

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
Vice Principal

Russ Sommerfeldt
Principal

Tyler Francis
Vice Principal

This Handbook belongs to:

Name: _____

Address: _____

Phone: _____

Parent Signature: _____



Striving for Excellence

Westwind School Division #74

445 Main Street, Box 10
Cardston, Alberta T0K 0K0
(403) 653-4991

The Westwind website www.westwind.ab.ca 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.

2024-2025 Staff

Administration

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

Teachers

- Mrs. Janice Beck
- Ms. Barb Broadhead
- Mr. Seth Burdett
- Mr. Riley Flexhaug
- Mr. Brent Gilson
- Ms. Calli Keeling
- Mrs. Erin Orr
- Mr. Jared Leavitt
- Mr. Mitch Maxwell
- Mr. Russ Maxwell
- Mr. Craig Noad
- Mr. Shane Orr
- Mr. Nathaniel Ralph
- Mr. Riley Sabey
- Mr. Peter Simon
- Mr. Erick Stewart
- Abbie Tollestrup
- Mr. Jaxon Harvey
- Mr. Ray Wilde
- Mr. Mik Woolf

Westwind Alternate School

- Mr. Chris Goble

Counsellors

- Mr. Ray Wilde, Academic
- FSLC- Melanie Smith

Learning Support Coordinator

- Ms. Jill Byrgesen

Educational Assistants

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

Seminary Teachers

- Brother Ryan Clark
- Brother Matt Wilde

Library Technician

- Ms. Shannon Gieske
- Mrs. Cynthia Ralph

Custodial Staff

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

Back-to-School Night's



Sept 16th, Evening
Feb 3rd, Evening

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 making

District Code
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=vA8gl-gTIMI>

If you have forgotten your password please contact the school for assistance. <http://ps.westwind.ab.ca/public/>

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

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.

See [AP-345 –Sec 4.1- 4.2](#) | [AP-356](#)

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.

See - [AP 350 Appendix Dress Code](#)

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.

See [AP - 345 - Sec 3.4](#)

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.

For a comprehensive listing of appropriate and inappropriate student conduct please refer to the [Westwind School Division AP 345: Student Code of Conduct](#)



Administrative Procedure 345

STUDENT CODE OF CONDUCT

The Division expects all students to conduct themselves in such a manner as to show respect for themselves and all others in the division and community. It is therefore expected that students will demonstrate proper social decorum, constraint and respect in all interactions with peers, staff and the public. Bullying behaviour cannot be condoned, no matter where or when it may occur and whenever school staff become aware of bullying behaviour, they are expected to take appropriate and reasonable steps to curb the behaviour, protect the victim, and preserve/restore feelings of safety and belonging.

The Education Act includes responsibilities for school boards, parents, staff and students to contribute to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

By nature, board policy is generally characterized by board statements and directives, there is an expectation that schools will further refine and define a school-level code that reflects the community, students, staff and parents of that particular school.

Statement of Purpose

1. To establish and maintain a welcoming, caring, respectful, and safe learning environment for all students and school staff.
2. To establish and maintain an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community.
3. To establish and publish expectations for student behaviour while at school, at a school-related activity or while engaging in any other activity that may have an impact on others in the school.



Bell Schedule

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

P2: 9:22 am - 10:12 am

P3: 10:14 am - 11:04 am

P4: 11:06 am - 11:56 am

Period	Monday	Tuesday	Wednesday	Thursday	Friday Times	Friday 1	Friday 2
8:30 - 9:10	FLEX (40 MINS)				1 8:30 - 9:20 50 mins	11	12
1 9:12 - 10:33 81 min	11	12	11	12	2 9:22 - 10:12 50 mins	21	22
2 10:35 - 11:56 81 min	21	22	21	22	3 10:14 - 11:04 50 mins	31	32
11:56 - 12:35 39 Mins	Lunch				4 11:06 - 11:56 50 mins	41	42
3 12:35 - 1:56 81 min	31	32	31	32			
4 1:58 - 3:19 81 min	41	42	41	42			

Period	Monday	Tuesday	Wednesday	Thursday	Friday Times	Friday 1	Friday 2
AM 8:30 - 9:10					1 8:30 - 9:20 50 mins		
1 9:12 - 9:52					2 9:22 - 10:12 50 mins		
2 9:53 - 10:33					3 10:14 - 11:04 50 mins		
3 10:35 - 11:15					4 11:06 - 11:56 50 mins		
4 11:16 - 11:56							
11:56 - 12:35 39 mins	Lunch						
5 12:35 - 1:15							
6 1:16 - 1:56							
7 1:58 - 2:38							
8 2:39 - 3:19							

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

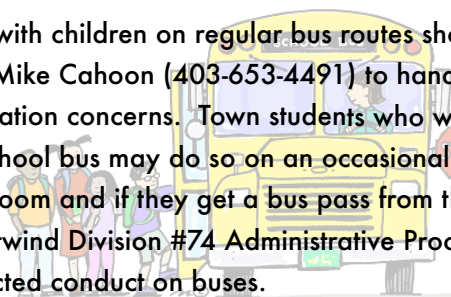
School policy requires that a student have all absences **pre-confirmed** by a parent/guardian, who must contact the school stating the student's name and the reason for the absence. If there is no pre-confirmation by the parent/guardian, the absence will be dealt with as truancy until a confirmation 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 truanies 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 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 2025-26 Student Page



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 Leadership

The High School Leadership class, facilitated by Mr. Ralph, has replaced the student council. This class is made up of various students who sit on committees and plan and execute all of the major events and activities at the school. Students qualify themselves for scholarships, earn high school credits, and gain insightful leadership experience being a part of this class.

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.

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 <https://mhsschoolcouncil.schoolsites.ca/>





Extra-Curricular

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 extra-curricular 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 pre-approved 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
- Archery
- Disc Golf
- First Nations
- Color Guard

For detailed information about the sporting events throughout the year follow us on social media. Or click on this link to access our athletic [handbook](#)



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.

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:

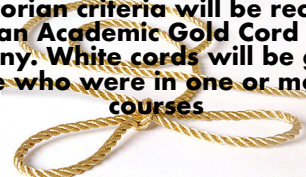
The diploma does not necessarily grant admission to post secondary educational institutions. Students should be aware that there are a variety of entrance requirements for post secondary institutions and they should plan their programs accordingly. We advise all students in high school to regularly visit 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 grade 12 level
- have at least 10 credits in CTS, Fine Arts, Second Language, or P.E. 20/30

Students with an 80%+ average using the valedictorian criteria will be recognized with an Academic Gold Cord at the ceremony. White cords will be given to those who were in one or more -2 courses



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.

2025 Graduation

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
					1	2		1	2	3	4	5	6				1	2	3	4							1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
31							1- Labour Day 2- First Day for Students 29 - PD Day 30 - National Day for Truth and Reconciliation (Non Instructional Day)							13 - Thanksgiving 29-7 Nov Diploma Exams							30							
25-29 - PD Days																					10 - Wellness Day (No School Day) 11 - Remembrance Day							
DECEMBER							JANUARY							FEBRUARY							MARCH							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	
28	29	30	31				25	26	27	28	29	30	31								29	30	31					
5 - PD Day 19 - Last Day Before Christmas Break							5 - School Resumes 13 - 27 Jan Diploma Exams 26 - PD Day K-9 27 - PD Day Except for Diploma 28 - First Day Second Semester							16 - Family Day 17&18 - Non Instructional Day 19&20 - Teachers Convention							20 - PD Day							
APRIL							MAY							JUNE							Fall				Spring			
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	M							
			1	2	3	4						1	2		1	2	3	4	5	6	T	16		M		18		
			1	2	3	4						1	2		1	2	3	4	5	6	T	17		T		19		
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	W	19		W		19		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	Th	19		Th		19		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	F	18		F		16		
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					Total	89		Total		91		
3-10 - Easter and Spring Break 7-17 April Diploma Exams							31	15 - PD Day 18 - Victoria Day 21-22 ELAL Part A Gr. 9 & 6							10 - 23 - Jun Diploma Exams 19 - Last Day K - 9 Students 21 - National Indigenous Peoples Day 23- Last Day High School Students and Teachers							Instructional Days		180				
																					PD Days		10					
																					Teachers Conv.		2					
																					In Lieu P/T Interviews		2					
																					Total Days		194					

For calendars visit our website: www.magrathhigh.ca

Also, stay up to date by visiting our School Facebook, Instagram and Twitter feeds @magrathhigh



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!

