



**2025-2026**

**STUDENT / PARENT HANDBOOK**

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Pincher Creek, Alberta

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**MISSION STATEMENT**

***Empowering students***

**HISTORY OF MATTHEW HALTON HIGH SCHOOL**

Matthew Halton High School is named after the famous war correspondent, Matthew Halton. Matthew Halton was born in Pincher Creek and received his high school education here.

Matthew Halton chronicled events in Europe from 1933 and predicted that Hitler would bring destruction to Europe unless his military advances were checked and defeated by the Allies.

Matthew Halton declared: "That idealism is the only realism." He wrote -- "the hard-headed realists -- (the Chamberlains and the Wheelers) have been wrong in every account -- and the woolly minded' idealists, right on every single account. If the dream of the idealists do not come true, this will be only the Second World War, not the last, and the world of our children will be darkling plains."

**GENERAL OBJECTIVES OF MATTHEW HALTON HIGH SCHOOL**

The objectives of Matthew Halton High School are:

1. To provide a learning environment where every instructional day is an enjoyable educational experience for students and teachers.
2. To provide instructional programs that ensure students the opportunity to meet the requirements for: provincial graduation, entry into the workplace, or post-secondary studies.
3. To provide a learning environment where students develop an understanding of the rights and responsibilities for citizenship.
4. To provide a learning environment where students may experience and explore interests, aptitudes, and develop the attitudes, skills, and knowledge that would empower them to pursue learning throughout life.

## MHHS CODE OF CONDUCT

### Preamble

Our code of conduct clearly states attitudes and behaviors based on the school community's beliefs and values. It was achieved through the collaboration of students, parents, and teachers. Through the practice of learning and modeling of expected attitudes and behaviors, the code of conduct will help create a successful learning environment for all.

This code complies with the Education Act of Alberta, Livingstone Range School Division Board Policy, and the Alberta Teacher's Association Code of Professional Conduct.

**The Purpose of the Code of Conduct:** The purpose of a code of conduct is to create a successful learning environment that ensures:

- Individual responsibility and accountability to the school community.
- Mutual respect and belonging.
- The need for the emotional and physical safety of all.
- The need to protect the rights of all.

Nine areas form the code of conduct, and each has a brief description of the expectations for that area.

### Consistency

Within Matthew Halton, consistency refers to both the set of expectations and the response to those expectations. At MHHS it is expected that:

- All individuals will uphold the same set of expectations.
- Staff will have a fair response to behavior in any given situation. Fair does not necessarily mean equal or the same.
- Staff and other adults will correct and respond appropriately to unacceptable behavior rather than ignore it.

### Respect

It is expected that individuals at Matthew Halton will have consideration shown to them in all circumstances and in no way experience any personal violation. At MHHS it is expected that individuals will:

- Adhere to the expectations set out in the code of conduct.
- Treat others in a manner that allows everyone to feel safe both physically and emotionally.
- Show consideration to self and others by the way one dresses.
- Treat the physical environment in a way that leaves it in its original (clean, usable) condition.

### Appropriateness

Appropriateness in attitude and behavior will be suitable to the school environment. The school maintains a standard of behavior that supports and enhances learning. At MHHS it is expected that individuals will:

- Use words or pictures that are not derogatory, profane, or disrespectful.
- Dress in a manner that complies with the Standard for Acceptable Clothing at School as contained later in this handbook.
- Use school premises and property with respect for its intended use.
- Never photograph/record a student or staff member without their explicit permission as outlined in the Education Act. This includes posting anything on social media without a person's explicit permission.
- Refrain from unwarranted touching or physical contact, including physical and verbal expressions of intimacy.

### Harmony

Harmony results from a shared understanding and acting in accordance with that shared understanding. At MHHS it is expected that individuals will:

- Act in a way that is consistent with the objectives of the school and this code of conduct.
- Be responsible and accountable for one's attitudes and behaviors.

### Ownership

Ownership is the understanding that attitudes and behaviors are choices made by each individual. These choices create outcomes for which each individual is responsible. At MHHS it is expected that individuals will take ownership for the following:

- Student achievement – students, teachers, parents, and the greater school community take individual ownership for their roles in student achievement.
- Attitude and behavior – individuals are responsible for his or her own attitude and behavior in terms of legal requirements and expectations set out in the code of conduct. Individuals will show ownership by accepting reasonable corrections or consequences, if required.
- Attendance and punctuality – students and teachers alike are expected to be in attendance at school and on time, except for circumstances as outlined in section 12 of the School Act.
- Dress – students, teachers and visitors to the school are expected to dress according to the current standards of acceptable clothing at school as described in the student handbook
- School cleanliness – Individuals are responsible for cleaning up after themselves, whether in instructional areas, or common areas of the school.
- Supervision – all staff and parents in the building are responsible for supporting the code of conduct.

### **Learning**

Learning is the primary function of a school. Students attend school to learn many things, including the required curriculum as outlined by Alberta Education. For learning to be successful, it is expected that individuals at MHHS will:

- Be prepared to learn.
- Support the right of others to learn by contributing to a positive learning environment.
- Have attitudes and behaviors that support learning.
- Recognize one's own learning needs and needs of others;
- As staff, respond with appropriate pedagogy to individual student learning needs.

### **Relationships**

Relationships are the essence of human interactions. Positive relationships in the school are a key element to learner success. To foster positive relationships, it is expected that individuals at MHHS will:

- Treat others in the same way others **should** treat you.
- Demonstrate integrity by doing the right thing, even when no one is looking.
- Be honest in their dealings with each other (e.g.: no stealing, lying etc.).
- Respectfully interact with each other.

### **Belonging**

All individuals that attend MHHS have a rightful place in the school, and a right to belong. For this belonging to exist for all, it is expected that individuals at MHHS will:

- Accept our diversity (cultural, religious, sexual orientation, etc.)
- Treat everyone as valued members of the school community,
- Give fair opportunity for all individuals to participate in school life,
- Withhold judgment until all facts are known,
- Respond appropriately to behavior and consequences, resolve the matter, and then move on,
- Give opportunity for all individuals to have a voice in the school and be heard,
- Act in a manner so that everyone is safe.

### **Safety and Security**

All individuals need to be safe and secure while at school. For all to be safe, it is expected that individuals at MHHS will:

- Follow all procedures, rules, laws, that are in place to ensure our safety (fire drills, lockdowns, etc.).
- As visitors, report to the office and make known their presence and purpose in the school.
- Have designated space to store legal personal items.
- Report any unsafe behavior or circumstance to the appropriate staff member or administration.

## MATTHEW HALTON HIGH SCHOOL STAFF

### Teaching Staff

Bryan Burns.....	Principal
Bonnie Whitford.....	Assistant Principal
Ashtyn Duncan.....	Teacher
Aleksander Borucki.....	Teacher
Erica Bronkhorst.....	Teacher
Travis Epp.....	Teacher
Eliza Grose.....	Teacher
Zach Harris.....	Teacher
Neil Lamont.....	Teacher
Stephanie Monteith.....	Teacher
Sean Oliver.....	Teacher
Kylie Penner.....	Teacher
Ian Robertson.....	Teacher
Susan Robinson.....	Teacher
Kevin Sheen.....	Teacher
Cayla Steiger.....	Teacher
Miranda Teneycke.....	Teacher
Robbie Van Orman.....	Teacher
Randy Whitehead.....	Teacher

**Parents seeking information regarding your child's progress or classroom related questions are asked to contact their teacher directly via the Halton2Go app.**

### Support Staff

Lindsay Dyer.....	Administrative Assistant
Nicole Reser.....	Administrative Assistant
Mikaela Pushor.....	Family School Liaison
Jonathan Clark.....	Learning Commons Coordinator
Renee Hochstein.....	Child and Youth Care Worker
Carina Carlier-Sissons.....	Educational Assistant
Stephanie Eres.....	Educational Assistant
Carol Giesbrecht.....	Educational Assistant
Billi Lowe.....	Educational Assistant
Katelyn Reimer.....	Educational Assistant
Michele Vogelaar.....	Educational Assistant

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## A Great Resource for Parents, Teachers & Students

LearnAlberta.ca ([www.learnalberta.ca](http://www.learnalberta.ca)) continues to provide engaging digital learning resources for Alberta students, teachers and parents.

When students, teacher and parents want to access LearnAlberta.ca from a computer outside of school, they will need to enter the following jurisdictional user ID and password **User ID: LA35 Password: 8917.**

This can also be obtained from the Learning Commons Coordinator.

The MHHS library is accessible online at <http://destiny.lrsd.ab.ca>. Click on Matthew Halton High School and again on the following page. Log in with your school username and password.

Another resource: [www.careercruising.com](http://www.careercruising.com) provides career guidance for post-secondary and career interests. Each student in the school has been given a username and password.

## REGISTRATION

### Pre-requisites for High School Academic Program

**Grade nine academic results are used as pre-requisite standings for High School Academic Programming.** The following chart outlines the CORE High School sequences available at Matthew Halton High School, along with recommended Grade 9 pre-requisite standings:

#### Program Sequence

Social Studies 10-1, 20-1, 30-1  
English 10-1, 20-1, 30-1  
Math 10C (Combined), to 20-1 or 20-2 (depending on standing in 10C),  
Math 30-1 or 30-2  
English 10-2, 20-2, 30-2  
Social Studies 10-2, 20-2, 30-2  
Math 10-3, 20-3  
Science 14, 24

#### Grade 9

65% or better  
65% or better  
Requirement of 50% or better  
65% or better  
less than 50% to 64%  
less than 50% to 64%  
less than 50% to 64%  
less than 50% or teacher recommendation

### Senior High Registration

- To register in Grade 10, the student must have a certificate or report card showing that they have been promoted to Grade 10. A birth certificate is also required. When a student registers in Grade 10, they will be required to proceed with a program that will include a course in each of the following areas: English, Social, Math, Science, and Physical Education. Exceptions to this program requirement may be considered and approved by the counsellor and administration.

### Distance Educational (Online) Courses

- Students interested in complementing their school studies through “Blended Programming” are requested to see the office.
- Registration in Distance Education courses will be processed for students with scheduling conflicts or for those students that require courses not available through MHHS scheduled offerings.
- If there are fees for the distance course, this will be the responsibility of the student/family.

### Off Campus Education

Work Experience 15/25/35, Registered Apprenticeship Program (RAP), and Green Certificate are all regarded as being part of the Off-Campus Education Program. Students should see the Off-Campus Coordinator for information and registration procedures. Students registered for Work Experience will be required to complete the following Career and Technology Studies Module: HCS 3000: Workplace Safety Systems. For any Off-Campus programming questions please contact Eliza Grose (LRSD Off Campus Coordinator) at [grosee@lrso.ab.ca](mailto:grosee@lrso.ab.ca). Please note that this year there are limited spaces for work experience programming. School administration will enrol students in Work Experience on a case by case basis.

### Course Changes or Withdrawal from School

- See school administration team.
- All course changes must be processed by set dates (see calendar for specific dates).
- If you are withdrawing from school, return all books and other school materials to your teachers and the library.

### Course Completion - *Credits are earned, not just given out*

**For Course Credits:** A course is completed for credits when a student receives a final mark of 50 percent or more. Matthew Halton operates under a block funding model. This means that MHHS will receive funding (allotment determined by the Province) for students enrolled at MHHS as of September 30.

### Course Outlines

Course outlines shall be provided to students the first week of class and shall include the following:

- learning outcomes
- text and reference material
- assessment procedure

- student responsibilities
- materials and supplies required

### High School Diploma

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

1. Earn a minimum of 100 credits.
2. Complete, a minimum, and meet the standards of the following courses or course sequences:
  - a) English 30-1 or 30-2 or Français 30 (15 credits)
  - b) Social Studies 30-1 or 30-2 (15 credits)
  - c) Mathematics 20 level (10 credits)
  - d) Science 20/24 or (10 credits)
    - Or Biology 20 or (10 credits)
    - Or Chemistry 20 or (10 credits)
    - Or Physics 20 (10 credits)
  - e) Physical Education 10 (3 credits)
  - f) Career and Life Management (CALM 20) (3 credits)
  - g) Career and Technology studies (CTS) (10 Credits)
    - Or Fine Arts or Second Languages or PE 20 and/or 30, locally developed, RAP
  - h) Any 30-level courses (including locally developed) in addition to English 30-1 or 30-2 and Social Studies 30-1 or 30-2 (10 credits)

To view and print diploma exam result statements, order transcripts and more, visit <http://myPass.alberta.ca> to request access. myPass is an Alberta Education secure self-service website for high school students.

## REPORT CARDS / PROGRESS REPORTS

Parents may access their child's progress through the Parent Viewer of our online reporting software. Report Cards will be provided digitally to both parent and student email addresses quarterly: November, February, April, and June. See calendar for specific dates. Marks for students on special programs will be identified as a modified mark. Senior High students receive course credits with a mark of 50% or better. Please note, report cards will not be mailed to students.

**Student Assessment:** Teachers are responsible for developing fair and just assessment procedures. Course evaluation details will be stated in the course outline.

### Senior and Junior High Honour Roll and Awards

Students are eligible to receive Matthew Halton High School Achievement Awards and Honour Roll for courses taken at Matthew Halton High School or in combination with courses taken through our partner schools which include: Gateway Outreach School, LRSD Pursuits and/or other Livingstone Range School Division Schools. Students would not be eligible to receive awards that require inclusion of courses or marks generated from centers or schools outside those mentioned above. For all academic graduation awards, student marks will be calculated from gradebooks on May 1<sup>st</sup>. Grade 7-11 awards will be calculated from gradebooks on June 1<sup>st</sup>. Any awards requiring final grades (diploma marks) will be deferred until fall.

Graduating students must be enrolled in a course load during their grade 12 year that must include English, Social and at least one Math or Science at the 30 level. Students in Grades 10 or 11 must be enrolled in a minimum of 20 credits within the school year to be considered for Honour Roll. English, Social, Science and Math courses at their current grade level will be used to calculate Honour Roll status. Junior High students will have achieved an average of 80% or higher in English, Social, Math and Science courses.

The Awards Committee, consisting of teachers and administration, will attempt to distribute the awards to include as many deserving students as is possible. The student who receives the highest academic award may or may not receive individual subject awards. Please note that for rotating courses (Physics and Chemistry), only the course offered during the current year will be considered for awards/Honour Roll (except for awards that specifically list all three sciences). Grade 12 students who have completed a 30-level course from the prior year must notify the office in April in order for the course to be eligible for awards. **The course must have been taken at Matthew Halton for consideration, not any partner schools.**

**Student Appeals:** Students who feel that they have been unfairly graded or that a mistake has been made in the final grading of the course, in an assignment or test are encouraged to:

- a) Request a clarification or review of your marks from the teacher concerned.
- b) If the issue is not resolved, the Principal will review the teacher's assessment after a student submits a formal written appeal.

**Diploma Marks:** Students wishing to appeal diploma marks are to see the academic advisor or the Principal. Changes to school awarded marks with respect to diploma examination courses must be reported to Alberta Education before the official release date of the results statement.

**Re-write of Diploma Exam:** You may re-write a diploma exam without repeating the course. For English 30-1 and 30-2, you must re-write both parts of the exam in the same session. Your new transcript will show only the highest mark. Fee: (as determined in the current school year and is available on Alberta Education website).

**Re-scoring of Diploma Exams:** If you are dissatisfied with your diploma exam mark, you may ask to have your exam re-scored. The deadline and procedure for a re-scoring is on your results statement. A fee will be charged for re-scoring, but this will be refunded if your exam mark is raised by more than 5%. **NOTE: *Your re-scored mark becomes your final mark, even if it is lower.***

## EXPERIENTIAL LEARNING WEEK

Matthew Halton High School will continue to provide this learning opportunity for students. This year we will have one ELW with courses that are intended to engage students in high interest and authentic learning experiences. Students will gain practical knowledge, skills and/or credentials to help better prepare them for the work force, career interests, post-secondary training/education, and/or skill acquisition in hands-on learning environments. Students will be given course registration forms in advance and must be returned with a parent signature before enrollment. Fees assigned with courses must also be paid before the week begins.

## STANDARDS FOR ACCEPTABLE CLOTHING

### School Dress Code

The school's dress code is designed to promote a positive and respectful learning environment for all students. Our goal is to ensure that students are comfortable and able to focus on their academic and personal growth. We encourage students to express their individuality while choosing clothing that is appropriate for a school setting.

Appropriate attire is generally defined as clothing that:

- Does not disrupt the learning environment.
- Is not revealing, showing undergarments
- Does not contain images, text, or symbols that are vulgar, obscene, or promote illegal activities, violence, innuendo, or discrimination.
- Is practical and safe for a school day, including for physical activities and lab work.

Students deemed to not be meeting the expectations of acceptable clothing at school will be given the opportunity at school to adjust what they are wearing to meet the expectations. Any interactions between the staff member who has spoken to the student regarding their clothing will be made in a dignified manner, and whenever possible in a private setting. Should there be conflict regarding the appropriateness of a student's clothing, the student, administration and a parent/guardian will work together to come to an agreement on what is acceptable. In cases where no consensus can be reached, school administration will have the final decision on what is acceptable for school.

**Physical Education Dress Code:** The following items are required to meet the physical education dress code: shorts, t-shirt, clean socks, clean running shoes, and sweatpants are optional.

## MATTHEW HALTON HIGH SCHOOL FEE SUMMARY 2025-2026

<b>Optional Fees (Grade 7-12)</b>	
Yearbook	\$ 35.00
Meal Card	\$ 76.00/10 meals (includes transaction fees)
Snack Card	\$ 21.00 (\$20.00 card plus transaction fee)

<b>Enhanced Educational Services</b>	
<b>Student Union Fee</b>	
Grade 7 – 12	\$ 6.00
<b>Physical Education Fee</b>	
Grade 7 – 9	\$ 30.00
Students will be charged one fee to cover the entry cost of various activities throughout the year. This would include activities such as: swimming, curling, archery, bowling, golf, etc.	
<b>Junior High Complementary Course</b>	
Complementary course fees are charged to subsidize the costs of consumable materials such as food supplies, art supplies, wood for construction, sewing materials, or metal for fabrication. This is a one-time fee covering all the complementary courses for the entire school year (there are 8 courses).	
Grade 7 – 9	\$ 50.00
<b>High School (Grade 10-12) CTS and Art</b>	
CTS and art fees are charged to subsidize the costs of consumable materials such as food supplies, sewing materials, art supplies, wood for construction, or metal for fabrication. If a student chooses a project that exceeds the cost of the course, there may be additional fees.	
Fabrication (Welding/Mechanics)	\$ 40.00
Construction	\$ 40.00
Foods	\$ 30.00
Cosmetology/Fashion Studies	\$ 25.00
Art	\$ 25.00
<b>Experiential Learning Week</b>	
Fees will be dependent upon the student's course selection for the week and will be charged on a cost recovery basis. There are also courses offered at no cost each week.	
<b>Class Field Trips</b>	
Fees will be charged items such as transportation and entry to events on a cost recovery basis.	
<b>Grad Fees</b>	
Fees will be charged to Grade 12 students graduating on a cost recovery basis. Banquet fees will be charged per person in addition to the graduation fee.	
<b>Lockers</b>	
Lock Fee	\$ 5.00
Replacement Fee	\$ 10.00
A one-time lock fee will be charged for students enrolling at MHHS. If a student loses their lock, they will need to pay a replacement fee.	
<b>Extra-Curricular Sports Fees</b>	
All extra-curricular sports fees take into consideration costs for officiating, transportation, lodging, and tournament fees. These fees will be determined when tournaments are confirmed for each team and will be charged to each player on a cost recovery basis. Students who have outstanding fees from a previous school year will not be able to participate until those fees are paid.	
<b>Hockey Skills Academy Fees</b>	
Grade 7 – 9	\$ 150.00
Fees include practice jersey, socks and t-shirt.	

**Payment of Fees - Senior High Fees & Junior High Fees are due the first day of school.**



Cash, card or cheque will be accepted. If a payment plan is required to pay for student fees, please contact the Principal to work out the details (403-627-4414). Information regarding online payment will be received on the first day of school (School Cash online). If there are extenuating circumstances that prevent school fee payments from being made, please contact school administration.

## ATTENDANCE POLICY

### Rationale

Matthew Halton High School believes that:

- Attendance increases student learning and success.
- Attendance is the responsibility of the student and parent.
- Attendance should be a priority for all students and parents.
- Students and parents are responsible for communicating reasons for absences.
- The school is responsible for reporting student absences to parents.
- The key to minimizing absences and their effects on student learning is through good communication between home and school.

The school wishes to work with parents and students to ensure attendance. Good attendance is important so that students can maximize their learning and therefore be more successful. In accordance with LRSD policy, a critical benchmark attendance level of 90% may be utilized. Please refer to LRSD Administrative Procedure 330: Student Attendance.

### School Board Policy

Under the Education Act, schools are charged with implementing compulsory school attendance for students. Students who by September 1 are between 6 and 19 years of age have a right to access education and are expected to attend school. The Education Act outlines the reasons why a student may be excused from attending school for legitimate reasons. School Board Administrative Procedures Policy 330, Procedure 5 states, the school administration is assigned the responsibility of determining whether an absence shall be classified as excusable or inexcusable.

Excusable absences shall include:

- Illness,
- Religious holidays of the denomination to which the student belongs,
- An imposed suspension being in place,
- Expulsion of a student,
- Medical or legal appointments,
- Compassionate reasons (i.e., death or serious illness in the family),
- Family supervised activity, with prior school notification,
- Other reasons as approved by school administration.

### Protocols for Parents/Guardians

#### What to do before or when any absences occur:

- Students who must leave school during the school day, for whatever reason (e.g. medical/dental appointment, illness, etc.) are required to record when they leave in the sign-out book in the office. Students will also sign back in so that the school can keep accurate records.
- Parents who know ahead of time about excused absences (e.g. medical appointments/procedures, bereavement ceremony, etc.) will contact the school so the programming needs can be met.
- Parents who are planning to remove their child for family supervised activities need to clearly communicate their plans, in advance (two weeks), to the school. ***We highly recommend that parents carefully consider the educational effects fully before removing their children from school.*** Teachers are not expected to re-teach lessons under these circumstances. The administrator will discuss the implications of the anticipated absence with the parent.
- If your child is absent, contact the school office via the Halton2Go app indicating the reason, date(s), and time of the absence.

#### What the school will do if your child is absent:

- When the office receives notification from the parent/guardian as to the reason, date(s), and time of the absence, the administrator will determine if the absence is excused. If it is, the office staff will record that the absence has been excused within our school attendance program. The absence will remain as “Unexcused” until such time that we

hear from the parent/guardian to determine whether the nature of the absence is excused or unexcused. An automated phone call will be made should your child be absent during the school day.

- If it becomes evident to the subject teacher that the number of absences and or the loss of instructional time due to being excessively late to class are significant, then the subject teacher will contact home with the aim of developing a plan to improve attendance.
  - If no improvement is shown, teachers may respond in, but are not limited to, any of the following options:
    - a. Enacting their own classroom actions to address student absences.
    - b. Referral to a Family Support Liaison Worker.
    - c. Referral to school admin team.
  - It is not expected that teachers re-teach lessons to students who have unexcused absences.
- Attendance Policy – continued
- If there is continued and significant loss of instructional time, the student will be referred by the classroom teacher to the School Based Team and a course of action will be identified by the team. This course of action will include a meeting involving the student, their parent(s) or guardian(s), teachers, administration, and counsellor to find ways of supporting the student to improve their attendance. An action plan will be developed, agreed to by all parties, and kept in the student's file. The course of action may include, but is not limited to:
    - o Regular scheduled parental contact,
    - o Alternate programming,
    - o Other ideas/suggestions identified at the meeting.
  - If there is continued loss of instructional time, the administrator will consult with the student's teachers, and the administrator may then inform the parent of a referral to the attendance officer (see LRSD Administrative Procedure 331).
  - Report the achieved mark to Alberta Education (for high school students) at the conclusion of the course.
  - In a situation where a high school student has had an established history of poor attendance in a completed semester or year, they may be requested to enter into an attendance contract with administration prior to registering in any courses in the next school semester or year. This will include signing of the contract by both the student and parent/guardian.
  - Please note that the school will work with families who have unique circumstances and communication around these issues is key.

## ARTIFICIAL INTELLIGENCE / PLAGIARISM SCHOOL POLICY

The use of artificial intelligence is a great tool to assist with learning, however using material that is not yours falls under plagiarism. Teachers will use their discretion and software to determine if work is deemed to be plagiarism. Students may be asked to submit work during an in-class session that shows their writing is of similar style, tone, and language. If work is considered plagiarized, teachers will have a conversation with the student and parent regarding the infraction. Students will have to redo the assignment (or an alternate one) and submit it within the provided timeline.

## HALTON2GO APP

We have a great app that allows you to access everything related to MHHS! Download the Halton2Go app on your personal electronic devices to stay connected.

## SCHOOL SERVICES & ACTIVITIES

**Learning Support Services:** Livingstone Range School Division school staffs strive to work together with all students with special needs and parents to design appropriate programming for all students based on shared information. Any concerns can be addressed at the school level with the Learning Support Teacher and Principal and then, if necessary, with the jurisdiction to determine the needed next steps (Policy 14, Livingstone Range School Division #68).

**Collaborative Response Team Philosophy:** -To develop in MHHS a cooperative and supportive team approach for the purpose of providing the most appropriate and the best possible educational means for meeting the needs of the students within the school. Members of the team include the Principal, Asst. Principal, Learning Support Teacher, Counsellor, Family Liaison Counsellor, Child and Youth Care Workers, teachers and support staff.

The group will gather information to plan an appropriate course of action for individual students. The course of action will be dependent upon each student and the academic and/or behavioral circumstance that led to the referral.

**Learning Support Teacher:** This position involves co-ordination of facets of the responsibilities of the learning support team. It acts as a conduit of information and resources to and from jurisdictional levels, local school administration, and thus through the learning support team to the staff, students, and parents. It is accountable for the follow-through on completion of the strategies within the learning support plan arrived at through team planning, staff collaboration, and administrative approval.

**Career Practitioner/ Guidance Service:** Guidance services are provided for the students' benefit. You may feel free to make an appointment or just come in and talk to the counsellor at any time. They can help you with any problems you may be having concerning vocational and educational planning, scholarships, studying, personal difficulties at school or home, and for finding out more information concerning your future.

**Graduation & Awards Ceremony:** To honour the hard work and achievement of our students, MHHS has an annual Awards Day.

The Cap and Gown Ceremony is held at the end of the school year and is reserved for those students who have registered and received credit (pending diploma exam results) in all required courses needed to meet Alberta Education's requirements for graduation. More specific ceremony information will be communicated home to families later in the school year. Being a grade 12 student does not determine if a student gets to participate in Graduation activities, students must be in good standing.

**Extra-curricular & Co-curricular Activities:** Extra-curricular Programs are promoted as they provide an extended learning dimension. These events are scheduled to have a minimum time away from regular classes. Bussing plus all other related field trip costs would be charged out on a pro-rated basis to the participating students.

In order to participate in extra-curricular activities, students must be a student in good standing. This includes completing all school work to an acceptable standard, being on time for class and having regular attendance.

Matthew Halton offers a wide variety of extra-curricular activities for students. We encourage your participation. Some such clubs and activities are as follows:

*High School Rodeo, Student Council, Volleyball, Basketball, Track and Field, Cross Country Running, Rugby, Badminton, Baseball, etc.*

**Sports Fees:** Payment covering the sport fee must be submitted to the office *before the first scheduled league game*. The athletic director will set fees prior to the season. Payment plans are available to assist families as needed.

#### **Transportation of Students by Private Vehicle:**

- LRSD busses will be used for all field trips.
- For sporting events, LRSD has moved towards parents providing transportation to athletic events for single day activities. The school Athletic Director will communicate transportation to parents prior to athletic events.
- **Students are not permitted** to transport themselves or other students to school sanctioned events or activities.

**Learning Commons:** The Learning Commons provides an extensive range of books, magazines, and other learning materials including internet use and audio/visual equipment. This is both a physical and virtual space and will be used for a variety of purposes including providing a study area, a collaborative space, and/or offer accessibility to a wide variety of technology.

- Operational times are 8:30 a.m. – 11:30 a.m. Monday to Thursday and mornings on Friday.
- Students will be billed for lost or damaged items.
- Students with overdue books or unpaid charges will have their check-out privileges suspended until such materials have been returned and outstanding charges paid.
- Certain materials are for in-house use only.
- School equipment may be signed out.

#### **Textbook Lending:**

- Textbooks are provided for students. Abuse of this service may result in withdrawal of borrowing privileges.
- Students may check out one copy of a textbook for themselves. Students are responsible for the text books that

- they sign out and should exercise caution to ensure that the book they sign out is the book that is returned.
- Textbooks must be returned before or during the time period scheduled for final exams.
- Students will be billed replacement cost for textbooks not returned. Based on the replacement value of the book, a depreciation schedule of 10% per year up to 50% on the fifth and subsequent years will apply.
- Removal of or writing on barcodes is considered as damage to the textbook. It may also remove the means of checking the book which will result in an unreturned textbook and subsequent charges.

**Telephones:** There is a student phone in the Hawk's Nest. Classroom phones may be used under teacher direction. Livingstone Range School Division will be implementing a new cellphone policy as of September 2024. If parents are needing to contact their child during class time, we would ask that you call the main office at 403-627-4414 and we will relay the message to them.

**School Cleanliness:** Everyone is responsible for the cleanliness of the school. Please do your part to help us keep your school an attractive and pleasant place to be. Food may be consumed in the Hawk's Nest Cafeteria, South Hallway or outside of the school. Students who leave the school a mess will be required to clean a specific area as per staff direction.

**Lockers:** It is the student's responsibility to safeguard personal possessions.

- Lockers are issued to all students on an individual basis. ***Students shall not change lockers without office approval.***
- Students are responsible for the cleanliness and contents of their lockers.
- A lock will be issued to students and an up-to-date record of lock numbers and combinations will be kept in the school office. Students must not share their locker combination with others.
- In case of loss of the first combination lock, a second will be issued to the student upon payment of the total cost of the lock.
- Locks not issued by the school ***will be removed.***

**Students bringing personal items to school:** Students will assume responsibility for all personal items they bring to school. These items include, but are not limited to, items as cell phones and other electronic devices. **Do not leave these items unattended.**

**Pupil Accident or Illness:**

- Students shall report any accident or illness to a staff member.
- School staff shall not provide or administer non-prescription medication to students.

**Service dogs:** In the event that service dogs are utilized in the school, [LRSD Admin Procedure 208](#) will apply.

**Dances:**

- Dances are open to Matthew Halton High School students who are in good school standing. Students are subject to the code of conduct for any school-sanctioned event. All coats and backpacks will be searched and will remain in a designated area for the duration of the dance.
- Students from other schools will be permitted to attend Matthew Halton dances **ONLY** if their name is on an approved (by admin) list. Please note that if students are absent from school for the day or any part of the day that a dance is scheduled and does not have an excusable reason, they may not attend the dance.
- One time entry for dances.
- Guests are subject to the approval of the Principal or designate. A guest who accompanies a MHHS student to a dance is expected to follow all school and activity rules as outlined in the School Code of Conduct and/or as directed by activity organizers, supervisors, or staff.
- A MHHS student who is accompanied by a non-registered student to an activity must take responsibility for that individual(s). If a disciplinary issue occurs which warrants removal of an individual, both the MHHS student and all their invited guest(s) will be requested to leave. The MHHS student will also be subject to disciplinary action as though they had committed the violation. This disciplinary response will be determined by the school Principal or designate. The RCMP may be contacted if deemed necessary by the Principal or designate.
- The age of invited guests is restricted to the typical ages of students from Grades 7 – 12. The guest must be a registered junior high or high school student of a school.

**Smoking, Alcohol, and Drugs:**

- Smoking cigarettes, using e-cigarettes, smoking/consuming marijuana and snuff chewing is not permitted on school

- property.
- The possession and/or use of illegal drugs, drug paraphernalia, marijuana or alcohol in the school or on school campus are prohibited.
- Students found smoking cigarettes, using e-cigarettes, smoking or under the influence of marijuana or chewing snuff on school property, or concerns of possible involvement with the use of alcohol or illegal drugs, will be referred to the administration for disciplinary action. This policy extends to students on, or involved in, school-sponsored activities. Students suspended will only be reinstated after a conference is held with parents/guardians, student, and the Principal.
- The RCMP may be involved with any of the points listed above.

### **Fighting:**

Students participating in fighting will be subject to disciplinary action. Students who attend a fight, promote a fight, encourage a fight in any way, record the incident, or participate in distribution of recorded incidents are also subject to disciplinary action.

### **Bullying**

The School Act defines bullying as, “(b.1) “bullying” means repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual’s reputation;”

Student responsibilities according to the School Act 2015 Section 12 (h), “A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

(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;”

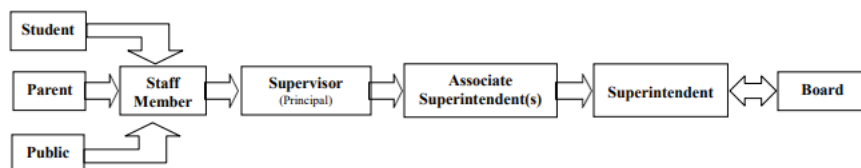
Bullying is a repeated action where there is a power imbalance.

MHHS response to bullying:

Administration takes issues of bullying very seriously. In order to deal with issues of bullying, staff must be made aware of the situation. Students must inform a staff member as soon as possible, this is crucial. Administration will review each incident and respond in a manner they see fit. This may include education, discipline such as suspensions in or out of school, and parent meetings. As is all unacceptable behaviors, if correction of behavior does not result, a recommendation for expulsion may occur.

### **Channels of Communication and Dispute Resolution**

When students or parents are making inquiries into the operations of the school and division, please make direct inquiries to the staff member most directly involved in the operation in question. If you are not satisfied with the response at that level they are encouraged to follow the appropriate lines of authority. Please see the graphic below and consult LRSD Board Policy #23 found on the division website. Administrative Procedure 152 on the division website also provides information on School Dispute Resolution practices.



## **EXAMS**

### **Alberta Education Diploma Exams are required for:**

Math 30-1, Math 30-2, Chemistry 30, Physics 30, Biology 30, Science 30, English 30-1, 30-2, Social Studies 30-1, 30-2. The final mark is a combination of 70% of the school mark and 30% of the Diploma Exam mark.

### **Final Exam Regulations**

If alternate arrangements for **classroom final examinations** are needed, parents must submit a written request to the Principal at least two weeks prior to the scheduled examinations. Approval may be granted on an individual basis after the Principal consults with teachers.

Please note that **Diploma and PAT Examination dates and times are determined by Alberta Education and are not flexible.**

Please see <https://www.alberta.ca/diploma-exams> or <https://www.alberta.ca/provincial-achievement-tests> for more information.

### **Matthew Halton Exam Schedule**

Final exams will occur during semester one and two for core classes. Teachers will communicate if they are having a final exam as part of their course outline. A senior high final exam schedule for each semester will be posted two weeks prior to exams starting.



## MHHS Bell Schedule 2025 - 2026

	Monday - Thursday	Friday
Warning Bell	8:30	
	Block 1 8:32 - 9:11	8:32 - 9:00
Break	9:11 - 9:14	9:00 - 9:03
Block A	Block 2 9:14 - 9:54	9:03 - 9:31
	Block 3 9:54 - 10:36	9:31 - 10:00
Break	10:36 - 10:41	10:00 - 10:05
Block B	Block 4 10:41 - 11:21	10:05 - 10:33
	Block 5 11:21 - 12:03	10:33 - 11:02
Lunch	12:03 - 12:43	11:02 - 11:22
Warning Bell	12:40	11:19
Block C	Block 6 12:43 - 1:23	11:22 - 11:50
	Block 7 1:23 - 2:05	11:50 - 12:19
Break	2:05 - 2:10	12:19 - 12:24
Block D	Block 8 2:10 - 3:30	12:24 - 1:20



## Matthew Halton High School 2025 - 2026 School Calendar



Approved by the Board of Trustees - February 25, 2025

August 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	SH 4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	New 25 Teacher	SB 26	DPD 27	SB 28	SB 29	30
31	Aug 25 - New Teacher Orientation Aug 26 - School Based PD/Collab/Planning Aug 27 - Divisional Based PD Aug 28-29 - School Based PD/Collab/Planning					

November 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	O1 end 7 TTh	8
9	DD 10	SH 11	12	13	14 MW	15
16	Picture 17 Retakes	18	19	20	21 TTh	22
23	24	24	26	27	28 MW	29
30	Nov 10 - Divisional Day (No School for Students) Nov 11 - Remembrance Day (No School) Nov 17 - Picture Retake Day					

February 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 TTh	7
8	9	10	11	12	13 MW	14
15	SH 16	DIL 17	DIL 18	TC 19	20 TTh	21
22	23	24	25	26	27 TTh	28

Feb 11 - High School Course Withdrawal Deadline  
Feb 16 - Family Day (No School)  
Feb 17-18 - Days in Lieu P/T Interviews (No School for Students)  
Feb 19-20 - Teacher's Convention (No School for Students)

May 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 MW	2
3	4	5	6	7	8 TTh	9
10	11	12	13	DPD 14	SB 15	16
17	SH 18	19	20	PAT 21	PAT 22	23
24	25	26	27	28	29	30

May 14 - Divisional Based PD (No School for Students)  
May 15 - School Based PD/Collab/Planning (No School for Students)  
May 18 - Victoria Day (No School)

September 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	SH 1	2	3	4	5 MW	6
7	8	9	10	11	12 TTh	13
14	15	16	17	18	Picture 19 Day	20
21	22	23	24	25	26 TTh	27
28	DPD 29	T&R 30				

Sept 1 - Labour Day (No School)  
Sept 2 - First Day of School  
Sept 19 - Picture Day  
Sept 26 - ISP Meetings (No School for Junior High Students)  
Sept 29 - Divisional Based PD (No School for Students)  
Sept 30 - National Day for Truth and Reconciliation (No School)

December 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	SB 5	6
7	8	9	10	11	12 TTh	13
14	15	16	17	18	19 MW	20
21	22	23	24	SH 25	SH 26	27
28	29	30	31			

Dec 5 - School Based PD (No School for Students)  
Dec 22 - Jan 2 - Winter Break (No School)

March 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	SB 6	7
8	9	10	11	12	13	14
15	16	17	P/T 18 Inter	P/T 19 Inter	DPD 20	21
22	23	24	25	26	27 TTh	28
29	ELW 30	ELW 31				

Mar 6 - School Based PD (No School for Students)  
Mar 18, 19 - Parent Teacher Interviews  
Mar 20 - Divisional Based PD (No School for Students)  
Mar 30-Apr 2 - Experiential Learning Week

June 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4 PAT	5 MW	6
7	8	9	DIP 10	DIP 11	DIP 12	13
14	DIP 15	DIP 16	17	DIP 18	DIP 19	20
21	DIP 22	DIP 23	DPD 24	SB 25	SB 26	27
28	29	30				

June 5 - ISP Meetings (No School for Junior High Students)  
June 5 - Graduation  
June 23 - Last Day of School  
June 24 - Divisional Based PD  
June 25, 26 - School Based PD/Last Day for Staff

October 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 MW	4
5	6	7	8	9	SB 10	11
12	SH 13	14	15	16	17 TTh	18
19	20	21	P/T 22 Inter	P/T 23 Inter	24 MW	25
26	27	28	29	30	ISC 31	1

Oct 10 - School Based PD/Collab/Planning  
Oct 13 - Thanksgiving Day (No School)  
Oct 22, 23 - Parent Teacher Interviews  
Oct 31 - Inter School Collaboration Day (No School for Students)

January 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				SH 1	2	3
4	5	6	7	8	9 TTh	10
11	12	DIP 13	DIP 14	15	16 MW	17
18	DIP 19	DIP 20	DIP 21	DIP 22	23 TTh	24
25	DIP 26	DIP 27	SB 28	PAT 29	30 MW	31

Jan 1 - New Year's Day  
Jan 19 - Last Day of SH Classes  
Jan 27 - ISP Meetings (No School for Junior High Students)  
Jan 28 - School Based PD (No School for Students)

April 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			ELW 1	ELW 2	SH 3	4
5	SH 6	7	8	9	10	11
12	13	14	15	16	Q3 end 17 MW	18
19	20	21	22	23	24 TTh	25
26	27	28	29	30		

Apr 3 - Good Friday (No School)  
Apr 6 - Easter Monday (No School)  
Apr 7-10 - Spring Break (No School)

Legend for Symbols	
DIL	Days in Lieu P/T Interviews
SH	Statutory Holiday
Winter Break	Winter Break
Spring Break	Spring Break
Non-operational Day	Non-operational Day
TC	Teachers Convention
DPD	Divisional Based PD
SB	School Based PD/Collaboration/Planning
ISC	Interschool Collaboration Day
DD	Divisional Day
DIP	Gr. 12 Diploma Exams
PAT-A	Gr. 6 & 9 PAT
PAT-B	Gr. 6 & 9 PAT
IDP	Indigenous People's Day
Parent Teacher Interviews	Parent Teacher Interviews
Experiential Learning Week	Experiential Learning Week
School Picture Day / Retakes	School Picture Day / Retakes
ISP Meetings	ISP Meetings



# Matthew Halton High School 2025-2026 School Year Calendar

## AUGUST

Monday, August 25 – Friday, August 29	Staff Planning/PD days
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## SEPTEMBER

Monday, September 1	Labour Day (No school for staff or students)
Tuesday, September 2	First Day of School
Friday, September 19	Picture Day
Friday, September 26	ISP Meetings (No school for junior high students)
Monday, September 29	Divisional Based PD Day
Monday, September 30	Truth and Reconciliation (No school for staff or students)

## OCTOBER

Friday, October 10	School-based PD Day (No school for students)
Monday, October 13	Thanksgiving Day (No school for staff or students)
Wednesday, October 22 & Thursday, October 23	Parent Teacher Interviews 4:00-7:00pm
Friday, October 31	Inter School Collaboration Day (No school for students)

## NOVEMBER

Monday, November 10	Divisional Day (No school for students)
Tuesday, November 11	Remembrance Day (No school for staff or students)
Monday, November 17	Picture Retakes

## DECEMBER

Friday, December 5	School-based PD Day (No school for students)
Friday, December 19	Last day of classes
Monday, December 22 – Friday, January 2	Christmas Break (No school)

## JANUARY

Monday, January 5	First day of school after Christmas Break
Tuesday, January 13 – Tuesday, January 27	Diploma Exams and PATs (See exam schedule)
Monday, January 19	Last day of <b>senior high</b> classes
Tuesday, January 27	ISP Meetings (No school for junior high students)
Wednesday, January 28	School-based PD Day (No school for students)

Thursday, January 29	First day of second semester
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## FEBRUARY

Wednesday, February 11	Course Withdrawal Deadline
Monday, February 16	Family Day (No school for staff or students)
Tuesday, February 17 – Wednesday, February 18	Days in lieu of parent teacher interviews (No school for staff or students)
Thursday, February 19 – Friday, February 20	Teacher's Convention (No school for students)

## MARCH

Friday, March 6	School-based PD Day (No school for students)
Wednesday, March 18 & Thursday, March 19	Parent Teacher Interviews 4:00-7:00pm
Friday, March 20	Divisional Based PD Day (No school for students)
Monday, March 30 – Thursday, April 2	Experiential Learning Week

## APRIL

Friday, April 3	Good Friday (No school for staff or students)
Monday, April 6	Easter Monday (No school for staff or students)
Tuesday, April 7 – Friday, April 10	Easter Break (No school for staff or students)

## MAY

Thursday, May 14	Divisional Based PD Day (No school for students)
Friday, May 15	School-based PD Day (No school for students)
Monday, May 18	Victoria Day (No school for staff or students)
Thursday, May 21 – Tuesday, June 23	Diploma Exams and PATs (See exam schedule)

## JUNE

Friday, June 5	ISP Meetings (No school for junior high students)
	Graduation
Monday, June 15	Last day of <b>senior high</b> classes
Tuesday, June 23	Last day of school
Wednesday June 24 – Friday, June 26	Staff PD Days (No school for students)