both hardware and software, Data and Voice Networks, Personal Digital Assistants (PDAs), Cell and Smartphones, IP Telephony and Plain Old Telephone Systems (POTS), Digital Cameras, MP3 players, memory devices, video technology, digital media, Smart Boards, video projectors, and any other digital technology. Hardware is a computer and the associated physical equipment directly involved in the performance of data-processing or communications functions. This includes, but is not limited to: system board, disk drives, keyboard, monitor, printer, digital camera, memory devices, etc. Software is the instructions executed by a computer, as opposed to the physical device on which they run.

### **CHEATING POLICY**

This policy has been developed for the protection of the majority of our students and for the protection of the integrity of our academic community. Cheating is a major misconduct.

### **PLAGIARISM:**

Submitting the words, ideas, images or data of another person's as their own in any academic writing or other project.

### **Cheating/plagiarism is but not limited to the following:**

- Possession of unauthorized material,
- Substantial editorial or compositional assistance,
- Submission of another student's material already graded for credit,
- False claims or fabricated references and/or computer manipulated materials.
- Copying off someone else's exam and/or quiz; or passing answers from a quiz or exam to another student.
- Electronically sharing test items or answers
- Allowing answers to be copied.
- Sharing calculators with answers.
- Talking during a quiz, test, and exam.

- Changing answers after an assignment, essay, quiz, test or exam has been returned.
- Stealing answer keys.
- Plagiarism in whole or in part.
- Use of non-educational electronic devices.

### **SANCTIONS:**

The supervisor or teacher in conjunction with school administration will impose the following sanctions on first offence:

- 1) Parent/Teacher-student conference may be held.
- 2) Parents/guardians of students are notified, on the day of the discovery of the incident, and the academic misconduct is recorded in PowerSchool.
- 3) The student will be required to do another assignment/exam submitting their own original work for grading purposes, within 3 days of discovery of the incident.
- 4) Probation- the probation period will last the remainder of the school year. If a student is discovered cheating and/or plagiarizing a second time during this period further sanctions will be applied.
- 5) The student must complete the assignment/exam on his or her own time.
- 6) In the case of cheating on a **final exam, repeat offence sanctions** will be administered.

**If a repeat offence occurs, the supervisor or teacher in conjunction with school administration will impose one or more of the following sanctions:**

- 7) All extracurricular involvement will be suspended until this sanction is lifted.
- 8) A zero will be administered. Parents are informed that the zero is administered as a punishment for academic dishonesty and does not represent a true assessment of the student's ability.
- 9) In addition to the above sanctions, school administration has the authority to impose a further sanction of a suspension.
- 10) Students will be ineligible for academic awards for that school year.**

### **APPEAL PROCESS**

Any student has the right to appeal the charges and/or sanctions determined by the teacher and school administration within 3 school days. The student will meet with the Appeal Board Committee, which will consist of the Principal, the subject Department MRP (Most Responsible Person), a counselor, the subject teacher in whose class the cheating occurred, and, if requested, the student's parents. The student must fill out the appropriate form. The parents will be informed.

## LIBRARY/LEARNING COMMONS

The school library/learning commons area is open from 8:30 am to 3:30 pm. The learning commons is the hub of our educational program and, as a result, is in constant use. Since it is a place of learning, students who wish to socialize are urged to use the atrium.

## TEXTBOOKS

Students are issued textbooks for the courses they are taking. Students must return the same textbooks that were issued to them or they will be charged the replacement cost of the books. This applies to lost, borrowed, stolen or destroyed textbooks. Textbooks are tracked via a barcode, when issued. Books being returned to the Library must be in as good a condition as they were issued. If a lost textbook or school resource has been paid for and is then returned, a refund will be issued. However, the school will retain a \$5.00 handling fee.

## DANCES AND SOCIAL FUNCTIONS

Dances can be a positive, enjoyable contribution to the social development of students. Dances are school functions subject to school policy. Consequently, the rules of the school apply during the dance. Any additional rules that may pertain to a particular dance will be posted. School Dress Code is in effect at all functions. Students must be in attendance for the entire day of a school dance, unless parents have let the school know about the absence. Any students who have been given an Out of School Suspension during the year may lose the privilege of attending school dances.

## ASSEMBLIES

School assemblies are a regular part of the school day and all students are expected to attend. Teachers will accompany their classes to the gym and classes will sit together in accordance with a designated seating plan.

## DRESS CODE

Students are expected to wear clothes that are appropriate to the workplace: The school and district believe that good grooming is valued by employers and co-workers. Such clothing should respect basic standards of modesty and good taste. If clothing does not meet a workplace standard, a student may be asked to find alternate clothing. Decisions will be arbitrated by the Administration in consultation with the student's parents or guardian. Generally, bare feet are not permitted in the school building.

- Dress code restrictions may be waived for special days.
- Teachers reserve the right to establish classroom rules governing the wearing of hats and hoodies.

### **Descriptors of Unacceptable Student Dress**

#### For all Students

- Any clothing that does not adequately conceal underwear, e.g. Loose coveralls that reveal underwear.

- Jeans with tears which reveal underwear or cut-offs that reveal buttocks.
- Any Toronto Maple Leafs paraphernalia - gross
- Any clothing with print or graphics expressing profanity, rudeness, racial or ethnic slurs, or sexually suggestive images or messages.

### EMERGENCY PROCEDURES

Fire drills/lockdowns are held throughout the year to familiarize students with safe evacuation of the building. Fire escape routes are posted in each classroom. Please make yourself familiar with these routes. In the event of a catastrophe or disaster, students will be evacuated to Holy Trinity High School.

It is illegal to tamper with fire alarms and/or fire extinguishers and equipment. Students who do so will be subject to disciplinary action and legal charges.

### ILLNESS/INJURY/APPOINTMENTS

Students who are leaving during school hours due to illness, injury or an appointment must come to the main office and contact their parent/guardian by telephone or bring in a note from their parent/guardian approving the absence prior to leaving the school. Students are expected to check back into the main office when they return to school.

Please ensure to follow all AHS up to date guidelines around COVID as they come up. The school will ensure families know the protocols involved with that for them as the year develops.

In an emergency situation, every effort will be made to contact parents or guardians prior to removing a student from the school. When an injury or accident occurs, the Office Secretary will complete the appropriate District Accident Report Form.

### STUDENT SERVICES

Website – <http://ecolemctavish.fmppsdschools.ca>

Our school Website is updated regularly regarding upcoming events or changes within École McTavish.

### School Awards

An awards assembly will be held in the fall, during the evening, for the previous school year. Honour Awards will be given for students with over 80% average in the four core subjects – LA, SS, SC, Math (5 core for French Immersion Students, FLA is included). Honours with distinction, over 90% average, will be awarded at this time as well. High school awards will follow the Rutherford Scholarship guidelines.

Marauder Spirit Awards will be presented to those students who have been noted by staff as exemplifying the École McTavish Spirit at all times in the year.

A Spring Arts awards and Option Showcase will take place each year end as well.

A sports awards banquet will be held at a separate time to recognize those students.

### Atrium/Learning Commons

Our atrium is available for students between 8:00am – 4:00pm. During class time students are expected to be in class and not in the Atrium/learning commons. Classes will take turns each lunch hour setting up and cleaning up our tables for lunch.

**Students should not be at the school prior to 8:00 am, unless for practices, rehearsals, or extra help. We have had issues with students being dropped off as early as 7:30 am. There is no supervision available for students at that time, so they should not be in the school. Doors are unlocked by 8:00 am, when staff is there to supervise. Any students who continually come to school early will be talked to by administration, with follow up to parents about it.**

**We do not allow the use of Skip the Dishes, or other food delivery services. Due to overwhelming issues of distribution and money collection, only parent dropped off lunches will be allowed.**

### SCHOOL COUNCIL

The School Council, made up of parents, business people and community members, plays a vital role in the educational process at École McTavish. Please contact school or check our website for meeting times. <http://ecolemetavish.fmpsdschools.ca>

It is my **responsibility** to help maintain a calm, peaceful and quiet school. For example, I will not interrupt, shout, or make rude noises when others are speaking.

iv) I have a **right** to be safe and secure in this school. **STUDENT RIGHTS AND RESPONSIBILITIES**

i) I have a **right** to an education.

It is my **responsibility** to listen, to learn, to practise, to complete school assignments and to graciously accept remedial assistance when necessary. I will not disturb, disrupt, or interfere with the instruction of my teachers and/or the learning of fellow classmates. It is my **responsibility** to come to class prepared with the necessary learning materials.

It is also my **responsibility** to know and to follow Section 12 of the Alberta School Act (1989), which states:

Students shall conduct themselves so as to reasonably comply with the following code of conduct:

- a) be diligent in pursuing their studies
- b) attend school regularly and punctually
- c) cooperate fully with everyone authorized by the board to provide education programs and other services
- d) comply with the rules of the school
- e) account to their teachers for their conduct
- f) respect the rights of others.

ii) I have a **right** to be treated with dignity and respect in the school. It is my **responsibility** to treat others with honour and polite consideration. For example, I will not laugh at, tease, or put down other students, staff or adults.

iii) I have a **right** to hear and be heard in this school.

It is my **responsibility** not to harass, threaten or harm others verbally, physically, emotionally, or sexually.

v) I have a **right** to free expression in learning about myself and others.

It is my **responsibility** to learn about myself and others in this school. I am free to express my feelings and opinions as long as I am not rude, disrespectful or violating the order of the school and/or personal and public property.

vi) I have a **right** to be an individual.

It is my **responsibility** to respect others as individuals and not to treat them unfairly because they are of another race or religion, sexual preference, gender identity, physically challenged, or because they think and act differently than I do.

vii) I have a **right** to privacy and to personal space.

It is my **responsibility** to respect the personal property of others, and to accept their right to privacy.

viii) I have a **right** to assistance and support in learning self-control.

It is my **responsibility** to practice self-control and ask for assistance when necessary. I will expect to be corrected when I abuse the rights of others, as they shall be corrected if my rights are abused. No one will silently stand by and witness a violation of personal rights.

ix) I have a **right** to attend a clean and well-maintained school.

It is my **responsibility** to refrain from acts of vandalism, littering, and defacing of school property. It is also my **responsibility** to report known acts of vandalism.

x) I have a **right** to appeal any decision that affects me.

It is my **responsibility** to initiate any such appeal by first contacting the person who has made the decision. Subsequent written appeals may be directed to the principal.

**I can expect that all these rights will be mine as long as I am fulfilling all my responsibilities.**

## STUDENT CONDUCT

### CONTRABAND

Contraband items such as pornography, weapons, tobacco, energy drinks, vapes, juuls, chewing tobacco, drugs or alcohol are not permitted on school grounds. A weapon is defined as anything that is used in a threatening manner.

Intoxication from or possession of drugs or alcohol by students on the school premises at any time during the day or at any school-sponsored activity (whether at or away from the school) is strictly forbidden. Violation of this regulation will result in an immediate referral to administration.

In November 1998, the Supreme Court of Canada handed down a judgement giving teachers and principals the authority to conduct searches of students in appropriate circumstances. There must be reasonable grounds and searches must be carried out reasonably, in a sensitive manner and be minimally intrusive. Warrants are not required to conduct searches by school authorities.

### FIGHTING

All students have a right to personal safety on school property or while attending a school-sponsored function. All physical fights will result in a minimum of a 3 day Out of School Suspension, but may be longer depending on the situation.

- The administration will discipline any student who violates this right to safety. Those students who fight through mutual agreement will face serious consequences that may include school suspensions, fines and criminal charges. Students deemed to be the aggressor in a fight will receive a more severe consequence than students deemed to be the victim in a fight.
- Students going to watch a fight, or videoing a fight and sharing it on social media, are considered to be part of the problem as well. Students attending a fight will be warned not to do so again, and if they do, they will be suspended as well. Sending around video of a fight will result in a parent meeting and possible suspension as well.

### BULLYING AND CYBERBULLYING

Despite our efforts to educate our students about bullying behaviour and how to best stand up to it as a group, it does still occur. When these situations happen, whether it is face to face or online via social media or email/texts, we will ensure to investigate and set a plan to move forward. Each situation is different and will be dealt with through counseling, administrative and parent involvement, as well as with those in the bullying situation. We take a holistic approach to working with the students and parents to ensure we have the students involved understand the impact they are having on the bullied student. We also work with the bullied students on how to deal with the issues if they come up again. The most important piece is open communication between the students involved, the teachers and administrators so we know what is going on. Students, and parents, can email one of the administrators at any time about an issue or through our social media links on Facebook and Twitter through private messages.

### TEACHER ON CALL (Substitute Teachers)

From time to time, our teaching staff are away for a variety of reasons and we need to call in a Teacher on Call (also known as a Substitute Teacher). When this occurs, the expectation for the students is to behave in a manner that is respectful and on par with their behaviour when their day to day teacher is there. Students who are disrespectful to a guest teacher in their room will be sent to the office immediately for consequences to be determined by the administrator they see. We are thankful to those TOCs that come into our school to help out when we have staff away and need to respect them as the important staff members they are.

### HARASSMENT

All students have the right to move about the school without being verbally or physically harassed or intimidated. Students must not harass other students in any way. Administration considers harassment and intimidation to be extremely serious violations of

our code of conduct. When such incidents are brought to our attention, a thorough investigation will occur, parents will be notified and suspension may be imposed. Extreme cases may result in a recommendation for expulsion.

### INTIMATE CONTACT

It must be recognized that there are certain general limits beyond which physical contact between students is not acceptable within the school environment. Anything beyond handholding is considered inappropriate.

### LASER POINTERS, NUISANCE NOVELTIES

Any items or novelties that threaten the safety of others, create safety hazards or disrupt the learning environment are not permitted at École McTavish and will be confiscated. E.g.: laser pointers; snap or pop bombs; lighters; stink bombs; firecrackers; etc.

### LOITERING

Students must not loiter inside or outside the building during class time or after the school day ends. **Students are expected to leave the school by 4:00 p.m. unless they have an organized and supervised activity after school.** Students are expected to be in class, in the library, in the atrium or off school property during class time. **Wandering the halls is not acceptable behaviour.**

### PROFANITY

Use of profanity (religious connotations) and obscenity (sexual or vulgar connotations) are both offensive and unacceptable at École McTavish High School. We see the school as the student's place of business and expect them to treat it that way.

### DISCIPLINARY INTERVENTIONS

#### **a) Minor Misconduct**

- conduct which disrupts the orderly process of classroom instruction or school program
- conduct which is inappropriate but not injurious to the safety and/or dignity of students or staff.

#### **i) Examples of Minor Misconduct:**

- leaving the classroom without permission
- running in the halls
- loitering
- initiating or participating in physical contact that disrupts, interrupts or is otherwise unsuitable to a school setting
- habitual tardiness

#### **ii) Procedures:**

- Minor misconduct will be handled "on the spot" by a staff member. Students will be told what was poor judgement on their part and will be encouraged to use more acceptable alternatives in the future. In most cases, intervention will occur quickly.
- Interventions will focus on resolving the immediate problem with a minimum of disruption to student learning.
- The goal is to help the student understand what happened and to facilitate better communication between the student and the teacher.

**b) Major Misconduct:**

- conduct which interferes with or threatens the orderly functioning of the school
- conduct injurious to the safety and/or dignity of students or staff

**i) Examples of major misconduct:**

- alcohol or drug-related infractions
- physical and/or mental abuse of others
- open opposition to authority - defiance
- wilful damage to school or other's property – vandalism
- damage to property resulting from carelessness or “fooling around”
- fighting or threats to others
- bullying/cyber bullying (on and off school property)
- stealing
- cheating
- continuous disruptive behaviour over a prolonged period with no attempt to change the behaviour

**ii) Procedures:**

Major misconduct will not necessarily be handled in the same manner in every case because there are almost always mitigating circumstances involved in every discipline infraction of this type. Mitigating circumstances shall include, but are not limited to the following factors:

- age, health, and maturity of student;
- pattern of misconduct;
- attitude of student;
- cooperation of parents/guardians;
- willingness to make restitution;
- seriousness of offence and need to protect other students from threat of imminent harm

**c) Consequences for Acts of Misconduct: School Actions**

Students will experience consequences for their misbehaviour in direct proportion to the seriousness of the offence. School actions will include the following, in ascending order of severity:

- **Teacher-Student Conference** -Most acts of minor misconduct will be handled in this manner.
- **In-School Suspension** -The student remains at school. All privileges are suspended and regular classes are not attended. While on an in-school suspension, the student will be provided with materials and assignments that are relevant, realistic and appropriate, and will

be responsible for completion of these assignments. Students will not have access to their phones/electronics in ISS. Parent contact made in all cases.

- **Out-of-School Suspension** - Out of school suspension may be imposed for any act of major misconduct. The length of the suspension, by law, may vary from 1 to 5 days depending on the category of misconduct. Parent contact made in all cases. All Out of School suspensions will also result in possible removal of extra-curricular events for the year.
- **Police Notification/Arrest** - Police will be notified when deemed appropriate. Such notification may be given by administration, teachers, students or parents. Police make determination as to whether charges and/or arrest are warranted. Parents/guardians will be informed of the incident.
- **Expulsion** - Expulsion is an action that can be taken only by the Board of Trustees. A student may be expelled from one or more specific schools or all schools in the District, and for a specified period of time or indefinitely.

**Students are entitled to know in advance what the consequence for misbehaviour will be. Listed below are common types of misbehaviour that are dealt with by school administration and the probable consequences that would be imposed.**

#### ALCOHOL/DRUG USE

Students found to be under the influence of alcohol or drugs at school will be suspended from school. The length of the suspension will be determined by the severity of the offence.

Students suspected by staff of having consumed alcohol while at a school dance or function will have their parents contacted.

Students found to be under the influence of alcohol or drugs at school-sponsored activities such as school dances or school trips will receive at least a three-day suspension from school and will be suspended from the activity for a specified length of time.

#### REFUSAL TO FOLLOW TEACHER'S DIRECTIONS (DEFIANCE)

Students who refuse to do what teachers ask them to do are considered to be defiant, whether the incident occurs in the classroom, the hallways, the cafeteria, or in any other location where teachers are supervising. It is up to the teacher to determine when a student has been defiant. In classroom situations, teachers may suspend students from class for one class period or assign a class detention. Students who do not show up for assigned detentions will be subject to suspension for defiance.

When school administrators become involved, students may be suspended from school for up to five days depending on the degree of defiance displayed.

#### RUDENESS TO TEACHERS (INAPPROPRIATE LANGUAGE AND/OR GESTURES)

Students may be suspended from an activity, a class, or from school, depending on the severity of the incident.