



# École Archbishop MacDonald Catholic High School 2019 - 2020

## Principal

Mrs. T. Antonakis

## Assistant Principals

Mr. K. Myskiw Mrs. C. Androschuk

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

**Telephone:** 780-451-1470

**Fax:** 780-455-5571

**Website:** [archbishopmacdonald.ecsd.net](http://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:** Mrs. T. Antonakis (Grade 12 Coordinator) [theresa.antonakis@ecsd.net](mailto:theresa.antonakis@ecsd.net)  
**ASSISTANT PRINCIPALS:** Mr. K. Myskiw (Grade 11 Coordinator) [kevin.myskiw@ecsd.net](mailto:kevin.myskiw@ecsd.net)  
Mrs. C. Androschuk (Grade 10 Coordinator) [chelsea.androschuk@ecsd.net](mailto:chelsea.androschuk@ecsd.net)

### CHAPLAIN

Mr. C. Ferguson

### E-MAIL ADDRESSES

[christopher.ferguson@ecsd.net](mailto:christopher.ferguson@ecsd.net)

### COUNSELLING DEPARTMENT/STUDENT SUPPORT

Mrs. K. Laplante Counsellor and Grad Coach

[kary.laplante@ecsd.net](mailto:kary.laplante@ecsd.net)

Mrs. L. Reeves Counsellor and Grad Coach

[lisa.reeves@ecsd.net](mailto:lisa.reeves@ecsd.net)

Ms. T. Joy-McGill, Learning Coach

[tracey.joymcgill@ecsd.net](mailto:tracey.joymcgill@ecsd.net)

### DEPARTMENT HEADS/ COORDINATORS

Athletics

Ms. M. Suda

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English

Mrs. M. Nychka

[marika.nychka@ecsd.net](mailto:marika.nychka@ecsd.net)

French Immersion Program

Mrs. R. Eshak

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International Baccalaureate Diploma Programme

Mrs. J. Sewell

[jacqueline.sewell@ecsd.net](mailto:jacqueline.sewell@ecsd.net)

International Baccalaureate/Middle Years Program

Mrs. H. Grijo

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Second Languages

Mrs. R. Eshak

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Mathematics/ CTS

Mr. A. Stauffer

[anthony.stauffer@ecsd.net](mailto:anthony.stauffer@ecsd.net)

Physical Education

Mr. A. Rosselli

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Religious Studies

Mr. C. Ferguson

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Science

Mr. E. Cavaliere

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Social Studies

Mr. E. Delpercio

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### GENERAL OFFICE

Mrs. R. Paonessa – Administrative Assistant

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Ms. C. Kordyback – Administrative Support

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Mrs. A. Padovani-Mair – Administrative Support

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### BUSINESS OFFICE

Mr. N. Masviken, Business Manager

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Mrs. M. Joy, Clerk

[maria.joy@ecsd.net](mailto:maria.joy@ecsd.net)

### CUSTODIAL

Mr. L. Tokarew, Head Custodian

Mr. M. Deresh, Custodian

Mr. A. Begna Evening Custodian

Mr. H. Bezabeh Evening Custodian

### STUDENT RESOURCE CENTRE

Mrs. A. Padovani-Mair

### TEACHING SUPPORT

Ms. D. Pooch White – Educational Lab Technician

**TEACHING STAFF:**

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

CALENDAR OF EVENTS 2019– 2020  
IMPORTANT DATES

**January 2020 Diploma Exams**

**January 13<sup>th</sup>–30<sup>th</sup> (Final Exams for Grade 10 and 11 will be posted at a later date)**

13 <sup>th</sup>	Diploma Exam English 30-1 Part A
14 <sup>th</sup>	Diploma Exam Social Studies 30-1, 30 – 2 Part A
15 <sup>th</sup>	Diploma Exam French L.A. 30 Part A
21 <sup>st</sup>	Diploma Exam French L.A. 30 Part B
22 <sup>nd</sup>	Diploma Exam Mathematics 30-1, 30 - 2
23 <sup>rd</sup>	Diploma Exam English 30 Part B
24 <sup>th</sup>	Diploma Exam Social Studies 30 Part B
27 <sup>th</sup>	Diploma Exam Biology 30
28 <sup>th</sup>	Diploma Exam Chemistry 30
29 <sup>th</sup>	Diploma Exam Physics 30
30 <sup>th</sup>	Diploma Exam Science 30

**IB Diploma Programme Exam Schedule for May 2020**

- **Exams cannot be rescheduled under any circumstances.**

Morning Exams			Afternoon Exams	
Date	Time	IB Exam	Time	IB Exam
T. May 5	9:00 -11:15	Music SL	12:02-3:07	History HL Papers 1 & 2
	9:00 – 11:45	Music HL		
W. May 6	9:00-10:45	History HL Paper 3		
R. May 7			<b>12:01-3:51</b>	<b>Biology HL Paper 1 &amp; 2</b>
F. May 8	9:00 -10:30	Biology HL Paper 3		
M. May 11			12:36 – 2:21	Mathematics SL Paper 1
T. May 12	9:00 – 10:45	Mathematics SL Paper 2		
W. May 13				
R. May 14			<b>12:30- 2:45</b>	<b>English A Literature HL Paper 1</b>
F. May 15	9:00 – 11:15	English A Literature HL Paper 2	12:30- 3:05	Chemistry SL Paper 1 & 2
<b>M. May 18</b>	<b>9:00-10:15</b>	<b>Chemistry SL Paper 3</b>		
T. May 19			12:02- 1:17	Spanish ab initio SL Paper 1
W. May 20	9:00-11:00	Spanish ab initio SL Paper 2	<b>12:01-3:51</b>	<b>Physics HL Paper 1 &amp; 2</b>
R. May 21	9:00-10:30	Physics HL Paper 3	<b>12:30 – 2:00</b>	<b>French B SL Paper 1</b>
			<b>12:30 – 2:15</b>	<b>French B HL Paper 1</b>
F. May 22	9:00 - 11:00	French B SL Paper 2		
	9:00 - 11:15	French B HL Paper 2		
M. May 25	The following IB DP courses will continue / resume: French B, FLA, Spanish ab initio, Art, Drama, Music, CAS ( Until June 1)			

\*Please note: **bold** \* exams listed above are written outside of regular school hours.

## **June 2020 Diploma Exams**

**June 10<sup>th</sup> – 26<sup>th</sup> (Final Exams for Grade 10 and 11 will be posted at a later date)**

- 10<sup>th</sup> Diploma Exam English 30-1 Part A
- 11<sup>th</sup> Diploma Exam Social Studies 30-1, 30 – 2 Part A
- 12<sup>th</sup> Diploma Exam French L.A. 30-1 Part A
- 17<sup>th</sup> Diploma Exam French LA 30-1 Part B
- 18<sup>th</sup> Diploma Exam Mathematics 30–1, 30 - 2
- 19<sup>th</sup> Diploma Exam English 30-1 Part B
- 22<sup>nd</sup> Diploma Exam Social Studies 30-1, 30 – 2 Part B
- 23<sup>rd</sup> Diploma Exam Biology 30
- 24<sup>th</sup> Diploma Exam Chemistry 30
- 25<sup>th</sup> Physics 30 Diploma
- 26<sup>th</sup> Science 30 Diploma

## 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 \$54.00. Family Plan bus passes are available for families that purchase 3 or more bus passes every month. Cost is \$50.00 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 \$73.00**

- **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 or it will be removed without notification. 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](mailto:lisa.reeves@ecsd.net)  
Ms. K. Laplante, Guidance Counsellor [kary.laplante@ecsd.net](mailto:kary.laplante@ecsd.net)  
Ms. T. Joy-McGill, Learning Coach [tracey.joymcgill@ecsd.net](mailto: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: Mrs. C. Androschuk  
Grade 11: Mr. K. Myskiw  
Grade 12: Mrs. T. Antonakis

## **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**

Academic Honesty is a reflective practice; whereby students connect their understanding of academically honest practices into the demonstration of those practices in their work.

Students must read, understand and act in accordance with the Academic Honesty Policy of Archbishop MacDonald High School, which will be posted on the website and embedded in the course outlines.

It is the student's responsibility to ensure that all work submitted is authentic in all respects. Work submitted is inclusive of written, oral, creative or other forms of assessment for a course.

A student must be aware of and purposefully ensure that they are demonstrating appropriate academic behaviours as it relates to:

<b>Plagiarism</b>	This is defined as the representation of the ideas or work of another person as the [student's] own
<b>Collusion</b>	This is defined as supporting malpractice by allowing another student to submit work completed by you; or submitting another [student's] work as your own.
<b>Misconduct</b>	This is defined as the use of unauthorized communication of any form during an assessment.
<b>Duplication of Work</b>	This is defined as the presentation of the same work for different assessment components.
<b>Inappropriate Communication of Information</b>	This is defined as the communication of assessment information to [students] who have yet to complete a similar assessment; or requesting others [students] to divulge information about an upcoming assessment that may provide the [student] with an unfair advantage.

## **Consequences**

Students are expected to value the attitudes and skills of being a principled communicator in all learning and assessment. Consequences for those who compromise the academic honesty and integrity policy to gain an advantage are listed below.

The administration [Grade Coordinator] in conjunction with the teacher, from whose class the offence occurred, has the authority to impose one or more of the following consequences.

- A comment referring to the student's lack of academic honesty will be reported on the student's records.
- A zero will be awarded for that particular assignment/exam.  
All extracurricular involvement may be suspended until the protocol reaches its logical conclusion.
- Students reported and recorded with an incident of academic misconduct will be monitored during the school year.
- In addition to the above sanctions, the administration [grade coordinator], has the authority to impose one or more of the following:
  - Suspension
  - Expulsion

## ASSEMBLIES

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

## ATTENDANCE

### • Absences

The Alberta Education 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.**



**Edmonton Catholic Schools**  
**Ecole Archbishop MacDonald High 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 collaborated to develop and implement the school's code of conduct. We work together 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. We affirm that pursuant to the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, students and staff members are protected from discrimination. More specifically, discrimination 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, and the denial or discrimination is based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation. 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 affirm that the rights set out in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms are afforded to all students and staff members within Ecole Archbishop MacDonald. 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 31 of the Alberta Education 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 31 of the Alberta Education 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 36 of the Alberta Education 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 37 of the Alberta Education 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

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## **Education Act - Section 31**

### Student responsibilities

A student, as a partner in education, has the responsibility to:

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) 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,
- (d) respect the rights of others in the school,
- (e) 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,
- (f) comply with the rules of the school and the policies of the board,
- (g) co-operate with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

### **Suspension- Section 36**

- (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 31,
  - (b) the student has failed to comply with the code of conduct established under section 33(2),
  - (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, or
  - (d) the student has distributed an intimate image of another person in the circumstances described in section 1(1.1).
- (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 or courses,
  - (c) from transportation provided under section 59, or
  - (d) from any school-related activity.
- (4) When a student is suspended under subsection (3), the principal shall
  - (a) immediately 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) 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 suspension.
- (5) A suspension may not exceed 5 school days, except in accordance with a recommendation for expulsion made by the principal under section 37. 2

## **Expulsion- Section 37 (1)**

- (1) If a student is suspended in accordance with section 36, the principal may recommend, prior to the end of the student's suspension, that the board expel the student if
  - (a) the student has displayed an attitude of wilful, blatant and repeated refusal to comply with section 31,
  - (b) the student has displayed an attitude of wilful, blatant and repeated refusal to comply with the code of conduct established under section 33(2),
  - (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, or (d) the student has distributed an intimate image of another person in the circumstances described in section 1(1.1).
- (2) If the principal recommends expulsion under subsection (1), the principal shall
  - (a) immediately inform the board of the recommendation for expulsion, and
  - (b) report in writing to the board all the circumstances respecting the suspension and the principal's recommendation for expulsion, and the student remains suspended until the board has made a decision under subsection (4).
- (3) The student and the student's parent may make representations to the board with respect to the principal's recommendation to expel the student.
- (4) The board shall, within 10 school days after the initial date of the suspension, make a decision
  - (a) to return the student to school, class, a course or courses, transportation provided under section 59 or a school-related activity, or
  - (b) to expel the student.
- (5) The board may expel a student under subsection (4) only if the principal has recommended that the board expel the student.
- (6) If a student is expelled under this section, the expulsion takes effect immediately following the board's decision under subsection (4)(b).
- (7) The board may establish rules or conditions for an expelled student respecting the circumstances in which the student may be enrolled in the same or a different education program.
- (8) An expulsion or any rule or condition under subsection (7) may apply to a student beyond the school year in which the student was expelled.
- (9) When a student is expelled under this section, the board shall immediately 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 any rules or conditions that apply to the student, and
  - (b) of the right to request a review under section 43.
- (10) When a student is expelled under this section, the board shall
  - (a) ensure that the student is provided with a supervised education program consistent with the requirements of this Act and the regulations,
  - (b) ensure that the student is provided with supports and services in accordance with section 33(1)(e), and
  - (c) make all reasonable efforts to ensure the attendance of the student in accordance with section 7.

## **CAFETERIA & ATRIUM**

The cafeteria is open from 8:00 – 2:00 p.m. each day except for 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.

## CELEBRATION OF EXCELLENCE – OCTOBER 3, 2019

The Celebration of Excellence is an opportunity to come together as a school community to honour and celebrate the achievements of the students from the previous academic year. Invitations to attend will be sent to the students and their families.

### **Determination of Honours Awards Criteria**

Calculations of averages for each academic year will be based **only** on courses taken **at grade level**. **ALL courses must be taken at Archbishop MacDonald High School**. It is important to note that marks will not be rounded up.

Students who have achieved an average of at least 80.00% in five subjects (see below) will be awarded the designation of *Honours*.

Students who have averages in the top 20% of their grade level in five subjects (see below) will be awarded the designation of *Magna Cum Laude*.

The ten students who achieved the highest averages from the Magna Cum Laude cohort will be awarded the designation of *Summa Cum Laude*. Any mark that is 65.00% or below, even if it is not used in the determination of a student's eligibility for Summa Cum Laude, will disqualify the student from receiving a Summa Cum Laude award. **Only courses taken at Archbishop MacDonald High School** will be used in the determination of eligibility for Summa Cum Laude.

The breakdown of the five subjects are as follows:

<b>Grade 10</b>	<b>Grade 11</b>	<b>Grade 12</b>
English 10	English 20	English 30
<b>AND</b> at least <b>two</b> of: Math / Mathématiques Science / Sciences Social Studies / Études Sociales French Language Arts	<b>AND</b> at least <b>two</b> of: Math / Mathématiques Biology / Biologie Physics Chemistry / Chimie Social Studies / Études Sociales French Language Arts	<b>AND</b> at least <b>two</b> of: Math / Mathématiques Biology / Biologie Physics Chemistry / Chimie Social Studies / Études Sociales French Language Arts
<b>AND two</b> other 3 or 5-credit 10-level courses*	<b>AND two</b> other 3 or 5-credit 20-level courses*	<b>AND two</b> other 3 or 5-credit 30-level courses*

\* For CTS courses, three one-credit modules will be combined. Work Experience, Learning Strategies and Special Projects will **not** be used in calculations.

## **Individual Subject Awards**

Individual subject awards reflect excellence in an academic subject at the grade 12 level of study at Archbishop MacDonald. The students who receive these awards:

- achieve an overall high academic standing
- demonstrate a keen interest in the subject
- demonstrate outstanding class participation
- have a unique insight into the subject
- work beyond expectations

The subjects for the Individual Subject Awards are:

English	Art
Social Studies/Études Sociales	Drama
Mathematics/ Mathématiques	Choral Music
Biology/Biologie	Instrumental Music
Chemistry/Chimie	Instrumental Jazz
Physics	Phys. Ed.
Religion	CTS
French Language Arts	
French FSL (Raymond Courchesne Prix Méritoire)	
Spanish	

## **French Immersion Award**

The French Immersion Award is awarded to a grade 12 student who, over three years of study at Archbishop MacDonald within the French Immersion program, achieves an overall high academic standing, demonstrates keen interest, demonstrates outstanding class participation, and works beyond standard expectations within the French Immersion Program.

## **International Baccalaureate Middle Years Programme – Explorer Award**

The IB MYP Explorer Award is awarded to an IB MYP student who demonstrates the qualities, interests and attitudes consistent with the spirit of the International Baccalaureate Middle Year Programme.

## **International Baccalaureate Diploma Programme – IB Diploma**

An IB Diploma is awarded to a student who completes the requirements of the International Baccalaureate Diploma Programme.

## **International Baccalaureate Diploma Programme – Orest Melnyk Learner Profile Award**

The IB DP Orest Melnyk Learner Profile Award is awarded to a full IB Diploma student at the grade 12 level who best exemplifies the characteristics of the IB Learner Profile. The recipient will receive a cheque from the Archbishop MacDonald Parent Advisory Council. The amount may vary from year-to-year, dependent on the availability of funds. The IB Learner Profile is a collection of ten attributes that permeate all subjects in the IB Diploma Programme.

### **International Baccalaureate Diploma Programme – Highest IB Diploma Average Award**

The IB DP Highest IB Diploma Average Award is awarded to the full IB Diploma candidate at the grade 12 level who achieves the highest overall IB Diploma mark. The award recipient will receive a \$1000.00 scholarship sponsored by Morgex. In the event of a tie, the \$1000.00 will be divided amongst the recipients.

### **The Don Biamonte Award for Outstanding Contribution to Speech, Debate, and Model UN**

The Don Biamonte Award for Outstanding Contribution to Speech, Debate, and Model UN is awarded to a student who demonstrates a positive influence on speech, debate and Model UN. The student promotes the club and encourages participation.

### **Marilyn Troock Social Studies Scholarship**

The Marilyn Troock Social Studies Scholarship is awarded to a grade 12 student who is passionate and active in building a faith-based community of understanding in their local community. Through his/her actions, he/she is a model for Catholic education. The student demonstrates interest and participation in Social Studies/Humanities in his/her three years of attendance at Archbishop MacDonald. The student participates in social justice initiatives. A representative of the Troock family will present the recipient with a cheque in the amount of \$500 at the Celebration of Excellence.

### **The David Adomako-Ansah Leadership Scholarship**

The David Adomako-Ansah Leadership Scholarship is awarded to a student who demonstrates commitment to volunteer service and leadership in our school community. This scholarship commemorates David, who was a leader both in and out of the MAC community, and was a generous, passionate, philanthropic, and loving individual. Its purpose is to ensure that his legacy will never be forgotten and to recognize students who embody and demonstrate these qualities.

### **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. A bronze medal is awarded, by the office of the Governor General in Ottawa, to the student who achieves the highest average in all grade 11 and grade 12 courses upon graduation from a secondary school. The average cannot be anticipated; it must be calculated based on the final results after diploma exams have been written, as listed on the student's official provincial transcript. Equitable access for the entire student population is an important aspect of the medal's value. Regardless of the stream or the subjects chosen, all students are eligible for consideration upon graduation.

### **Academic Excellence Award**

The Academic Excellence Award is awarded to the grade 12 student who achieves the highest average in the five subjects that are used to determine eligibility for Honours over his/her three years of high school at Archbishop MacDonald.

### **Humanitarian Award**

The Humanitarian Award is awarded to the grade 12 student who, through acts of charity, promotes peace. The recipient expresses concern for the hungry, homeless and the oppressed and takes part in activities that help to alleviate the suffering of the less fortunate among us.

### **Caritas and Spiritus Awards**

The Caritas and Spiritus Awards are awarded to two grade 12 students who show leadership in several school clubs or organizations. The recipient of the Caritas Award is a female grade 12 student and the recipient of the Spiritus Award is a male grade 12 student. The recipients demonstrate positivity, enthusiasm, and a Christ-like commitment to others.

### **General Excellence Award**

The General Excellence Award is Archbishop MacDonald's most prestigious award, and it is awarded to the grade twelve student who, over three years, combines academic excellence with leadership and participation. The recipient maintains an honours average while being an active and positive participant in classroom activities. Involvement in several school clubs, organizations and activities is a mandatory requirement. Active participation in the athletic program is an asset for selection. The recipient shows leadership qualities that incorporate Christian values and attitudes, and is an influential contributor to the academic, spiritual, cultural, and social life of the school.

### **Outstanding Contribution to Music Award**

The Outstanding Contribution to Music Award is awarded to a grade 12 student who achieves an overall high academic standing in music, demonstrates commitment to the pursuit of excellence in class and in performance through involvement in honour bands, jazz bands, and festivals. A leadership role in Music Council and enrollment in a post-secondary music program are requirements for selection. The recipient will receive a bursary of \$500.

### **Laurier Picard/Claire McGinn Award**

The Laurier Picard/Claire McGinn Award is awarded to the grade 12 student who assumes a leadership role and/or contributes significantly to the quality of art, drama, music, and the humanities at Archbishop MacDonald. A leadership role and active involvement in drama projects and the music program are assets for selection.

### **Outstanding Service Award**

An Outstanding Service Award is awarded to a grade 12 student who serves a club, school organization and/or the school beyond normal expectations in a positive and influential way. The recipient demonstrates organizational and leadership qualities and contributes a significant amount of time to a variety of activities over an extended period. A student may be nominated for a single activity if his/her service is such that the success of the activity was centered on his/her contributions.



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

As Archbishop MacDonald High School endorses 21<sup>st</sup> 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 impediment 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](http://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 full blocks of courses, Grade 11 students – 7 full blocks of courses and Grade 12 students – 5.5 full blocks of courses. **ALL core subjects must be taken at Ecole Archbishop MacDonald Catholic High School for the first time. Mathematics, English, all Sciences, Social and Religion are “core” subjects.**

## **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 arrange 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 Education 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 Education 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.

## **FRENCH IMMERSION**

All French Immersion (FI) students must follow their French immersion grade level courses.

Grade 10 French Immersion students will take French Immersion 10 level courses in their grade 10 year, grade 11 FI students will take French Immersion 20 level courses in their grade 11 year, and grade 12 students will take 30 level courses in their grade 12 year.

**ALL** core subjects must be taken at Ecole Archbishop MacDonald Catholic High School for the first time. Mathématiques, French Language Arts, English, all Sciences, Études Sociales, Social and Religion are “core” subjects.

## **GRADUATION DATES AND TIMES**

Graduation Mass and Commencements will take place on Friday, May 24<sup>th</sup>, 2019, 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 25<sup>th</sup>, 2019 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 2019-2020**

Grade 12 students wishing to participate in the Archbishop MacDonald Catholic High School Graduation Commencement Ceremonies on May 24<sup>th</sup>, 2019 **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, providing 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

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
- 3000 series; advanced level in Career & Technology Studies
- 35 level Work Experience
- 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](http://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.

EBSCO User ID is the same: archt5n2p7

PW: bishop19!

NoodleTools: Username: MAChighYEG

PW: MACstudent

### **LOST AND FOUND**

Lost and found box is in the hallway between the Music Room and Art Room. The General Office will hold any lost phones, jewelry and keys.

### **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 though out 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 online.

### **POWERSCHOOL**

Archbishop MacDonald High School uses a web-based program called PowerSchool. Through PowerSchool 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 information is posted under Student services – Scholarships.

[www.archbishopmacdonald.ecsd.net](http://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](http://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 Education 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 and must have a contact person on staff that they are visiting. Visitors that do not comply will be asked to leave and may be charged with trespassing.



SCHOOL TIMES

<b>Monday Wednesday</b>	<b>Tuesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Period 1</b> 8:55 – 10:19 a.m.	<b>Period 1</b> 8:55 – 10:05 a.m.	<b>Period 1</b> 8:55 – 9:46 a.m.	<b>Period 1</b> 8:55 – 10:05 a.m.
			PLT 10:07 – 11:07 a.m.
<b>Period 2</b> 10:21 – 11:45 a.m.	<b>Period 2</b> 10:07 – 11:17 a.m.	<b>Period 2</b> 9:48 – 10:39 a.m.	<b>Period 2</b> 11:09 – 12:19 p.m.
11:45 – 12:30 p.m. <b>LUNCH</b>	11:17 – 11:59 a.m. <b>LUNCH</b>	<b>Period 3</b> 10:44 – 11:35 a.m.	12:19 – 1:00 p.m. <b>LUNCH</b>
		<b>Period 4</b> 11:37 – 12:28 p.m.	
<b>Period 3</b> 12:36 – 2:00 p.m.	<b>Period 3</b> 12:02 – 1:12 p.m.		<b>Period 3</b> 1:04 – 2:14 p.m.
	PLT 1:14 – 2:14 p.m.		
<b>Period 4</b> 2:02 – 3:26 p.m.	<b>Period 4</b> 2:16 – 3:26 p.m.		<b>Period 4</b> 2:16 – 3:26 p.m.

<b><u>ROTATION</u></b>	
<b><u>Day 1</u></b>	<b><u>Day 2</u></b>
Block 1	Block 2
Block 2	Block 1
LUNCH	LUNCH
Block 3	Block 4
Block 4	Block 3

# School Calendar 2019-2020



July 2019							August 2019							September 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

  

October 2019							November 2019							December 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

  

January 2020							February 2020							March 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	1	2	3	4	5	6	7	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				

  

April 2020							May 2020							June 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2		1	2	3	4	5	6	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

- Non instructional Days
- Non-Operational Days
- Cancellation of early dismissal
- Early Dismissal

**First Day of Operation**  
**August 29, 2019**  
**First Day of Instruction**  
**September 3, 2019**  
**Last Day of Instruction**  
**June 26, 2020**  
**Last Day of Operation**  
**June 29, 2020**

Labour Day ..... Sept 2  
 Thanksgiving Day ..... Oct 14  
 Remembrance Day ..... Nov 11  
 Christmas Vacation ..... Dec 23 - Jan 3  
 Faith Development Day ..... Feb 4  
 Family Day ..... Feb 17  
 Teachers' Convention ..... Feb 27-28  
 Spring Break ..... Mar 23-27  
 Good Friday ..... Apr 10  
 Easter Monday ..... Apr 13  
 Victoria Day ..... May 18

MONTH	Operational # of Days	Instructional # of Days
August	2	0
September	20	20
October	22	22
November	20	20
December	15	15
January	20	20
February	19	16
March	17	17
April	20	20
May	20	20
June	21	20
<b>Total</b>	<b>196</b>	<b>190</b>

