



École Archbishop MacDonald Catholic High School 2017 - 2018

Principal

Mr. J. Fiacco

Assistant Principals

Mrs. M. Settle Mr. K. Myskiw

14219-109 Avenue, Edmonton, Alberta, T5N 1H5

Telephone: 780-451-1470

Fax: 780-455-5571

Website: archbishopmacdonald.ecsd.net

MISSION STATEMENT OF ARCHBISHOP MACDONALD

École Archbishop MacDonald High School is a compassionate Catholic community where we engage with challenging and rewarding programs while fostering diversity. We empower our students to be inquiring, knowledgeable, and caring while serving others in the name of Jesus Christ.

ARCHBISHOP MACDONALD CATHOLIC HIGH SCHOOL LOGO

Our logo was developed by members of the school community to present a sense of character that compliments and extends symbols traditionally associated with the school.

As is consistent with all symbols, the components suggest a multiplicity of meaning. The following outlines capture the richness of the insights shared by the many contributors.

COMPRENDERE ET CONDUCERE

- to grasp
- to discover
- to comprehend
- to unite
- to serve
- to be of use to others



The Cross - the unifying force (one of our key symbols as Christians).



Chi and Rho - the first two letters of Christ's name in Greek
(Reminds us of our ancient Greek roots)



The Text - we are people of the Word - in both secular and sacred writing (represents searching, learning, understanding, communication)



The Fire - central flame signifies Christ. The Semi-Circle - all of Christ's followers (teachers, students)



The M - School Letter with the Bishop's staff represents: - the Bishop we are named after
- school clubs and teams

ÉCOLE ARCHBISHOP MACDONALD CATHOLIC HIGH SCHOOL STAFF:

PRINCIPAL: Mr. J. Fiacco (Grade 10 Coordinator) john.fiacco@ecsd.net
ASSISTANT PRINCIPALS: Mr. K. Myskiw (Grade 11 Coordinator) kevin.myskiw@ecsd.net
Mrs. M. Settle (Grade 12 Coordinator) marie.settle@ecsd.net

CHAPLAIN

Mr. C. Ferguson

E-MAIL ADDRESSES

christopher.ferguson@ecsd.net

COUNSELLING DEPARTMENT/STUDENT SUPPORT

Mrs. K. Laplante Counsellor and Grad Coach

kary.laplante@ecsd.net

Mrs. L. Reeves Counsellor and Grad Coach

lisa.reeves@ecsd.net

Ms. T. Joy-McGill, Learning Coach

tracey.joymcgill@ecsd.net

DEPARTMENT HEADS/ COORDINATORS

Athletics

Ms. M. Suda

michelle.suda@ecsd.net

English

Mrs. M. Nychka

marika.nychka@ecsd.net

French Immersion Program

Mrs. R. Eshak

rania.eshak@ecsd.net

International Baccalaureate Diploma Programme

Mrs. J. Sewell

jacqueline.sewell@ecsd.net

International Baccalaureate/Middle Years Program

Mrs. H. Grijo

helen.grijo@ecsd.net

Second Languages

Mrs. R. Eshak

rania.eshak@ecsd.net

Mathematics/ CTS

Mr. A. Stauffer

anthony.stauffer@ecsd.net

Physical Education

Mr. A. Rosselli

Antonio.rosselli@ecsd.net

Religious Studies

Mr. C. Ferguson

christopher.ferguson@ecsd.net

Science

Mr. E. Cavaliere

ernest.cavaliere@ecsd.net

Social Studies

Mr. E. Delpercio

enrico.delpercio@ecsd.net

GENERAL OFFICE

Mrs. R. Paonessa – Administrative Assistant

rossana.paonessa@ecsd.net

Ms. C. Kordyback – Administrative Support

christine.kordyback@ecsd.net

Mrs. A. Padovani-Mair – Administrative Support

andrea.padovani-mair@ecsd.net

BUSINESS OFFICE

Ms. E Bachmann, Business Manager

erna.bachmann@ecsd.net

Mrs. D. Williams, Clerk

debora.williams@ecsd.net

CUSTODIAL

Mr. L. Tokarew, Head Custodian

les.tokarew@ecsd.net

Mr. M. Deresh, Custodian

mulu.deresh@ecsd.net

Mr. A. Begna

abebe.gegna@ecsd.net

STUDENT RESOURCE CENTRE

Mrs. A. Padovani-Mair

andrea.padovani-mair@ecsd.net

TEACHING SUPPORT

Ms. D. Pooch White – Educational Lab Technician

dagmar.pooch@ecsd.net

Ms. J. McKercher – Education Assistant – Braillist

jeri.mckercher@ecsd.net

TEACHING STAFF:

Mrs. C. Adamczuk-Sech - English

caroline.adamczuk-sech@ecsd.net

| | | | |
|------------------------|---|---|--|
| Mr. D. Alfieri | - | Social | daniel.alfieri@ecsd.net |
| Ms. C. Andison | - | Biology/Chemistry/Sci 30 | christine.andison@ecsd.net |
| Mrs. M. Araujo-Nickel | - | Social Studies | maria.nickel@ecsd.net |
| Ms. A. Beaumier | - | French Imm. Math | arielle.beaumier@ecsd.net |
| Mr. R. Boutin | - | French Imm. – Social Studies /CALM | robert.boutin@ecsd.net |
| Mr. N. Carby | - | CTS | neil.carby@ecsd.net |
| Mr. H. Caron | - | Math | harvey.caron@ecsd.net |
| Mr. E. Cavaliere | - | Chemistry | ernest.cavaliere@ecsd.net |
| Mr. D. Chapman | - | Music/Religion | dale.chapman@ecsd.net |
| Mr. S. Como | - | Biology, Phys. Ed./Science 10 | steven.como@ecsd.net |
| Mr. E. Delpercio | - | Social/Religion | enrico.delpercio@ecsd.net |
| Mr. J. Eschak | - | Art | jonathan.eschak@ecsd.net |
| Mrs. R. Eshak | - | French Language Arts | rania.eshak@ecsd.net |
| Mrs. L. Fenske | - | Math | luba.fenske@ecsd.net |
| Mr. C. Ferguson | - | Religion | christopher.ferguson@ecsd.net |
| Mr. M. Flynn | - | CTS | martin.flynn@ecsd.net |
| Miss. E. Greer | - | Biology/Phys. Ed. | elspeth.greer@ecsd.net |
| Mrs. H. Grijo | - | Chemistry/Science 10 | helen.grijo@ecsd.net |
| Mr. J. Hubick | - | Math | jason.hubick@ecsd.net |
| Mrs. T. Joy McGill | - | Biology | tracey.joymcgill@ecsd.net |
| Mr. J. Kriese | - | Physics/Religion | james.kriese@ecsd.net |
| Mrs. K. Laplante | - | Counselor/Grad Coach | kary.laplante@ecsd.net |
| Mrs. M. Mauro Paniccia | - | Religion/Social/French | filomena.mauro-paniccia@ecsd.net |
| Mr. A. Milan | - | Music | arthur.milan@ecsd.net |
| Mrs. G. Noce-Saporito | - | Spanish/Social | gina.nocesaporito@ecsd.net |
| Mrs. M. Nychka | - | English /Theory of Knowledge | marika.nychka@ecsd.net |
| Ms. L. Olsen | - | Choral Music | lyndsey.olsen@ecsd.net |
| Mrs. C. Ostapowicz | - | Social | christine.ostapowicz@ecsd.net |
| Mrs. A. Petrovic | - | English/ Works in Translation/Art | anita.petrovic@ecsd.net |
| Mrs. H. Pospisil | - | English/Film Appreciation | heather.pospisil@ecsd.net |
| Mr. R. Pryma | - | Mathematics | raymond.pryma@ecsd.net |
| Miss. B. Rattray | - | Physics/Math/Science 10 | brianna.rattray@ecsd.net |
| Mr. T. Rosselli | - | Physical Education/General Psychology | antonio.rosselli@ecsd.net |
| Mrs. J. Roth | - | Religion/CTS | janice.roth@ecsd.net |
| Mrs. A. Sarnecki | - | French/Italian | antonia.sarnecki@ecsd.net |
| Mrs. J. Sewell | - | Biology | jacqueline.sewell@ecsd.net |
| Mr. A. Stauffer | - | Math/Psychology | anthony.stauffer@ecsd.net |
| Mrs. M. Suda | - | Phys. Ed./CALM | michelle.suda@ecsd.net |
| Mrs. E. Symak-Tobychuk | - | Chemistry | eunice.symak-tobychuk@ecsd.net |
| Miss. A. Taylor | - | Math/Biology/Sciences 10 | allison.taylor@ecsd.net |
| Ms. S. Tessier | - | English | shastina.tessier@ecsd.net |
| Ms. S. Tucker | - | Math | susanne.tucker@ecsd.net |
| Ms. J. Vandendooren | - | English | jennifer.vandendooren@ecsd.net |
| Ms. F. Williams | - | Drama/Debate/Public Speaking/ Film Appreciation | fiona.williams@ecsd.net |
| Mr. T. Zdunich | - | Physics | thomas.zdunich@ecsd.net |

CALENDAR OF EVENTS 2017– 2018 IMPORTANT DATES

August 2017

| | |
|--------------------|------------------------|
| Friday, August 25 | Grade 12 Registrations |
| Monday, August 28 | Grade 11 Registrations |
| Tuesday, August 29 | Grade 10 Registrations |

January Diploma Exams

January 11th – 30th (Final Exams for Grade 10 and 11 will be posted at a later date)

| | |
|------------------|--|
| 11 th | Diploma Exams English 30-1 Part A |
| 12 th | Diploma Exams Social Studies 30-1 Part A |
| 15 th | Diploma Exams French L.A. 30 Part A |
| 22 | Diploma Exams French L.A. 30 Part B |
| 23 rd | Diploma Exams English 30 Part B |
| 24 th | Diploma Exams Social Studies 30 Part B |
| 25 th | Diploma Exams Mathematics 30-1, 30-2 |
| 26 th | Diploma Exams Biology 30 |
| 29 th | Diploma Exam Chemistry 30 |
| 30 th | Diploma Exams Physics 30 a.m. |
| 30 th | Diploma Exam Science 30 p.m. |

IB Exam Schedule for May 2018

| | |
|-------------------|---|
| Wednesday, May 2 | Math SL Paper 1 |
| Thursday, May 3 | Math SL Paper 2 Music SL/HL Paper 1 |
| Monday, May 7 | English A Lit HL Paper 1 |
| Tuesday, May 8 | English A Lit HL Paper 2 History IB paper 1 & 2 |
| Wednesday, May 9 | History IB paper 3 |
| Thurs. May 10 | Physics IB papers 1 & |
| Friday, May 11 | Physics IB paper 3 |
| Monday, May 14 | Biology HL Paper 1 & 2 |
| Tuesday, May 15 | Biology HL Paper 3 Spanish ab initio in SL - paper 1 |
| Wednesday, May 16 | Spanish AB in SL – Paper 2 Chemistry SL IB paper 1 & 2 |
| Thursday, May 17 | Chemistry IB paper 3 French B-IB paper 1 |
| Friday, May 18 | French B-IB paper 2 |

June Diploma Exams

June 13th – 28 (Final Exams for Grade 10 and 11 will be posted at a later date)

| | |
|----|--|
| 13 | Diploma Exams English 30-1 Part A |
| 14 | Diploma Exams Social Studies 30-1 Part A |
| 18 | Diploma Exams French L.A. 30-1 Part A |
| 19 | Diploma Exams French LA 30-1 Part B |
| 20 | English Diploma Part B |
| 21 | No Exam – Aboriginal Day |
| 22 | Diploma Exams Social 30-1 Part B |
| 25 | Diploma Exams Mathematics, Mathematique 30-1 Part B |
| 26 | Diploma Exams Chemistry 30 |
| 27 | Diploma Exams Biology 30 |
| 28 | Diploma Exams Physics 30 a.m. Diploma Exams Science 30 p.m. |

ARCHBISHOP MACDONALD – SCHOOL OPERATIONS

TO ENSURE A SAFE AND SUCCESSFUL SCHOOL YEAR, SCHOOL PRACTICES WILL BE DISCUSSED IN DEPTH WITH STUDENTS AT GRADE LEVEL ASSEMBLIES

ADMIN OFFICE/ GENERAL OFFICE

The Main Office is open from 8:15 a.m. to 3:45 p.m. Monday to Friday. There is an answering machine should you wish to leave a message after hours.

BUSINESS OFFICE

Business Office is open from **8:30 a.m. to 3:30 p.m. AVOID LINE-UPS PAY ONLINE.** Fees can also be paid by DEBIT, VISA, MASTERCARD, or Cash.at the Business Office. PLEASE NOTE: **NO Cheques are no longer accepted.**

The following items are available from the Business Office:

- **Bus Passes**

* **ID cards must be presented to purchase a bus pass. Cash ONLY. NO CHEQUES ACCEPTED.**

Bus passes for the E.T.S. are available at the Business Office at a cost of \$50.00. Family Plan bus passes are available for families that purchase 3 or more bus passes every month. Cost is \$46.00 These passes must be preapproved from District Transportation. Sales times from 8:30 – 3:30 p.m. at the bookstore.

Lost bus passes can be purchased at the full cost of \$69.00

- **ID Cards**

I.D. cards can be replaced, if lost, for a fee of \$5.00. School ID cards must be carried at all times when students are in school. Students must produce their MAC ID if requested by any staff member. **ID cards are needed to access the following:** LRC materials, purchase bus passes, access Physical Education facilities, and pay for fees, payments, textbook rentals and fieldtrip payments.

- **Locks/Lockers**

At the beginning of the school year students are assigned lockers and locks for storing their personal belongings. Students who lose their locks are required to pay a replacement fee of \$5.00. **Students that use a lock that is NOT assigned by the school, must have it approved by the business office. Students are not permitted to change lockers without the permission of the Business Manager.** Please do not place any valuable items or money in lockers and do not give locker combinations to other students. **Be certain lockers are always securely locked.** The school is not responsible for missing items.

COUNSELLING DEPARTMENT/STUDENT SUPPORT

Ms. L. Reeves, Counsellor

lisa.reeves@ecsd.net

Ms. K. Laplante, Guidance Counsellor

kari.laplante@ecsd.net

Ms. T. Joy-McGill, Learning Coach

tracey.joymcgill@ecsd.net

GRADE COORDINATORS

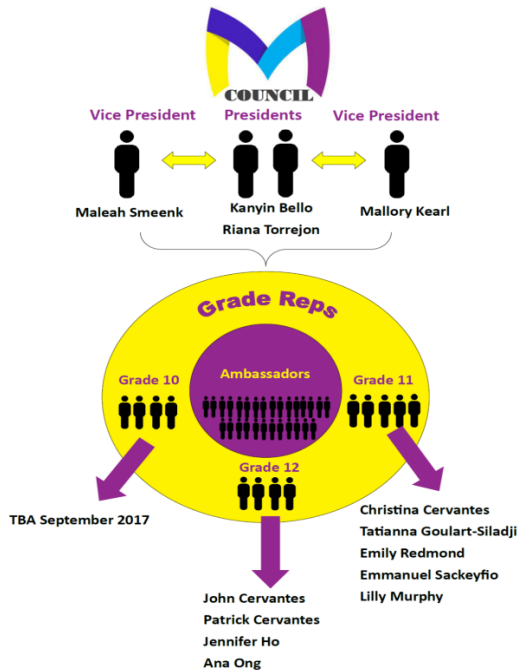
Each administrator is responsible for the students in a particular grade. Students are encouraged to make an appointment with the grade coordinator to discuss any matters concerning their academic performance or program.

Grade 10: Mr. J. Fiacco

Grade 11: Mr. K. Myskiw

Grade 12: Mrs. M. Settle

MAC COUNCIL



PEER SUPPORT

The Peer Support team consists of student members. Peer Support is a group of people who, through their own personal development, help to encourage the well-being of fellow students and the school community.

ARCHBISHOP MACDONALD – SCHOOL INFORMATION

ACADEMIC HONESTY & INTEGRITY

Definition of Inappropriate Academic Behavior/ Academic Misconduct:

- **Plagiarism:**

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

- **Cheating:**

Possession of unauthorized material.

Substantial editorial or compositional assistance.

Resubmission of material already graded for credit.

False claims or fabricated references.

Copying off of someone else's exam and/or quiz; or passing answers or questions from a quiz or exam to another student.

Communicating with another student electronically during exams.

Protocol:

The grade coordinator in conjunction with the teacher, in whose class the offence occurred, has the authority to impose one or more of the following consequences.

- 1) At the teacher's discretion the student may be required to do another assignment/exam submitting their own original work for grading purposes. The student must complete the exam/assignment **supervised** on their own time. (Outside regular class time).
- 2) A zero may be awarded for that particular assignment/exam. In this instance, parents must be informed that the zero is being assigned as a consequence for inappropriate academic conduct and does not represent a true assessment of the student's ability. Assessment is a snapshot of performance, not potential.

- 3) All extracurricular involvement will be suspended until the protocol reaches its logical conclusion.
- 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 measures will be taken.
 - * In addition to the above sanctions, the grade coordinator, in conjunction with the school principal, has the authority to impose one or more of the following:
- 5) Suspension
- 6) Expulsion

ASSEMBLIES

All students, including those who are on a spare, are required to attend assemblies and liturgical celebrations.

ATTENDANCE

- **Absences**

The Alberta School Act requires that all students attend regularly and punctually. Regular attendance contributes significantly to student learning and success. Students are expected to be punctual and present for every class. If this is not possible **students are required to provide General Office with a note written by a doctor/parent/guardian identifying a legitimate reason to excuse each absence or parent(s) may call to report an absence.** To ensure that excused absences are accurately recorded, this must be done **prior** to the class or day the student is missing; you must call the office and state and spell your child's name. This is extremely important when exams, assignments and/or assessments are missed. If you have an anticipated absence(s), such as a medical appointment, please inform the General Office in advance. (The automated system will call home every evening to report unexcused absences for that day). Please note the system does not call home for students reporting *late* to class. Attendance records form part of the permanent student record. If a pattern of non-attendance or lateness emerges, teachers will refer the student to the grade coordinator to address the matter and formulate a plan for improvement in attendance.

- **Lates**

Being on time is a basic expectation. It is the responsibility of the student to be on time for each class. Students may be refused entry into class for being late. Persistent lateness may be referred to the appropriate Grade Coordinator. Any student with an excused late, whether by note or phone call to office, is expected to report to the General Office. An excusable late **must** be accompanied by a note. If the late is an unexcused late – student will go directly to their class.

- **Illness or injury**

Students who become ill/ injured at school must report to the general office and the parent/guardian will be contacted. Students are **not** to leave the school property without signing out in the general office.

- **Early Leave During School Hours**

If it is necessary to miss classes early for appointments or any other reason, students must present a note to the general office prior to leaving. **Students MUST NOT leave the school/ miss class for any reason during regular school hours without reporting to the general office.**

AWARDS - Grade 10, 11 and 12 Awards – October 6th

This awards are to honor the achievements of the previous school year's grade 10, 11 and 12 students.

Grade 10, 11 & 12 honors are based on final grades. The list for the grade 10s & 11s who have qualified for Honours will be posted by the end of September.

Awards:

Grade 10: Highest Academic Standing –Top Ten academic averages

Grade 11: Highest Academic Standing –Top Ten academic averages

Grade 12: Highest Academic Standing –Top Ten academic averages

Academic Awards

All academic awards are based exclusively on courses enrolled in at Archbishop MacDonald Catholic High School during the current school year. Students in grade 12 who achieve the following criteria will receive an Honour's Award at the Awards Presentation.

Honours – achieved an average of 80% and above. Summa Cum Laude (with greatest honour) – 90% and above.

Math Awards

Every year we have a number of students who participate in writing the Math contest exams sponsored by the University of Waterloo. Each year the top student at Archbishop MacDonald in each of the contests is presented with a medal and possibly a certificate of distinction for a top achievement nationwide.

Grade Ten - Cayley Math contest award Grade Eleven - Fermat Math contest award.

Euclid Math Award

This medal is awarded to the student that places first at Mac in the Euclid contest sponsored by the University of Waterloo.

International Baccalaureate Awards:

International Baccalaureate Middle Years Program - Explorer Award

The student receiving this award tangibly expresses the qualities, interests, attitudes, and concerns embodied in the spirit of the International Baccalaureate Organizations Middle Years Program. This student will receive a glass keeper award. All students receive a certificate of accomplishment.

International Baccalaureate Diploma Awards:

The following awards / scholarships will be given to an eligible grade 12 full IB Diploma candidate.

Each award winner will receive a glass keeper trophy along with the scholarship associated with the award.

Highest IB Diploma Average Award

The International Baccalaureate Full Diploma Programme is one of the most academically rigorous and rewarding programmes in the world; offering students international recognition for their academic accomplishments. This award is given to one worthy full IB Diploma candidate at the grade 12 level who achieved the highest overall IB Diploma mark. The award recipient will receive a glass keeper trophy along with a \$1000.00 scholarship graciously sponsored by Morgex.

Orest Melnyk – IB Diploma Learner Profile Award:

The IB Diploma programme facilitates a balance of academic and personal skills through the integration of the IB Learner Profile. The IB Learner Profile is a collection of 10 personal attributes that the diploma programme emphasizes to enhance the personal skills through specific approaches to learning which infiltrate the instruction in all IB subjects and courses. This award will be given to one worthy Full IB Diploma Candidate at the grade 12 level who best exemplifies the characteristics of the IB Learner Profile. The award recipient will receive a glass keeper trophy along with a \$500.00 scholarship graciously sponsored by the Archbishop MacDonald School Advisory Council (SAC).

Debate awards:

Top Novice Debater(s)

The award is presented to the individual and/or team receiving the highest speaker points and tournament placements in ADSA (Alberta Debate and Speech Association) competitions for the novice category of debate. The award recipient(s) will receive a glass keeper award.

Top Open Debater(s)

This award is for an individual and/or team who received high speaker points and tournament placements in Alberta Debate and Speech Association competitions all season for the open category of debate. The award recipient(s) will receive a glass keeper award.

Don Biamonte

This award is given to the student who actively promotes debate within the MAC community through their efforts to enhance and encourage participation in debate and speech.

Leadership in Debating

The award is presented to the debate and public speaking student who has had the most positive, influential impact on fellow students involved in debate and public speaking as chosen by his/her peers and coach.

Top Open Debater(s)

This award is for an individual and/or team who received high speaker points and tournament placements in Alberta Debate and Speech Association competitions all season for the open category of debate.

Governor General Award

Lord Dufferin, Canada's third Governor General after Confederation, created the Academic Medals in 1873 to encourage academic excellence across the nation. Over the years, they have become the most prestigious award that students in Canadian schools can receive. For more than 125 years, the Governor General's Academic Medals have recognized the outstanding scholastic achievements of students in Canada. They are awarded to the student graduating with the highest average from a high school, as well as from approved college or university programs. Pierre Trudeau, Tommy Douglas, Kim Campbell, Robert Bourassa, Robert Stanfield and Gabrielle Roy are just some of the more than 50 000 people who have received the Governor General's Academic Medal as the start of a life of accomplishment. This student will receive a bronze medal supplied by the Governor General's office in Ottawa.

Premier Citizenship Award

The Premier Citizenship Award is awarded to the student who displays **outstanding** characteristics of citizenship, leadership, and compassion. The student will receive a keeper award from the Province of Alberta.

Major Service Awards

These are awarded to students who have served a club, organization and/ or the school in a positive and influential way. These recipients devote a significant amount of time and energy to the school. This award is based on the amount of service time contributed, not participation. A student may be nominated for a single activity if their service was such that the success of the activity was centered on their contributions. A Major Service Award winner is a grade 12 student, who has served the school for a number of years beyond "normal" expectations and **displayed** organizational and leadership qualities. Each award winner will receive a certificate.

Subject Area Awards

Individual Subject Awards are nominated and selected by staff in their respective areas.

The award reflects excellence in an academic subject over three years of study. The criteria for each of the awards are as follows:

1. The student must achieve an overall high academic standing
2. The student demonstrates a keen interest in the subject
3. The student participation in class is outstanding
4. The student's insight into the subject is unique
5. The student works far beyond standard expectations

Each award winner will receive a glass keeper trophy. The list of awards are:

Art, Biology, Chemistry, CTS, Drama, English, French Language Arts, French - Ray Courchesne Award
Instrumental Jazz, Instrumental Music, Italian, Mathematics, Music Choral, Outstanding Contribution in Music

Physical Education, Physics, Religion Studies, Social Studies and Vocal Jazz

Year End Major Awards

*Each award winner will receive a glass keeper trophy.

French Immersion Award

Awarded to the grade 12 student who:

- Demonstrates ownership and progress of their own success in the French Immersion program.
- Speaks French within the school community
- Shows leadership skills within the French Immersion program
- Demonstrates a willingness to improve his/her oral and written French and has completed a (15+) credits grade 12 French immersion courses and a minimum of 50 Credits in French Immersion.

Marilyn Troock Social Studies Scholarship

The student is passionate and active in building a faith based community of understanding in their local community that, through further education and life experiences, identifies them as a role model for Catholic Education. The student demonstrates academic interest and meaningful participation in Social Studies/Humanities coursework in their three years of attendance at Archbishop Macdonald. The student participated in co-curricular social justice initiatives, social studies projects, Open House or supported and promoted the learning of the course of study with engagement and interest. The student is interested and participated in extra-curricular Social Studies discovery activities during their Archbishop Macdonald experience.

A member of the family will be on hand to present a cheque for \$500 to the award recipient.

Academic Excellence

Awarded to the student who achieves the highest average over their three years of high school.

Laurier Picard / Claire McGinn Award

Awarded to the grade 12 student who maintains a high average while contributing significantly to the quality of art, drama, music, and the humanities in general. Active involvement in drama projects and the music program are important criteria. The recipient will have assumed a leadership role in the furthering of the arts in the school environment.

Humanitarian Award

The Humanitarian Award will be awarded to a student who is deemed to meet the following criteria:

- a) expresses concern for the hungry, the homeless, the oppressed
- b) is instrumental in alleviating the suffering of his/her less fortunate brothers/sisters
- c) contributes, in a constructive manner, to the betterment of humanity through acts of charity and educational advancement
- d) promotes global “peace” in the name of Christ, “Prince of Peace”
- e) fosters international understanding among men and women; regardless of race, colour, and creed

Caritas Award - Female Leadership

Spiritus Award - Male Leadership

*Description applies to both awards.

Awarded to the grade twelve student who is able to formulate new ideas and has the organizational skills and the ability to motivate others to make a school club or organization operate efficiently and effectively. The recipient will have given time, energy and dedication to each endeavor. Involvement in a leadership capacity in a number of activities is given strong consideration. The recipient should be characterized by a positive outlook, enthusiasm, and, above all, a Christian like commitment to others.

General Excellence Award – most outstanding student.

Archbishop MacDonald’s highest award presented to the grade twelve student who, over three years, has combined academic excellence with leadership and participation. The recipient will have maintained an honours average while being an active and positive participant in classroom activities. Involvement in a number of school clubs, organizations and activities is a mandatory requirement. Active participation in the athletic program is an asset for selection. The candidate must show leadership qualities that incorporate Christian values and attitudes. The award winner is an influential contributor to the academic, spiritual, cultural and social life of the school.

CODE OF STUDENT CONDUCT

It is our belief that parents and students of a Catholic high school are major partners in the creation of an effective learning environment. To this end, parents, students and staff in our schools collaboratively work each day to establish and maintain a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging within our schools. This code of conduct is based on input from students, parents and staff guided by the provisions of provincial legislations and district policies. This document will be reviewed and adapted on an annual basis and be communicated and accessible in writing for all stakeholders.

Our schools are a vibrant part of the communities in which they serve. This is realized when everyone understands the collective responsibility to establish and continually maintain an appropriate balance between the individual rights of each person and collective rights of everyone around them. Our students understand that these expectations of behaviour apply to everyone while at school, at a school-related activity, or while engaging in an activity that may have an impact on others in the school.

It is important to state that achieving a welcoming, safe, respectful and caring environment is an ongoing process that **all members** of a school community will strive to create each day. Parents have a responsibility to ensure that their conduct contributes towards a welcoming, safe, respectful and caring environment. The key to creating this environment is best accomplished with the school and home working collaboratively for the best interest of the child. We recognize and adhere to the Alberta Human Rights Act. Specifically, this refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public is forbidden if the denial or discrimination is based on race, colour, ancestry, place of origin, religious beliefs, gender (including pregnancy, sexual harassment, and gender identity), physical disability, mental disability, marital status, family status, source of income, or sexual orientation.

Acceptable Behaviour

Students are expected to contribute to the positive nature of the school by acting in a mature manner. The atmosphere we create is suitable for motivated, independent people who want to further themselves by taking advantage of the educational opportunities we offer. Students are expected to follow at all times the behaviours outlined below which are modeled on a daily basis by our staff. The statements below are not an exhaustive list:

- Respect yourself and the rights of others in the school.
- Make sure your conduct contributes to a welcoming, caring, respectful and safe learning environment in the school that respects the diversity and fosters a sense of belonging of others in your school.
- Refrain from, report and refuse to tolerate bullying or bullying behaviour, that occurs within the school building, during the school day or by electronically means.
- Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school.
- Act in ways that honours and appropriately represents you and your school.
- Attend school regularly and punctually.
- Be ready to learn and actively engage in and diligently pursue your education.
- Know and comply with the rules of your school.

- Cooperate with all school staff.
- Be accountable for your behaviour to your teachers and other school staff.
- Contribute positively to your school and your community.

Unacceptable Behaviour

It is the expectation of our schools that students understand and fully comply with Section 12 of the Alberta School Act. The Act clearly states that students must realize that they will be held accountable for unacceptable conduct whether the behaviours occur within the school building, school day or by electronically means. While school staff are not able to control what students do outside of school, where that behaviour spills into the school environment, there may be consequences for that behaviour.

Consequences of Unacceptable Behaviour.

Students must be aware that failure to comply with Section 12 of the Alberta School Act may lead to consequences for that student(s). Identified unacceptable behaviour will take into account the student's age, maturity, discipline history and individual circumstances. The specific circumstances of any situation will be investigated fully and an appropriate consequence will be applied to each situation. The full range of possible consequences (i.e. reparations, community service, suspensions, and/or expulsions) will be communicated to affected students deemed to be participating in unacceptable behaviour. As per section 24 of the Alberta School Act, severe breaches of conduct can lead to suspension, with the final decision of any disciplinary action resting with the principal or designate of the school. In cases of extreme behaviours, the student may be recommended by the principal to Edmonton Catholic District School Operations for expulsion from the school and/or district as per section 25 of the Alberta school Act.

Supports for Students

Our students' ongoing success in their educational path is our primary concern. In order to support this on an ongoing basis appropriate supports will be provided to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour. There are many support mechanisms available to students at each of our schools, these include:

- Support from our student services department. (i.e counsellors)
- Personalized learning program.
- Peer tutoring/mentoring
- Ongoing connection and coordination from site administration.
- Connecting with the Grad Coach / Learning Coach

School Act – Section 12

A student shall conduct himself or herself so as 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 that 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 behaviour directed toward 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.

Suspension- Section 24

- (1) A teacher or a principal may suspend a student in accordance with subsection (2) or (3) if in the opinion of the teacher or principal
 - (a) the student has failed to comply with section 12,
 - (b) the student has failed to comply with the code of conduct established under section 45.1(2), or
 - (c) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school.
- (2) A teacher may suspend a student from one class period.
- (3) A principal may suspend a student
 - (a) from school,
 - (b) from one or more class periods, courses or education programs, or
 - (c) from riding in a school bus.
- (4) A principal may reinstate a student suspended under subsection (2) or (3).
- (5) When a student is suspended under subsection (3), the principal shall
 - (a) forthwith inform the student's parent of the suspension,
 - (b) report in writing to the student's parent all the circumstances respecting the suspension, and
 - (c) if requested, provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the reasonableness of the suspension.
- (6) If the student is not to be reinstated within 5 school days after the date of the suspension, the principal shall
 - (a) forthwith inform the board of the suspension, and
 - (b) report in writing to the board all the circumstances respecting the suspension and the principal's recommendations, and the student remains suspended until the board has made a decision under subsection (8).
- (7) The principal may recommend that the board expel the student if
 - (a) the student has displayed an attitude of willful, blatant and repeated refusal to comply with section 12,
 - (b) the student has displayed an attitude of willful, blatant and repeated refusal to comply with the code of conduct established under section 45.1(2), or

(c) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school.

(8) The board shall within 10 school days after the date of the suspension

(a) reinstate the student, or

(b) expel the student from school in accordance with section 25.

(9) Before the board makes a decision under subsection (8), the student and the student's parent may make representations to the board with respect to the principal's recommendation to expel the student.

Expulsion- Section 25

(1) On considering the report provided to it under section

24(6)(b) and any representations made to it under section 24(9), the board may expel the student if

(a) the principal has recommended that the board expel the student, and

(b) the student has been offered another education program by the board.

(2) An expulsion must be for a period of more than 10 school days.

(3) When a student is expelled under this section, the board shall forthwith notify, in writing, the student's parent, and the student if the student is 16 years of age or older,

(a) of the expulsion, and

(b) of the right to request a review under section 124.

(4) The board may re-enrol a student who has been expelled.

CAFETERIA & ATRIUM

The cafeteria is open from 8:00 – 2:00 p.m. each day with the exception of Thursdays where it will close at 12:30 p.m. Students are expected to place all garbage in the proper bins. Recyclable materials have special bins. Please use them to help protect the environment. The cafeteria offers a variety of foods as well as a lunch special each day.

CELL PHONE USE (AND THE USE OF OTHER ELECTRONIC DEVICES)

As Archbishop MacDonald High School endorses 21st Century Learning skills, we support the use of personal electronic devices as learning tools within our classrooms. However, it is important that such devices be used as learning tools to enhance the classroom experience rather than an impediments to student learning. Parents and students should familiarize themselves with the following discussion about issues pertaining to digital citizenship by the international society for technology in education:

<http://www.iste.org/images/excerpts/digcit-excerpt.pdf>

As highlighted in the article, electronic devices add tremendously to learning experiences, but also have recording capabilities which present issues for exam integrity and the infringement of individual rights:

1. We ask that students comply with teachers requests regarding when such devices may be used in class and when they should be turned off and/ or left in their lockers. The use of such devices during exams is prohibited by Alberta Education.
2. We ask that parents and other students not contact their children/friends on such devices during class time, as doing so is not only disruptive to the classroom environment, but could also compromise the student's academic integrity in the learning environment.
3. We request that parents educate their children about the improper/illegal use of personal devices as it can have far reaching and severe consequences that we all wish to avoid, consequences that may extend beyond the school's jurisdiction.

If a student's personal electronic device is not being used to meet a teacher's learning objectives, the student's device may be taken away from the student by the teacher for the remainder of the class.

COMPUTERS

During school hours, computers are available for student academic use in the Learning Resource Centre. Students will be issued a password that must remain confidential.

New Students to Archbishop MacDonald: If you have attended any school within Edmonton Catholic School District you will use the same user name and password.

- **Acceptable Use Agreement**

Each student and at least one parent at Archbishop MacDonald have initialed through their registration document, that they have read and understood? the Edmonton Catholic Schools Network Acceptable Use Policy. Violations of the use agreement may result in the loss of all computer access throughout the school including classrooms. At the discretion of the grade coordinator further intervention may be deemed necessary.

- **Use of Personal Computing Devices**

Archbishop MacDonald is a WiFi enabled environment. We encourage our students to bring their WiFi enabled devices to school in order to further facilitate their learning. Internet only access is provided through school content filter.

COURSE CHANGES

- We have provided all students with a timetable that includes their first or second choices of classes, and consequently do not anticipate requests for course changes. Should a student be faced with an extenuating circumstance that creates a need for a course change, the student should fill in a Course Change Request Form, which can be obtained from the General Office. Students who complete the form will be contacted by an Assistant Principal in regards to their request. Students must attend all classes until the change has been officially made. Please be aware that our classes were determined according to student course requests, and as classes are full, requests for changes are very difficult to fulfill. Timelines for course changes will be announced after the beginning of each semester.

COURSE OUTLINE

The Course Outline for each course will be distributed in each class and is available on our website at www.archbishopmacdonald.ecsd.net. Each course outline contains a description of course content and a breakdown of the marks assigned by reporting period and by unit or by learner expectation.

COURSE REQUIREMENTS

Grade 10 students must have 8 courses, Grade 11 students – 7 courses and Grade 12 students – 5.5 courses.

DRESS CODE

Students are expected to come to school dressed appropriately for a Catholic School learning environment. If a student is found to be dressed in an inappropriate manner they will be asked to change their clothing.

EXAMS

A student who is absent from an exam is responsible to provide the teacher with a written letter from the doctor/parent etc. with the reason for the absence. The student must make arrangements with the teacher to write the missed exam or to complete a make-up exam within a reasonable time limit.

- **Appeals**

Students have the right to appeal final marks under the School Act (2000) and Edmonton Catholic Schools Administrative Regulation 123(1). Students wishing to appeal a final mark must do so in writing within 2 school days of receipt of their final mark. Appeal forms are available from the Counseling Office. The School Act is available in the LRC.

EXTRACURRICULAR ACTIVITIES

Students wishing to represent Archbishop MacDonald Catholic High School in any extracurricular activity are expected to demonstrate satisfactory attendance, behavior and academic standing.

Students wishing to lead/join a school club should look for the club day in September.

INTERSCHOOL ATHLETICS

| | | |
|---------------|---------|---------------|
| Badminton | Curling | swimming |
| Basketball | Golf | Track & Field |
| Cross Country | Soccer | Volleyball |

FIELDTRIPS

Students wishing to participate in fieldtrips must demonstrate satisfactory attendance, punctuality, behaviour and academic standing in all subject areas.

GRADUATION DATES AND TIMES

Graduation Mass and Commencements will take place on Friday, May 25th, 2018, at the Shaw Conference Centre.

Doors will open at 6:00 p.m. and start time is 7:00 p.m.

Graduation Banquet will take place on Saturday, May 26th, 2018 also at the Shaw Conference Centre.

Doors will open at 6:00 p.m. Supper will be served at 7:00 p.m.

GRADUATION CEREMONY REQUIREMENTS 2017-2018

Grade 12 students wishing to participate in the Archbishop MacDonald Catholic High School Graduation Commencement Ceremonies on May 25th, 2018 must obtain 9 credits in Religious Studies.

- a) Students must be eligible for a High School Diploma as of May 1st of their graduation year. Courses taken in other educational venues may be used for eligibility, provided the student has a good standing in the course.
- b) Students declared ineligible may file an appeal through the grade coordinator.

ALBERTA DIPLOMA GRADUATION REQUIREMENTS - complete and meet the standards of the following:

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

100 CREDITS including the following:

ENGLISH LANGUAGE ARTS – 30 LEVEL

(English Language Arts 30-1 or 30-2)

SOCIAL STUDIES – 30 LEVEL

(Social Studies 30-1 or 30-2)

MATHEMATICS – 20 LEVEL

(Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)

SCIENCE – 20 LEVEL

(Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)

PHYSICAL EDUCATION 10 (3 CREDITS)

CAREER AND LIFE MANAGEMENT (3 CREDITS)

10 CREDITS IN ANY COMBINATION FROM:

- Career and Technology Studies (CTS) courses
 - Fine Arts courses
 - Physical Education 20 and/or 30
 - Registered Apprenticeship Program courses
 - Locally developed/acquired and authorized courses in CTS, fine arts, second languages
 - Second Languages courses
 - Knowledge and Employability courses
- 10 credits in any 30 level course (in addition to a 30 level English Language Arts and a 30 level Social Studies courses as specified above)
- Locally developed/acquired and locally authorized courses
 - 35 level Work Experience
 - 3000 series; advanced level in Career & Technology Studies
 - 35 level courses from any trade in the Registered Apprenticeship Program

HALLWAYS

Students are not permitted in the hallways during class time. Students who do not have a class scheduled are expected to work in the student resource center, or the atrium.

HOMEWORK

Homework is an expectation of all senior high school students. The amount will vary with the courses and levels and should be between one – three hours per day. Please consult individual teachers for class expectations.

INTERNATIONAL BACCALAUREATE ORGANIZATION

The International Baccalaureate Organization (IBO) is a non-profit organization based in Geneva, Switzerland whose mission statement below outlines its educational goals.

• **Mission Statement:**

The International Baccalaureate Organization (IBO) aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The IBO offers three programs called The Primary Years (PYP), The Middle Years (MYP) and The Diploma (DP). At Archbishop MacDonald High School we offer two: The Middle Years in grade ten for students wishing to complete year five of the MYP, and The Diploma Program for grade eleven and twelve students. The following information develops some of the major goals and objectives of the IBO.

Middle Years Programme

- The programme's fundamental concepts of developing holistic learning, intercultural awareness and communication
- Subject-specific aims and content in eight subject groups
- The five areas of interaction:
 - I. Approaches to learning (learning how to learn)
 - II. Community and service
 - III. Human Ingenuity
 - IV. Environments
 - V. Health and social education
- *Personal Project* - opportunity for extended research, creativity and reflection

Diploma Programme

- Subject-specific aims and content in six subject groups
- The international nature of learning and assessment
- *Creativity, Action, Service* (CAS) - personal development towards social and emotional maturity
- *Theory of Knowledge* (TOK) - inquiry into the nature of knowledge and its acquisition

- *Extended Essay (EE)* - opportunity for independent, self-directed research

We encourage you to visit the International Baccalaureate Organization website: www.ibo.org to learn more about the IBO.

STUDENT RESOURCE CENTRE:

The Student Resource Centre will be open from 8:15 – 3:00 p.m. and Thursday 8:15 – 12:30 p.m. Please note: NO FOOD is allowed in the centre. The SRC is a collaborative space where students can meet to discuss projects, work on academics, research projects and meet with counsellors.

LOAN PERIODS

Fiction – 3 weeks

Our expectation is that students will return any materials they check out by the due date or renew them. To renew materials, students need only bring their I.D. to the S.R.C. Materials which are not returned must be paid for in full.

MAC HIGH LIBRARY (Virtual Library)

This is Internet accessible on any computer at school or at home through the Archbishop MacDonald Home Page. archbishopmacdonald.ecsd.net.

ID's and Passwords to online subscription resources are:

LearnAlberta (formally ORC)- Username **LA12** Password: **2953**

EBSCO Host Research Databases – User ID: **archt5n2p7** Password: **bishop**

Gale Virtual Reference Library – Password: **remove**

LOST AND FOUND

Lost and found is located at the General Office

LUNCH

Monday & Wednesday lunch is from 11:45–12:30 p.m., Tuesday - 11:17 – 11:59 a.m., and Friday is 12:19–1:02 p.m.

Students are requested to eat lunch in the Cafeteria/Atrium if space permits, or they may eat in the hallways. Students are expected to dispose of their garbage in the proper receptacles provided throughout the area.

NEWSLETTER

During the first week of every month, the newsletter is available on the school website. Notification on the PowerSchool bulletin will be sent out once it is posted on line.

POWERSCHOOL

Archbishop MacDonald High School uses a web based program called PowerSchool. Through the PowerSchool web site you have the capability of viewing your child's class assignments, grading information, parent newsletters and attendance. In addition to accessing your child's class related information, you will also be able to communicate directly to your child's teachers through PowerSchool.

REFERENCE LETTERS AND SCHOLARSHIP RECOMMENDATIONS

Students requesting reference letters from the teaching staff must do so at least 10 days in advance of the required date. Students should indicate the type of reference needed and also submit a resume covering extracurricular activities both in and out of school including church involvement, employment, outside accomplishments and awards for the previous three years.

RELIGION

Teaching of religion is fundamental to our beliefs as a Catholic High School. All students are required to take and pass a minimum of three (9 credits) Religious Studies classes and complete the service component at each grade level to be eligible to participate in the graduation commencement. Students are expected to take Religion in class, unless their timetable does not allow it. In this case alternative arrangements will be made in consultation with the grade coordinator. Grade 10 – 10 Service Hours, Grade 11 – 10 Service Hours and Grade 12 – 10 Service Hours

REPORT CARDS

Hard copy report cards **will not** be provided to students. Parents are able to access marks through PowerSchool on a current basis. Please check your child's marks on the Assessment Progress Dates – in PowerSchool. If you have any concerns please do not hesitate to call. The final report card in June will be mailed out to all students the first week of July.

SCHOLARSHIPS

Scholarship websites are listed on the MAC website under general info.

www.archbishopmacdonald.ecsd.net

Students must mail scholarship applications themselves.

Alexander Rutherford High School Scholarship

- awarded by the Province to Alberta residents
- applications are to be submitted prior to attending Post Secondary but after June diploma exam marks are final
- forms available online at alis.alberta.ca

The students must apply independently for the Rutherford Scholarship.

Alexander Rutherford High School Achievement Scholarship Course Requirement (As of April 1, 2008)

Students who completed Grade 12 before April 1, 2012, will be assessed using the previous academic criteria.

• **GRADE 10**

Average of 75.0% to 79.9% in 5 subjects - \$300 Average of 80.0% or higher in 5 subjects - \$400

- One of: English 10-1 and
- At least two of the following:
 - Mathematics 10C
 - Science 10
 - Social Studies 10-1
 - 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 (1000 or 4000 series) including those list above and combined introductory C.T.S. courses.

• **GRADE 11**

Average of 75.0% to 79.9% in 5 subjects - \$500 Average of 80.0% or higher in 5 subjects - \$800

- One of: English 20-1 and
- At least two of the following:
 - Mathematics 20-1
 - Biology 20
 - Chemistry 20
 - Physics 20
 - Social Studies 20-1
 - a language other than the one used above at the Grade 11 and
 - Any two courses with a minimum three credit value at the Grade 11 level (2000 or 5000 series) including those listed above and combined intermediate C.T.S. courses.

C.T.S. Courses: Three one credit modules can be combined and used as an option at the Grade 10 and Grade 11 level Five one credit modules can be combined and used as an option at the Grade 12 level.

To be combined:

- all courses must be from the same level e.g. Introductory, Intermediate or Advanced,
- courses can be from different streams or subject area, e.g. computer courses with welding courses, and

- marks will be averaged at the appropriate level.
- **GRADE 12**
Average of 75.0% to 79.9% in 4 subjects - \$700 **Average of 80.0% or higher in 5 subjects - \$1,300**
 - One of: English 30-1 AND at least two of the following:
 - Mathematics 30-1, Mathematics 30 -2 • Mathematics 31 • Science 30 • Biology 30 • Chemistry 30 • Physics 30 • Social Studies 30-1
 - Any **one** language other than the one used above at the Grade 12 level, And
 - Any two courses with a minimum of five credit value at the Grade 12 level (3000 or 6000 series) including those listed above and combined advanced C.T.S. courses.

NOTE:

- Only marks obtained before starting post-secondary study can be used.
- A course cannot be repeated after a higher level course has been taken in the same series.
- Averages are not rounded up for scholarship purposes.
- LDC Courses are not acceptable.

The following scholarships are specifically available to Archbishop MacDonald students: (subject to change):

IB Diploma Scholarship Kinsmen Scholarship Yvonne Keohan Athletic Scholarship

SCHOOL DANCES

During the school year, Student Council will organize evening dances which will run from 7:00 pm – 10:30 pm. Students will require their school ID and a valid ticket which they have to show to gain entrance.

Students need to be aware that there is absolutely **no admittance after 9:00 pm.**

It is the expectation of the school that students attending the dance have not consumed any alcoholic beverages or illegal substances prior to attending the dance. All students need to be aware that school expectations previously outlined in the ‘Code of Conduct’ extend to all of our students anytime they are here at the school.

If a student is suspected of having consumed alcoholic beverages or illegal substances, the student will be escorted to the office where their parents will be contacted. Parents will be asked to accompany their son/daughter home and the student will be suspended.

The last two dances of the school year are open dances where Archbishop MacDonald students may invite one guest who is currently enrolled in grades 10 - 12. Invited guests must be preapproved by the school administration a minimum of two days prior to the dance. These invited guests are the responsibility of the Archbishop MacDonald Catholic High School student and need to hand in their school ID at the door to gain entrance. Guests are not permitted to purchase a ticket at the door. Any misconduct by an invited guest may result in both the Archbishop MacDonald student and the guest being removed from the dance.

SECOND LANGUAGE COURSE CHALLENGE

If you wish to challenge a second language course you must initiate an official request by completing a Course Challenge Request form and submitting it to student services. The school will forward a letter to your parents/guardians informing them about your intent and providing steps required to complete the course challenge. The signed letter must be returned to the school office. At this time, a language teacher will contact you to conduct an initial oral interview to determine your readiness to participate in the course challenge process. You will then receive a description of requirements you will need to meet by completing a project of your choice. After submission of a completed project, you will receive an official time, date and location for the written exam component, which is typically held outside of regular school hours. After receiving your final grade, you may choose to use the mark or to take the course. Please be aware that the project must be submitted to the school office prior to the written exam date.

SMOKING

The school is designated as a smoke-free environment by school district policy and City of Edmonton bylaw. Smoking is **NOT** allowed anywhere in the school or on school property.

STUDENT LEAVE/EXTENDED HOLIDAYS

Since regular attendance is a requirement in high school for course credit we are not in a position to grant permission for an extended absence. If families decide to take holidays during school time, the student must get the appropriate form from the general office and have it signed by Teachers, Parents and their Grade Coordinator. Students are responsible for all assignments they miss during these holidays.

STUDENT PARKING

Student parking is permitted in the north side parking lot. There are **no** available stalls in the staff parking lot for student parking, located on the south side of the school, all stalls are reserved for staff. There will be limited parking stalls located in the North parking lot. **Any vehicle parked illegally will be ticketed and towed at the owners' expense.**

There is **NO** parking in the Health Club/Strip Mall/ parking lot next door to MAC and there is no parking across the street at the Elves Centre. This is **Private Property** and cars will be ticketed and towed. By law, the lane along the south side of the staff parking lot is considered a FIRE LANE. As such, any parking along this roadway will result in a ticket issued by the city police/bylaw enforcement.

SUBSTANCE USE AT SCHOOL

Alcohol use, illegal substance use or recreational use of prescription and non-prescription drugs is prohibited at school and at all related school activities. Any violations will be dealt with by the school administration and/or police resulting in suspension and/or expulsion.

VIOLENCE AT SCHOOL

Physical or verbal violence, harassment or intimidation in the school or on school property is not tolerated. Weapons or items that may be used as weapons are prohibited on school property and will be immediately confiscated. Any contraventions will be dealt with by the school administration and/or police, resulting in suspensions and/or expulsion.

VISITORS

For the safety of all, Archbishop MacDonald Catholic High School is a **CLOSED CAMPUS**, not open to students from other schools. All visitors must report and sign in at the office. Visitors that do not comply will be asked to leave and may be charged with trespassing.