# Magrath High School

### Welcome to Magrath High School

We are pleased to provide this specially designed school handbook. The information enclosed will help familiarize you with Magrath High School's routines and procedures. It will also help facilitate your study skills, learning habits, and academic and social progress. In addition, this handbook will provide valuable information for your parents. We encourage you to utilize this document and make it a useful guide during the school year.

### www.magrathhigh.ca

41 South Centre Street, P.O. Box 250, Magrath, AB T0K1J0

Telephone (403) 758-3366

Fax (403) 758-3775

Facebook | Instagram | Twitter: @magrathhigh

Jill Byrgesen	Russ Somm <mark>erfeldt  </mark>	Ryan Blackmore
Vice Principal	Princi <mark>pal</mark>	<mark>Vi</mark> ce Principal
	This Handbook belongs to:	/
Name		
Addre	ess:	<u> </u>
Phone	:	
Parent Signat	ure;	
:		

Striving for Excellence

### Westwind School Division #74

445 Main Street, Box 10 Cardston, Alberta TOK 0K0 (403) 653-4991

The Westwind website <a href="www.westwind.ab.ca">www.westwind.ab.ca</a> contains policy, administrative procedures, personnel information and relevant data that may be of assistance in addressing specific concerns.

### www.westwind.ab.ca

**Mission Statement** 

To foster engaging and student-centred learning environments that will inspire each student to strive for personal excellence and allow

### **Vision Statement**

Westwind School Division will be a collaborative community of engaged learners that inspires all students to realize their full and complete potential.

### **Conflict Resolution**

Before requesting to speak to the Board, individuals should seek solutions through the appropriate staff, beginning as close to the concern as possible.

### Student > Teacher > Principal > Superintendent > Board

To assist them in their mission, Trustees have been assigned liaison roles with individual school councils. The Trustee assigned for Magrath High School is Mr. Ross Blackmer.

### Love and Logic

Magrath High School operates under the principles of a Love and Logic School.

There are 6 basic rules for a Love and Logic Classroom that can easily be

followed for the whole school. The rules are:

- 1. I treat you with respect, so that you will know how to treat me.
- 2. Feel free to do anything that doesn't cause a problem for anyone else.
- 3. If you cause a problem, I will ask you to solve it.
- 4. If you can't solve the problem, or choose not to, I will do something.
- 5. What I do will depend on the special person, and the special situation.
- 6. If you feel something is unfair, whisper to me, "I'm not sure that's fair," and we will talk.

# 2023-2024 Staff

### Administration

- Mr. Russ Sommerfeldt, Principal
- Mr. Ryan Blackmore, Vice Principal
- Mrs. Jill Byrgesen, Vice Principal
- Mrs. Ila Ehlert, Secretary
- Mrs. Katie Selk, Secretary

### Teachers

- Mr. Jordan Brame
- Ms. Barb Broadhead
- Mr. Seth Burdett
- Mr. Riley Flexhaug
- Mr. Brent Gilson
- Mr. Mike Hansen
- Mr. Jared Leavitt
- Mr. Mitch Maxwell
- Mr. Craig Noad
- Mr. Shane Orr
- Ms. Jeanine Passey
- Mr. Peter Simon
- Mr. Riley Sabey
- Ms. Holly Steed
- Mr. Erick Stewart
- Mr. Ron Strate (Chandra Gold)
- Mr. Ray Wilde
- Mr. Mik Woolf

### Westwind Alternate School

• Mr. Chris Goble

### Counsellors

- Mr. Mike Hansen, Academic
- FSLC- Melanie Smith

### **Learning Support Coordinator**

• Ms. Jill Byrgesen Educational Assistants

- Ms. Sherry Becker
- Ms. Megan Bourne
- Ms. Ranae Hatch
- Ms. JaNae Morales-Llan
- Ms. Jessica Albiston
- Ms. Karen Runquist
- Ms. Tanis Beazer
- Ms. Patrice Strate

### Seminary Teachers

- Brother Ryan Clark
- Brother Matt Wilde

### Library Technician

- Ms. Shannon Gieske
- Mrs. Cynthia Ralph

### **Custodial Staff**

- Ms. Lois Harris, Head Custodian
- Mr. Lloyd Cahoon
- Mr. Abdul Farah
- Mr. Herman Riegling
- Mr. Clint Wipf

### Back-to-School Night's

Instead of hosting a traditional parent-teacher interview night mid way through each semester, we are inviting parents to schedule appointments with teachers for a back-to-school night. These short appointments allows parents to share helpful information about their child with the teacher near the beginning of the semester. They also allow the teacher to establish the most effective channels for ongoing communication, and provide the teacher an opportunity to share their goals, teaching philosophy, expectations, and secrets for student success with parents.

**PowerSchool:** 

This year we are mak PPJQ paperless reporting. Instead of printing out a paper copy for each reporting period, you will have access to your child's real time grades in PowerSchool. PowerSchool can be accessed through the website, or mobile app. You can customize the notifications you get to stay informed regarding your child's attendance and progress. For more information of how to use the app click on the link below for a complete tutorial. https://www.youtube.com/watch?v=vA8gI-qTIMI

District Code

If you have forgotten your password please contact the school for assistance. http://ps.westwind.ab.ca/public/ Sept 19th, Evening Feb 6th, Evening

## Westwind Alternate School:

Westwind Alternate School operates a campus at Magrath High School. Students who have difficulty meeting their scheduling needs with classes at MHS are directed to the Alternate School. The two schools operate in partnership.

Students in Grade 10 who are taking courses through WAS and MHS will not be allowed a spare until they can show the administration they will complete 45 credits that year. For students in Grade 11, they must show they will complete 36 credits (if they have not completed the 36 credits

www.magrathhigh.ca or @magrathhigh

The following are specific rules that everyone is expected to observe:

# Alcohol, Illegal Drugs and Smoking/Vaping

The use of tobacco, drugs, alcohol, or vapes during the time school is in session and during school sponsored activities is strictly forbidden.

### **Dress Code**

The Magrath High School, in harmony with the Westwind School Division Administrative Procedures, has established the following as dress standards for our school. Students are expected to conform to them without constant reminders:

-When a student is standing, clothing must cover the chest, back, torso, stomach, and lower extremities from shoulder to mid-thigh. Tops must have a sleeve and at no time may any part of a student's buttocks be exposed.

- -No clothing with unbecoming slogans or pictures.
- No suggestive/inappropriate logos and visuals on clothing
- No vulgar or offensive Language
- No undergarments that are visible Footwear must be worn at all times. Inline skates, skateboards, scooters, ripsticks, heelies are not permitted in the school building. Hats may be worn in a teacher's classroom at the teacher's discretion.

### **Defiance of an Adult**

When a reasonable request is made by any adult at the school, a student has the responsibility to do as requested. Following the expectation of Love and Logic, "If you feel something is unfair, whisper to me, I'm not sure that's fair, and we will talk."

### **Profanity**

Magrath High School, and any other location students attend with a school class or group, are not places for profanity. All persons in the school must recognize the need for appropriate language.

### **Fees**

Fees are collected to partially cover the cost of student council, yearbook, and materials needed in special classes. Additional fees will be charged for damage to rented texts and lost library books. Any required course changes should be completed by September 15, which will determine the final calculation of fees. Payments are due and payable on October 1st and can be made by cash, debit, e-transfer or cheque.

Post-dated cheques will be accepted provided suitable arrangement is made by Oct 1st and full payment is complete by the end of May, 2024.

### Lockers



All lockers provided for student use remain the property of the school. The student to whom the locker is assigned will be expected to keep the locker in good condition. Students will use only their assigned locker. The school will provide a lock that must be used. If the lock goes missing, the student will be responsible for paying for a replacement lock. Locker inspections may be conducted by the school on a periodic basis. Westwind School Division #74 recognizes that from time to time it may be deemed necessary by the principal of the school to have school lockers searched by police service dogs to ensure that expectations set out in administrative procedures 162, 353, 356, and 357. are being followed by the students of the school. All

parents/guardians of MHS students will be required to sign a form that indicates that they have been informed of these administrative procedures before their students will receive a locker. Westwind School Division reserves the right to search all school facilities including lockers and desks assigned to students for their own use. In addition, personal items such as backpacks, purses, coats, etc. may also be searched.

### **Parking**

Observance of all laws is a first priority. A parking lot is available to students south of the Tom Karren gym. The student parking lot is not a place for students to hang out. School rules relative to conduct are the same as they are inside the building.

### Library

MHS students are encouraged to use the school library on a regular basis. It's the student's responsibility to take care of the books and return them or renew them in two week's time. If a book is damaged or lost, the student will be responsible for either paying for it or replacing it. In this event, the library staff will contact home via phone call or letter to advise on the value of the book. If a lost book is paid for and then found and returned in good condition, the student will be given a refund. Should a student neglect these terms, library privileges may be suspended.

Physical or Verbal Abuse

Under no circumstances will physical or verbal abuse at school be tolerated.

Major Disciplinary Matters
The following are considered major offences and may be reported to the RCMP: fights, threats, assaults, harassment; deliberate vandalism; theft; extortion; possession of a firearm; explosives or paraphernalia designed or used for the purpose of inflicting bodily injury; threats or assaults to school personnel; use, possession, sale, or being under the influence of drugs or alcohol.

### **Assemblies**

School assemblies are occasionally held, and may include either the entire student body or a particular group within the student body, but most assemblies will be for a particular group of students to deal with concerns relative to that particular group. Students are expected to attend assemblies and must not leave the school without checking out at the office. Student behaviour is expected to be polite and courteous.

### **Field Trips**

Secondary field trip costs will be assessed to the students for each trip taken. A regular fee is not charged since many secondary classes do not take a field trip. Field trip behaviour will fall under the same policies that are in effect during the regular school day. Participation in field trips will be restricted if it is determined that a student is not in good standing at the school. This is determined based on academics, attendance, behaviour, and whether school fees are paid.

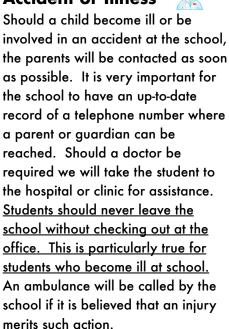
### **Nursing Service**

A School Health Nurse from Magrath Community Health is responsible for checking various aspects of health in school-age children. With parental consent, immunizations as required for particular grades and health assessments as needed for individual students are carried out. Nurses also provide support and direction for school health committees, and provide resources and assistance with health teaching. Parents and teachers may contact the nurse with health related concerns. Please contact the health unit at 403-758-4422 for further information.

### **Medical Conditions**

Students with allergies or chronic medical problems must indicate on their registration form the nature of the problem. This will enable the staff to effectively deal with a medical concern should a situation arise. All information will be strictly confidential.

### **Accident or Illness**



### Fire Drills/Lockdowns

Fire drills are held regularly to assist the students and staff in knowing primary and alternate routes for leaving the school in the event of a fire. If students are out of their classrooms they should leave the school with exiting students and then locate and notify their teacher immediately. Students will return to their classroom only after the allclear signal is given.

Lockdown drills will also take place during the school year. Lockdowns are signalled by a siren over the intercom followed by an announcement that the school is in lockdown. If students are in a class they need to follow the directions of the teacher. Any students who may be in the halls should go into the nearest classroom if the classroom door has not been shut yet otherwise he/she should go to a bathroom and wait in a stall with the door closed. In the case of a lockdown students should not be using electronic devices. Parents can expect to be updated through email and the school website. Please do not try to come to the school or contact your students.

### **Electronic Devices**

The use of personal electronic devices such as cell phones, iPods, tablets, laptops, etc. is done at the students' own risk of damage or theft. The school takes no responsibility for personal devices. At no time should students be using cell phones in class unless under the direct supervision or direction of the teacher. At MHS students need to demonstrate responsible digital citizenship. For more information refer to Westwind School Division's Technology Acceptable Use Procedure (http://bit.ly/2L2qaRT)

It is expected that students not engage in negativity, bullying, or harassment through social media directed towards other students, staff, other teams, coaches, officials or any one else.



### High School

AM: 8:30 am - 9:10 am - HS Flex P1: 9:12 am - 10:33 am

P2: 10:35 am - 11:56 am

### LUNCH

P3: 12:35 pm - 1:56 pm P4: 1:58 pm - 3:19 pm

### Junior High

AM: 8:30 am - 9:10 am (regular classes)

P1: 9:12 am - 9:52 am P2: 9:53 am - 10:33 am P3: 10:35 am - 11:15 am P4: 11:16 am - 11:56 am

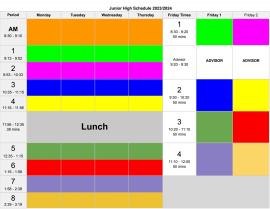
**LUNCH** 

P5: 12:35 pm - 1:15 pm P6: 1:16 pm - 1:56 pm P7: 1:58 pm - 2:38 pm P8: 2:39 pm - 3:19 pm

Friday

P1: 8:30 am - 9:20 am Advisor: 9:20 am - 9:30 am P2: 9:30 am - 10:20 am P3: 10:20 am - 11:10 am P4: 11:10 am - 12:00 pm





Regular school attendance is very important in order to maintain good school progress. This is the responsibility of the student and his/her parents/guardians.

Students leaving the building during the school day must check out at the office. Parent/guardian cooperation in ensuring students attend school

### Absence Procedure

School policy requires that a student have all absences preconfirmed by a parent/ guardian, who must contact the school stating the student's name and the reason for the absence. If there is no preconfirmation by the parent/ guardian, the absence will be dealt with as truancy until a confirmation is received. If the number of absences becomes a concern for successful completion of a course, a parent conference will occur in which the student and parent will work with administration to modify the behavior to allow the student to maximize her or his chances to be successful in the course.

### Truancy Procedure

Following the first truancy the teacher will contact the parents to inform them that their student was absent and to indicate what work needs to be completed. Subsequent truancies will be dealt with through the office and will involve contact with students, parents, teachers, and administration. The desired outcome is a change in student behavior that results in regular school attendance. Other possible outcomes may include detention, suspension, or a recommendation that the student be transferred to an alternative school to better meet his/her needs.

The School Act states that students may be excused for **illness**, **medical attention**, and family emergencies. Special circumstances requiring several days out of school should always be reviewed with that student's teachers. If the number of absences becomes a concern for successful completion of a course, a parent conference may occur in which the student and parent will work with administration to

Families with children on regular bus routes should work through Mike Cahoon (403-653-4491) to handle transportation concerns. Town students who wish to ride on the school bus may do so on an occasional basis if the bus has room and if they get a bus pass from the office. See Westwind Division #74 Administrative Procedure #351 for expected conduct on buses.

# Your 2023-24 student page

### **DANCES:**

Junior and Senior High Student Councils try to sponsor dances each year. Most Senior High dances will go from 9 pm until 12 pm. There will be adequate adult supervisors and students not following expectations will be asked to leave and will face discipline at school.

Junior High dances are held during the school day except for special situations that will be approved by the school administration. School dress code and conduct policies will be in place at all dances.



JUNIOR HIGH
STUDENT COUNCILS:
Elections will take place
on a date TBA.
Students will elect a
President, Vice
President, and Sports
Reps, as well as
representatives from
each class.

MHS does not permit students running for student council positions to give items away during their campaigns.

### **Senior High Student Council**

President	Ruby Jacobs
Vice President	Bailey Blackmore
Secretary/ Treasurer	TBA
Sports Rep	ТВА
Grade 12 Rep	ТВА
Grade 11 Rep	ТВА
Grade 10 Rep	TBA
Advisor	TBA

### **SCHOOL COUNCIL:**

The School Council is made up mostly of parents. Also included are the principal, a teacher rep and presidents from both Junior and Senior High Student Councils.

School Council would love to hear from parents at meetings and/or by emailing

mhsschoolcouncil@westwind.ab.ca

Check out their website for more information at <a href="https://mhsschoolcouncil.schoolsites.ca/">https://mhsschoolcouncil.schoolsites.ca/</a>





# Extra-Curricular

All fees (school &

athletic) must be paid

(or arrangements

made) before a

student will be

allowed to

participate in any

extra-curricular

activities.

Magrath High School has a very active extra-curricular program. At the high school level we compete in activities sanctioned by the Alberta School Athletic Association, as well as baseball and softball. In junior high both our boys and our girls participate in volleyball,

basketball, badminton, and track and field.

The school will make a concerted effort to keep extracurricular costs to students as low as possible; however, a participation fee will be charged for each activity a student

participates in. This fee will cover a portion of the costs for transportation, league fees, official costs and uniforms. In the event of overnight trips, students will be asked to pay for their rooms and meals as well.

# Standard of Conduct for Extra-Curricular Participants: All activities outside the classroom

are considered extra-curricular and participation in them is a privilege, not a right. Many extra-curricular activities occur outside the school.

We expect students to act in a manner consistent with school policies.

A student must be diligent in his/her

studies; failure to keep up with class
assignments may result in suspension
from extra-curricular activities. Any
student inexcusably absent (see page 5)
from any class on the day of a practice
or activity, or any student under a
disciplinary restriction imposed by the

school administration, will not be permitted to participate in that activity. It is expected that students not engage in negativity, bullying, or harassment through social media directed towards other athletes, coaches, or officials. We encourage all students to participate in school-sponsored activities.

### Transportation for Extracurricular

**Activities** 

It is required that students will travel to and from an event in the preapproved mode of transportation for that event with the following exceptions: 1. When a parent/
guardian of a student is present at the event, the student may be released to the parent/guardian, upon their request to the supervisor at the event.

2. If a parent/guardian has made prior arrangements with the principal/ designate or coach, a student may be released according to those arrangements.

# Sports & Clubs available at MHS:

- Golf
- Cross Country
- E-Sports
- Volleyball
- Basketball
- Rodeo
- Curling
- Baseball
- Softball
- Badminton
- Track and Field
- GSA (Prism)
- Archery
- Disc Golf
- First Nations

For detailed information about the sporting events throughout the year follow us on social media. Or click on this link to access our athletic <a href="https://handbook.com/handbook">handbook</a>



### SAIAC Citizenship Code

"Good sports make good decisions on and off the court."

- Treat all opponents as guests.
- Maintain self-control at all times.
- Understand and appreciate the rules.
- Be considerate and courteous to all.
- Show respect for officials.
- Cheer for their team.
- Applaud all outstanding performances.

# Fine Arts

Shown below are some of the Fine Arts opportunities available to students at Magrath High School. A high level of commitment and responsibility is required for those wishing to take advantage of these quality programs.

- High School Choir
- Junior and Senior High Bands
- Colour Guard
- Spirit of Alberta
- Drama









In the past, Magrath Cultural Arts has collaborated with the school to provide opportunities for students to be involved in dramatic productions. High School Students are required to complete the credit requirements. With the new theatre, there may be additional opportunities provided to students.

Each year the school will hold a graduation for those students who will be eligible for an Alberta High School Diploma.

Only those students who are able to complete the requirements for a diploma

by June 19th and have no outstanding fees shall be eligible to participate in graduation exercises.

This includes having passing marks in the required courses at the time of graduation.
Students completing requirements for a diploma through the Westwind
Alternate School must have

completed and sent away a sufficient percentage of their lessons by the first reporting period of the second semester to ensure that graduation in June will be possible.

One graduation picture in the school gown and with a bare head must be provided to the school for its yearbook and its composite grad picture. The school will arrange for a photographer to provide this picture.

Only students currently enrolled in Magrath High School shall be eligible to be part of that graduating class. An exception to this policy will be made for those students who completed their requirements in the first semester of the school year while attending Magrath High School.

School sponsored activities will be restricted a grad lunch BBQ, a convocation ceremony, and a dance if the grads choose to have one. Parents are encouraged to get involved in planning and organizing these activities and may do so by speaking with a member of our school council. Any other activities planned for graduation will be under the

direction and supervision of parents. The school will not participate in these activities in any way. All school-sponsored activities will be in accordance with the policies and administrative

High School Diploma Requirements:

The diploma does not necessarily grant admission to post secondary educational institutions. Students should be aware that there are a variety of entrance requirements for post secondary institutions and they should plan their programs accordingly. We advise all students in high school to regularly visit with the school counsellor about their program.

Participation in the convocation at Magrath High School does not guarantee the student will obtain a high school diploma.

### Students must:

- have 100 credits
- pass English 30-1 or 30-2
- pass Social 30-1 or 30-2
- pass CALM
- pass Phys Ed 10
- pass a grade 11 science and math course
- have at least 10 additional credits at the arade 12 level
- have at least 10 credits in CTS, Fine Arts, Second Language, or P.E. 20/30

All students with an 80%+ average using the valedictorian criteria will be recognized with an Academic Gold Cord at the ceremony.

### Valedictorian:

The valedictorian will be chosen based on the following criteria:

The highest average in Math 30-1, English 30-1, Social 30-1, one 30-level Science, and at least one course chosen from: a second Science, or Math 31.

The marks used for this calculation will be based on the student's grades up to mid-term of the second semester.

# 2024 Graduation

For calendars visit our website: www.magrathhigh.ca

		Α	UGU	ST			SEPTEMBER								OCTOBER							NOVEMBER						
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28 & 29 - Divisional PD Days 30 - Staff Welcome Back PD Day 31 - School PD Day 30 - National						ol Based PD Day our Day (STAT) y back for Students ol Based PD Day al Day for Truth and conciliation					6- Non Instructional Day 9 - Thanksgiving Day (STAT)					10 - Wellness Day (Non work day for all staff) 13 - Remembrance Day Nov 11 (STAT 13th)												
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1- Divisional PD Day 22 - Last Day before Christmas 25 - Christmas Day (STAT) 26 - Boxing Day (STAT)						1 - 2nd Semester First Day 19 - Family Day (STAT) 20 & 21 - Days in Lieu P/T Interviews 22 & 23 - Teachers' Convention  31  8 - Divisional PD Day 29 - Good Friday (STAT)																						
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1 - Easter Monday (STAT) 17 - School Based PD Day												-		PD Days						0								
2-5 - Spring Break						20 - Victoria Day (STAT)						21 - National Indigenous Peoples Day (Work Day)								Teacl	_	_		2				
		26 - Last Day High School									In Lieu P/T Interviews  Total Days					2												
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# MHS SCHOOL SONG

Give us a cheer for old MHS.

You do your best and we'll do the rest.

We are loyal; we are true,

True to the gold and to the blue.

We'll never falter; we'll never fall.

We'll do our best to win overall

As we lead our Zeniths on,

Onward to Victory.

FIGHT! FIGHT! FIGHT!







