



**ÉCOLE MCTAVISH  
PUBLIC HIGH SCHOOL**

**STUDENT  
HANDBOOK**

Doing  
What's  
**Best**  
For Kids

# ADMINISTRATION



PRINCIPAL  
MARK DOLMONT



VICE PRINCIPAL (GR. 11/12)  
AMY LYN MACDONALD



VICE PRINCIPAL (GR. 9)  
DAVID HURLEY



VICE PRINCIPAL (GR. 10)  
LINDSAY GIRAUDIER



VICE PRINCIPAL (GR. 8)  
SOBHI HAMED



VICE PRINCIPAL (GR. 7)  
DENISE MORRIS



@Ecole McTavish High School



@EcoleMcTavish



@mctavishmarauder

*Check us out!*

<http://ecole.mctavish.fmpsdschools.ca>

# ÉCOLE MCTAVISH SCHOOL LAND ACKNOWLEDGEMENT



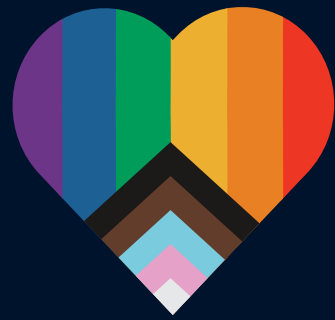
**FORT MCMURRAY PUBLIC SCHOOL DIVISION  
ACKNOWLEDGES THAT WE ARE ON TREATY 8  
TERRITORY, A TRADITIONAL MEETING GROUNDS,  
GATHERING PLACE, AND TRAVELING ROUTE TO  
THE CREE, DĒNĒSŪŁINĒ AND MÉTIS.**

**WE ACKNOWLEDGE ALL THE MANY FIRST NATIONS,  
MÉTIS AND INUIT WHOSE FOOTSTEPS HAVE  
MARKED THESE LANDS FOR CENTURIES.  
WE ARE DEDICATED TO HONOURING THE  
INTENT AND SPIRIT OF TREATY 8.**





# WHAT IS A MARAUDER?



Marauders is a term used for groups of people that go into foreign lands, impose their will on the other groups 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.



# MISSION

École McTavish is a proud public school that embraces a holistic approach to education to empower students to develop their fullest potential and achieve their personal pursuits. Rooted in respect and integrity, our mission is to create kind and courageous critical thinkers who embody an inclusive spirit and accept others for who they are. Through our commitment to provide a safe, welcoming, and equitable school environment, we strive to foster a sense of belonging for all members of our school community.



# VISION

At École McTavish, our vision is to create well-rounded individuals who are capable of achieving their personal endeavours by embracing a lifelong journey of growth. Our students will become productive citizens who demonstrate resilience, self-reliance, and kindness, which will help them navigate their futures. Our students will value inclusion, appreciate diversity, and be able to engage with all members of their community. Together, we aim to inspire a generation of empathetic and ethical leaders who are equipped with the necessary knowledge, skills, and attitudes to positively impact our future.



# VALUE STATEMENTS

- Because we value safety, there is an expectation for all school community members to assume responsibility for keeping our school free from physical, emotional, psychological, and social harm. We value the importance of creating a safe, caring, and welcoming school in order for community members to learn, grow, and flourish in their roles.
- Because we value kindness, we expect respectful conduct from all school community members. We value treating others with respect and dignity, while carrying ourselves with integrity. We will not tolerate inappropriate, discriminatory, and prejudicial remarks—they are not “jokes.”
- Because we value inclusivity and diversity, we recognize and celebrate all members of our school community. We value the importance of establishing a positive school climate that fosters a sense of belonging for all members of the community.

# VALUE STATEMENTS

- Because we value our students' continuous growth, we will provide and support their holistic development—academically, emotionally, socially, mentally, and physically. We value well-rounded student development and encourage resilience by having students step outside their personal comfort zones and make mistakes.
- Because we value responsibility, we expect all members of the school community to set high expectations for themselves and be active participants in their education. We value honesty and accountability—we must all take responsibility for our respective roles.

## MOTTO

EMpowering Integrity  
EMbracing Diversity  
EMboldening Leadership

## PHILOSOPHY

Today Decides Tomorrow





# BELL TIMES

*Junior  
High*

**Block 1: 8:33-9:33**

**Break: 9:33-9:38**

**Block 2: 9:38-10:33**

**Break: 10:33-10:38**

**Block 3: 10:38-11:33**

**Lunch: 11:33-12:24**

**Block 4: 12:24-1:19**

**Break: 1:19-1:24**

**Block 5: 1:24-2:19**

**Break: 2:19-2:25**

**Block 6: 2:25-3:25**

*High  
School*

**Block 1: 8:31-10:00**

**Break: 10:00-10:04**

**Block 2: 10:04-11:34**

**Lunch: 11:34-12:21**

**Block 3: 12:21-1:51**

**Break: 1:51-1:56**

**Block 4: 1:56-3:25**



# LOCKERS

Lockers at École McTavish High School are the property of the school. Students choose a locker, with the help of a teacher. 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 locked up in their locker or keep them at home.

# BUS PASSES

Bus Passes are available before and after school, and lunch for purchase/pick up from the main office. Bus Passes are not given out during instructional time. Bus Passes not picked up are returned to Division Office every month. If a Bus Pass is lost or stolen, it can be replaced at the school for a cost of \$51.25



# EVERY MINUTE COUNTS



WHEN YOUR CHILD MISSES JUST...	THAT EQUALS...	WHICH IS...	AND THEREFORE, FROM KINDER TO GRADE 12, THAT IS...
10 MINUTES A DAY	50 MINUTES OF LEARNING A WEEK	NEARLY 1 1/2 WEEKS PER YEAR	NEARLY 1/2 YEAR OF SCHOOL
20 MINUTES A DAY	1 HOUR AND 40 MINUTES A WEEK	NEARLY 2 1/2 WEEKS PER YEAR	NEARLY A YEAR OF SCHOOL
1/2 HOUR A DAY	1/2 DAY OF LEARNING A WEEK	4 WEEKS A YEAR	NEARLY 1 1/2 YEARS OF LEARNING
1 HOUR EACH DAY	1 WHOLE DAY OF LEARNING A WEEK	8 WEEKS PER YEAR	OVER 2 1/2 YEARS OF LEARNING

*Your child's best learning time  
is at the beginning of the day*

**DON'T BE  
LATE!**



# 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. Teachers and Administrators expect all students to attend classes regularly and on time.

Section 7 of the *Education Act*, states that Compulsory Education is

(1) Every person who

- (a) is a resident of Alberta and has a parent who is a resident of Canada,
  - (b) at September 1 in a year is 6 years of age or older, and
  - (c) subject to subsection (2), is younger than 16 years of age
- "Shall attend school".

## REPORTING ABSENCES

1. Parents/Guardians are required to notify the school by telephone, email, or in writing stating the reason as to why 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:

1. Illness or injury.
2. Medical, dental, optometric or chiropractic services that cannot be scheduled outside of school hours.
3. Death in the family
4. Participation in religious observances
5. School related activity or program
6. Suspension from school

# ATTENDANCE POLICY



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

Parents/Guardians must notify the office to sign out their child. Students will then “sign out” at the front reception. This must be done **prior** to the student leaving campus. If this process is not followed, the student will be marked absent—skipping—and potential consequences may follow. (We understand oversights happen; however, this is a major liability for the school, so we must follow the policy.)

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:

Students who are inexcusably absent from school are not permitted:

- to be on school property, or
- to attend and/or participate in extracurricular activities.

# ATTENDANCE POLICY



## EXTRA CURRICULAR

Students participating in or representing École McTavish at school-based extracurricular activities and school sports teams must have excellent attendance and appropriate behaviour or they will not be permitted to participate.

## LATES

Punctuality is important at École McTavish High School. Consequences for tardiness (repeated lates) 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.

## ATTENDANCE PROTOCOL

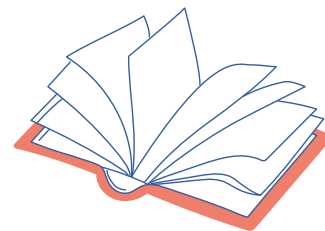
The attendance protocol at École McTavish is as follows:

- 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.

Students who skip classes will receive consequences that may include the following:

- after-school and lunch time detention 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

# ATTENDANCE POLICY



## EXAMS

Part of the student evaluation is the writing of major examinations. At semester end (Senior) and year end (Senior and Junior) students will write major examinations.

Some regulations concerning exams are:

- Students will be required to produce a medical certificate justifying absence.
- School must be notified by parents and provided with the reason for the absence.
- Students and/or parents must make alternate arrangements for writing missed exams.
- 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 previous three terms. In some cases, administration may organize early writing for exams for students with the exception of Grade 9 and 12 as Provincial Achievement Tests are set in partnership with Alberta Education.

**Students who are absent with no explanation may be given a zero on missed exams.**



# PERSONAL MOBILE DEVICES



**Personal mobile devices** (PMD), according to Alberta Education, is any personal electronic device that can be used to communicate with or access the internet such as a cellphone, tablet, laptop, smartwatch, and headphones.

Personal mobile devices can supplement learning in a school environment; however, they also pose as a source of distraction that can negatively impact students' mental health, engagement (time on-task, attention span), as well as learning and achievement.

- As a result, students are less likely to feel welcome, respected, and cared for at school.
- This is problematic because it is our school's goal to ensure we create a positive school climate that fosters a sense of belonging for all students.
  - This will not only improve student learning outcomes and student well-being, but also reduces other components such as distractions, threats, and bullying.

**Headphones are not permitted to be worn unless indicated on a student's individualized program plan (IPP).** If headphones are to be worn, the student is to use the "noise cancelling" function unless otherwise directed. **The only time a student is permitted to listen to music via headphones is in Sport Performance class during designated weight training days.**

# PERSONAL MOBILE DEVICES



In response to the government's Ministerial Order (#01/2024), École McTavish Public High School aims to carry out the mandated general standards of use—regarding personal mobile devices and social media—by doing the following:

- 1) Limiting student use of *personal mobile devices* during ***instructional time***.
  
- 2) Restricting access to social media on school networks and on school devices at all times.
  - To start, École McTavish will be blocking SnapChat, Facebook, Instagram, TikTok, Discord, KIK, Kids Messenger, and BeReal

# PERSONAL MOBILE DEVICES



## What does this mean?

First off, what is “instructional time”?

- *Instructional time* includes time scheduled for purposes of instruction, examinations/testing, and other student activities where direct student-teacher interaction and supervision are maintained.
- *Instructional time* does **not** include **lunch breaks** and **breaks between classes**.

Please refer to our Bell Times (page 6) to get a better idea as to École McTavish’s instructional time.

### As per the Ministerial Order:

1. Students may **not** use any personal mobile device during instructional time.
2. Students are to arrive to class with their device powered off or put on silent.
3. All devices must be stored out of view and cannot be on their person—unless a medical consideration requires them to do so (e.g., Type I Diabetic).
  - Students may keep their device in their locker, in their backpack, or in the designated classroom storage (e.g., phone pocket organizer, phone storage container).
4. Students are not permitted to access or use social media on school devices or through the school’s network at any time.

# PERSONAL MOBILE DEVICES



## Medical Exemptions

The safety and well-being of our students is, and always will be, our primary concern as a school.

As a result, any student that requires the use of a specific device—whether for **health/medical reasons** or to **support learning needs**—will be granted access to utilize this device whenever needed.

## General Restrictions and Limited Use

Personal mobile devices will be restricted during instructional time; however, teachers may inquire with the school leadership team about using these devices in certain situations.

We encourage teachers to think about the following questions prior to speaking with their leadership team:

- Why are personal mobile devices needed?
- What outcomes are you meeting by using this technology?
- What value does the use of a personal mobile device add to your lesson?
- Is there an alternative (or modification) that can be utilized that does not require the use of personal mobile devices?

As mentioned, technological devices can enhance student learning, but we must be cognizant of our overreliance on this technology. Teachers should never let their class have “free time” on their devices as this undermines the initiative and clashes with the underpinnings of public education.

When permitted to use personal mobile devices, teachers must maintain adequate supervision to ensure students are not taking advantage of this privilege.

**Note:** Teachers must be diligent while allowing students to work in the hallway. During this time, phones should remain in the classroom storage area or inside the student’s bag, which remains in the classroom.



# PERSONAL MOBILE DEVICES



## École McTavish Procedures

If a student is unable to follow the aforementioned guidelines pertaining to personal mobile devices, we will implement the following progressions:

1. The student brings their device up to the teacher and it is stored in a designated spot for the **remainder of class**.
  - a. Students will receive their device back at the end of the class.
  - b. If the student has a double block, they will receive their device at the end of the second block.
    - i. A "double block" refers to back-to-back classes with the same instructor—not the course itself. (This could apply to our HS students as well.)
    - ii. Students can receive their phone if lunch falls between the double block.
2. If a student refuses to hand in their device to their teacher, they will be referred to the office. The student will be required to hand in their device to the main office, where it will be kept for the **remainder of the day**.
  - a. The student will be sent back to class after the device has been successfully confiscated and a brief conversation with an administrator.
3. If a student refuses to hand in their device to the office, they will be sent home.
  - a. Parents/guardians will be contacted and informed of the events.
  - b. Upon their return (the next day) students will have a “fresh start” pertaining to their phone.
4. If **#3** occurs again, the student will be sent home, but will **not** be permitted to use their phone (during non-instructional time) in the school upon their return.
  - a. This will remain in effect for one full day; however, a parent meeting should be initiated at this point.
5. If **#4** occurs again, the student will be sent home and will lose the privilege to use their personal mobile device—at any time—inside the school.
  - a. In these situations, students are required to hand in their device into the main office upon entering the school. They will then receive their phone at the end of the day.
  - b. **Note:** we encourage parents to keep their child’s device at home in these circumstances; however, we know this is not possible in every situation.

# PERSONAL MOBILE DEVICES



## École McTavish Procedures

While a student may access their device during a transition break, a student may have their device confiscated if they remain on the device while hanging out in the hall, atrium, or even inside the class, **but class time has started.**

It is imperative that students arrive to class on time, are prepared for instruction, and ready to learn. We anticipate many students being late or unprepared for class as a result of this, which is why we will first give a verbal warning; however, if the student does not immediately follow directions, the device will be taken for the block by the teacher—as outlined on the previous page under **#1.**

**Note:** Administrators, who supervise during transition times, deal with tardiness each day. As a result, administrators will confiscate phones for the duration of the **"half day"** for students who are reluctant to put their devices away and get to class.

### How does a "half day" work?

E.g., If *Student A* is in the halls and on their device at 9:40am—the transition break has ended at 9:38am—and does not put their device away and immediately get to class upon their verbal warning, an administrator will take the device and keep it until lunch (11:34am).

- If the device is confiscated after lunch, the student will receive their device at the end of the day.

**Note:** If the student continues to remain on their device, despite several "half day" confiscations, we will then keep the phone for the **entirety of the school day.** A parent/guardian meeting will also be initiated at this point.

# PERSONAL MOBILE DEVICES



## École McTavish Procedures

As a school, we have created a progressive discipline approach to provide students with numerous opportunities to correct their behaviours/actions with our support.

Teachers will be in contact with the parents/guardians of any students that appear to struggle with these changes within their classroom.

Additionally, administration will meet with the student and their parent/guardian if things do not improve. As a school, we strive for open communication between all school community members to foster trust and transparency, and facilitate accountability.

Lastly, if necessary, a plan will be put in place to help the student succeed, which will be revisited and revised as needed.

As a school, we understand that students do not always follow instructions and that there will be “growing pains” with this new direction. However, we believe that these procedures have undeniable short- and long-term benefits for our students, and we are excited to see them flourish with this new policy.

# PERSONAL MOBILE DEVICES



## Liability & Limitations

Students are solely responsible for their personal mobile devices at school.

Please note that dozens of cell phones and other electronic devices are **lost** or **stolen** each year. Keeping these devices **locked up** in their lockers will mitigate ALL of these issues.

Personal mobile devices are not permitted in washrooms, change rooms, counselling sessions, and meetings with administration—all of which may fall outside of a student's instructional time—at any time. These are device free zones to protect privacy.

PMDs are not permitted to be used during a test or in an exam setting, unless students have been given explicit permission to do so to accommodate an identified educational need by the teacher or supervisor administering the test or exam.

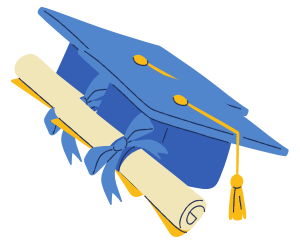
## Parents/Guardians

Parents/Guardians have always been instructed to contact the office if they need to get in contact with their child and/or release them from the school; we have amazing administrative staff that are happy to assist you with this.

**While we have always maintained that parents should NOT be texting their child during instructional time**, the new Ministerial Order makes it very clear that this should not occur during class time, so we encourage parents to call and/or email if they require anything.

**Note:** If parents/guardians have any concerns pertaining to bullying, please see page 29 of this document for more information.

# ACADEMIC INTEGRITY



## WHAT IS INTEGRITY?

"Adherence to moral and ethical principles; soundness of moral character; honesty."

## WHAT IS ACADEMIC INTEGRITY?

'The moral code or ethical policy of education. Includes values such as **avoidance of cheating and plagiarism**; maintenance of academic standards; honesty and rigour in research.'

## WHAT IS ACADEMIC MISCONDUCT?

"Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for any other member or members of the academic community".

# ACADEMIC INTEGRITY



## EXAMPLES OF ACADEMIC MISCONDUCT:

1. **Plagiarism**- Using someone else's words, ideas, or creations (their intellectual property) without acknowledgement; passing off someone else's work as your own. \*Most likely to be done unintentionally.
  - Directly copying portions of text written by others into your own work
  - Rewording, using, or explaining someone else's work
  - Handing in work written by someone else as your own; copying artwork
2. **Falsifying information**- Providing false information, data, citations, etc.
  - Making up research or results
  - Fabricating citations (perhaps if you didn't initially note your sources)
3. **Unauthorised or excessive collaboration**- Copying others' work or letting them copy yours; dividing up an assignment and only completing pieces when you do not have permission to do so
  - Copying assignments or homework
  - Handing in the same assignment (printed off a google doc)
  - Dividing up assignments intended to be completed individually and swapping answers
4. **Cheating**-Using dishonest means to achieve an unfair advantage in an academic evaluation
  - "Wandering eyes" during exams
  - Taking and posting photos of tests
  - Use of AI (chat gpt for example)
  - Use of devices during an assessment
  - Stealing tests; memorizing answer keys
  - Entering test questions in calculators, not clearing them.



# ACADEMIC INTEGRITY



## CONSEQUENCES:

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

1. Parent/Teacher-student conference will be held.
2. Parents/guardians of student 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. (after school)
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:**

1. All extracurricular involvement will be suspended until this sanction is lifted.
2. 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.
3. In addition to the above sanctions, school administration has the authority to impose a further sanction of a suspension.
4. Students will be ineligible for academic awards for that school year.
5. Teachers and Administrators will be unable to write any reference letters for students who break academic integrity policies.

# 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 clothing with print or graphics expressing profanity, rudeness, racial or ethnic slurs, or sexually suggestive images or messages.

# ACADEMIC AWARDS



Academic Awards from the previous school year are presented to students in the fall of the year. Parents/Guardians are encouraged to attend.

## **Criteria for Honour Roll -**

**Honour Roll:** 79.5-89.4%

**Honour Roll with Distinction:** 89.5-100%

Honour Awards will be given for students with over 80% average in their core subjects – LA, SS, SC, Math (5 core for French Immersion Students, FLA is included)  
Honours with distinction is awarded to students who have a 90% average.

The Grade 12 Valedictorian is awarded to the student who possesses the highest academic average prior to graduation. The average will include core subjects only.

# **ATHLETIC AWARDS**

**Athletic Awards Ceremony will take place in June.**

**Most Valuable Player**

**Most Sportsmanlike Player**

**Most Improved Player**

**Junior High Athlete of the Year**

**JH Marauder Spirit Award**

**JH Coaches Player Award**

**JH Indigenous Athlete of the Year**

**JH Student Athlete of the Year**

**Varsity Athlete of the Year**

**Varsity Rookie Athlete of the Year**

**Varsity Marauder Spirit Award**

**Varsity Coaches Player Award**

**Varsity Indigenous Athlete of the Year**

**Varsity Student Athlete of the Year**



# VANDALISM

According to The Education Act:

**257 (1) If property of a board is destroyed, damaged, lost or converted by the intentional or negligent act:**

(a) of one student, the student and the student's parents are jointly and severally liable to the board in respect of the act of the student, or

(b) of 2 or more students acting together, the students and their parents are jointly and severally liable to the board in respect of the act of the students.

As École McTavish has grown in size, we have had to take a harder stance towards vandalism. Students caught vandalizing (graffiti, destruction of property, etc.) will be required to pay reparations and will serve a school-based consequence. Students who are unable to pay for the damages, will be required to work off the costs—e.g., community clean-up.

# TRESPASSING

## According to The Education Act:

### 256: No person shall

(a) loiter or trespass in a school building or on property owned by a board

### Penalty:

**258:** Any person who contravenes section 256 is guilty of an offence and liable to a fine of not more than \$1000.00.

Students are not permitted to enter another school (e.g., Holy Trinity, Father Mercredi, Westwood, etc.) for any reason during the school day.

Students who are caught trespassing may receive a (hand delivered) trespassing notice from the school's principal, which prevents the student from entering the building for the duration of the school year.

- Trespassing notices typically expire June 30th of each year.

**Note:** student athletes who are caught trespassing are required to forfeit any athletic gameplay (exhibition, playoffs) that may take place at said school as they are not allowed to enter the facility.



# STUDENT CONDUCT

## 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; “practice” (fake) butterfly knife, cap guns, water guns, etc. Depending on the item and situation, students’ parents/guardians will be contacted and further action might be taken.

## Contraband

Contraband ranges from items such as energy drinks, pornography, weapons\*, or any type of drug\*\*.

- \*A weapon is defined as **anything** that is used in a threatening manner or with intent to harm.
- \*\*May include, but is not limited to tobacco related products (e.g., cigarettes, chew, and/or other “smokeless” tobacco products), vapes (of any kind), nicotine pouches, alcohol, prescription drugs, as well as any type of recreational drugs (e.g., marijuana),

Any and all nuisance novelties and contraband are not permitted on school grounds and will lead to confiscation.

**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.**

# STUDENT CONDUCT

## Drug and Alcohol: Possession and Consumption

Student possession of drugs and/or alcohol is strictly forbidden at any time or location.

- This includes school-sponsored activities in the evening and activities that take place away from the school.

Students who are found to be in **possession** of any type of drug or alcohol—regardless of their reason (“found it on the ground,” “holding it for a friend”)—will receive (at minimum) 1 lunch detention. Again, the details and context matters when deciding on a plan forward, which will include consequences: e.g., possession of a nicotine vape vs. THC vape.

- Regardless, parents and guardians will also be contacted.
- Repeat offenders will have escalated consequences.

Students who are under the influence of any type of drug or alcohol will be immediately referred to administration. Students found to be under the influence of alcohol or drugs will be suspended from school. Students who are unfit for school are a safety concern and liability to themselves and others.

Additionally, the length of the suspension will be determined by the severity of the offence.

- Students suspected of having consumed alcohol while at a school dance or school function will have their parents contacted and they will be asked to leave the function.
- Students found to be under the influence of alcohol or drugs at school-sponsored activities may receive up to a three-day suspension from school and will be suspended from the activity for a specified length of time.

With the rise of vaping and nicotine pouches, any students caught with either of these products will have them (the vape/tin) confiscated, parents/guardians will be contacted, and they will receive (at minimum) 2 lunch detentions. Repeat offenders can receive an in-school suspension on top of their lunch detentions; however, context will play a role in determining the exact consequence: location of offense, inside vs. outside, on school grounds vs. off-campus; age of student, grade 7 student vs. 18 year old grade 12; repeat offender vs. first time.

- Repeat offenders can be suspended from school.

# STUDENT CONDUCT

## Bullying/CyberBullying

Despite our efforts to educate students about bullying behaviour and how to best to deal with these situations, it does—unfortunately—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 accordingly. Some cases involve restitution (detentions, suspensions), while others may also require counselling, school community service, and, if appropriate, restorative justice. Regardless, administration will keep parents abreast of the situation; however, we can never disclose personal details about another student and the outcomes they face.

However, we take a holistic approach to working with the students, as well as parents, to ensure the students involved understand the impact they are having on the other person; this includes sense-making and perspective-taking of **both** individuals to get to the root of each issue. While it may go without saying, there are always two sides to a story and students might not always be forthcoming with their parents. It is our job to work with everyone to ensure these issues cease and what the next steps are IF something were to occur again.

- The most important component is open communication between the students involved, the teacher(s), and administration. We cannot help if we are unaware of an issue!
  - We encourage students to report an issue in-person or even email if they would like to be more discreet.
- **While we encourage parents to email/call (at any time) about an issue, we appreciate the complexity of many circumstances, which is why it is beneficial to first talk with the students in the building.**
  - With over 1700 students this year, École McTavish is an incredibly busy school, which is why it is important for the involved students to report these issues to their teachers and/or administrators to ensure they have all the necessary information needed to investigate.

# STUDENT CONDUCT

## Harassment

All students have the right to move about the school without being verbally or physically harassed or intimidated. 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.

## Threats of Violence

Students and staff have the right to feel safe at school and school-related activities. As a result, students and staff are asked to report threats of violence. Students who make threats to harm others or the school community will be taken seriously and will be subject to the process of a Violent Threat Assessment through a problem-solving approach, as conducted by Ecole McTavish's trained threat assessment team. Disciplinary action and consequences will be determined by the seriousness of the threatening behaviour. Each case will be considered individually to determine the threat and what stimulated the threat. A threat assessment may include some form of a mental health assessment. There may be disciplinary action taken as a result of making the threat, with graduated disciplinary action taken as deemed appropriate. Various community agencies will also be involved as needed (Police, Alberta Health Services, etc)

# STUDENT CONDUCT

## FIGHTING

All students have a right to personal safety during the “**school day**.” Students are our personal responsibility until they arrive home safely. This means that any fights that take place off-campus (during lunch) or after the dismissal bell—but before the student gets home—still fall under the “school day,” which means students are still subject to school-related expectations and consequences.

- Note: this includes any school-sponsored functions that take place later in the evening or on the weekend.

All physical fights will result in an out-of-school suspension, but the duration will vary depending on the situation: who was the aggressor, repeat offender, history between individuals, nature of the fight (punches vs. pushing), outcome of the fight (bruised vs. broken bones).

- Students who fight (even through mutual agreement) will face serious consequences that may include fines and criminal charges in addition to school suspension.

### **Bystanders: watching, filming**

Students who participate in instigating a fight, watching a fight, cheering on a fight, and/or recording a fight are considered to be a major part of the problem. These actions will result in the student’s parents/guardians being contacted in addition to a potential detention or in-school suspension.

Students who share the video of the fight are exacerbating the problem. Posting a fight video to social media, “air dropping,” or mass sending will result in a parent meeting and possible out-of-school suspension as these actions often lead to more physical altercations.

# STUDENT CONDUCT

## 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.

## 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 3:45 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 and/or hanging out in the washroom is not acceptable behaviour. Students will be given a verbal warning if this becomes an ongoing issue, which will be followed by a call home and a detention. If necessary, students will have their “hall pass” privileges limited—possibly revoked (with parent consultation)—if these behaviours continue.

## Washroom Use

Students are never to enter a washroom stall with another person at anytime—especially members of the opposite sex. While students may say they are looking for a quiet space, just talking, or in some cases, exchanging feminine hygiene products, it is imperative that they understand this is prohibited and can be a safety concern in some situations. Unfortunately, we often have vandalism and vaping issues when multiple people are in a stall together. We have many wonderful staff members who open their door (during lunch) for students to have a quiet space. Additionally, the Office and Student Services offer a multitude of hygiene products for our students to grab discreetly, when needed.

This is communicated to our students throughout the first week of school, so they should be aware that this is not permitted. As a result, students may receive (at minimum) one detention for violating this rule. Of course, we always look at the context of the situation and if students have been spoken to about this before.



# STUDENT CONDUCT

## **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.

## **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, parents will be contacted and students may be suspended from school for up to five days depending on the degree of defiance displayed.

## **Inappropriate behaviour, language and or gestures to Staff**

Students may be suspended from an activity, a class, or from school, depending on the severity of the incident. Inappropriate behaviour may include behaviour that is deemed to be disrespectful and/or disruptive to the learning environment.

# DISCIPLINARY INTERVENTIONS

## 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.

### 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
- leaving personal belongings throughout the school (eg. backpack)

### 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.

**Note: repeated occurrences of minor misconduct issues will lead to a major misconduct interventions such as detention(s) or suspension(s).**

## 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

### Examples of major misconduct:

- alcohol or drug-related infractions
- physical and/or mental abuse of others
- open opposition to authority - defiance
- willful 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

# DISCIPLINARY INTERVENTIONS

- derogatory comments and/or threats to others about race, ethnicity, religion, sexual orientation, gender, body image.
- continuous disruptive behaviour over a prolonged period with no attempt to change the behaviour

## 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

## Consequences for Acts of Misconduct: School Actions

Students will experience consequences for their behaviour in direct proportion to the seriousness of the offence.

- **Teacher-Student Conference** - Most acts of minor misconduct will be handled in this manner.
- **Detention/Admin referral**
- **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.