



McNally
High
School

STUDENT HANDBOOK 2011-2012

Mr. D. Skoreyko
PRINCIPAL

Mrs. A. Foster Mrs. S. Long
ASSISTANT PRINCIPALS

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PRINCIPAL'S MESSAGE

McNally high School provides a tradition of achievement within an inspiring and dynamic environment, which fosters student spirit, leadership and a commitment to excellence. For those of you new to the McNally School family, we promise you every opportunity to succeed as individuals and to further develop those unique characteristics that make you very special people. We ask you, in turn, to consider how you can contribute to your new school. Only by your commitment will the spirit, traditions and success of McNally continue into the future. We believe that McNally is the right size of high school... large enough to offer a good diversity of programming, and small enough to really get to know and provide support for each one of our students. Our school motto "*Nihil Sed Optimum*" — "Nothing but the Best" is what's expected of all of us. Our motto comes to life through the spirit and pride of each and every one of us at McNally. We look forward to working with you this year!

STAFF 2011-2012

All McNally staff members are available to assist students. Individual teachers can be reached by calling the main switchboard at 469-0442, or via email. Staff email addresses as well as more information about McNally is available on our website - www.mcnallyhigh.com

In addition to their specific classroom teachers, students should be aware of the following personnel who are also here to assist them

Departments & Key Contacts 2009-2010

| | |
|-----------------------------------|-----------------|
| English & Library | Karen Douziech |
| CTS - Career Pathways | Scott Couprie |
| International Baccalaureate | Laurel Usher |
| International Languages | Annie Foster |
| Mathematics | Stephanie Gower |
| Physical Education & Athletics | Philip Smyth |
| Registered Apprenticeship Program | Senny Leung |
| Science | Colbie Bell |
| Social Studies | Robert Gardner |
| Fine Arts | Sheri Long |
| Special Needs | Kim Marcinek |
| Student Activities | Laureen Purkis |
| Student Services | Chris Williams |

McNally is pleased to be working in partnership with Edmonton Police Services and Edmonton Public Schools to provide our Learning Community with a full time School Resource Officer (SRO) Constable Terry Mishio for the 2011-2012 School year.

SUPPORT STAFF

| | |
|--------------------|---|
| General Office | Ms. Colleen McLeod Mrs. Sharon Marshall |
| Accounts Clerk | Mrs. Carol Derejko |
| Library | Mrs. Colleen Berg |
| Science Technician | Mrs. Marlene Harrison |
| Teacher Assistant | Mrs. Dilys Sutherland Ms. Dianna Leitch Mr. Larry Kozak Ms. Sandi Morrison |
| Technician | Mr. Roy Marko |

STUDENTS' UNION

McNally Students' Union provides an opportunity for all students to be immersed in school spirit and get involved with the organization of a wide variety of events at McNally. Be sure to drop by the Tigers Den and see what's happening!

We would like to give a warm welcome to all of our Tigers. Students' Union strives to foster Tiger Pride in all students by hosting an assortment of fun events during the school year. We are very active in the school community, working hard to provide strong student leadership for the entire student body. We are open to any input you might have for us; all suggestions and ideas are greatly appreciated. Students' Union will continually work hard to make your high school experience one that you will not forget! All of our members are dedicated to making McNally High School "Nihil Sed Optimum"— "Nothing But The Best!"

Thank you for your support! We hope to see you soon at our events!

2011—2012 STUDENTS' UNION:

McNally Student's Union 2011-2012

| | |
|-------------------|--------------------------------|
| President: | Esther Tran |
| Vice President: | Randolph Soanes - Ulrich |
| Grade 12 Rep: | Michael Kunicki |
| Grade 11 Rep: | Harman Khinda |
| Grade 10 Rep: | TBA |
| Secretary: | Desiree Yau |
| Treasurer: | Kartina Wong |
| Major Events: | Emily Tran |
| Tiger Life: | Felicia Truong |
| Arts and Clubs: | Wesley Vuong |
| Luncheon: | Claire Edwards & Salome Sumamo |
| Publicity: | David Gibbs & Clement Yong |
| Male Athletics: | Ryan St. James |
| Female Athletics: | Julie Cork |

Students' Union Advisor: Lauren Purkis

CO-CURRICULAR ACTIVITIES

INTERSCHOOL ATHLETICS

McNally has a strong tradition of success in athletics. Participants in the program are dedicated young adults who perform to the best of their ability. This success can be attributed in part to the hard work and expertise of the coaches. Coaches fully understand that each student varies in ability and intensity level and expect each athlete to **'DO THE BEST THEY CAN'** socially, academically and athletically.

McNally students may participate in a number of competitive sports that include the following:

Co-curricular Sports

- Badminton
- Cheerleading
- Cricket
- Cross Country Running
- Curling
- Golf
- Swimming & Waterpolo
- Senior and Junior Basketball
- Senior Football
- Senior and Junior Rugby
- Soccer - Indoor & Outdoor
- Senior and Junior Volleyball
- Dance
- Track and Field
- Wrestling

INTRAMURAL ATHLETICS

In addition to our excellent interschool athletic program we offer a varied and outstanding intramural program. All students are encouraged to take part in at least one intramural sport.

- Co-ed Volleyball
- 3 on 3 Basketball
- Team Handball
- Badminton
- Floor Hockey
- Indoor Soccer
- Slo-pitch Baseball
- Dodge-ball

2010-2011 Achievements

Football - City Champions & Provincial Finalists

Senior Mens Volleyball - City Champions & Provincial Qualifiers

Cheer Team - City Championships

Cross Country - Provincial Qualifiers

Curling - City Championships

Men's Rugby - City Championships & Provincial Qualifiers

Track & Field - City Championships & Provincial Qualifiers

Wrestling - Provincial Qualifiers

McNALLY CLUBS

McNally Students are involved in the most eclectic selection of clubs to be found in any Edmonton Public High School. The following is a list of clubs that were active in 2010-2011

- Best Buddies Program
 - Big Brothers-Big Sisters Mentoring Program
 - Book Club
 - CAPPIES
 - Citadel Theatre Students' Club
 - Chinese Culture-Triple C
 - Debate
 - Diversity (SAGA) Club
 - 50 Hour Club - Active exercise program
 - GRAD Council
 - High School Model United Nations
 - Library Advisory Club
 - M.A.S.S.I.V.E. - Student Volunteer Club
 - MATH Club
 - McNallyZine - writers club
 - McNally Masque Dram
 - McNally Movie Club
 - Media Club
 - Multicultural Club
 - Science Olympics
 - Sierra Leone Partnership
 - Ski Club
 - Social Justice Club
 - T-Paws - Animal Protection
 - Travel — trips* offered include: New York, Paris, Southern France, Spain.
- *Previous travel trip destinations have included Austria, China, Czech Republic, France, Germany, Greece, Hungary, Ireland, London, Wales

ACADEMIC COMPETITIONS

Alberta High School Math Competition
Canadian Mathematics League
Canadian Open Mathematics Challenge
Cayley Contest
Contours Oratoire
Euclid Contest
Galios Contest
Fermat Contest
Hypatia Contest
Iverson Computing Science Contest
National Biology Competition
Science Olympics
Skills Canada

PROGRAM CHANGES

An Assistant Principal must be seen in order to add, drop or change a course or courses. Please make an appointment with your Grade Coordinator.

Timetable changes may be made in the first week of the semester only. After this time **students cannot "drop" courses or make any timetable changes without parental permission. Last date to drop a course in Semester One is September 30, 2011 and for Semester Two is February 28, 2012. After that time, students will be assigned a final mark for every course they are registered in.** This mark will become part of the student's permanent Alberta Education record.

Students must be registered in 40 credits in Grade 10, 35 credits in Grade 11 and 30 credits in Grade 12 to be a student at McNally. Edmonton Public Schools has alternative programming to accommodate part-time students.

See your Grade Coordinator

Ms. S. Long (A-M) Mrs. A. Foster (N-Z)

COURSE CHALLENGE

Students who possess the knowledge, skills and attitudes prescribed by the Program of Studies for a course have the opportunity to challenge course requirements through an appropriate assessment and evaluation process. Students will be provided an opportunity to challenge those courses where necessary ability has been achieved but where credits has not been awarded.

Student shall initiate the course challenge process within the first two weeks of a semester. There shall be a review of readiness for the course challenge by a teacher appointed by an Assistant Principal. If the teacher determines that the student has a reasonable chance of successful challenge, the course challenge shall proceed.

ALBERTA HIGH SCHOOL DIPLOMA GRADUATION REQUIREMENTS

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

- Earn a minimum of 100 credits
- Meet the standards and complete the following courses:
 - English Language Arts - 15 credits - English 30- or 30-2
 - Social Studies - 15 Credits - Social 30-1 or 30-2
 - Mathematics - 10 credits (Math 20-1, 20-2, 20-3 or 20-4)
 - Science - 10 credits (Science(s) 20 or Science 24)
- Meet the standards and complete the following:
 - Physical Education 10 (3 credits)
 - Career and Life Management (CALM) 20 (3 credits)
 - 10 credits, in any combination, from:
 - career and technology studies (CTS) **or**
 - fine arts or second languages **or**
 - locally developed/acquired and authorized courses in CTS, fine arts or second languages **or**
 - Phys. Ed. 20 and 30
- 10 credits in any 30-level courses (including locally developed/ acquired and authorized courses) in addition to English Language Arts and Social Studies

McNally GRAD INFORMATION 2011 - 2012

Eligibility: In order to be a member of the Grad Class, and attend Graduation Ceremonies, the student:

- 1. Must be registered as a Grade 12 student at McNally (enrolled in 30 credits at McNally);**
- 2. Must have a 90% attendance rate**
- 3. Must have 80 credits by the end of January;**
- 4. Must be a student in good standing;**
- 5. Must have paid all fees including the grad fee;**

Should a student fail/drop a course during the school year, and no longer meet criterion above, the student's name will be removed from the eligibility list.

STUDENT SERVICES

Student Success Services

Student Success Services assists students in the areas of personal development, educational planning, and career exploration. When a student comes to see a counselor they will likely focus on one of the three areas, but often all three are included.

Personal

Issues arising out of conflicts between friends and family members, or personal concerns or worries about one self that make it difficult to carry on normal school studies.

Educational

Assistance in program planning/course selection, tutorial help, and other concerns relating to the academic areas. Study skills, writing exams, handling anxiety and other relevant topics will be handled both through lunch break seminars and individual counselling sessions.

Career:

Assisting students to realistically define their possible career futures. An extensive career/post-secondary library in the Student Services area is available throughout the day as well as computers for internet access to vocational and post-secondary information. Interest and vocational tests are available upon request. The Career Cruising website is available for all students. A post-secondary day and ongoing post-secondary visits give student access to post-secondary representatives. A variety of occupational speakers visit McNally as well for lunch break information sessions.

Ongoing Career Exploration and Assistance

Students in all grades complete a career/work related module each year that guides and develops their thinking about their possible futures.

Classroom Visitations

Students at all grade levels are visited in their classrooms for information related to their ongoing educational and post-secondary planning. Early in the year grade 12's receive a year plan that outlines seminars, post-secondary deadlines, and scholarships and bursary information.

In addition to the above, information is provided on scholarships, loans, bursaries, and grants for high school and post-secondary students. If you wish to see a counselor please contact the Student Success Services Office to make an appointment. Most students can be seen within a day.

Mr. C. Williams (Counsellor)

Attendance Policy & Procedures

Regular attendance is a shared responsibility between students, parents and staff.

Parents and Guardians are advised to contact the school to excuse any absences. Such calls are checked for authenticity. School staff will monitor tardiness and absences and will contact parents and guardians if it is habitual. This may result in disciplinary action.

- Parents must phone the school (469-0442 available 24hrs.) to report absences or lates. Phone our attendance line direct at (780) **440-0610** and report the absence. Telephone calls from students are not acceptable.
- Parents are requested to phone in advance of the absence, if possible; and no later than the day after the absence
- Students are considered ABSENT when they have missed more than 30 minutes of class.
- Students are considered LATE when the bell to start class rings and they are not seated at their desk!
- Parents and students can access daily attendance profiles on SchoolZone.

School Intervention Process

1. Three unexcused absences or lates in any one class – “Teacher” contacts the parents/guardians.
2. Six unexcused absences or lates in any one class – “Assistant Principal” sends an attendance update to the parents.
3. Nine unexcused absences or lates in any one class – The “Assistant Principal” will meet with the student; parents/guardians will be contacted.
4. Twelve unexcused absences or lates in any one class – The Assistant Principal may withdraw the student from the class and advise an alternative program. Parents of students under 18 will be informed.

GENERAL ATTENDANCE GUIDELINES

Sign Out Policy

If a student must leave the school during the day because of illness or other reasons, the student will report to the office and sign out. The student will, at this time, attempt to contact a parent/guardian in cases of illness to let them know that they are leaving.

Absence due to extended holiday

Students who will be absent from school for a week or more are required to see their Assistant Principal. Students will be given a letter from their Assistant Principal explaining the procedure and expectations.

Absence due to school functions or field trips

The students will be given a form which must be completed by each teacher, signed by the parent/guardian and returned to their sponsoring teacher at least one week prior to the beginning of the field trip.

Absence during final examinations

Students must write final examinations during the prescribed times. Students may be excused from exams only in cases of extreme circumstances. Illness during exams should be excused by a note from a doctor. If such exemption is necessary, please contact the appropriate Assistant Principal. (See the calendar of events for examination dates)

Late Policy

All students are expected to arrive on time and be prepared to work. When tardiness becomes a concern, parents will be informed and attempts will be made to eliminate this problem.

STUDENTS' RIGHTS and RESPONSIBILITIES

AT MCNALLY ALL STUDENTS HAVE A RIGHT TO:

Learn, Be respected; Be safe; and Hear and be heard

RESPONSIBILITIES/EXPECTATIONS OF STUDENTS

It is expected that all McNally students will:

- Attend, be punctual and arrive prepared for all classes;
- Complete all courses that they are registered in;
- Recognize and respect the rights of all students to learn and teachers to teach;
- Recognize that lockers are the property of McNally School, and keep their assigned locker clean and damage free;
- Respect the authority of all adults affiliated with the school;
- Treat each other with courtesy and respect;
- Strive for excellence in all their academic and personal endeavors;
- Keep hallways clear and quiet during class time (students that have a spare can be in the library, cafeteria or outside);
- Refrain from smoking in the building and on school grounds;
- Refrain from the use of profanities, racial comments or insulting statements;
- Not be in possession or be under the influence of alcohol, drugs or any illegal substance;
- Dress appropriately for school; (See appropriate dress policy)
- Not publish defamatory information about McNally students or staff on the internet or any other medium.
- Not bully, harass, threaten or intimidate other students, including initiation or froshing;
- Not be in possession of any weapon or dangerous goods, or use school supplies as weapons to harm, intimidate or threaten others;
- The use of cell phones in class is at the Teacher's discretion. Cell phones CANNOT INTERRUPT INSTRUCTION and CANNOT DISTURB YOUR LEARNING and/or INTERFERE WITH THE LEARNING OF OTHERS. Please SILENCE & KEEP OUT OF SIGHT during ALL CLASS TIME - spares included - UNLESS OTHERWISE DIRECTED OR PERMITTED. Cellular phones may be used on school property **ONLY** before school, at lunch and after school.
- The use of electronic music or gaming devices during class time is at the Teacher's discretion. Electronic music and gaming devices may be used on school property when a student is not scheduled to be in a class.
- Not bring or encourage friends to visit McNally School;
- Not visit or attend other schools without an official appointment.

Failure to meet the expectations for appropriate behaviour may result in consequences ranging from a reprimand, parental involvement, loss of privileges, detention, exclusion from class, community service, suspension or expulsion from the school/district, various charges may also be pursued by police.

A recommendation for expulsion from McNally School or the district will immediately occur as a result of any of the following infractions:

- Any form of fighting;
- Being in possession of a weapon;
- Being involved in the sale of contraband or any illegal substance;
- Uttering threats or false messages;
- Any other serious offense which threatens the safety or well being of students or staff.

McNALLY SCHOOL ASSESSMENT POLICY

McNally's complete assessment policy can be found on SchoolZone - under School Administration as well as on our website - www.mcnallyhigh.com Below is an outline of our policy

1.0 Goals of assessment:

- Communicate the achievement status of students.
- Provide information that students can use for self evaluation.
- Select, identify, or group students for certain educational paths or programs.
- Provide encouragement for students to continue learning.
- Evaluate the effectiveness of instructional programs.

2.0 To work towards these goals, the staff at McNally School believe the following:

- Grades will only reflect what students can do relative to provincial curriculum.
- Our assessment practices will be meaningful and clear.
- We encourage further growth and development through assessment.
- We use evidence from a variety of assessment approaches to reach a summative grade (professional judgment also provides evidence).
- Assessment should take into account the student's learning needs.
- We provide an overview of the assessment plan for each course to all stakeholders at the start of the course.
- We communicate information related to assessment in a clear manner.
- The primary purpose of reporting is to improve learning.
- We strive for consistency of assessment in our subject areas and school.

3.0 How we communicate information related to assessment:

3.1 *Course Outlines* – at the beginning of the semester/year, course outlines are published by each teacher for each subject at McNally. Each student is asked to keep the course outline at the front of their binder for the subject. A copy of all course outlines are kept by the department head of the subject area and published in SchoolZone.

3.2 Phone Contact – can be made at any time throughout the year by either the teacher or parent in relation to the progress of the student.

3.3 SchoolZone – A web based program that gives parents and students secure access to general school information, attendance reports, mark updates, and dates of major assignments and exams for all classes. Information on how to sign-up for a SchoolZone account is posted on our website www.mcnallyhigh.com

3.4 Achievement Updates – for all subjects; achievement updates will be posted on SchoolZone on a monthly basis and at the half-way point of each semester. Parent conferences are held twice during the year, following the half-way achievement update. The objective of the achievement update and parent conference is to review the students' progress before the progress report.

Achievement updates may not contain a calculated average but will contain a listing of the assessment items completed.

Weighting for specific assessment items and calculation of final marks will be done at course completion.

3.5 Progress Reports – are published on SchoolZone two times each year at the end of each semester. The report provides parents and students with a cumulative grade that reflects achievement to that date. Our progress report also includes final exam and midterm results where applicable. **Note – Diploma exam marks cannot be posted as they are calculated by Alberta Education. Diploma Exam results will be mailed directly to the residence of the student by Alberta Education.**

3.6 Parent/Staff Meetings – Can be requested by the parent at any time. With reasonable notice (a minimum of three working days), teachers will make themselves available for the meeting. Parents can contact the teacher at the school to request the opportunity to discuss their child's progress (a message can be left on voice mail if the teacher is in class). School administration may choose to sit in or can be invited to attend these meetings. Parents of students that require an Individualized Program Plan (IPP) or have been recommended to the ACE Centre will be involved in communication to update and review the plans. These meetings/communications are coordinated by the school. Parents with students that have an IPP are invited to call the school at anytime during the year with questions that they may have.

Formative Assessment (Learning Activities)

Formative Assessment provides information about how the student is doing as they learn new material. While this information is included on our achievement update, formative assessment will not be used in the calculation of the mark in the course.

As zeros are not permitted, students will be required to complete all learning activities assigned in their classes.

Formative assessment can include curriculum related homework, in class activities or approaches to learning (i.e. organization, task completion, participation). Teachers can report on formative assessment activities using a percent mark or by using special scores or annotations such as:

EX – Excellent

AD – Adequate

PR – Proficient

NI – Needs Improvement

NHI - Not Handed In

This added level of information can provide another resource for teachers and parents to support learning.

5.0 Summative Assessment (Marks)

Marks are a numerical way to represent the achievement or progress of a student. Marks indicate whether a student has reached the defined outcomes in the Alberta Program of Studies for a particular course.

Attitude, effort and behaviour are **not** part of a student's summative assessment (mark) except where specifically mentioned in the Program of Studies such as in Physical Education or some CTS courses.

At McNally, we use percentage grades to report our marks.

5.1 How Marks are Calculated – Our departments have worked together to develop consistent procedures and weightings in the program that we use to calculate our marks. At the beginning of the school year, a description of these procedures will be included in each course outline. It should be noted that the calculation of marks is not made by using a simple average of the scores.

At the completion of the course individual summative assessment marks may be assigned a weighting, and together with the professional judgment exercised by the classroom teacher

in considering the scope of work produced by the student the final course mark is determined.

Achievement updates throughout the course will not include the weighting of individual summative tasks. The relative weighting or significance of these assessments is best determined at the completion of the course in consideration of the entire scope of work completed.

Work Not Handed In/Incomplete Work

A mark of zero is not permitted for any assignment.

Teachers will assign clear deadlines and expectations for assignments and other learning activities related to their course. Students are asked to record these deadlines in their agenda, and organize their time appropriately for the completion of these tasks. If a student should not complete an assignment on time, or an exam is missed due to illness, the teacher will arrange with the student an opportunity during lunch or after-school, or at another time within the school week to complete the task. Teachers will contact parents to inform them of this. A special mark of **NC (not completed) or NHI (not handed in)** will be entered in the mark book **until the assignment is completed**. Timely communication from students and their parents regarding any extenuating circumstances (i.e. illness, family crisis, etc.) will be considered if a deadline cannot be met. If a student does not submit enough material to provide an accurate description of his/her achievement, the progress report may indicate "NM" (no mark). Such a code would indicate that the teacher is unable to assess the student's progress in the course.

7.0 Re-writes

Students will have the opportunity to re-write quizzes or re-do assignments considered to be formative assessment (learning activities) in a time arranged by their teacher. Given that formative assessment occurs during the learning journey, the staff at McNally is committed to using these assessments in helping students better prepare for assessments that will occur at the end of the learning process.

In the event that a student's performance on a summative assessment task is inconsistent with their demonstrated performance in the unit of study, the teacher may allow the student to re-write the test or re-do the assignment. In the case where a student is permitted to re-write a test or re-do an assignment,

the highest mark will be the mark in the grade book used in consideration of the final grade.

8.0 Plagiarism and Cheating

Plagiarism, copying the work of another individual and implying that it is your own work, is an unacceptable practice. Cheating may include plagiarism, copying, cheating or allowing copying/cheating to occur.

All students who are suspected of being involved in plagiarism or cheating will be referred to a school administrator.

9.0 Marks Appeal Process

Students and/or parents may appeal a teacher's decision in the assessment process through the following steps:

- Students can arrange to speak with the teacher at a time when the issue can be reviewed without interruption.
- If the student is not satisfied with the outcome, the situation can be discussed with their grade coordinator. The grade coordinator will arrange for the student and parents to speak with the department head.

If there is no resolution, the parent can appeal to the principal by outlining their concerns in writing. The principal will contact the parent and may arrange for a meeting to discuss the concern. The principal will review the situation, attempt to seek resolution and if necessary will make a decision regarding the dispute.

Students and/or parents may appeal an individual year-end course mark through the following steps:

- Outline the appeal in writing. If there is documentation that indicates a difference from the teacher's record, it should be attached to the written appeal.

Come to the school on mark appeal day (published in June on SchoolZone and in final progress report) between 8:30am and 12:00pm. The principal will meet with the parent and student, and make a decision regarding the appeal.

RESPONSIBLE USE OF TECHNOLOGY

This Responsible Use of Technology is a Guideline that summarizes the responsibilities of McNally students using the school computer network. The network includes all computers or computer-related equipment and applications, the local area network, and access to the Internet.

At McNally High School, we believe that technology can be a powerful tool to enhance learning, enabling students to access information and collaborate with others across the school, community, and the internet. We believe that all students, staff and parents must be good digital citizens by following standards of acceptable use when using either school-owned technology (software, hardware, internet) or their own personal electronic device. *A personal electronic device includes any of the following: Laptop computer, netbook, iPhone (or other device with internet access - e.g. BlackBerry, Cell Phone, iPod Touch, PDA, Nintendo DSi, etc.)* being used for school purposes while enrolled at McNally High School.

In Tiger Groups students will sign a declaration in order for any student to use any technology or to use their own *personal electronic device* in school. In this document, Technology refers to computer, network, or internet access with any electronic device.

Educational Purposes

At McNally School, students have regular access to the computer network using computers in the classroom, library, and lab. Students use the network to achieve Information and Communication Technology outcomes and other curricular area learning outcomes.

Guiding Principles for Network Use

The computer network must be used in ways that are consistent with the following EPSB principles.

1. *Appropriate Use*

The network is intended for educational activities. It must be used appropriately and cannot be used for purposes that are inappropriate, illegal or unethical.

2. *Privacy and Personal Safety*

Activities involving the network will protect the privacy of personal information and the personal safety of students.

3. *Security of systems and information*

Activities involving the network shall not compromise the security and integrity of data and information stored on district or school computer systems

4. *Efficiency*

The network must function efficiently for all users.

- Students must not give out their last name, address, photo, or phone number when using the network.
- Students must cite electronic references and comply with Canadian copyright law. They must not plagiarize the work of others.
- Students must only access appropriate Internet sites. A student must notify the teacher immediately if he/she accidentally accesses inappropriate material on the network or receives a message that may be inappropriate.
- While using the computer, students may not use vulgar, obscene or derogatory language or graphics. They may not engage in threats, personal attacks, harass another person, or post private information about another person.
- Students must not buy or sell products or services through the network.
- Students must not attempt to compromise any computer or the network.

Consequences of Inappropriate Use

Students who use the network inappropriately will lose the opportunity to use the computer network and be subject to further disciplinary consequences outlined in McNally Student Roles and Responsibilities.

LEARNING RESOURCE CENTRE

Teacher Librarian - Mrs. Karen Douziech

Librarian Technician - Mrs. Colleen Berg

The school Learning Resource Center is be open every day from 8:00 a.m. to 4:00 p.m.

ID Cards are required for take out books, KOBE's, netbooks and laptops.

All students will have a printing account of 200 pages with their \$10.00 printing fee. Or they can pay as they print - in the library only.

Colour copier is also available at \$1.00 a copy

A GREAT & FREE Website for research is

www.learnalberta.ca

**User ID: LA13
Password: 9418**

GENERAL INFORMATION AND GUIDELINES

ANNOUNCEMENTS

All student announcements must be approved by a staff sponsor before they are submitted to the office.

- (a) Student Bulletin — all submissions must be in to the school office no later than 1:00 p.m. the day prior to publishing. The bulletin will be distributed electronically to all teachers and will be available in all classrooms and on the display terminals as well as published on SCHOOLZONE and McNally's website
- (b) Bulletin boards — all notices or posters to be placed on the general bulletin boards of the school must be approved by the office or by the staff sponsor of the activity. Approval for materials to go on classroom bulletin boards must be obtained from the classroom teachers. There are two special Students' Union bulletin boards. Materials to be placed on them must be approved by an Executive member. Signs and notices are not to be placed on painted walls nor on classroom doors.
- (c) Individual announcements — information pertaining to individuals will be directed to students through the teacher of their first class of the day.

ACCIDENTS

A report must be filed concerning accidents which occur on school property or during a school-sponsored event. If an accident occurs, please contact the office immediately. Injured students will be given every possible care, and the home will be notified at once. It is imperative that all students have an emergency phone number on file at the office. Alberta Health Care numbers must be provided on the student information form.

AUTOMOBILES AND MOTORBIKES

Maximum speed on any road about the school is 25 km/hr. No student cars are allowed on the service road or in the staff parking lot. **All cars must display a McNally parking permit or risk being towed. There is a \$5 deposit for the parking permit which is returned when the permit is returned.**

Bicycles—bike racks are located on the front and east side of the building.

Bike riders are reminded that bicycle thefts are a problem. If you are riding your bike to school, you are strongly advised to:

- A. Chain the wheels and frame to an immovable object.
- B. Lock the chain with a lock that cannot be picked.
- C. Carry theft insurance.

Please note: All bikes and cars are parked at school at your own risk.

CAFETERIA

Full meals as well as soups, sandwiches, desserts, and snacks are available. Hours of operation: 7:30 a.m. to 2:30 p.m. This space is used by all, please be respectful.

DRESS

McNally High School is an educational institution committed to excellence. We are an exemplary learning environment and we ask all students to dress appropriately while on campus. Students are asked to refrain from wearing:

- Headwear (hats, ball caps, hoodies, bandanas)
- Clothing that does not cover undergarments
- Clothing with offensive or profane slogans/wording
- Clothing that exposes excessive midriff, cleavage and buttocks
- Clothing that is not suitable for the learning environment (discretion of the staff and administration of McNally High School)

Students who are inappropriately dressed will be referred to administration.

LOCKERS

McNally provides lockers for students to store books, school related items, outer jackets, etc. The school does not assume any responsibility for items lost or stolen. Students are advised not to reveal their locker combination to other students. We recommend that students purchase a high security shackle-guard lock to ensure maximum safety of the contents of the locker. We offer the Dudley shackle-lock in the office for \$5.00 All lockers and lock combinations are to be registered on the appropriate form and given to the General Office. **Students are reminded that the lockers are school property.** We recommend that students not bring items of value to the school. Students will be charged a flat fee of \$10.00 should they damage their locker.

SCHOOL COUNCIL - Parent Council

The parents/guardians of students attending McNally High School are invited to become members of McNally's School Council. The primary purpose of our School Council is to provide an opportunity for parental input, suggestions and reflection on school issues, programs and policies at McNally High School. School Council meets monthly at the school and often conducts specific workshops for parents, such as post-secondary registration information. Check out the calendar for dates. School Council asks for a \$5 fee donation from all students each year as we use these funds to support school wide activities, such as McNally's Christmas Hamper project, Teacher Appreciation Lunch and McNally's School Council Annual Grade 12 Scholarship. There are also other parent groups organized for support of extra-curricular activities, such as Band Parents, Football parents etc. If your child is involved in these activities you will be invited to join these parent groups as well.

SCHOOL FACILITIES

Students may use school facilities at noon and after school under the direct supervision of a member of the teaching staff. Free movement through the building is restricted after 5:00 p.m. with the locking of many school doors. Please keep this in mind when you are involved in after-school activities.

SCHOOL OFFICE

The School Office is open from 8:00 a.m. to 4:00 p.m. You are welcome to make inquiries and to avail yourself of General Office service. Administrative Assistant—Ms. Colleen McLeod

SCHOOL PHONE

There are 2 phones available for general student use. Students are reminded that they cannot use their cell phones during class time. Cell phones are only to be used before school, at lunch and after school. If you need to use a phone during class time please come down to the office and use the 2 phones available for student use.

SPARE PERIODS

The Learning Resource Centre is available to students from 8:00 am to 4:00 pm and an excellent location for students on a spare. The cafeteria is another area that is available to students from 7:45 am to 3:00 pm.

Students may choose to spend their time during a spare period in the Learning Resource Centre, or another area (lab, classroom) with teacher approval, or students may leave for the duration of the spare period. Students are not to be in the halls during class time.

Mandatory Fees

Textbook Rental \$75

Course Fees*

Art \$25
Drama \$10
Fashion Studies \$20
French Workbooks \$10
Foods \$25
Math Workbooks \$15
Music Instrument Rental \$100
Guitar Program \$75
Phys-Ed 10 \$50
Phys-Ed 20 \$125
Phys-Ed 30 \$150
Phys-Ed Fitness 20/30 \$50
Physics Workbooks \$12
Woods/Welding/Metals \$20

Other Fees*

Bus Pass (65.55 replacement fee) \$48
Fitness Centre Yearly Membership \$40
Graduation Ceremonies (Cost of Ceremonies) \$100
ID Card Replacement \$5
Locks \$5
Printing Fee (200 printing pages payable in Library) \$10
School Council (Parent Council fund for various projects -
Student Scholarship Fund, Teacher Appreciation Luncheon) \$5
Student's Union - Gold Card (50% discount - SU activities) \$15
Yearbook \$60

***These Fees (optional) are assigned to your fee summary based on your course and program selection.**

MCNALLY AWARDS

A highlight of the school year is the recognition of outstanding student achievements at our annual Awards Night. These include:

HONOURS and HONOURS WITH DISTINCTION

These awards are based on averages using a minimum of 25 credits for Grade 10 & 11 with a minimum of 3 core subjects included in the average and 20 credits for Grade 12 with a minimum of 2 core subjects included in the average. Honours are awarded for averages between 80.0% and 89.9% and Honours with Distinction are awarded for averages between 90% and 100%

SERVICE AWARDS:

Service awards may be given to recognize any and all service contributions to the overall well-being of our school. Involvement could be in clubs, extra- and/or co-curricular activities, committees, etc.

Awards may be given in the following three categories:

- Bronze Service—for any service
- Silver Service—for excellent service
- Gold Service—for outstanding service

*Please note: Only Gold Service winners will be part of our stage ceremony on Awards Night. All others will be recognized with a certificate and noted in our program booklet.

ATHLETIC AWARDS:

At the completion of each interschool activity, the coach of each team awards a number of points (3-7) to each team member. Leadership, attitude, ability and contribution to the team are considered. Based on an accumulation of points through your years at McNally, you may receive:

| | |
|------------------------|-----------|
| Minor Athletic | 14 points |
| Major Athletic | 28 points |
| Major with Distinction | 48 points |

Additionally, one male and one female athlete are selected each year as McNally's outstanding athletes.

SPECIAL AWARDS

This group includes Fine Arts Awards in Art, Drama & Music. District Academic Excellence Awards as well as special mentions, such as CTS Awards and Scholarships, International Languages Awards. Also included are Student Exchange Programs, United Nations Scholarships, and a variety of subject achievement awards.

MCNALLY MAJOR AWARDS

CHERYL GIBSON AWARD

The Cheryl Gibson Award may be presented annually to any student whose excellence of performance and/or achievement (academic, artistic, athletic, dramatic, musical, etc.) brings honour and recognition to the school.

EUGENE CZAJKOWSKY INTERNATIONAL BACCALAUREATE AWARD

Awarded to a full IB Student in the grade 12 year, based upon academic achievement and leadership.

G. FRED MCNALLY AWARD

The highest honour McNally can bestow is this trophy established by Dr. G. Fred McNally to give recognition to the male and/or female student who best exemplifies the qualities of good character, provides leadership in the school, participates actively in school activities, and maintains a good academic standing. Candidates for this award are nominated by the staff or the student body, and they must be grade 12 students who have attended McNally for at least two years.

GEORGE RICE AWARD

This award is bestowed upon a graduating student whose day-to-day activities and involvements are the embodiment of McNally School's virtues resulting in the true meaning of Tiger Pride.

GOLD BAR MLA YOUTH LEADERSHIP AWARD

This award, sponsored by MLA, Hugh MacDonald, is intended to recognize outstanding leadership and achievement of a student completing his/her schooling.

OUTSTANDING MALE & FEMALE ATHLETES

Presented to Grade 12 students who have participated in McNally athletics for their 3 high school years, and exemplify sportsmanship and TIGER PRIDE.

RON SHEPPARD HUMANITIES AWARD

This award is to provide recognition to a grade 12 student who through his/her expertise in the humanities (art, music, drama, writing, and/or public speaking) has made McNally a better school. A school where those in the humanities are recognized for the quality of enrichment they provide the school as a whole and to the student who has made the humanities a priority in his/her life.

OTHER AWARDS & SCHOLARSHIPS

SCHOOL COUNCIL SCHOLARSHIP

McNally School Council has established a scholarship to recognize and reward McNally High School graduates who exemplify good school citizenship as well as achievement. Grade 12 students can apply for a \$ 500 scholarship for their post-secondary schooling in April/May of the school year. Each year, two \$500 scholarships are awarded based upon students' completion of the application process.

OTHER SCHOLARSHIPS & AWARDS available:

Up-to-date information regarding criteria and application deadlines is available from Student Services Office. Some examples include:

- **University of Alberta Leadership Scholarship Award**
- **The Kinsmen Club of Edmonton Youth Achievement Award For Community Service**
- **Career and Technology Studies Award**
- **RAP Plus (Registered Apprenticeship Program) Award**
- **Seminar on the United Nations and International Affairs (SUNIA) - for Grade 11 students**

ALEXANDER RUTHERFORD SCHOLARSHIP(S):

Students may earn a maximum of \$2,500 toward their post-secondary education if the eligibility criteria are met. Awards are as follows:

- \$300 (75.5% to 79.9%) or \$400 (80% or higher) for Grade 10
- \$500 (75.5% to 79.9%) or \$800 (80% or higher) for Grade 11
- \$700 (75.5% to 79.9%) or \$1,300 (80% or higher) for Grade 12

DISTRICT AWARDS

These are awards available to all students within Edmonton Public Schools and are awarded to students at the end of the school year, or the following year based upon final marks.

TOP AWARDS:

Gail Halldorson Trophy - Grade 10 student - highest average
Carol Walker/James Booi Trophy - Grade 11 student - highest average
Richard Foster Trophy—Grade 12 student - highest average
Governor General Bronze Medal

Edmonton Public School Board Scholarship

The student who has completed requirements for their High School Diploma and has achieved the highest academic standing in the district based on the current Alexander Rutherford Scholarship criteria shall be honoured with a cash award of \$500 and a suitably inscribed plaque.

Michael A Strembitsky Award of Excellence

One McNally High School student will be nominated for this prestigious award and go on to compete with nominees from other Edmonton high schools. The McNally nominee will have achieved excellence in personal, social and academic endeavors.

John Bright Memorial Award

The John Bright Memorial Award is bestowed upon two outstanding Grade 12 students who exemplify the standards by which John Bright lived his life; excellence in academics, athletics and citizenship. The winners of the John Bright Memorial Award, one female and one male, receive a commemorative trophy plus a \$1,000 bursary. In addition to the recipients of the John Bright Memorial Award, four honorable mentions will each receive a \$500 bursary.

MCNALLY ATHLETIC CODE:

1. It is a privilege and not a right to take part in McNally's school activities.
2. All coaches, athletes and managers must be prepared to make a serious commitment to the team, its members, and McNally High School. This includes attendance at all practices, games, or related functions.
3. Regular attendance in classes and the maintenance of a sound effort in all academics is a must. Competition days and practices do not excuse an athlete from attending or participating in all classes.
4. Students who have 2 or more unexcused absences in a week are ineligible for competition or practice the following week.
5. **Any athlete that is absent without excuse on the day of a game or practice is not eligible to participate in said game or practice.** If an athlete skips a class and then plays in the game or practice they will be automatically suspended for the next game. If they are caught skipping a class again, then participating, they will be automatically suspended from the next two games. A third offense will lead to an automatic suspension from the team until a meeting with the athlete, coach, and administration can be arranged.
6. Have A positive attitude and willingness to cooperate with all coaching and teaching staff, students, opponents, officials and teammates.
7. Be proud of your school.
8. Failure to comply with any of the above statements may result in temporary or permanent dismissal from the team at the discretion of the coach, athletic department head, or administration.
9. Uniforms, equipment and facilities must be treated with respect. If you lose or damage your uniform you will be responsible for the replacement cost.
10. **There is zero tolerance regarding any form of hazing.** Anyone involved will be immediately suspended from the team. Suspension from school and permanent removal from the team you are playing on may occur at the discretion of the coach, athletic department head, or administration.
11. Students must be in good standing to participate in our school's athletic program. This means regular attendance, as well as payment of all school fees including athletic fees.

McNally's Fitness Centre

At McNally we believe in "fitness for life". Students have an opportunity to join the Fitness Centre. The Fitness Centre is open everyday from 7:30 to 5:00. Student membership fees are \$40.00 annually. Come on out and get fit!

ATHLETICS ACTIVITY CALENDAR Competitive Seasons

| Activities | S | O | N | D | J | F | M | A | M | J |
|-------------------------------------|---|---|---|---|---|---|---|---|---|---|
| Badminton | | | | | | — | — | | | |
| Basketball - Girls - Jr & Sr | | | — | — | — | — | | | | |
| Basketball - Boys - Jr & Sr | | | — | — | — | — | | | | |
| Cheer Team | — | — | — | — | — | — | | | | |
| Cross Country | — | | | | | | | — | — | |
| Curling | | | — | — | — | — | | | | |
| Football | — | — | — | | | | | | | |
| Golf | | | | | | | | | — | — |
| Rugby - Boys & Girls | | | | | | | — | — | — | |
| Soccer Outdoor - Girls & Boys | | | | | | | — | — | — | |
| Soccer Indoor - Mixed | | | — | — | — | — | | | | |
| Swimming | | — | — | — | — | — | | | | |
| Track & Field | | | | | | | | — | — | |
| Volleyball - Girls - Jr & Sr | — | — | — | — | | | | | | |
| Volleyball - Boys - Jr & Sr | — | — | — | — | | | | | | |
| Water Polo | | | — | — | — | | | | | |
| Wrestling | | | — | — | — | — | | | | |

| Semester One: Sept 1 - Jan 18 Semester Courses run both DAY A & B - entire semester | | | Semester Two: Feb 2 - June15 Semester Courses run both DAY A & B - entire semester | | |
|--|------------------|------------------|---|------------------|------------------|
| Full Year Courses rotate -A/B - Sept 1 - June 15 (Exam break Jan 19 - Jan 31) | | | | | |
| SEM 1 | DAY A | DAY B | SEM 2 | DAY A | DAY B |
| BLOCK ONE 9:00 – 10:21 | | | BLOCK ONE 9:00 – 10:21 | | |
| 6 minute break | | | 6 minute break | | |
| BLOCK TWO 10:27 – 11:48 | | | BLOCK TWO 10:27 – 11:48 | | |
| LUNCH 11:48– 12:33 | | | LUNCH 11:48– 12:33 | | |
| BLOCK THREE 12:33– 1:54 | | | BLOCK THREE 12:33– 1:54 | | |
| 6 minute break | | | 6 minute break | | |
| BLOCK FOUR 2:00 – 3:21 | | | BLOCK FOUR 2:00 – 3:21 | | |