Mayerthorpe Jr. Sr. High School

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PRINCIPAL
Mr. Dafydd Thomas

ASSISTANT PRINCIPAL
Mrs. Beth Jager

Mayerthorpe Jr. Sr. High School

FIRST DAY OF SCHOOL
September 2, 2020

LAST DAY OF SCHOOL
June 28, 2020

LENGTH OF SCHOOL DAY
9:00 am – 3:15 pm SR High
9:05 am - 3:20 pm JR. High

LUNCH BREAK
11:45 am - 12:30 pm
11:30 am - 12:05 pm

SCHOOL MOTTO:

"See Possibility Everywhere"

MISSION STATEMENT:

"Influencing the Future through
Motivated, Hardworking, Successful Students"

HOLIDAYS & VACATIONS

THANKSGIVING
October 12, 2020

REMEMBRANCE DAY
November 11, 2020

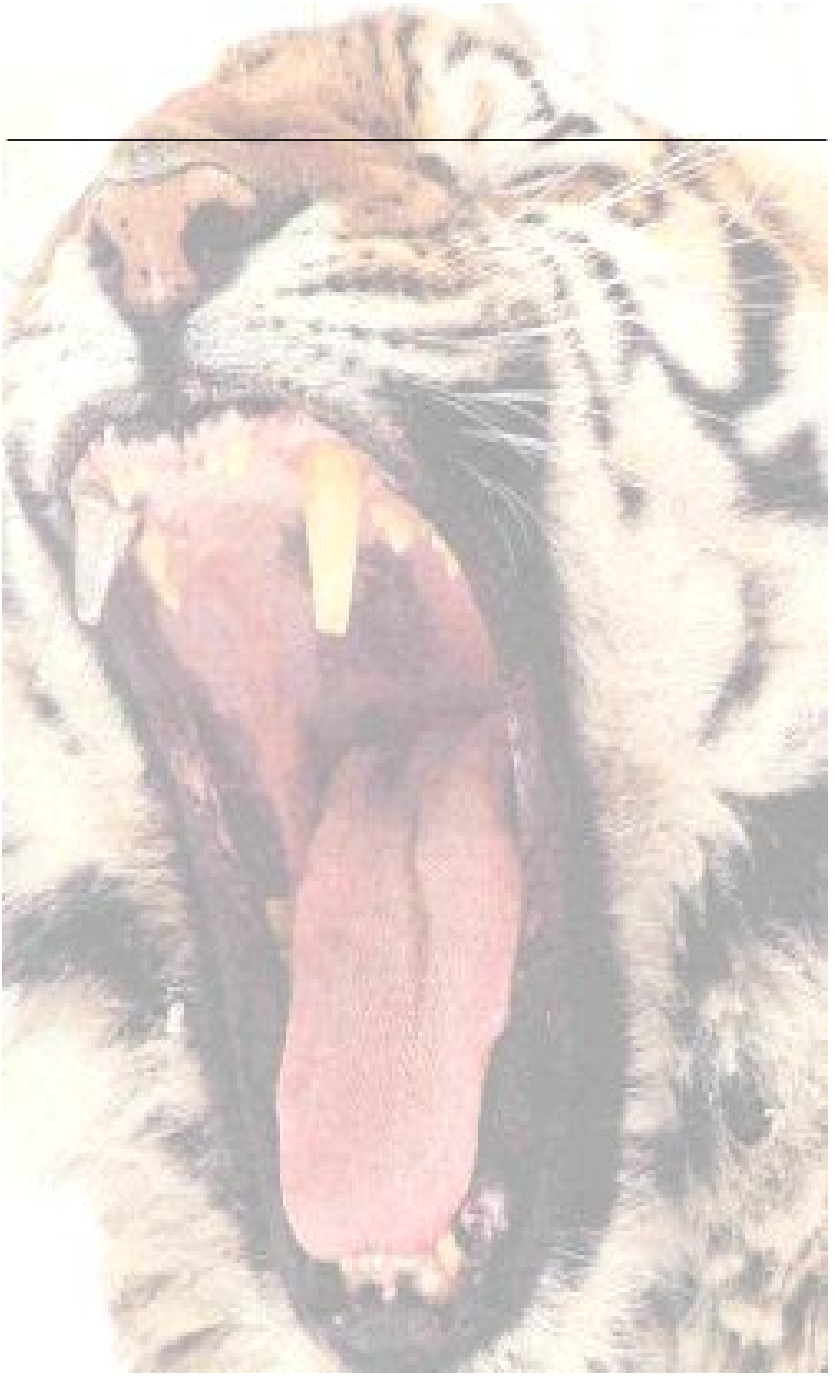
CHRISTMAS VACATION
December 19, 2020 - January 4, 2020

TEACHER'S CONVENTION
February 4-5, 2020

FAMILY DAY
February 15, 2020

Spring Break
March 29 – April 6, 2020

VICTORIA DAY
May 24 -26, 2020



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SCHOOL PHILOSOPHY

"See Possibility Everywhere"

The ultimate aim of education in our province is to develop the abilities of students in order that they might fulfill their personal aspirations while making a positive contribution to society as engaged students, ethical citizens with an entrepreneurial spirit.

At Mayerthorpe High School we recognize each student has different needs, abilities, interests and experiences. Our goal is to provide programs and activities for students that will best accommodate their individual abilities and needs with the resources at our disposal.

Transforming students takes a partnership between the student, parents/guardians, staff and the community. We foster the partnership through communication, respect, honesty and trust.

Achieving Success Together

Division Procedures and Regulations

APPEALS PROCEDURE

In order that the rights of students and parents are protected in the evaluation practices of Mayerthorpe Junior-Senior High School, all policies, procedures, and judgments are made in a spirit of fairness and justice.

A. APPEALS AT THE SCHOOL LEVEL

1. The notification of appeal should be made in writing to the school principal within one week of the time final standings are released to the students. The school principal shall acknowledge receipt of the appeal and indicate the expected date when a decision with regard to the appeal will be reached.

2. To review the basis of any final standing or promotion decision the principal shall employ the procedures listed below, as is necessary:

    a. Consultation with teacher involved;
    b. Check of records;
    c. A personal hearing of the student's and/or parent's appeal;
    d. A review of evaluation procedures followed;
    e. Allow the student and/or his/her parents to see the graded final examination.

3. The school principal shall confirm in writing the outcome of the appeal to the student and/or parents. The final decision may be to retain, increase or decrease a final mark.

B. APPEALS AT THE SCHOOL DIVISION LEVEL

1. Should a student or parent not be satisfied with the outcome of an appeal made to the school principal – the student or parent may request a hearing from the Superintendent of schools. This request must be made within 2 weeks of receiving the principal's decision.

2. The Superintendent of schools may appoint an appeal committee to assist in the process.

3. The Superintendent of schools may:

    a. Arrange a hearing of the student and/or his/her parents;
    b. Review the circumstances and the evaluation procedures followed in determining the final standing, and:
    c. Submit a report and a decision to the principal and parent or student with regard to the appeal. The decision may be to retain, increase or decrease a final mark.

4. The decision of the Superintendent of schools shall be considered final.

Each teacher must keep a file or a record on each student so that the teacher can at any time during the course and until appeal dates have passed, present sufficient concrete information, including a copy of the final examination to demonstrate a student's achievement in a subject and a reasonable justification for the marks awarded.

Student's records shall be kept on file for 60 days following the reporting of final examination marks. Such records are to be available to those persons responsible for hearing appeals.

SCHOOL PROCEDURES AND REGULATIONS

1. ATTENDANCE POLICY

Absences from class are missed opportunities to learn and can result in course failure, dropping out of school or both. Regular attendance in school is another example of the connection of time and learning. Just as homework supports learning, regular attendance exposes students to a greater number of learning opportunities. It is both our school's expectation and in accordance with the Education Act, that students attend school regularly and punctually.

Our school recognizes there are instances where a student may be excusably absent from class due to hospitalization, family tragedy or being at home under a doctor's care and other reasons as defined in the Education Act, including religious holidays, and suspensions. These situations will be dealt with on an individual basis by the teachers and the administration. **The responsibility is on the student and the parent/guardian to inform the school.**

An absence will be counted whenever a student is not present in a class, unless he/she is on a school-approved activity. If a student is late, they are still expected to attend the class.

A. Teacher Responsibility:

Junior and Senior High School Courses

- After 5 and 10 absences per semester, the teacher will notify the parent/guardian, and document all proceedings

- On the 11th absence per semester, the matter will be referred to the administration.

B. Administration Responsibility

When a student is referred to the office on the eleventh absence with or without notification from home, there are several possible outcomes:

- ➢ Adding the referral to the student's discipline process.

- ➢ Referral to the Counselor.
- ➢ A performance review
- ➢ A parent meeting
- ➢ Student being placed on a performance plan.
- ➢ Withdrawal from the course and/or other programming changes
- ➢ Other strategies/requirements to support school success.

Students will be handled on an individual basis as circumstances warrant. It is possible that more than one outcome may be implemented.

C. Parent Responsibility

It is the responsibility of the parent to contact the school via phone, e-mail or by sending a note prior to the date or within 24 hours of the absence. Student attendance information can be viewed on the Parent Portal of PowerSchool.

D. Student Responsibility

Students are required to sign-in at the office when late, when leaving early, when returning from an appointment and when they have a spare in block one.

2. STUDENT PERFORMANCE AND DISCIPLINE

Our school is a place of learning:

A. skills.
B. knowledge.
C. attitudes.

The role of the school is to foster a commitment to excellence and to stimulate positive values and social skills.

It is our belief that education will be most successful if there is a partnership between the school, the student and the parents with a sincere commitment to education by all three parties.

In the event that a student fails to meet the standards of expected behavior and diligence, steps will be taken, in the manner of a fair but caring parent, to help the student to improve. Parents will be informed and consulted as requested.

Mayerthorpe Jr. Sr. High School prides itself on the high quality of its students and their long tradition of decent, caring behavior.

We believe the Tiger "R" & "R" will foster a successful school experience for Mayerthorpe High School students and staff.



TIGER "R" & "R"
(Rights and Responsibilities)

- With every right comes a responsibility. By taking responsibility we make our world better.
- I have a right to feel safe and a responsibility to look out for others.
- I have a right to excel and a responsibility to be a good sport.
- I have a right to be heard and a responsibility to listen to others.
- I have a right to be myself and a responsibility to accept others' differences.
- I have a right to learn and a responsibility to do my best.
- I have a right to use school property and a responsibility to respect it.
- I have a right to get help and a responsibility to ask for it.

EDUCATION ACT – SECTION 30

A student shall conduct himself or herself so to reasonably comply with the following code of conduct:

a. be diligent in pursuing the student's studies;
b. attend school regularly and punctually;
c. co-operate 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 the student's teachers for the student's conduct;
f. respect the rights of others.
g. ensure the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
h. refrain from, report and not tolerate bullying or bullying behavior directed towards others in the school, whether or not it occurs within the school building, during the school day or by electronic means.
i. positively contribute to the student's school and community.

A. M.H.S. Pyramid of Interventions for Discipline

Classroom/Teacher Based Discipline:

Step 1. Observe student at-risk/struggling or violating minor rules (please refer to your Tiger R&R's that are on page 9 and posted in classrooms – remember these rules are to be followed when moving between classes too.)

-Significant discussions with students documented.
-Classroom based consequences documented
-Possible consequences may involve a class removal at which time the teacher will make contact home.

Step 2. Teacher – Led Parent/Guardian Meetings

Step 3. Administration Involvement

After steps 1 & 2 have been exhausted, teachers will share documentation with administration and a plan of action will be developed.

Major Behavior:

-Students will automatically be referred to administration for the following: Not following CMOH Order 33-2020 (Mask Order), repeated cell phone violations, fighting, student harassment, possession of drugs/alcohol/tobacco/vaping supplies, cheating, disrupting the learning environment, disrupting exams, disrespect/profanity toward staff, and defiant behavior during emergency procedures, other concerns at the discretion of the administration.

STUDENT PERFORMANCE POLICY

It is expected that students at M.H.S will strive to achieve success within their school programs. Key factors to success in any educational program are to attend classes as scheduled, contribute positively to the learning environment by following class routines and procedures, and completing tasks assigned by teachers. Students who are not meeting success for attendance or behavioral reasons will be referred to an administrator. The following procedure may be followed as a result of the referral:

1. The student will be counseled at the school level and parents will be notified.

2. If, after a specified amount of time, no improvement is noted following the counseling, a performance review will take place and a performance contract put into place. Contracts may apply to a specific class or the student's entire educational program.

3. At the end of the time frame noted in the performance contract, if the terms have been met the contract will be removed. If the terms of the contract have not been met, the contract may be extended or the student may be required to withdraw from school or be placed on an alternate educational program.

B. SUSPENSION OF STUDENTS

➢ SUSPENSION FROM CLASS BY THE TEACHER

Policy

Teachers should handle behavior problems within the scope of the School Division Plan.

Guidelines

As part of a School Discipline Plan, a temporary suspension of a student from class may be undertaken as follows:

i. the teacher will remove the student and assign the student to another work area under the supervision of a staff member for that class period
ii. the teacher will notify the parents/guardians of the class suspension

Under no circumstances are students that have been temporarily excluded from class to roam the hallway. They must be in the assigned location. Should they refuse to go to or remain in the assigned work area, they will be referred to the administrator for disciplinary action.

➢ SUSPENSION FROM SCHOOL BY AN ADMINISTRATOR

Policy

In the event that a student does not change his/her behavior, after reasonable attempts have been made by teachers and administrators to assist the student in doing so, a student may be suspended from school by an administrator. The administrator in consultation with the student and parents will consider re-admittance or withdrawal. If a student is not to be reinstated within 5 school days from the date of his suspension, the principal shall:

i. forthwith inform the board of the suspension, and
ii. report in writing to the board all the circumstances of the suspension together with the principal's recommendation

3. ACADEMIC PLACEMENT POLICY

Academic Placement Policy: Grade 9 student placement in Grade 10.

Rationale: In order to increase the success of students through proper program placement.

Parameters: Students transitioning from grade 9 to grade 10.

Rationale:

With the ever increasing demand to provide proper programming for students, we at MHS must structure our programming to ensure students are enrolled in the program that will give them the best opportunity for greatest success based on past performance (grades). We can then build program timetables better suited to our student performance needs.

In most subject areas in grade 10 there are three or four levels of programming: 10C, 10-1, 10-2, 10-3 and 10-4 (Knowledge and Employability (K & E)). The proper placement of students in any of these levels increases the likelihood of their success. The best indicator of future performance is past performance (grades are considered performance).

K & E has a number of courses available for students to earn a Certificate of Achievement in place of a High School Diploma. This program combines the student's academic courses with practical workplace skills.

Core Subject Program Placement

ENGLISH LANGUAGE ARTS

i. For students to advance to ELA 10-1, a minimum of 65% should be earned as a final grade in ELA 9.
ii. Students should be enrolled in English 10-2 if their final grade is less than 65%.

SOCIAL STUDIES

i. For students to advance to Social 10-1, a minimum of 65% should be earned as a final grade in Social Studies 9.
ii. Students should be enrolled in Social 10-2, if their final grade is less than 65%.

MATHEMATICS

i. For students to advance to Math 10 Common (10C), a minimum of 50% should be earned as a final grade in Math 9.
ii. Students should be enrolled in Math 10-3, if their final grade in Math 9 is less than 50% or they were enrolled in the K&E Math 9 program.

SCIENCE

i. For students to advance to Science 10, a minimum of 65% should be earned as a final grade in Science 9.
ii. Students should be enrolled in Science 14, if their final grade is less than 65%.

This policy will be followed as it directs; however, sometimes, extenuating circumstances, such as illness or other situations of a serious nature, cause us to review a student placement on an individual basis.

4. COURSE PROCEDURES

A. Course Changes

Students may alter their timetable in Senior High within the first 5 days of classes of each semester.
Semester 2 timetable changes should be officially completed by January 31 for the second semester to allow teachers to begin counting attendance on the first day of classes.

B. Course Withdrawals

Senior High students may be permitted to withdraw from a course up until two weeks following the first report card in that semester. A senior high student must fill in the green withdrawal form to obtain approval to withdraw. The parent, teacher of the course, counselor and the principal must all sign the form. After half of the course has passed, due to CEU funding, student's marks will be submitted even if a student withdraws.

C. Course Enrollment

Students in grade 10 and 11 must be enrolled in 40 credits, and in grade 12 students must be enrolled in 35 credits.
It is highly recommended that students in Grade 10, 11 and 12 have a full timetable in order to give themselves as many options to pursue work or future educational opportunities. We try to provide as diverse a selection of program offerings as possible. If parents choose, or if there is no opportunity for students to take courses we understand students may end up with spares.

D. Course Challenges

A student can challenge a course in grade 10 through 12 as long as approval is given by the principal within the first 21 calendar days of each semester. If approval is given, they will write the final exam in the same examination period as the scheduled class.

For grade 12 students where a diploma is involved, the students must receive a school-based mark and will have to write the final exam review for that course. If the student passes the exam, he/she will be allowed to write the diploma exam.

E. Work Experience

Students are able to register in work experience 15, 25 or 35 for either a semester or the entire year. Students and their employers must complete the appropriate paperwork and submit records of hours worked monthly. Students will be required to complete HCS 3000 – Workplace Safety Systems by the end of their first month of work experience, as it is a pre-requisite.

F. FINAL EXAMS

Student Expectations

- Students must bring writing utensils



- Students will remain seated during the exam
- There will be no communication between students
- Students will keep their eyes on their own work
- Students will remain in the exam for a minimum of one hour
- Students will raise a hand if in need of assistance
- When calculators are required, they must be cleared before entering the exam area and upon leaving
- Backpacks, pencil cases, books, binders, calculator covers, purses and bags are not permitted in the exam room
- Cell phones or any electronic devices are NOT permitted in the exam area
- Hats are NOT permitted in the exam area
- Textbooks for the course must be returned to the library prior to the exam

Inappropriate Behavior during Exams

- Students displaying inappropriate exam behavior will receive one warning
- Continued infractions of the rules will result in removal from the exam area and an immediate referral to an administrator
- Disrupting an exam session is a major behavior as listed in the MHS Discipline Process. Students who disrupt the exam session will be removed immediately and write the exam in a suspension room location.

Final exams must be written at the scheduled time. Only illness confirmed by a doctor's note or emergency situations will be accepted as a valid excuse for not writing an exam. If there are exceptional circumstances that will not allow a student to write a final exam (not including Diploma exams) at a scheduled time, a request must be made in writing to the principal at least two weeks prior to the scheduled writing time. A decision will be made based on the information provided. Students whose requests are approved will be scheduled to write final exams at an alternate time. *An early holiday is not considered an exceptional circumstance.*

G. STUDENT ABSENCES

Students are required to complete all missed assignments and assessments when they are absent. MJSHS expects all assigned work to be completed, regardless of the reason. Prior notification of an absence is expected, except in emergency circumstances.

Field trips are a valuable component of the curriculum, but participation in them is a privilege. Students who have accumulated a significant number of absences or incomplete assignments/assessments, may be required to remain at school to attend their classes. Administration consultation with the teacher, student and parent to determine field trip eligibility will occur in a timely manner before the scheduled trip.

CHEATING/PLAGIARISM POLICY

This policy is designed to enhance and enrich the academic and ethical education of students at MHS. The information in the following policy is intended to provide students with guidelines to enable academic judgement, develop integrity, and preserve honor.

Cheating/Plagiarism includes:

-**Directly Copying** the work of another person without using all of the following: (1) quotation marks, (2) proper credit immediately following the quote, and (3) listing any sources on the "works cited" page at the end of the assignment.

-**Paraphrasing** the ideas of another person without using all of the following: (1) proper credit immediately following the paraphrase and (2) listing the source on the works cited page at the end of the assignment.

-**Using and failing to properly credit** any work or answers that have been written, created, or developed by another person. This includes work or answers that have been generated through electronic translation engines, literary summary sources, and inappropriate collaboration with other students or technology.

-**Recycling previously submitted work.** *Recycling* an assignment is the resubmission of academic work that has been previously submitted by oneself or another student.

-**Using artwork or pictures without proper citation.** Students may not use artwork or pictures, including clip art that was created by another person, without proper citation.

Consequences of Cheating/Plagiarism:

If a student is suspected of cheating/plagiarism, the assignment/assessment will be confiscated immediately. The assignment/assessment, along with any evidence seized by the teacher/supervisor, will be presented to the Principal with a report of the circumstances. The student will be given an opportunity to explain the circumstances relating to the incident in a meeting with the Principal.

If upon investigation, the student is found to be innocent, opportunity will be provided to write an equivalent assignment/assessment without penalty.

In cases where the Principal, after consultation with the student and the teacher/supervisor, feels that the evidence indicates guilt, or where there is an admission of guilt, parents/guardians will be notified of the incident and the consequences being applied.

Possible consequences that may be applied at the discretion of the Principal in whole or in part.

-A zero on the assignment/assessment
-Detention
-Completion of an additional assignment/assessment under supervision
-In-School Suspension
-Out-of-School Suspension
-Removal from extra-curricular eligibility and/or participation

5. EVACUATION DRILLS REGULATIONS

A continuous ringing of the alarm bell signals a drill (or the real thing) for the entire building to evacuate. Please know the evacuation plan and routes for each area you are in. Since students and teachers move around throughout almost all parts of the school for different classes, it is important that each student be thoroughly familiar with the exit routine from various rooms.

Be certain to assemble in the assigned spot outdoors as per Critical Response Plan for the purpose of **"roll call"**. Any inappropriate behavior displayed during a fire drill will be referred to the administration for disciplinary action.

6. TECHNOLOGY ACCESS

Computers and the internet have become an integral part of the Alberta curriculum and are now being integrated into all classes within Mayerthorpe Jr. Sr. High School. The Acceptable Use of Technology Policy restricts the use of technology, the computers and the internet to educational purposes only.

It is necessary for students to sign an Acceptable Use Agreement at the beginning of each year. This contract will outline the standards of behavior required for the use of:

- computer hardware
- computer software
- printers
- the internet and site access
- desktop images
- safe content on student profiles

The agreement also outlines possible consequences for abuse of the computer privileges' at Mayerthorpe Jr. Sr. High School, and include:

- a warning
- restriction of technology access
- suspension of technology access

7. LEAVING SCHOOL GROUNDS

The school prefers that students remain at school during the lunch hour and during spares. Signing out practice:

1) If students must leave the school before the end of the day (illness, appointments, etc.), they are to **sign-out** in the office.

2) Students who need to leave the school during the day, but who have forgotten a note, will be permitted to phone home and have their parent/guardian speak to the secretary to give verbal approval to leave the school.

3) When students return back to the school during regular school hours, they are expected to sign back in at the office.

8. SCHOOL COUNCIL

Mayerthorpe Junior and Senior High School and Northern Gateway Public Schools strongly support the formation and operation of a **School Council,** to act as liaison between the community and the School on matters pertaining to in school practices and policies.

The Council serves the functions of aiding in school-community communication, educational matters where appropriate and in reporting to the Principal. School Council is formulated to provide a broad representational base, including members of the community, the parents, the teaching staff, and the student body. This council will be formed on a voluntary basis providing sufficient interest is apparent. It meets at the discretion of the Principal, and in a strictly advisory capacity, emphasizing school-community partnership in commitment to education.

9. SCHOOL FEES

All fees must be paid in full, or arrangements must be made, prior to participating in extracurricular activities.

Additional Fees will be charged for the following:

A. **Technology fee of $30.00.**
B. Project fees in Practical Arts Courses
C. Course Fees (facilities and transportation)
D. Extra-Curricular Activities (team fees, uniform deposits, tournament/entry costs, transportation, accommodation costs)
E. Yearbook

10. STUDENT DRESS

Students are expected to dress appropriately for school. Clothing is not to disrupt the effective functioning of the school.

School Hallway and Classroom Dress Code:

- Masks must be worn in accordance with CMOH Order 33-2020
- No bare feet in hallways or classrooms.
- No bare midriff – the abdominal area should not be exposed; there can be no gap, front or back, between your pants and top, either standing or sitting.
- Shorts and skirts must be longer than your fingertips when your arms are fully extended straight down your side.
- It is unacceptable for any underwear to be seen.
- Tops must cover all cleavage and have straps over both shoulders that are at least two fingers wide. Halter tops and mesh shirts are not acceptable.
- Torn or ragged clothing must not be worn.
- Apparel, jewelry or accessories that contain profanity, obscenity or reference the promotion of the use of drugs, alcohol or tobacco are unacceptable and prohibited.
- Apparel, jewelry, accessories or notebook decals that, by virtue of its color arrangement, trademark or any other attribute, are specifically identifiable as belonging to a disruptive group or gang are unacceptable and prohibited.
- Sunglasses may not be worn inside the building or the classroom.
- No wallet chains are to be worn.
- Hats:

- May be worn in hallways and common areas.
- Teachers may choose as to whether to allow them in classes.

Physical Education Dress Code

- Students must change for PE
- Gym strip must be appropriate athletic wear for PE activities (no jean material, no halter tops, no strapless tops)
- Indoor athletic shoes must be worn in the gym
- Hats are prohibited in the gym and during PE activities
- PE clothing that does not meet the hallway and classroom dress code must not be worn outside of the gym. Students must change prior to leaving the gym area.

Contravening the Dress Code

The following options are available to students who wear clothes to school that do not meet the standards indicated.

I. Change into clothes already at school- gym strip shirt; coat, jacket, or sweater, wear clothes inside out.
II. Go Home to change clothes- parents to be notified.

Students who cannot use option 1 or 2 may be provided with appropriate wear for the day.

11. CELL PHONES & ELECTRONIC DEVICES

Cell phones, IPOD's, MP3 players, hand held games or other electronic devices can only be used during class breaks or at lunch time. These devices are not allowed to be seen or turned on during class time as they are disruptive to the learning environment of the students. Should a student violate this policy or use the device during the class time (in any location), the teacher will request the device from the student and turn it in to administration to be returned as follows:

- First offense – returned at the end of the day
- Second offense – returned to parent/guardian
- Third offense – locked in school safe for 30 days



Refusal to turn over the device to a teacher will result in a direct referral to the administration.

12. STUDENT SERVICES

a. ACCIDENT INSURANCE

Since students have minimum coverage with the Divisional insurance plan against accidental injuries, parents may wish to consider some additional form of insurance. Applications for personal accidental insurance will be available early in the school year. Please note participation is optional. Please contact the school for further information.

b. ALCOHOL/DRUG/TOBACCO/VAPING USE

Drinking, possession of or use of illegal substances on school property or during extra-curricular activities is prohibited. Students may not be under the influence or in possession of any illegal substances while on school property or while participating in extra-curricular activities. Students will be suspended from school and possibly referred to the school board for expulsion.

c. ANNOUNCEMENTS

Announcements are ready and posted daily in the hallways, the main office and the library. Announcements are to be approved by a teacher or by an administrator.

d. CORRESPONDENCE COURSES

Correspondence courses are available for those students who are unable to take a required course in school due to: time-tabling difficulties, program restraints, or the course not being offered in school.

Depending on the course, students must initially pay a deposit of $30/credit and the cost of any required materials for the course. Only the deposit will be reimbursed upon successful completion of the course. Application must be made to the school for reimbursement. The Principal must approve all applications.

Students on correspondence must complete all modules and the final exam in the course within the first 15 days in each semester or they will not be allowed to register in the new course. If the course is available to the student and it fits in his or her timetable, reimbursement may not be available.

Grade 12 students should note the deadlines for the correspondence completion to be eligible to participate in the graduation ceremony. See section 7.

13. EXTRA-CURRICULAR ACTIVITIES

M.H.S. supports broad and varied program of extra-curricular activities, which are extensions of our regular school day. The goals of the extra-curricular program are to provide students with a well-rounded school experience. Participation will provide students with the opportunity to demonstrate leadership, fair play, responsibility, fellowship and sportsmanship, while exploring areas of special talent or interest.

In order to participate in extra-curricular activities:

- Students shall be expected to attend all classes on the day of the scheduled event. Failure to comply with these attendance regulations will result in a student being declared ineligible and not allowed to participate in the event. An exception may be made by the administration.
- Students must be in good standing in all courses academically and behaviorally.
- Students who have a significant number of absences or incomplete assessments may, in consultation with administration, be removed or suspended from extra-curricular activities until such time as an improvement has been made to these areas.
- All school fees must be in good standing, or payment arrangements made, in order for the student to participate.

Students may be removed from all extra-curricular activities if not meeting Section 12 of the School Act. (Currently under review)

A student shall conduct himself or herself so to reasonably comply with the following code of conduct:

a. be diligent in pursuing the student's studies;
b. attend school regularly and punctually;
c. co-operate 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 the student's teachers for the student's conduct;
f. respect the rights of others.

Activities are coordinated and supervised by the teaching staff. Parental and community member support is encouraged and appreciated.

A. MAYERTHORPE ATHLETICS

The Tiger's Core Covenants

T- Teamwork

I- Integrity

G- Greatness

E- Effort

R- Respect

S- Sportsmanship

In order to participate in athletic extra-curricular activities, a student must meet the following requirements:

I. GCAA and ASAA rules and procedures for High School Sports. GCAA rules and procedures for Junior High School Sports.

II. A student must maintain a 50% overall average in all courses to be eligible to play on Jr. or Sr. High teams. Any student who is below the 50% average will be suspended from game play pending a teacher meeting to discuss academic standing. If a student shows a marked improvement in their academics, the student will be allowed to rejoin the team. Sports starting

at the beginning of the second semester, the first semester marks will be used.

III. Students must be in attendance the day of the game in order to participate. If absent, a medical note is required.

IV. A minimum of 10 players is required for volleyball and basketball teams to exist or a team may not be registered for that school year. Students are awarded points for every sport that they participate in and are eligible to win the Tiger Participation Award.

V. Any student who is suspended is not allowed to take part in any extra-curricular activities, during the time of the suspension.

VI. Students and parents must sign the Parent/Athlete contract.

VII. Students must be in good standing with the school community. A teacher has the right, in consultation with the Athletic Director, to recommend to administration that a student athlete be suspended from a team if the student is not meeting their obligations of academic success, attendance and behaviour.

VIII. A student or parent has the right to appeal to the Administration.

Fees: A user fee will be determined at the beginning of each playing season. An information sheet will be handed out to team members outlining what the user fee will cover. Sr. High Badminton students will be required to purchase a school T-shirt as per the ASAA rules.

14. GRADUATION CEREMONY

The school conducts a graduation ceremony at the close of the school year. The graduation convocation represents an acknowledgement of a student's potential academic success in fulfilling the Alberta Education Diploma Requirements. Since marks will not be finalized from departmental exams until July, this ceremony cannot be considered a true graduation.

Eligibility requirements to take part in the graduation ceremonies are in conjunction with the NGPS Administrative Procedure 366:

A: A minimum of 4 weeks prior to graduation ceremony, a student:

1) Must be registered in a program of studies, maintaining regular attendance and possess a minimum grade of fifty

percent in each course, which if successfully completed by the end of the current school year would fully satisfy all the student's remaining requirements for an Alberta High School Diploma; or

2) Must be registered in a special needs program, maintaining regular attendance in his/her final year of basic education and in a position to complete successfully by the end of the current school year all remaining requirements of his/her IPP; or
3) With special circumstances who has been recommended by the Principal and approved by the Superintendent may participate in the graduation ceremony.
4) Must have, in addition to meeting the requirements of 1) above, successfully completed at least half of any correspondence course which would affect his/her graduation eligibility if not completed.

B: The student must be in overall good standing with the school on the date of the graduation ceremony, including having paid all required school fees.
C: The student must have satisfied all outstanding obligations with the school a minimum of five days prior to the graduation ceremony.

D: A Principal may withdraw or reinstate the privilege to participate, in consultation with the Superintendent.

E: The preliminary graduation list will be published on May 31 (or the Friday previous if the 31st falls on a weekend)

F: Students who do not appear on the preliminary graduation list will be notified in writing prior to posting the list regarding missing requirements and the appeal process.

G: The final graduation list will be published on June 15 (or the Friday previous if the 15th falls on a weekend)

H: Students who do not appear on the final graduation list have until June 20 (or the Friday previous if the 20th falls on a weekend) to appeal in writing to the Principal indicating that requirements have now been addressed.

I: Students will only participate in one graduation ceremony.

J: Adult students will be eligible to take part in the ceremonies if they have met the requirements listed above and have not previously participated in a ceremony or graduation exercise.

K: Exchange students will not wear caps and gowns but may be invited as special guests of the graduation ceremony in recognition of attending a high school year at M.H.S.

L: Students attending school elsewhere in their grade 12 year and meeting the requirements listed above, may be invited by the graduating class, with the approval of the administration.

M: As per NGPS Administrative Procedure 366,

1) The valedictorian shall be the student demonstrating the highest overall aggregate mark in English 30-1, Social Studies 30-1 and three (3) of
    - Mathematics 31, Mathematics 30-1, Mathematics 30-2, Science 30, Biology 30, Chemistry 30, Physics 30 or a language other than English at the 30 Level.
2) Only regularly programmed courses offered and completed within the school will be considered when determining valedictorian eligibility. Extenuating circumstances shall be dealt with on an individual basis subject to the approval of the Superintendent.
3) The aggregate mark shall be determined using the marks indicated on the last reporting period prior to the graduation ceremony, and/or the final marks of these same diploma courses previously completed.
4) In the event of a tie, each of the students shall be offered the opportunity to deliver the valedictory address.
5) Only those students registered at the school prior to October 31 of the graduating school year will be considered to be eligible for the honor of valedictorian.
6) The Principal has the authority to withdraw the honor of valedictorian from any student who demonstrates a less than acceptable ethical, moral or responsible character.
7) The chosen valedictorian shall be notified, in as much as possible, no later than three weeks prior to the graduation.

8) The Principal shall preview and approve the valedictory address, prior to the ceremony and ensure they are appropriate.

GRADUATION HONOR CORDS

Honor Cords will be awarded to students based on meeting the criteria listed in the Senior High diploma and academic honors awards. The calculation of honor cord averages will be based on any final marks available and marks in PowerSchool two days prior to the graduation ceremony.

ALBERTA DIPLOMA REQUIREMENTS

a. English 30-1 or 30-2
b. Social Studies 30-1 or 30-2
c. Mathematics 20-1 or 20-2 or 20-3
d. Biology 20, Chemistry 20, Physics 20, Science 20, or Science 24
e. C.A.L.M 20
f. Phys. Ed 10 (3 Credit minimum)
g. Ten credits from C.T.S, Fine Arts, Second Languages, Physical Education 20/30 or RAP
h. Ten 30-level credits in addition to English and Social
i. 100 credits in total

Be sure that you consult with the Counselor or other school personnel if you have any questions or concerns regarding Diploma Requirements.



15. LEARNING COMMONS

Our school learning commons has a variety of material available for students. Most material can be borrowed for periods ranging from overnight to two weeks. Students may use the learning commons when a supervisor is present. When the learning commons has been booked by a classroom teacher, it is their choice to allow or not allow students, in addition to those in their class, into the learning commons. Students may use the learning commons during the school day with the permission of their teacher and librarian. Students are expected to work quietly and return material on time and be responsible for material they sign out, no more books until all books come in. The school will issue bills (invoices) for lost or outstanding books.

16. LOCKERS/VALUABLES

Each student is assigned a locker and a lock on their first school day. Students must be sure the locker is securely locked and make certain that no one else has the combination. Periodic locker checks and clean-outs will be held throughout the year. The school reserves the right to inspect lockers as the need arises. It is the student's responsibility to maintain a tidy locker. The school cannot be held responsible for a student's lost or stolen articles. Put names in all texts, notebooks, runners, etc. Phys. Ed. lockers are to be used only during assigned Phys. Ed. time.

17. REPORT CARD

Report Cards are available on PowerSchool. Parents have access, or can request access to the parent portal for PowerSchool to view their students' progress at any time. This electronic gradebook is updates by teachers weekly and represents a student's current achievement in their courses.

Parent Teacher Interviews are held twice throughout the year.

Teacher generated detailed reports can be requested from teachers at any time.



18. SCHOOL AWARDS AND SCHOLARSHIPS

A. AWARDS

Students are recognized for their successes and accomplishments at the annual awards ceremony. The ceremony incorporates all facets of the junior and senior high experience and celebrates the amazing students in our culture. The awards are always under review and not limited to those listed below.

Student of the Year (Chosen by the Staff)

- Grade 7-12 (One at each grade level)
- Based on academic marks and involvement in school.

Citizenship Award (Chosen by the Staff)

- One Jr. High and one Sr. High.
- Demonstrate the qualities related to exemplary citizenship all year round, including involvement in the school life, achieving to their potential, willingness to help out, be cooperative and pleasant and respectful of school expectations.
- Students can only be a recipient once throughout their attendance at MHS.

Tiger's Pride Award (Nominated by the staff)

- Student(s) being recognized for their contributions to the school culture and environment.

Honors Award (Honor Pins Awarded)

- Grade 7-8-9
- Based on an overall average of 80% or higher in all core class marks – Social Studies, Science, Mathematics, English Language Arts and Physical Education, generated from their final reporting period.

Highest Average in Grade

- Grade 7-8-9

- ➢ Based on an overall average of all core class marks – Social Studies, Science, Mathematics, English Language Arts and Physical Education.

Personal Achievement Award (Chosen by the Staff)

- ➢ Grade 7-8-9
- ➢ Based on a student taking ownership for their learning and/or over-coming obstacles or challenges in their life.

ACADEMIC Honors Award

80% or higher overall average when combining the courses specified below:

- Grade 10: ELA 10-1, Social Studies 10-1, Mathematics 10C, Science 10, PE 10
- Grade 11: ELA 20-1, Social Studies 20-1, Mathematics 20-1 or 20-2, one of Biology 20, Chemistry 20, Physics 20 or Science 20 and an additional 5 credits at the 20 Level.
- Grade 12: ELA 30-1, Social Studies 30-1, Mathematics 30-1 or 30-2, one of Biology 30, Chemistry 30, Physics 30 or Science 30 and an additional 5 credits at the 30 Level

DIPLOMA Honors Award

80% or higher overall average when combining the courses specified below:

- Grade 10: ELA 10-1 or 10-2, Social Studies 10-1 or 10-2, Mathematics 10C or 14, Science 10 or 14, PE 10
- Grade 11: ELA 20-1 or 20-2, Social Studies 20-1 or 20-2, Mathematics 20-1, 20-2 or 20-3, one of Biology 20, Chemistry 20, Physics 20, Science 20 or Science 24, and an additional 5 credits at the 20 Level.
- Grade 12: ELA 30-1 or 30-2, Social Studies 30-1 or 30-2, Highest Level of Mathematics completed, Highest Level of Science completed, and an additional 5 credits at the 30 Level

Highest Academic Average Award

- ➢ Grade 10-11-12
- ➢ Based on the Academic Honors Award Criteria

Highest Diploma Average Award

- ➢ Grade 10-11-12
- ➢ Based on an Diploma Honors Award Criteria

Most Valuable Teammate Award

- Athletes from each team/sport
- Awarded to athletes who embody the Tiger Core Covenant's and who were valuable members of the team/sport both in skill and in sportsmanship.

Most Improved Player Award
- Athletes from each team/sport
- Awarded to athletes who showed improvement in skill and in sportsmanship

Athlete of the Year Award
- One male and one female at the Junior High
- One male and one female at the Senior High
- Awarded to athletes who embody the Tiger Core Covenant's and who were valuable members of the team/sport both in skill and in sportsmanship.
- Represented MHS in multiple sports

Sportsmanship Award
- One male and one female at the Junior High
- One male and one female at the Senior High
- Awarded to athletes who embody the Tiger Core Covenant's and exemplifies an increased awareness of sportsmanship

Tiger Awards
- Recognize athletes who represent MHS on numerous teams throughout their school career.
- Points awarded for each team the athlete participates on
- Medals awarded at four levels: Bronze, Silver, Gold, Platinum

B. SCHOLARSHIPS

A detailed handbook of awards, scholarships and bursaries are available in the counselor's office. Also available is a listing of useful website addresses for post-secondary funding, and occupation information. Any community member wanting to setup a scholarship would be directed to the Mayerthorpe Community Foundation to set it up.

Alexander Rutherford Scholarships for High School Achievement

Sponsored by: Alberta Scholarship Programs.

Purpose: To recognize and reward academic achievement at the senior high school level and to encourage students to pursue post-secondary studies. **Value**: Up to $2,500

Eligibility: Applicants must be a Canadian Citizen or Permanent Resident and an Alberta resident; and plan to enroll or be enrolled full-time in a post-secondary program or apprenticeship program.

Selection: A student must have a minimum combined average based on five designated courses in at least one grade: Grade 10, 11 or 12. The minimum average, value of the award, and courses that can be used depend on the year the student graduated.

GRADE 10

Average of 75.0% to 79.9% in five subjects - $300
Average of 80.0% or higher in five subjects - $400
One of: English 10-1, 10-2, Français 10, 13 or 10-2, **and**
At least two of the following:
- Mathematics 10C
- Science 10
- Social Studies 10, 10-1 or 10-2
- a language other than the one used above at the Grade 10 level,

and

Any two courses with a minimum three credit value at the Grade 10 level

GRADE 11

Average of 75.0% to 79.9% in five subjects - $500
Average of 80.0% or higher in five subjects - $800
One of: English 20-1, 20-2, Français 20, 23 or 20-2

and

At least two of the following:
- Mathematics 20-1, or 20-2
- Science 20
- Biology 20
- Chemistry 20
- Physics 20
- Social Studies 20, 20-1 or 20-2
- a language other than the one used above at the Grade 11 level

and

Any two courses with a minimum three credit value at the Grade 11 level

GRADE 12

Average of 75.0% to 79.9% in five5 subjects - $700
Average of 80.0% or higher in five subjects - $1,300

One of: English 30-1, 30-2, Français 30, 30-2

and

At least two of the following:

- Pure Mathematics 30
- Applied Mathematics 30
- Mathematics 31
- Mathematics 30-1, or 30-2
- Science 30
- Biology 30
- Chemistry 30
- Physics 30
- Social Studies 30, 30-1 or 30-2
- a language other than the one used above at the Grade 12 level

and

Any two courses with a minimum five credit value at the Grade 12 level.

The application for Alexander Rutherford is now available online. Students can apply online through the Students Finance System (SFS) on the Student Aid Alberta website.

Deadline: No more application deadlines! Apply online anytime – once you have been accepted by your preferred post-secondary institution.

19. STUDENT'S UNION

The Student's Union is an organization that operates within the school. They organize spirit activities and some fundraising activities. Meetings and planning generally take place at lunch hour.

20. STUDY SKILLS

To be successful students should develop regular study skills and habits. Study/homework skills should be done daily. This includes:

a. teacher assigned work
b. work not completed during class
c. work missed due to absence
d. extra study time should be allotted to prepare for tests and exams. It is recommended that students spend a minimum of one hour per night on school work, to support this study skills will be part of the program.

21. TEXT BOOKS and Chromebooks

Students are completely responsible for all texts assigned to them. Damaged and lost texts will be charged to the student.

