

Milk River Ridge School Student & Parent Handbook 2025- 2026



"In partnership with parents and community, Milk River Ridge School will provide a safe and caring environment for learning, celebrating the uniqueness of each individual, exploring and encouraging the development of distinctive talents, and creating self-motivated, lifelong learners."

MILK RIVER RIDGE SCHOOL - 2025-2026 CALENDAR

25-Aug				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	PD22
25	SM26	27	28	29
Student Days				3
Teacher Days				10

25-Sep				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	PD19
22	23	24	25	26
29	30			
Student Days				19
Teacher Days				20

Oct-25				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	SS14	15	PT16	17
20	21	22	23	24
27	28	29	30	31
Student Days				21
Teacher Days				22

Nov-25				
M	T	W	T	F
3	4	5	6	7
PD10	11	12	R13	14
17	18	19	20	21
24	25	26	27	28
Student Days				17
Teacher Days				18

25-Dec				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
Student Days				14
Teacher Days				14

26-Jan				
M	T	W	T	F
			1	2
5	6	7	8	9
12	D13	14	15	16
D19	D20	21	D22	PD23
PR26	27	28	29	30
Student Days				19
Teacher Days				20

26-Feb				
M	T	W	T	F
2	3	4	5	6
9	10	11	R12	13
16	17	18	TC19	TC20
23	24	25	26	27
Student Days				15
Teacher Days				17

26-Mar				
M	T	W	T	F
2	3	4	5	6
PD9	10	11	12	13
16	PT17	18	19	PD20
23	24	25	26	27
30	COL31			
Student Days				20
Teacher Days				22

26-Apr				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	R16	17
20	21	22	23	EW24
27	28	29	30	
Student Days				16
Teacher Days				16

26-May				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	PD15
18	19	20	P21	P22
25	26	27	28	29
Student Days				19
Teacher Days				20

26-Jun				
M	T	W	T	F
1	2	3	P4	5
8	P9	10	DP11	P12
P15	D16	P17	P18	19
PD22	23	24	25	26
29	30			
Student Days				16
Teacher Days				17

Student Days				
	Elem.	Jr. High	Sr. High	
	81	82	81	82
M	33	16	17	16
T	35	16	19	16
W	39	20	19	20
T	39	20	19	20
F	30	16	14	16
Total	176	88	88	91

	No School for Students and School Staff
Aug 22	Division Wide PD Day (1/2 day) - no students (PD)
Aug 18-21, 25	Division Wide Time (may be assigned) - no students
Aug 26	School Staff Meeting - no students (SM)
Aug 27	1st day of school (K-12)
Sep 19	School Based PD - not students (PD)
Oct 14	Planning for Student Support (full day) - no students (SS)
Oct 16	Parent Teacher Interview - K - 12 (PTI)
Nov 2	Daylight Savings Ends
Nov 10	Joint Horizon/ATA PD Day (full day) - no students (PD)
Nov 13	Report Cards K-12 (R)
Jan 6	Epiphany
Jan 22	Last Day of Semester 1
Jan 23	School Based PD - not students (PD)
Jan 26	Report Cards 7-12 (R)
Jan 26	First Day of Semester 2
Feb 12	Report Cards K-6 (R)

Feb 19-20	Teacher Convention - no students (TC)
March 8	Daylight Savings Begins
March 9	Division Wide PD Day - no students (PD)
Mar 17	Parent Teacher Interview - 7-12 (PTI)
Mar 20	School Based PD - not students (PD)
Mar 31	Celebration of Learning K-6
Apr 16	Report Cards 7-12 (R)
Apr 24	No School for Elementary and Jr. High
May 14	Ascension
May 20	School Based PD - not students (PD)
May 24	Pentecost
Jun 18	Last day for K - 9 students
June 21	National Indigenous Peoples Day
Jun 22	Report Cards K-12 (R)
Jun 22	Last day for 10-12 students
June 23	Division Wide Time (may be assigned) - no students

Approved: January 20, 2025

Gr. 12 Diploma Exams	Jan.	Jun.
English 30-1 Pt. A	13	
English 30-2 Pt. A	13	
Social 30-1 Pt. A		11
Social 30-2 Pt. A		11
Math 30-1	19	
Math 30-2	19	
English 30-1 Pt. B	20	
English 30-2 Pt. B	20	
Social 30-1 Pt.B		16
Social 30-2 Pt.B		16
Biology 30	22	
Physics 30		22

Achievement Exams	Jan.	May	Jun.
Gr. 6 ELA Part A		22	
Gr. 6 ELA Part B			4
Gr. 6 Math Part A			15
Gr. 6 Math Part B			18
Gr. 6 Social			11
Gr. 6 Science			12
Gr. 9 ELA Part A		21	
Gr. 9 ELA Part B			9
Gr. 9 Math Part A			16
Gr. 9 Math Part B			18
Gr. 9 Social			22
Gr. 9 Science	26		

Student Days	179
Non-Instructional Days	21
Total Days	200

MILK RIVER RIDGE STAFF

Administrator

Principal – Rachelle Miller

Vice Principal/LST - Kimberly Wright

Office Staff

Secretary – Karmen Douglas

Teachers

Rachelle Miller (CTS 7-12)

Kimberly Wright (Social 8, Grade 4-5 Music, LST)

Erynn Gordon (Kindergarten)

Jessica Fletcher (Grade 1)

Sharalyn Patching (Grade 2)

Kayla McPhillips (Grade 3)

Lara Johanssen (Grade 4)

Tyson Niwa (Grade 5-6)

Emily Kenney (Grade 7-9 Humanities and Gr. 7-12 CTF/CTS)

Matthew Stevens (Grade 7-9 Science & Math and Gr. 7-12 CTF/CTS)

Cory Grinton (High School English & Social, Gr. 7-12 CTF/CTS)

Lisa Fedunec (High School Science & Math, Gr. 7-12 CTF/CTS)

Support Staff

Theresa McTaggart

Tracy Bakke

Corrina Jack

Jodi Wills

Nyowa Leffler

Amanda Hood

Samantha Trimble

Cheryl Stewart

(Early Learning Educator)

Learning Commons Support

Jodi Wills

Counsellors

Christina Blake (FSLC)

Desiree Jespersen (Wellness Coach)

Sharla Kane (Career)

Rhona Harding (FNMI)

Bryan Pritchard (Off-campus)

Caretaker

Ronan Morales & Ivan Morales

Principal's Message

Primary Goal

1. School Organization

- A. Admission to School
- B. Emergency Information
- C. School Activity Fees
- D. The School Day and Attendance Expectations

2. School Services

- A. Special Education
- B. Early Childhood Education
- C. Health – Theme 5 – Human Sexuality
- D. Physical Education
- E. Other Programs
- F School Library
- G. Chromebooks/BYOD
- H. Student Services
- I. Communications
- J. Lockers
- K. Administration of Medication at School
- L. Injury at School
- M. Sick Room
- N. Reporting Student Progress
- O. Course Enrollment and Credit Completion
- P. Graduation Requirements
- Q. Final Examinations

- R. Awards Program
- S. Valedictorian
- T. Extra-Curricular Activities
- U. Inclement Weather
- V. Student's Council

3. Student Responsibilities and Guidelines

- A. Student Code of Conduct
- B. Student Pyramid of Discipline
 - In School Suspension
- C. Study Habits/Homework
- D. Smoking
- E. Student Alcohol, Substance Abuse & Gambling
- F. Care of School Property
- G. Use of Telephone
- H. Lost & Found
- I. Student Vehicles at School
- J. Gym Regulations
- K. Student's Personal Property
- L. Noon Hours
- M. Bicycles
- N. Fire Drill Regulation
- O. Lockdown Procedures
- P. Dances
- Q. Communication Devices & Personal Electronics Guidelines
- R. Dress Code

S. Animals on School Property

T. Academic Dishonesty

4: Parent Information

A. Parent/Community Involvement

B. School Volunteers

C. School Visitors

D. Use of School Facilities and Equipment

E. Public Complaints

Principal's Message

Welcome to a new school year at Milk River Ridge School!

As a unified K–12 learning community, we are proud to continue building on the momentum of our successful amalgamation and to provide a learning environment rooted in care, clarity, and high expectations. Whether your child is beginning their first day of kindergarten or entering their final year of high school, our staff is committed to supporting them with meaningful learning experiences, responsive relationships, and the tools they need to grow.

Looking ahead to 2025–2026 and beyond, our school plan focuses on three key goals:

1. Strengthening foundational skills in literacy and numeracy across all grades through evidence-based instruction, consistent use of assessment tools, and targeted intervention when needed.
2. Building a culture of academic rigour, personal accountability, and inclusive engagement, where students are challenged, supported, and clearly guided in their learning and behavior expectations.
3. Enhancing student well-being and belonging through responsive supports, culturally inclusive practices, and daily nourishment provided by the School Nutrition Program.

These priorities are shaped by our community, our commitment to equity, and our belief that all students can grow when given the right support and high expectations. I encourage you to stay connected—reach out with questions, attend school events, and stay informed through our weekly updates.

We are proud to serve the community of Milk River and to help your children become skilled, thoughtful, and capable young people.

Together in learning,

Rachelle Miller
Principal
Milk River Ridge School

Primary Goal

It is important for students, parents, and teachers to keep sight of our main purpose: to achieve a level of Literacy and Numeracy proficiency that will lead to increased success in future grades and enable Milk River Ridge School graduates to succeed at the Post-Secondary level. Milk River Ridge School offers a full program that places a strong emphasis on academic achievement in the core subjects at all levels. Student attendance is extremely important.

School Organization

A. Admission to School: Early Learning, Kindergarten and Grade 1

Children with special needs may be eligible for early entry. Children who have reached the full age of four years, on or before the last day of February in the year following school opening, may be admitted to an Early Learning program. Children who have reached the full age of five years, on or before the last day of December in the year following school opening, may be admitted to Kindergarten. Children who have reached the full age of six years on or before the last day of February in the year following school opening, may be admitted to Grade 1.

B. Emergency Information








Milk River Ridge School requires that an emergency address and telephone number, other than the home address and telephone number, be on file at the school. This information will only be used in an emergency when parents cannot be reached. **If this emergency information changes, please notify the school to update records.**

C. School Activity Fees:

As the Alberta government has stipulated that parents will not be charged school fees, Milk River Ridge School will not require students to pay any fees for textbooks or photocopying. Students are still required to purchase and bring the school supplies required per grade, as outlined on the school website. Please note: all textbooks are supplied by the school with the assigned textbooks becoming the responsibility of each student. If a book is damaged beyond normal wear, or is lost, the student will be assessed a replacement cost of the book.

Students enrolled in any CTF/CTS course (Shop, Home Ec, or Art) will be required to pay \$50 per student per CTF/CTS course. This cost helps supplement the purchase of additional materials students need such as wood, nails, cloth, paint, etc. Please note: if students construct larger CTS/CTF projects and material costs are above the fees set by the teacher, then the student is responsible for paying the difference in advance of undertaking the project.

Students enrolled in extracurricular sports will be required to pay per sport to supplement league fees, uniform fees, and tournament fees.

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Golf 										
X- Country 										
Volleyball 										
Basketball 										
Badminton 										
Track/Field 										
Slo-Pitch/ Baseball 										

Please see the payment breakdown below:

Sports Fees

***All sports fees must be submitted, or payment arrangements made,
before students may participate in the sport.***

Volleyball Tier 2: \$100 Tier 1: \$100 Senior: \$210		Basketball Tier 2: \$110 Tier 1: \$110 Senior: \$260	
Baseball Senior: \$210		Slo-Pitch Senior: \$150	
Golf: \$90	Curling: \$80	Badminton: \$35	Track & Field Jr. High: \$30 Sr. High: \$35
Provincial Fee: \$200 (any player attending provincials)			
<p style="text-align: center;"> *\$150 Uniform Caution Fee – returned when uniform is returned. ONE CHEQUE/player can be submitted for more than one sport. <i>*Prior to using the caution fee funds consultation will take place.</i> </p>			

Also, to provide a high-quality education to our students, student fees for course materials in Art, Home Ec, Shop, etc., as well as fees to help with league fees, uniform fees, etc., will be collected so that the resources are available for the student to use. Though we highly encourage parents to pay for these resources upfront, we recognize that some cannot. If this is the case, please talk with our secretary, Karmen Douglas, to put a plan in place.

Students with an outstanding balance will have an invoice sent home at the end of each semester. Students in their graduating year will need to have a balance of \$0.00 outstanding in order to attend their graduation banquet and ceremony.

D. The School Day and Attendance Expectations:

Milk River Ridge School believes that regular and punctual attendance is a critical factor in the educational success of students. The responsibility for regular attendance lies with the student and the parent. Students must also accept the consequences of their actions should they choose not to accept this responsibility. Students have an obligation to contribute to, as well as benefit from, the learning experience. Irregular attendance curtails a student's ability to contribute, often hindering the class's progress. Parents are encouraged to have high expectations for

attendance and to resist excusing students for anything other than those reasons deemed excusable in the School Act.

Semester 1 runs from August 27, 2025, to January 22, 2026. Semester 2 begins January 26, 2025, and runs through to June 22, 2026.

School starts at 8:30 am and finishes at 3:25 pm, Monday to Thursday, and 8:30 am to 12:05 pm on Fridays. The doors to Milk River Ridge School will not be opened until 8:20 (10 minutes before school starts). Supervision does not start until 8:20 am. We ask that you do not send your students prior to 8:20 - for their safety. In the event of an emergency, the front doors will be open. Morning supervision, on the playground, runs from 8:20 – 8:25. Homeroom for elementary students only will be from 8:25 – 8:30.

Kindergarten-Grade 6 students will remain at school for the duration of the lunch break, from 12:00 to 12:40 pm. Grade 7 - 12 students can leave school grounds during lunch if the parents have filled out and submitted their forms to the office. This allows the student to leave the school and have lunch off the school grounds. In this case, the student will return to school 5 minutes before their next class starts. This is to ensure all students are accounted for in case of an emergency.

A parent can always call the school or send a note giving permission for a student who normally eats at school to eat off campus for the day or for a student who normally eats off campus to eat at the school for the day. We are flexible, but in case of an emergency, we need to ensure the safety of all students and know where they are, especially during recess and lunch.

Excused Absences/Lates

According to the School Act, the only excusable absences/lates are those related to the student's health, religious holidays, suspensions from school, and field trips. Milk River Ridge School recognizes that students may be absent/late for other legitimate reasons. Excusable absences/lates beyond those stated will be at the principal's discretion.

Students are required to have their parents or guardians clear an absence for the following school day. Absences can be cleared by parents calling/emailing the **SCHOOL OFFICE** or by the student bringing a note from his/her parents to the office. Often, students have more than one teacher and providing information to the office ensures that all teachers are notified and it is put into our attendance system. Failure to have an absence cleared means that the student was truant. **We will continue to utilize the School Messenger system to call home when students have unexcused absences or lates. To avoid having these phone calls, communication with school staff is important.**

Unexcused Absences/ Lates

All absences unverified by a parent/guardian will be considered unexcused.

The most common reason for an unverified absence is that a student arrives late for a class and does not ensure that the absence is changed to a late. It is a student's responsibility to ensure the record is accurate BEFORE leaving class. Once again, appropriate communication with staff members is important.

Being punctual is an important life skill. We expect students to learn this skill by being punctual for their classes. This means that students shall be in class, with their appropriate supplies, prepared to commence learning activities when the bell rings, signalling the beginning of the instructional period.

An unexcused late between classes can be avoided by conversing with the teacher before leaving the classroom so that they are informed in advance that they may be late.

Students must be in attendance at school on the day of special events or team sports events. Absent students will not be allowed to participate in the function even if it is outside of school hours.

In the case that a student's lack of punctuality becomes a chronic issue, a parent meeting with the course teacher and administration will occur.

Procedure for Chronic Absenteeism/Lates:

- 3 absences/lates (beyond school event absence/late) will result in notification being emailed home and a teacher will make contact with parents of attendance concern.
- 5 absences/lates (beyond a school event absence/late) will result in a parent meeting with the course teacher and administration to discuss the creation of a plan for student success.

If personal leave from school is needed for any reason, especially for long durations ~ such as a trip abroad ~ parents must inform the school and each teacher, at least 3 days in advance, so that arrangements can be made for missed work. This way the student won't be too far behind when he/she returns.

If a student will be away from the school, please phone the school at 403-647-3665 to let us know. If we have not received a phone call, text, note or email, we will call to check on the student who is absent.

School Services

A. Individual Program Plan (IPP)

Programs are offered for grades K—12. Teachers work together to identify students with special needs and develop individual programs for them. An Individual Program Plan (IPP) is written for each student, and each program is developed with the participation of the student's parents and/or guardian, who must approve the program prior to implementation.

B. Early Childhood Education

Milk River Ridge School offers an Early Learning and Kindergarten program. Both programs value the fact that children learn through play. Through hands-on experiences with various materials and people, children form the basis for future abstract learning. "Through organized activities and purposeful play, children explore and experiment with their environment." (Alberta Education, 2005) The Kindergarten and Early Learning programs are committed to the philosophy and goals of Alberta Education as set out in the Kindergarten Program Statement. Our program aims to develop the whole child (re: social, emotional, physical, intellectual, creative).

C. Health - Theme 5 - Human Sexuality

Milk River Ridge School provides instruction in human sexuality in accordance with the mandated Alberta Education Program of Studies. Instruction in human sexuality is incorporated into the Health program as one of the themes designed to help students acquire knowledge and develop skills and attitudes that will enable them to live healthy lives. A unit on human sexuality is also an optional module in the Career and Life Management program in Grade 10, which is a required course for all high school students. Parents who do not wish to have their child participate in the unit may have their child excused from instruction, without prejudice. Health 8 and Biology 30, human reproduction covers topics that include STD/STI, contraceptives and choices, and an in-depth study of human anatomy.

D. Physical Education

Physical activity is very important for good learning, and is beneficial in encouraging a healthy lifestyle; therefore, an emphasis is placed on physical activity at Milk River Ridge School. Students in grades one through nine participate in Phys. Ed. five periods a week; Students in senior high school are required to take Physical Education 10, for three or five credits, in order to achieve their diploma requirements.

All students are required to wear clean non-marking runners that will only be used inside the gym and school and appropriate clothing such as shorts, sweats, and T-shirts.

E. Other Programs

At Milk River Ridge School, we try to recognize students' varying abilities and interests through the Knowledge and Employability Program (K & E), work experience opportunities, Green Certificate program, language classes, computer classes, iLearn courses, Foods and Industrial Arts programs, and other Career and Technology Studies (CTS/CTF). Through both CTS and CTF courses, students will explore the many challenges of modern society, develop daily living skills, and prepare to participate in a flexible, well-qualified workforce.

F. School Library

The school library is open for students during their lunch break. Students must have permission from the librarian to use the library other than during class time. It is important for students to remember that the library is a flexible, learner-centered space for collaboration, inquiry, imagination, and play, as well as a quiet area for work and study.

Library Guidelines:

- a. most books are on a 1-week sign-out period
- b. all books must be checked out by the librarian or a supervising teacher.
- c. lost library books are the responsibility of the student and replacement costs will be assessed to the responsible student.

Behavioural Expectations in the Library:

To best maintain a positive, quiet, learning atmosphere, the following rules are in place:

- a. the overall atmosphere must be quiet and not disturbing to others.
- b. all magazines, encyclopedias, and reference books should be returned to their proper places.
- c. chairs should be pushed in properly at the end of class.
- d. all garbage should be placed in waste basket
- e. no food or drink is allowed in the library
- f. students in the library must be working, studying, or reading. Students visiting the library at lunch or spares must be respectful of any classes using the space at the same time.

The School Library is an important asset for teachers and students. It incorporates the library collection, from which students can choose from a vast selection of books to read and borrow at their reading level. The school Librarian is an amazing resource, and will help students find books related to student interests and help find materials and resources students may need for a school project.

G. Chromebooks/Bring Your Own Device

As per Horizon School Division Policy, students shall not be granted access to the Internet and the school computer network until they and their parents enter into a contractual agreement with the school indicating their understanding and acceptance of the Division's guidelines and regulations of proper use of technology. This is part of the registration package. Students may then use the Internet and connected services in a supervised classroom environment.

Students who use their devices inappropriately will have limited access to technology and online resources.

Chromebooks:

Milk River Ridge School remains committed to supporting student learning through the use of technology. We are a 1:1 Chromebook school, ensuring that every student in Grades 2–12 has access to a Chromebook for classroom use.

What's New This Year:

- Chromebooks will no longer be individually assigned to students. Instead, devices will be assigned to classroom teachers and will remain in the classroom.
- Students will no longer take Chromebooks home. All Chromebooks will be stored and charged at school under the supervision of teaching staff.
- A Technology Use Contract is sent home at the beginning of the school year, outlining updated expectations and responsibilities. This contract must be signed and returned before students are permitted to use school devices.
- While Chromebooks are used during class time only, students are still responsible for any damage that occurs while a device is in their care as they are with textbook and other school tools/equipment. If a Chromebook is damaged or not functioning properly, the school's IT department will assess

the issue. Repair costs may be charged to the student/family if damage is determined to be the result of misuse.

Important Notes:

- Do not deface Chromebooks (e.g., stickers, drawings, engravings). Any cosmetic damage that leads to functional issues may result in repair fees, as determined by Horizon School Division's IT department.
- Horizon School Division and school staff are not responsible for lost, stolen, or damaged personal devices.

We appreciate your cooperation in helping us maintain and care for our school technology.

Bring Your Own Device:

Students who bring their own laptops or Chromebooks to school will not have access to the school internet. Please be advised that students bringing personal electronic devices to school do so at their own risk. Horizon School Division and its faculty/staff are NOT responsible for any damaged, missing, or stolen electronic devices. Any use or misuse of such devices will be the sole responsibility of the person who brought the item to the school initially – this includes all financial responsibility.

Students borrowing school-owned devices from school libraries are responsible for repair or replacement costs if they are damaged or lost.

H. Student Services

Academic & Career Counsellor

Sharla Kane is the Career Practitioner and provides students with a broad range of services, including academic planning, credit checks, course selection and streaming, aptitude assessments, career exploration and research, post-secondary and scholarship applications, letters of reference, resumes, cover letters, and more. He provides individual counselling, classroom instruction, parent/student presentations, and information sessions. Sharla also coordinates Job Shadow placements, Student for a Day sessions at Lethbridge College and the University of Lethbridge, and various other initiatives such as the "Job Shadow" program. She is available to meet with students and parents upon request. Her email is: sharla.kane@horizon.ab.ca

Family School Liaison Counsellor & Wellness Coach

Christina Blake is the Family School Liaison Counsellor and provides support to children, youth, and families to support them in reaching their potential both academically and personally. Christina provides counselling services in various areas, including peer/friendship issues, self-esteem, anger management, conflict resolutions, mentoring/positive role modelling, organizational and motivational checks, homework skills, attendance issues, behaviour modification, grief and loss, depression, anxiety, violence, abuse, divorce, and many more. She also provides group counselling, classroom presentations, parent/school staff workshops, and connections and referrals to community agencies. her contact information is as follows: christina.blake@horizon.ab.ca

Desiree Jespersen is the Family Connections worker, Wellness Coach. This position has her working with students in classrooms on topics related to personal well-being. Her contact is desiree.jespersen@horizon.ab.ca

First Nations, Métis, and Inuit Liaison Worker

Rhona Harding is the First Nations, Métis, and Inuit Liaison Worker and supports the First Nation, Métis and Inuit students and families. Lisa provides a link between home and school and connects them to appropriate resources or agencies if needed within the community. To reach out to Rhona, please contact rhonda.harding@horizon.ab.ab

Off-campus Coordinator

Bryan Pritchard will be the Off-campus Coordinator liaison and support the effective delivery of off-campus education courses and programs. Her email is bryan.pritchard@horizon.ab.ca. Her goal is to come to the school every couple of weeks.

Snack Program

Research shows that hungry students have a difficult time paying attention in class. Hungry students don't learn. In order to help feed our student's brains, we also need to feed their bellies. This year, we are introducing classroom snack fridges where students who would like a snack will be given one by a staff member. Snacks are also available throughout the day; however, they will need to visit the office, and a staff member will be happy to provide students with snacks that we have available. While trying to maintain healthy options, sometimes, we are limited to pre-packaged items for the safety of our students.

I. Communications:

Weekly Events

An email to remind families of the weekly events will be sent every Sunday evening via School Messenger.

School Newsletter

The School Newsletter is produced once a month. The newsletter will be posted on our website and class dojo upon completion. Paper copies of the newsletters can be picked up from the office.

J. Lockers

All students are assigned a locker in which to keep gym shoes and/or clothing. Each student in grades 7 through 12 has an individual locker to store books, electronic devices, and outdoor clothing. Students can access their lockers only before homeroom time, and during breaks. To reduce noise in the hallways and encourage students to be organized before class, teacher permission must be given for all other times. If a student in grades would like a lock on their locker, please see Karmen in the office. Students must realize that having a locker is a privilege, and they must keep it clean. A school personnel may conduct a general inspection of lockers to determine cleanliness or state of repair without the student being present and without prior notice. Failure to comply with school rules may result in loss of the use of a locker.

K. Administration of Medication at School

The Board recognizes that under exceptional circumstances, a child will be required to take prescribed **oral** medication during school hours and that the child's parent might be unable to administer the medication at home. Under such circumstances, the principal or principal's designate may administer the prescribed medication. The medication form must also be filled out and handed in before administering any medication. The parent/guardian can fill out this form at the beginning of each school year, but permission will terminate at the end or before if a parent or doctor's note is directed. Non-prescription medication (i.e. Tylenol) will not be administered unless the parent gives written permission (a text or email will be accepted). A staff member does not have the authority to administer diabetic needles.

L. Injury at School

Minor injuries are usually dealt with by capable school staff. If an injury is serious or suspected of being serious, every attempt will be made to notify the parents or a relative. If this fails, and medical attention is required, the child will be taken to the

hospital, and/or an ambulance will be called to the school to transport the student to the hospital.

M. Sick Room

Students who are ill may lie down in the sick room. Students are asked to inform their teacher and the secretary so attention can be provided. Where necessary, we will phone home if we consider that a student requires further medical attention.

N. Reporting Student Progress

At Milk River Ridge School, we view the reporting of student progress as being an ongoing process. Parents and teachers should contact each other anytime during the school year to review a student's achievement and progress. Formal reports will be issued three times yearly for the elementary students and four times yearly for the junior and senior high students. Two scheduled times are set aside for students, parents, and teachers to meet for parent/teacher interviews. If these dates are inconvenient, please contact the teacher to arrange a mutually convenient time to meet.

O. Course Enrollment and Credit Completion

A student must have earned a passing mark in all prerequisite courses before he/she can take the course to follow. For instance, if a student fails English 20-1, he/she must either repeat English 20-1 and pass it to English 30-1, or he/she must take English 20-2 to enter English 30-2.

A student who has earned a final mark of 45-49% will be permitted to downgrade a level and take the course at the next grade level; upon successful completion of the course, he/she will be given retroactive credit for the prior course. For instance, if a student receives a final mark of 45% in English 20-1, he/she will be allowed to take English 30-2. If the student passes English 30-2, then he/she will be given retroactive credit for English 20-2. No credit will be given for English 20-1.

Picking the Right Math Stream

-1 Stream	<ul style="list-style-type: none">· If you want to study mathematics or sciences at college, university, or technical institute and go onto a related career· For students who plan to enter post-secondary programs such as engineering, mathematics, sciences, some business studies, or other programs that require advanced level math skills· Is a co-requisite for Math 31 (calculus)
-2 Stream	<ul style="list-style-type: none">· For students wishing to study at the post-secondary level in diverse fields, including arts programs, civil engineering technology, medical technologies, nursing and some apprenticeship programs. This path will fulfill most students' needs. Mathematics-2 is designed with a great deal of flexibility, so that the student can switch sequences in Grade 11 or Grade 12 if his or her interests change.
-3 Stream	<ul style="list-style-type: none">· Is for students who want to apprentice to a trade or enter the workforce directly after high school. It is designed to meet the entrance requirements for apprentices in most trades programs, specifically levels one to three.

Credit Requirements

At Milk River Ridge School we strive to ensure our high school students are in good academic standing for graduation. For this reason, we maintain the expectation that students enroll in a minimum number of courses so that we can support them in the goal of achieving their Alberta High School Diploma.

For the 2024/2025 year we expect each student to enroll in the minimum credit load as follows:

Each grade 10 student is expected to carry a full schedule within the school day which will result in a minimum of 40 credits by the end of the year.

Each grade 11 & 12 student will be given the opportunity to elect for a spare or an iLearn class based upon approval from an administrator if the student is in good standing.

Requests to change a class can occur within the first two weeks of a semester. A student must fill out a course change form and get both parental and admin signatures to ensure they still meet graduation requirements. Course drops and changes after the two-week deadline will be considered on an individual case basis, and may require a meeting with the guidance counselor and administration.

Academic Misconduct / Malpractice Guidelines, Expectations and Consequences

The work students must be credited for at Milk River Ridge School is indeed their own work and has been created under acceptable conditions using appropriate resources. With this basic principle in mind, the following is intended to provide all high school students with the information needed to ensure they refrain from engaging in activities that bring into question their academic integrity.

Earning Credits and Reporting Periods

Each course carries a set of learning outcomes, which are required or approved by the Alberta Ministry of Education. Students are expected to demonstrate mastery of all learning outcomes to pass and earn credit for a particular course. Teachers design tests and other assignments intended to show not only the overall achievement in learning but also the specific places where the student has attained mastery or needs improvement.

Grade reporting for K to 6

Students in kindergarten to grade 6 – The teacher's anecdotal report card focuses on curriculum, social skills, and global citizenship, and they will take the prescribed curriculum for their grade. The grade reported on each report card will be a comment reflecting the student's strengths and areas of improvement followed.

Grade reporting for 7 - 9

Marks for junior high are reported in outcome-based percentages.

Grade reporting for 10 to 12

A minimum score of 50% is required to earn credit for any particular course. A final mark which is below 50% indicates that the requirements for the course have not been met and no credit has been awarded. In the case of a required course, failure to earn credit means that the course must be repeated. In the case of an elective course, the student may choose whether or not to repeat the course. If a student repeats a course, the higher mark will be used in determining the student's GPA.

The Alberta curriculum uses a percent grade for all high school courses. The following is a reference for our parents only.

A 80-100%

B 65-79%

C 55-64%

F <49%

IP In Progress (Student has not completed enough work for a proper evaluation and/or is in danger of failing the subject)

P. Graduation Requirements

The culmination of one's public school education should be celebrated with a graduation ceremony hosted by the school community. However, this celebration must be EARNED. It is considered a privilege offered by the school, and this privilege is not earned by merely attending MRRS.

The graduation ceremony and banquet are held on the first Friday in June. The banquet is traditionally held at the Civic Centre, and the Graduation Ceremony is held in the Milk River Ridge School Gymnasium.

In their first weeks of Grade 12, students will meet with the Career Practitioner for a credit check meeting. At this time, students will ensure that they are enrolled in enough classes to meet the minimum 100-credit limit imposed by Alberta Education and all course requirements. At this time, students and the learning support teacher will ensure that all accommodations for writing the Diploma Exams are implemented.

Please note that school fees, library fees, and grad fees must be paid to participate in graduation activities and before students are allowed to purchase banquet tickets for guests.

To participate in the graduation ceremonies hosted by MRRS, a student must have attended MRRS for his/her grade 12 year and must meet the following requirements:

ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS (ENGLISH)
The requirements indicated in this chart are the <u>minimum</u> requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.
100 CREDITS including the following:
ENGLISH LANGUAGE ARTS – 30 LEVEL (English Language Arts 30-1 or 30-2)
SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2)
MATHEMATICS – 20 LEVEL (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)
SCIENCE – 20 LEVEL ^① (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)
PHYSICAL EDUCATION 10 (3 CREDITS) ^②
CAREER AND LIFE MANAGEMENT (3 CREDITS) ^③
10 CREDITS IN ANY COMBINATION FROM <ul style="list-style-type: none"> • Career and Technology Studies (CTS) courses • Fine Arts courses • Second Languages ^④ courses • Physical Education 20 and/or 30 • Knowledge and Employability courses • Registered Apprenticeship Program courses • Locally developed courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses ^⑤
10 CREDITS IN ANY 30-LEVEL COURSE (IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE) ^⑥ <p>These courses may include</p> <ul style="list-style-type: none"> • 30-level locally developed courses • Advanced level (3000 series) in Career and Technology Studies courses • 30-level Work Experience courses ^⑦ • 30-level Knowledge and Employability courses • 30-level Registered Apprenticeship Program courses • 30-level Green Certificate Specialization courses • Special Projects 30

Note: Courses are offered based on availability of teaching staff and student interest. Not every course can be offered every semester or every year.

- ❶ The science requirement—Science 20 or 24, Biology 20, Chemistry 20 or Physics 20—may also be met with the 10-credit combination of Science 14 and Science 10.
- ❷ See information on [exemption from the physical education requirement](#).
- ❸ See information on [exemption from the CALM requirement](#).
- ❹ Students may earn any number of credits in the study of second languages, but only a maximum of 25 language credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.
- ❺ Integrated Occupational Program (IOP) occupational courses may be used in place of Knowledge and Employability occupational courses to fulfill this requirement.
- ❻ 30-level English language arts or 30-level social studies courses from a different course sequence may not be used to meet the 30-level course requirement.
- ❼ Students may earn a maximum of 30 credits in Work Experience, but only 15 credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.

Diploma Examinations Program

The Diploma Examinations Program consists of course-specific examinations based on the [senior high school programs of study](#). Students enrolled in the following courses are required to write diploma examinations:

- Biology 30
- Chemistry 30
- English Language Arts 30-1
- English Language Arts 30-2
- Français 30-1
- French Language Arts 30-1
- Mathematics 30-1
- Mathematics 30-2
- Physics 30
- Science 30
- Social Studies 30-1
- Social Studies 30-2.

The final mark for diploma examination courses is determined by blending the diploma examination mark (30%) with the school-awarded mark (70%). To obtain credit in a diploma examination course, students are to write the appropriate diploma examination and obtain a final mark in the course of 50% or higher. All diploma examinations are available in the French language, except for English Language Arts 30-1 and English Language Arts 30-2. Students may elect to write either the French or English language version of the respective examination.

Milk River Ridge School

A student must have a minimum grade of 50% in all courses and/or credits required for a High School diploma by April 30 of that school year to be eligible for participation in graduation ceremonies. For students enrolled in individualized courses required for graduation, 50% of their course content must be completed and they must be passing by April 30 of that school year to be eligible to participate in graduation ceremonies. Additionally, attendance and lates must be in good standing. A student who has been repeatedly absent in a class without due cause may be ineligible to participate in graduation. If a student does not meet the requirements for participation in graduation, the student and the parent(s) will be directly informed, however, discussion to avoid this situation will be held prior to April. Should the student and/or parent(s) consider the decision not to be fair, he/she has the right to appeal to the school's administration.

myPass

myPass is an Alberta Education secure self-service website for Alberta students to:

- ✓ View diploma exam results and request rescores
- ✓ Register to write a diploma exam
- ✓ Order high school transcripts
- ✓ View progress towards a credential (diploma or certificate)
- ✓ View and print a Detailed Academic Report (DAR)
- ✓ Order additional copies of an awarded credential
- ✓ View student personal information



If you have not signed up for myPass please see Mrs. Karmen NOTE: **Diplomas marks are no longer mailed and can only be viewed through your Alberta Education myPass account.**

Q. Final Examinations

All students in grade 7 - 12 shall write final examinations in core subjects (Language Arts, Math, Science and Social Studies). Some senior high courses will require students to write a Diploma exam and an in-class final. In this case, the Diploma will count as 20% of their course and the school mark will count as 80%. The blended mark will be available approximately two weeks after the semester ends, on the Alberta Education website.

In Grades 6 & 9, students will be required to write a Provincial Achievement Test (PAT). It is at the teacher's discretion whether this assessment will be incorporated into the student's final mark. Any student who is absent for a scheduled test/exam, in any subject, will be permitted to write it at a later date if a medical note is presented to the principal or vice-principal involved. For students who are absent from a Diploma exam, they will be given the opportunity to write at a later date provided that they have proper documentation and governmental approval. Students who miss a Provincial Achievement Test (PAT) will not have a chance to write the test at a later date.

Examination Procedures

Grade 12 Diploma Examination Rules, as outlined below, are the basis for procedures.

1. All examinations begin promptly. Absence from a final examination must be substantiated by a medical certificate for a serious illness. In special circumstances, as outlined by Alberta Ed, a Diploma exam may be postponed to a later date in an emergency situation.
2. Students will report to the exam room 10 minutes early to receive instructions. Students will be permitted to enter the room for up to one hour after the exam begins.
3. Students must have the appropriate test writing materials ready for the exam. Only test writing materials will be allowed in the exam room. All personal technology devices need to be turned into the exam proctor.
4. No student shall be permitted to leave the exam room until a minimum of one hour has elapsed. Students needing to use the washroom during an exam must alert the supervisor and the student will be escorted to and from the washroom.
5. Examination conflicts are to be reported, prior to the exam, to the principal, who will arrange with the student an alternative time for writing. Normally this will be immediately following the first scheduled exam. NOTE: Diploma Exams are scheduled by Alberta Education and cannot be changed.
6. Senior High students may sign out after completing the exam. Students remaining are expected to spend their time quietly studying. Students who are disruptive will be asked to leave. Students are NOT permitted to wait in the hall for classmates. Junior high students have regular classes during the January exam time; however, in June they are allowed the same privilege as Senior High students when written permission has been granted by parents to leave the school. Both junior and senior students leaving the school must sign out at the office.
7. Students are responsible for the return of textbooks and/or remittance of replacement money to the office on or before the day of the final exam.
8. A student who has been observed cheating shall be allowed to finish the exam. The supervisor will document the infraction in as much detail as possible. The supervisor will then tell the student to wait in the main office to meet with both the supervisor and administration. The student and the supervisor will each write what they did/saw in the exam. If the Admin team deems the student to have cheated, and/or the student doesn't attend the meeting, a mark of 0% will be given and the parents will be contacted.
Students who aid another to obtain answers shall be considered equally guilty and will receive the same consequences.

R. School Awards Program

Milk River Ridge School recognizes students for many accomplishments and activities. Recognition is made in various ways for effort, progress, and academic standing. In-school and out-of-school accomplishments are recognized over the intercom, in our weekly newsletter, and in our monthly assemblies.

Kindergarten - Grade 6

Grade 7 -9

Grade 10-12

Athletic Awards

The Athletic Awards are presented on one evening at the end of June.

S. Valedictorian

The Valedictorian is a graduate who has high academics, contributes to school and community, and is a good global citizen. Even though one valedictorian is traditionally selected to represent and give a speech to a graduating class, there could come a time when two students have similar academic achievement and are similar in all other criteria for the valedictorian. In this case, the position of valedictorian will be shared between the two. *It is the school's final decision who will be the valedictorian and if the position will be awarded to two students.*

Valedictorian Selection Requirements

Students MUST have both English 30-1 and Social 30-1.
Students MUST be in Math 30-1/30-2
They then can choose two other courses from the following list to calculate their highest possible average: Chemistry 30 Biology 30 Physics 30

Courses that CANNOT be included for the average calculations include:

Math 31
Work Experience
Green Certificate

Once the averages have been calculated, *the staff will also consider the following:*

Course Load
Diploma Exam Marks
Volunteer Experience
Community Involvement
Global Citizenship

T. Extra-Curricular Activities

School life is as interesting and rewarding as the students, individually and collectively, are prepared to make it. Participation in extracurricular activities helps students feel part of the school. School activities also help students develop leadership potential, sharpen organizational skills, and learn responsibility while enjoying time with others. If you have an awesome idea for a club or an activity, please talk with a teacher, EA, or the admin team about supervising the club and/or arranging for facilities and equipment use.

Extra-Curricular Sports Program

In elementary, a mini-basketball program is offered in April and May to grades 3-5. Junior high and Senior high compete in cross-country, golf, volleyball, basketball, badminton, track and field, and softball/baseball.

A student's primary obligation is to her/his studies. We view participation on a school team as a privilege. As such, please note the following: we reserve the right to suspend a student from participation on a school team for academic and/or disciplinary reasons. This is not something that we do frequently, but in certain situations, it becomes necessary. Students are not allowed to participate in extracurricular activities when they have missed that afternoon of school unless the school has been notified in advance of the absence. This includes being absent from special events, activities, and/or assemblies which are all essential to maintaining a positive school, culture, and learning environment. The student will be allowed to participate in an afternoon game provided they have a medical note saying they had an appointment that morning and are able to participate in the game later that day.

Play at the junior level has as its goal equal playing time. As play extends to higher levels, competition becomes more intense and equal playing time may not be possible. All students will play, but equal time is not guaranteed. A meeting for players, parents, and coaches is held at the beginning of each season to discuss rules, expectations, sports fees, etc.

For more information please refer to the Athletics Handbook.

Co-Curricular Transportation

Students participating in co-curricular activities should ride to and from the activity in a vehicle approved by the principal. The teacher, and/or principal must carefully consider any variation from this guideline as a result of reasonable parent request before approval is granted. Parental permission must be ensured. School policy regarding this section should be in writing, communicated to parents and students, and must be strictly enforced.

Parents volunteering to drive students on school-related trips must have their license, insurance, criminal record check, and driver's abstract on file at the school, and have notified their insurance company that they will be transporting students prior to the trip.

Please be advised that students who are being driven to and from a school event must be driven by a parent. Students being transported by parents fall under their parent's responsibility and insurance. We understand that some students want to be picked up/dropped off at locations other than the school - where the trip starts and stops. This can be coordinated through the supervisor of the field trip. If a meeting time and place are scheduled, and the parent/guardian is late, the vehicle will continue to its final destination. Parents can then pick up students at the terminal at the end of the trip.

We believe that all decisions regarding the transportation of students on co-curricular trips must ensure that the student's safety is the prime consideration.

1. All students must ride school-approved transportation to and from events unless they are driven by their legal guardians.
2. Students are expected to begin the trip at the school and to remain with the school party until the trip ends at the school. A student will be released only to their legal guardians before the trip ends. Supervisors are responsible for ensuring that students have appropriate transportation from the school at the conclusion of the trip.
3. Under special circumstances, exceptions to the above may be made. All

exceptions must be submitted in writing to the Principal at least two days prior to the event. The Principal's decision will be final.

Parents may transport students, other than their own, if they have been designated by the Principal as the school approved transportation. In this case, they will be acting as an agent of the Board.

Drivers are required to sign a Volunteer Driver Form and provide proof of two million dollar liability insurance coverage to the school's Principal at least two days prior to the driver's departure on school sponsored travel; drivers are also required to provide a Driver's Abstract. Usually this paperwork is filled out in September and will be valid for the duration/remainder of the school year.

Extra and Co-curricular Field Trips and Inclement Weather:

In the event of school closure due to inclement weather or impassable roads, extra and co-curricular events at the school and road trips shall be cancelled or postponed to an alternate time and date. In the case of weekend extra or co-curricular trips or events, considerations for cancelling a trip or school event shall be the same as for closing school during the regular school day. On the off chance school is open but the weather changes for the worse, administration will decide if the trip will continue. The criteria for the decision will be based on weather, road conditions and student safety.

Please be advised that if all roads are closed to an event, according to the Alberta 511 weather app, the event will be postponed and/or cancelled.

U. Inclement Weather

Inclement Weather Prior to Commencement of the School Day

School Closures

1. The decision to close a school for the day is the responsibility of the division.

a) The decision to close the school should be communicated by 6:30 a.m.

b) Parents will be alerted via School Messenger (phone, text, email) that the school is closed.

c) The Communications Coordinator will update the School/Bus Cancellation page of the division website and advise the Superintendent and the media of school closures.

2. Schools may remain open even though buses may not be operating.

The decision to close schools or cancel school bus operations should take into consideration the following weather related factors:

a) Temperature, including wind chill, at -40C or colder at 6:00 a.m., from

the Alberta 511 website and the Weather Network website.

- b) Severely reduced visibility (.2 km or less)
- c) A combination of weather and/or road conditions that make bus operation unsafe.

Bus Cancellations:

Bus drivers are expected to use their own discretion in deciding whether or not to operate their bus route. When a route is cancelled, the driver shall notify their dispatch. Independent contractors shall notify the Director of Transportation and the School Principal. Students should be dressed appropriately, just in case a bus breaks down on route. If buses return home before the end of the regular school day, other than scheduled early dismissals, the driver must ensure students are able to enter their homes; and in the case of very young students, that a responsible person is available to supervise them. The final decision to send children on the bus is that of the parents, even if the buses are operating and the school is open.

Exams and Inclement Weather:

In the event of bus cancellations during Diploma exams, the school will remain open for those students who are able to reach the school to write the test. If a student is unable to reach the school to write an exam, a parent must contact the Principal who will decide on a case-by-case basis whether an exemption will be allowed. The following options may occur:

- a) If the student is late getting to the exam, the starting time may be delayed for up to one hour. This late privilege would only be granted by the Principal if there are extenuating circumstances beyond the control of the student. The student would then receive the full amount of time allowed for completion of the exam.
- b) The student may write the exam at an alternate date: in January, April, June or August.

If a missed diploma exam is in Math or one of the Sciences, the student must write both Parts A and B, even if one part of the exam was written in the January writing. If the exam is in English or Social Studies, the student may write only the part that was missed in January.

- c) If a student is exempted from an exam, the student's transcripts will indicate that a Diploma exam was not written. If the student is exempted from either of the parts, the teacher-awarded mark will be assigned for the exempted part. If both parts are missed, 100% of the final mark will be the teacher-awarded mark.

V. Student's Union

Milk River Ridge School has a K-12 student council. The executive body can differ each year but can consist of a President, Vice President, Secretary, and Treasurer. Council meetings must occur at least once a month or as deemed necessary. Some of the regular activities of our Junior Students' Union include Dances, Candy grams, assemblies, and spirits days. All students are encouraged to participate actively, as this student body helps shape the culture and traditions at MRRS.

STUDENT RESPONSIBILITIES AND GUIDELINES

A. STUDENTS' CODE OF CONDUCT

Welcoming, Caring, Respectful, and Safe Learning Environments Student Behavior and Discipline

Please see the following link to review the Horizon Safe and Caring Policy. If you have any questions or concerns regarding this policy, please contact the school.

<http://www.horizon.ab.ca/view.php?action=documents&id=3>

(School Act, Section 12)

A student shall conduct him/herself so as to reasonably comply with the following code of conduct:

- a) be diligent in pursuing his/her studies;
- b) attend school regularly and punctually;
- c) cooperate fully with everyone authorized by the board to provide education programs and other services;
- d) comply with the rules of the school;
- e) account to his/her teachers for his/her conduct;
- f) respect the rights of others

Students at MRS are expected to adhere to our code of conduct.

Student Harassment Policy (HSD Policy IFAA)

Horizon School Division is committed to providing a safe and caring learning environment in which all individuals are treated with respect and dignity. Harassment is a form of discrimination. This policy has been developed to prevent harassment. For the purposes of this policy, harassment is synonymous with the terms intimidation, bullying, taunting, teasing and bugging.

Definition of Harassment.

Harassment includes behavior which may be verbal, physical, deliberate, unsolicited or unwelcome; it may be one incident or a series of incidents. Harassment may include:

- (a) verbal abuse or threats;
- (b) negative remarks, jokes, innuendoes, or taunts about a person's body, attire, age, gender, ethnic or national origin, socio-economic status, religion;
- (c) displaying of pornographic, racist, or other offensive or derogatory pictures;
- (d) practical jokes which cause awkwardness or embarrassment;
- (e) sexual invitations, requests, or demands, whether indirect or explicit;
- (f) inappropriate gestures;
- (g) intimidation to participate in unlawful or unethical activity or to participate in activities which contravene school and/or board policy;
- (h) unwelcome physical contact; and/or
- (i) coercing or influencing third parties to harass others.

The behavior need not be intentional in order to be considered harassment; it is sufficient that the offender knows, or ought to reasonably know that the behavior is offensive and unwelcome. Any student who willingly makes a false claim of harassment or intentionally provokes harassment shall be subject to appropriate disciplinary action.

Code of Conduct

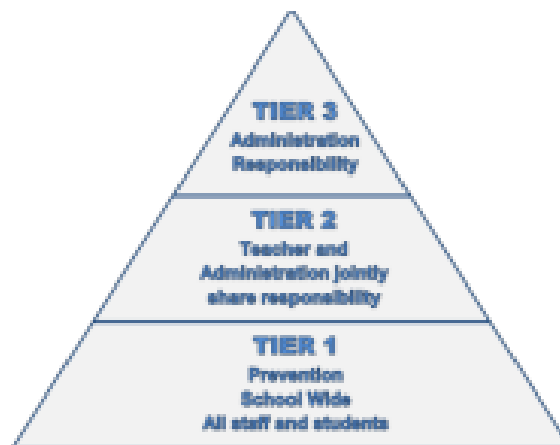
It is the belief of Milk River Ridge School that good student behaviour is a necessary condition for a safe and effective learning environment. Therefore, there are guidelines for behaviour. These guidelines are based upon the consideration for safety, respect of others, and the provision of an environment conducive to learning and personal growth. All students of MRRS are expected at all times to:

1. Treat all school staff, fellow students, parents, members of the community, and guests of the school with courtesy and respect
2. Display a spirit of honesty, integrity, and responsibility
3. Comply with the school rules and make efficient use of their school time
4. Refrain from disruptive behaviour that would deny any other student their right to obtain full benefit of their education experience
5. Attend school regularly and punctually
6. Be neat and clean in appearance and dress in a manner which is appropriate to the standards of the school
7. Refrain from tobacco use on the school grounds/premises. The use and possession of alcoholic beverages and/or illicit narcotics/drugs at school, or at a school sponsored activity is strictly prohibited.

8. Refrain from the use of improper, profane, or obscene language
9. Respect the property and rights of others
10. Refrain from the willful destruction, damage, or loss of school property or the property of others

We believe that this expected behaviour will enhance the learning experience and aid the student in reaching his or her full potential. It further protects and enhances the individual's right to learn. In an effort to provide a clear and consistent message to all students, the school has developed a discipline plan.

B. Student Pyramid of Discipline



Tier 1 - Productive Classroom Environment (Teacher/Staff Responsibility)

Behaviours that occur in the classroom and interfere with the learning of self and/or others.

Examples are:

- Not having appropriate equipment and materials
- Sleeping
- Being off task but not disrupting others
- Failure to turn in homework/failing to complete assignments
- Failure to bring signed materials from home
- Failing to follow the reasonable request of a teacher
- Talking out
- Horseplay
- Disturbing another student in any way
- Being out of seat without permission
- Showing disrespect/defiance
- Improper use of equipment and/or materials

CONSEQUENCES—The Consequences of Tier 1 misbehavior can range from a “look” in the vicinity of the problem to a parent conference and/or detention administered by the student’s classroom teacher. Time out can occur before or after school, during noon, or during recess.

Tier 2 - Orderly Environment... (Teacher/Staff and Admin jointly share responsibility)

Orderly environment—Behaviours that occur outside the classroom and are not intended to cause physical or mental harm to another individual are not illegal but do negatively affect an orderly environment. Teachers and staff are responsible for disciplining behaviours. They will bring in the admin if the behaviour becomes a pattern or is deemed more serious and requires more intervention.

Examples are:

- Disruptive behaviours in the hallway
- Disruptive behaviours at a school activity
- Disruptive behaviours before and after school
- Disruptive behaviours while at recess/break
- Absence/skipping/tardy/truancy
- Solicitation (selling unauthorized items at school)
- Inappropriate use of the internet
- Destruction of or defacement of school property or property of others
- Inappropriate display of affection
- Inappropriate clothing
- Repeated failure to report for teacher-initiated detention
- Forgery
- Inappropriate language and gestures
- Disrespect of classmates, teachers, and other school staff
- Verbal arguments/name-calling
- Disruptive and/or disrespectful behaviour when a substitute teacher is present

CONSEQUENCES – Consequences for Tier 2 misbehaviour can range from detention with the teacher to a conference with the admin and/or parent to suspension from school. Referral to outside agencies may also occur.

Tier 3 - Safe Environment... Highest Priority (Principal and Vice Principal Responsibility)

Safe Environment – Behaviours that are intended to cause another individual physical or mental harm and/or are illegal. Examples are:

- Weapons (possession or use of)
- Theft
- Fighting – Assault or battery of any kind
- Intimidation (ex. Repeatedly mocking, humiliating, or bullying someone in a way that creates fear)

- Extortion (ex. using manipulation or coercion to gain an unfair advantage or force someone into an undesired action.)
- Threats (ex. Statements expressing intent to harm someone physically, emotionally, or socially)
- Verbal (ex. Ridicule, belittling remarks, shouting aggressively at someone, using sarcasm, criticism, or verbal manipulation to undermine confidence or create emotional distress)
- Harassment (see definition above)
- Gross disrespect and/or defiance toward an adult (cursing, name-calling)
- Alcohol/drugs/tobacco (possession, sale, or use of)
- Sexual harassment of any kind

CONSEQUENCES – Consequences for Tier 3 misbehaviour can range from a minimum of a one-day suspension from school to the possibility of an expulsion from school. Referral to outside agencies will also occur.

*** Consequences take into account the nature of the behaviour, the student's age, maturity, and individual circumstances. Appropriate disciplinary measures will be taken based on the Student Pyramid of Discipline found in the Milk River Ridge School Student and Parent Handbook and ultimately determined at the discretion of the school administration and teachers. ***

In School Suspension Student Expectations

1. Students must report to the ISS (In School Suspension) area by 8:30 am. Students are not permitted to leave the ISS room for any reason other than those approved by an administrator or staff member. Regular scheduled student breaks do not apply to a student in ISS.
2. Cutting ISS is considered skipping and the student will move to the next step in the discipline plan, which may include extra days of ISS or OSS (out of school suspension).
3. The student must have all necessary materials with you **BEFORE** entering the assigned ISS location. Locker use is **NOT** permitted at any time during regular class time.
4. The student must complete all assignments given to you. It will be expected of you to complete **BOTH** classroom and the ISS assignment. You will work continuously the entire day. The student will be required to write a one-page summary on why he/she was issued ISS and include a positive resolution for the behavior. A copy of this will be placed in the student's folder and will also be sent home to the parent/guardian.
5. The student will not disrupt those around you. If you have a question or problem, please wait patiently for the administrator or the teacher to help you.

6. The student must remain in your assigned seat, at all times unless you are given permission to be up. 7. Sleeping is **NOT ALLOWED** during ISS.

8. No personal electronic devices will be allowed in ISS.

10. Students must make up all time missed if they are absent from ISS.

11. No misbehavior, defiance or rudeness will be tolerated. If you choose not to follow this guideline, further steps will be taken. This ISS will be considered extended.

12. No magazines, drawing or coloring allowed unless it is a part of a class assignment.

*There will be restroom breaks during the course of the day. You will be allowed one break every hour for a period no greater than five minutes; however, these breaks will not line up with the regular student break times. A normal lunch break will be given.

You **CANNOT participate in assemblies, field trips, team activities, or any other school related activities on days you are assigned to ISS. Absences on days assigned to ISS because of illness or other reasons **DO NOT** excuse you from fulfilling your required time in ISS.

Your ISS will be considered finished at 3:20 pm no matter what your regular class schedule may list.

C. Study Habits/Homework

- Quizlet – Flashcards Milk River Ridge School understands the importance of developing good study habits. We believe that the home plays a major role in this development. Homework is intended to provide opportunities to complete daily assignments that were not completed in class, complete additional assignments designed to extend learning and reinforce concepts learned by reviewing work taken each day. Because homework is an integral part of a student's task, we encourage each student in grades 1-12 to be provided with an agenda for homework. We encourage parents to keep up to date with what their children are doing by checking their homework book and ensuring all homework is done. Some good sites:

- Math-aids.com – Awesome math site

- Alberta.exambank.com – All 1-12 study materials

D. Smoking

The Division prohibits the use of tobacco products and vaping in or on all school facilities. Students found using or in conspicuous possession of tobacco products shall be reported to the principal. The incident shall be recorded, and the parent shall be advised in writing. Professional staff shall provide programs during class designed to inform students about the health hazards of tobacco use and vaping.

E. Student Alcohol Use, Substance Abuse and Gambling

1. Schools shall emphasize preventative, age-appropriate initiatives which deal with the effects on the individual and society of gambling and the possession, use and trafficking of alcohol, tobacco or other drugs.
2. Substance use and gambling prevention programs will be offered in the school in a coordinated, integrated, and sequential manner. The programs will be based on the Alberta Education program of studies for Health and Life Skills Kindergarten to Grade Nine Guide to Implementation or Career and Life Management Guide to Implementation.
3. Principals shall ensure that staff, coaches, and volunteer supervisors are informed of their responsibilities under this policy.
4. A student who is suspected of being **under the influence** of alcohol, drugs (including but not limited to cannabis) or toxic substances while in attendance at school or a school-sponsored activity shall be reported to the principal. The principal shall ensure the student is segregated from the rest of the student body and appropriate action is taken to respond to the student's immediate safety and medical needs. Parents or guardians will be contacted and informed of the situation. Parents or guardians will be asked to pick their child up from the school if appropriate. If a parent or guardian is unavailable, a school employee will phone an emergency contact, RCMP or Children's Services.
5. All incidents of alcohol or substance **possession or use** shall be recorded, and the parent shall be notified immediately. The Principal shall advise the parent and Superintendent, in writing, of the incident and actions taken and/or recommended. Disciplinary action shall include suspension and may include a recommendation to the Board that the student be expelled.
6. A student observed in the **act of providing** alcohol or drugs (including but not limited to cannabis) to another student shall be reported to the principal as soon as possible. The principal shall suspend the student and may recommend to the Board that the student be expelled. The incident shall be recorded and the parents and Superintendent shall be advised in writing of the incident and the actions taken and/or recommended.

7. Students whose behaviour during alcohol/drug related incidents become abusive or students who are repeat offenders under the policy shall be recommended to the Board for expulsion.
8. Principals will inform, annually and in writing, all students, parents and employees of the Division regarding policies and regulations on alcohol and drug (including but not limited to cannabis) use by students.
9. If a principal or teacher has reason to believe that a student is dealing with a substance use or gambling problem, the principal or teacher may:
 - a) refer the student to receive counseling and/or referral to AADAC
 - b) request parental involvement in the procedures
 - c) require that the student exhibit exemplary behaviour and effort at school
 - d) consider other appropriate action

Cross Reference: <http://www.albertahealthservices.ca/amh/amh.aspx>

A203 Searches
A209 Suspension and Expulsion of Students
School Act – Sections 24, 25

F. Care of School Property

The Board believes that students must be responsible for their actions and will consequently be held accountable for their acts resulting in vandalism and damage to school grounds and property.

Where a student is found responsible for damage to school property, the cost of repairing or replacing the damaged item will be charged to the student through his or her parents.

Where the damage is incurred accidentally, the principal shall determine the cost to the student. At the principal's discretion and with the student and his or her parents, arrangements may be made to allow the student to “work off” the cost of part or all of the damage.

Where damages occur during an extracurricular activity, all members involved may be suspended from further participation in extracurricular programs.

Where the principal determines the damage to result from willful intent, the student(s) may also be suspended from extra-curricular activities and/or school.

G. USE OF TELEPHONE

The office has a public phone that students can use to call their parents/guardians. Please see a secretary to use.

H. LOST AND FOUND

Any articles found in and around the school premises should be turned in at the office. Students losing articles should check with the secretary in the office and the lost and found boxes. We encourage everyone to label his or her belongings. After notification in the newsletter, twice a year, articles that are left for an extended period of time are donated to charity. The school is not responsible for any lost and/or damaged items; this is solely the student's responsibility.

I. STUDENT VEHICLES AT SCHOOL

The parking lot on the North East side of the school is reserved for Student parking only. Students must park their vehicles facing North in the stalls assigned to students.

J. GYM REGULATIONS

Food and beverages are allowed in the gym during noon but should be confined to the bleacher area. During extracurricular functions, food and beverages must be confined to the bleachers and the area directly in front of the doors.

Only clean, non-marking runners will be allowed to play in the gym. It is everyone's responsibility to treat all equipment with respect. Please help us keep our gym clean.

K. STUDENTS' PERSONAL PROPERTY

Every effort is made to encourage honesty and respect for private property. However, students are responsible for their own personal property at school. Please lock your valuables in your locker or leave them at home.

L. NOON HOURS

Kindergarten to Grade 6 eat their lunches in designated lunchrooms after outdoor recess. K-6 will eat between 12:20-12:40 pm. Grade 7-12 can eat their lunch in the pit. Students are expected to follow the instructions of the supervisor and to act in a quiet, orderly manner, respecting the rights of others. The supervisor will dismiss students when the room is cleaned to satisfaction. Students may take disposable snacks outside to eat at the picnic table or the cement pad, provided they put their garbage in the trash cans.

Grade 7-12 students may leave the school grounds during the lunch hour, provided they have a parent's written permission to do so. A form for leave will be issued at the beginning of the school year, for the duration of the school year. Otherwise, the student remains at school during lunch. If a student needs to leave, they must provide a note and present it to the secretary and the student must sign out.

Elementary students must go outside during recess and noon when they are not

involved in the extra-curricular programs. On extremely cold days, arrangements will be made for students to remain inside. Please dress appropriately. Junior and senior high students are encouraged to go outside as well.

M. BICYCLES

Students may ride bicycles to school provided that:

- they walk where buses are parked.
- they put the bikes in the racks provided.

Students who neglect to follow these rules will lose the privilege of bringing their bikes to school.

N. FIRE DRILL REGULATIONS

Several fire drills are held each year, and every student is well-versed in the drill procedure and exit route from the school building. Students are reminded to follow these instructions quickly and quietly. Students should always assume that when the fire bell rings, it is because of a real fire and not merely a drill.

O. LOCKDOWN PROCEDURES

When students hear that the school is in lockdown, they go to the closest classroom, lock the door, and hide away from any windows. The school conducts two Lockdown drills annually to ensure the drill runs smoothly.

P. DANCES

Evening dances may be held throughout the year. Clean and tidy dress and appropriate behaviour are always expected. Parents are always welcome.

1. The dances run from 6 p.m. - 9 p.m.
2. Doors lock at 7 p.m.
3. Anyone who leaves after the doors are locked may not re-enter the school, and the supervisors or school are not responsible for them.
4. There will be a minimum of four supervisors, a combination of teachers and parents. At least one male and one female supervisor will be present.
5. Standard school conduct is expected!
6. Students inviting guests to an event are fully responsible for them. This includes their behaviour and transportation to and from the dance. The organizing teacher of the event needs to check all guests.

Q. Communication Device and Personal Electronics Guidelines

With increasing frequency, children bring cell phones, iPods, iPads, tablet computers, laptops, smartwatches and other electronic devices to school. Realizing that many of these devices provide excellent learning opportunities, we have established guidelines which pair our character education initiative with digital citizenship. Students must be respectful and responsible in their use of these devices. We will discuss the guidelines and work with the students to reinforce appropriate educational use of these items.

On June 17, 2024, Alberta's government introduced new restrictions on the use of

personal mobile devices in classrooms and access to social media sites on school networks, beginning in the fall of 2024. The division policy can be accessed at the link below. <https://www.horizon.ab.ca/download/458528>

In addition, Milk River Ridge School will implement the following policy for the 2026-26 school year.

Definitions

For the purpose of this policy, a personal mobile device includes any internet-connected device. This includes but is not limited to, smartphones, smart watches, iPads, and non-school-provided laptops.

For the purpose of this policy, spares are considered breaks and students with spares will have access to their PMD.

Restrictions

Grades K-6: Students are not permitted to have personal mobile devices (PMD) on school property. Bus students must turn in their PMD to the office at the beginning of the school day.

Grade 7-12: Personal Mobile Devices (PMD) are expected to be out of sight and powered down or on silent during instructional time. Students will be allowed to use cell phones during breaks between classes, so long as they are not in restricted areas (e.g., bathrooms, or changerooms).

No use of PMD is permitted in bathrooms or change room areas at any time, including breaks/lunch/spares. Use in these areas will result in immediate confiscation of the PMD.

Exceptions

Students may use PMD for health or medical reasons or to support special learning needs.

The Principal must approve these exceptions prior to them being issued.

Non-compliance

Students in violation of this rule will be subject to a three-strike policy as follows:

- First offence: The device will be taken away and kept at the office in a secure location. The student may retrieve it at the end of the day. Parents/Guardians will be notified.

- Second offence: The device will be taken away and kept at the office in a secure location. A parent or guardian must retrieve it at the end of the day.
- Third offence: The device will be turned into the office at the start of every day, and the student will not be able to access it until the end of the day for the remainder of the semester.

Storage of Devices

Teachers will bring PMD to the office, which will be stored in a secure area for the rest of the day.

Communication Home

Teachers will notify parents by email whenever their child is found non-compliant.

R. Dress Code Policy

1. All students and staff will dress appropriately and respectfully for a public school setting. Extreme clothing should be avoided and should not be offensive.

Students and staff at MRRS are expected to project their appearance and dress to a standard that is appropriate for the school's educational environment and for making a smooth transition to the workplace. Clothing should meet safety standards and be appropriate for physical activity.

- Dress should be clean, neat and not include profane gestures, inappropriate language or advertising of alcohol, marijuana or illegal substances.
- Logos, pictures or words should not promote drinking, sex, drugs, profanity or any other subjects inappropriate for a public school setting.
- Clothing must cover undergarments at all times.
- See-through clothing is not allowed.
- Cleavage and buttocks should be covered.
- Hoods and sunglasses are to be removed indoors. (Students with an IPP requiring sunglasses to be worn in class will be exempted.)

2. Hats are allowed to be worn into the school and in the hallways during the regular school day. It is at the classroom teacher's discretion that hats are worn in a classroom, gym, computer lab, or in the library during the regular school day.

3. When an occasion arises where a staff or student's dress does not meet

the required criteria the school shall address the situation in as sensitive a manner as possible to ensure respect for the staff or student.

4. The school principal, as authorized by the school board, shall deal with inappropriate clothing, when it becomes apparent that staff or students have ignored the initial reminders regarding what is appropriate for a public school setting.

S. Animals on School Property

As the Milk River Ridge School is located in an agricultural society, we respect that students want to bring animals to school for show and tell. We are also aware that staff and students might be allergic to certain animals and so before an animal is brought to school, a request to do so must be submitted in writing to the principal 2 weeks prior, and a written confirmation of approval from the principal received. When paperwork is approved, the students are to keep a safe distance and at no time are permitted to touch the animal. Any damages, liability, and clean up are the sole responsibility of the owner.

T. Academic Dishonesty

In order to maintain the integrity of the academic programs of study at Milk River Ridge School, it is important that educators, administrators, stakeholders, and parents work together to uphold the standards of student responsibility in their social and academic conduct. It is an expectation that students, through their learning, demonstrate the ability to discern right from wrong. In the age of the internet, and through ease of access, the boundaries surrounding academic integrity have become increasingly blurred. It is the responsibility of the faculty and staff of MRRS to assist in developing the moral awareness of students, and to assist them in the engagement of the honest and sincere pursuit of knowledge. Upholding the principle of honesty within the academic setting requires that students produce high quality work that they may call their own. Academic dishonesty is the attempt by a student to claim work, ideas, or skills that they do not yet possess.

Definition

Academic dishonesty can be difficult to identify, substantiate, and ultimately to deal with as educators. The following are reflective of academic dishonesty and will be met with disciplinary measures by administrators and educators at Milk River Ridge School. This list is not comprehensive nor exhaustive, and other examples may indeed be deemed dishonest.

- Using any assistance from an outside source (ex. notes, student assistance, materials) to complete an assessment, assignment, or project in any way other than those specifically designated by the teacher

- Looking at another student's test
- Having a conversation during an assessment
 - Teachers cannot be expected to discern whether a conversation during an assessment is personal or academic in nature
- Possessing a personal electronic device of any kind during an assessment
- Any effort to use dishonest actions or means in order to claim credit for work that is not the student's own
- Copying, in whole or in part, the verbatim text from any source without the proper citation, as outlined by the teacher (Plagiarism)
- The use of any application (e.g. Photomath) to complete assignments, projects, or assessments
- The use of any Artificial Intelligence tool, regardless of function or device accessed
- The use of papers used previously from former students, or similar papers used from other assignments

Investigation & Communication

The following description outlines the process for disciplinary action as it relates to verified academic dishonesty:

- I. The student is interviewed and notified of verification or suspicion of an act of AD. An investigation takes place, if AD is unverified, with the assistance of a MRRS administrator.
- II. Once AD is verified, a MRRS administrator is notified. Parents are contacted in order to provide the context of the infraction and to review the applicable policy.
- III. The administrator and teacher will work in conjunction in order to identify the appropriate disciplinary measures.
- IV. The event is documented in the school Behaviour Log, and in the AD Tracking System.

Disciplinary Action

For very minor or accidental infractions, it is within the purview of the teacher to handle any AD within the classroom environment through enforcement of policies within their syllabus. The guidance presented here should be regarded as the *minimum* parameters for dealing with academic dishonesty. The teacher will still report the infraction for documentation within the AD Tracking System in order to ensure that subsequent infractions are handled with the appropriate measures. The following is a continuum of progressive consequences for verified AD. Note that the offenses are cumulative over the course of the student's career at MRRS.

❖ **1st Offense**

- Opportunity for credit recovery in the assessment, project, or assignment.
- The event is documented in the behaviour log

❖ **2nd Offense**

- Opportunity for credit recovery in the assessment, project, or assignment.
- Teacher and Administrator review the student's behavior to determine additional consequences:
 - Suspension from Extra-Curricular Activities
 - In-School or Out of School Suspension

❖ **3rd Offense**

- A hearing is set with the parent, student, counselor, Administrator, and the teacher.
 - Removal from Activities for the remainder of the academic year
 - Suspension

- ❖ Students who are found to have participated in any form of academic dishonesty are not eligible for the Honor Roll

Offenses

- Lack of proper citation
- Talking or communicating with other students during an assessment
 - *Unverified*: This may be case specific; it would not be a minor offense if the teacher were to hear students communicating about the assessment
- Possessing, with the potential for use, an electronic device during an assessment
- Using an electronic device to solve equations or answer fact-based portions of an assignment during class time
 - Case by Case
- Using notes or study guides owned or completed by another student
- Glancing/looking at another student's work during classroom work time
- Blatant plagiarism of a significant portion of another individual's work; attempt to deceive through claiming another individual's work as the student's own
- Using an electronic device to communicate or find the answers to an assessment
- Discussion or student communication during an assessment that is verified to be about the assessment itself

- Obtaining the answers to an assignment, or the questions from an assessment etc. in any form, before the student has completed the assignment/assessment themselves
- Providing a paper, assessment, or assignment for another student to copy from

Note: The above list of offenses is by no means exhaustive. Educators and administrators reserve the right to designate instances of academic dishonesty as fitting into one category or another, based on the nature of the offense.

PARENT INFORMATION

A. PARENT/COMMUNITY INVOLVEMENT

Milk River Ridge School staff recognizes the significant role parents and the community play in the education of our children. Communication efforts include this School Handbook, calendars that go out at the beginning of each school year, weekly events, newsletters, our annual "Meet the Teacher Night", two formal student/parent/teacher interviews, monthly School Advisory Council Meetings and several special events throughout the year. As well, our involvement with various community businesses and agencies (through our Work Experience Program and various field trips and guest speakers) enhances the quality education that we offer our students here at MRRS.

B. SCHOOL VOLUNTEERS

The Board recognizes that volunteers can make valuable contributions to our schools. The Board endorses a volunteer program in Divisional schools. Volunteers can provide significant services to students by supplementing the work of paid professionals and support staff, but are not substitutes for paid staff. Typical assignments include supplemental instruction as determined by the classroom teacher, and supervision of student activities. The principal must approve volunteers before the volunteers are allowed to work in the school. All school volunteers are required to get a criminal record check, unless they are being paired with a teacher. School volunteers wishing to drive students for field trips and/or sporting events must submit a driver's abstract, proof of liability insurance, and driver's license to the Principal two weeks prior to departure. This will be collected in September and will be used for the year. Anyone whose license is suspended or who accumulates demerits needs to report this to the Principal and will not be allowed to volunteer to drive students until the minimum requirements are met.

C. SCHOOL VISITORS

The Board encourages parents to visit the school at any time during the year.

1. In accordance with the School Act, a parent shall make an appointment with the teacher or principal in advance of any visit to a classroom during instruction time. When possible, parents are encouraged to make an appointment for all visitations to the school.
2. If the teacher or principal feels that a visit is detrimental to the welfare of the student, the class, or the school, then the appointment may be refused.
3. In the event that an appointment is refused, an appeal may be made to the Superintendent.

D. USE OF SCHOOL FACILITIES AND EQUIPMENT

The Board supports the use of its school facilities and equipment by non-profit community organizations. Please contact the school for further information. All outside organizations, wanting to use school facilities, need their own liability insurance and must complete and submit a building rental form for approval.

E. PUBLIC COMPLAINTS

The Board expects complaints and grievances relating to instruction, discipline, supervision, policy, or learning materials to be handled and resolved as close to their origin as possible.

The proper channel for all concerns is:

- a) Teacher/Bus driver
- b) Admin
- c) Superintendent
- d) Board