



2024-2025

STUDENT/PARENT HANDBOOK

Box 1090

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Pincher Creek, Alberta

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Web page: www.matthewhaltonhighschool.ca

MISSION STATEMENT

Empowering every student to achieve their goals and pursue their dreams

MATTHEW HALTON HIGH SCHOOL

Matthew Halton High School is named after the famous war correspondent, Matthew Halton. Matthew Halton was born in Pincher Creek and received his high school education here.

Matthew Halton chronicled events in Europe from 1933 and predicted that Hitler would bring destruction to Europe unless his military advances were checked and defeated by the Allies.

Matthew Halton declared: "That idealism is the only realism." He wrote -- "the hard-headed realists – (the Chamberlains and the Wheelers) have been wrong in every account -- and the woolly minded' idealists, right on every single account. If the dream of the idealists do not come true, this will be only the Second World War, not the last, and the world of our children will be darkling plains."

GENERAL OBJECTIVES OF MATTHEW HALTON HIGH SCHOOL

The objectives of Matthew Halton High School are:

1. To provide a learning environment where every instructional day is an enjoyable educational experience for students and teachers.
2. To provide instructional programs that ensure students the opportunity to meet the requirements for: provincial graduation, entry into the workplace, or post-secondary studies.
3. To provide a learning environment where students develop an understanding of the rights and responsibilities for citizenship.
4. To provide a learning environment where students may experience and explore interests, aptitudes, and develop the attitudes, skills, and knowledge that would empower them to pursue learning throughout life.

MHHS Code of Conduct

Preamble

Our code of conduct clearly states attitudes and behaviors based on the school community's beliefs and values. It was achieved through the collaboration of students, parents, and teachers. Through the practice of learning and modeling of expected attitudes and behaviors, the code of conduct will help create a successful learning environment for all.

This code complies with the Education Act of Alberta, Livingstone Range School Division Board Policy, and the Alberta Teacher's Association Code of Professional Conduct.

The Purpose of the Code of Conduct: The purpose of a code of conduct is to create a successful learning environment that ensures:

- Individual responsibility and accountability to the school community.
- Mutual respect and belonging.
- The need for the emotional and physical safety of all.
- The need to protect the rights of all.

Nine areas form the code of conduct, and each has a brief description of the expectations for that area.

Consistency

Within Matthew Halton, consistency refers to both the set of expectations and the response to those expectations. At MHHS it is expected that:

- All individuals will uphold the same set of expectations.
- Staff will have a fair response to behavior in any given situation. Fair does not necessarily mean equal or the same.
- Staff and other adults will correct and respond appropriately to unacceptable behavior rather than ignore it.

Respect

It is expected that individuals at Matthew Halton will have consideration shown to them in all circumstances and in no way experience any personal violation. At MHHS it is expected that individuals will:

- Adhere to the expectations set out in the code of conduct.
- Treat others in a manner that allows everyone to feel safe both physically and emotionally.
- Show consideration to self and others by the way one dresses.
- Treat the physical environment in a way that leaves it in its original (clean, usable) condition.

Appropriateness

Appropriateness in attitude and behavior will be suitable to the school environment. The school maintains a standard of behavior that supports and enhances learning. At MHHS it is expected that individuals will:

- Use words or pictures that are not derogatory, profane, or disrespectful.
- Dress in a manner that complies with the Standard for Acceptable Clothing at School as contained later in this handbook.
- Use school premises and property with respect for its intended use.
- Never photograph/record a student or staff member without their explicit permission as outlined in the Education Act. This includes posting anything on social media without a person's explicit permission.
- Refrain from unwarranted touching or physical contact, including physical and verbal expressions of intimacy.

Harmony

Harmony results from a shared understanding and acting in accordance with that shared understanding. At MHHS it is expected that individuals will:

- Act in a way that is consistent with the objectives of the school and this code of conduct.
- Be responsible and accountable for one's attitudes and behaviors.

Ownership

Ownership is the understanding that attitudes and behaviors are choices made by each individual. These choices create outcomes for which each individual is responsible. At MHHS it is expected that individuals will take ownership for the following:

- Student achievement – students, teachers, parents, and the greater school community take individual ownership for their roles in student achievement.

- Attitude and behavior – individuals are responsible for his or her own attitude and behavior in terms of legal requirements and expectations set out in the code of conduct. Individuals will show ownership by accepting reasonable correction or consequences, if required.
- Attendance and punctuality – students and teachers alike are expected to be in attendance at school and on time, except for circumstances as outlined in section 12 of the School Act.
- Dress – students, teachers and visitors to the school are expected to dress according to the current standards of acceptable clothing at school as described in the student handbook
- School cleanliness – Individuals are responsible for cleaning up after themselves, whether in instructional areas, or common areas of the school;
- Supervision – all staff and parents in the building are responsible for supporting the code of conduct.

Learning

Learning is the primary function of a school. Students attend school to learn many things, including the required curriculum as outlined by Alberta Education. For learning to be successful, it is expected that individuals at MHHS will:

- Be prepared to learn.
- Support the right of others to learn by contributing to a positive learning environment.
- Have attitudes and behaviors that support learning.
- Recognize one’s own learning needs and needs of others;
- As staff, respond with appropriate pedagogy to individual student learning needs.

Relationships

Relationships are the essence of human interactions. Positive relationships in the school are a key element to learner success. To foster positive relationships, it is expected that individuals at MHHS will:

- Treat others in the same way others **should** treat you.
- Demonstrate integrity by doing the right thing, even when no one is looking.
- Be honest in their dealings with each other (e.g.: no stealing, lying etc.).
- Respectfully interact with each other.

Belonging

All individuals that attend MHHS have a rightful place in the school, and a right to belong. For this belonging to exist for all, it is expected that individuals at MHHS will:

- Accept our diversity (cultural, religious, sexual orientation, etc.)
- Treat everyone as valued members of the school community,
- Give fair opportunity for all individuals to participate in school life,
- Withhold judgment until all facts are known,
- Respond appropriately to behavior and consequences, resolve the matter, and then move on,
- Give opportunity for all individuals to have a voice in the school and be heard;
- Act in a manner so that everyone is safe.

Safety and Security

All individuals need to be safe and secure while at school. For all to be safe, it is expected that individuals at MHHS will:

- Follow all procedures, rules, laws, that are in place to ensure our safety (fire drills, lock downs etc.).
- As visitors, report to the office and make known their presence and purpose in the school.
- Have designated space to store legal personal items.
- Report any unsafe behavior or circumstance to the appropriate staff member or administration.

MATTHEW HALTON HIGH SCHOOL STAFF

Teaching Staff

Bryan Burns.....	Principal
Bonnie Whitford.....	Assistant Principal
Ashtyn Duncan.....	Teacher
Erica Bronkhorst	Teacher
Travis Epp	Teacher
Eliza Grose	Teacher
Zach Harris.....	Teacher
Neil Lamont	Teacher
Stephanie Monteith.....	Teacher
Sean Oliver.....	Teacher
Cassie. Rapuano.....	Teacher
Ian Robertson	Teacher
Susan Robinson	Teacher
Kevin Sheen.....	Teacher
Miranda Teneycke.....	Teacher
Robbie Van Orman.....	Teacher
Randy Whitehead.....	Teacher
Daphne Yoner.....	Teacher

Parents seeking information regarding your child's progress or classroom related questions, please phone 627-4414 so that our Admin Assistant can connect you with your child's teacher or you may contact any of the staff via email.

Support Staff

Nicole Reser.....	Admin Assistant
Lindsay Dyer.....	Admin Assistant
Lyla Stephens.....	Family School Liaison
Colette Forseille.....	LRSB Mental Health Therapist
Jonathan Clark.....	Learning Commons Coordinator
Trevor Ratzloff.....	Child and Youth Care Worker
Renee Hochstein.....	Child and Youth Care Worker
Carina Carlier-Sissons	Educational Assistant
Stephanie Eres.....	Educational Assistant
Carol Giesbrecht.....	Educational Assistant
Shelby Kleinhans-Kaupp.....	Educational Assistant
Billi Lowe.....	Educational Assistant
Angela Pernal.....	Educational Assistant
Katelyn Reimer.....	Educational Assistant
Aaron Tober.....	Educational Assistant
Michele Vogelaar.....	Educational Assistant

A Great Resource for Parents, Teachers & Students

LearnAlberta.ca (www.learnalberta.ca) continues to provide engaging digital learning resources for Alberta students, teachers and parents.

When students, teacher and parents want to access LearnAlberta.ca from a computer outside of school, they will need to enter the following jurisdictional user ID and password **User ID: LA35 Password: 8917.**

This can also be obtained from the Learning Commons Coordinator.

The MHHS library is accessible online at <http://destiny.lrsd.ab.ca>. Click on Matthew Halton High School and again on the following page. Log in with your school username and password.

Another resource: www.careercruising.com provides career guidance for post-secondary and career interests. Each student in the school has been given a user name and password.

REGISTRATION

Pre-requisites for High School Academic Program

Grade nine academic results are used as pre-requisite standings for High School Academic Programming. The following chart outlines the CORE High School sequences available at Matthew Halton High School, along with recommended Grade 9 pre-requisite standings:

Program Sequence

Social Studies 10-1, 20-1, 30-1
English 10-1, 20-1, 30-1
Math 10C (Combined), to 20-1 or 20-2 (depending on standing in 10C),
Math 30-1 or 30-2
English 10-2, 20-2, 30-2
Social Studies 10-2, 20-2, 30-2
Math 10-3, 20-3
Science 14, 24
recommendation

Grade 9

65% or better
65% or better
Requirement of 50% or better
65% or better
less than 50% to 64%
less than 50% to 64%
less than 50% to 64%
less than 50% or teacher

Senior High Registration

- To register in Grade 10, the student must have a certificate or report card showing that they have been promoted to Grade 10. A birth certificate is also required. When a student registers in Grade 10, they will be required to proceed with a program that will include a course in each of the following areas: English, Social, Math, Science, and Physical Education. Exceptions to this program requirement may be considered and approved by the counsellor and administration.

Distance Educational (Online) Courses

- Students interested in complementing their school studies through “Blended Programming” are requested to see the office.
- Registration in Distance Education courses will be processed for students with scheduling conflicts or for those students that require courses not available through MHHS scheduled offerings.
- If there are fees for the distance course, this will be the responsibility of the student/family.

Off Campus Education

Work Experience 15/25/35, Registered Apprenticeship Program (RAP), and Green Certificate are all regarded as being part of the Off-Campus Education Program. Students should see the Off-Campus Coordinator for information and registration procedures. Students registered for Work Experience will be required to complete the following Career and Technology Studies Module: HCS 3000: Workplace Safety Systems. For any Off-Campus programming questions please contact Eliza Grose (LRSD Off Campus Coordinator) at grose@lrsd.ab.ca. Please note that this year there are limited spaces for work experience programming. School administration will enrol students in Work Experience on a case by case basis.

Course Changes or Withdrawal from School

- See school administration team.
- All course changes must be processed by set dates (see calendar for specific dates).
- If you are withdrawing from school, return all books and other school materials to your teachers and the library.

Course Completion - *Credits are earned, not just given out*

For Course Credits: A course is completed for credits when a student receives a final mark of 50 percent or more. Matthew Halton operates under a block funding model. This means that MHHS will receive funding (allotment determined by the Province) for students enrolled at MHHS as of September 30.

Course Outlines

Course outlines shall be provided to students the first week of class and shall include the following:

- learning outcomes
- text and reference material
- assessment procedure

- student responsibilities
- materials and supplies required

High School Diploma

To earn an Alberta High School Diploma, a student must:

1. Earn a minimum of 100 credits.
2. Complete, a minimum, and meet the standards of the following courses or course sequences:
 - a) English 30-1 or 30-2 or Français 30 (15 credits)
 - b) Social Studies 30-1 or 30-2 (15 credits)
 - c) Mathematics 20 level (10 credits)
 - d) Science 20/24 or (10 credits)
Or Biology 20 or (10 credits)
Or Chemistry 20 or (10 credits)
Or Physics 20 (10 credits)
 - e) Physical Education 10 (3 credits)
 - f) Career and Life Management (CALM 20) (3 credits)
 - g) Career and Technology studies (CTS)
Or Fine Arts Or Second Languages, Or
PE 20 and/or 30, locally developed, RAP (10 Credits)
 - h) Any 30-level courses (including locally developed) in addition to
English 30-1 or 30-2 and Social Studies 30-1 or 30-2 (10 credits)

NEW: To view and print diploma exam result statements, order transcripts and more, visit <http://myPass.alberta.ca> to request access. myPass is an Alberta Education secure self-service website for high school students.

REPORT CARDS /PROGRESS REPORTS

Parents may access their child's progress through the Parent Viewer of our online reporting software. Report Cards will be provided digitally to both parent and student email addresses quarterly: November, February, April, and June. See calendar for specific dates. Marks for students on special programs will be identified as a modified mark. Senior High students receive course credits with a mark of 50% or better. Please note, report cards will not be mailed to students.

Student Assessment: Teachers are responsible for developing fair and just assessment procedures. Course evaluation details will be stated in the course outline.

Senior and Junior High Honour Roll and Awards

Students are eligible to receive Matthew Halton High School Achievement Awards and Honour Roll for courses taken at Matthew Halton High School or in combination with courses taken through our partner schools which include, Gateway Outreach School, LRSD Pursuits and/or other Livingstone Range School Division Schools. Students would not be eligible to receive awards that require inclusion of courses or marks generated from centers or schools outside those mentioned above. For all academic awards, student marks from the April report card will be used in order to facilitate a June awards ceremony. Any awards requiring final grades (diploma marks) will be deferred until fall.

Students in Grades 10 or 11 must be enrolled in a minimum of 20 credits within the school year to be considered for Honour Roll. Graduating students must be enrolled in a minimum of 20 credits during their grade 12 year. Students in Junior High must have a full course load. Honour Roll: Students must be enrolled in a full-time program through Matthew Halton High School and/or through our partner schools to be considered for Honour Roll. Core subjects (English Language Arts, Social Studies, Math, and Science(s)) are weighted equally and considered for Honour Roll. To receive Honour Roll status, students will have achieved an average of 80% or higher in these core classes.

The Awards Committee, consisting of teachers and administration, will attempt to distribute the awards to include as many deserving students as is possible. The student who receives the highest academic award may or may not receive individual subject awards. Please note that for rotating courses (Physics and Chem), only the course offered during the current year will be considered for awards/honour roll (with the exception of any awards that specifically list all three sciences). Grade 12 students who have completed a 30 level course from the prior year must notify the office in April in order for the course to be eligible for awards. The course must have been taken at Matthew Halton for consideration, not any partner schools.

Student Appeals: Students who feel that they have been unfairly graded or that a mistake has been made in the final grading of the course, in an assignment or test are encouraged to:

- a) Request a clarification or review of your marks from the teacher concerned.
- b) If the issue is not resolved, the principal will review the teacher's assessment after a student submits a formal written appeal.

Diploma Marks: Students wishing to appeal diploma marks are to see the academic advisor or the principal. Changes to school awarded marks with respect to diploma examination courses must be reported to Alberta Education before the official release date of the results statement.

Re-write of Diploma Exam: You may re-write a diploma exam without repeating the course. For English 30-1 and 30-2, you must re-write both parts of the exam in the same session. Your new transcript will show only the highest mark. Fee: (as determined in the current school year and is available on Alberta Education website).

Re-scoring of Diploma Exams: If you are dissatisfied with your diploma exam mark, you may ask to have your exam re-scored. The deadline and procedure for a re-scoring is on your results statement. A fee will be charged for re-scoring but this will be refunded if your exam mark is raised by more than 5%. **NOTE: *Your re-scored mark becomes your final mark, even if it is lower.***

Experiential Learning Week

Matthew Halton High School will continue to provide this learning opportunity for students. This year we will have one ELW with courses that are intended to engage students in high interest and authentic learning experiences. Students will gain practical knowledge, skills and/or credentials to help better prepare them for the work force, career interests, post-secondary training/education, and/or skill acquisition in hands-on learning environments. Students will be given course registration forms in advance and must be returned with a parent signature before enrollment. Fees assigned with courses must also be paid before the week begins.

Standards for Acceptable Clothing

Standards for acceptable clothing at school will be applied equally to all students.

Dress codes are a common policy in schools worldwide that don't have school uniforms. As opposed to school uniforms, dress codes provide guidelines, through which students are allowed to wear any clothing that meets school's requirements. Dress codes allow students a bit of freedom of expression through their wardrobe. A school dress code is another aspect of "preparing students for the real world", as many places of employment have dress codes, as do restaurants and other establishments.

The acceptable standards for clothing at school include the following:

- All clothing or combination of pants/shorts and shirt that does not show belly button when standing with arms by your side.
- All clothing with slogans, advertising, and graphics are allowed except those with nudity, any profanity, words or pictures that would be offensive, graphic violence, or those promoting drug or alcohol use in any way. Slang and other vocabulary/symbols apply to the above point.
- All clothing must cover at least one half of the student's upper leg(knee to waist). Shorts, commonly referred to as "short shorts" are not acceptable.
- All clothing is to cover student's undergarments.
- All clothing that is modest in regards to neckline, style, or material (not deep v-necks or low collars). Shirts that are open-sided would not be deemed school appropriate. If there is any question or dispute on this, an administrator will have complete discretion for this decision.
- Hats are acceptable for the hallways and common areas; however, students are asked to remove them in the classrooms where teachers have requested that they be removed.
- Grad and spring celebration attire may be exempt from some of the standards listed above.
- If a student has clothing that does not meet the standard they will be asked to change their attire. It may be necessary to ask student to remain in the office until the student can change their clothes.

- If a student feels their clothes meet the standard, the staff member may seek the opinion of an administrator. Under parental approval, students may be excused from school to return home to change during class time.

Physical Education Dress Code: The following items are required to meet the Physical Education Dress Code: shorts, t-shirt, clean socks, clean running shoes, sweatpants are optional.

Matthew Halton High School Fee Summary Document 2024-2025
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Student Union Fee	
Grade 7 – 12	\$ 6.00
Physical Education Fee	
Students will be charged entry fees to activities on a cost-recovery basis. This would include activities such as: swimming, curling, archery, bowling, golf, etc.	
Optional Fee: Yearbook	
Grade 7 - 12	\$ 35.00
Optional Fee: Cafeteria Meal Card	
Grade 7 – 12	\$ 65.00/10 meals (\$20.00 card and \$15.00 card also available)
Optional Fee: Gym Strip	
Halton wear can be ordered online at matthewhaltonhighschool.entripyshops.com	

Enhanced Educational Services	
Junior High Complementary Course	
Complementary course fees are charged to subsidize the costs of consumable materials such as food supplies, art supplies, wood for construction, or metal for fabrication. This is a one-time fee covering all the complementary courses for the entire school year (there are 8 courses).	
Grade 7 – 9	\$ 50.00
High School (Grade 10-12) CTS and Art	
CTS and art fees charged to subsidize the costs of consumable materials such as food supplies, sewing materials, art supplies, sewing supplies, wood for construction or metal for fabrication. If a student chooses a project that exceeds the cost of the course, there may be additional fees.	
Welding	\$ 40.00
Construction	\$ 40.00
Foods	\$ 30.00
Fashion Studies	\$ 25.00
Art	\$ 25.00
Experiential Learning Week	
Fees will be dependent upon the student’s course selection for the week and will be charged on a cost recovery basis. There are also courses offered at no cost each week.	
Class Field Trips	
Fees will be charged items such as transportation and entry to events on a cost recovery basis.	
Grad Fees	
Fees will be charged to Grade 12 students graduating on a cost recovery basis. Banquet fees will be charged per person in addition to the graduation fee.	

Extra-Curricular Sports Fees	
All extra-curricular sports fees take into account costs for officiating, transportation, lodging, and tournament fees. These fees will be determined when tournaments are confirmed for each team and will be charged to each player on a cost recovery basis. Students who have outstanding fees from a previous year will not be able to participate until those fees are paid.	
Hockey Skills Academy Fees	
Fees include practice jersey, sock and t-shirt.	
Grade 7 – 12	\$ 150.00

Payment of Fees

Senior High Fees & Junior High Fees are due the first day of school. Post-dated cheques (payable to Matthew Halton High School) will be accepted. If a payment plan is required to pay for student fees, please contact the principal to work out details (627-4414). Information regarding online payment will be received on the first day of school (School Cash online). If there are extenuating circumstances that prevent school fee payments from being made, please contact school administration for information on the waiver process.

ATTENDANCE POLICY

Rationale

Matthew Halton High School believes that:

- attendance increases student learning and success.
- attendance is the responsibility of the student and parent.
- attendance should be a priority for all students and parents.
- students and parents are responsible for communicating reasons for absences.
- the school is responsible for reporting student absences to parents.
- the key to minimizing absences and their effects on student learning is through good communication between home and school.

The school wishes to work with parents and students to ensure attendance. Good attendance is important so that students can maximize their learning and therefore be more successful. In accordance with LRSD policy, a critical benchmark attendance level of 90% may be utilized. Please refer to LRSD Administrative Procedure 330: Student Attendance.

School Board Policy

Under the Education Act, schools are charged with implementing compulsory school attendance for students. Students who by September 1 are between 6 and 19 years of age have a right to access education and are expected to attend school. The Education Act outlines the reasons why a student may be excused from attending school for legitimate reasons. School Board Administrative Procedures Policy 330, Procedure 5 states, the school administration is assigned the responsibility of determining whether an absence shall be classified as excusable or inexcusable.

Excusable absences shall include:

- Illness,
- Religious holidays of the denomination to which the student belongs,
- An imposed suspension being in place,
- Expulsion of a student,
- Medical or legal appointments,
- Compassionate reasons (i.e., death or serious illness in the family),
- Family supervised activity, with prior school notification,
- Other reasons as approved by school administration.

Protocols for Parents/Guardians

What to do before or when any absences occur:

- Students who must leave school during the school day, for whatever reason (e.g. medical/dental appointment, illness, etc.) are required to record when they leave in the sign-out book in the office. Students will also sign back in so that the school can keep accurate records.
- Parents who know ahead of time about excused absences (e.g. medical appointments/procedures, bereavement ceremony, etc.) will contact the school so the programming needs can be met.
- Parents who are planning to remove their child for family supervised activities need to clearly communicate their plans, in advance (two weeks), to the school. ***We highly recommend that parents carefully consider the educational effects fully before removing their children from school.*** Teachers are not expected to re-teach lessons under these circumstances. The administrator will discuss the implications of the anticipated absence with the parent.
- If your child is absent, contact the school office at 627-4414 or send a note with your child to the school office indicating the reason, date(s), and time of the absence.

What the school will do if your child is absent:

- When the office receives notification from the parent/guardian as to the reason, date(s), and time of the absence, the administrator will determine if the absence is excused. If it is, the office staff will record that the

absence has been excused within our school attendance program. The absence will remain as “Unexcused” until such time that we hear from the parent/guardian to determine whether the nature of the absence is excused or unexcused. An automated phone call will be made should your child be absent during the school day.

- If it becomes evident to the subject teacher that the number of absences and or the loss of instructional time due to being excessively late to class are significant, then the subject teacher will contact home with the aim of developing a plan to improve attendance.
 - If no improvement is shown, teachers may respond in, but are not limited to, any of the following options:
 - a. Enacting their own classroom actions to address student absences;
 - b. Referral to a Family Support Liaison Worker;
 - c. Referral to school admin team.
 - It is not expected that teachers re-teach lessons to students who have unexcused absences.
- Attendance Policy – continued
- If there is continued and significant loss of instructional time, the student will be referred by the classroom teacher to the School Based Team and a course of action will be identified by the team. This course of action will include, a meeting involving the student, their parent(s), teachers, administration, counsellor to find ways of supporting the student to improve their attendance. An action plan will be developed, agreed to by all parties, and kept in the students file. The course of action may include, but is not limited to:
 - Regular scheduled parental contact;
 - Alternate programming;
 - Other ideas/suggestions identified at the meeting.
 - If there is continued loss of instructional time, the administrator will consult with the student’s teachers and the administrator may then inform the parent of a referral to the attendance officer (see LRSD Administrative Procedure 331).
 - Report the achieved mark to Alberta Education (for high school students) at the conclusion of the course.
 - In a situation where a high school student has had an established history of poor attendance in a completed semester or year, they may be requested to enter into an attendance contract with administration prior to registering in any courses in the next school semester or year. This will include signing of the contract by both student and parent.
 - Please note that the school will work with families who have unique circumstances and communication around these issues is key.

SCHOOL SERVICES & ACTIVITIES

Learning Support Services: Livingstone Range School Division school staffs strive to work together with all students with special needs and parents to design appropriate programming for all students based on shared information. Any concerns can be addressed at the school level with the Learning Support Teacher and Principal and then, if necessary, with the jurisdiction to determine the needed next steps (Policy 14, Livingstone Range School Division #68).

Collaborative Response Team Philosophy: -To develop in MHHS a cooperative and supportive team approach for the purpose of providing the most appropriate and the best possible educational means for meeting the needs of the students within the school. Members of the team include the Principal, Asst. Principal, Learning Support Teacher, Counsellor, Family Liaison Counsellor, Child and Youth Care Workers, teachers and support staff. The group will gather information to plan an appropriate course of action for individual students. The course of action will be dependent upon each student and the academic and/or behavioral circumstance that led to the referral.

Learning Support Teacher: This position involves co-ordination of facets of the responsibilities of the learning support team. It acts as a conduit of information and resources to and from jurisdictional levels, local school administration, and thus through the learning support team to the staff, students, and parents. It is accountable for the follow-through on completion of the strategies within the learning support plan arrived at through team planning, staff collaboration, and administrative approval.

Career Practitioner/ Guidance Service: Guidance services are provided for the students' benefit. You may feel free to make an appointment or just come in and talk to the counsellor at any time. They can help you with any problems you may be having concerning vocational and educational planning, scholarships, studying, personal difficulties at school or home, and for finding out more information concerning your future.

Junior High Assessment Days

Rationale: In keeping with LRSD Administrative Procedure 360: Assessment and Reporting of Student

Achievement, Matthew Halton High School allows students an opportunity to be assessed/reassessed on outcomes that they have not yet met.

Assessment Procedure 10 reads: Teachers need to provide students with more than one opportunity, when necessary, to demonstrate their ability to meet learner outcomes within reasonable timelines and Grading and Reporting Procedure 10 reads: If there is not enough evidence of a student's level of proficiency because of missing summative information or academic dishonesty, the student will initially receive an incomplete. In discussion with the teacher and parents, students will be given a reasonable amount of time to provide acceptable evidence for learning.

Multiple days are set aside within the school year (see calendar) as an opportunity for teachers to have junior high students come in and either complete missing assignments or redo/reassess students as needed to improve their grade in a given class.

Students who are currently passing all core courses **and** who have completed all assignments in core subjects will be excused from coming to school for these days. All other students are required to attend school until all of their core teachers determine that they have achieved a satisfactory standard in their core courses and have no outstanding work.

Please note that attendance during these days is not optional for students who have outstanding work or are failing a core course. It is imperative that they attend school these days so that they access this opportunity to improve their grade.

Graduation & Awards Ceremony: To honour the hard work and achievement of our students, MHHS has an annual Awards Day.

The Cap and Gown Ceremony is held at the end of the school year and is reserved for those students who have registered and received credit (pending diploma exam results) in all required courses needed to meet Alberta Education's requirements for graduation. More specific ceremony information will be communicated home to families later in the school year. Being a grade 12 student does not determine if a student gets to participate in Graduation activities, students must be in good standing.

Extra-curricular & Co-curricular Activities: Extra-curricular Programs are promoted as they provide an extended learning dimension. These events are scheduled to have a minimum time away from regular classes. Bussing plus all other related field trip costs would be charged out on a pro-rated basis to the participating students.

In order to participate in extra-curricular activities, students must be a student in good standing. This includes completing all school work to an acceptable standard, being on time for class and having regular attendance.

Matthew Halton offers a wide variety of extra-curricular activities for students. We encourage your participation. Some such clubs and activities are as follows:

High School Rodeo, Student Council, Volleyball, Basketball, Track and Field, Cross Country Running, Rugby, Badminton, Baseball, etc.

Sports Fees: Payment covering the sport fee must be submitted to the office *before the first scheduled league game*. The athletic director will set fees prior to the season. Payment plans are available to assist families as needed.

Transportation of Students by Private Vehicle:

- LRSD busses will be used for all field trips.
- For sporting events, LRSD has moved towards parents providing transportation to athletic events for single day activities. The school Athletic Director will communicate transportation to parents prior to athletic events.
- **Students are not permitted** to transport themselves or other students to school sanctioned events or activities.

Learning Commons: The Learning Commons provides an extensive range of books, magazines, and other learning materials including internet use and audio/visual equipment. This is both a physical and virtual space and will be used for a variety of purposes including providing a study area, a collaborative space, and/or offer accessibility to a wide variety of technology.

- Operational times are 8:41 a.m. – 11:30 a.m. Monday to Thursday and all-day Friday.
- Students will be billed for lost or damaged items.
- Students with overdue books or unpaid charges will have their check-out privileges suspended until such

materials have been returned and outstanding charges paid.

- Certain materials are for in-house use only.
- School equipment may be signed out.

Textbook Lending:

- Textbooks are provided for students. Abuse of this service may result in withdrawal of borrowing privileges.
- Students may check out one copy of a textbook for themselves. Students are responsible for the text books that they sign out and should exercise caution to ensure that the book they sign out is the book that is returned.
- Textbooks must be returned before or during the time period scheduled for final exams.
- Students will be billed replacement cost for textbooks not returned. Based on the replacement value of the book, a depreciation schedule of 10% per year up to 50% on the fifth and subsequent years will apply.
- Removal of or writing on barcodes is considered as damage to the textbook. It may also remove the means of checking the book which will result in an unreturned textbook and subsequent charges.

Telephones: There is a student phone in the Hawk's Nest. Classroom phones may be used under teacher direction. Livingstone Range School Division will be implementing a new cellphone policy as of September 2024. If parents are needing to contact their child during class time, we would ask that you call the main office at 403-627-4414 and we will relay the message to them.

School Cleanliness: Everyone is responsible for the cleanliness of the school. Please do your part to help us keep your school an attractive and pleasant place to be. Food may be consumed in the Hawk's Nest Cafeteria, South Hallway or outside of the school. Students who leave the school a mess will be required to clean a specific area as per staff direction.

Lockers: It is the student's responsibility to safeguard personal possessions.

- Lockers are issued to all students on an individual basis. *Students shall not change lockers without office approval.*
- Students are responsible for the cleanliness and contents of their lockers.
- A lock will be issued to students and an up-to-date record of lock numbers and combinations will be kept in the school office. Students must not share their locker combination with others.
- In case of loss of the first combination lock, a second will be issued to the student upon payment of the total cost of the lock.
- Locks not issued by the school *will be removed.*

Students bringing personal items to school: Students will assume responsibility for all personal items they bring to school. These items include, but are not limited to, items as cell phones and other electronic devices. **Do not leave these items unattended.**

Pupil Accident or Illness:

- Students shall report any accident or illness to a staff member.
- School staff shall not provide or administer non-prescription medication to students.

Service dogs: In the event that service dogs are utilized in the school, [LRS D Admin Procedure 208](#) will apply.

Dances:

- Dances are open to Matthew Halton High School students who are in good school standing. Students are subject to the code of conduct for any school-sanctioned event. All coats and backpacks will be searched and will remain in a designated area for the duration of the dance.
- Students from other schools will be permitted to attend Matthew Halton dances **ONLY** if their name is on an approved (by admin) list. Please note that if students are absent from school for the day or any part of the day that a dance is scheduled and do not have an excusable reason, they may not attend the dance.
- One time entry for dances.
- Guests are subject to the approval of the principal or designate. A guest who accompanies a MHHS student to a dance is expected to follow all school and activity rules as outlined in the School Code of Conduct and/or

as directed by activity organizers, supervisors, or staff.

- A MHHS student who is accompanied by a non-registered student to an activity must take responsibility for that individual(s). If a disciplinary issue occurs which warrants removal of an individual, both the MHHS student and all their invited guest(s) will be requested to leave. The MHHS student will also be subject to disciplinary action as though they had committed the violation. This disciplinary response will be determined by the school principal or designate. The RCMP may be contacted if deemed necessary by the principal or designate.
- The age of invited guests is restricted to the typical ages of students from Grades 7 – 12. The guest must be a registered junior high or high school student of a school.

Smoking, Alcohol, and Drugs:

- Smoking cigarettes, using e-cigarettes, smoking/consuming marijuana and snuff chewing is not permitted on school property.
- The possession and/or use of illegal drugs, drug paraphernalia, marijuana or alcohol in the school or on school campus are prohibited.
- Students found smoking cigarettes, using e-cigarettes, smoking or under the influence of marijuana or chewing snuff on school property, or concerns of possible involvement with the use of alcohol or illegal drugs, will be referred to the administration for disciplinary action. This policy extends to students on, or involved in, school-sponsored activities. Students suspended will only be reinstated after a conference is held with parents/guardians, student, and principal.
- The RCMP may be involved with any of the points listed above.

Fighting:

Students participating in fighting will be subject to disciplinary action. Students who attend a fight, promote a fight, encourage a fight in any way, record the incident, or participate in distribution of recorded incidents are also subject to disciplinary action.

Bullying

The School Act defines bullying as, “(b.1) “bullying” means repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual’s reputation;”

Student responsibilities according to the School Act 2015 Section 12 (h), “A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

(h) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;”

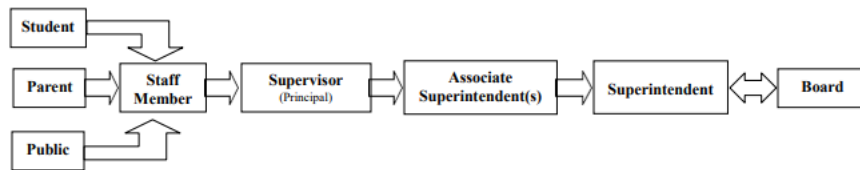
Bullying is a repeated action where there is a power imbalance.

MHHS response to bullying:

Administration takes issues of bullying very seriously. In order to deal with issues of bullying, staff must be made aware of the situation. Students must inform a staff member as soon as possible, this is crucial. Administration will review each incident and respond in a manner they see fit. This may include education, discipline such as suspensions in or out of school, and parent meetings. As is all unacceptable behaviors, if correction of behavior does not result, a recommendation for expulsion may occur.

Channels of Communication and Dispute Resolution

When students or parents are making inquiries into the operations of the school and division, please make direct inquiries to the staff member most directly involved in the operation in question. If you are not satisfied with the response at that level they are encouraged to follow the appropriate lines of authority. Please see the graphic below and consult LRSD Board Policy #23 found on the division website. Administrative Procedure 152 on the division website also provides information on School Dispute Resolution practices.



EXAMS

Alberta Education Diploma Exams are required for:

Math 30-1, Math 30-2, Chemistry 30, Physics 30, Biology 30, Science 30, English 30-1, 30-2, Social Studies 30-1, 30-2. The final mark is a combination of 70% of the school mark and 30% of the Diploma Exam mark.

Final Exam Regulations

If alternate arrangements for **classroom final examinations** are needed, parents must submit a written request to the principal at least two weeks prior to the scheduled examinations. Approval may be granted on an individual basis after the principal consults with teachers.

Please note that **Diploma and PAT Examination dates and times are determined by Alberta Education and are not flexible.**

Please see <https://www.alberta.ca/diploma-exams> or <https://www.alberta.ca/provincial-achievement-tests> for more information.

Matthew Halton Exam Schedule

Final exams will occur during semester one and two for core classes. Teachers will communicate if they are having a final exam as part of their course outline. A senior high final exam schedule for each semester will be posted two weeks prior to exams starting.



MHHS Bell Schedule 2024 - 2025

	Monday - Thursday	Friday
Warning Bell	8:32	
	Block 1	8:35 - 9:15
		8:35 - 9:03
Break	9:15 - 9:20	9:03 - 9:08
Block A	Block 2	9:20 - 10:00
	Block 3	9:08 - 9:36
		9:36 - 10:04
Break	10:40 - 10:45	10:04 - 10:09
Block B	Block 4	10:45 - 11:25
	Block 5	10:09 - 10:37
		10:37 - 11:05
Lunch	12:05 - 12:45	11:05 - 11:25
Warning Bell	12:42	11:22
Block C	Block 6	12:45 - 1:25
	Block 7	11:25 - 11:53
		11:53 - 12:21
Break	2:05 - 2:10	12:21 - 12:26
Block D	Block 8	2:10 - 3:30
		12:26 - 1:20



Matthew Halton High School 2024 - 2025 School Calendar



Approved by the Board of Trustees January 29, 2024

August 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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	New Teacher 26	SB 27	DPD 28	DPD 29	SB 30	31

Aug 26 - New Teacher Orientation
 Aug 27 - School Based PD/Collaboration/Planning
 Aug 28 & 29 - Divisional Based PD
 Aug 30 - School Based PD/Collaboration/Planning

November 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					SB 1	2
3	4	5	6	7	JH Assess 8 MW End of Yr	9
10	SH 11	ISC 12	DD 13	DPD 14	SB 15	16
17	18	19	20	21	T Th 22	23
24	Picture day 25	26	P/T 27 Inter	P/T 28 Inter	MW 29	30

Nov 1 - School Based PD - No School
 Nov 8 - JH Assessment Day
 Nov 11 - Remembrance Day - No School
 Nov 12, 13, 14, 15 - ISC Day/Div. Day/PD Days - No School
 Nov 25 - Picture Retake Day
 Nov 27, 28 Parent Teacher Interviews

February 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	T Th 7	8
9	10	11	12	13	MW 14	15
16	SH 17	DIL 18	DIL 19	TC 20	TC 21	22
23	24	25	26	27	T Th 28	1

Feb 7 - HS Course Withdrawal Deadline
 Feb 17 - Family Day - No School
 Feb 18 & 19 - Days in Lieu P/T Interviews - No School for students
 Feb 20 & 21 - Teacher Convention - No School for Students

May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3					T Th 4	5
6	7	8	9	10	MW 11	12
13	14	15	16	17	SB 18	19
20	SH 21	22	23	24	MW 25	26
27	28	29	30	31	T Th 32	33

May 1 - Grade 12 Local Scholarship Application Deadline
 May 16 - School Based PD Day - No School for Students
 May 19 - Victoria Day - No School
 May 28 - New Student Open House/Orientation

September 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	SH 2	3	4	5	MW 6	7
8	9	10	11	12	T Th 13	14
15	16	17	18	19	MW 20 Picture Day	21
22	23	24	25	26	T Th 27	28
29	T&R 30					

Sept 2 - Labour Day
 Sept 3 - First Day of School
 Sept 20 - Picture Day
 Sept 12 - High School Course Withdrawal Deadline
 Sept 30 - National Day for Truth and Reconciliation - No School

December 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	T Th 6	7
8	9	10	11	12	MW 13	14
15	16	17	18	19	T Th 20	21
22	23	24	25	26	27	28
29	30	31				

Dec 23 - Jan 03 - Winter Break

March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	MW 7	8
9	10	11	12	13	T Th 14	15
16	17	18	19	20	ISC 21	22
23	24	25	26	27	JH Assess 28 Day MW	29
30	31					

Mar 21 - InterSchool Collaboration Day - No School for Students
 Mar 28 - Junior High Assessment Day

June 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	ISP 2 Meetings	3	4	5	6	7
8	9	10	PAT 11	PAT 12	PAT 13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June 2 - ISP Meeting Day - No School for Junior High Students
 June 6 - Graduation
 June 10 - Last Day of Senior High Classes
 June 23 - Last day Junior High Classes
 June 24 & 25 - Junior High Assessment Days
 June 25 - Last Day for Students
 June 26 - Last Day for Staff

October 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		ELW 1	ELW 2	ELW 3	ELW 4	5
6	7	8	9	10	SB 11	12
13	SH 14	15	16	17	MW 18	19
20	ISP 21 Meetings	22	23	24	T Th 25	26
27	28	29	30	31		

Oct 1-4 - Experiential Learning Week
 Oct 11 - School Based PD - No school for students
 Oct 14 - Thanksgiving Day - No School
 Oct 21 - ISP Meetings - No School Junior High

January 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	MW 10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	ISP 27 DIP	SB 28	29	30	MW 31	1

Jan 6 - First day back
 Jan 17 - Last day of SH classes
 Jan 24 - Junior High Assessment day
 Jan 27 - ISP Meetings - No School for JH/ Last day of Sem. 1
 Jan 28 - Staff Planning Day - No school for students
 Jan 29 - First day of 2nd Semester

April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	T Th 4 End of Yr	5
6	7	8	9	10	MW 11	12
13	14	15	16	17	18	19
20	SH 21	22	23	24	25	26
27	28	29	30			

Apr 16 & 17 Parent Teacher Interviews
 Apr 18 - Good Friday - No School
 Apr 21 - Easter Monday - No School
 Apr 22 - 25 - Spring Break - No School

Legend for Symbols

DIL	Days in lieu P/T Inte
SH	Statutory Holiday
SB	Winter Break
TC	Teachers Convention
DD	Spring Break
DPD	Non-operational Day
SB	Divisional Based PD
ISC	School Based PD/Collaboration/Planning
DD	Interscholar collaboration day
DIP	Divisional Day
DIP	Gr. 12 Diploma Exams
PAT-A	Gr. 6 & 9 PAT Part "A" Window TBD
PAT-B	Gr. 6 & 9 PAT Part "B" Window TBD
IDP	Indigenous People's Day
	Parent Teacher Interviews
	Experiential Learning Week
	School Pictures
	JH Assessment Days

Matthew Halton High School 2024-2025 School Year Calendar

AUGUST

August 27, 28, 29, 30.	Staff Planning/PD days
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SEPTEMBER

Monday, September 2	Labour Day (No school for staff or students)
Tuesday, September 3	First Day of School
Wednesday, September 4	School Spirit Assembly
Thursday, September 12	High School Course Withdrawal Deadline
Thursday, September 12 - Friday, September 13	Grade 7 Kick Off Camp
Monday, September 16	School Council Meeting: 5:00 – 6:00 p.m.
Friday, September 20	Picture Day
	ELAA Post-Secondary Fair: 12:00 – 1:30 p.m.
	School Spirit Assembly
Thursday, September 26	Truth and Reconciliation School Event
Monday, September 30	Truth and Reconciliation: (No school for staff or students)

OCTOBER

Tuesday, October 1 – Friday, October 4	Experiential Learning Week
Friday, October 11	School-based PD Day: (No school for students)
Monday, October 14	Thanksgiving Day: (No school for staff or students)
Monday, October 21	ISP Conferences: (No school for junior high students)
Monday, October 28	School Council Meeting: 5:00 – 6:00 p.m.
	Booster Club Meeting: 6:00 – 7:00 p.m.

NOVEMBER

Friday, November 1	PD Day: (No school for students)
Tuesday, November 5	School Spirit Assembly
Friday, November 8	Junior High Assessment Day:
	Last Day Term 1: (Junior High options)
Monday, November 11	Remembrance Day: (No school for staff or students)
Tuesday, November 12	ISC day: (No school for students)
Wednesday, November 13	Divisional Day: (No school for students)
Thursday, November 14	Divisional Professional Development Day: (No school for students)
Friday, November 15	School Based PD Day: (No school for students)

Monday, November 18	School Council Meeting: 5:00 – 6:00 p.m.
Monday, November 25	Picture Retakes
Wednesday, November 27	Parent Teacher Interviews: 4:00-7:00 pm
Thursday, November 28	Parent Teacher Interviews: 4:00-7:00 pm

DECEMBER

Thursday, December 19	Staff vs. Students Hockey Game
Friday, December 20	Last day of classes
December 21 – January 5	Christmas Break: (School closed)

JANUARY

Monday, January 6	First day of school after Christmas break
Friday, January 17	Last day of <i>Senior High</i> classes
January 13 - 27	Diploma Exams and PATs: (See exam schedule)
Monday, January 20	School Council Meeting: 5:00 – 6:00 p.m.
Friday, January 24	Junior High Assessment Day
Monday January 27	Last day of Semester 1:
	IPP Conferences: (No school for junior high students)
Tuesday January 28	Staff Planning Day: (No school for students)
Wednesday, January 29	First day of second semester

FEBRUARY

Tuesday, February 4	School Spirit Assembly
Friday, February 7	Course Withdrawal Deadline
Monday, February 17	Family Day: (School closed)
February 18 and 19	Days in lieu of parent teacher interviews: (School closed)
February 20 and 21	Teacher's Convention: (School closed)
Monday, February 24	School Council Meeting: 5:00 – 6:00 p.m.

MARCH

Monday, March 10	School Spirit Assembly & Sports Pep Rally
Monday, March 17	School Council Meeting: 5:00 – 6:00 p.m.
	Booster Club Meeting: 6:00 – 7:00 p.m.
Friday, March 21	Interschool Collaboration Day: (No school for students)
Monday March 28	Junior High Assessment Day

APRIL

Friday, April 4	Last Day of Term 3: (Junior High options):
Monday, April 14	School Council Meeting: 5:00 – 6:00 p.m.
Wednesday, April 16	Parent Teacher Interviews: 4:00 pm-7:00 pm
Thursday, April 17	Parent Teacher Interviews: 4:00 pm-7:00 pm
April 18 - April 25	Easter Break: (No school for staff or students)

MAY

Thursday, May 1	Grade 12 Local Scholarship application deadline
Monday, May 12	School Council Meeting: 5:00 – 6:00 p.m. Booster Club Meeting: 6:00 – 7:00 p.m.
Friday, May 16	School-based P.D. Day: (No school for students)
Monday, May 19	Victoria Day: (School closed)
Wednesday, May 28	Grade 7 & 10 New Student Open House/Orientation: <ul style="list-style-type: none">• Gr. 7 Orientation 5:00-6:00 pm• Intro to High School 6:30-7:30 pm

JUNE

Monday, June 2	ISP Conferences: (No school for Junior High students)
Tuesday, June 10	School Spirit Assembly Last day of Senior High classes
Friday, June 13	Graduation
Thursday, June 19,	Athletics Awards Celebration: 6:30 p.m.
Friday, June 20	National Indigenous Peoples Day Celebration
Monday, June 23	Gr. 7-11 Awards Ceremony: 2:15 p.m. Last day Junior High Classes
Tuesday, June 24	Junior High Assessment Day
Wednesday, June 25	Junior High Assessment Day Official Last Day for Students