



2025
STUDENT/PARENT
HANDBOOK





TABLE CONTENTS

- Principal Message
- Student Conduct
- General Information
- Fees
- Standard of Dress
- Assessment Policy
- Academic Integrity
- Emergency Procedures
- Graduation Requirements
- Athletics and Student Services
- Consequences of Unacceptable Behaviour

PRINCIPAL MESSAGE



Heather Kaup

Principal

What an incredible privilege it is to serve as principal of this stunning high school, named in honour of Father Michael McCaffery. We are excited to be able to welcome students in Grade 9 through 12 for the 2025-2026 school year. Father Michael McCaffery was an incredible man who served the Archdiocese of Edmonton for many years. He believed in forgiveness and his work was always centered on love. Whenever asked for help, he would help. Students who walk through the doors of McCaffery will experience love and forgiveness as they work towards academic excellence and finding their passion.

Our school team name is the McCaffery Fire. We hope that all students will find their passion and embrace their purpose as they explore a breadth of offerings. From French, Art, Drama and Band, to Robotics, Computer Science and Photography, students will have many opportunities to explore and develop skills. Our school charism is "Ubi Caritas est vera. Deus ibi est." -Where true charity is, God is there. This charism speaks of Christian love and unity. We believe in an inclusive community where everyone has a seat at the learning table. All learners are welcome, and all belong. We are excited to grow and build with our students, the true heartbeat of our school. Come be part of the legacy!

With Respect, Heather Kaup, Principal





STUDENT CODE OF CONDUCT

The general rules of conduct are inspired by our school charism “Ubi Caritas Christi, Deus Ibi Est.” As a school community, we demonstrate our love of Christ through service, charity, helpfulness, and a welcoming attitude towards all members of our community. It is expected that students will develop both the conviction that McCaffery is their school, and the realization that they have a vital role in developing and maintaining a healthy educational, social, moral, and religious setting. This code of conduct outlines how students have a responsibility to help McCaffery be a welcoming, caring, respectful, and safe learning environment.

Edmonton Catholic schools share a foundational belief that all children are unique, loved by God, and created in God’s image. As such, all human beings are inherently sacred and must be treated with dignity and respect. Based on this belief, the mission of each school is to help students grow as children of God in all aspects of their person: physically, academically, socially, emotionally, morally, and spiritually. We affirm that the rights set out in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms are afforded to all students and staff members within McCaffery.

With this in mind, we believe that all members of the McCaffery community have the right to:

- Be treated with dignity, respect, and fairness without prejudice.
- Learn and grow in a secure, non-threatening environment.
- Enjoy and maintain a clean, safe environment.
- Always hear appropriate language.
- Have an environment, pursuant to the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, that is free from discrimination of any type. Discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodations, or facilities that are customarily available to the public, and the denial or discrimination is based on, but not limited to, race, religious beliefs, color, gender identity, gender expression, age, physical disability, mental disability, ancestry, place of origin, sexual orientation, family status, or marital status
- Access a continuum of supports through Services Students, for those who have been impacted by inappropriate behavior, as well as those who engage in inappropriate behavior.

In addition to the responsibilities outlined in the School Act, students of McCaffery must abide by the following academic and behavioral responsibilities.

Students of McCaffery have the academic responsibility to :

- Regularly attend class punctually with the necessary materials to be successful
- Demonstrate strong effective study habits
- Participate fully and complete any assessments to the best of their ability
- Refrain from any academic plagiarism or cheating



STUDENT CODE OF CONDUCT CONTINUED

Students of McCaffery have the behavioral responsibility to :

- Refrain from participating in any acts of aggression including but not limited to physical violence, bullying, harassment, intimidation, or any other non-verbal/verbal threats, towards students or staff, whether in person or online. Conflict resolution can be achieved by accessing teaching staff, counselors, or our School Resource Officer (SRO).
- Students should report any bullying behaviors that occurs within the school, during the school day or by electronic means either as a recipient or witness to their grade coordinator or to the SRO. This may be done either in person or through email.
- Refrain from encouraging conflict and/or gathering to witness conflict between others. If you witness a conflict, it is your responsibility to notify a teacher, counselor, or the SRO. If, instead, you gather with other students and stay to watch the conflict, you are supporting an aggressive interaction that may otherwise have been resolved non-violently if appropriate support people had been notified.
- Refrain from spreading false messages or gossiping about school community members, verbally or online.
- In accordance with the provincial Ministerial order regarding the use personal mobile devices (phones, tablets, computers, or other electronic devices) students will use responsibly, including abiding by the Responsible Use Agreement. Technology must always be used safely and to enhance the learning environment. In some cases, as directed by the teacher, devices may be used for instructional purposes.
- Maintain appropriate dress that reflects respect and modesty. Dress code infractions shall be dealt with discreetly and respectfully.
- Abide by the safety regulations (including fire alarms, lockdowns, and computer lab rules and regulations)
- Refrain from the use or possession of tobacco, nicotine, marijuana, e-cigarettes, vapes, alcohol, or any illegal substance on school property, including the parking lots.
- Refrain from possessing weapons or any other dangerous items on school property.
- Be in the appropriate area of the school during spares (Student Lobbies).
- Avoid disruptive behavior in the hallways during spares or during class movement.



GENERAL INFORMATION

General Office:

The offices of the principal and the assistant principals/grade coordinators are in the general office. Each administrator is responsible for a group of students in a particular grade. Students and parents are encouraged to see their grade coordinator to discuss matters concerning their academic performance or program.

Monday, Tuesday, Wednesday and Friday 8:30am - 3:15pm

Thursday: 8:30am-12:00pm

Lockers:

Students have the option to be issued a locker at the beginning of the school year. Any damage that is not recorded will be the responsibility of the occupant. Under no circumstances should a student occupy a locker that is not assigned to him/her. Students are urged not to leave valuables stored in lockers. The school cannot accept responsibility for articles lost or stolen. Lockers may be searched by school authorities at any time as can the personal belongings of a student. Any damage that is not recorded, including graffiti, will be the responsibility of the occupant. No personal locks are permitted.

Cell Phone:

During instructional time cell phones must be powered off and stored in their locker.

-Any student caught using the phone during instructional time without being directed by the teacher to do so will be issued a verbal warning, and an email will be sent to their grade coordinator to log the infraction.

-A second offence will result in the phone being confiscated until the end of the day. The phone will be brought to the office by the teacher, or the grade coordinator will come and pick it up, and the student can pick up the phone from their grade coordinator at the end of the day.

-For the third offence, students are required to have a parent come and pick up their cell phone for them. Phone calls from parents saying it is okay to give the child back their phone will not be accepted. A parent must come in and pick up the phone on their child's behalf. This will occur for every subsequent offence, and a student may be required to leave their cell phone with their grade coordinator at the start of the school day to mitigate repeat offences.

Consequences for continued cell phone infractions will be determined by the grade coordinator, student and parent(s)/guardian(s) for each individual.

POWERSCHOOL

WWW.POWERSCHOOL.ECSD.NET

- Powerschool is used as a is a web-based home-to-school collaboration system linking parents and schools via the internet.
- Innovative educational technology to share knowledge with parents and increase student success.
- PowerSchool Parent Portal is a password protected, read – only program.
- Parents have the ability to view report cards,attendance and the school bulletin.
- Parents can add multiple children to their account and configure PowerSchool to send emails on a regular basis.
- Multiple parent/guardian accounts can be created.
- A PowerSchool Application is available for the Ipad/IPhone.
- Please check Parental Portal in mid-August to obtain new information regarding on-line payments.
- All fee payments are to be completed online through Powerschool

PARKING

- Students are permitted to park in the student lot only. The turnaround in front of the school is a one way turnaround. Students are to maintain at a safe speed when they are entering or leaving the parking lot. Parking spots are on a first come-first serve basis. Should the privilege be abused, the student will no longer be able to park in student parking. Infractions such as littering and speeding could have the privilege revoked.



SOCIAL MEDIA

The most up to date social media on our school social media. Follow @mccaffery_ecsd for special events, updates on athletics etc.

CAFE

We will have cafe which will provide food service to our school. Service will start at 7:30am and will run until 2:30pm. Students will be able to buy meals as well as snacks.

Students can also bring their lunches and can sit in a variety of student lounges throughout the building. It is the student's responsibility to keep the area clean. Tables must be cleared after use and bottles must be placed in the receptacle recycling.



STUDENT FEES 2025-2026

2025/26 School Fee Schedule for
Father Michael McCaffery H.S.

Description	2025/26 Fee Amount
Junior High	
<i>Supplemental Education fees - Grades 7 to 9 up to a Max \$60</i>	
Electronic Device User Fee - 9	\$40.00
Student Union	\$10.00
Whole School Activities - (Grades 9)	\$10.00
<i>Courses (CTF use cluster name)</i>	
CTF - Construction 9 Semestered	\$85.00
CTF - Design 9 Semestered	\$40.00
CTF - Foods 9 Semestered	\$60.00
CTF - Robotics (Electrotech) 9 Semestered	\$45.00
Fine Arts - Art 9 Semestered	\$60.00
Fine Arts - Drama 9 Semestered	\$10.00
Fine Arts - Film Studies 9 Semestered	\$10.00
Fine Arts - Music 9 Semestered	\$120.00
<i>Individual Assessment (Sales through Office)</i>	
ID Card Replacement	\$5.00
Lock Replacement	\$10.00
Physed Shirt	\$15.00
Textbook Replacement (Various)	\$300.00
Yearbook	\$45.00
<i>School Activities / Fieldtrips</i>	
Bike-a-thon Participation	\$50.00
Club Fees (Various TBD) (Maximum/club)	\$250.00
Field Trips - 2nd Languages (maximum) Semestered	\$60.00
Field Trips - Clubs (maximum/club)	\$200.00
Field Trips - CTF 9 (maximum) Semestered	\$60.00
Field Trips - English 9 (maximum) Full Year	\$60.00
Field Trips - Fine Arts 9 (maximum) Semestered	\$60.00



Description	2025/26 Fee Amount
Field Trips - Math 9 (maximum) Full Year	\$60.00
Field Trips - Physed 9 (maximum) Semestered	\$60.00
Field Trips - Religion 9 (maximum) Semestered	\$60.00
Field Trips - Science 9 (maximum) Semestered	\$60.00
Field Trips - Social Studies 9 (maximum) Semestered	\$60.00
Overnight Trips (Various TBD) (Maximum/trip)	\$2,500.00
<i>Athletics</i>	
Athletic Camps	\$250.00
Athletics Banquet (maximum)	\$50.00
Athletics Wear Package - Jr. High (maximum/team)	\$250.00
Badminton - Girls/Boys/Mixed (maximum)	\$175.00
Basketball - Girls/Boys (maximum)	\$350.00
Cross Country - Girls/Boys/Mixed (maximum)	\$60.00
Curling - Girls/Boys/Mixed (maximum)	\$250.00
Fitness Center Access	\$50.00
Flag Football - Girls/Boys (maximum)	\$150.00
Running Room Games - CoEd (maximum)	\$50.00
Soccer Indoor- Girls/Boys (maximum)	\$200.00
Soccer Outdoor- Girls/Boys (maximum)	\$200.00
Softball - Girls/Boys (maximum)	\$100.00
Track & Field Indoor (maximum)	\$100.00
Track & Field Outdoor (maximum)	\$100.00
Volleyball - Girls/Boys (maximum)	\$250.00

Senior High

Caution Fee	\$90.00
-------------	---------

Supplemental Education Fees - Grades 10 to 12 up to a Max \$90

Electronic Device User Fee - 10-12	\$70.00
------------------------------------	---------

Student Union (Grades 10-12)	\$10.00
------------------------------	---------

Whole School Activities - (Grades 10-12)	\$10.00
--	---------

Courses

Description	2025/26 Fee Amount
CTS - Communications Tech (Photography) 10/20/30 3 Credits	\$40.00
CTS - Communications Tech 10/20/30 3 Credit	\$10.00
CTS - Computer Science 10/20/30 5 Credits	\$40.00
CTS - Construction 10/20/30 3 Credits	\$85.00
CTS - Construction 10/20/30 5 Credits	\$140.00
CTS - Design Studies 10/20/30 3 Credits	\$25.00
CTS - Design Studies 10/20/30 5 Credits	\$45.00
CTS - Foods 10/20/30 3 Credits	\$60.00
CTS - Foods 10/20/30 5 Credits	\$100.00
CTS - Robotics (Electrotech) 10/20/30 3 Credits	\$45.00
CTS - Sports Medicine 10/20/30 5 Credits	\$30.00
CTS - Sports Performance 10/20/30 5 Credits	\$25.00
Dance 15/25/35 5 Credits	\$40.00
Fine Arts - Art 10/20/30 3 Credits	\$60.00
Fine Arts - Art 10/20/30 5 Credits	\$100.00
Fine Arts - Drama 10/20/30 3 Credits	\$20.00
Fine Arts - Drama 10/20/30 5 Credits	\$40.00
Fine Arts - Film Studies 10/20/30 3 Credits	\$20.00
Fine Arts - Film Studies 10/20/30 5 Credits	\$30.00
Fine Arts - Music 10/20/30 5 Credits	\$120.00
Fitness & Wellness 10 5 Credits	\$15.00
Languages - French 10/20/30 5 Credits	\$20.00
Physed 10 5 Credits	\$40.00
Physed 20/30 5 Credits	\$60.00
Psychology 20/30 AP	\$10.00
<i>Individual Assessment (Sales through Office)</i>	
AP Exam (maximum 2 exams/student)	\$200.00
Dance gear	\$50.00
Grad Banquet Ticket	\$100.00

Description	2025/26 Fee Amount
Grad Commencement Guest Ticket	\$20.00
Grad gown package	\$50.00
ID Card Replacement	\$5.00
Lock Replacement	\$10.00
Physed Shirt	\$15.00
Textbook Replacement (Various)	\$300.00
Yearbook	\$45.00
<i>School Activities / Fieldtrips</i>	
Bike-a-thon Participation	\$50.00
Club Fees (Various TBD) (Maximum/club)	\$250.00
Field Trips - Biology 20/30 (maximum)	\$60.00
Field Trips - Chemistry 20/30 (maximum)	\$60.00
Field Trips - Clubs (maximum/club)	\$200.00
Field Trips - CTS 10/20/30 (maximum/course)	\$60.00
Field Trips - CTS Skills (maximum)	\$100.00
Field Trips - English 10/20/30 (maximum)	\$60.00
Field Trips - Fine Arts 10/20/30 (maximum/course)	\$100.00
Field Trips - Fitness & Wellness 10 (maximum)	\$60.00
Field Trips - Languages 10/20/30 (maximum/course)	\$60.00
Field Trips - Math 10/20/30 (maximum)	\$60.00
Field Trips - Physed 10/20/30 (maximum)	\$500.00
Field Trips - Physics 20/30 (maximum)	\$60.00
Field Trips - Psychology 20/30 (maximum/course)	\$50.00
Field Trips - Religion 10/20/30 (maximum)	\$250.00
Field Trips - Science 10/20/30 (maximum)	\$60.00
Field Trips - Social Studies 10/20/30 (maximum)	\$60.00
Field Trips - WIN	\$200.00
Model UN	\$250.00
Overnight Trips (Various TBD) (Maximum/trip)	\$2,500.00

Description	2025/26 Fee Amount
<i>Athletics</i>	
Athletic Camps	\$250.00
Athletics Banquet	\$50.00
Athletics Wear Package - High School (maximum/team)	\$250.00
Badminton - Girls/Boys/Mixed (maximum)	\$250.00
Basketball - Girls/Boys (maximum)	\$800.00
Cross Country - Girls/Boys/Mixed (maximum)	\$200.00
Curling - Girls/Boys/Mixed (maximum)	\$250.00
Fitness Center Access	\$50.00
Flag Football - Girls/Boys (maximum)	\$250.00
Golf Team - Mixed (maximum/tournament)	\$200.00
Provincials - Out of Town (Any Team)	\$2,000.00
Rugby - Girls/Boys (maximum)	\$30.00
Running Room Games (maximum)	\$50.00
Soccer - Girls/Boys (maximum)	\$350.00
Softball - Girls/Boys (maximum)	\$200.00
Swim Team - Mixed (maximum)	\$200.00
Track & Field Indoor (maximum)	\$150.00
Track & Field Outdoor (maximum)	\$150.00
Volleyball - Girls/Boys (maximum)	\$800.00
Wrestling - Girls/Boys (maximum)	\$500.00

MCCAFFREY STANDARD OF STUDENT DRESS

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

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

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

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

Students at Father Michael McCaffrey Catholic High School may wear hats and headwear as long as they are in alignment with this standard's philosophy:

- Headwear that is specifically required for religious observance (i.e. hijab, yarmulke, turban) or for medical reasons in consultation with the principal
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff. Hats and Hoodies to be removed for religious celebrations and exam taking.

Students who have not met the standard, as outlined above, will be addressed in the following manner:

At the first possible opportunity for a private conversation, the staff member who has identified the issue will speak to the student about the concern in a manner that respects their privacy and dignity. The student will be presented with options to bring them into closer alignment with the standard for the remainder of the school day such as:

- Wearing another article of their own clothing which they have at school that is in alignment with the standard
- Contacting a parent or guardian to bring in an article of clothing that is in alignment with the standard
- Borrowing an article of clothing from a friend that is in alignment with the standard.



ASSESSMENT POLICY

Our students at McCaffery are integral to the assessment process and it is aligned with our Division's Core Values and affirms the students' dignity and respect. As teachers, our assessment policy is in line with the Alberta Education Teaching Quality Standard.

We believe that rich feedback given verbally or in written form helps students to identify areas of growth as well as how to meet learning targets.

Our assessments are based on learner outcomes (knowledge, skills process) from Alberta Education Program of Studies with reference to the competencies as per the Ministerial Order on Students Learning (001/2013)

Our assessments align with the programming of our diverse learners.

We are taking measures to ensure open and timely communication of assessment and reporting systems with student and parents /guardians.

We will include formative assessments to help our students understand what gaps exist in their learning and what still needs to be acquired to meet the learning target.

We provide a process for appeal in all subjects where subjective grades may occur and the student feels that the mark does not reflect the work provided except Physical Education where daily assessments occur. To enact an appeal, the student must do so in written form to their teacher, outlining the reason for the appeal. Once the written appeal is complete, students are to meet with the teacher to discuss the reflection and the grade. If the teacher and student can still not agree on the grade, the reflection and the assignment are submitted to the Department Head to be regraded. This is to be a completed blind (No NAME). A mark will be determined between Department Head and the teacher.

Making up a missed assessment or submitting a late assessment shall only be permitted when:

- A documented absence for illness (IL/(Illness) EA (Excused Absence) /SA (School Activity) that is registered at the office by a parent/guardian.
- There is no pattern of absences (excused or unexcused) on assessment dates.

In such circumstances, students will be given one opportunity to complete the assessment. Should that opportunity not be accessed, a zero (NHI) will be assigned. Students who have pre-arranged absences (vacations, tournaments, appointments, etc.) need to make arrangements prior to the assessment day with the teacher and grade coordinator.

During assessments, students are not allowed to have mobile devices anywhere on their person. Any student in violation may receive a "zero" on the assessment.

Special cases shall be reviewed by administrative link with the teacher.

ATTENDANCE POLICY

- At McCaffery, we understand that for a student to be successful they must attend all classes. If a student is ill, the office must be contacted by a parent or guardian. When absences become a concern, the Grade Coordinator, will be in contact with parents and teachers to develop a schedule of interventions.
- Instructional delivery at McCaffery requires students to be present and participate in class for successful achievement of curricular outcomes. Students who are not in class regularly for any reason (excused or unexcused) are considered “at risk” as they are missing the required learning.

A student is considered at risk if:

- They are late for class on a regular basis
- Their attendance impacts their progress in the course
- There is a lack of completion of assessments

If there is a medical diagnosis that prevents a student from displaying regular attendance, the school will arrange for the student to be served by an alternative educational experience.

3 LATES IN A WEEK / 3 ABSENCES / 3 MISSED ASSESSMENTS: ACADEMIC WATCH

Teacher will contact home and will notify the Grade Coordinator.

Student will:

- Be punctual and attend every class on time.
- Review assessments on PowerSchool to ensure a clear understanding of missed work

6 LATES IN TWO WEEKS / 6 ABSENCES / 6 MISSED ASSESSMENTS: ACADEMIC PROBATION

Teacher will contact home again, log it, and notify the Grade Coordinator.

Grade Coordinator will:

- Meet with student to identify any barriers that are preventing continuous attendance at school
- Create a plan with the student and communicate the plan to the parents of how the student will take ownership over their learning and attendance by catching up on missed work. This may include a parent meeting or creation of an attendance or academic contract.
- Contact any member of the Student Services Team who might be identified as a required support to the student
- Set a date for review in two weeks, including close monitoring over that two-week period.

9 ABSENCES / 9 MISSED ASSESSMENTS: ACADEMIC FINAL PROBATION

Teacher will notify the Grade Coordinator.

Grade Coordinator will:

- Will meet with student and parents to determine next steps, which might involve a change in school programming.

STUDENT RESPONSIBILITY

- Attend each class he/she is registered in and attend punctually.
- There are legitimate reasons for students to be absent from class (illness, medical/dental appointments, hospitalization, bereavement/funeral, competitions sanctioned by parents and family holidays), and these absences will be recorded as EA (Excused) when confirmed by a telephone call or written note from a parent/guardian.
- The absence will be recorded as an AU (Absence Unverified) failing verification of a legitimate reason by the parent/guardian.
- In all absences, it is the responsibility of the student to approach and/or email the teacher and inquire what materials/homework were assigned during his/her absence, and to complete the missed work in timelines agreed upon by both parties.
- If the student knows in advance, that he or she will be away for a scheduled exam for a legitimate reason, the student will alert the teacher beforehand.

TEACHER RESPONSIBILITY

- Attendance is a legal document and as such it is the professional responsibility of the teacher to ensure that attendance is taken.
- When a student accumulates three AU/Lates/Missed Assessments within a relatively short period of time, the teacher will intervene by addressing the concern with the student and initiate contact with the home, through a phone call or email.
- If contacting home does not reduce the AU/Lates/Missed Assessments, the teacher will alert the Grade Level Coordinator.
- Attempts to intervene should be logged into PowerSchool with a brief description of discussions and actions that have taken place towards improvement.

PARENT RESPONSIBILITY

- The parent and/or guardian will call the school office to confirm their child's absence due to illness, medical/dental appointments, hospitalization, bereavement/funeral, sanctioned competitions and family holidays.
- Family holidays are important and when planning these events, every consideration will be made to honor the final exam schedule at the conclusion of each semester.
- Consultation between invested parties (student, parents and teachers) will ensue when assessments have been missed during a student absence.
- In collaboration with McCaffery Staff and the philosophy adopted to developing "best practices", the parents/guardians will not advocate for their child to miss a class to work on materials due or outstanding from another class, or to miss a scheduled assessment because of a lack of preparation.

GRADE COORDINATOR RESPONSIBILITY

- The Grade Coordinator will review attendance on a weekly basis.
- When a student has missed more than 6 classes, the grade coordinator will set a meeting up with the family to see how we can make improvements.
- Should attendance not improve, the grade coordinator will make arrangements for withdrawal from the course as well as alternative arrangements for course.

ATTENDANCE CONTINUED...

EXTENDED VACATIONS

Each year, students ask permission to extend vacations. Students who wish to leave school for an extended period of time must have their parents or guardians inform the grade coordinator and then must proceed to obtain an extended vacation form from the office, to be filled out and signed by all of their teachers. Teachers will NOT be in a position to tutor individual students and reteach material that the student has missed during his/her absence. The student remains accountable for all missed material. One must be aware that such a decision may have a serious impact on the student's success and goals and could result in the student being removed from the class if too many of the learning outcomes were not met. Forms must be completed for any vacation over three days. Please refrain from booking vacations during final exam times.



FINAL EXAM ATTENDANCE POLICY

Students MUST write the final exam and are responsible to know the exam schedule. Exam schedules will be communicated in class, on the monitors, in the office, and in the bookstore. Excusable absences are:

- Illness with doctor verification
- Hospitalization
- Bereavement/funeral

Excuses that will NOT be accepted are:

- sleeping in
- not knowing when the exam is written
- any other reason that indicates a lack of responsibility on the part of the student.

Those students who will miss final exams due to an excusable absence must phone the school and make arrangements with the grade coordinator to write the exam. Students who will miss the final exam due to family holidays or sanctioned competitions must make prior arrangements with the grade coordinator.



EMERGENCY PROCEDURES

Fire Alarm

All students must leave the school building when the fire alarm sounds and proceed to the nearest exit as quietly and quickly as possible. Students should familiarize themselves with the fire exits for each class. The first person reaching the outside doors will hold the door open until everyone has left the building. Once outside, teachers and classes will remain together at a safe distance from the school and await further instruction. The bell will sound for re-entry into the building.

The willful pulling of a fire alarm is an indictable offence of the Criminal Code of Canada. Refer to section 437 of the Code for further details on the offence.

Lock Down

Should a threat present itself within the school, students will hear over the P.A. system:

“This is a LOCKDOWN. This is a LOCKDOWN. This is a LOCKDOWN”.

Once this message is heard, students are to do the following within 20 seconds of hearing the message:

- If you are in a room like the classroom, follow the instructions of the staff who will direct you to: remain completely quiet, move away from the door/windows, no use of cell phones or personal mobile devices and staff will ensure that the lights are off and the door is locked.
- If you are not in a room, find a room and preferably, one that locks, like the classrooms, fitness center, gymnasium, locker rooms etc. – remember, you have 10 seconds and then staff will close the doors to secure the rooms.
- Students who cannot make it to a locked classroom or room within 20 seconds are to attempt to get into a bathroom and stand on the toilet seat with the door closed and in complete silence.
- If students are outside, the muster location is Dr. Anne Anderson school.
- Students are to remain in a lockdown until this message is heard: “Staff and Students of McCaffery, this is Principal (name of Principal), “ALL CLEAR, ALL CLEAR, ALL CLEAR”. If you hear anything other than the above or from a voice that you do not recognize being that of the Principal or even when a fire alarm sounds, REMAIN IN LOCKDOWN.

Dynamic Lockdown

This is where a lockdown is called during class break or at lunch when many students are in the hallways and cafeteria. The procedures are exactly the same as described above when classes are in session.

On ALERT

Are initiated precautionary measures and are when all exterior doors are locked, and students do not go outside for recess or lunch breaks or open doors for visitors/other students. Students and staff remain in their classrooms but regular activities are going on.

GRADUATION REQUIREMENTS

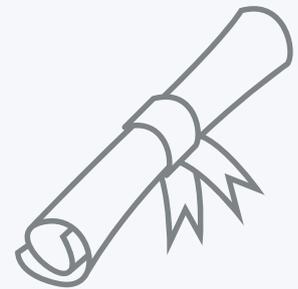


For a High School Diploma:

- **100 Credits**
 - a 30-level English either English 30-1 or 30-2
 - a 30-level Social either Social 30-1 or 30-2
 - Mathematics at a 20 level (Math 20-1, 20-2 or 20-3)
 - Science at a 20 level (Science 20, Science 24, Biology 20, Chemistry 20, Physics 20)
 - Physical Education 10
 - CALM
 - 10 Credits in any combination (CTS, Fine Arts, Language, PE 20 or 30, RAP, Religion)
 - 10 Credits in a 30 level course in addition to English and Social

For a Certificate of Achievement

- **80 Credits**
 - English 20-2 or English 30-4
 - Math 10-3 or Math 20-4
 - Science 14 or Science 20-4
 - Social 10-2 or Social 20-4
 - Physical Education 10
 - CALM
 - 5 credits in (KE Occupational Course, 30 level CTS or 30 level Locally Developed Course)
 - 30 level KE Practicum, 30 level work Experience



For a Certificate of Completion

Students in this program are working towards goals and objectives identified in their Individualized Program Plan.

Athletics & CLUBS



McCaffery will be offering athletics and clubs to make sure that students have a rich high school experience. From cross country to volleyball and basketball, we will make sure that students have opportunities to compete whether they are in grade 9 or in high school.

STUDENT SERVICES

School Resource Officer

The primary function of the School Resource Officer is to assist school administration in providing a safe learning and working environment for students and staff. As a visible presence in the school, the SRO works with staff, students, parents, and the surrounding community to identify and address school concerns and enforce the law/statutes if required. The SRO is a valuable member of the school community, forging friendships and mentoring staff and students through continual interaction, counselling, and education.

Learning Coach

The Learning Coach works in partnership with parents and teachers to provide the best possible learning practices to meet the educational needs of inclusive students. Staff, students, and parents work collaboratively to build Individualized or Personalized Learning Plans (IPP/PLP) that provide appropriate learning strategies to support student success.

FSLW & Counsellor

Student Services is rounded out with school counsellor time as well as a Family School Liaison Worker to support students with their post secondary applications and their home life.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR

Failure to meet the expectations and responsibilities as a member of the McCaffery community may result in one or more of the following interventions/consequences: Problem solving/reprimand; exclusion from class; parent conference; loss of privileges; detention; community service; suspension in and out of the school; removal from a course; expulsion and/or referral to an outside agency. Other consequences may include:

- Preventative procedures as outlined verbally and/or in contract form by the grade coordinator, in consultation with teacher, student and parents.
- Supportive procedures for minor breaches of conduct. Internal supports may include the SRO, or students services staff such as the school counsellor, FSLW, Learning Coach, and grade coordinator
- Fair, corrective intervention to address major breaches of conduct as determined by the principal

Consequences will take into consideration a student's unique attributes such as age, maturity and individual circumstances

Any suspensions within or from McCaffery will be in accordance with Section 36 of the Education Act, and any expulsions from McCaffery will be in accordance with Section 37 of the Education Act.

