

Mamawi Atosketan Junior/Senior High

Student Handbook



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A program of the Alberta Conference of Seventh-day Adventists

Students Handbook

About Us.....	4
School Philosophy.....	4
Our Mission.....	4
Purpose Statement.....	4
Admissions.....	5
Pre-Registration.....	5
Returning Students.....	5
New Students.....	6
Academics.....	6
Junior High Students.....	6
High School Students.....	7
Credits.....	7
Minimum Class Load Expectations.....	7
Course Prerequisites.....	7
Graduation.....	8
PowerSchool.....	8
Report Cards.....	8
Transfer Students.....	8
Attendance.....	9
School Hours.....	9
Attendance Policy.....	9
Late Arrivals/Leaving Early.....	9
Extended Leave Policy.....	9
Student Behavior.....	10
Discipline Core Beliefs.....	10
Discipline Process.....	10
Minor Misconduct.....	11
Intermediate Misconducts.....	11
Major Misconducts.....	11
Suspension/Expulsion.....	12
Harassment & Bullying Policy.....	13
Physical & Sexual Abuse.....	14
Weapons Policy.....	14
Substance Abuse Prevention.....	14
Academic Honesty.....	15
Additional Policies.....	15
Lockers.....	15

Electronics.....	15
Parental Communication.....	16
Public Displays of Affection.....	16
Guidelines for Dress.....	16
Financial Information.....	16
NSF Cheques.....	17
Additional Information.....	17
Leaving School Grounds.....	17
Internet Acceptable Use and Safety Policy.....	17
Inclement Weather Policy.....	17
Visitors.....	17
Standardized Testing and Assessments.....	17
Lost and Found.....	18
Search and Seizure.....	18
ILLNESS AND EMERGENCY PROCEDURES.....	18
Emergency Procedures:.....	19
Home and School Association:.....	19
Transportation:.....	19
Changes to Handbook:.....	19
Acknowledgement:Acknowledgement:Acknowledgement:Acknowledgement:.....	19

About Us

School Philosophy

At Mamawi Atosketan Native School, we are dedicated to nurturing the holistic development of every student. We believe in fostering the growth of the mind, body, spirit, emotions, and social skills. Our philosophy is rooted in the conviction that true education empowers students to think independently rather than merely echoing the thoughts of others. Each child possesses the potential to become a valuable member of society, contributing proudly to their community and embracing their role as citizens of both earthly communities and God's kingdom.

The staff of Mamawi Atosketan Native School are dedicated to the growth and success of every student, acknowledging and celebrating the diversity of learning styles and backgrounds. We prioritize values such as humility, courage, honesty, wisdom, truth, respect and love, which resonate deeply with Indigenous teachings and traditions. By embracing these values, including a deep respect for First Nations cultures, traditions, and perspectives, we create a supportive and inclusive environment where all students can thrive academically, socially, and emotionally. This includes recognizing the unique histories and contributions of First Nations peoples and integrating their knowledge systems and perspectives into the educational experience.

Our Mission

Mamawi Atosketan Native School provides a Christian education where students learn, grow, and live to serve, embracing their identities as members of First Nations communities and stewards of God's creation.

Purpose Statement

Adventist Education prepares individuals for purposeful and joy-filled lives. We foster a personal relationship with God, holistic development, values rooted in the Bible, and selfless service in line with the Seventh-day Adventist mission while honouring the diverse cultural heritage of First Nations peoples.

We believe Seventh-day Adventist Christian education:

- Uses the Creator as the ultimate example.
- Cultivates a thoughtful commitment to carrying out God's work on Earth, honouring the ancestral Wisdom and stewardship of Indigenous communities.
- Fosters a tangible readiness for serving fellow humans with integrity, acknowledging the interconnectedness of all beings according to Indigenous teachings.

- Guarantees a well-rounded education encompassing physical, mental, social, and vocational aspects for the youth, integrating Indigenous knowledge and cultural practices.
- Pursues the holistic growth of every individual, recognizing the importance of cultural identity and self-determination for Indigenous youth.
- Aims to educate children to be law-abiding citizens and conscientious Christians while honouring and preserving First Nations communities' cultural heritage and sovereignty.

At Mamawi Atosketan Native School, we value...

- Educational success and personal growth in every student.
- Preparation for eternal life through Bible instruction and Christian community.
- Opportunities for spiritual growth through service and mission work.

We fervently pray that each student utilizes their talents and deepens their understanding of the Creator through continued study of His Word, nature, and service to others.

Admissions

Mamawi Atosketan extends a warm invitation to young Indigenous individuals whose principles and interests align with the ideals and traditions of our school. We value applicants who share our commitment to Christian principles and are committed to living in harmony with them. Our school provides a supportive atmosphere where students can thrive spiritually, intellectually, socially, physically, and emotionally, drawing strength from Christian teachings and their Indigenous ancestors' rich traditions.

Pre-Registration

Pre-registration at Mamawi Atosketan Native School involves an online application process provided by SchoolEngage. Access to SchoolEngage is available through the parent portal of PowerSchool. Parents of previously enrolled students must use their access to log in and complete the forms. Pre-registration is mandatory and can only be completed online. You'll be prompted to upload essential documentation such as Government ID and custody documents during the process.

Students returning to Mamawi Atosketan Native School will have a simplified pre-registration process with less required information. Enrolling new students will be a longer process and more information will be required. If you require assistance with pre-registration, our office staff are available to provide access to a computer and guide you through the application steps.

Returning Students

Students who attended Mamawi in the previous year will have pre-registration access one month ahead of new students. To ensure your child has a place reserved at our school, we encourage that registration be completed within that month. Once the pre-registration document has been received,

parents/guardians will receive a letter outlining what remains to be completed before acceptance can be guaranteed. Once everything has been completed, parents will receive an email or a phone call notifying them that their child has been accepted at Mamawi Atosketan Native School. **Please note that simply completing the pre-registration form does not guarantee acceptance.** Students who have had poor attendance the previous year (less than 50%) will possibly be placed on a waiting list. They will be notified the first week of school if there is room in their student's class.

Parents/guardians should plan to attend one of the orientation days with their students. This will give them time to sign any additional paperwork, meet the teacher, and receive information about the upcoming school year.

New Students

Online registration can be accessed through the school website. Upon completion, prospective students will get a letter outlining the steps that must be completed for their child to be accepted. Part of the registration process of new students will include one or both of the following: contacting previous teachers or a meeting with the parent/guardian and student. **Please note: simply completing the pre-registration form does not guarantee acceptance.**

Registration Process:

1. Complete the online registration form.
2. Upload or provide to the school any additional documentation.
3. Complete any further steps outlined in the pre-registration letter. (for new students, this might include a meeting with teacher/admin)
4. Receive acceptance by phone call or email.
5. Attend orientation at the beginning of the school year.

Academics

Academics is a major focus of Mamawi Atosketan Native School. It is expected that students attend their classes while enrolled in our school. Skipping class ensures students are not reaching their potential. Regular attendance is strongly encouraged.

Junior High Students

Students in grades 7-9 take a variety of classes that teach specific knowledge, skills and attitudes. Students must successfully complete their core classes within the school year to advance to the following grade. Students in Junior High take classes including:

- English Language Arts
- Mathematics
- Science
- Social Studies
- Physical Education
- Native Culture Studies

- Health
- Other Options Classes

It is important that students attend classes and regularly complete their class assignments. Students who struggle may be able to work with an educational assistant to get additional help.

High School Students

Alberta High School Diploma Requirements: Our school encourages each student to earn a High School Diploma. In order to graduate, students must complete the following:

- A minimum of 100 credits
- English Language Arts 30-1 or 30-2
- Social Studies 30-1 or 30-2
- Mathematics 20 level
- Science (Biology, Chemistry, Physics or Science) at the 20 level or Science 24
- Physical Education 10
- Career and Life Management (CALM)
- A minimum of ten credits in Fine Arts or Career and Technical Studies
- Ten additional 30-level credits

Credits

Each subject carries a specific credit value based on time and achievement criteria. To obtain credit in any high school class, a student must have a mark of 50% or higher. Each quarter, students will be enrolled in classes that give them a minimum of eleven credits. The core classes are the ones with the highest credit value (5) and are required for completion to receive your Alberta High School diploma.

Minimum Class Load Expectations

Each year, students are required to take a minimum class load to ensure that they remain on track for receiving their Alberta High School diploma.

- Grade 10 students are required to take a full course load (44 credits).
- Grade 11 students are required to have 60 credits before they are eligible for a spare course period (only one spare is available in the grade 11 year).
- Grade 12 students must be on track for graduation. If so, they may have two spare class periods throughout the year.

Spare Class Period: Some grade 11 and 12 students are eligible for spare class periods instead of a full course load. These periods are designed for students to spend time on their coursework. Students are expected to be in the designated classroom during this period and should have coursework to complete. It is acceptable for a student to leave campus during this time as long as they are signed out by an adult. Students who abuse this privilege will be placed in other classrooms, and future spares will be at risk.

Course Prerequisites

A mark of 50% in any course is the minimum requirement to proceed to the next level. Meeting course prerequisites is essential for academic advancement and future career planning. Students may take classes at the -1, -2, or -3 levels. To advance to the next grade and remain in the same level (-1, -2 or -3) a student must achieve a minimum of 65% or a recommendation will be made to drop to the lower level. If a student wishes to stay at the same level, they will have to repeat the course and receive a higher grade.

It is the student's responsibility to ensure that they have the prerequisite classes for the courses they want to take. It is also the student's responsibility to ensure that the classes they are taking will direct them to any future career plans. The teacher and principal will check to ensure that they meet the requirements for their Alberta High School diploma.

Career and Technical Studies (CTS) Classes: Students taking these classes will take three, one credit classes. It is essential that the student pass the prerequisite course before they are able to continue. Failure to complete the prerequisite will keep the student from receiving any credits for that period.

Graduation

Successful completion of all required courses and an accumulation of 100 credits are necessary to receive a diploma from Mamawi Atosketan. Potential graduation candidates will receive a letter outlining what they need to do in order to graduate. If they are successful in completing the requirements and have:

- 60% average in core class by May 1st.
- 50% average in non-core class by May 1st.

If a student has met these requirements by the indicated date, they can participate in the graduation ceremony. Please note participation in the graduation ceremony does not mean that the Alberta High School diploma has been earned. Student's grades for the last quarter make this determination.

PowerSchool

All grades are accessible through the PowerSchool Website. Access to the website is available through the school website. Early each year, the school will send parent and student login codes to access your child's records. If you are having any struggles logging in, feel free to contact the office.

Report Cards

Report cards are processed four times each year. School grades are cumulative at the junior high level, and a final mark will be generated at the end of the year. This means that throughout the year if your child is struggling, you can contact the teacher for further guidance on how to help your student. At the High School level, report card grades are final. Accessing PowerSchool to check on your child's marks throughout each quarter is important. Teachers will call or text when students are struggling to help develop a plan for their success.

Transfer Students

Students who choose to transfer to Mamawi Atosketan must complete additional registration information and may be required to have an interview with the administration. It is important to bring a copy of the student's grades, so the administration is able to determine which classes are required.

Attendance

School Hours

The school day is from **8:40 a.m. to 3:45 p.m.**, Monday to Thursday and designated Fridays. Parents who wish to talk with teachers are encouraged to come to the school **before** the school day begins, or immediately **after** the school day ends. The principal is available during the school day or by appointment.

Attendance Policy

Regular and punctual attendance is crucial for academic progress. Continued absence or tardiness may result in skill gaps that will hinder the progress of the student. The *Education Act* provides expectations regarding student attendance and defines what reasons may legitimately excuse a student from school.

Excused absences include:

- Sickness
- Religious/Cultural holidays
- Suspension/Expulsion
- Death of immediate family member

In order for an absence to be excused, a parent or guardian should call or send a note to the school. The note should include the first and last name of the parent/guardian, dates of absence, and reason for absence. When an absence is excused, the teacher will try to reduce classwork; however, it is imperative that once the student returns, they talk with their teacher about missing assignments and tests. **This is the student's responsibility.** Some work, such as laboratory experiments, may not be rescheduled if the student is absent.

When the number of absences (excused or unexcused), interferes with the student's learning progress, it may be necessary for the parent or child to meet with the administration and further discuss the direction of the student's educational plan.

Late Arrivals/Leaving Early

Students arriving on campus late must report to the office before heading to class. If late due to a medical appointment, it will be considered excused. All other reasons are unexcused. When a student has three unexcused lates, it will be considered an absence.

If a student is under 18 years of age, a parent or guardian must sign them out of school if they leave during school hours.

Extended Leave Policy

Extended holidays are discouraged during the academic year. We strongly encourage families to take extended holidays during vacation times on the school calendar. If families wish to make other holiday arrangements, they must contact the administration and the teacher at least two weeks prior to the absence. Students will be expected to work ahead on assignments they are able to complete, but families should understand that teachers are not expected to reteach lessons, and some work may not be able to be completed individually.

Student Behavior

Mamawi Atosketan operates on four foundational principles that guide the behaviours and attitudes of both students and staff:

1. **Enhance Learning:** Every action should contribute positively to the educational environment, fostering growth and development.
2. **Respect People:** Treat others with dignity, kindness, and consideration, valuing the uniqueness and worth of everyone.
3. **Protect Property and Ensure Safety:** Take responsibility for maintaining a safe and secure environment for all school community members, respecting both physical and emotional boundaries.
4. **Encourage Christian Influence:** Embrace and exemplify Christian values and attitudes in interactions and conduct, reflecting the love, compassion, and grace of the Creator.

Discipline Core Beliefs

The following core beliefs guide the discipline decisions at Mamawi Atosketan. These core beliefs direct our attempts to individualize discipline procedures and to help students see reasonable connections between their behaviour and the resulting consequences.

- **Preserve Dignity:** Disciplinary actions aim to maintain the dignity and self-respect of students and staff, recognizing the inherent worth and potential for growth in each individual.
- **Problem-Solving:** Students are encouraged to engage in problem-solving with adult guidance, fostering accountability and responsibility for one's actions while minimizing negative impacts on others.
- **Opportunity for Growth:** Discipline is viewed as an opportunity for personal growth and for learning positive behaviours for life, for emphasizing reflection, learning from mistakes, and cultivating resilience.

Discipline Process

The privilege of attending Mamawi Atosketan is contingent upon students' cooperation in maintaining high standards of conduct. Depending on the severity of the offence, disciplinary actions may range from counseling and restitution to suspension or expulsion.

Based on the seriousness of the offence, the administration reserves the right to ask that a student withdraw voluntarily or be referred to the disciplinary community for expulsion. Grades are frozen at the time of the withdrawal or expulsion, and any outstanding assignments or tests will be given a zero. These grades will be averaged for the final grade.

Misconducts are categorized into Minor, Intermediate, and Major, each with corresponding consequences tailored to promote accountability and growth.

Minor Misconduct

Teachers handle minor misconduct privately with students. If the behaviour continues, teachers will contact parent(s)/guardian(s), and the situation is recorded on PowerSchool. If the behaviour is not corrected, the student may be referred to the assistant principal, and a meeting with the parent(s) may be scheduled.

Minor Misconducts included but not limited to:

- Being in non-designated areas
- Making excessive noise indoors
- Dress code infractions
- Swearing or using inappropriate language
- Selling of fundraising materials without authorization from the Administration
- Disrespectful words or behaviours towards others
- Inappropriate printed materials on school ground
- The promotion of prohibited items on campus (i.e. advertisements for alcohol, tobacco, or drugs)

Intermediate Misconducts

Intermediate Misconducts require the immediate attention of the assistant principal. The assistant principal will work with the teacher to resolve the rule violation in a manner that teaches responsibility and enhances self-discipline. The situation will be recorded in PowerSchool, and parents will receive a phone call or letter outlining the event and the consequences.

Intermediate Misconducts Include but not limited to:

- Cell phone or personal electronic usage during class time
- Dangerous physical activity
- Vandalism (damage to school, bus or personal property)
- Being untruthful by word or action
- Skipping classes while on campus
- Using sources of information for schoolwork that the teacher does not approve. (This would include talking during tests, copying another student's homework, bringing notes or answers to class during tests, and/or plagiarism).
- Non-compliance with staff instructions
- Throwing of objects (rocks, snowballs, sticks, etc.) that may cause injury.

- Use/possession of tobacco products on Campus or the public and private land surrounding Campus.

Major Misconducts

The principal and assistant principal are immediately involved when the degree of offence requires serious action. Major Misconducts may be dealt with in one or more of the following ways:

1. The student is placed on probation.
2. A suspension of one to five days
3. The student is asked to withdraw from school voluntarily.
4. The student is referred to the Discipline Committee.

All witnesses of the event will be recorded in PowerSchool, and a meeting with parent(s)/guardian(s) will be scheduled. The process does not necessarily follow in this progression.

Major Offenses Include but not limited to:

1. Theft
2. Physical abuse/ violence
3. The use or possession of drugs, alcohol or weapons
4. The inappropriate use of emergency numbers (911) or emergency equipment
5. Disrespectful or abusive language (e.g. racial/ethnic slurs, gender slurs)
6. Any attempt to violate another student's rights. (Harassment, bullying or continuous teasing that hurts or promotes anger, fear or frustration)
7. Urging another student to do something against the law or covering up for a student who has done something in violation of the school rules.
8. Threats or threatening gestures against or about others (including social media and networking used to perpetrate this.)
9. Sexual Harassment/Assault: Inappropriate intimate touching and violation of a person's personal space. (This can include verbal harassment).
10. Harassment perpetrated with mobile or internet technology.
11. Three repeated offences in the Intermediate section of this document

Suspension/Expulsion

Due to student conduct, it will be necessary for the student to leave the classroom. This will give them time to think about their conduct and how it can be changed in the future. Students may face in-school suspension, suspension, or expulsion based on the seriousness of the offence and its impact on the school community.

In-School Suspension: When students become difficult and disruptive in the classroom, they will be escorted by the teacher or administration to another classroom or quiet workspace. They will continue their schoolwork in that area for the appointed length of time. A letter of notice will be sent home.

Suspensions: students are asked to leave the school for a period of one to five days with the expectation that students complete missed work upon return. A re-entry meeting is required to facilitate a smooth transition back to classes.

If the student is physically violent towards students, staff, or visitors, the discipline committee may recommend that a suspension be lengthened and continue to support the at-home learning environment. At this point, a student may be asked to complete at-home schooling for the remainder of the year.

Expulsion: This is a last resort option pursued only when other interventions have proven ineffective in addressing student behaviour. A letter will be sent home, and a copy will be placed in a student's file.

Expulsion Appeal Process: Parents have the right to appeal an expulsion decision within three days of notification. The appeal process involves submitting a written appeal to the school board and, if necessary, escalating the issue to higher authorities with the Education Superintendent of the Alberta Conference of Seventh-day Adventists for further review and resolution.

1. Talk with the teacher as well as the principal.
2. Talk with the school board.
3. If issues persist, the matter can be escalated to the Education Superintendent of the Alberta Conference of Seventh-day Adventists, ensuring that all parties are heard and appropriate steps are taken to address the issue effectively.

Harassment & Bullying Policy

At Mamawi Atosketan, we are committed to fostering a safe and inclusive learning environment where all individuals are treated with dignity and respect. Our policy against harassment and bullying is designed to ensure that every member of our community feels valued and protected from discriminatory behaviour.

Definition of Harassment

Harassment encompasses any unwelcome verbal, visual, or physical conduct that may harm an individual, damage property, or create a hostile or intimidating environment. This includes but is not limited to verbal abuse, derogatory remarks, threats, jokes, or gestures related to an individual's race, religion, gender, or disability. Additionally, the display of offensive signs or images, practical jokes resulting in embarrassment, or unwelcome invitations are considered forms of harassment.

Definition of Sexual Harassment

Sexual harassment involves any behaviour with sexual overtones that creates discomfort or intimidation for an individual. This can include verbal comments, gestures, jokes, or physical actions of a sexual nature that are unwelcome and inappropriate. All harassment is offensive and often intimidates others; this is not tolerated at Mamawi Atosketan.

Definition of Bullying

Bullying refers to any deliberate and hurtful behaviour, whether verbal, written, or physical, that is intended to intimidate, harm, or isolate another individual. This is done repeatedly and from a position of power. Bullying can include:

- Verbal bullying such as name-calling, unwanted teasing, spreading rumours, threatening and making references to one's culture, race, religion, gender, or sexual orientation.
- Social bullying, such as mobbing, exclusion, humiliating others, gestures, or graffiti intended to put others down.
- Physical bullying, such as hitting, pinching, poking or pushing.
- Online bullying through social media or messaging platforms.

Reporting Procedures

Any incidents of harassment or bullying should be reported promptly to the teacher. Upon receiving a complaint, a thorough investigation will be conducted in a confidential manner. The complainant and the alleged perpetrator will be interviewed, and appropriate disciplinary action will be taken based on the findings.

Individuals who report incidents of harassment or bullying in good faith will be protected from any form of retaliation. We encourage open communication and transparency to ensure the safety and well-being of all members of our community.

Physical & Sexual Abuse

In compliance with the *Child, Youth and Family Enhancement Act*, Mamawi Atosketan is obligated to report any suspected cases of physical or sexual abuse to the appropriate authorities to ensure the welfare of our students.

Weapons Policy

The possession or use of weapons, including imitation or fake weapons, is strictly prohibited on school premises or during school-sponsored activities. This is considered a major misconduct. Violations of this policy will result in immediate disciplinary action. And the weapon will be confiscated.

Any student who gives any evidence of possession or use of a "dangerous weapon" shall be suspended immediately from the school and recommended for expulsion for no less than one year.

Substance Abuse Prevention

The possession or use of drugs, alcohol, tobacco products, marijuana, drug paraphernalia or misused prescription medication is strictly prohibited on school property or during school-related events. Those found to be in possession of controlled substances will be referred to the police.

Drugs and paraphernalia (including marijuana) and alcohol: Students will receive an immediate three-day suspension for their first violation and will not be readmitted to school until there is an

administrative meeting with the student and parent. The student must enroll in a treatment program or have regular appointments with a licensed counselor (minimum of one per month). The student may be subjected to random drug testing for one calendar year. The discipline committee will deal with a second offence on a case-by-case basis, but students will most likely be encouraged to complete school at home.

Tobacco/Vaping: Mamawi Atosketan Native School is a smoke-free campus. Students under the age of 18 who choose to smoke on campus will have their smoking paraphernalia confiscated. This is an intermediate misconduct, so it will be recorded in PowerSchool, and parents will be notified.

Academic Honesty

Academic honesty lies at the heart of Mamawi Atosketan's core values, reflecting integrity and ethical conduct. Instances of academic dishonesty are concerning as they signify areas for growth in student character development. While some cases of cheating are straightforward, distinguishing between permissible collaboration and cheating can be challenging. In such instances, it is the responsibility of the teacher to discern academic dishonesty and may involve the principal if necessary.

Definitions: Cheating encompasses presenting work or answers for credit that rightfully belong to another person. Plagiarism, a form of cheating, involves copying and submitting another's work without proper acknowledgment of the original source.

Consequences: The repercussions for academic dishonesty will be determined by the teacher and may include:

1. Zero credit for the assessment or assignment.
2. Notification of the parent/guardian and involvement of the principal.
3. The provider and recipient of dishonest work will receive no credit for the assignment and face disciplinary action as outlined in the Intermediate Misconducts section.

Repeat Offense: A second offence in the same or different class warrants at least a one-day disciplinary suspension. In cases of repeated offences within the same class, the student risks removal from the class with a failing grade for the term or semester, along with forfeiture of any held leadership positions.

Additional Policies

Lockers

Junior and Senior High students have access to a locker and a school lock. The fee for this is \$10. Students are encouraged to keep their personal objects in their lockers with the locks on. Staff will review security cameras to look for items taken from locked lockers but may be unable to look for other items improperly stored.

Electronics

Students are advised against bringing personal electronic devices onto campus. Possession of such devices during class time will result in confiscation, with retrieval requiring a guardian's presence at the office. Repeated unauthorized possession of personal electronic devices will lead to extended confiscation and disciplinary measures.

Personal laptops or tablets brought to school are permitted solely for educational purposes and with teacher permission during class time.

Parental Communication

Parents are urged to refrain from contacting their children during instruction time unless in emergencies. In such cases, parents should contact the office, and arrangements will be made for communication.

Public Displays of Affection

Students are encouraged to foster healthy relationships. Demonstrations of affection that make others uncomfortable are discouraged. Romantic physical expressions, including hugging, kissing, or holding hands, are prohibited on school premises or during school activities. Positive, inclusive physical contact, such as friendly hugs or handshakes within a social context, is acceptable.

Inappropriate displays of affection will be addressed privately with students. Parents will be included if the behaviour persists.

Guidelines for Dress

Footwear must be appropriate for school, with gym shoes required for Physical Education classes.

Dress Code: Students must adhere to dress guidelines to maintain a neat, modest appearance. Staff reserves the right to make a "judgement call" on any violation of these guidelines. These guidelines apply to the school as well as any school-sponsored functions. If there is a violation of these guidelines, the student will be asked to change before being admitted to class.

- Clothing or accessories that promote negative messages, alcohol advertisements, and drug references are not allowed. Students with inappropriate clothing are required to change before they enter class.
- Tops should be modest and long enough so that when arms are raised, the midriff is not exposed.
- Dresses should be modest, with no thin straps or bare backs; no low necklines, and dresses should not be too tight or short.
- No hoods

Parents/Guardians play a crucial role in supervising their children's adherence to these standards. Although not every home may fully agree with these standards, we believe every home is responsible for supporting school guidelines.

Financial Information

Students may encounter various optional or class-specific expenses throughout the academic year, such as field trips, sports tournaments, food, and graduation costs. These costs must be paid before the event occurs.

NSF Cheques

If a cheque is returned to the school due to insufficient funds, a \$20.00 service charge will be applied in addition to any charges incurred from the returned cheque.

Payment can be made to the school through e-transfer. If using this method of payment please ensure you state what the funds are for in the e-transfer. Parents are also able to use the interact machine at the school to pay for field trips.

Additional Information

Leaving School Grounds

High school students are permitted to leave the school grounds but **must sign out with the office**. Failure to do so may result in disciplinary action.

Internet Acceptable Use and Safety Policy

Students and parents must sign and agree to the Mamawi Atosketan Student Network and Internet Acceptable Use and Safety Agreement. Students inappropriately using the internet will lose computer privileges. Further attempts to do the same will result in additional consequences.

Inclement Weather Policy

School closure may occur under extreme weather conditions, such as:

- air temperatures below minus 40 degrees Celsius or
- impassable road conditions due to snowfall.

Families will receive notifications through Facebook and PowerSchool as long as personal information is kept up to date. Notifications will be posted by 6:45 each morning.

Visitors

All visitors must register in the office before entering the building, and students bringing guests to the classroom must obtain permission from the principal at least 24 hours before the visit.

Parents and Guardians entering the school are required to wait at the office for their student to come.

Standardized Testing and Assessments

Students may undergo three types of assessments:

- Canadian Achievement Tests 4 (CAT4) in Grades 7, 8, 10, and 11.
- Grade 12 Alberta Diploma Exams in various subjects.
- Provincial Achievement tests (PAT) at the grade 9 level.

Lost and Found

A lost and found box is available for misplaced items, but the school is not responsible for lost or stolen possessions.

Search and Seizure

The school reserves the right to search student lockers, vehicles, electronic media, and personal belongings in compliance with relevant laws and regulations.

ILLNESS AND EMERGENCY PROCEDURES

Reporting Illness:

Students who are unwell must remain at home to prevent the spread of contagious diseases and to ensure their own well-being.

Certain illnesses must be reported to Public Health, and students should not return to school until fully recovered. These include:

- Chickenpox
- Diphtheria
- Encephalitis
- Gastrointestinal Infections
- Hemophilus Influenza
- Hepatitis
- Measles
- Meningitis
- Mumps
- Polio
- Reye's Syndrome
- Rubella
- Tuberculosis
- Whooping Cough

Other conditions, such as Scabies and Strep Throat/Scarlet Fever, require staying home until treatment is completed or on antibiotics for 24 hours.

Management of Specific Illnesses:

- Ringworm should be covered and treated with anti-fungal cream before returning to school.
- Lice treatment must be completed at home, with precautions taken for the student's belongings before returning to the classroom. If lice is found at school, a letter will be sent home, and the students will not be able to return until it has been treated.

- Diseases like Fifth Disease and Hand-Foot-and-Mouth Disease, which are only contagious before symptoms appear, allow students to resume classroom activities.
- Mononucleosis permits attendance if the student feels well, while Pink Eye and Pinworms require precautions but not necessarily staying home.

Emergency Procedures:

Teachers will provide temporary care within their First Aid training in case of injury, and parents will be promptly notified. Emergency medical attention will be sought if necessary, and all incidents will be documented and filed in the school office.

Medication Management:

Administration of medication during school hours requires a note from a physician or parent, with medication stored securely in the office.

Anaphylaxis management includes providing an Epinephrine auto-injector and completing a Life-Threatening Allergy Alert Sheet for allergic students.

Home and School Association:

The association fosters collaboration between parents and teachers, supporting Christian education and Indigenous ways of life as well as providing funding for student activities. Please inform the front office if you would like to be on the parent council.

Transportation:

The school assumes no responsibility for students using transportation other than that provided by the school.

Student-driven vehicles on campus must be registered and insured, parked appropriately, and driven cautiously.

School personnel may assist bus drivers with behaviour issues that occur on the bus if needed.

Changes to Handbook:

The school reserves the right to amend the handbook in the best interests of the school and students, with changes applicable to all students.

Acknowledgement:Acknowledgement:Acknowledgement:Acknowledgement:

Parents/Guardians must sign an acknowledgment indicating their understanding and agreement with the school handbook.

Parent Signature _____ Date _____

Parent Name (please print) _____

High Handbook 2026-2027DownloadReviewed February 25, 2026