



Frank Maddock High School

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“A Warrior Rises Above All Others”

Student Handbook

School Year: 2023-2024

Last updated: 3 August 2023
Currently being Updated for 2023-2024

Wild Rose School Division
4912 – 43 Street,
Rocky Mountain House, Alberta
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School Profile

Demographic Information

- Frank Maddock High School includes grades 9 to 12 which caters to high school students in the Wild Rose School Division for the town of Drayton Valley and the outlying regions.
- It currently has approximately 500 enrolled students, 25.0 FTE Teaching Staff, and 20.0 FTE Support Staff.
- Drayton Valley is a town of 14,000 people (including the surrounding area), where the major industry is resource based and the accompanying services that support that, as well as local town businesses, farming, and social and health services to support the town and local rural region.

Program Highlights

- Frank Maddock High School offers a full and comprehensive university preparatory and non-university preparatory academic program to cater to the individual needs of all of our students.
- Our CTS programs include Mechanics, Fabrication, Construction, Foods, Cosmetology, Art, Personal Fitness, French, Drama, Computer Technology, Student-Directed Learning and Leadership.
- Off-Campus Programs include Work Experience, Green Certificate, Special Projects and RAP.
- Our inclusive education environment is supported by a Student Success Facilitator who, in consultation with the Learning Services Team, teachers and the administration, supports all students. Further support services available to students from a school-based family wellness worker, the Community School Resource Officer, and the school division Director of Wellness help to support student emotional health and mental wellness.
- Sports and Extracurricular include Football, Cross-Country Running, Volleyball, Basketball, Rugby, Badminton, Curling, Golf, Track and Field, Drama, Travel Club, Student Union, Grad, Student Leadership, GSA and much more!

Frank Maddock High School Mission Statement

To provide a safe environment for students to confidently engage in their own journey of personal growth, empowering them for a successful future beyond high school.

Frank Maddock High School Mottos

A Warrior Rises Above All Others
Maddock Strong
Warriors ARISE

Frank Maddock High School Values



Warriors ARISE!

A Warrior Rises Above All Others!



- **Accountability**
“We do what we promise, take responsibility for our actions and do not blame or make excuses.”
- **Respect**
“We treat others the way we want to be treated.”
“We put ourselves in other people’s shoes and ask questions before drawing our own conclusions.”
- **Integrity**
“We tell the truth and do the right thing, even when it isn’t easy.”
- **Strength**
“We have the ability to overcome and endure.”
“We achieve success through perseverance and hard work.”
- **Excellence**
“We strive for excellence in ALL that we do.”

FMHS Inquiry Question

Our goal is to provide a safe environment for students to confidently engage in their own journey of personal growth, empowering them for a successful future beyond high school.

How does the FMHS team support students on their personal path of self-discovery in preparation for their successful future beyond high school?

FMHS Education Goals

At FMHS, we have determined two key areas to emphasize in order to ensure that the FMHS team is supporting students on their personal path of self-discovery in preparation for their successful future beyond high school:

1. Enhancing the Sense of Belonging for Everyone at FMHS
2. Ensuring High Levels of Learning for All Students

Staff Listing

Teacher	Department	Email
Bartling, Heather	Administration, Phys Ed	heather.bartling@wrsd.ca
Basaraba, Corine	Science	corine.basaraba@wrsd.ca
Baum, Kristine	English	kristine.baum@wrsd.ca
Colwell, Kerri	Fine Arts	kerri.colwell@wrsd.ca
Curry, Darrel	English, Mathematics	darrel.curry@wrsd.ca
Fedorus, Tracy	Mathematics, Science	tracy.kallisfedorus@wrsd.ca
Halverson, Dean	CTS - Fabrication, Business, Communication Technology	dean.halverson@wrsd.ca
Halverson, Sue	CTS - Foods	susan.halverson@wrsd.ca
Heinrich, Christine	Student Support Services, English	christine.heinrich@wrsd.ca
Highfield, Andrew	Social Studies	andrew.highfield@wrsd.ca
Hutchinson, Deanne	Science	deanne.hutchinson@wrsd.ca
Jollymore, Lara	Administration, Social, Options	lara.jollymore@wrsd.ca
Muir, Todd	Social Studies, Phys Ed, Options 9	todd.muir@wrsd.ca
Nickle, Trevor	Mathematics	trevor.nickle@wrsd.ca
Rao, Bhavna	K&E, Student Support Services	bhavna.rao@wrsd.ca
Rauckman, Cory	CTS - Mechanics	cory.rauckman@wrsd.ca
Richholt, Timothy	Social Studies, Phys Ed	tim.richholt@wrsd.ca
Sommerfeld, Tara	English	tara.sommerfeld@wrsd.ca
Sommerfeld, Todd	Science, French	todd.sommerfeld@wrsd.ca
Southwick, Ben	Science, Physical Education	ben.southwick@wrsd.ca
Stepney, Deb	Mathematics, Science	debbie.stepney@wrsd.ca
Stepney, Sean	CTS - Construction	sean.stepney@wrsd.ca
Wheeler, Mike	Mathematics, Drama	mike.wheeler@wrsd.ca
Educational Assistants	Works with	Email
Barker, Teresa	Grade 11	teresa.barker@wrsd.ca
Bartlett, Michelle	All Grades	michelle.bartlett@wrsd.ca
Boxall, Jennifer	All Grades	jennifer.boxall@wrsd.ca
Dean, Leisa	All Grades	leisa.dean@wrsd.ca
Ferguson, Chelsey	All Grades	chelsey.ferguson@wrsd.ca
Gordon, Candace	Grade 11	candace.gordon@wrsd.ca
Martin, Tracy	All Grades	tracy.martin@wrsd.ca
Pischke, Paige	All Grades	paige.pischke@wrsd.ca
Richholt, Annette	All Grades	annette.richholt@wrsd.ca
Administrative Support	Position	Email
Barton, Pam	Learning Commons Facilitator	pam.barton@wrsd.ca
Hiebert, Trudy	Administrative Assistant	trudy.hiebert@wrsd.ca
Horn, Brandi	Self-Directed Learning Facilitator	brandi.horn@wrsd.ca
Moffitt, Kim	Vocational Assistant Cosmetology	kim.moffitt@wrsd.ca
Rogers, Heather	Administrative Assistant	heather.rogers@wrsd.ca
Schoenthal, Tammy	School Business Coordinator	tammy.schoenthal@wrsd.ca
Schrader, Lenore	Family Wellness Worker	lenore.schrader@wrsd.ca
Viljoen-Hann, Tessa	Connection Coach	tessa.viljoenhann@wrsd.ca

Janitorial	Shift	Email
McLeod, Raccine	Head Caretaker, 5:30am-2:30pm	raccine.mcleod@wrsd.ca
Catt, Arlene	Afternoon/Evening	arlene.catt@wrsd.ca
Ross, Darlene	Afternoon/Evening	darlene.ross@wrsd.ca

Timetable - Semester 1 and 2

Grade 9

Block	9A	9B	9C	9D	9E
Semester 1 (Sept-Jan)					
1	Math 9 Mr. Curry PE 9 Mr. Southwick	Math 9 Mrs. Fedorus PE 9 Mr. Richholt	PE 9 Mr. Southwick Math 9 Mrs. Fedorus	Math 9 Mr. <u>Nickle</u> PE 9 Mr. Curry	PE 9 Mr. Richholt Math 9 Mr. <u>Nickle</u>
2	Social 9 Mrs. Rao	Science 9 Mr. Sommerfeld	Social 9 Mr. Richholt	ELA 9 Mrs. Sommerfeld	ELA 9 Mrs. Baum
3	ELA 9 Mrs. Rao	ELA 9 Mrs. Baum	ELA 9 Mrs. Sommerfeld	Science 9 Mr. Sommerfeld	Social 9 Mr. Richholt
4	OPTION	OPTION	OPTION	OPTION	OPTION
Semester 2 (Feb-June)					
	9A	9B	9C	9D	9E
1	ELA 9 Mrs. Rao PE 9 Mr. Southwick	ELA 9 Mrs. Baum PE 9 Mr. Southwick	PE 9 Mr. Southwick ELA 9 Mrs. Sommerfeld	ELA 9 Mrs. Sommerfeld PE 9 Mr. Muir	PE 9 Mr. Muir ELA 9 Mrs. Baum
2	Science 9 Mr. Southwick	Social Mr. Richholt	Math Mrs. Fedorus	Math Mr. <u>Nickle</u>	Science Mr. Sommerfeld
3	Math Mr. Curry	Math Mrs. Fedorus	Science Mr. Sommerfeld	Social Mr. Richholt	Math Mr. <u>Nickle</u>
4	OPTION	OPTION	OPTION	OPTION	OPTION

Two subjects in one block indicates they would have each class every other day

High School Timetable

Bell Schedule

Daily Schedule		
BLOCK 1	8:40-10:05	85 min
Break	10:05-10:10	5 min
BLOCK 2	10:10-11:35	85 min
Lunch	11:35-12:25	50 min
BLOCK 3	12:25-1:50	85 min
Break	1:50-1:55	5 min
BLOCK 4	1:55-3:20	85 min

WRSD Calendar



2023 - 2024 SCHOOL YEAR CALENDAR

Drayton Valley and Breton Schools

Date	Event
August 29	Operational Day - Staff Only
August 30	Operational Day - Staff Only
August 31	Operational Day - Staff Only
September 1	Operational Day - Staff Only
September 4	Labour Day - No School
September 5	First Day of Classes (Staggered Entry for some schools)
September 25	Non-Instructional Day - Staff Only
September 30	National Day for Truth and Reconciliation
October 6	No School
October 9	Thanksgiving Day
October 19-20	Christian Teachers Convention
October 20	Non-Instructional Day - Staff Only
November 9	No School
November 10	Day in Lieu of Remembrance Day
November 24	Non-Instructional Day - Staff Only
December 23 - January 7	Christmas Break
January 8	Classes Resume
January 31	Semester 2 Begins
February 2	Non-Instructional Day - Staff Only / Semester Break
February 8 / 9	Teachers Convention
February 16	No School
February 19	Family Day
February 20	No School
March 8	Non-Instructional Day - Staff Only
March 23 - 31	Spring Break - No School
April 1	Easter Monday - No School
April 19	Non-Instructional Day - Staff Only
May 17	Non-Instructional Day - Staff Only
May 20	Victoria Day - No School
June 7	Non-Instructional Day - Staff Only
June 26	Last Day for Students
June 27	Last Day for Staff

August/September 2023						
Su	M	Tu	W	Th	F	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
		T-23		S-18		

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
		T-20		S-19		

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
		T-20		S-19		

December 2023						
Su	M	Tu	W	Th	F	Sa
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31			T-16		S-16	

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
		T-18		S-18		

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
		T-18		S-15		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31			T-16		S-15	

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
		T-21		S-20		

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
		T-22		S-21		

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30			T-19		S-17	

■ No school for all students
■ First day of school (Staggered start - check with your school for details)

Approved February 26, 2023

This calendar is [available online here.](#)

Important Dates

Report Card Semester 1	CTS/Option Course Marks Due in Office 23 January 2023 Diploma Course Marks Due in Office 23 January 2023 Core Class Marks Due 24hrs after Exam Completed Report Cards Printed 2 February 2023 Report Cards Distributed 6 February 2023
Exams Semester 1	Last Day of Classes Gr 9: 23 January 2023 Last Day of Classes Gr 10-12: 18 January 2023 Exam Schedule Gr 9: 24-27 January 2023 Exam Schedule Gr 10-12: 19-27 January 2023
Report Card Semester 2 21 June 2022	Diploma, Graduation, CTS, Opt Course Marks Due in Office 19 June 2023 Exam Course Marks due in Office 24hrs after exam Report Cards Printed 28 June 2023 Report Cards Mailed 30 June July 2023
Exams Semester 2	Last Day of Classes Gr 9: 19 June 2023 Last Day of Classes Gr 10-12: 15 June 2023 Exam Schedule Gr 9: 20-23 June 2023 Exam Schedule Gr 10-12: 16-23 June 2023
Provincial Achievement Tests	January 2023 Science: TBD June 2023 Science: TBD January 2023 Social Studies: TBD June 2023 Social Studies: TBD English Language Arts Part A: 15 May 2023 English Language Arts Part B: TBD Mathematics Part A and B: TBD
Diploma Examinations	See Alberta Education Schedule (start on page 19)
School Orientation (New Students/Parents)	1 September 2022, 6:00-7:00pm
Meet the Teacher Night	14 October 2022, 4:00-7:00pm
Parent/Teacher Interviews	12 October 2022, 4:00-7:00pm 9 November 2022, 4:00-7:00pm 22 March 2023, 4:00-7:00pm 26 April 2023, 4:00-7:00pm
Academic Awards Ceremony	28 October 2022

Athletic Awards Ceremony 20 June 2023

Graduation Ceremony TBD

PE/CALM/Psych Split Dates
(for non-day 1/day 2 classes)

Semester 1 First Half - 2 September 2022 - 3 November 2022
 Second Half - 4 November 2022 - 18 January 2023

Semester 2 First Half - 31 January 2023 - 14 April 2023
 Second Half - 17 April 2023 - 15 June 2023

Grade 9 Option Round Dates

Round 1 - Sept 1-October 3
Round 2 - October 4 - November 4
Round 3 - November 7 - December 8
Round 4 - December 9 - January 23
Round 5 - January 31 - March 6
Round 6 - March 7 - April 14
Round 7 - April 17 - May 16
Round 8 - May 17 - June 19

Course Change Withdrawal End Dates 16 September, 16 February

100s General Information

101 Accidents

In the case of an accident or injury, it must be reported to the office immediately. For all accidents and injuries, an accident report is filed and maintained in the office.

102 Changes to Registration Data

In the event that a student's personal or contact information be changed, we request that the parent call the office to ensure up-to-date information is in the office for emergency purposes.

103 Fire Drills and School Lockdown

In the case of emergencies, we prepare students by practicing fire drills and lockdown procedures. There will be multiple practices throughout the school year.

In the case of fire, students are required to quickly and quietly exit the school via the closest emergency exit. Each classroom has fire procedures located on the door for information.

If the school emergency requires a significant amount of time outside, students will be evacuated to Evergreen School should the need arise.

During school lockdown situations, students are to find the closest classroom to hide from sight. Teachers will explain all fire and lockdown procedures for their classroom at the beginning of the school year. Students should not be sending out electronic information regarding lockdowns or fire drills, as it may create panic.

If there are ever concerns that parents need to be notified of, messages will come from the school call-out system. Parents are advised to remain away from the school property during fire drills, lockdowns and other emergencies until the school/emergency responders have advised that it is safe to do so.

Due to confidentiality and occupational health and safety, the school will only release information to parents in cases of emergencies and when parents require information.

104 Food Policy

To help keep Frank Maddock High School clean and sanitary at lunch-time there are many designated areas to eat - the Max, the Learning Commons and B7, the foyers, numerous classrooms and the Drama Room on Tuesdays for GSA. Food and drink privileges during class time in classrooms are at the discretion of the teacher.

Wild Rose School Division has a nutritional policy that encourages students to elect to eat food from the 'choose most often' and 'choose sometimes' categories in the Food Guide. For more information, see the [WRSD Healthy Schools Administrative Procedure](#) and the [Healthy Eating Food Guide Appendix](#).

105 Inclement Weather

Busses/Classes may be cancelled under the following conditions:

1. Dangerous weather conditions, both existing and predicted.
2. Dangerous driving conditions.
3. Any emergency condition that would make the operation of the school difficult or dangerous.
4. Inability of teaching personnel to report for duty.

In any event such notice will be well publicized over several radio stations as follows after 6:30 a.m.: CFCW (790); CIBW - FM (92.9); CKRD (700); CKGY (1170); Big West Country (92.9 FM) as well as on the website at <http://wrsd.ca/transportation>. You may download the WRSD Transportation Application onto your cell phone (see the website for more details).

In the case of inclement weather, while classes may be cancelled, the school will remain open for students, parents and visitors. Students will report to classes as normal, should they choose to come to school.

106 Lockers (School and Gymnasium)

Lockers are assigned to all students. Locks will be placed on the lockers and the combinations will be available in the office. If lockers and/or locks are found to be switched, those lockers and locks may be confiscated. The student will then be expected to pay the replacement cost before being assigned another lock. Students are not permitted to put their own locks on FMHS lockers.

If students are struggling with a particular lock combinations, please come to the office to have a replacement provided. There are one-code locks available for students requiring such an accommodation.

The school board owns the lockers utilized by students, therefore, a general inspection of lockers may be carried out in order to determine cleanliness, the need for repair or to provide textbooks in case of illness. The inspection does not require prior notice. Inspections for contraband deemed as such by the school and not otherwise be legal to possess will be confiscated. Such materials may include, for example, magazines or pictures featuring nudity, "weapons" of all kinds, and any other material not appropriate for school. [Locker searches will follow WRSD Administrative Procedures.](#)

Contraband that is illegal to possess will result in RCMP involvement. If locks are not useable for the next academic year, the student will be charged a replacement cost.

107 Lost, Stolen, Misplaced Items

Frank Maddock High School is not held responsible for lost, stolen, misplaced, damaged or abused items. It is the responsibility of each student to look after their personal items and items loaned to them from the school for the purpose of education.

School lockers and locks are provided for the purpose of securing student items; please use your lockers/locks as this ensures the safety of personal items. If school items are abused, lost, or stolen, the student and their parents are liable for restitution (Section 11 of the School Act). Unclaimed property is turned into various locations: valuable items can be claimed in the office upon identification; all other items can be located in the "lost and found bins" in the front foyer or gymnasium.

Unclaimed articles of clothing, e.g. footwear, jackets, etc. are disposed of at the end of the school term. Please make sure you claim your winter boots, gym shoes, gym uniforms, etc. before the school term ends.

We recommend that students keep all personal belongings of value at home to ensure their safety; there are no guarantees that things will remain safe while at school. Please note that school administration will not review school camera footage for any issues regarding lost, stolen, damaged or misplaced items.

108 Medical Conditions

Please report all medical conditions to school administration (with the exception of mental health issues). All information will be maintained with the strictest confidentiality. Any specific instructions/supplies to assist students may be maintained in the office or classrooms. Dispensing of medical supplies/prescriptions will be dealt with on a case by case basis and utilizing WRSD policies and procedures.

109 Office Hours

The Office is open from 8:00 am until 4:00 pm on days that the school is open, including days of inclement weather and some professional learning days. Teachers are at school from 8:25 am until 3:20 pm. In many cases teachers are at the school beyond these hours, but for assurance of contact, please contact the office to confirm a teacher's presence at the school. Teachers are willing to meet beyond scheduled times, as long as arrangements are made directly with the teacher in advance. School administration is at the school from 8:25 am until 3:20 pm regularly. Based on daily activities, the school administration may not be available and it is encouraged that parents contact the school to book appointments. Considerable time beyond the regular school hours is available to meet with the administration should arrangements be made.

110 Parking, Student Vehicles, Student Drop Off

Parking is provided for students in the south parking lot. Students are not to park in the visitors parking stalls or in the staff parking lot. There will be no fee for parking. There is no parking permitted in fire lines; violators will be ticketed and towed.

Parking must consider the movement of school buses. If students or parents have parked in a manner to obstruct the movement of other vehicles, they will be asked to move.

Any stunting or dangerous behavior in the parking lot will result in the student losing the privilege of parking on Frank Maddock High School property.

Students being dropped off/picked up at school can be dropped off in the student parking lot or along 43rd Street. Students should not be picked up or dropped off in the staff parking lot.

111 Physical Disabilities

It is urged that parents or a physician provide the school with a written statement concerning the disability of a student, whether the disability is temporary or permanent. Where exemption from courses or kinds of activities within courses is recommended or required for medical reasons, a statement from the doctor is required for documentation purposes. These letters must be kept on-file in the office, not with individual teachers.

112 School Day

Frank Maddock High School has a rotating two-day cycle. Non-instructional days are not included in the day cycle, so if the last day of school before closure is a day 1, then the next day the school is open for students will be a day 2. The first day of semester 2 will be a day 1, regardless of the last day in semester 1.

113 School Fees

Please access the student fees document for [student fees for 2023-2024](#).

*Team fees are cost recovery, which is based on number of students involved, number of games and tournaments and distance expected to travel. Team supervisors are to submit a proposal with all fees outlined prior to the season. Any amount of \$10 or more per player remaining at the end of the season will result in a refund to the player in the form of placement onto another outstanding fee or payment via cheque.

**Field trips are based on cost recovery.

Students with unpaid school fees will not be permitted to participate in extracurricular events, such as school teams, clubs and field trips. Parents must either pay the fees in their entirety at the beginning of the school year, or contact the school administration to set up a payment schedule in order for their child to participate in extracurricular events. Fee waivers must be discussed with the principal.

Students must have current permission forms and all curricular/extracurricular fees paid in full prior to participation in order to be eligible to participate in curricular/extracurricular events. Please contact the school administration to set up a payment schedule for extracurricular fees if this is required.

Please be advised that all fees contain a 1.5% district processing fee for online cash payments relating to the processing of credit card charges. It should be noted that the DO Processing fee is only a partial cost recovery, and will not cover all of the online costs (which will be paid for by Division Office).

114 Sign-out Policy

The sign-out book is located in the office. Students will not sign themselves out unless the school receives a phone call or email from the parent, or the parent comes directly into the school and signs the student out. Students who do not sign out at the office will be recorded as having an unexcused absence. Students are required to sign out during class time to ensure that we are aware of who is and is not in the building for emergency purposes.

115 Student Photographs

Student yearbook photos are taken by Lifetouch. Various packages may be purchased once school photos are taken. Class photos will also be taken. All team and extracurricular photos will be taken during the season by the school's photography students, coaches/staff reps. Graduation photos are taken during the winter.

116 Telephone

Office/classroom phones are for school business only. Parents are requested to contact the office to make contact with their student during school hours, given that students are not permitted cellphones in class.

117 Textbooks

All school textbooks are issued by the School Librarian. These books will be checked out to individual students using a barcode reader system. The Librarian will put each student's name into every textbook issued so when returning texts make sure you return the text with your name in it. Textbooks issued to the student must be returned in reasonable condition to the librarian. If you turn in someone else's textbook you will still be liable for the textbook issued to you. BE CAREFUL!!! You are responsible for the texts issued to you. If textbooks are turned in damaged or abused, or not turned in, you will pay for the book. Textbooks are very expensive. If textbooks or distance education courses are left in classrooms, hallways or boot rooms, these items will be returned to the Learning Commons and Office.

118 Visitors

Visitors are required to report to the office immediately upon entering the school. School property is private property. Only students, school staff, and those otherwise on school property by invitation are entitled to be there. This is for the protection of students under the charge of the teachers. Further, any student suspended, expelled, or no longer attending the school have no right to be on school property, unless found there by invitation. Such persons may be removed from school property under the provisions of the Petty Trespass Act or Section 21 of the School Act. All visitors will be required to sign in and wear our WRSD visitor tag.

119 Chromebooks

Chromebooks are assigned to each individual student, and it will be the responsibility of the student to bring their chromebook to class appropriately charged. Chromebooks will be treated like textbooks, and are a student's responsibility. Students are given a charger and chromebook for the year. Students may be required to return their chromebook and charger at the end of the school year. Any damage to the chromebook becomes the responsibility of the student/parent.

Our Learning Common Facilitators will document all situations/causes for damage to chromebooks and based on their investigations, will determine how repair/replacement costs will be allocated. Students bringing damaged chromebooks to the learning

commons will be required to answer questions for documentation as part of the investigation, and a decision will be made based on the information provided by students. Charges will be allocated once the repair bill has been received at the school. There are numerous circumstances that occur with how chromebooks get damaged, and so all determinations will be made on a case by case basis. However, to provide a basic understanding of how the process works, some examples include:

- If a borrower drops their chromebook, the borrower will be allocated the repair/replacement costs.
- If someone else is using a borrower's chromebook, the other user will be allocated the repair/replacement costs.
- If two students are inappropriately treating chromebooks, both users will be allocated the repair/replacement costs.

Please note that the repair costs, in most cases, will be based on physical damage of chromebooks. Software updates and operating system errors, under normal circumstances, do not incur charges. The only time a borrower will be charged for repairs is if a bill is received by the school for the repairs.

120 Transition to FMHS

Each May/June, FMHS hosts various transition activities to welcome the grade 8 students to their future school. Transition activities include school tours, classroom visits, conversations, parent meetings and other activities as required. A [transition manual](#) has been developed to assist with information dissemination to parents and students. Should any new students/parents have questions, please do not hesitate to contact the school at any time.

Students may register for enrollment at FMHS at any time.

121 FMHS Home and School Communication

Families who have concerns about lessons, assessments, teaching strategies, grades, etc. are encouraged to contact teachers directly to discuss concerns. They have the first hand knowledge about what is happening in the classroom and are the best staff members to contact regarding course concerns. Teachers can be reached by calling the school to leave a message or directly to teachers through email at firstname.lastname@wrsd.ca If parents contact school leadership, we will forward the concern to the teacher so that the teacher can address the concerns directly with families. If after the first meeting with teacher, families feel there is no resolution to the concerns, we encourage parents to contact school leadership at that point in time.

Frank Maddock High School is very committed to growth and school improvement. We greatly appreciate all contacts and feedback to discuss how we as a school and staff can improve. We would like our families to know that if they contact school leadership with concerns about their student's teachers/support staff, we always

provide the feedback that we receive to that teacher/support staff. We are unable to improve as a school and team if we do not treat all feedback with a high level of importance and reflect upon it while applying all context into every concern. As such, whenever a family reaches out to school leadership, we will always have a conversation with the staff person, informing them of the concern that we have received and specify who the student is, so that we can ensure that we grow and make sure that your student is experiencing success and support as required. This means that any concern brought forward will be addressed, and that we do not respond to anonymous family concerns with teachers/support staff.

The fact that families cannot maintain anonymity may be of a concern to families. We assure you that all staff at FMHS are committed to growth and development and we appreciate all the feedback that we receive! FMHS teachers and support staff want to be better educators, and we want to ensure that we are meeting the needs of all students. We want you to know that there is no reason for students, parents/guardians or family members to worry about there being negative responses from staff because we want to be the best. If families feel that there are additional concerns after initial contact is made, we encourage you to contact school leadership.

In an effort to increase communication to homes, the **staff** at FMHS will utilize the following strategies to support the learning of students:

- a) Teachers will add assignments/tests/etc in PowerSchool as soon as they are assigned to students. Specific due dates will be identified so as to ensure parent/guardian knowledge of upcoming due dates.
- b) Teachers will insert achieved marks into PowerSchool as soon as assignments/tests/etc are assessed.
- c) Teachers will contact parent(s)/guardian(s) in the event of the following:
 - i) A 3rd Classroom Incident has occurred in the classroom. 1st and 2nd minor behaviour incidents within classrooms will be dealt with inside the classroom. As behaviours escalate, parents will be notified; all parents will be notified of minor classroom behaviour concerns prior to referrals being made to the office.
 - ii) Major classroom behaviour concerns will result in an immediate office referral being made to the office; administration will be contacting parents in these situations.
- d) Administration will contact parent(s)/guardian(s) in the event of the following:
 - i) A student behaviour referral (4th offence or immediate referral) has been submitted to the office.

Staff at FMHS are expecting that the following activities are being completed by **parent(s)/guardian(s)** (herein called parents):

- a) All parents are able to log-in and access the PowerSchool Parent Portal.
- b) Parents are checking the PowerSchool Parent Portal on a regular basis.
- c) If parents have questions about the information that they are seeing on the PowerSchool Parent Portal, they are emailing the specific teacher (firstname.lastname@wrsd.ca) to ask questions.
- d) If parents do not have access to the internet, they have notified the school office of an alternative preferred method of communication. The school office will ensure that all pertinent teachers are notified of this alternative method of communication.
- e) Parents are checking the email address accounts which they have provided to the school on a regular basis. Teachers will utilize email as the primary form of communication with parents to provide documentation of communications.

Other ways to connect with FMHS:

School Website: <https://fmhigh.wrsd.ca/>

Facebook: <https://www.facebook.com/FrankMaddockHighSchool/>

Instagram: <https://www.instagram.com/frankmaddockhigh/?hl=en>

Twitter: <https://twitter.com/frankmaddockhs?lang=en>

Phone: 780-542-4401

Mail: 4801 43 St, Drayton Valley, T7A 1P4

Email: firstname.lastname@wrsd.ca

122 Medical Accommodations and Exemptions

Any procedure, policy, directive, standard of practice, etc. that is guiding towards decision making at FMHS can be superseded by a medical note provided by a medical practitioner to provide accommodations or exemptions. Our intention is to do the very best we can to support all learners, and we acknowledge that sometimes medical diagnosis impact a student's abilities at FMHS. If your student is struggling with learning due to a medical concern, please reach out to the school admin team or the student support team to discuss your concerns and provide medical information. We will do our best to meet the medical accommodations and exemptions as required.

Parameters for the Medical Note:

- Be on practitioner letterhead or script that includes contact information for the practitioner
- Specific details for what the accommodation or exemption should be

- Clarification on how the accommodation/exemption will support/resolve the learning process/policy
- Any other considerations that will support the student's success at FMHS

123 Full-Time Equivalency for Students

Students will be determined as full-time students with the following course enrollments:
 Grades 9-11: 4 courses per semester, 8 courses per year
 Grade 12: 3 courses per semester, 6 courses per year

For Grade 12 Students:

5 courses per year is considered 80%.
 4 courses per year is considered 65%.
 3 courses per year is considered 50%.

200s Student Expectations

201 Bullying

Each student of Frank Maddock High School has the right to feel safe and appreciated within the school. Under no circumstances will physical or verbal abuse, direct or indirect, towards anyone at the school be tolerated. For learning to occur, school must be a safe place. Violence of any nature could result in suspension or expulsion. Harassment has an intent and/or effect of putting down, abusing or hurting someone. This creates an intimidating, hostile and offensive school and learning environment.

Personal Harassment is any behavior, verbal or non-verbal, that is unwanted, hurtful or humiliating to another person. These are the types of behavior that constitute personal harassment: Unwelcome remarks, jokes and innuendos, re: age, national or ethnic origin, gender, disability, appearance, religion, or race. Gestures or staring of an intimidating nature. Any other kind of intimidation.

Sexual Harassment is any unwanted verbal or non-verbal behavior which is sexual in nature. These are types of behavior which constitute sexual harassment: unwelcome sexual remarks, jokes or innuendoes re: body, attire or behavior, leering or gestures of a sexual nature, intimidation with sexual overtones, unnecessary physical contact such as: touching, pinching, fondling.

[WRSD Policy 20: WELCOMING, CARING, RESPECTFUL AND SAFE LEARNING AND WORKING ENVIRONMENTS](#)

Action To Be Taken:

Step 1: Tell the offender to stop. "Your behaviour is offensive, stop doing it."

Step 2: Advise your teacher or counsellor of the problem if the situation isn't resolved.

Step 3: Administration is advised of the problem.

Step 4: If the complaint is substantiated, appropriate action will be taken.

Frank Maddock High School has adopted an “automatic suspension for severe incidents” policy for personal and sexual harassment. Students need to know that harassment violates human and civil rights.

Please remember that there are various categories for student behaviour including peer conflict, mean behaviour and bullying. For information about these specific definitions, [please access our reference posters](#).

202 Code of Conduct

In accordance with the Province of Alberta Education Act, Section 1(1)(hh), where a student is expected to conduct himself or herself so as to reasonably comply with the following code of conduct:

1. Attend school regularly and punctually.
2. Be ready to learn, actively engage in and diligently pursue their studies.
3. Contribute to a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging.
4. Respect the rights of others.
5. Refrain from, report and not tolerate bullying behaviours
6. Comply with the rules of the school.
7. Cooperate fully with everyone authorized by the board to provide education programs and other services.
8. Account to their teachers for their conduct.
9. Positively contribute to the school and community.

When a student’s conduct falls outside this Code of Conduct, the school, in collaboration with the parents/guardians, has the opportunity and responsibility to work with the student to improve his behaviour and assist him in development of those characteristics conducive to learning. The process is directed by the school discipline policy.

Appropriate Behaviour

Appropriate behaviour is essential to learning and growing. We expect you to demonstrate self control, common sense, good manners, active learning and to show respect for yourself, fellow students and all staff.

Appropriate Language

As our school is a public place of learning our language must be appropriate for this setting. We expect everyone in our building to speak in a respectful and courteous manner. Profanity (casual and directed), racial/sexual/religious/homophobic etc. slurs and inappropriate comments are not acceptable in this setting.

203 Computer Use

Students are no longer required to sign a user agreement to use school technology. The expectation for technology-use is based on our general code of conduct, which

can be easily summarized as Respect Yourself; Respect Others; Respect School Property; Respect Community.

204 Discipline Policy

The school rules simply fall under the guidelines of Respect Yourself; Respect Others; Respect School Property; Respect Community. Some examples of consequences for breach of these expectations are found below.

Incident	Classroom Consequences	Office Consequences
<p>Minor Incidents:</p> <ul style="list-style-type: none"> ● Not listening to teacher ● Not completing necessary task/work. ● Rude/Disrespectful/Inappropriate Behaviour ● Teasing ● Inappropriate Language/Swearing (to include swearing, aggressive language, inappropriate name-calling) ● Wandering Students ● Lateness/Attendance 	<ol style="list-style-type: none"> 1. Verbal Warning 2. Logical Consequences (teacher decides). 3. Logical Consequence and Teacher contacts home. 4. Referral to Office for Step 4 	<ol style="list-style-type: none"> 4. Logical Consequence and Phone Call Home (i.e. lunch detention, loss of student privilege/preferences) 5. In-school Placement in another classroom/office. 6. Out of school suspension, mandatory meeting with parent. A plan will be set with how to deal with future incidents. 7. Placement on BMP and consequence determined at previous incident meeting).
<p>Major Incidents</p> <ul style="list-style-type: none"> ● Physical Assault of Teachers or Students (includes playfighting) ● Verbal Abuse of Teachers or Students ● Defiance of Teachers ● Harassment ● Stealing and Vandalism ● Racially-Motivated Actions 		<ol style="list-style-type: none"> 1. Up to 3 day Suspension, required parent meeting (circumstances and severity considered) 2. Up to 5 day Suspension, required parent meeting, behavior modification plan (circumstances and severity considered) 3. Requirements as per behavior modification plan and/or procedures for expulsion implemented (circumstances and severity considered)
<p>Cell Phone</p>	<ol style="list-style-type: none"> 1. Staff member brings cell phone to office 	<ol style="list-style-type: none"> 1. The office admin will provide one warning only; second case results in the legal guardian being contacted to retrieve phone on behalf of student
<p>CTS Spaces Safety Issues (Mec, Fab, Con)</p>		<ol style="list-style-type: none"> 1. Contact Admin; 1 warning only <ol style="list-style-type: none"> a. Admin to speak to students and tell

		<p>them this is the one and only warning</p> <p>b. Call parents and have the exact same conversation so parents are on the same page</p> <p>2. Student removed from Option</p>
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** Discretion will be used with all situations. Specific details of incidents will determine whether alternative consequences will be necessary.

205 Dress Code

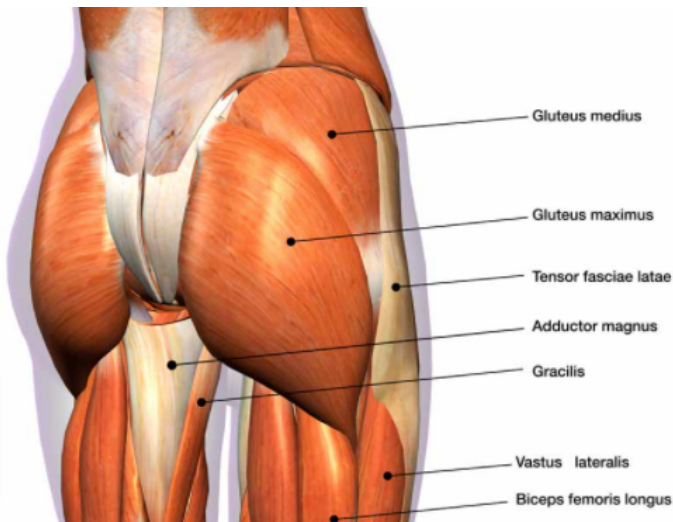
Frank Maddock High School is a professional learning and working environment, and the dress code is reflective of this fact. Much like employees follow expected dress codes on the job site, students will follow expected dress codes at school for the same reasons.

All students are expected to dress in a clean, neat and modest manner. Wear clothing that would be appropriate for a job. This is a business-casual work environment and school prepares students for work.

Any students not following these procedures will be required to change their clothing or will be sent home. This policy shall be applicable to all school events, including regular school time, extra-curricular activities, school dances, field trips, etc.

206 Physical Education and Sports Extracurricular Dress Code

In the spirit of maintaining the school dress code and the promotion of effective learning environments, all students participating in physical education classes and extracurricular sports will adhere to the following dress code.



1. All students are expected to wear t-shirts with sleeves and a length that covers the belly button as a minimum. This means that sports bras with a tank top and muscle shirts are not appropriate.

2. Running shoes must be non-marking and athletic. Skateboard sneakers are not considered athletic shoes.

3. Male and Female shorts must fully cover the gluteus maximus. The gluteus maximus must be fully covered not just at resting but during play.

4. Sports team uniforms may reflect ASAA policy in their design. Coaches who

are purchasing uniforms must consult with the FMHS Athletic Director prior to purchasing new uniforms.

207 Electronic Devices

The FMHS Policy on cell phones is “no phones during class-time.” Cell phones will be stored in the student’s backpack. Students will not have their phones on their desks or visible at any time. There may be occasional times where students are permitted by teachers to use their phone, but at all other times, phones will not be seen at a student’s desk. All staff; Teachers, EAs and support staff will all be enforcing the “no phones during class-time” policy. Students will take direction from all staff on this issue.

Should a student utilize a phone at their desk, without a staff member’s permission, or a student abuses the privilege of using the cell phone in class (meaning that they are not using the phone for which they are directed) the phone will be taken by a staff member and taken to the office. School Administration will provide one warning to the student for the school year. If the student’s cell phone is in the office a second time, the student will not be given their cell phone; it must be retrieved by a parent/guardian at their earliest convenience. If you do not want your phone taken by a staff member, do not misuse your phone, or leave the phone in a locker or at home.

Chromebooks and other electronic devices can only be used within classrooms as permitted by staff as well. Just because you have an electronic device does not mean that you have permission to use that device during class-time. Device use is at the discretion of the teacher. Some students at FMHS may have accommodations to use devices in their classrooms to support learning. This usage will be monitored and used only as directed within IPPs and modification requirements. Staff will monitor the effectiveness of this usage and discuss issues with the SSF.

208 Photograph and Video Recording Policy

Taking photographs, films, audiotapes, digital images and recordings of an individual at school is the collection of personal information and must comply with the Freedom of Information and Protection of Privacy Act and other applicable privacy laws.

The purpose of this policy is to permit photographs and other recordings of FMHS students and student work as part of, or as a supplement to, the educational program, while ensuring that the personal privacy of students, teachers and other staff members is respected.

Any recordings taken at a school must be carried out with minimal disruption to the educational process.

According to FOIPP, classrooms are not considered public places. Schools control who has access to school property and to students. When students are at school,

school staff act in the place of parents to protect students. Any photographs/recordings taken must be with permission of school staff.

School staff may take photographs/recordings of students for use within the school. Schools do not need to get parental consent for these photographs/recordings. This is part of the general notice that certain personal information is collected for the purpose of providing educational programs. These photographs/recordings are not permitted to be utilized outside the scope of the school, and cannot be released publicly unless consent is provided by all parties included in the photograph/recording.

Anyone attending a public event at a school may take photographs/recordings as long as they comply with the direction of the school staff and school rules.

Students must obtain the consent of all people who are being photographed/recorded prior to taking any photograph/recording. If permission is not granted, the student shall not take the photograph/recording. Once permission for the photograph/recording is granted, the owner of the photograph/recording is the person who will determine whether the photograph/recording may be released to others. Once released, there is no ability to guarantee privacy. If one is concerned about how a photograph/recording will be used in the future, do not consent to it being taken.

Any photographs/recordings taken by students must be with permission of school staff so as to ensure there is no disruption to educational programming; this consent must be received prior to taking the photograph/recording.

Students and staff will be expected to adhere to the above policy. Consequences may be invoked by school staff upon those who do not adhere to this policy.

209 Fighting/Harassment

Fighting in any form (including playfighting), during school hours, on school property and/or during any school-sponsored activity will meet with immediate suspension and if warranted, expulsion will be recommended where a history of violence has been established. If a student is found to be an instigator or the direct cause of fighting between others by their behavior or communication, the same penalties will be applied.

Any fight that occurs outside of school hours that impacts the running of the school or the provision of educational programming to students falls under the purview of the school and may result in suspension.

210 Illegal Substances

Wild Rose School Division administrative procedures prohibit the consumption and/or possession of tobacco products by any person under the age of eighteen. E-Cigarettes (vapes) which are also addictive and representative of tobacco, have the same parameters placed as cigarettes. In accordance with Bill 208, "Prevention of Youth

Tobacco Use Act” which came into effect April 1, 2003, smoking and use of smokeless tobacco (snuff) or electronic cigarettes is prohibited at Frank Maddock High School and is also banned from Frank Maddock High School grounds. This also includes possession of such products in school. Failure to abide by this rule will result in a suspension and a fine, via the R.C.M.P. in accordance with Provincial law.

As educators we can only advise students as to the difficulties associated with the use of alcohol, smoking, or drugs. Illegal or legal drugs and/or alcohol found externally or internally on any student during school or at any related school activity will mean immediate suspension from school and all school activities. If warranted, a recommendation of expulsion may be forwarded to the District office and charges may also be laid under the Criminal Code.

Furthermore, Board policy forbids smoking and/or vaping, the use of legal and/or illegal drugs, the consumption of alcohol in school buildings or on school property. Staff, students and parents will be treated appropriately if found participating in such behaviours on school property. Any person under the influence of any drug or alcohol while on school property will be immediately reported to the RCMP.

As per the Tobacco, Smoking, and Vaping Reduction Act and Regulation, the possession of and use of tobacco, vape and paraphernalia is not permitted by minors. In an effort to curb the use of tobacco and vape products within the building and on the property of Frank Maddock High School, the staff at FMHS will cooperate with and provide full statements to the Community Peace Officers in the Town of Drayton Valley. These statements may be utilized as evidence for the issuance of tickets, fines, etc. by Peace Officers or the RCMP. The staff at FMHS will produce this [STATEMENT OF FACT: TOBACCO/VAPE INCIDENT OF A MINOR AT FMHS](#) to the authorities for each specific incident that transpires. A copy of this statement will also be provided directly to the parent(s)/legal guardian(s) of the student. This policy will come into effect on 1 January 2024. For awareness, the fine (and surcharge) for a minor in possession of tobacco, vape and paraphernalia is \$120 and the fine (and surcharge) for smoking/vaping on school property is \$300. A student (minor) who is caught vaping in the school could be impacted with two fines, possession and consumption, for a combined total of \$420.

211 Illness at School

Any student who becomes ill should inform their classroom teacher, who will then take the student to the office. If the student appears to be seriously ill, the parent or guardian will be contacted and the student will be allowed to go home, accompanied by a staff member. The staff will not issue any medication to students unless parameters established under school division policy are invoked.

212 Order and Safety

All staff and students are expected to behave in a manner that is safe for all. Behaviour must be appropriate and ensure the safety of themselves and others at all

times. There is a high expectation for all students to consistently display 'ARISE' attributes, specifically for the smooth and effective running of our school. Defiance of a reasonable request is not acceptable.

213 Public Displays of Affection

Inappropriate touching or physical contact between students will not be tolerated. Frank Maddock High School is a professional learning environment and such displays are unacceptable. Students will be requested to correct their behaviour and should frequent incidents occur, administration and parents will assist in the correction of this behaviour.

214 Respect for School Property

Defacing any school property will not be tolerated. Students guilty of defacing school property will be required to restore that property to its original condition or pay to have it restored or replaced. Please use the numerous garbage cans available instead of littering. Recycling is available.

215 School Bus Rules

Students riding on the bus must remember that they are responsible for their conduct to the bus operator and through him/her to the principal of the school. Violation of any of these rules may lead to the loss of riding privileges or suspension from school or both. The policies described are established by the Wild Rose School Division #66. Buses are considered to be extensions of the classroom. The bus driver is considered to be in the same relative position to the student as the classroom teacher. Under no circumstance should any driver drop a student off other than at home or school, unless written, dated and signed authorization has been granted by the parent or guardian.

1. The operator is in full charge of the bus and his/her directions must be obeyed.
2. The Operator will report any misconduct to the student transportation supervisor and the principal of the school concerned.
3. The operator may assign specific seats to students at any time.
4. While the bus is in motion, students must not extend any part of the body out of windows, try to get on or off the bus, or move about within it.
5. No person may consume food or beverage on the bus unless permission is granted by the operator.
6. Students must not throw paper or other waste materials on the floor or out of the windows of the bus.
7. Students must conduct themselves in a quiet and courteous manner showing consideration of the comfort and safety of others while boarding, riding or alighting from the bus.
8. Scuffling, fighting, smoking, and use of obscene language on the bus is prohibited.
9. Students must not distract the bus operator with portable radios or unnecessarily loud conversation. Headphones for cell phones and other electronic devices have been banned while riding the bus as directed by the

board. Absolute silence must be maintained when bus stops at railroad crossings.

10. Students causing willful damage to the bus will be held fully accountable.
11. When leaving the bus students must observe the instruction of the bus operator. They should not cross the road until signaled to do so by the operator.

Note: These regulations are based on the Highway Traffic Act and the School Act and are legally enforceable. Students found in violation of any of these rules may be suspended from riding the bus for a specified period of time or permanently.

216 Shoe Policy/Student Entrances

Students are expected to remove dirty or outside shoes at the student entrances. Students are required to have an alternate pair of shoes for gym class. Student entrances will be open in the mornings and during the lunch break. Students are expected to use student doors during these times. During class time, only the main entrance is open, and so students are permitted to use the front doors during class time only. Please do not pound on other doors during class time as it impedes learning in nearby classrooms.

217 Independent Student Status

When students turn 18, they gain all rights and privileges afforded to legal adults. At that time, students are able to determine who continues to have access to their private and confidential information, which includes all information regarding their education at FMHS. For more information, please see [Wild Rose School Division Administrative Policy 308 Independent Students](#) (and subsequent forms)

1. Prior to students turning 18, families will be advised of the independent student status process via letter/email.
2. Upon turning 18, students will be provided the independent student status release form where they will provide information to the school about who the school is able to release private and confidential information to. If the student so chooses, they may not provide permission for FMHS to release information to anyone.
3. If the independent student chooses not to provide information access to their parents/guardians, FMHS will contact the parents/guardians via email letting them know. If the student provides information access to parents/guardians, nothing will change and the school staff will continue procedures as prior to the student turning 18.

300s Academic Programming

301 Alternative Education Programs

There are a variety of avenues for alternative education programs at Frank Maddock High School. Distance Learning and Independent Studies of regular programming are permitted with direction and approval from the Principal.

Students looking for Outreach Programming will be able to enrol at Drayton Valley Community Outreach and may contact the Principal for assistance. **For more information about self directed learning options at FMHS, please see that section in this handbook.**

Grade 9 and 10 students at FMHS are not permitted to enrol in distance learning courses as there are specific scheduled course complements for each grade.

Summer PE 10 Courses

Students who have completed grade 9 and enroll in a summer PE 10 program are not exempted from FMHS grade 10 PE programming. For grade 10 students at FMHS, we have a specific timetable set for students where they complete 4 cores, PE/CALM and three options during their grade 10 year with us. As the high school is allocated a specific amount of teaching time for grade 10, all grade 10 students will be enrolled in the same course complement. For the PE 10 enrollment, students who already have the PE 10 course will be enrolled in three CTS credits instead of the PE 10 course.

There are some situations where grade 9 students may be recommended to attend the WRSD Summer Camp with consideration for not enrolling in a PE 10 program. The following situations apply:

- Recommendation from a medical practitioner
- Recommendation from the student support services team
- Recommendation from the grade 9 PE teacher in discussion with the Athletic Director/School Administration
- Other extenuating circumstances that must be discussed with school administration prior to the student's enrolment in the summer camp

In some situations, students may be recommended for the summer PE camp, but will still be required to attend physical education classes and earn CTS recreation courses during their grade 10 year. Determination of eligibility to not participate in physical education classes in grade 10 is at the discretion of the school administration, given the significant impact on the school timetable and student supervision concerns throughout the school year.

Unfortunately, 'not enjoying physical education courses' is not an eligibility consideration for utilizing summer PE camp in lieu of physical education courses in grade 10.

Parents who wish to have their student considered for the summer PE camp (in lieu of grade 10 physical education programming) must discuss this program with their student's grade 9 physical education teacher by 30 April of grade 9. Please note that a teacher recommendation to the athletic director/school administration does not

guarantee approval for that student's eligibility to not attend physical education classes in grade 10.

302 Attendance/Absences/Lates

The attendance policy (see link below) of Frank Maddock High School is based upon the premise that for students to be successful in learning, they must be in school. In order to achieve optimal learning, everyone must be in attendance for each class. Absenteeism will be dealt with on a case by case basis. Parents are requested to contact the school should a student be required to be absent from school in order for absences to be excused.

Students are required to be on class on-time and are responsible for all assignments that are required during class-time. Students who are frequently late will be dealt with accordingly.

The teacher will deal with attendance/absences/lates.

[Please view the FMHS Attendance Policy Here.](#)

303 Course Changes and Withdrawals

Dropping a course is discouraged at any time and is considered an extreme measure. Grade 9 Students cannot drop a course.

If Senior High Students require course changes on their student timetable they must complete the [course change request form](#). These changes must be in place by September 16th or February 16th of the school year.

While there are many reasons why students need to change timetables (choosing different options, cores, balancing the number of cores per semester, etc), FMHS does not permit the changing of any timetable so that a student can have a preferred teacher or to avoid a non-preferred teacher. We understand that sometimes there are difficulties, but our philosophy is to support both staff and students to persevere through things when relationships need work. High school is a safe space for students to learn and grow in relationship building. There are many times in life when people must work with people that they don't like, and high school is a great place to start learning those skills. If you have any concerns about a teacher, please connect with the school admin team because we want to support all conversations so that students feel safe and comfortable in their learning environments; while learning skills when times are difficult. Teachers want to do the best they can for all students, and sometimes they are unaware that there are concerns - but once we bring concerns forward in hard conversations, things improve.

Other reasons we do not permit course changes at FMHS:

- Student requests to be in a class with another particular student
- Student requests to not be in a class with another particular student

Any course changes past the course change/withdrawal dates must have administrative approval and will be decided according to the following points:

- Grade 10-11 students withdrawing from courses will be required, with Administrative approval, to register in an alternate course or Distance Learning/Online. Reimbursement of the cost of the Distance Education course may be made upon successful completion of the course providing that the student has completed the course.
- Students withdrawing from these courses after November 14th or April 17th (50% of the course) will be awarded a school report mark based on their academic performance in the class from which they withdrew.
- Students must meet with Administration regarding withdrawing from a course. Administration will give the student a form (if approved for withdrawal) which must be signed by the student, parent, and teacher. All books must be returned to the Learning Commons. The form is then turned into the School Office.

304 Course Expectations/Minimum Credit Load

Students in grades 9 to 11 are not permitted to have spares. Grade 12 students are permitted to have spares. Blended, flexible and independent learning is not considered having a spare. All students must be working on assigned work in various locations at this time. Students are considered to be enrolled in a course during this time. Grade 11 students who are enrolled in a Grade 12 Diploma Examination course may **apply** for an exclusion to this policy; administration will review the request and determine whether a spare will be provided in this instance.

305 Course Selection

Each year, starting in March/April, students in grades 8 to 11 will begin the registration process for FMHS. We have forms that are submitted with course requests and individual meetings with students to ensure that we have accurate information to enrol students in the appropriate classes as requested. For more information, please access the [Course Selection Guide](#).

306 Drop Dead Dates Assignment Submission

Rationale:

1. Provides necessary follow-up for students who are at risk for not passing the course, have significant attendance issues, missing assignments or a combination of all of the above.
2. This makes clear deadlines for students and staff to ensure that students & Parents aren't expecting assignments from 4 months ago to be accepted.
3. Ensures students and parents are informed and up to date on marks at regular intervals in the semester and advises parents/guardians about concerns for course completion

4. It also ensures that we have accurate information about a students' capabilities at regular intervals to ensure that support and interventions can be put into place as soon as possible. It is hard to determine if it is a "skill" or "will" concern when we have nothing to look at for work. This will also mean students will not get lost or forgotten in the mix as parents/students will be informed and admin will be referred to at regular intervals to evaluate concerns.

Procedures

Step 1: Marks will be up to date the day before the Step 2 deadline at the very least with "collected" or "missing" **and** 0 placeholders in place so parents and students are aware of all missing assignments and their value.

Step 2: Teacher will send a pre-scripted email to parents and students (bcc'd) based on the at-risk behaviours that are being experienced. The script will also inform that there are missing assignments and about the upcoming drop dead date for assignment handing in. This email will instruct parents to check powerschool and if they cannot the teacher will send a quick look up if the parent needs it. It will also require a parent to respond to email to acknowledge it was read (we will word it better than that).

As teachers are professionally obligated to inform parents and guardians whether there is concern for the student to not successfully complete a January or June completion course throughout the semester, this process will also serve to indicate that information to parents without requiring a second process of contact. (AP 360 states that any student retained must have parent contact; this would apply to a student who is retained in a specific course).

Step 3: Teachers will add names of parents/kids who have not responded to the admin Google Document. Admin will contact the parents by phone to make sure they are informed of the missing assignments and the upcoming drop dead date to hand in missing assignments.

*Teachers who have a policy whereby they accept all missing assignments throughout the semester regardless of deadline may not utilize this DDD procedure; however, they will be required to send out an email notifying parents of their concerns about students potentially failing the course.

*Students will have a minimum of 1 week prior to the drop dead date to work on assignments and get them in (adhering to the deadlines will ensure ample notice to students and parents)

*Teachers will post and remind in class of the upcoming drop dead date

*We will put in the announcements and on social media reminding of the upcoming drop dead date.

Round 1: Students who are still missing many assignments after the drop dead date will be contacted by the admin. Teachers and Admin will consider what actions to take in the best interests of the student. This may include a day of working on missing assignments in the office depending on the situation.

Round 2: Admin will again contact any students that are still missing many assignments. A look at whether it is feasible to pass the class will be completed. Teachers and Admin will consider which actions to take based on the best interests of the student.

Step 4: Marks will be updated to see progress by the mark deadline so parents and students are aware of progress (or lack of progress).

Dates for Semester 1 2023-2024

Deadline Date	Action Taken
October 14	Powerschool is up to date with all missing assignments and 0 placeholders inputted. NHI may be utilized as well
October 17	Teachers identify which students have missing assignments and send the appropriate email script to parents and students (bcc) to inform of drop-dead date. E-mail script includes the requirement of parent to reply, otherwise admin will follow up.
October 19-21	As per the WRSD procedures and professional responsibility of teachers to remain in contact with parents when they are concerned about student performance and students accumulating missing assignments: Teachers follow up with a phone call to all non-responders.
October 24	Teachers forward admin a list of any parents that have not been able to connect with.
October 25-26	Admin contacts via phone all parents that have not replied to email in order to ensure understanding of the drop dead date and check if any support is needed.
November 1	Drop Dead Date - all assignments up to October 14th must be handed in or may not be accepted after this date.
November 9	Marks Updated Deadline
December 2	Powerschool is up to date with all missing assignments and 0 placeholders inputted.

December 6	Teachers identify which students have missing assignments and send the appropriate email script to parents and students (bcc) to inform of drop-dead date. E-mail script includes the requirement of parent to reply, otherwise admin will follow up.
December 12-13	Teachers follow up with a phone call to all non-responders *
December 14	Teachers forward admin a list of any parents that have not replied to the initial email.
December 15-16	Admin contacts via phone all parents that have not replied to email in order to ensure understanding of the drop dead date and check if any support is needed.
January 9	Drop Dead Date - all assignments up to December 2nd must be handed in or may not be accepted after this date.
January 17	Marks Updated Deadline

Dates for Semester 2 2023-2024

Deadline Date	Action Taken
March 3	Powerschool is up to date with all missing assignments and 0 placeholders inputted. NHI may be utilized as well
March 9	Teachers identify which students have missing assignments and send the appropriate email script to parents and students (bcc) to inform of drop-dead date. E-mail script includes the requirement of parent to reply, otherwise admin will follow up.
March 17-20	As per the WRSD procedures and professional responsibility of teachers to remain in contact with parents when they are concerned about student performance and students accumulating missing assignments: Teachers follow up with a phone call to all non-responders.
March 21	Teachers forward admin a list of any parents that have not been able to connect with.
March 22-23	Admin contacts via phone all parents that have not replied to email in order to ensure understanding of the drop dead date and check if any support is needed.
April 3	Drop Dead Date - all assignments up to March 3rd must be handed in or may not be accepted after this date.
April 11	Marks Updated Deadline

May 4	Powerschool is up to date with all missing assignments and 0 placeholders inputted.
May 8	Teachers identify which students have missing assignments and send the appropriate email script to parents and students (bcc) to inform of drop-dead date. E-mail script includes the requirement of parent to reply, otherwise admin will follow up.
May 11-12	Teachers follow up with a phone call to all non-responders *
May 15	Teachers forward admin a list of any parents that have not replied to the initial email.
May 16-17	Admin contacts via phone all parents that have not replied to email in order to ensure understanding of the drop dead date and check if any support is needed.
May 23	Drop Dead Date - all assignments up to May 4th must be handed in or may not be accepted after this date.
May 29	Marks Updated Deadline

307 Homework

Some students assume that if nothing specifically is assigned for homework, there is no homework to do. Whether or not homework is assigned, each of the areas below should be part of a student's daily work at home:

1. Completion of work not finished in class.
2. Completion of daily assignments.
3. Completion of long-term assignments, which should be worked on at regular intervals.
4. Each day's work should be reviewed daily.
5. Study for exams and tests daily.
6. Reading for at least 30-45 minutes daily.

308 Learning Commons

The Learning Commons is a focal part of the school environment. Through an open and friendly atmosphere, we encourage active participation in Learning Commons use by teachers and students. Both curricular and non-curricular related materials are made available, in print and non-print media. Parents are also invited to make use of our Learning Commons.

Our Learning Commons contains approximately 6,000 books and new orders arrive on a regular basis, keeping our collection up to date. Also included in the collection are electronic vertical files, pamphlets, periodicals, games and various other media

materials. Additionally, our online library (Overdrive/SORA) has approximately 6,000 additional titles for student use. Altogether, our Learning Commons provides 12,000 fiction and non-fiction titles for student and staff use.

The Learning Commons will be semi-closed on the last Monday of June of each year in order to allow for inventory; this means that students can no longer sign-out library books, but the learning commons will still be physically open. All books must be returned as soon as their final exam has been completed. Graduates must have all books returned prior to convocation ceremonies. Students and parents will be contacted to be notified of any outstanding books following each exam completion. (We acknowledge that students are not required to return textbooks until after their exam, so this reminder may come prior to exam completion).

Students and staff are asked to be respectful of all patrons and to keep noise levels at a reasonable volume. Profanity will not be tolerated. Mobile phones, computers and devices should be muted as a sign of respect to fellow patrons who may be studying. Eating and drinking are permitted in the Learning Commons; however, this is a privilege so remember to clean up after yourself.

309 Shared Responsibility Students

Alberta Education has provided options for students to be shared responsibility between two school divisions. **Shared responsibility** home school programs, sometimes referred to as blended homeschool programs, is when parents decide to share responsibility for educating the child with a school authority. **Non primary registration** home school students are grade 10-12 students taking an online or print based distance education course through a distance learning program. Wild Rose does not have a registered K-12 distance education program, so this funding category does not apply to Wild Rose School Division.

- Any WRSD school can offer an in person shared responsibility program, at the discretion of the principal. Students must be registered by the September 29 count date. Students after this date receive no funding from Alberta Education for the school division or parents.
- A Minimum of 20% and a maximum of 80% of the program needs to be in person at a school. Below this range, the student should be enrolled as a regular home education student. Above this range, the student should be enrolled as a regular student, with the school authority responsible for 100 per cent of the program and the parents not eligible for any home education funding.
- Parents contact the school to arrange the shared program details and need to fill out the WRSD registration form online.

FMHS Parameters:

- FMHS will host shared responsibility students for a maximum of three courses per semester to meet the minimum and maximum of programming needs for students. Any student wishing to take more or less than this allocation cannot be a shared student at FMHS.

- Families/Students are able to request the courses that they are enrolled in, however placement within the FMHS schedule is at the discretion of the principal
- Students who are shared responsibility students are only permitted in the FMHS building during their assigned time. All other times, students must be out of the building, as they are not considered an FMHS student at that time.
- Students and Parents will be required to sign the [FMHS Shared Responsibility Agreement](#).

For more information see the [Alberta Education Home Education Handbook](#)

April 2023 Update:

The Alberta Education Home Education Handbook was updated. Shared Responsibility of students is now at the discretion of the school and principal. The principal has the final decision regarding accepting, planning for and programming for a shared responsibility program. "School boards or accredited-funded independent schools are not required to offer shared responsibility programs." p. 17 [Home Education Handbook](#)

Given this updated program, FMHS will honour the commitments made to all students for shared responsibility for September 2023-June 2024 at FMHS. However, given the fact that schools are no longer required to offer shared responsibility programs, FMHS will not will not accept shared responsibility students for September 2024-June 2025.

The FMHS parameters listed above will remain in effect.

310 Self Directed Learning

FMHS offers an opportunity for students to enrol in self-directed learning for several reasons:

1. A student is not able to fit a course into their timetable given their course selections
2. FMHS does not offer the course which the student wishes to take and outreach/distance learning provides the learning opportunity
3. There is no course which a student in grade 11 wishes to take and is required to fill their timetable as no spares are permitted for grade 11 students
4. Students wish to take a course for a second time to improve their mark and are unable to fit it into their timetable

Students cannot elect to enrol into self-directed learning for the following reasons:

- Take a course that would naturally fit into their timetable
- They do not like a teacher and want to take SDL in lieu of attending a scheduled class
- A student is accelerating courses

Grade 9 and 10 students at FMHS are not permitted to enrol in distance learning courses as there are specific scheduled course complements for each grade.

Students (and parents/guardians) who enrol in self-directed learning courses are required to sign the [FMHS SDL Agreement](#).

400s Assessment and Evaluation

401 Assessment and Evaluation

Teachers will provide students with a course outline which explains learning outcomes, evaluation procedures, evaluation weightings, and final examination requirements. Assessment and evaluation is an ongoing process of determining a student's ability to meet the required learning outcomes. Report cards will be issued twice per semester.

402 Course Challenge

Students in high school may challenge any course offered by Alberta Learning. The course challenge process is for a high school student who believes that s/he possesses and can demonstrate the knowledge, skills, and attitudes for a high school course as specified in the Program of Studies.

For diploma examination courses, this applies only to the school-awarded mark component. A student who successfully completes a course challenge of the school-awarded mark component of a diploma examination course must write the diploma examination in order to be eligible for a final course mark and credit in that course.

Course challenges shall be administered by the senior high school according to the following guidelines:

1. Only full courses or CTS modules may be challenged for credit.
2. Students who successfully challenge a course will be granted full credit for that course or module.
3. The student must in writing explain the reason for the challenge.
4. The student will be required to provide some prior evidence of ability to be successful in a related area of study.
5. Students must provide evidence of how/when the program of studies outcomes for the specific course have been previously covered.
6. Opportunities for the challenge will be entertained in September and February only.
7. Students will demonstrate that they have mastered the required expected learning outcomes.
8. A variety of assessment procedures should be considered combined with written submissions or other demonstrations of learning.
9. The evaluation of whether a student had been successful in the challenge process will be based on the judgement of the subject or specialist teacher.

403 Course Acceleration

Some students may wish to accelerate their learning in some course sequences. There are pros and cons to an acceleration process for students. Please review the [Course Acceleration Checklist](#) to determine whether this is appropriate for you.

Please note that students who choose to accelerate are not eligible to receive a “spare” while in grade 10 or 11. While we understand that there is additional work, students are still required to be supervised by staff. Students may enrol in self-directed learning options, but they must still be taking four classes.

404 Course Enrolment

In the spring of each school year, our career counsellors will begin the student interview process to determine which courses students wish to enrol into. We host individual meetings with every student (and parent should they wish to attend) to ensure that we are enrolling them in the best courses for their educational journey and career path. Once the school timetable has been built, and student roll-over occurs in July, students will be able to view their timetables in PowerSchool via the student portal.

Should students wish to change their courses, please utilize the following procedures:

During July and August, please contact heather.bartling@wrsd.ca about your desire to change your timetable.

During the First Days of September: Please come to the office to book an appointment with either Heather Bartling or Lara Jollymore. You can also follow the steps below, should you not require an appointment with administration.

After the first week in September: Talk to your teacher of the course you want to change, discuss options and concerns. Check the master timetable to see what courses are available. Complete a timetable change request form, ensuring you fill out all information in the form to speed up processing and that all necessary signatures are complete. Sometimes requests cannot be fulfilled due to class sizes or other factors. If the request cannot be made, the Academic Counsellor will meet with you to discuss your options.

Please note that timetable changes and course enrolment changes requested specifically to accommodate preferred or non-preferred teachers will not be made; or to enrol in classes to be with specific friends. These types of requests significantly impact the timetable and course enrolment numbers and therefore will not be considered.

The deadline for timetable changes in Semester 1 is 16 September and for Semester 2 is 16 February.

405 Final Examinations

All students are required to write final examinations in senior high school. School final exams will be worth no more than 20% of the final mark in grade 9 and 30% in senior high. The only students who will be excused from writing final examinations are students with a certified medical note explaining the need for an exam exemption, an immediate death in the family, or exam exemptions provided through an IPP (which is determined at the beginning of the semester with approval from the SSF and Principal). Any student who misses a final examination must discuss with the teacher and administration a course of action for final grading purposes.

406 Final Marks

Final course marks will be rounded to 50.0% should the student achieve 48.0% or higher as a course mark. This follows the practice of Alberta Education.

407 Overdue Assignments

Tests, assignments, and quizzes missed for personal reasons (employment, vacation, truancy, refusal to submit assignment on-time, etc) are considered unexcused. It is at the discretion of the teacher whether these assignments can be rescheduled. WRSD permits zero grades. There are two new codes that students/parents may see in PowerSchool. NHI means 'not handed in', and a student is currently receiving a 0%, but the student may still submit that assignment. Drop Dead dates will be assigned for these NHI assignments. Once the drop dead date has passed, and the student has still not submitted the assignment, the NHI code will change to CNA (Chose Not to Attempt). Once a CNA code has been assigned in PowerSchool, students will receive 0% as a final mark on their missing assignment.

408 CTS Credit Completion Incentive

As an encouragement for CTS option completion for students and to create a student engagement incentive program for CTS Options, Frank Maddock High School is implementing a CTS Credit Completion Incentive Program.

If a student completes 7 individual credits* in the CTS Options program during a regularly scheduled 5-credit completion time period, the student will be afforded the opportunity to take a spare during that time period once the 7 credits* are completed.

Students who complete the credits will no longer be required to attend the scheduled class after the course completion date (10 January Semester 1, 10 June Semester 2) . Students are requested to leave the building or may sit quietly somewhere in the school during their new "spare." Should the student cause issues during their newly received "spare" the student will be required to return to their class for attendance and to be supervised by a teacher.

The [CTS Credit Completion Incentive Program Form](#) must be completed by the student, parent, teacher, and school administrator prior to the commencement of the

“spare.” Parental/Guardian permission is required for a student to participate in the CTS Credit Completion Incentive Program.

This program is applies for High School Career and Technology Studies courses only (as found in the [Provincially Authorized Senior High School Courses](#) document).

*Two exceptions to this are Cosmetology as students are required to complete 9 modules to earn the spare and the combination of some MEC courses will only count as one credit towards the seven credits for Mechanics.

409 Parent Teacher Interviews

Parent Teacher Interviews are scheduled from 4:00 pm until 7:00 pm. Please see the Important Dates section in this handbook for specific dates.

Should parents/guardians be unable to attend this time, they may contact the school to schedule an alternative date and time. Parents/guardians are encouraged to contact teachers at any time throughout the school year to discuss a student’s progress during the school year. Meetings, phone and email are viable options.

410 Plagiarism/Cheating

Plagiarism, cheating and academic misconduct are serious offenses. **Plagiarism** involves submitting or presenting work in a course as if it were your own work when, in fact, it is not. Most common plagiarism exists when:

1. The work submitted was done in whole or in part by an individual other than the presenter.
2. Parts of the work are taken from another source without reference to the original author.
3. The whole work is copied from another source.
4. A student submits or presents work in one course which has also been submitted in another (although it may be completely original to that teacher) without the knowledge or prior agreement of the teachers involved.

Cheating on tests or examinations includes, but is not limited to:

1. speaking to other students or communicating with them under any circumstances
2. bringing any materials or devices into the examination room not authorized by the examiner.
3. consulting any person or materials outside the confines of the examination room.
4. leaving answer papers exposed.
5. persisting in attempts to read other students’ examination papers.

Other **academic misconduct** includes:

1. tampering with examinations, class work grades and/or class records.
2. failure to abide by directions given by a teacher regarding the individuality of work handed in.

3. the acquisition of examination materials without prior authorization.
4. the impersonation of another student in an examination or other class assignment.
5. falsification or fabrication of reports.

Any student who purposefully aids another student on the commission of one of these offences is also guilty of academic misconduct.

Penalties: In cases in which the school administration is satisfied that a student is guilty of plagiarism, cheating or other academic misconduct, the normal penalty may be a required alternative assignment submission or a grade of zero, a letter placed on the student's file, suspension, and in extreme circumstances expulsion.

411 Promotion and Retention

Promotion and retention of students is the responsibility of the Principal and teaching staff of each school, in cooperation with parents or guardians. Parents or guardians of students whose programs warrant either possible retention or additional time for completion shall be given this information as soon as possible during the school year. For guidelines and regulations of our divisional promotion and retention policy, please contact the school.

Students' progress from one course to the next is based upon a passing grade of 50%. Courses are structured based upon a prerequisite system: a student must pass the required course to move on to the next level. Grade 10 courses are indicated by a number in the 10's; grade 11's by a number in the 20's and grade 12 level courses by a number in the 30's. (Example: grade 11 English course is designated ELA 20; the Social Studies General Course for Grade 11 is designated as Social 20).

412 Student Appeals

Students may appeal decisions made at the school level to the board provided all attempts at all levels at the school have been exhausted. A student wishing to appeal a final mark should initially appeal directly to the subject teacher. Any appeal 30 days after school marks have been awarded will not be considered.

All appeals must be submitted to the Principal in writing addressed to the school within seven days of receiving the final marks. Appeals must include all course work data.

- All relevant data (course assignments, tests and notes) will be reviewed by the Principal in consultation with the appropriate teacher and a decision will be made. This decision will be conveyed to the parent in writing as soon as possible. (In the event of appeals during the summer months, a decision will be made by the first week in September.)
- In the event that an appeal cannot be dealt with immediately, the parent shall be advised in writing of how the matter will be resolved.

413 Student Placement in Cores

A grade average of 65+% is recommended when transitioning from one grade level to the next (ie. ELA 10-1 to ELA 20-1 to ELA 30-1). This applies to all core subjects (English, Social Studies, Math, and the Sciences).

If a grade average below 65% is achieved the student is recommended to enrol in an alternate route (ie. ELA10-2 / ELA20-2 / ELA30-2). This applies to all core subjects (English, Social Studies, Math, and the Sciences).

Students entering grade 10 will have the same policy applied on enrollment into grade 10 courses. A 65+% will result in a recommendation for placement in 10-1 level courses. 64% and lower will result in a recommendation for placement in the 10-2 courses. Students on modified programs in grade 9 will be placed within the K&E program.

414 Report Cards

All attendance and assessment for students is managed within PowerSchool. Parents are provided with login information to access the PowerSchool Parent Portal which provides live access to all attendance and assessment data, 24 hours a day. As a result, FMHS will only produce progress reports at semester mid-terms to parents/guardians who request copies. Report cards will be printed for parents/guardians in February and July after semester completion. Teachers may also provide students with up-to-date mark reports at any time, and parents/guardians may request these documents as well.

415 Grade 9 Provincial Achievement Tests

Students in grade 9 are requested to write Provincial Achievement Tests for their four core subjects (Math, English Language Arts, Science and Social Studies). All directives for Provincial Achievement Tests come from Alberta Education. For more information, please access the [Alberta Education parent information](#) or the [Alberta Education website](#). Grade 9 teachers at FMHS have the option to include the score of the Provincial Achievement Test as the final exam mark, or may use a teacher-designed final examination in its place, should they so wish.

416 Grade 12 Diploma Examinations

Students in various grade 12 core courses are required to write Diploma Examinations as part of the course completion requirements. All directives for Diploma Examinations come from Alberta Education. For more information, please access the [Alberta Education website](#) (general information) and the [Writing Diploma Examinations website](#) (parent, student information and exemplars). All teachers have the option to include an additional teacher-designed final examination within their course, should they so wish.

500s Student Services

501 Career Counselling

There are various opportunities for career counselling at Frank Maddock High School. The career counsellor is always available to all students to discuss career options, etc. Students also receive support through the FMHS CALM programs, as well as with sessions with WRSD Career staff which is organized through the principal and CALM.

Green Certificate

Students with an aptitude for agriculture and animal husbandry are encouraged to enroll in the Green Certificate program. Please see the office for more information.

Work Experience

All students can earn credits towards graduation and at the 30 level when working outside of school time. Forms need to be completed, an inspection of the location confirmed and work hours must be submitted to the Work Experience Coordinator. Please see the office for more information. HSC 3000 is a prerequisite for Work Experience. WE 15-25-35 must be earned in order (10 credits per course); retroactive credits cannot be awarded. Only 15 credits can be used towards the 100 credits required to earn a diploma. As a practice at FMHS to support administration of Work Experience, credits most often will be submitted in June of each year, as opposed to both semesters. This allows a better awareness of how many hours students have earned and we can best apply appropriate course-level credit allocation.

RAP (Registered Apprentice)

Students wishing to become involved in the trades may be able to start taking post-secondary programming while still in high school in preparation for their careers. Automotive, welding, power engineering, plumbing, electrical, carpentry and cosmetology are just a few of the programs that are available. Students need to be 16 and in grade 11 for timetabling purposes. Please see the office for more information.

Special Projects

Students who have varying interests outside of school may be able to design a project to earn credits towards graduation. Contact the Principal to design your projects and earn credits towards an aptitude outside of the program of studies.

Volunteering

Students who are volunteering are able to earn credits for their work. Please see the office for more details.

502 Extra Help

All of the teachers at Frank Maddock High School are available for extra help sessions. Teachers are available in the mornings, during PLT, at lunch and after school. Students must contact their teacher to organize this opportunity available to them. If parents are concerned about their child's performance, please contact the

teacher to assist your student in organizing extra-help sessions. PLT is also a time when students can work on missing assignments.

503 Family Wellness Worker

Wild Rose School Division’s Family Wellness Program operates to serve not only the students in our division, but also their families. I have a diverse background in education for 21 years, and family work for the past 6 years, offering counseling, skill building, crisis management, conflict mediation and connection to community and specialty supports as needed. You can stop by my office located in the counseling area across from the library, call or text my cell, (780) 898-4993, or via email lenore.schrader@wrsd.ca.

504 Student Support Facilitator

The Student Support Facilitator assists with programming for students who may be experiencing challenges with academics, transitions, and behavior that present obstacles to success at school. They will act as the liaison between students, parents and teachers. Please contact our SSF through our school office.

600s Student Incentives

601 Awards Parameters

In order for students receive various awards, parameters are as follows:

Honours with Distinction: 90.0% - 100.0% (All High School Courses at any High School). Averages are determined based on the table below.

Honours: 79.5% - 89.9% (All High School Courses at any High School). Averages are determined based on the table below.

Grade 9: An average of 79.5% or more in all of the combined requirements:	Grade 10: An average of 79.5% or more in all of the combined requirements:	Grade 11: An average of 79.5% or more in all of the combined requirements:	Grade 12: An average of 79.5% or more in all of the combined requirements:
All of the following: <ol style="list-style-type: none"> 1. English 9 2. Social Studies 9 3. Mathematics 9 4. Science 9 	All of the following: <ol style="list-style-type: none"> 1. English 10-1 or 10-2 2. Social Studies 10-1 or 10-2 3. Mathematics 10-1 or 10-2 	All of the following: <ol style="list-style-type: none"> 1. English 20-1 or 20-2 2. Social Studies 20-1 or 20-2 3. Mathematics 20-1 or 20-2 	All of the following: <ol style="list-style-type: none"> 1. English 30-1 or 30-2 2. Social Studies 30-1 or 30-2 3. Mathematics 30-1 or 30-2

	4. Science 10		
		One of: <ul style="list-style-type: none"> ● Biology 20 ● Chemistry 20 ● Physics 20 ● Science 20 	One of: <ul style="list-style-type: none"> ● Biology 30 ● Chemistry 30 ● Physics 30 ● Science 30
	One of: <ul style="list-style-type: none"> ● Art 10 ● French 10 ● Drama 10 ● Phys Ed 10 ● Ab Studies 10 ● The average of 5 one credit courses at the 10 level (COM, CON, COS, EST, FAB, FOD, HSA, MEC, REC only)* 	One of: <ul style="list-style-type: none"> ● Biology 20 ● Chemistry 20 ● Physics 20 ● Science 20 ● Art 20 ● French 20 ● Drama 20 ● Phys Ed 20 ● Ab Studies 20 ● The average of 5 one credit courses at the 20 level (COM, CON, COS, EST, FAB, FOD, HSA, MEC, REC only)* 	One of: <ul style="list-style-type: none"> ● Biology 30 ● Chemistry 30 ● Physics 30 ● Science 30 ● Math 31 ● Art 30 ● French 30 ● Drama 30 ● Phys Ed 30 ● Ab Studies 30 ● The average of 5 one credit courses at the 30 level (COM, CON, COS, EST, FAB, FOD, HSA, MEC, REC only)*

*All 5 credits must be from the same level (10, 20 or 30) of one program and cannot be a combination of multiple programs.

Top Course Mark Awards and 1st, 2nd, 3rd Place Medals for Each Grade are based on FMHS only courses, as these medals are specifically recognizing Maddock courses achieved.

FMHS Trophy - Based on Academic Courses (English -1, Social -1, Math -1, Math 31, Bio, Physics, Chem) over the students' three year high school career (must be a FMHS student for all three years; FMHS courses only considered for this award). Award placements will not include rounding.

Governor-General's Award: not include rounding; the average is created based on all courses taken during high school (gr 10-12)

Options/PE Awards: Options Grades 10-12, Phys Ed Grades 9-12.
Parameters to consider (indicators, not a checklist):

- Top performance
- Most awarded credits
- Most creativity and innovation
- Engagement, effort and participation
- Leadership aptitude
- Depth of curiosity
- Expanse of learning
- Dedication to the craft/trade
- Career aspirations
- Demonstrating School Values (Accountability, Respect, Integrity, Strength, Excellence)
- Any combination of the above and/or additional valid features

Rotary Scholarships - **Service Above Self** and **Merit** Award (Recommended by Construction Teacher)

ATA Award - Chosen by Teachers at FMHS

602 Awards Ceremony

The Frank Maddock High School Awards Ceremony will be held once per year and will highlight the outstanding achievements of our individual students in areas of academics, sports, citizenship and personal achievement. Over 250 awards are presented annually. A list of the awards presented may be obtained from the school. Scholarship and grant information can be obtained from the office.

The staff of Frank Maddock High School thanks all the organizations whose generous contributions make these awards possible and invite any other persons or organizations that have an interest in recognizing outstanding achievements by our students to contact the school regarding the sponsorship of additional awards.

603 Graduation Ceremonies

Graduation ceremonies and celebrations are organized under the direction of the Graduation Committee and the Frank Maddock High School staff. They are organized to celebrate the achievements of those students who have successfully completed the requirements for an Alberta High School Diploma or a Certificate of Achievement. Students who have not completed these requirements are invited to work toward this goal and participate in the next year's ceremonies. All library materials including textbooks and chromebookschargers must be returned prior to convocation.

Students must have all school fees paid in full to participate in the graduation ceremony. Ceremonies take place in June each year. In order to assist the graduation

class organizing the graduation events, a [convocation and graduation handbook](#) is provided to each graduate in September.

To be eligible for participation in convocation ceremonies at FMHS, students must be enrolled as a student at FMHS and complete the majority of their grade 12 credits with an FMHS teacher during the school year in which the student wishes to participate in graduation. The only exception to this would be a student who missed the previous year's graduation by 4 or less credits and completed those credits in the fall semester of the next year. A shared student from Drayton Valley Community Outreach School is not eligible for graduation at FMHS; an FMHS student may be shared with DVCOS to attend courses there, but the student's host school must be FMHS. Students cannot be registered at FMHS and only be taking DVCOS courses. **The heart of this policy is** that students who are Maddock Warriors, completing their courses at our school, walking our halls, being involved in our school community and working with the Maddock Staff for completion of their education in their grade 12 year are students who participate in the Maddock Convocation.

The student must be passing all graduation requirements when the final graduation list is posted for the school year; any student not on the final graduation list will not be eligible to convocate at FMHS that year and will be required to participate in the next year's convocation ceremony.

604 Graduation Requirements

[Alberta Education Graduation Requirements](#)

For an Alberta High School Diploma, students are required to earn a minimum of 100 credits, including:

30 Level English

30 Level Social Studies

20 Level Mathematics

20 Level Science

PE 10 (3 credits)

CALM (3 credits)

10 Credits in CTS, Fine Arts, PE, or Second Languages

10 Credits in 30 Level Courses

(Only 15 Work Experience Credits can be used to meet the 100 credit requirement)

For specific information for Certificate of Achievement graduation requirements, please see the Principal.

The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

605 Scholarships

Alexander Rutherford Scholarships

Based on academic achievement (over 80%) in 5 specified classes in grades 10 (\$400), grade 11 (\$800), or grade 12 (\$1300). Average of 75% in 5 specified classes is grade 10 (\$300), grade 11 (\$500), or grade 12 (\$700).

Students are required to apply by 1 May and can gain information from <https://alis.alberta.ca/pdf/scholarships/RutherfordScholarship.pdf>

Community Scholarship Trust Society

This charitable foundation provides \$1000 scholarships for ALL graduating students attending post-secondary institutions. Deadline 27 months after graduation from FMHS.

R.H. Woods Scholarship

Established in 1985, this scholarship is in honour of former FMHS Principal R. H. (Richie) Woods. In order for a student to be considered for the R. H. Woods Scholarship, students must be nominated by a staff member, be short-listed based on their application, and experience a successful interview. The chosen candidate is selected based on a number of aspects including exemplary grades throughout high school, school involvement, community volunteerism, and citizenship. The student's presentation and interview assist the panel in choosing the successful applicant. Please see the [graduation handbook](#) for more specific information.

606 Valedictorian

One member of the graduating class in good standing will be chosen to deliver a valedictorian address at the academic graduating ceremonies. The selection will be based on the student with the highest average according to the Alexander Rutherford criteria.

Students qualifying for valedictorian status will have complied with the following school policies:

1. attain a minimum of **115 credits** upon graduation
2. maintain **90% attendance** throughout the school year*
3. attend school both semesters at FMHS in the grade 12 school year

607 Scholarships

Looking for scholarship information? [Check out this amazing FMHS Website](#) to get important information about applying for various scholarships.

700s Extracurricular Opportunities

701 Extracurricular Conduct

All school rules and policies apply at all extra-curricular events, regardless of the location of the event. When students are representing Frank Maddock High School, they are expected to be demonstrating the 'ARISE' values and following all school rules. Consequences as per school policies and procedures shall apply.

702 Extracurricular Programs

This school has an excellent extra-curricular program. These activities allow students to expand their skills and interests, venturing into unusual areas and talents. The following list of extra-curricular activities is extensive, but not exhaustive. Should you wish to promote an activity not listed please advise the principal and we will consider the idea together.

Activities: Basketball, Football, Track and Field, Volleyball, Badminton, Golf, Curling, Cross Country Running, Drama Club, Students' Union, Graduation, Yearbook, Travel Club, GSA

Other clubs available depending on student interest

The staff member representative that advises these groups do so on their time and as volunteers. Students are expected to treat all coaches and volunteers with the respect and consideration due those who are sacrificing time on behalf of their students. The following policy guides participation in any school extracurricular activity:

- It is considered a privilege to represent Frank Maddock High School as a member of a team or club. Therefore, students must maintain behavior which will respect the school, others, and themselves when participating in extracurricular activities.
- As well, in accordance with our stated mission and values, students failing more than one course (below 50%) will not be allowed to participate in extra-curricular activities until improvement has been made or at least other satisfactory arrangements have been made with the teacher(s) and coach(es) concerned.
- A student's attendance record may also be taken into account.
- The student's fees must be paid in full to be eligible to participate.
- The Principal, in consultation with classroom teachers, will determine eligibility of any student or situation in question.

See the [FMHS Athletic Handbook](#) for additional information.

703 On-site Extracurricular Events

Quite frequently, our school hosts events for extra-curricular, other schools, and more. When these events are happening in school, and regular classes are running, FMHS students are expected to be in class if they are not assigned a role in the event. Parents cannot call the school to excuse their student from class to participate or observe the event. Due to historical health and safety and behaviour concerns, students cannot go to observe events without direct supervision. Teachers may elect to take their class to observe the event, as students will be supervised. Otherwise, students are required to be in class. Parents may come to the event, and excuse their student to observe only if the parent remains on-site and takes full responsibility for the student. If the parent leaves the event, the student will depart with the parent, or return to class.

704 Field Trips

Activities that are organized by Frank Maddock High School staff off-campus are a privilege which enhance the learning of students. When students are in attendance at these events, it is expected that students will treat chaperones with the utmost respect. The privilege of attending field trips is based upon academics, behavior and attendance. Students who consistently attend classes, demonstrate diligence in their academics and follow Frank Maddock Code of Conduct will be eligible to attend these special events. This will be at the discretion of their teachers, coaches, and supervisors. All students must have parental approval in order to participate in any and all field trips and students must provide a signed permission form along with any required fees in order to attend the trip.

PLEASE NOTE: ALL fees must be paid in order for students to participate in Field Trips and sporting activities/events.

705 Students' Union

The purpose of the Students' Union is to involve the students in school affairs. With the help of staff, students learn to make responsible decisions within a democratic framework. The activities of the Students' Union will serve as a training ground for future community involvement, or even provincial and national involvement.

A variety of avenues may be taken with the selection of students for the union. It may be a student-volunteer club, or a club based upon elections. Fundraising for extracurricular activities, bursaries for individual students and the general planning and organization of student activities are the main objectives of the Students' Union. Things such as School Dances, Participation Days, 12 Days of Christmas, School Assemblies and student-led health initiatives will be organized by the Students' Union. All students are expected to pay the Students' Union Fee.

706 Yearbook

Students are encouraged to join the Yearbook Club, which is a year-long project that produces a unique yearbook each year. Yearbooks can be purchased at the office.

707 Home School Student Extracurricular Participation Requirements

FMHS is willing to accept home school students on extracurricular teams only if there is enough space on the team. No FMHS student will be cut from a team to provide space for a home school student. Priority in extracurricular programming will be given to FMHS students.

All students who participate in Frank Maddock High School Extra-curricular activities must have liability and accident insurance in order to participate in extra-curricular activities. Students who are enrolled as students in Wild Rose School Division would

have both liability and accident insurance covered through WRSD policies. Home-school students who register in FMHS extra-curricular activities are covered with WRSD for liability insurance, but are not eligible for WRSD accident coverage, unless they register in a minimum of one course through FMHS/WRSD. As a result, all home-school students must ensure accident coverage is provided in order to participate in FMHS extra-curricular activities.

OPTIONS:

1. Student may register into a minimum of one course through Frank Maddock High School; becoming a registered student in WRSD enables access to WRSD accident and liability coverage. These courses could be:
2. online courses offered through WRSD or FMHS (attendance at FMHS may not be required);
3. classes facilitated by teachers at FMHS, for example, options, physical education or any other course offered (attendance at FMHS required)

OR

4. Student (parent/guardian) may purchase and provide evidence of additional insurance via the Voluntary Student Accident Policy directly from IAP - Special Market Solutions and provide proof of insurance prior to playing on any school team/activity. Website: <http://www.kidsplus.ca>

800s Stakeholders

801 Communication

In an effort to maintain communication with the various stakeholders, Frank Maddock High School maintains a number of social media options, including the school website located at <https://fmhigh.wrsd.ca>. Facebook, Instagram and Twitter is maintained and updated regularly. The school maintains a digital display in the foyer of the school which is updated regularly. Please contact the office at any time for information.

802 Community Relations

As part of the Drayton Valley community, Frank Maddock High School wishes to maintain a quality of standard. All students are expected to display the 'ARISE' values at school and within the community. Students must conduct themselves in a manner that is beneficial to all residents of the community. Negative actions such as littering and loitering within the community are not permitted.

803 Extracurricular

Frank Maddock High School is always looking for assistance in our extra-curricular programming. If any member of the community is interested in joining an already established school group, or would like to develop a new one, interested parties are

encouraged to contact the office. Adults for chaperones, and organizers for events are always welcome to join our volunteer team!

804 School Council and Blue and Gold Society

In accordance with the School Act, Frank Maddock High School is served by a School Council consisting of parents, a community representative and school personnel.

The School Council follows the Elected Representative model, which means that parents nominate and elect an executive, consisting of a chair, vice-chair, secretary, and parent representative. Included in the executive is the principal, vice principal, a teacher selected by the school staff, and a community member selected by the school council. All parents and guardians are automatically members of School Council when students are enrolled at our school. All parents and guardians are encouraged to attend School Council meetings. Elections for the School Council Executive are held annually. Meetings typically run the third Thursday of the month from 5:00 pm until 7:00 pm at the school. All parents and guardians are encouraged to become involved. The role of the School Council is to participate in school improvement.

The purpose of the council is to offer advice regarding school programming, budgets and school operations. The council serves as a communication link between the school and the community. The school board offers guidelines to roles and responsibilities of the school council.

The Blue and Gold Society and Frank Maddock High School Council meets once a month to discuss matters of importance between home and school. The Blue and Gold Society is the parent/community fundraising arm of FMHS.

805 Volunteers

We are always looking for people willing to help out at Frank Maddock High School in various capacities. School Council events, student activities, sports and extra-curricular activities, and academic activities all require adult assistance. Any parents/guardians or stakeholders interested in participating in events at the school are required to submit a criminal record check and child welfare intervention check to the school prior to assisting in any activities.

People who are volunteering to drive for student events are required to submit a criminal record check; child welfare intervention check; a driver's abstract; a photocopy of the driver's license, vehicle registration, vehicle insurance and proof of a minimum of \$2,000,000 liability insurance on the vehicle being used.

806 Parent Code of Conduct

I will have a positive attitude towards sports and other extra-curricular and will emphasize the cooperative nature of the sport/activity.

I will remember that students learn best by example, and will demonstrate good sportsmanship/citizenship and applaud all good plays by both my student's team and their opponents'.

I will remember that students engage in sports and other extra-curricular for their enjoyment, not mine.

I will attend all WRSD/FMHS extra-curricular events alcohol and drug free.

I will never question an official's/coach's/leader's decision in public (which includes Facebook and other social media).

I will never use violence or bad language, nor will I harass or undermine students, coaches, officials, leaders or other spectators (which includes Facebook and other social media). I will express my disapproval in an appropriate manner to the proper officials, club and WRSD/FMHS/ASAA contacts.

I will take an interest in my student's team/activity by taking turns supervising and assisting at practices, events, tournaments, and functions.

807 Coach's Code of Conduct

I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.

I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.

I will ensure all athletes receive appropriate instruction, discipline, support and playing time.

I will not ridicule or yell at the athletes for making mistakes or for performing poorly. I will remember that athletes play to have fun and must be encouraged to have confidence in themselves.

I will make sure that equipment, facilities, games, and practices are safe and match the athlete's ages and ability.

I will remember that athletes need a coach they can respect. I will be generous with praise and set a good example.

I will attend all WRSD/FMHS extra-curricular events alcohol and drug free.

I will never question an official's/coach's/leader's decision in public (which includes Facebook and other social media).

I will never use violence or bad language, nor will I harass or undermine students, coaches, officials, leaders or other spectators (which includes Facebook and other social media). I will express my disapproval in an appropriate manner to the proper officials, club and WRSD/FMHS/ASAA contacts.

As a coach, I will ensure that building a student athlete's sportsmanship, leadership capacity and their aptitude for the ARISE values will be an integral part of the programming that I facilitate.