



Archbishop MacDonald Catholic High School 2023 - 2024

Principal

Mrs. T. Antonakis

Assistant Principals

Mrs. S. Cleave Mr. F. Filiplic Mrs. E. Thorne
14219-109 Avenue, Edmonton, Alberta, T5N 1H5

Telephone: 780-451-1470

Fax: 780-455.5571

Website: archbishopmacdonald.ecsd.net

MISSION STATEMENT OF ARCHBISHOP MACDONALD

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.

VISION STATEMENT OF ARCHBISHOP MACDONALD

Archbishop MacDonald High School Provides a learning environment that is safe, productive and has the flexibility to support students' specific learning styles. The students will be engaged with active learning where their curiosity will be cultivated through encouraging inquiry, logical thinking, and critical reasoning. We prepare students for successful roles in an ever-changing society by challenging them to persevere and by instilling an appreciation for the intrinsic beauty of learning.

MISSION STATEMENT INTERNATIONAL BACCALAUREATE

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, government, 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.

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 unite |
| - to discover | - to serve |
| - to comprehend | - 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

ÉCOLE ARCHBISHOP MACDONALD CATHOLIC HIGH SCHOOL STAFF:

PRINCIPAL:

Mrs. T. Antonakis

theresa.antonakis@ecsd.net

ASSISTANT PRINCIPALS:

Mrs. S. Cleave (Grade 10 Coordinator)

Mr. F. Filiplic (Grade 12 Coordinator)

Ms. E. Thorne (Grade 11 Coordinator)

shelley.cleave@ecsd.net

ferdinand.filiplic@ecsd.net

elise.thorne@ecsd.net

CHAPLAIN

Mr. C. Ferguson

Christopher.ferguson@ecsd.net

COUNSELLING DEPARTMENT/STUDENT SUPPORT

Mrs. K. Laplante Counsellor

Mrs. T. Joy McGill EAL

Mr. M. Breitreutz Learning Coach

Mrs. Elizabeth Kirwan, Mental Health Therapist

Mrs. Gina Carducci, Graduation Coach

kary.laplante@ecsd.net

tracey.joymcgill@ecsd.net

mark.breitreutz@ecsd.net

elizabeth.kirwan@ecsd.net

gina.carducci@ecsd.net

DEPARTMENT HEADS/ COORDINATORS

Athletics

Mr. Jacob Verhesen

Jacob.verhesen@ecsd.net

CAS

Mr. Tony Rosselli

antonio.rosselli@ecsd.net

English

Mrs. J. Vandendooren

jennifer.vandendooren@ecsd.net

French Immersion Program

Mrs. R. Eshak

rania.eshak@ecsd.net

International Baccalaureate Diploma Programme

Mrs. J. Vandendooren

jennifer.vandendooren@ecsd.net

Mathematics/ CTS

Mr. A. Stauffer

anthony.stauffer@ecsd.net

Physical Education

Mr. A. Rosselli

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Religious Studies

Mr. C. Ferguson

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Science

Mr. T. Zdunich

thomas.zdunich@ecsd.net

Social Studies

Mrs. C. Ostapowicz

catherine.ostapowicz@ecsd.net

GENERAL OFFICE

Ms. C. Kordyback Administrative Support

Ms. A Graf Administrative Support

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agatha.graf@ecsd.net

BUSINESS OFFICE

Ms. A. Deluca, Business Manager

Mrs. M. Joy, Admin Support

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maria.joy@ecsd.net

CUSTODIAL

Mr. L. Tokara, Head Custodian
Mr. M. Deresh, Custodian
Mr. D. Duldulao, Custodian
Mr. Khurram Sheikh, Custodian

STUDENT RESOURCE CENTRE

Mrs. A. Fuller Administrative Support/Educational Assistant

april.fuller@ecsd.net

TEACHING SUPPORT

Ms. D. Pooch White Educational Lab Technician

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. A. Baillargeon	-	Mathematiques/Chimie	allison.baillargeon@ecsd.net
Mrs. S. Bergin	-	English	sarah.bergin@ecsd.net
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Mr. E. Cavaliere	-	Chemistry	ernest.cavaliere@ecsd.net
Mr. D. Chapman	-	Music/Religion	dale.chapman@ecsd.net
Ms. A. Cheung	-	PE/Sci/Religion	andrea.chung@ecsd.net
Mr. S. Como	-	Biology, Phys. Ed./Science 10	steven.como@ecsd.net
Mr. E. Delpercio	-	Social/Religion	enrico.delpercio@ecsd.net
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Mrs. L. Fenske	-	Math	luba.fenske@ecsd.net
Mr. M. Flynn	-	CTS	martin.flynn@ecsd.net
Mrs. E. Gameiro	-	French/Religion	elizabeth.gameiro@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	kary.laplante@ecsd.net
Mrs. M. Mauro Paniccia	-	Religion/Social/French	filomena.mauro-paniccia@ecsd.net
Ms. J. Nicholson	-	Math	jocelyn.nicholson@ecsd.net
Mrs. G. Noce-Saporito	-	Spanish	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	catherine.ostapowicz@ecsd.net
Mrs. A. Petrovic	-	English/Art	anita.petrovic@ecsd.net
Mrs. H. Pospisil	-	English/Film & Media Arts	heather.pospisil@ecsd.net
Mr. R. Pryma	-	Mathematics	raymond.pryma@ecsd.net
Mr. T. Rosselli	-	Physical Education/CTS/CAS	antonio.rosselli@ecsd.net
Mrs. J. Roth	-	Religion/CTS	janice.roth@ecsd.net

Ms. V. Sech	-	English/Drama	victoria.sech@ecsd.net
Mr. V. Slipetz	-	Drama/English	vernon.slipetz@ecsd.net
Mr. A. Stauffer	-	Math/Psychology	anthony.stauffer@ecsd.net
Mrs. M. Suda	-	Phys. Ed./CALM	michelle.suda@ecsd.net
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Ms. S. Tucker	-	Math	susanne.tucker@ecsd.net
Ms. J. Vandendooren	-	English	jennifer.vandendooren@ecsd.net
Mr. J. Verhesen	-	Phys.Ed	jacob.verhesen@ecsd.net
Ms. J. Wong	-	Music/Social	Jolene.wong@ecsd.net
Mr. T. Zdunich	-	Physics	thomas.zdunich@ecsd.net
Ms. A. Zvonkovic	-	Phys. Ed/Religion/Biology	alysia.zvonkovic@ecsd.net

CALENDAR OF EVENTS 2023 – 2024

IMPORTANT DATES

First Day of Operation	August 31, 2023
First Day of Instruction	September 5, 2023
Last Day of Instruction	June 26, 2024
Last Day of Operation	June 28, 2024
S1	September 5 - January 31
Q1	September 5 - Nov 2
Q2	Nov. 3—Jan. 18
S2	February 1- June 27
Q3	February 1 - April 10
Q4	April 11 - June 13
Labour Day	September 4
Grade 10 Orientation	September 5
MAC IT IN	September 8
Truth & Reconciliation (no School)	October 2
Thanksgiving Day	October 9
Faith Dev. Day - No School for students	November 9
Remembrance Day Weekend	Nov 10 - 14
Christmas Break	Dec 23 - Jan 7
Family Day	February 19
Teacher's Convention	February 29 & March 1
Spring Break	March 23 – April 1
Good Friday	March 29
Easter Monday	April 1
Victoria Day	May 20

Grad Commencement & Banquet
Last Day of School

May 24 – 25
June 27

Diploma Exams Schedule

January 2024

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before and during the administration. Teacher perusals are permitted (see Exam Rules and Policies for rules).

All diploma exam except those that are asterisked (*) remain SECURED after the administration and return to the Ministry of Education.

Wednesday, January 10	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Thursday, January 11	9:00 A.M.–12:00 P.M. 9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Friday, January 12	9:00 A.M.–12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A*
Friday, January 19	9:00 A.M.–12:00 P.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Monday, January 22	9:00 A.M.–12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Tuesday, January 23	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, January 24	9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, January 25	9:00 A.M.–12:00 P.M.	Biology 30
Friday, January 26	9:00 A.M.–12:00 P.M.	Chemistry 30
Monday, January 29	9:00 A.M.–12:00 P.M.	Physics 30
Tuesday, January 30	9:00 A.M.–12:00 P.M.	Science 30

All students are provided with up to double the official time noted above, if they require it.

June 2024

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before and during the administration. Teacher perusals are permitted (see Diploma Exam Rules and Policies for rules).

All diploma exam except those that are asterisked (*) remain SECURED after the administration and returned to Alberta Education.

Tuesday, June 11	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Wednesday, June 12	9:00 A.M.–12:00 P.M. 9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Thursday, June 13	9:00 A.M.–12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A*
Friday, June 14	9:00 A.M.–12:00 P.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Monday, June 17	9:00 A.M.–12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Tuesday, June 18	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, June 19	9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, June 20	9:00 A.M.–12:00 P.M.	Biology 30
Monday, June 24	9:00 A.M.–12:00 P.M.	Chemistry 30
Tuesday, June 25	9:00 A.M.–12:00 P.M.	Physics 30
Wednesday, June 26	9:00 A.M.–12:00 P.M.	Science 30

Friday, June 21, 2024 is National Indigenous Peoples Day—no diploma exams are scheduled.

All students are provided with up to double the official time noted above, if they require it.

IB Diploma Programme Exam Schedule - MAY 2024

IB Exams cannot be rescheduled without authorization from IBO. Start times are mandated by IBO.

Date		Start Time	Exam	Room
Thursday, April 25, 2024	PM	1:00-3:30	Physics HL Paper 1 (1h) ¹ Physics HL Paper 3 (1h 15m) ²	205
Friday, April 2, 2024	AM	9:00-11:15	Physics HL Paper 2 (2h 15m) ³	205
Wednesday, May 1, 2024	PM	1:00-2:30	Mathematics: analysis & approaches SL Paper 1 (1h 30m) ⁴	TBA
Thursday, May 2, 2024	AM	9:00-10:30	Mathematics SL Paper 2 (1h 30m) ⁵	TBA
Tuesday, May 7, 2024	PM	1:00-3:40	History HL Paper 1 (1h) History HL Paper 2 (1h 30m)	205
Wednesday, May 8, 2024	AM	9:00-11:30	History HL Paper 3 (2h 30m)	205
	PM	1:00-3:00	Chemistry SL Paper 1 (45m) Chemistry SL Paper 3 (1h) ⁶	TBA
Thursday, May 9, 2024	AM	9:00-10:15	Chemistry SL Paper 2 (1h 15m) ⁷	TBA
	PM	1:00-3:15	English A Literature HL Paper 1 (2h 15m)	205
Friday May 10, 2024	AM	9:00-10:45	English A Literature HL Paper 2 (1h 45m)	205
Monday, May 13, 2024	PM	1:00-3:30	Biology HL Paper 1 (1h) Biology HL Paper 3 (1h 15m) ⁸	205
Tuesday, May 14, 2024	AM	9:00-11:15	Biology HL Paper 2 (2h 15m) ⁹	205
	PM	1:00-3:15	Spanish ab initio Paper 1 (1h) Spanish ab initio Paper 2 – Reading Comprehension (1h)	205
Wednesday, May 15, 2024	AM	9:00-9:45	Spanish ab initio Paper 2 – Listening Comprehension (45m) ¹⁰	122
Thursday, May 16, 2024	PM	1:00-3:45	French B HL Paper 1 (1h 30m) French B HL Paper 2 – Reading Comprehension (1h)	205
	PM	1:00-3:30	French B SL Paper 1 (1h 15m) French B SL Paper 2 – Reading Comprehension (1h)	205
Friday, May 17, 2024	AM	9:00-10:00	French B HL Paper 2 – Listening Comprehension (1h) ¹¹	122
	AM	9:00-9:45	French B SL Paper 2 – Listening Comprehension (45m) ¹²	122

¹ Physics data booklet provided

² Bring calculator, physics data booklet provided

³ Bring calculator, physics data booklet provided

⁴ Formula booklet provided

⁵ Formula booklet provided, bring graphic display calculator

⁶ Bring calculator, chemistry data booklet provided

⁷ Bring calculator, chemistry data booklet provided

⁸ Bring calculator

⁹ Bring calculator

¹⁰ Bring headphones

¹¹ Bring headphones

¹² Bring headphones

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, Tuesday, Wednesday, Friday, Thursday office hours are from 8:15 – 1:00 p.m. due to P.D. Days and meetings. There is an answering machine should you wish to leave a message after hours. Thursday, the office may be closed in the afternoon due to meetings or P.D.

BUSINESS OFFICE

The Business Office is open from **8:30 a.m. to 3:45 p.m. AVOID LINE-UPS PAY ONLINE** WITH Debit, Visa, Mastercard. Fees can also be paid by DEBIT, VISA, MASTERCARD, or Cash at the Business Office.

PLEASE NOTE: CHEQUES are NOT accepted for any payments.

The following items are available from the Business Office:

- **ARC Cards – Bus Pass**

- * **ID cards must be presented to purchase a bus pass.**

- Bus passes for the E.T.S. are available at the Business Office at a cost of \$57.00. Sales times from 8:30 – 3:45 p.m. at the bookstore/business office.

- Lost bus passes can be purchased at the full cost of \$73.00**

- **ID Cards**

- ID Cards are a MUST. 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. K. Laplante, Guidance Counsellor

kary.laplante@ecsd.net

Mr. M. Breitzkreutz, Learning Coach

mark.breitzkreutz@ecsd.net

Mrs. G. Carducci, Career Counsellor, Grad Coach

gina.carducci@ecsd.net

Mrs. E. Kirwan, Mental Health Therapist

elizabeth.kirwan@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. S. Cleave

Grade 11: Mrs. E. Thorne

Grade 12: Mr. F. Filipic

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

Purpose of the Academic Integrity Policy:

1. To maintain fairness in assessments to ensure they accurately reflect student achievement.
2. To maintain trust and credibility in one another that is cultivated on ethical decision-making and behavior.
3. To develop a culture of self-respect and respect for others to ensure students become responsible and caring citizens.
4. To ensure all members of the school community are aware of the expectations, responsibilities and investigation processes of school maladministration and student academic misconduct.

Philosophy

Positive attitudes towards learning and academic integrity gives students the confidence to produce legitimate, authentic, and honest scholarly work that ensures fair, reliable, and valid assessments. Fostering an academic integrity culture is important to maintain the reputation of the school and the validity of the learning process. By creating an ethical culture, students learn and develop skills to act in a responsible way, so others trust them.

Academic Integrity Policy Overview:

1. Definitions & Infringements
 - a. **Academic integrity** is a principle in education and a choice to act in a responsible way so others can trust us. It means conducting all aspects of your academic life in a responsible and ethical manner.
 - b. **Academic misconduct** is defined as the deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment.
 - i. **Plagiarism**: when a student submits the work of others as their own without acknowledgement of the source.
 - ii. **Peer Plagiarism**: when a student copies or allows their work to be copied by another student, lending or facilitating their work with others, copying work from another student.
 - iii. **Collusion**: when a student's work has close similarities to another student's work, work that is heavily edited or produced by a third party (including AI, translators, and online editing tools) when a student seeks and receives assistance from others beyond what is recommended in the subject, disclosing/sharing information on a secured exam or assessment
 - iv. **Duplication of work**: when a student presents the same work for different assessment components or subjects.
 - v. **Falsification of data**: Inclusion of inappropriate, offensive, or obscene material

- vi. **Exam Conduct:** possession of unauthorized materials, disruptive behavior during an exam, removal of exam materials, discussion of the exam within the 24-hour period, failing to report an incident of misconduct.

2. Consequences of Academic Misconduct

Depending on the severity of the violation, consequences for breaching the Academic Integrity Policy may include one or more of the following:

- a. documentation of academic malpractice in log notes on PowerSchool
- b. referral to administration of school
- c. replacement of the evaluation with an alternate at the teacher's discretion
- d. a reduced grade or a grade of 0 for the work in question
- e. loss of opportunity for a particular assessment (no mark to be awarded)
- f. withdrawal from the course and loss of credits
- g. school suspension
- h. possible loss of Honors Distinction at the school
- i. possible suspension or expulsion from the Edmonton Catholic School Division

Students will:

- Distinguish between what is right and what is wrong. Students are expected to be to act honestly, responsibly, and ethically.
- Ensure they understand the school's *Academic Integrity Policy* the consequences of misconduct.
- Give credit to sources in all work submitted for assessment in written and oral materials and/or artistic products.
- Create content and complete assessments that are authentic and genuine, and a true reflection of their personal level of achievement.
- Complete all assignments, tasks, examinations, and quizzes in an honest manner and to the best of their abilities.
- Ensure all work submitted is authentic and the work or ideas of others is fully and correctly cited.
- Report known instances of student academic misconduct and school maladministration to a teacher.

Parents and Legal Guardians will:

- ensure they understand the school's *Academic Integrity Policy* and the consequences of academic misconduct and school maladministration.
- support their children to develop a conscientious and responsible attitude to their learning.
- support their children in planning a manageable workload so they can allocate time effectively.
- refrain from giving or obtaining non-permitted assistance in the completion of assessments to their children.
- submit only genuine and/or authentic evidence to support a request for inclusive access arrangements or adverse circumstances considerations for their children.
- understand school internal policies and procedures that safeguard the authenticity of their children's work.

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 the 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.

If a student accumulates 3 unexcused absences in a class, the teacher of the class will make a phone call home. After 5 unexcused absences, the student's grade coordinator will call home. After 6 unexcused absences, a parent meeting may be requested by the student's grade coordinator.

- **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 or a parent must call the school. **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 always follow 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 consider 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. To support this on an ongoing basis appropriate support 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

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 it occurs within the school building or not, 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 when 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 5, 2023

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:

Grade 10	Grade 11	Grade 12
English 10	English 20	English 30
AND at least two of: Math / Mathématiques Science / Sciences Social Studies / Études Sociales French Language Arts	AND at least two of: Math / Mathématiques Biology / Biologie Physics Chemistry / Chimie Social Studies / Études Sociales French Language Arts	AND at least two of: Math / Mathématiques Biology / Biologie Physics Chemistry / Chimie Social Studies / Études Sociales French Language Arts
AND two other 3 or 5-credit 10-level courses*	AND two other 3 or 5-credit 20-level courses*	AND two 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 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. The award recipient will receive a \$600.00 scholarship sponsored by the Archbishop MacDonald Parent Advisory Council.

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. The award recipient will receive a \$500.00 scholarship sponsored by the Adomako-Ansah family.

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 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 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 Student Resource Centre.

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.

- **Responsible 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 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, course changes have been completed with students in June 2023. 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 regard 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 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. If you choose to take a course outside of the high school setting please be aware that you will have to complete that course outside of Archbishop MacDonald.**

END OF DAY PROCEDURES

Unless actively working with a staff member, students are expected to leave the building after school by 4:00 p.m. Thursday's by 1:00 p.m. Students are required to wait in the atrium for their transportation to arrive. In the event of inclement weather, exit times will be extended. In normal circumstances, students who need to stay past the exit time will need to let the office know.

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	Soccer	Volleyball
Basketball	Golf	Swimming	Ninja Warrior
Cross Country	Slo-Pitch	Track & Field	

ID

Students are expected to have their school issued ID cards on their person at all times. Students will be required to show their school ID card to enter our building after the doors have been locked. Students will be required to show their ID card to staff upon request.

FIELDTRIPS

Students wishing to participate in field trips must demonstrate satisfactory attendance, punctuality, behavior, 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, 2024, at the Shaw Conference Centre. The doors will open at 6:00 p.m. and the start time is 7:00 p.m.
The graduation Banquet will take place on Saturday, May 25th, 2024, 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 2023-2024

Grade 12 students wishing to participate in the Archbishop MacDonald Catholic High School Graduation Commencement Ceremonies on May 24th, 2024, **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
- 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
- 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 PROGRAMME

Students enrolled in an IB course complete two curriculums concurrently (AB High School Diploma and IB Diploma Curriculums). Many of the outcomes overlap, however, there is extra content that makes your IB education a valuable asset as you move into post-secondary.

Benefits of an IB Education:

- Academic Skills: Enriched course content, research and writing skills, independent projects
- Organizational Skills: time management, problem solving skills, resilience, balance
- Leadership Skills: collaboration, group work, CAS promotes growth as a learner
- Global Mindset: curriculum approaches topics from global and international perspectives
- Exam Writing Skills: practice writing high stakes timed exams that are externally moderated

Information about the IB DP Program can be found:

- <https://www.ibo.org/programmes/diploma-programme/>
- ecsd.net/MAC-IB
- MAC IB Candidate Google Classroom (class code: xuuyonx) in lieu of a newsletter
- Direct communication to students will be through their school email and groups set up on Teams

IB policies

- Admissions Policy – 70% however, a recommendation of 80% or higher is suggested to handle increased workloads.
- Academic Integrity Policy
- Assessment Policy
- Languages Policy
- Inclusive Access Policy

IB Fees & Amendment Fees

- \$150 per year to a maximum of \$300
- IB fees are subsidized by the Division and the school to support students in their pursuit of academic excellence. Students have the option of taking one or more courses for the same fee, so it is advantageous to take as many IB courses as a student can handle. Students are encouraged to challenge themselves in grade 10 and 11 so that they can make an informed decision about their commitment to each IB course they will continue to pursue as they move into their final year of the IB programme.
- Once students register for an IB course at the senior level, students are expected to *commit* to the completion of these IB courses *and* write the required IB exams in the May exam session. Because the school subsidizes an IB education, students who withdraw after the exam registration period are required to pay the amendment fee as outlined by IB for each change made.

Dropping an IB Class

- Course changes are discouraged at the 20 level as the course content is very similar to the Alberta curriculum. Students are encouraged to complete the course and if they so choose, to not request the IB course at the next level.
- Students in IB courses at the senior level who are considering withdrawal, must contact the IB Coordinator and fill out the *Late Course Drop Request form*. Additional fees may be required for amendments as outlined by IB.

- Once students register for an IB course at the senior level, students are expected to *commit* to the completion of these IB courses *and* write the required IB exams in the May exam session. Because the school subsidizes an IB education, students who withdraw after the exam registration period are required to pay the amendment fee as outlined by IB for each change made.

Grading & Assessment

- IB Exams and Assessments are submitted for moderation in the *final* year of the program. There are no grade 11IB specific final exams.
- Students will receive feedback based on IB standards and criteria, but the teacher will use school based assessments to determine a student's grade based on AB standards. The enriched IB content should be beneficial to student performance of these outcomes.
- The final IB grade is based on prescribed assessments and exams that are externally moderated by the IBO to ensure the quality and integrity of program standards.

Exam Sessions and Submission Dates for IAs and EAs

- Exam and assessment schedules are set by the IBO and students are required to adhere to all deadlines.
- Teachers at MAC have collaborated to create a schedule to help students with time management in the completion of these assessments. Deadlines have been set according to unit plans within the course schedules. Students should refer to individual teachers and subject areas for specific deadlines for IAs and EAs.
- Coursework is uploaded to IB for grading and is moderated externally to ensure results are consistent internationally. Teachers at the school will also grade assessments prior to upload and submit a predicted grade.
- The May 2023 exam schedule is set by IB and students are required to follow all exam procedures to avoid academic misconduct.

Predicted Grades:

- Predicted grades can be used to apply for post-secondary in March of the grade 12 year. Students should refer to the conversion charts provided by the institutions they are applying to as reference. Some institutions require predicted grades to be sent by the IB Coordinator. Contact the IB Coordinator for assistance.
- Students may request teachers to submit predicted grades in March/April to have conditions removed from their applications or to apply if they have not yet done so. Predicted grades must be sent by the IB Coordinator to the student's institutions of choice.

Transcript Requests & Recognition

- Without your IB Transcript, there is *no* record of your completion of any IB coursework. Be sure to contact the IB coordinator to forward transcript requests to the universities of your choice by June 14, 2024, at no cost. After this date, students will have to complete the requests on their own through rrs.ibo.org at their own expense.
- All IB candidates will receive an official paper copy of their IB transcript. Students who earn a grade of 3 or higher will also receive an alumni pin to acknowledge their participation in the IB Diploma Programme at MAC. These can be picked up at the school in October following graduation.
- All Full IB Diploma candidates who meet the criteria to earn a full IB diploma will be recognized at the Celebration of Excellence and will receive a medal and folio to hold both their IB transcript and IB diploma.

IB Specific Scholarship Opportunities & Transfer Credit

- Archbishop MacDonald Orest Melnyk Learner Profile Award: \$600 (Full IB Candidate)
- Archbishop MacDonald Highest IB Diploma Average Award: \$1000 (Full IB Candidate)
- University of Alberta Enriched Curricula Scholarships: \$3000-5000 (All IB Course Candidates)
- Students who complete a Full IB Diploma will often get extra credit automatically applied. Please check with each institution for specific details. (U of A gives an automatic 3 credits)

- Post secondary institutions offer transfer credit for students who earn high grades. Please check with each institution for specific details. <https://blogs.ibo.org/blog/2018/05/05/getting-ib-credit-at-university/>
- <https://blogs.ibo.org/blog/2014/05/06/scholarships/>

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 Student Resource Centre (Virtual Library)

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

EBSCO: http://search.ebscohost.com	User ID : arch5n2p7	PW: Bishop2022!
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

Students are expected to eat lunch in the Cafeteria/Atrium if space permits, or they may eat in the hallways or specific open classrooms. 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 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 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.

REPORT CARDS

Hard copy report cards **will not** be provided to students. Parents can 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 available through PowerSchool to all parents and students the first week of July.

SCHOLARSHIPS

Scholarship information is posted under Student services – Scholarships.

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, MAC 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 must 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 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.

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/VAPING

The school is designated as a smoke-free/vape free environment by school division policy and City of Edmonton bylaw. Smoking/vaping is **NOT** allowed anywhere in the school or on school property. If students are caught smoking/vaping they will be directed to school administration and parents will be notified.

STANDARDS OF STUDENT DRESS

In Edmonton Catholic Schools, students are expected to dress in a manner that honors the dignity of the human person, who was created in the image of God, and that supports an inclusive, welcoming, caring, respectful, safe, and Catholic learning environment that promotes the well-being of all. Each school in the Division will have a **Standards of Student Dress** for their community. Understanding that it is not possible to list all the specific types of acceptable and unacceptable student dress, the purpose of establishing **Standards of Student Dress** is to empower students to make appropriate choices.

Students are expected to dress in a manner which is appropriate for the school day or for any school sponsored event. All students shall come to school dressed in a comfortable manner that allows them to be authentically who they are, while also meeting the standards in this document.

Students who do not meet the **Standards of Student Dress** will be required by the school principal or their designate to meet the standards before participating in school activities. Schools will facilitate the enabling of students to meet the standards in such situations whenever possible.

Student dress must maintain personal safety and the safety of the school community. Students are not permitted to wear articles of clothing, jewelry or accessories that indicate or suggest membership in or affiliation with any group or organization that does not support a welcoming, caring, respectful, safe, and Catholic learning environment that respects diversity and fosters a sense of belonging.

Students at Archbishop MacDonald must wear:

- A shirt or the equivalent (tops) with fabric in the front, back, and sides under the arms
- Pants or the equivalent (bottoms) and
- Shoes
 - courses or activities may require specific attire for safety or curriculum purposes (ie: CTS, PE, science labs, fieldtrips)

Students at Archbishop MacDonald may wear hats and headwear, as long as they are in alignment with this standard's philosophy:

- Headwear that is specifically required for religious observance (i.e. hijab, yarmulke, turban) or for medical reasons in consultation with the principal
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- Clothing with logos or text on it that is positive in nature, respectful, or implies or encourages a healthy lifestyle/choice for children and youth

Students at Archbishop MacDonald must not wear:

- Visible or exposed undergarments
- Translucent clothing revealing buttocks and nipples
- Articles of clothing that discriminate based on age, religion, gender, gender identity/expression, body type, race, ability, and socio-economic status

STUDENT LEAVE/EXTENDED HOLIDAYS

Since regular attendance is a requirement in high school for course credit, we are not able 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 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.

Day Rotation		ARCHBISHOP MACDONALD BELL SCHEDULE				Alternate Schedule	
Day 1 Block 1 Block 2 Block 3 Block 4	Day 2 Block 2 Block 1 Block 4 Block 3					Period 1 Period 2 Event Lunch Period 3 Period 4	8:55 - 10:05 a.m. 10:07 - 11:17 a.m. 11:19 - 12:19 p.m. 12:19 - 1:01 p.m. 1:04 - 2:14 p.m. 2:16 - 3:26 p.m.
Monday	Tuesday		Wednesday	Thursday	Friday		
	AM PLT	PM PLT					
Period 1 – 84 mins 8:55 – 10:19 a.m.	Period 1 – 70 mins 8:55 – 10:05 a.m.	Period 1 – 70 mins 8:55 – 10:05 a.m.	Period 1 – 84 mins 8:55 – 10:19 a.m.	Period 1 – 51 mins 8:55 – 9:46 a.m.	Period 1 – 84 mins 8:55 – 10:19 a.m.		
	PLT AM – 60 mins 10:07 – 11:07 a.m.			Period 2 – 51 mins 9:49 – 10:40 a.m.			
Period 2 – 84 mins 10:22 – 11:46 a.m.	Period 2 – 70 mins 11:09 – 12:19 p.m.	Period 2 – 70 mins 10:07 – 11:17 a.m.	Period 2 – 84 mins 10:22 – 11:46 a.m.	Period 3 – 51 mins 10:43 – 11:34 a.m.	Period 2 – 84 mins 10:22 – 11:46 a.m.		
Lunch – 44 mins 11:46 – 12:30 p.m.	Lunch – 42 mins 12:19 – 1:01 p.m.	Lunch – 42 mins 11:17 – 11:59 p.m.	Lunch – 44 mins 11:46 – 12:30 p.m.	Period 4 – 51 mins 11:37 – 12:28 p.m.	Lunch – 44 mins 11:46 – 12:30 p.m.		
Period 3 – 84 mins 12:35 – 1:59 p.m.	Period 3 – 70 mins 1:04 – 2:14 p.m.	Period 3 – 70 mins 12:02 – 1:12 p.m.	Period 3 – 84 mins 12:35 – 1:59 p.m.		Period 3 – 84 mins 12:35 – 1:59 p.m.		
		PLT PM – 60 mins 1:14 – 2:14 p.m.					
Period 4 – 84 mins 2:02 – 3:26pm	Period 4 – 70 mins 2:16 – 3:26pm	Period 4 – 70 mins 2:16 – 3:26pm	Period 4 – 84 mins 2:02 – 3:26pm	Early Dismissal	Period 4 – 84 mins 2:02 – 3:26pm		