



Monsignor McCoy High School

*Oil Painting Sequence by:
Amanda Steinkey
Art 30-AP*



Student Handbook 2011 - 2012

51 Years of Sharing God's Love

MEDICINE HAT CATHOLIC BOARD OF EDUCATION

SCHOOL YEAR CALENDAR - MEDICINE HAT

2011-2012

S M T W T F S

21	22	23	24	25	26	27
28	29*	30 ^B	31			

1	P.D./Staff Day
2	Instructional
3	Total
*	First day for Teachers
S	First day for Students

S M T W T F S

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1	Faith Formation 1/2 day; PD 1/2 day
20	Instructional
21	Total

S M T W T F S

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2	P.D.
18	Instructional
20	Total

November

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1	P.D.
20	Instructional
21	Total

December

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 ^L	24
25	26	27	28	29	30	31

L	Last day of classes before Christmas
17	Instructional
17	Total

January

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 ^a				

1	P.D.
15	Instructional - 1st Semester
1	Instructional - 2nd Semester
17	Total
S	First day of 2nd Semester

February

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21*	22*	23	24	25
26	27	28	29			

4	Teachers' Convention + 2 days in lieu
16	Instructional
20	Total
*	Time In Lieu for PIT Conferences

March

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1	P.D.
21	Instructional
22	Total

April

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

0	P.D.
15	Instructional
15	Total

May

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1	P.D.
21	Instructional
22	Total

June

				1	2
3	4	5	6	7	8
9	10	11	12	13	14
15	16	17	18	19	20
21	22	23	24	25	26
27 ^E	28 ^H	29*	30		

3	PD/Staff Days Elem/Middle (8,28,29)
2	PD/Staff Days MMcCoy (8,29)
18	Instructional-Elem/Middle
19	Instructional-McCoy
21	Total
E	Last day/Elem & Middle School Students
H	Last day/High School Students
*	Last day for all Teachers

Semester	1	2	Total
Instructional Days			
Elementary/Middle	92	92	184
MMcCoy High School	92	93	185
Non-instructional Days			
PD/School Closing Days: Elem/Middle	6	5	11
PD/School Closing Days: M McCoy	6	4	10
Parent Teacher Conferences	0	2	2
Teacher's Convention	0	2	2
TOTAL	98	101	199

www.mhcbe.ab.ca

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Staff

Faculty

Mrs. Cheryl Albers
Mr. Glen Barth
Mr. Paul Bauche, Vice Principal
Mrs. Dana Bruins
Mrs. Deanna Burzminski
Mr. Rob Burzminski
Ms. Michelle Christensen
Mrs. Carol Drew
Mrs. Laura Erickson
Mr. Roy Graf
Mr. Doug Hendricks, Counsellor
Mr. Warren Immel, R.A.P./WE
Mr. Sean Kelly
Mr. Bernie Kinch
Mrs. Janice Laing
Mr. B.J. Melle
Mrs. Donna Mae Melle
Mrs. Shauna Pahl
Mrs. Lynette Pancoast
Mr. Clyde Pudwell, Principal
Mrs. Jill Rebbeck, WE
Mrs. Sandra Richard, Counsellor
Mr. Paul Schlosser
Mrs. Wanda Simmons
Mrs. Lorraine Stotz
Mrs. Natasha Taylor, Spec Ed Fac.
Ms. Anne Tomcala
Mrs. Karen Webster
Mr. Ray West

Support Staff

Mrs. Anjelique Doyle
Mrs. Kathy Jassman
Ms. Candace Koch
Mrs. Kathy Marchant
Mrs. Janine McKinnon
Mrs. Sally Myers
Mrs. Carrie Potter
Mr. Lance Rosen, Youth Minister
Mrs. Donna Schlosser
Mrs. Angela Turner

Admin Support

Mrs. Maria Bleile
Mrs. Kim Goodyear
Mrs. Cathy Koch
Mrs. Lore Luca
Mrs. Doris Sullivan

Custodial Staff

Mr. Jake Braaten; Head Custodian
Mrs. Lindsay Bonogofski
Mrs. Corrine Miller-Feasey

Community Partnerships

School Resource Officer: Const. Les Roberts
Mental Health Consultant: Mrs. Deni Watson
School Nurse: Mrs. Dawn Dyck
AADAC: Miss Jessica Nixon



Monsignor McCoy High School

202 - 8 Street NE

Medicine Hat, AB T1A 5R6

Telephone: (403) 527-8161 Fax: (403) 527-8209

24 Hour Attendance Line: (403) 526-4349

<http://www.mccoyhighschool.ca>



Monsignor McCoy

Monsignor McCoy dedicated his life by serving Southern Alberta by bringing the Church to the people and the people to Church. The spirit and enthusiasm of Monsignor McCoy lives on in all who pass through the halls of McCoy.

St. Patrick's Church
526-2265

Our Church Communities

Holy Family Parish
527-6933

Mission Statement

In partnership with family, church and community, we provide Catholic Education of the highest quality to our students.

Vision Statement

Monsignor McCoy High School strives to promote academic excellence in all of its students. The school incorporates an integrated approach to education involving the student, home, community and parish. The school aspires to improve the intellectual, physical, social and spiritual well-being of all students and staff. McCoy High School recognizes its students as responsible individuals who lead by example and are committed to high moral and ethical standards.

School Motto



“Luctor Et Emergo”

The proud tradition and honor of McCoy has been built over many years, now it is your turn as a citizen in the McCoy family to “struggle and emerge”.

Student Prayer

God, grant that I may not criticize my neighbours
until I have walked a mile in their shoes.

School Song

From the halls of McCoy High School comes a loud, victorious yell
For in all our recreation, our students do excel.
We will fight you to the bitter end for the honour of our school
For the game is taken in our stride, cause that's our golden rule.
Rah! Rah! Rah!



Catholic Traditions

Each school day, a staff member or a student leads our school community with a prayer. During prayer, everyone is expected to reverently listen. Celebrations and Mass are part of our Catholic heritage and all students are expected to participate.

General School Information

Student ID Cards

Students are given an ID card that allows them to access library services, obtain textbooks and enter various extra curricular activities. Students are required to show their current student ID cards at all dances.

Transportation

The board provides transportation to students in grades (10-12) who live 2.4 kilometers or more from the school. For Bussing information please contact **Totem Transportation at 403 527-6986 or on their website - www.totemtransportation.com**

Parents/guardians must contact the office prior to arrival for picking up their child. **All students are to remain in class until called out by the office.**

Student Vehicles

Students who drive vehicles to school must park in the designated student parking area. Students are not permitted to park in designated staff/visitor parking. Violators will be ticketed.

Accident Insurance

Accident Insurance is available to all students at a low cost. Application forms may be picked up from the administration office early in the fall.

Accidents

Accidents involving any student during school activities must be reported promptly to the office. Injured students are given every possible care and parents are notified immediately. If parents cannot be notified, and medical treatment is required, board policy permits us to arrange for transportation to take the student to a medical facility.

Fire Drills/Lockdowns

Early in the year, students are given directions for exits to be used for a fire drill or an evacuation. The sound of the fire alarm is the signal to leave the building immediately by the designated exit. Lockdown procedures are given early in the school year and practiced regularly. Students not complying with procedures and/or teacher instructions, will be subject to a detention, in-school suspension or out-of-school suspension.

C.R. Love Resource Center (Library)

The primary purpose of the library is to serve the student as a resource and study center. Library books and materials borrowed should be maintained in good condition and returned promptly. Students are billed for library materials not returned at the end of a semester. Library hours are 7:30 a.m. to 3:30 p.m. Students are permitted in the library during the lunch break. **There is no food or drink allowed in the library at any time.**

Credit Load

Grade 10s - Full Timetable (No Spares)

Grade 11s - Full Timetable (Can have a 3 credit spare if enrolled in Work Experience for 125 hours)

Grade 12s - Minimum of 30 in-school (McCoy) credits (10 credits may be Work Experience)

***In order for students to participate in McCoy Graduation Ceremonies, credit load guide lines must be followed.**

***Cyber School does not count as an in-school (McCoy) credit course offering.**

School Fee Schedule

ALL fees are due NO LATER THAN September 30, 2011. Payments can be made by cheque, cash or VISA . Registration fees may be paid in two equal semester installments.

	Grade 10	Grade 11	Grade 12
Basic Fee			
*General Fee	\$35	\$35	\$35
Textbook Rental	\$75	\$75	\$75
Lock (new students)	\$10	-	-
Religion (Retreat)	\$10	\$10	\$10
***Graduation Fee (Not subject to waiver)	-	-	\$75
**Program Fee	\$75	\$75	\$75
Total School Fees	\$205	\$195	\$270

Optional fees	All Grades
Yearbook	\$39
Modular P.E. 20/30	Amount varies according to which modules are selected
Instrumental Rental	\$90
Instrumental Music (service fee)	\$40
Replacement Lock	\$10

* General Fee will include: Computer Fee, Student Council Fee, School Council Fee & Locker Rental.

** Program Fee will include: Workbooks, CTS Option Fees

*** Graduation Fees will include: Grad Certificate holder, invitations, decorations, gifts & grad gown/cap/tassel.



Instructional Programs

Programs

McCoy offers the Alberta Senior High School Curriculum and the Advanced Placement Program. Our programs are designed to follow the Alberta Program of Studies and the Goals of Education. **To maintain our Catholic identity, our students must take one religion course for every year they attend McCoy.** McCoy High also offers On-Line courses (E Learning) in partnership with St. Gabriel Cyber School and St. Paul's Academy, and through Alberta Distance learning (ADLC).

Timetable Format / Class Times

McCoy's school timetable is set up on a 2 day Cycle. Five credit courses are offered for 83 minutes every day. Three credit courses are offered for 83 minutes on alternate days.

Semester 1		Semester 2		
Opening Bell 8:10				
Times	Day 1	Day 2	Day 1	Day 2
Period 1 8:15 - 9:38				
Period 2 9:43 - 11:06				
Lunch Break 11:06 - 11:49 Warning bell 11:44				
Period 3 11:49 - 1:12				
Period 4 1:17 - 2:40				

Student Timetables/Course Changes

Students wishing to change courses must do so within the first two weeks of the course. After this time, course changes will be accepted only on the recommendation of a teacher or counsellor. All students who withdraw from a course are required to fulfill the credit load requirement.

Activity Timetables

Opening Bell 8:10 am

Morning Activity Day 8:15 - 9:15		
Class Change 9:15 - 9:20		
Period # 1 9:20 - 10:28	Period # 1 8:15 - 9:24	Period # 1 8:15 - 9:23
Class Change 10:28 - 10:33	Class Change 9:24 - 9:29	Class Change 9:23 - 9:28
Period # 2 10:33 - 11:41	Period # 2 9:29 - 10:38	Period # 2 9:28 - 10:36
Lunch 11:41 - 12:19 Warning Bell 12:14	Lunch 10:38 - 12:17 Lunch Activity Day	Lunch 10:36 - 11:19 Warning Bell 11:14
Period # 3 12:19 - 1:27	Period # 3 12:17 - 1:26	Period # 3 11:19 - 12:27
Class Change 1:27 - 1:32	Class Change 1:26 - 1:31	Class Change 12:27 - 12:32
Period # 4 1:32 - 2:40	Period # 4 1:31 - 2:40	Period # 4 12:32 - 1:40
Afternoon Activity Day 1:40 - 2:40		

Academic Achievements

Progress Reports/Report Cards/Parent Teacher Interviews

	P/T Interviews	Report Cards/Term 1	Report Cards/Term 2-Final
Semester 1	October 26 & 27, 2011	November 10, 2011	February 8, 2012
	P/T Interviews	Report Cards/Term 3	Report Cards/Term 4-Final
Semester 2	March 28 & 29, 2012	April 23, 2012	July 6, 2012

Honour Roll

To achieve honour roll standing in any one school year an average of 80% or higher must be achieved in:

Grade 10 - Math, English, Social, Science, Religion, Physical Education

Grade 11 - Math, English, Social, one Science, Religion, and one other subject

Grade 12 - English, Social, Religion and 3 others (a minimum of 15 Grade 12 credits)

Grade 12 students having earned an honours standing are presented a **gold cord** at the graduation ceremony. CTR 1010 and Work Experience/RAP course marks are **NOT** included.

Student Awards and Scholarships

We are fortunate to have excellent support from many community organizations and from many local and provincial businesses. As well as our local awards program, students can also apply for provincial, national, and international scholarships. Information on awards and scholarships (in the McCoy Scholarship brochure) is available from the student services office, the web <http://www.mccoyschool.ca> and the school administration office.

Rutherford Scholarship

The Alberta Heritage Scholarship Fund is available to all graduating students entering a post-secondary institution. Students are eligible to receive \$300.00 - \$400.00 for grade 10; \$500.00 - \$800.00 for Grade 11; \$700.00 - \$1300.00 for grade 12; provided they meet the following eligibility criteria.

www.alis.alberta.ca

Requirements for Rutherford Scholarships

Grade 10

Average of 75% to 79.9% in 5 subjects - \$300
Average of 80% or higher in 5 subjects - \$400

- English 10-1 or 10-2 or Francais 10
- **At least two of the following:**
 - Pure Mathematics 10, or Applied Mathematics 10
 - Science 10
 - Social Studies 10, 10-1 or 10-2
 - a language other than the one used above at the grade 10 level, and
- Any two courses with a minimum three credit value at the grade 10 level (1000 or 4000 series) including those listed above and combined introductory C.T.S. courses. Includes Work Experience 15.

Grade 11

Average of 75% to 79.9% in 5 subjects - \$500
Average of 80% or higher in 5 subjects - \$800

- English 20-1 or 20-2, or Francais 20
- **At least two of the following:**
 - Pure Mathematics 20, or Applied Mathematics 20
 - Science 20
 - Biology 20
 - Chemistry 20
 - Physics 20
 - Social Studies 20
 - A language other than the one used above at the grade 11 level, and
- Any two courses with a minimum three credit value at the grade 11 level (2000 or 5000 series) including those listed above and combined intermediate C.T.S. courses. Includes Work Experience 25.

Grade 12

Average of 75% to 79.9% in 5 subjects - \$700
Average of 80% or higher in 5 subjects - \$1300

- English 30-1 or 30-2, or Francais 30
- **At least four of the following:**
 - Pure Mathematics 30
 - Applied Mathematics 30
 - Mathematics 31
 - Science 30
 - Biology 30
 - Chemistry 30
 - Physics 30
 - Social Studies 30-1 or 30-2
 - Second language 30
 - Any one language other than the one used above at the Grade 12
- Any two courses with a minimum five credit value at the grade 12 level (3000 or 6000 series) including those listed above & combined advanced C.T.S. courses. Includes Work Experience 35.

Graduation

Graduation

Requirements for Students attempting to achieve a High School Diploma:

A McCoy graduation ceremony is a celebration of the students successfully completing the requirements below. **If these requirements are not met by April 30, 2012 you will not be put on the final grad list and therefore not be invited to attend.**

- 90 earned credits by the end of Semester One to be on the first "grad" list
 - ⇒ K&E must have 70
- Potential for 100 passing credits by Midterm Report Card in Semester 2 – credits for failing courses are not counted
 - ⇒ K&E must have 80
- Religion 15, 25 and 35 successfully completed – must be passing Religion classes in Semester 2 by the Midterm Report Card
- Registered in enough classes that total at least 30 credits for the grade 12 year
- CTS courses completed on schedule
- For Distance Learning or Cyber School courses you must have completed half of each course and must be passing
- Work Experience enrollment must be completed by Feb 1, 2012
- All school fees must be paid in full
- You must have completed a 20 level Social Studies and English and be enrolled in the 30 level of these subjects by the beginning of Semester 2
 - ⇒ K&E must have completed a 10 level and be enrolled in a 20 level
- If a student cannot obtain these requirements due to a diagnosed medical reason the school must be notified by April 30, 2012

* Please note that participating in "Graduation Ceremonies" does not necessarily mean that a student will receive a high school diploma. Similarly, earning a high school diploma from Alberta Education does not necessarily mean that a student will be able to participate in "Graduation Ceremonies".

Alberta High School Diploma Requirements

Programs	The Alberta High School Diploma	Level	* This must include:
English	15	30-1 or 30-2	10 credits in any combination from: <ul style="list-style-type: none"> • Career and Technology Studies • Fine Arts • Second Languages • Physical Education 20 and/or 30 <p style="text-align: center;"><u>and</u></p> 10 credits in any 30-level course including locally developed in addition to English 30-1 or 30-2 and Social Studies 30-1 or 30-2.
Social Studies	15	30-1 or 30-2	
Mathematics	10	20 - 24	
Science or Biology or Chemistry or Physics	10	20 - 24	
Career and Life Management	3		
Physical Education	3	10	
Subtotal	56		
Other Credits	44*		
Total Credits	100		



Program Planning Worksheet

Monsignor McCoy High School PROGRAM PLANNING WORKSHEET
For the Alberta High School Diploma and Graduation

Courses listed indicate compulsory courses only

Grade 10				Grade 11				Grade 12			
Course Name	#	Mark	Credits	Course Name	#	Mark	Credits	Course Name	#	Mark	Credits
English			5	English			5	English			5
Social			5	Social			5	Social			5
Mathematics			5	Mathematics			5	Religion 35			3
Science			5	Religion 25			3				
Religion 15			3	Science (20 Level)			5				
Physical Ed. 10			3								
CTR 1010			1	CALM			3				
CTS											
TOTAL CREDITS											

Plan your present and proposed program to help you meet your post secondary plans.



Student Support Services

Food Services

Hot lunch is available at Hof's Hut operated out of the lunchroom during the lunch break. Vending machines are placed throughout the school for student use.

Locks and Lockers

Students in grades 10-12 are assigned a locker at the start of each year. Only school issued locks may be used. Locks can be purchased from McCoy High School for \$10.00. These locks remain the property of the student and must be used throughout his/her high school career. Students are not to share their locker combination with other students. Students should keep valuables in their lockers. Do not bring money or other valuables in gym change rooms. The school is not responsible for lost or stolen articles. The locker is property of the school and can be opened at any time by the school administration.

Bank Machine and Bill Changer

A bank machine in the gathering area is available for student use. Each transaction costs \$1.50. A bill changer (located next to the bank machine) is also available to dispense \$1.00/\$2.00 coins (loonies).

School Webpage www.mccoyschool.ca

Features:

- **Home Logic** - This is an online program that allows parents/guardians to check their child's progress/attendance anytime throughout the school year. To register go to the Home Logic page at <http://mh.mhcbe.ab.ca/homelogic/>
- **Homepage** - Find our 24 hr attendance number to clear student absences, as well as our fax and office contact numbers.
- **Latest News** - Find out information about the most recent happenings in our school community including athletic/academic/fine arts updates, important announcements and student recognition.
- **Recommended Links** - find commonly used educational sites, access your e-mail, look up information in the student handbook, check grad requirements or find sports team schedules. Information is changed regularly so check back often.
- **Current Events** - Check out what's happening by accessing the monthly calendar.
- **Newsletters** - a pdf copy of the school newsletter can be downloaded here. You may also sign up to have a monthly copy of the newsletter send to you via e-mail
- **Homework** - Click on a department to see if homework has been added. In some cases, attachments (class handouts) may be available
- **Menu** -
 - Home
 - About
 - Athletics
 - Extra Curricular
 - Calendar
 - Special Events
 - Student Work
 - Staff
 - Contact

Click on any category to access photo albums showcasing the myriad happenings at Monsignor McCoy High School.



Student Services

Student Services - Mr. Doug Hendricks & Mrs. Sandra Richard

Student services are available to all students for the purpose of facilitating learning that results in intellectual, social, emotional, spiritual and physical growth. The following counselling services are available:

- (1) Academic Advising
- (2) Personal Referral Counselling
- (3) Career Planning

School Resource Officer

City of Medicine Hat Police officer (Const. Roberts) is on site and is available to assist in classes, to provide confidential consultation to students and staff and to serve as a liaison between the local police force, school and community.

School Nurse

Mrs. Dawn Dyck is available upon request to assist and inform students and staff of current health issues and trends.

Mental Health Consultants

Mrs. Deni Watson provides confidential support to students through a counsellor referral. She consults with students dealing with a variety of physical, emotional and mental health issues. She is at McCoy once a week.

AADAC Counsellor - Provided upon request or need

An AADAC counsellor, is at McCoy one day per week providing classes and students with information and support on the topic of alcohol and drug abuse.

Off Campus Work Experience & RAP (Registered Apprentice Program) Supervisors

- (1) R.A.P. & Health Services (Mr. Immel)
- (2) Work Experience (Mrs. Rebbeck)

Work Experience Credits Do you have a job? You need to get Work Experience credits!

Benefits:

- 15 credits may be used to earn a high school diploma
- Develop job skills, increase your average and broaden, and diversify your transcript.
- Students may have a 3-credit spare in grade 11, if they have completed or are completing 125 hours of work experience.
- Grade 12 students are required to earn a minimum of 30 credits in their grade 12 year. Students may use 10 credits of work experience to assist in meeting this 30 credit requirement. (Grade 12 students may then have a maximum of two 5-credit spares)

Students in Grade 10 and 11 can bank credits for their grade 11 and/or grade 12 year. Students can also work toward the **work experience bonus of up to \$500**. (If a student earns more than 15 credits, that student is eligible for a bonus for every extra 5 credits earned, up to \$500. There are conditions and students must contact **Mrs. Rebbeck (403-866-5673)** or the McCoy Webpage www.mcoyhighschool.ca for more information.)

Students **MUST** have a contract completed and submitted in to the Off Campus Office (OCO) **BEFORE** any hours can be counted for work experience credits. Therefore, students who are working must get into the OCO to get a contract, complete it and submit it. Only then can a student start tracking their hours. CTR 1010 or HCS 3000 is a pre-requisite course for work experience.

Even if students do not think they will need the credits, it is **STRONGLY** recommended that they access them if they are working. Better to be safe, have a diversified and extensive transcript, and access all the credits possible over high school, than to be sorry and scrambling in the final months of grade 12, or in the years to come.

Registered Apprentice Program (RAP)

RAP is a modified apprenticeship program that permits a high school student to become an apprentice in a trade while attending school. A RAP apprentice accumulates hours of on-the-job training as credit toward his or her apprenticeship, and up to 40 credits toward a high school diploma. Choose from over 50 eligible trades! Students are also eligible to apply for a \$1000 RAP scholarship at the end of their grade 12 year. See the McCoy webpage www.mcoyhighschool.ca, or contact **Mr. Immel (403-952-6061)** for more information.

Student Activities

School Activities

All social activities are arranged by the Students' Council with the approval of the principal or designate. **All students must attend all activities which take place during school hours (including liturgies and masses) and are encouraged to support all social functions.** Examples of student activities during the year include Red Day (Sept), Motivational Presentations, Liturgies and Masses, Monsignor McCoy Day, Pep Rallies, Academic and Farewell Slide Show Assembly.

Extracurricular Activities: Athletics/Clubs

The Athletic Department is responsible for, and in charge of all athletic programs. We trust that the students at McCoy will maintain a place of distinction for the school in all types of intramural and inter-school athletics. We are proud of the students' achievements of the past. Sports include: Football, Volleyball, Basketball, Curling, Soccer, Baseball, Golf, Badminton, Track & Field, Cross-country, Cheerleading, Rugby and Girl's Softball. Clubs/Groups include: Students' Council, Athletic Awards, Intramurals, Yearbook, Graduation, Weight Lifting and Improv Team.

Students' Council

Every student is charged a yearly student council fee to cover the cost of the activities for the year. Students are encouraged to get involved in the many existing committees (sound crew, power point, poster, planning, set up, and advertising committees). The Executive is selected from interested committee members.

Staff Advisor: Mrs. Sandra Richard & Mrs. Natasha Taylor



Code of Conduct

Rights and Responsibilities

McCoy Student Rights	McCoy Student Responsibilities
1. Students have the right to a safe clean environment at school and on school busses.	1. Students have a responsibility to keep our school and busses safe and clean. They are to avoid all forms of verbal and physical violence. Students are to use equipment and automobiles safely.
2. Students have the right to be respected. They shall not be subject to any form of prejudice, harassment, or mean spirited teasing or intimidation.	2. Students have the responsibility to treat others at school with courtesy and to cooperate with all staff who provide programs and services.
3. Students have a right to the security of their personal property.	3. Students have the responsibility to leave other's personal property undisturbed.
4. Students have a right to a peaceful, well organized instruction by competent teachers in classes where every person may be heard when called upon by the teacher.	4. Students have the responsibility to contribute to the good order of all classes, to not disturb the study of others and to comply with classroom and school rules.
5. Students have a right to a full program appropriate to their abilities and talents as approved by Alberta Education and Medicine Hat Catholic SD.	5. Students have the responsibility to attend all classes, to be punctual and to be diligent in their studies. This includes class time devoted to religious celebrations and masses.
6. Students have a right to be taught, counselled and guided by professional staff who hold the interests of students as top priority.	6. Students are required to comply with the requests and directions of all staff.
7. Students have a right to a Catholic School culture infused with the values and teachings of the Catholic faith.	7. Students have the responsibility to support and participate in the cultural life of the school.



School Policies

DRESS POLICY

Students' appearance and dress is to reflect a standard of modesty and courtesy that is appropriate and fitting for an educational environment of the school and for making a smooth transition to the work place. Clearly not appropriate for school are extremes of style including, but not limited to, the following: torn pants, exposed undergarments, sleeveless muscle shirts, halter tops, "see-through" attire, clothing that shows buttocks, obvious cleavage, and/or excessive waist/midriff, and clothing with symbols, insignias, and printed messages that are inconsistent with the District Mission Statement. Facial and body ornaments (e.g. protruding spiked jewellery) that may endanger safety are unacceptable. All dress and attire should reflect Catholic values.

The Principal or the Vice Principals shall make the final decision on the acceptability of any style of dress. All violations will be dealt with on an individual basis. Students in violation of the dress code may be required to cover up or change their clothing, or may be sent home to do so. If parents come in with proper clothing, the student will remain in the office until the parents arrive and the change in clothing has occurred. Subsequent violations may result in a suspension.

Students may not wear hats and headwear in the school until the final bell of the day.

SMOKING AND TOBACCO USE

Students are not allowed to chew tobacco or smoke anywhere on campus or during off-campus classes. The school's policy on tobacco violations is as follows:

First Offence	<ul style="list-style-type: none">- Letter sent home to the student's parent or guardian- Tobacco product will be confiscated
Second Offence	<ul style="list-style-type: none">- Tobacco product will be confiscated- Violation will be referred to the School Resource Officer- Student will be given a one (1) day suspension
Third Offence	<ul style="list-style-type: none">- Tobacco product will be confiscated- Violation will be referred to the School Resource Officer- Student will be given a three (3) day suspension
Fourth Offence	<ul style="list-style-type: none">- Tobacco will be confiscated- Student will be given a five (5) day suspension and recommended for expulsion by the board.

Students refusing to surrender tobacco products when asked will receive an automatic suspension.

TECHNOLOGY POLICY

Technology - Computers are located in classrooms, computer labs and the learning resource centre. All students are expected to become competent with the use of varied computer programs before leaving high school.

- McCoy provides internet access primarily for purposes of research. Students are expected to work with the more "conventional" library resources available to them as well as the internet.
- Students are responsible for appropriate behaviour on the internet. General school rules for behaviour and communications apply.
- The network administrator may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will be private.
- No external hard drives or CDs are allowed without permission of supervising teacher.
- Specific guidelines for internet are posted in computer areas.
- Students are required to log on using their own "username" and "password" only.**

If these rules or guidelines are violated, the teacher or technology coordinator may remove a students computer privileges for a designated time period.

School Policies (Continued)

ALCOHOL/DRUG POLICY

The use of drugs is strictly prohibited. To assist with drug violations and education the "Dogs FOR Drugs" division of the Medicine Hat Police Service will periodically visit the school. The school's policy on drug or drug related violations is as follows:

In possession of drug paraphernalia (pipe, paper, knife, other)	5 day suspension.
In possession of drugs/alcohol (any amount)	5 day suspension and a commitment to AADAC for the "Information Series".
In possession of drugs/alcohol (2 nd offense to alcohol/drug policy)	5 day suspension with recommendation for voluntary removal or recommendation for expulsion by the board.
Smell of drugs/alcohol	contact parents, student goes home, if they return they must contact an administrator before going to class.
Smell of drugs/alcohol (2 nd offense)	3-day suspension and commitment to AADAC for the "Information Series".
Smell of drugs/alcohol (3 rd offense)	5-day suspension with recommendation for voluntary removal or recommendation for expulsion by the Board.
Is under the influence of drugs/alcohol	2-day suspension and commitment to AADAC for the "Information Series"
Is under the influence of drugs/alcohol (2 nd offense)	5-day suspension and commitment to AADAC for the "Information Series"
Is under the influence of drugs/alcohol (3 rd offense)	Placed on an alternate program in partnership with AADAC until AADAC gives the confirmation that the drug problem is resolved.
Evidence of trafficking drugs	5-day suspension with recommendation for voluntary removal or put on an alternate program off school property.

* All alcohol/drug violations will be referred to the school resource officer.

QUAD-SCHOOL POLICY

Administrators from the city's four secondary schools have developed regulations to govern student behaviour at inter-school functions. Students and parents shall be notified of these regulations.

Regulation

Action will be taken when a student exhibits any of the following unacceptable behaviours during a co-curricular activity:

- a) drinking, being under the influence of, or in the possession of alcohol; or
- b) using, being under the influence of, or in the possession of illicit drugs; or
- c) creating a disturbance or endangering others.

Consequences

Violators of this regulation will receive a minimum of:

- a) a three (3) day suspension from school. This suspension may be reduced to one day and twelve hours of service to the school, and
- b) a three (3) month suspension from all co-curricular activities. This suspension may be reduced by up to one-half by providing a service to the school at the rate of 20 hours of service per month of reduction. This service must be completed prior to any reduction taking place. The first half of the suspension must be served in any case. A suspended student will be allowed to take part in his/her graduation exercises/ ceremony.

Appeal

Suspensions under this regulation may be appealed to the Superintendent. Upon such appearance being made, the school administrator will supply all pertinent information to the Superintendent.

*Note - Students are not allowed on other school's property during school hours without permission. This will result in an automatic suspension.

School Policies (Continued)

ATTENDANCE POLICY

Regular attendance and punctuality are important factors in achieving excellence in the teaching/learning process in the classroom. The School Act states that students are to miss school only if it is an **unavoidable circumstance** or if they are **ill**. The following are actions taken by the school to promote regular attendance.

Responsibilities

- a) **Students** have the primary responsibility for attendance in all classes and **parents** have the secondary responsibility for attendance of their child in all classes.
- b) **Teachers** are responsible to take attendance each day and turn it into the office at the end of the day for recording.
- c) **Parents** are responsible for informing school personnel of all absences within 48 hours of which the absence has occurred. Phone the 24 hr. attendance hotline at **526-4349** to excuse your child.
- d) **Students** are responsible for all class work and assignments even if their absences are unavoidable or school generated. (field trips, sports, etc.)
- e) **Attendance at Assemblies and Religious Celebrations is COMPULSORY!**

Senior High Students

Ongoing (possible 8 contacts)	Parents/Guardians will be contacted daily by the automated attendance phone in regards to unexcused absences.
After 4 Unexcused Absences or 8 Total Absences (Three credit course) After 6 Unexcused Absences or 12 Total Absences (Five credit course) (last contact before alternate program)	The administration will contact the parents and request a meeting to go over the student's attendance profile and to discuss their written plan for regular attendance.
After 6 Unexcused Absences or 10 Total Absences (Three credit course) After 8 Unexcused Absences or 15 Total Absences (Five credit course)	The student will be removed from the course and an alternate program will be set up at the cost to the student. If the student passes the course, they will receive their money back.



School Policies (Continued)

Late Policy for all Students

- a) As part of their "Discipline Policy", individual teachers will have methods in place to manage students that come late.
- b) Lates will be monitored on a regular basis by the administration and appropriate consequences will be given if the student continues to be late for class.

Student Absence During the School Year

Parents/guardians sometimes choose to take students out of school for extended periods such as vacations, visits to relatives, assistance to the family and so on. In such situations, **the school does not grant permission for the absence.** Parents/guardians must accept full responsibility for the detrimental effects of the absence. Regular class attendance is important to achievement. If an absence is planned during the school year, the student or parent should let the school administration and the various subject teachers know well before the absence. Teachers **may** give guidance and assignments that will reduce the negative effects of the absence. **Please note that in virtually all situations, significant absences will have a detrimental effect on achievement.**

ACADEMIC IMPROVEMENT POLICY

One of our goals at Monsignor McCoy High School is for students to learn as many outcomes as possible. To assist in achieving this goal and to allow for the professional judgment of the teachers in respect to student assessment in the various disciplines, each department has established their own Academic Improvement Policy that will include the following:

- a) All teachers will offer an Academic Improvement Policy that is consistent within each course
- b) Type of assessment(s) that the Academic Improvement Policy will be used on
- c) Conditions for students to earn their chance to use the Academic Improvement Policy that are directly related to the student learning more outcomes
- d) Reasonable timelines for students to use the Academic Improvement Policy
- e) What impact will this Academic Improvement Policy have on their grade
- f) Each Academic Improvement Policy will be communicated to students on their class outline for each course at the beginning of the semester

TELEPHONES

The telephone in the office will be available for use to the students at the discretion of the secretaries.

Office staff will relay messages to students that originate from parents only.

CELL PHONES/RECORDING DEVICES

- Students are allowed to use electronic communication devices during non-instructional times throughout the day. For example: spares and lunch break
- During instructional times (class time) students are to leave their electronic communication devices in their locker or turn them into the teacher when entering the classroom. If an electronic communication device is used during class time or found on the student, this will be considered a violation of this policy.
- First violation of this policy will result in a one day in school suspension. Any further violations will result in an increase in suspension time and a parent/student/administration meeting.



School Policies (Continued)

Academic Honesty Policy (Includes Plagiarism)

Monsignor McCoy High School prides itself in excelling in academic achievement through student honesty and hard work! As a McCoy student, you are expected to conduct yourself with truth, honesty, and maturity, which are fundamental in the search for knowledge and learning at McCoy.

Student Conduct and Discipline

Unsatisfactory behavior and academic dishonesty includes such things as plagiarism, lying, cheating by copying or bringing written or electronic answers into the examination setting, or stealing examinations and altering grades, which will result in disciplinary action.

Responsibility of the Student

You are obligated to refrain from all forms of intellectual dishonesty.

Each of the following actions constitutes intellectual dishonesty. However, these actions do not necessarily exhaust the forms which intellectual dishonesty may take:

- 1) Copying the work of another person without giving credit to the author and submitting the work as one's own ideas (plagiarism).
- 2) Using unauthorized materials or communicating information without authorization in a test or examination. This would include such items as i-pods, mp3 players, phones, un-cleared calculators or unauthorized calculators, cheat sheets, etc.
- 3) Altering marks on an assignment, tests, examination, or quizzes.
- 4) Helping or attempting to help another person to commit an act of academic dishonesty. This includes allowing students to copy all or any part of assignments, tests, examinations, and/or quizzes.

Consequences of Intellectual Dishonesty

In the first offence, the consequence for a breach of the intellectual honesty policy by the student shall include the following:

- 1) The consequence will result in a mark of zero on the grade of the assignment, quiz, or examination.
- 2) The student will be given a 1 day in-school suspension in which they will be required to re-write the assignment, quiz, or examination so that the teacher will know what the student has learned in regards to that outcome. They will also be required to complete all in-school suspension requirements.
- 3) The student will phone their parent/guardian and explain the details of this breach.

In the second and future offenses, the consequence for a second and future breaches of the intellectual honesty policy by the student shall include the following:

- 1) All of the above will occur however the suspension will be increase to 3 days.
- 2) A parent/student and Administrator meeting shall be set up by the Administration of McCoy to discuss details of the incident and how to avoid future breaches of this policy.
- 3) The combined marks of zero will serve as a natural consequence which will lower the student's mark which may result in having to repeat the course.

What is Plagiarism? *Plagiarism* means using someone else's work without giving proper credit. **Please read the following page for tips on "How to Avoid Plagiarism".**

- ~ "Work" includes, but is not limited to: written words, art, music, computer programs, information from the Internet, sound recordings, videos, interviews, pictures, graphical data, or statistics.
- ~ "Giving proper credit" means following the formatting rules of a documentation style which will be given to the students by each teacher.

WHY SHOULD YOU BE CONCERNED ABOUT PLAGIARISM?

- ~ Plagiarism is dishonest and unethical.
- ~ Plagiarism violates the McCoy Academic Honesty Policy

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<http://www.mhc.ab.ca/library/howtoguides/whatisplagiarism2008.pdf>

School Policies (Continued)

How to Avoid Plagiarism

- 1) Hand in your own work. Do not hand in another person's assignment or paper as your own. Copying whole or part of another person's assignment or paper is plagiarism.
- 2) Learn how to use the required documentation style indicated by your teacher. Documentation styles require you to give credit as you write your paper and to provide complete information about the source at the end of the paper.
- 3) Record the bibliographic information for each source you use in your research. The first time you take notes from a source, write out the information for that source: author, title, copyright date and place of publication, publisher, and any additional information that is required by the documentation style.
- 4) Take accurate and complete notes. When taking notes, establish a system of noting whether the information is your own thoughts, a quotation, or information you have borrowed and put into your own words.
- 5) Use quotation marks to indicate copied words. When you repeat another's exact words, you must use quotation marks to indicate that the information was copied directly from the source.
- 6) Give credit to any information that you have put into your own words. Even though you have restated information in your own words, you still must give credit to the source of the information.
- 7) Use your own words and style of writing. Plagiarism can easily occur when you skip the step of note taking and write your paper directly from books and articles. The problem with writing directly from your sources is that it is very difficult to translate into your own words and is very tempting to use original words and parts of sentences. Plagiarism usually occurs when:
 - ⇒ Original words or phrases from a source are used in a sentence
 - ⇒ The basic sentence structure is kept and some of the words are changed
 - ⇒ Reversing the order of words in a sentence
- 8) Give credit to any information you acquired through your research. You do not have to give credit to commonly known facts. **Whenever in doubt, give credit!**

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<http://www.mhc.ab.ca/library/howtoguides/whatisplagiarism2008.pdf>





August 2011

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	26	27
28	29 Staff PD Day	30 Day 1 First Day for Students	31 Day 2			



September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Day 1	2 Day 2 Red Day McCoy Dance 9pm-12am	3
4	5 Labor Day No School	6 Day 1	7 Day 2	8 Day 1 School Photos Band Parents' Association Mtg. 7 pm	9 Day 2 Last Day for Course Changes	10
11	12 Day 1	13 Day 2	14 Day 1	15 Day 2	16 Day 1	17
18	19 Faith Forma- tion/PD Day No School	20 Day 2	21 Day 1 School Council Mtg. 7 pm	22 Day 2	23 Day 1	24
25	26 Day 2 Grocery Cart Challenge Begins	27 Day 1	28 Day 2	29 Day 1	30 Day 2 School Fees Due Bright and Tight Day	



October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Day 1	4 Day 2	5 Day 1	6 Day 2 Grads with Groceries	7 AISL No School	8
9	10 Thanksgiving Day No School	11 Day 1	12 Day 2	13 Day 1	14 Day 2	15
16	17 Day 1	18 Day 2	19 Day 1 Blast from the Past	20 Day 2 ELAA - Post Secondary Evening 4-5:30 pm First Grad Meeting 6:00 pm	21 PD Day No School	22
23	24 Day 1	25 Day 2	26 Day 1	27 Day 2	28 Day 1	29
			Parent/Teacher Interviews			
30	31 Day 2 Halloween Costume Contest					



November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Day 1 Academic Awards Night 7 pm at the College Theatre	2 Day 2	3 Day 1	4 Day 2	5
6	7 Day 1	8 Day 2	9 Day 1	10 Day 2 Report cards Sent Home	11 Remembrance Day No School	12
13	14 Day 1	15 Day 2	16 Day 1	17 Day 2	18 Day 1 Wouldn't be caught dead in dress up day	19
20	21 Day 2 Bubble Campaign Kick Off	22 Day 1	23 Day 2	24 Day 1	25 PD Day No School	26
27 First Sunday of Advent	28 Day 2	29 Day 1	30 Day 2			



December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Day 1	2 Day 2	3
4	5 Day 1	6 Day 2	7 Day 1	8 Day 2	9 Day 1 Ugly Sweater Day	10
11	12 Day 2	13 Day 1	14 Day 2	15 Day 1	16 Day 2	17
18	19 Day 1	20 Day 2	21 Day 1	22 Day 2	23 Day 1 Last Day of Classes Before the Christmas Break Red & Green Day	24
25 Merry Christmas	26 Boxing Day	27	28	29	30	31 New Year's Eve
Christmas Break - No School						



January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Happy New Year	2	3	4	5	6 Epiphany	7
Christmas Break - No School						
8	9 Day 1 First Day of Classes After the Christmas Break	10 Day 2	11 Day 1	12 Day 2 Reversed Classes 4, 3, 2, 1	13 Day 1	14
15	16 Day 2	17 Day 1 Last Day of Classes Before Final Exams PJ Day	18 Day 2	19 Day 1	20 Day 2	21
22	23 Day 1	24 Day 2	25 Day 1	26 Day 2	27 Day 1	28
29	30 PD Day No School	31 Day 1 First Day of Semester 2				



February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Day 2	2 Day 1	3 Day 2	4
5	6 Day 1 Second Grad Meeting 7 pm	7 Day 2	8 Day 1 Report cards Sent Home	9 Day 2	10 Day 1 Winter Dance at MMHS 9pm-12am	11
12	13 Day 2	14 Day 1 Valentine's Day	15 Day 2	16 Day 1	17 Day 2	18
	Results for Match Maker - \$2.00					
19	20 Family Day No School	21 Shrove Tuesday	22 Ash Wednesday	23	24	25
		No school (PT Interviews time in lieu)		No school Teachers' Convention		
26	27 Day 1	28 Day 2	29 Day 1 Twin Day			



March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Day 2	2 Day 1	3
4	5 Day 2	6 Day 1	7 Day 2	8 Day 1	9 Day 2	10
11	12 Day 1	13 Day 2	14 Day 1	15 Day 2	16 Day 1 Wear Green Shamrock Shakes \$2.00	17 St. Patrick's Day
18	19 Day 2	20 Day 1	21 Day 2	22 Day 1 Under 6 - Over 60 Dress Up Day	23 PD Day No School	24
25	26 Day 2	27 Day 1	28 Day 2	29 Day 1	30 Day 2	31
			Parent/Teacher Interviews			



April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Palm Sunday	2 Day 1	3 Day 2	4 Day 1	5 Day 2 Holy Thursday	6 Good Friday No School	7
8 Easter Sunday	9 Easter Monday	10	11	12	13	14
Easter Break - No School						
15	16 Day 1	17 Day 2	18 Day 1	19 Day 2	20 Day 1	21
22	23 Day 2 Report cards Sent Home	24 Day 1	25 Day 2	26 Day 1	27 Day 2	28
Spirit Week						
29	30 Day 1					



May 2012

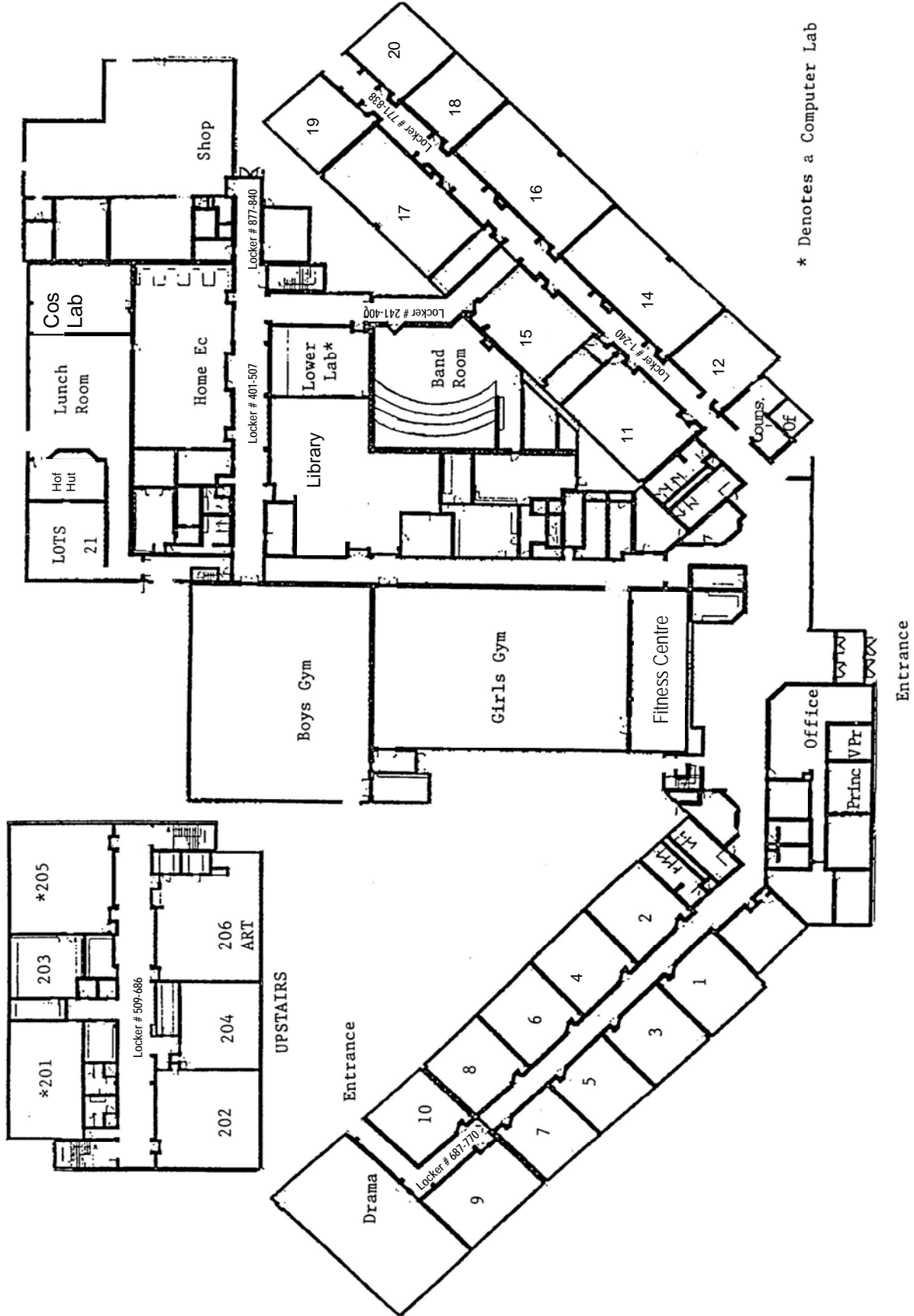
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Day 2	2 Day 1	3 Day 2	4 Day 1	5
6	7 Day 2	8 Day 1	9 Day 2	10 Day 1	11 Day 2 Dress Like Your Mom	12
13	14 Day 1	15 Day 2	16 Day 1	17 Day 2 McCoy Graduation Mass & Ceremony	18 PD Day No School McCoy Graduation Banquet	19
				McCoy Graduation		
20	21 Victoria Day No School	22 Day 1	23 Day 2	24 Day 1	25 Day 2 Reverse Role Day Students Dress Like Teachers/ Teachers Dress Like Students	26
27	28 Day 1	29 Day 2	30 Day 1	31 Day 2		



June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Day 1 Outdoor Dance	2
3	4 Day 2	5 Day 1	6 Day 2	7 Day 1	8 PD Day No School	9
10	11 Day 2	12 Day 1	13 Day 2 Reversed Classes 4, 3, 2, 1	14 Day 1	15 Day 2 Last Day of Classes Before Final Exams	16
17	18 Day 1	19 Day 2	20 Day 1	21 Day 2	22 Day 1	23
24	25 Day 2	26 Day 1	27 Day 2	28 Day 1	29 PD Day No School	30

School Map



* Denotes a Computer Lab

Monsignor McCoy High School



Monsignor McCoy High School



Student Timetable

Semester 1		Semester 2		
Opening Bell 8:10				
Times	Day 1	Day 2	Day 1	Day 2
Period 1 8:15 - 9:38				
Period 2 9:43 - 11:06				
Lunch Break 11:06 - 11:44				
Period 3 11:49 - 1:12				
Period 4 1:17 - 2:40				