

FATHER PATRICK MERCREDI HIGH SCHOOL

IMPORTANT INFORMATION FOR STUDENTS

SCHOOL ACCESS

Students are able to access the building through the main doors and the student parking lot doors during the school day. All other doors will remain locked. Students are welcome to sit in the front atrium, cafeteria, or back atrium while waiting for the first bell of the morning. Students are not permitted to be in the CTS rooms, fitness centre, gymnasiums, library, or classrooms without staff present.

LOCKERS

Students can select a locker by visiting the main office during non-instructional times. Once a locker is assigned and registered, a student may use their own lock. All locks placed on unassigned lockers will be removed and the contents will be brought to the office. It is important to note that all lockers are school property and they may be accessed at any time by administration if deemed necessary. Any intentional damage caused to the lockers may result in a restitution charge or the removal of locker privileges.

VALUABLES AND PERSONAL PROPERTY

Father Mercredi High School and Fort McMurray Catholic School Division will not be responsible for personal property or valuables that are damaged, lost or stolen at school or during any school events. Students are expected to safeguard valuables including personal electronic devices (cell phones, ipads, laptops, etc.), scooters/bikes/skateboards, and personal fitness/athletic equipment. Students need to ensure to have all valuables locked up in their locker or keep them at home.

SCOOTERS/BIKES/SKATEBOARDS

Scooters and bikes are not permitted in the school and can be locked to the appropriate racks outside the main doors. Skateboards can be stored in student lockers if space allows, however, they must not be used in the building. The office is not responsible for the theft or damage of scooters, bikes, and skateboards and storage space within the building is not available.

STUDENT PARKING

Student parking is available in the side parking lot. Students are not permitted to park in the staff parking lot during the school day. Father Mercredi High School and Fort McMurray Catholic Schools are not responsible for the theft or damage of student vehicles parked on site.

SMOKING/VAPING

Smoking and vaping are not permitted on school property at any time.



FATHER PATRICK MERCREDI HIGH SCHOOL

STUDENT CODE OF CONDUCT

INTRODUCTION

The purpose of this document is to provide a clear and comprehensive guide for students, parents, and school staff to help maintain a safe, orderly, and positive learning environment at Father Patrick Mercredi Community High School. As a Catholic school, we expect all members of our community to demonstrate a commitment to Christian values and act in a way that shows care and concern for others.

This code of conduct is based on the four core values of the Fort McMurray Catholic School District (FMCSD): **We Value Persons**, **We Value Community**, **We Value Responsibility**, and **We Value Learning**. It is designed to foster an environment where effective teaching and learning can occur and to help each student develop self-control.

STUDENT RIGHTS AND RESPONSIBILITIES

Students at Father Patrick Mercredi High School have both rights and responsibilities.

Students have the right to:

- Attend a school that is a safe, caring, welcoming, and respectful place for both students and staff.
- Experience quality instruction, fair and accurate assessments, and timely communication.
- Be free from violence, intimidation, bullying, harassment, racism, and other forms of discrimination.
- Have their personal property respected.
- Be informed of the rules regarding absenteeism and tardiness.
- Express their individuality through clothing, as long as it is appropriate and does not disrupt the school environment.

Students have the responsibility to:

- Behave in a way that enhances a positive learning environment.
- Attend school regularly and punctually, and be diligent in their studies.
- Contribute to a welcoming, caring, respectful, and safe learning environment.
- Treat all members of the community with respect and dignity.
- Follow district and school rules while on school grounds, during school-sponsored events, or while being transported to and from school.
- Report any unsafe situations to school staff or the police.
- Comply with the rules of the school and the policies of the Division.



UNACCEPTABLE STUDENT CONDUCT

Students may be subject to discipline for conduct that is injurious to the physical or mental well-being of others or that detrimentally affects the school environment, even if the conduct occurs outside of school hours or off school property.

Examples of unacceptable behavior include, but are not limited to:

- Academic dishonesty.
- Bullying and discrimination.
- Engaging in activities that result in physical or emotional harm to self or others.
- Possessing, selling, or being under the influence of alcohol, non-medical cannabis, illegal drugs, or prescription drugs.
- Possessing a weapon.
- Theft or property damage.
- Loitering or trespassing.
- Unauthorized recordings of any individual without consent.
- Uttering threats.
- Using profane or derogatory language.
- Sexual harassment, interference, or assault.
- Smoking and the use of smokeless tobacco.
- The distribution of intimate images of another person.

Students who engage in these behaviors may be subject to consequences up to and including suspension or expulsion.

DRESS CODE

Students are expected to dress in a manner that is appropriate for a workplace and contributes to the health and safety of the individual, without disrupting educational activities. Clothing should respect basic standards of modesty and good taste.

Unacceptable student dress includes:

- Any clothing that does not adequately conceal underwear.
- Jeans with tears that reveal underwear or cut-offs that expose buttocks.
- Clothing with print or graphics that are profane, rude, racially or ethnically offensive, or sexually suggestive.

Students may be asked to change into alternate clothing if their attire does not meet the school's standards.



USE OF PERSONAL ELECTRONIC DEVICES

The use of personal electronic devices (PEDs) is a student's responsibility, and the school will not replace them if they are lost, stolen, or damaged.

Students have the responsibility to:

- Use PEDs at appropriate times and follow all school guidelines for their use while at school or school activities (field trips, assemblies, etc.)
- Adhere to district guidelines for appropriate and responsible internet use.
- Avoid using the internet to cyber stalk, bully, coerce, extort, sext, or threaten members of the student and staff community.
- Comply with the expectations outlined in Administrative Procedure 145: Use of Personal Mobile Devices and Administrative Procedure 146: Social Media.

Any communication, image, or illustration conveyed via the internet or a PED that causes or contributes to intimidation, harassment, abuse, or disparagement of students or staff is strictly prohibited, even if it originates off school grounds. Violations may result in disciplinary action from school administration or the police.

DISCIPLINE

Father Patrick Mercredi High School uses the Fort McMurray Catholic School District's Student Discipline and Discipleship document as a guide for all discipline-related matters. The school's response to unacceptable behavior will be fair and predictable, with a range of consequences that aim to help students learn and improve their behavior.

The consequences for unacceptable behavior will be progressive, including interventions, support, and discipline at the classroom, school, and Division levels. Initial responses to behavior are generally handled by the classroom teacher and other classroom staff. If this is unsuccessful or the behavior is serious, other school staff, including administration, will become involved.

A principal or designate may suspend a student for up to 5 days, or may recommend a student's removal and non-reinstatement. In situations that violate the law, there may be additional consequences through the police.

At Father Mercredi High School, we endeavour to build a safe and positive community by treating each other with Catholic Christian values, care, kindness, and respect. By upholding these principles, we create a welcoming environment where we can all learn and grow together.



FATHER PATRICK MERCREDI HIGH SCHOOL

ATTENDANCE PRACTICE

Regular attendance is critical for a student's academic success and is expected for all students at Father Patrick Mercredi Catholic School. The Alberta School Act mandates that students aged 6 to 15 must attend school.

STUDENT AND PARENT RESPONSIBILITIES

Students are responsible for:

- Attending all classes, in their entirety and on time, every day.
- Reporting to the office when entering or leaving the school after classes have started.
- Informing teachers of the reason for an absence, with confirmation from a parent.
- Making up any missed work during an absence. If a student leaves a class for a total of half the block without a valid reason, the teacher will mark them as absent.

Parents and guardians are responsible for:

- Notifying the school about an excusable absence or late arrival within three days, either through Edsby or by messaging the teacher directly.
- Ensuring their child works with the teacher to make up any missed learning or assignments.
- Regularly monitoring Edsby to stay informed about their child's attendance and academic progress.

EXCUSED ABSENCES

According to school policy, an absence is excused for the following reasons:

- Illness or injury.
- Medical, dental, optometry, or chiropractic appointments that cannot be scheduled outside of school hours.
- A death in the family.
- Participation in religious observances.
- A school-related activity or program.
- Suspension from school.

Vacations and trips are considered excused absences. However, any loss of instructional time and a resulting drop in grades is the sole responsibility of the student and parent. Students are responsible for getting and completing any required work on their own time.



ATTENDANCE MONITORING PROTOCOLS

Attendance is tracked differently for high school and middle school students. High school attendance is calculated by period, while middle school attendance is calculated by the day.

High School Attendance Protocol:

- **5 unexcused absences:** The teacher will speak with the student and arrange a meeting with their parents.
- **10 unexcused absences:** Teachers will notify the administration, and an intervention will be initiated. A meeting will be held with the student, parents, and teachers to create a success plan and emphasize the possibility of being removed from the class.
- **15 unexcused absences:** The student will be removed from the course.

Middle School Attendance Protocol:

- **5 unexcused absences:** The teacher will have a conversation with the student and set up a meeting with parents.
- **10 unexcused absences:** The teacher will inform administration of the situation, and an intervention will be initiated. The student may be issued an attendance contract.
- **15 unexcused absences:** If the student does not adhere to the attendance contract, a referral to the Attendance Board will be submitted.

CONSEQUENCES FOR SKIPPING CLASSES

Students who skip classes may face several consequences, which can include:

- Lunchtime, before-school, or after-school detentions.
- Mandatory flextime.
- In-school suspensions.
- Referral to the Attendance Board for students under 16 years of age.

In cases of chronic absenteeism, if the school's efforts to improve attendance are unsuccessful, a student may be referred to the Attendance Board. This is a panel that will hear the matter. A student may also be withdrawn from a course if they are unlikely to succeed. If a withdrawn student wishes to re-register the following semester, they must have an intake meeting with a Vice Principal or Principal.



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PERSONAL ELECTRONIC DEVICE USAGE GUIDELINES

In accordance with a Ministerial Order from the Alberta Government, Father Mercredi High School has aligned its practices regarding personal communication devices (cell phones, smart watches, laptops, tablets, and earbuds/headsets) to prevent disruptions to instruction, protect privacy, and ensure academic integrity.

STUDENT AND PARENT RESPONSIBILITIES

Students are responsible for:

- Refraining from accessing personal device **at any time** during class (including washroom breaks) or other designated school activities (exams, field trips, assemblies, liturgies, etc.) unless directed otherwise by administration or classroom teacher.
- Ensuring that devices are used safely and appropriately at permitted times (morning arrival, transition breaks, lunch, dismissal).
- Immediately storing personal devices when asked by a staff member.

Parents and guardians are responsible for:

- Ensuring their child is fully aware of and in compliance with the outlined personal device usage guidelines.
- Refraining from contacting their child via their personal device during class time. Messages can be relayed by phoning the main office.

CONSEQUENCES FOR INAPPROPRIATE DEVICE USAGE:

Students will be made aware of these guidelines on the first day of school. The consequences for inappropriate use of personal communication devices are as follows:

- **Warning:** The student will be reminded of the guidelines.
- **First Offense:** The teacher will take the device, and an administrator will retrieve it from the classroom and contact a parent or guardian.
- **Second Offense:** The teacher will take the device, and an administrator will retrieve it and call home. A parent or guardian must come to the school to pick up the device.
- **Third Offense:** The student, a parent or guardian, and an administrator will meet to discuss the next steps. Continued defiance of this guideline may be considered an act of defiance and could result in progressive disciplinary action, including suspension or expulsion.

