

W. G. MURDOCH SCHOOL
“Together We Make a Difference”
“Universi Refert Retuli”



Policies and Procedures

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TOM OSO

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MR. RYAN REED

Principal

MS. GLADYS BROWN

Assistant Principal

MRS. MELISSA HARDY

Counsellor

HOME OF THE TROJANS
School colors: Dark Blue
and Grey

Changes to this handbook may occur throughout the year. It is parents and students responsibility to check the handbook periodically for any updates

WELCOME TO W. G. MURDOCH SCHOOL

This document can be an important link to W. G. Murdoch School when questions arise. It provides information that will assist students and parents/guardians in understanding the programs, operations and mandates of our school community. For questions regarding School Board Policy, please consult the [Rocky View Schools](#) web page . For questions regarding specific classroom or course expectations, please consult with the subject teachers or the [subject teacher web page](#).

SCHOOL PHILOSOPHY AND MOTTO

“Universi Refert Retuli”

“Together We Make A Difference”

The W. G. Murdoch School Community believes that all students have an equal opportunity to learn and grow. All persons involved in our school community have the responsibility of assisting students in achieving their fullest potential, enabling them to make positive contributions to society. Our mission is to provide a respectful teaching and learning environment to develop responsible citizens. Our vision is a school where all students are engaged creatively in active learning. Learning is highly valued and recognized. We strive to meet the diverse learning needs of our students through academics, fine arts, performing arts, practical arts, and athletics. We encourage our parents and guardians to become involved in their children’s learning. We invite our community partners to support both

students and programs in ways that strengthen our community relationships. Our school community is built upon respect and collaboration in teaching and learning. We welcome and value our many community volunteers and benefactors.

COMMUNICATION

W. G. Murdoch School strives to be honest, open and timely in communication with parents. Parents become partners when communication is two-way, solution oriented, and child centered. Please do not hesitate to call for information or clarification. The answers to your questions are often acquired through the teacher closest to your child (e.g. the subject teacher). Learn about our school through our [webpage](#), [news letters](#), Meet the Teacher and Parent/Teacher Interview evenings, and other school functions. Please, if you have a concern, intervene early; call the appropriate teacher for an interview, whenever necessary.

Web Page: Information on the following areas can be found on our web page

<http://murdoch.rockyview.ab.ca>

I. General Information

iii [Fees](#)

iv [School Education Plan and School Annual Results Report](#)

II. PowerSchool: Marks and attendance are posted on **PowerSchool**.

Parents will require a login name and password that can be obtained from the school office. **Power School** allows student and parents to know what is happening in each course a student is enrolled in.

III. Daily Announcements: [Found on our webpage.](#)

V. For other information: Please review our [Parent tab](#), [Student tab](#), [Our school tab](#).

I. SCHOOL PROCEDURES

ATTENDANCE

Regular and punctual attendance is important for the success of students. We urge parents to ensure that their child is only absent when necessary, and that they develop habits of punctuality. Minimum attendance requirements are set by Alberta Education. It is important that parents make a phone call when their child is absent. **All absences must be excused by a phone call from the parent/guardian within 24 hours of the absence.** Students are expected to arrive to class on time and prepared. If a student misses more than half the class due to lateness it is considered an absence. Phone calls can be made at anytime, day or night. Please call 403-946-5665. An automated phone system will call daily to inform parents if students are inexcusably absent.

The Murdoch Motto

I am committed to the safety of myself & others by...

- involving myself in positive and constructive activities.
- requesting assistance for a problem.
- helping those in need.

- reporting to a staff member any hazardous conditions that I observe.
- seeking assistance when I see students at risk to themselves or others.
- keeping the school safe by not bringing weapons, drugs, alcohol and tobacco products onto school property, or to school sponsored events.

I am committed to respecting myself and others by...

- showing consideration, courtesy and respect toward others at school & school sponsored events.
- demonstrating respect for other's property, including the reporting of vandalism, theft, mischief and the return of found items.
- using language and gestures which are socially acceptable.
- earning my marks honestly.
- being a good example to all students.
- dressing appropriately as outlined in the W.G. Murdoch school dress policy.

I am committed to respecting the learning environment by...

- demonstrating that I am at school to learn, showing commitment and responsibility.
- supporting others in their learning.
- being on time for class and ensure any absences are reported to the office by a parent/guardian.
- being in the halls only by permission; and to observe quiet in the halls during class time.

I am committed to respecting the school by....

- Treating all school property with care and consideration. ● cleaning up any messes for which I am responsible.

- e Viewing, sharing, sending, or posting any violent or obscene messages, pictures or web sites.
- f Downloading any illegal or offensive material.
- g Using someone else's password or trespassing in another person's folders, work or files.
- h Violating copyright laws.

NOTE: The computers at W. G. Murdoch School are maintained by network administrators, therefore THERE IS NO EXPECTATION OF PRIVACY ON A SCHOOL COMPUTER. Files and communications of students are reviewed periodically to maintain system integrity and to ensure that users are using the system responsibly. Personal devices in use at school can be subject to a search of contents by school administration.

CONTACTING THE OFFICE/CELLPHONE

Cell phones need to be turned off and are should only be used in class under the teacher's instruction. People needing to contact students during the school day should contact the office. The office staff will inform the students in the conventional way. Students using cell phones inappropriately during instructional time (both in and out of the classroom) will be expected to give them to the school staff if asked. If this policy is contravened then a student's cell phone can be confiscated. The phone will remain in the office until the end of the day and returned to the student. A third occurrence will result in a parent conference and the phone will be returned to the parent or guardian. If cell phone use by a student continues to be an issue consequences can escalate in consultation with the administration. Cell phones and other digital devices are not permitted on the bus during field trips and are not encouraged in the lunchroom in order to promote social interaction with peers and to have some natural "disconnect" time that is in keeping with best practices suggested by current literature.

ELECTRONIC EQUIPMENT AND CASH

The school will take no responsibility for lost or stolen electronic equipment such as iPods, personal computers, laptops, cell phones, etc. or cash. Digital devices such as phones are encouraged to be kept in lockers unless instructed by a teacher to use them in class.

Students are reminded to never bring digital devices, money, or valuables into the change rooms.

Behaviour

W. G. Murdoch's first approach to behaviour is to foster self-discipline. Students are taught and encouraged to accept the responsibilities associated with individual rights. Students are expected to deal with problems that result from poor choices. Parents are notified of school-based consequences.

Section 12 of the School Act state a student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing the student's studies;
- (b) attend school regularly and punctually;
- (c) co-operate 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 the student's teachers for the student's conduct;
- (f) respect the rights of others;
- (g) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;

(h) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;

(i) positively contribute to the student's school and community.

EMERGENCY PROCEDURES AND DRILLS

Students are informed as to the quickest and safest routes from the school. Practice drills are carried out throughout the year. Exit maps are available in each classroom. W. G. Murdoch incorporates [Hour Zero](#) practices in its emergency planning.

GRADUATION GUIDELINES

In order to be placed on the W. G. Murdoch High School graduation list, you must be a student in good standing and meet the conditions listed:

- You are responsible to check the accuracy of your high school record of courses, marks and credits. Any questions regarding your high school record should be discussed with the counselor.
- You must ensure that you are registered in the necessary credits and courses to fulfill high school diploma requirements. Grade 12 students are expected to register in a minimum of 15 credits each semester.
- Students must be on track for successful completion of all courses of the first reporting period of the second semester required for graduation. This mark must be maintained for the remainder of the semester. Students not meeting this condition will meet with the Principal to determine eligibility for participation in the graduation program.
- All school fees and grad fees must be paid in full by the deadline at the end of April (last school day of the month) in order to participate in the graduation ceremony. Arrangements for fee payments can be made with the school and

should be in place early in the school year. Please contact our office for assistance

- The School Act states that students must attend school regularly and punctually. Attendance records will be reviewed by school administration on a monthly basis or as needed. If attendance is not satisfactory, participation in the graduation ceremony and banquet could be at risk. Parents will be informed of attendance concerns as they emerge.
- Absences must be excused the morning of a major test or exam.
- Medical documents may be required for missed assessments, tests, and exams.

STUDENT DRIVING PARKING

The parking of student vehicles on W.G. Murdoch School property is a privilege and students are asked to comply with the guidelines in the interest of public safety and security. The student parking area at W.G. Murdoch School covers the entire East parking lot. This parking lot is owned by Rocky View Schools and as such, are subject to school policy. Students who do not follow the rules and directives may be suspended from school, lose parking privileges, and have the vehicle towed at owner's expense.

GYM STRIP

Gym strip is required for physical education classes. Trojan gym strip is available for purchase. We also offer hoodies and sweatpants to the students and staff at W.G.M. at an additional cost.

INCLEMENT WEATHER

In the event of school closure due to inclement weather, parents and students should listen to these radio stations between 6:00 and 8:00 a.m.

QR77-AM

FAN 960 – AM / Q91 – AM / CHFM Lite 96 – FM / CJAY 92 – FM / Jack FM / Country 105 – FM / CKMX 1060 / Q 107 / CBC / Global News Morning Show.

Parents can check the school web page for updates as well bus information can be found on the Rocky View School Division web page

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INSTRUCTIONAL FEES

School fees are levied for option courses, extracurricular activities, yearbook, and field trips. All fees must be approved prior to the year by Alberta Education. Fees are not charged for general instruction or required courses. The fee schedule is posted on our website.

LOCKERS

Each student is assigned a locker at the beginning of the year. It is the student's responsibility to keep his/her combination number confidential. It is also his/her responsibility to keep the locker clean and tidy and to **report any damage immediately to the home room teacher. Students must use a school lock.** We ask that students AVOID bringing valuables to school since

lockers are not necessarily a secure place. **It is important to note that lockers are the property of the school, and therefore, are subject to search if reasonable cause exists. A locker search will be performed in the presence of the student whenever possible.**

PHOTOGRAPHS

Individual photographs will be taken in September. Retakes will be taken in October.

SCHOOL DRESS

W.G. Murdoch is a learning and business environment. As such, all members of the school community are expected to meet reasonable standards of dress in keeping with the atmosphere of the school, teachers as professionals and assisting students to prepare for the world of work. The following dress code was made in consultation and collaboration with W.G. Murdoch students who had a fair and representative voice in the establishment of this policy. As such, clothing should meet the following criteria:

- Clothing should be clean and be in good repair; excessive rips or tears are inappropriate.
- Shoes must be worn at all times in order to meet safety criteria.
- Should not expose undergarments, backs, buttocks, breasts, bellies or rib cages.
- Have straps that are at least a finger-width wide (no spaghetti straps).
- Should not display suggestive, inappropriate, or offensive language, slogans, messages or signs including, but not limited to, promotion of violence, drugs, alcohol, racism, sexism or any form of intolerance.
- Shorts, skirts, dresses, etc. should be of modest length.
- Pajama pants should only be worn on pajama-theme days.

- Hats in hallways and common areas are permitted. Hats are not permitted during assemblies. Classroom expectations with hats will be set by the classroom teacher.
- Sheer/mesh shirts are not permitted without a shirt underneath.
- Special clothing requirements are needed during gym (gym strip), lab experiments, shop and mechanics and other specialized programs.

The office keeps a selection of clean attire for the convenience of the student, should they need to change. Students will be permitted to change in between classes rather than during a class, depending on the level of dress code violation and at the discretion of the teacher and/or administration.

It is recommended that students have a hoodie or other clothing in their locker to prevent having to go home to change and to assist with unanticipated weather, spills, etc.

SMOKING

In view of the proven harmful effects of smoking and other tobacco products, and in recognition of Alberta Law and Rocky View Schools policy, the use of all tobacco products **are banned in W. G. Murdoch School, and on or near W. G. Murdoch School property.**

Guidelines:

- “Cigarettes, cigarette packages, smokeless tobacco products and other smoking related materials such as e-cigarettes, matches, lighters, cigarette papers, and so on, are not to be in the school building, **or on the school property nor should activities take place within visible line of sight from the building.**
- Field Trips, Physical Education classes held away from the school, school buses, ski trips, extra-curricular trips and so on, are all considered to be an extension of the school program, and are therefore subject to all policies listed above.

- For the purpose of this policy, the school property includes all areas up to and including: the sidewalk to the south of the building, the tree line on the east side of Saskatchewan Street (including all of Crossfield Elementary School property), the fence line on Whitfield Avenue, and all grassed areas to the east of the school. “Near the school property” will include any areas visible from the school or school property.

Procedures:

1. A first violation will be addressed by an administrator.
2. A second violation will be handled by an administrator, and will result in a 2-day out of school suspension.
3. A third violation will be handled by an administrator, and may result in a 5-day out of school suspension, with a parent/guardian re-entry interview required.
4. Any subsequent violations will make the student subject to a 5-day out of school suspension, with a possible recommendation for expulsion. Should the student enroll in a smoking cessation program, the recommendation for expulsion would be set aside, pending completion of the program.

USE OF ANY TOBACCO PRODUCT INSIDE THE SCHOOL BUILDING (WHICH INCLUDES CLASSES HELD AWAY FROM THE SCHOOL BUILDING, OR DURING A STUDENT’S SCHEDULED CLASS TIME), WILL PLACE THE STUDENT AUTOMATICALLY AT STEP 2 (2 DAY OUT OF SCHOOL SUSPENSION)

VANDALISM

Students are encouraged to take pride in, and care for, their school. Every effort will be made to discourage vandalism, however, when vandalism can be attributed to specific individuals, recovery of costs will be pursued.

ACADEMICS/ACTIVITIES

COURSE ACCELERATION POLICY

- Students wishing to accelerate a course must have a minimum mark of 80% in the prerequisite course in order to be considered for acceleration. For example, students must have achieved a mark of 80% in Science 10 before they would be eligible to take Chemistry 20 in semester two of their grade 10 year.
- Students wishing to accelerate a course must meet with the Principal and include an educational rationale that must be signed by the parent/guardian and the teacher of the prerequisite course.
- Students will be granted permission to accelerate only if there is space in the course in which they wish to accelerate.
- Those grade 12 students who have accelerated courses will still be expected to enroll in 30 credits in their grade 12 year.

COURSE LOAD

Alberta Education states that in order to be eligible to receive an Alberta High School Diploma, a student must earn 100 credits. WGM School expects students in grades 10 and 11 to carry a course load that will earn them a minimum of 40 credits in each of these years and 30 credits in grade 12. Students in grades 10 and 11 will not be eligible for spares in the regular timetable. Students who choose to enroll in a summer school program should not do this with the expectation that they will be eligible for a spare during the school year.

HIGH SCHOOL EXEMPTION GUIDELINES

- Exemptions apply to all high school students in all courses, **except those involving a grade 12 Diploma, or grade 9 Achievement exam.**
- Students who exempt from Science 10 must write at least one 20 level Science final examination in the next school year.
- Students must achieve a minimum of 90% to be exempted.
- All exemptions from previous school terms will be considered in determining exemptions for this year.
- Students may have their exemption revoked after submitting an application if their mark falls below 90%.

COURSE OUTLINES

Course outlines will be provided to students in all courses and posted on our website. Please contact the subject teacher if any questions arise that are not addressed through the outline.

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular activities which help the individual develop social skills, and make the school experience more fulfilling. Extra-curricular activities involving competition with other schools, occur mainly after school and on weekends. Students will be charged a participation fee. Students may discuss payment alternatives with administration.

EXTRACURRICULAR ELIGIBILITY

To be eligible, a student must be in good standing which includes:

Receive course grades of 50% or higher, satisfactory attendance, no outstanding assignments or courses, no previous suspensions (especially drugs, alcohol or weapon related offences). Any of the above may deem the student ineligible to participate in any or all extra-curricular activities.

IF A STUDENT IS INEXCUSABLY ABSENT ON THE DAY OF AN EXTRACURRICULAR ACTIVITY, HE/SHE IS INELIGIBLE FOR THAT ACTIVITY.

INSTRUMENTAL MUSIC (BAND)

Instrumental Music is available in Grades 6-12 at W. G. Murdoch. A variety of performance based programs including Concert Band, Jazz Band and Percussion Ensemble, at the various levels are offered.

OFF CAMPUS EDUCATION

Off campus education is designed to provide high school students with on-the-job training or experience at various business sites within the community. A student may earn credits while working on the farm through the Green Certificate program, at a trade through the Registered Apprenticeship Program (RAP) or on a job site through the Work Experience Program.

ROCKY VIEW SPORT COMMITTEE CODE OF CONDUCT FOR PLAYERS AND SPECTATORS

Students, parents/guardians, and coaches are required to sign a Code of Conduct form outlining expectations and responsibilities prior to involvement in RVS activities.

STUDENT LEADERSHIP

We take pride in our student leadership program where students earn credits while also learning valuable skills in leadership and coordinating and managing events designed to enhance school culture.

CONCESSION

The school offers a selection of healthy items: one hot entrée per day as well as hot and cold snack foods.

COUNSELLING

The School Counselor is available to both students and parents.

Information and consultation regarding the following is offered:

1. Career Planning and Information
2. Educational Issues
3. Financial Aid/Scholarships
4. Personal Issues

FAMILY/SCHOOL LIAISON WORKER

W. G. Murdoch has a Family School Liaison Worker. The worker provides individual counseling of students at school and family counseling in the home. For more information, or to access this service, you can contact the school.

INFIRMARY

An infirmary is available for those students who become ill during school hours. Every attempt will be made to contact the parents of ill students. Under normal circumstances, medication can not legally be provided or administered by the staff. Special medication or medical information must be provided to the school administration, supported by written doctor's directions and parental permission.

RURAL TRANSPORTATION

Rural students requiring busing must complete a Transportation Form and mail it to Rocky View Schools. The forms are available on the web page, at the school office, or you may contact the Transportation Department at Rocky View Schools office @ 945-4000. School bus policy will be implemented by the bus driver. Parents are advised to phone the driver to discuss concerns.

SCHOOL NURSE

W. G. Murdoch has a school nurse who is available one morning a week to answer questions and provide immunization and information to both students and parents regarding health related issues.

IV. PARENTS

PARENT COUNCIL

The Parent Council is comprised of parents, community members, administrators, at least one teacher and one Students' Union member. School Council executive members usually are elected from the community.

SCHOOL VOLUNTEER PROGRAM

Parents and community members are invited to share their expertise and interests by becoming volunteers in a variety of ways. Further information is available in the school office.