

# **GMHS Student Handbook 2025-2026**

George McDougall High School  
412-3<sup>rd</sup> Avenue N.E, Airdrie Alberta T4B 1R7  
Phone (403) 948-5935

## **ADMINISTRATION**

Acting Principal: Mr. Craig Baskerville

Assistant Principal: Ms. Gladys Brown

Assistant Principal: Ms. Jade Chausse-Motz

### **Greetings From Administration**

Welcome to George McDougall High School. We hope that your experiences at George McDougall High School are rewarding and enjoyable. This school year, we are focusing on creating a school community that provides caring, compassion, a sense of belonging, acceptance, and comfort. Each one of you as individuals is important to us; we want you to find out who you are and what you need, feel confident about your abilities, and gain competencies to feel hopeful about your futures.

To help all students get the most from their learning, we promote respect for the rights and needs of self and others. If you respect yourself, others, and the spaces around us, you will be positively contributing to our school and adding value to your own life. You will discover that the level of expectations continues to rise as you move through the high school grades, and you will be increasingly responsible for your actions and decisions. Take pride in who you are and the work that you do yet feel safe to take risks and to reach out when you need help. We are here for you.

At George McDougall High School, we are excited about the new identity that we will create as a school in the current times. To reach this outcome, students are always at the center of our practices. High school is to be a time of wonderful memories, and it will be if you get positively involved. Let us help you make your high school experience the best years of your life so far. We look forward to our time with you.

### **To the Parents**

The success of your child in high school depends primarily on your personal interest in and support of their learning. Our school needs your involvement in its many activities and programs; your child needs your ongoing support to help develop and/or maintain a positive attitude towards school. We will make a sincere effort to keep you informed as a primary means of earning that support. We certainly value your involvement, and therefore encourage direct communication at any time you feel the need!

May we welcome you all to the George McDougall High School family! We look forward to serving the students and parents of Airdrie and area, and believe that by working together, George McDougall will continue to be among the best schools in Alberta.

## **School Philosophy**

Our school philosophy is built on the belief that all students, given the right academic, athletic, and cultural opportunities, will experience success through effort

- PER LABOREM FLOREBIS.

George McDougall High School strives to meet the challenges of the 21st century learner. We prepare teachers by expanding their knowledge and understanding so that they may enhance their practices and ready our students for the demands of the digital age. In doing so, we are supporting our whole learning community to succeed.

GMHS is a community that offers students an environment in which to identify, pursue and achieve educational goals. These goals rest on certain positive attributes: effort, attendance, punctuality, communication, and respect.

## **Commitment**

### **Students will:**

- Attend classes regularly and punctually
- Co-operate, and learn in a safe environment
- Respect self, all others, and properties
- Work to the best of their abilities
- Have access to programs that meet their present and future needs

### **Teachers will:**

- Continue to prepare students for lifelong learning
- Provide relevant quality programs
- Help each student achieve success in a caring environment
- Equip students to succeed in the 21st century.

### **Parents/Community will:**

- Support the student as they learn
- Provide the resources to achieve success
- Respect all staff, students, and the learning process
- Assist the school in program delivery
- Play and active role in training students in school/work related programs.

## **2025-2026 School Calendar**

[Home | George McDougall High School \(rockyview.ab.ca\)](https://rockyview.ab.ca)

## **General Information**

We hope this handbook will provide you and your parents with sufficient information about our school to facilitate a smooth start to the academic year. Please familiarize yourself with its contents. For further information on any of these matters please contact the school office at 403-948-5935 or email the appropriate staff member all contact information is located on our website under staff directory.

### **George McDougall School Council**

The George McDougall School Council assists the principal and staff of George McDougall High School in serving students. All parents of GMHS Students are members of the School Council. From this group of parents, a chairperson, vice-chair, and secretary are elected.

In addition, the principal, a staff representative, community representative and student representative(s) may also be part of the council. Our School Trustee also attend meetings. Information and events can be found on our website. <https://mcdougall.rockyview.ab.ca>

### **Semesters**

Most courses will be semestered. There are some exceptions. Students can expect their courses to be equally divided between two semesters. Semester I runs from September to January; Semester II from February to June.

### **School Day and Hours**

The school day starts at 9:00am and ends at 3:35pm Monday through Thursday. Friday hours are 9:00 am to 2:05pm. Students are free to be at school any time before or after normal school hours; however, it is expected that they will be under the supervision of a staff member during these times. All visitors are requested to check in at the main office.

The school office is open from 8:30am to 4:00pm Monday through Thursday, and 8:30am to 2:30pm on Fridays.

### **Weekly newsletter**

Our weekly newsletter will be emailed on Friday via School messenger. If you are not receiving our notifications and you would like to be, please send an email to [mcdougal@rockyview.ab.ca](mailto:mcdougal@rockyview.ab.ca) so that we can add you to our mailout list.

### **PowerSchool**

Powerschool can be accessed in or outside of school to check on students' grades, academic progress and attendance. Below are the links for students and parents to access and learn about Powerschool. <https://ps.rockyview.ab.ca/public>

### **School Closure**

In the event of inclement weather conditions preventing bus travel before or after school hours, information will be conveyed by radio stations CBC (1010), CHQR (77), CFR(66), FM105, KISS95.9, Jack FM, CKMX (1060), CJAY (92) and T.V stations A-Channel, Global News Morning Edition. For information on school closures due to inclement weather, please visit the main Rocky View Schools website.

## **Fire Drills/Lockdown Practice**

All Rocky View Schools follow the Hour Zero Emergency response protocol. Regular fire drill and lockdown practices will occur throughout the school year. Information regarding muster point locations and lockdown procedures is in each classroom.

More information regarding our emergency response protocols

<https://www.google.com/url?client=internal-element-cse&cx=5a4b83b0c8f8521bc&q=https://www.rockyview.ab.ca/about-rvs/emergency-response&sa=U&ved=2ahUKEwi9q8e86ZWIAxXCHzQIHegqAKcQFnoECAIQAQ&usg=AOvVaw3rEoBkplwXUzeC6k5Vsve4>

## **Report Cards and Student Progress**

Dates for report cards and Parent Teacher Student conferences are outlined in the School Calendar of events. Parents should feel free to contact administration, guidance, or teaching staff at any time about their students' progress. This is most easily done via e-mail; all staff contact information is located on our website under staff directory.

Please know that our staff have **24 business hours** to respond (e.i; you send communication on Friday afternoon, they have until Monday afternoon). In addition, we appreciate parents making inquiries in a manner to seek understanding and to collaboratively problem solve. The first person in course situations to contact should be the Teacher.

## **Report Cards**

Report cards will be printed upon request, otherwise they can be viewed online via the parent portal school engage.

## **Evaluation Procedures**

Students will receive from their teachers, on the first day of class, a course outline that clearly states:

- Course objectives
- Course content
- Re-assessment process
- Evaluation procedures with weightings assigned for various facets of required term work and final examination (unless exempt)
- Other criteria to be used in evaluation
- Academic dishonesty policy
- At Geroge McDougall, all courses will be reported in percentages.
- Digital device policy from RVS
- AI Use

### **Appeals Procedure**

There is a well-defined appeal process for students to follow. Appeals should be directed in writing due to unsuccessfully completing a course.

- The subject teacher first
- The principal by the end of the first week of second semester start up and by the end of the first week of July for semester 2 appeal.
- The superintendent within seven days of the principal's decision.

### **Course Pre-requisites/Changing Streams**

A minimum mark of 50% is required to receive credit and proceed to the following course in that subject area. To obtain or maintain learning success, many courses have set prerequisite marks of 65%. Students planning to change course sequences, (e.i; English 20-1 to English 20-2) should consult with their school counsellor with regards to changing streams as outlined by Alberta Education.

### **Course changes or Withdrawals**

Course change request is made to the school counsellors and only for the following reasons:

- Holes in the timetable (students with empty blocks) priority will be given to these.
- Students who know they have failed a pre req course
- Students requesting courses that were not their original choice
- Unbalanced core distribution
- Classes will not be changed for specific teacher request or for social reasons
- Students MUST remain in the classes on their timetable until the change is made.

The final day of course drop date in semester 1 is Friday September 12<sup>th</sup>, 2025. Alternative credits acquisition must be made in lieu. There are no course withdrawals after this date. The course drop date for semester 2 is Thursday February 12<sup>th</sup> 2026.

### **Accelerating a Course**

Grade 10 students are not able to accelerate any core course. However, grade 11 students may have the opportunity to do upon consultation with the guidance department.

### **Credit Load**

Students at George McDougall are required to be enrolled in:

Grade 10- 40 or more credits (no spares)

Grade 11- If a student earns a minimum of 47 credits in their grade 10 year, they may be eligible for **one spare** throughout the academic year.

Grade 12- Students MUST enroll in courses that will enable them to earn the appropriate number of credits deemed eligible for graduation requirements. This may vary from student to student.

## **French Immersion**

French Immersion is a partial program beginning in grade 10. To maintain eligibility, students must enroll in the following required courses each year (grade 10 through 12)

- Etudes Sociales (Social studies in French)
- French Language Arts

## **Exiting French Immersion**

Any students wishing to exit French Immersion is required to meet with the FI learning lead and the FI administrator in the spring prior to the next academic year. At least one parent must be in attendance for this meeting.

## **Visitors**

Visitors must report to the office to sign-in. Visitors are to have pre-arranged their visitation with the appropriate staff member.

## **Student Fees**

Rocky View School Division has authorized the collection of fees to help support and enrich the instructional programs at George McDougall High School. These fees are essential to maintaining the high-quality programs that students and parents have come to expect and deserve. A fee invoice for the 2025-2026 school year will be issued by September 30<sup>th</sup> once class changes have been completed.

- Optional course fees
- Yearbook TBA
- Grad Fees TBA
- Additional fees are charged for consumable items and services provided in complementary courses (please see GMHS's website, under registration for a complete list of fees).

## **Payment of School Fees**

Student fees for both semesters one and two are due upon invoice via SchoolCash. Please be advised that Rocky View Schools policy regarding student fees states:

Students may be denied participation in extracurricular activities if school fees are not paid. Special arrangements can be made by contacting Finance 403-948-5935 ext. 6102

## **Student Pictures**

School photographs will be taken at the beginning of September and information regarding dates will be posted on our website. Please make sure your students are prepared. Proofs will be returned to students with an order form. All students will be photographed for ID cards and yearbook.

## **Expectations of Students**

Students are at school because they have definite education goals. Students have reached a certain level of maturity, and their behavior should reflect this. At all times, learners are expected to show respect for their teachers, other adults in the school and their fellow peers. Students should be courteous and considerate to everyone. We feel confident that they have become familiar with appropriate school behaviour by this time, and therefore there should be no need to elaborate on the do's and don'ts of school life. We do, however feel that students have four major responsibilities managing their time, putting forth their best efforts, choosing appropriate behaviors and attending school.

## **Student Activities**

Student life at George McDougall offers many opportunities for activities. There are several activities sponsored by the school and the leadership class. Activities are both recreational and educational and all students are encouraged to participate. All activities are under the direct supervision of a staff member. Students must watch the TV monitors for times and places and listen to our daily announcements.

## **Field Trips**

Payment for field trips is due at least one day prior to the field trip. This is to ensure transportation, number of students attending, tickets/admission, etc. Students paying /trying to pay after the deadline will not be permitted to attend.

## **Academic Dishonesty Policy**

Plagiarism is a piece of writing that has been copied, in part or in whole, from someone else or an online resource, including AI generated, and is presented as being the student's own work.

It may result in the following:

- completion of assignment without plagiarizing and completion of additional assignments to reinforce learning outcomes.
- a call home;
- an entry in the student's file.

## **Extra-Curricular Eligibility**

George McDougall High School is first, and foremost, an academic institution. All students must maintain academic eligibility and attend classes regularly to take part in extracurricular activities.

### **Achievement** – in relation to co-curricular / extra-curricular

Students must maintain an overall average of 50% or higher, with no mark below 50%. Exceptions may be made if the subject teacher in a course where the student's mark is less than 50% is satisfied with the student's effort and supports continued participation in co-curricular and extra-curricular activities.

## **Absences**

- Students shall attend regularly
- Students shall not be truant
- If a student has an unexcused absence on any given day, they may not participate in a co-curricular or extra-curricular activity on the date of a specific event

## **Behaviour**

- Students are not permitted to participate (practice, play, perform or attend school events, etc.) during a week when they have served a suspension (in-school or out)
- Students who fail to meet any of the above expectations may be removed from eligibility.

### **Students will be returned to sports specific participation eligibility when:**

- Their grade is brought above 50%
- They have established a two-week pattern of regular attendance
- A week has passed since the date of suspension.
- They fully understand the RVS (Rocky View Schools) sport committee code of conduct.

## **ROCKY VIEW SPORTS COMMITTEE CODE OF ETHICS FOR PLAYERS AND SPECTATORS**

"Whether I am a player or a spectator at a school athletic function, I realize that I am under the school's jurisdiction. Because my actions reflect on the school that I represent, I recognize my responsibility to exemplify the highest standards of conduct"

All students, parents/guardians, and coaches are required to sign a Code of Conduct form prior to involvement in Rocky View School Division activities.

Student involvement in interschool athletics activities at George McDougall High School is a privilege. As such, students are expected to:

- a) If absent from school on the day of an event, the student athlete may not be eligible to participate in the evening competition or practice.
- b) Follow the regulations of the school either at home or away while participating in a school organized event.
- c) Maintain a total course average of 50% or higher.



## **Graduation exercise participation**

Participation in the Graduation exercise for George McDougall High School has requirements. There may be intervention and reconsideration for participation if:

- He/she/they/them have been suspended for any severe incident or for repeated offences of any kind.
- He/she/they/them do not attend regularly.
- Her/his/their grades are below 50% in a course required for a Diploma or Certificate of High School
- Any school fees are in non-payment

The administration team will inform students and their parents when an event or series of events has led to the withdrawal or cap and gown participation. Students and their parents will have the right to appeal the administrative decision **no sooner than three weeks** prior to the date of the ceremony.

Administration will consider improvement in student conduct when arriving in a final decision. Students with documented medical conditions or other extenuating circumstances that account for a significant portion of absences may appeal against the denial of participation. Student grades, attitude, truancy, and tardiness will be considered when arriving at a decision on such an appeal.

## **Academic/ Behavioral Expectations:**

**TIME:** We believe that students are accountable for their use of time.

- Regular and punctual attendance is required
- Homework and learning outside the classroom can be expected.
- Effective use of classroom time is expected.

**EFFORT:** We believe that students must take ownership of their own learning.

- The establishment of educational goals is the responsibility of the Student/Teacher/Parent
- Students are expected to put forth the effort to achieve their goals
- We expect all students to complete course requirements to the best of their ability, while striving to improve all dimensions of their school life.

**BEHAVIOUR:** We believe that students must accept responsibility for their actions.

- They should care for and respect themselves, others and their school, and demonstrate this care and respect in their behavior.
- They should share the responsibility for contributing to a positive and productive school environment.

## **Attendance**

Students are expected to attend all classes. Not only is attendance required by Alberta's School Act, but it is also essential for the successful completion of courses. Parents and guardians are expected to keep in timely communication regarding attendance: all absences must be reported no later than noon on the same day of the absence.

## **Attendance Procedure**

Classroom teachers will contact home and discuss interventions for students who exhibit a pattern of absences (excused or unexcused) that is impacting learning. If the attendance issues are not resolved with initial teacher, student and parent collaboration, the issue will be reported to the grade level administrator who will determine the appropriate interventions at that point.

## **Bathroom Expectations**

Bathrooms are for individual use only. Gathering in stalls, loitering or misuse of facilities is strictly prohibited and will result in disciplinary action.

## **Extended Leave**

Should a student need to be absent for a period longer than three days, for reasons other than those outlined in the School Act (bereavement, illness, or other emergency) students are expected to complete an extended leave form.

It should be noted that students will be expected to keep up to date on any learning missed during as extended absence.

Refer to the individual teacher course outlines for details on how missed learning and/or tests will be handled. Students are expected to be in attendance for all major exams, including end of semester exams in January and June. Parents are discouraged from removing students from school. It is not the responsibility of the classroom teacher to ensure that students get caught up on missed work while absent (some exceptions apply, medical leave). Please note that Diploma exams cannot be moved or be absent from, except under exceptional medical circumstances that must be reviewed by Alberta Education.

## **Lates**

To maximize instructional time and limit disruption to the learning of others, students are expected to arrive in their classes on time. If students are late, they must report to the office to pick up a late slip as they will not be admitted without this slip. If students are continually late, learning is being impacted and our school will proceed with interventions.

## **Check Outs/Check In**

When students are returning or leaving for medical, dental or for any other reason student must stop at the main office and proceed immediately to their regularly scheduled class.

- If a student becomes ill during the day, he/she must report to the office.
- Students who access the infirmary will be considered ill and parents will be contacted and required to pick up or permit the release of the student to go home.

## **Student Spare Periods- Grade 11 & 12 Students**

Students may work in the learning commons, cafeteria or the rotunda while on spare. Students on spare are asked not to loiter in the hallways during class time.

## **Awards & Recognition**

George McDougall is proud of the many achievements of our students, and we believe in celebrating that success. These awards are established by an awards committee comprised of teachers from all departments, support staff and administration. We are constantly looking at ways to improve and augment the recognition of our students. Please take the time to review our general guidelines and processes.

## **Grade 10-12 Honor Roll/ Honorable Mention**

Honor roll will be calculated at the end of each academic school year for students in grade 10-11 Honor roll certificates will be presented to students in fall of the next academic year during regularly scheduled class time.

Grade 12 students, on Honor roll/Honorable mention, will be recognized during their graduation ceremony.

To be eligible for Honor Roll:

- 1) No failing or incomplete marks
- 2) Alexander Rutherford scholarship criteria will be used to calculate honor roll for grade 11-12. The only exception to this criterion is that Social Studies and ELA will be included as a mandatory course for grade 10 and 11.

Please see link below to view Alexander Rutherford Scholarship

[Alexander Rutherford Scholarship | Alberta Student Aid](#)

## **Gym Strip**

Students in Physical Education are required to wear gym strip, consisting of t-shirt, shorts, sweatpants, and appropriate footwear. Gym strip is available at reasonable cost from our Mustang Store

<https://store.dudz.ca/GMHS>

## **Lunch Hour and Leaving the School Premises**

Students may choose to leave the school for lunch or eat their lunch in the designated eating areas.

**Neighbourhood Respect**

We wish to maintain positive relationships with community residents. Avoid parking in front of private homes, trespassing on private lawns, littering, and smoking (including e-cigarettes) in unapproved areas.

**Parking**

Students are expected to use the students parking lot and are required to register their vehicle at the main office. Students will be issued a parking permit at a cost of \$3.00. Nonregistered Vehicles may be towed at the owner's expense. Students are expected to drive responsibly and are subject to the Laws of the Province of Alberta in this regard. Students are not to idle their vehicles, loitering in the parking lot is not permitted. In addition, vehicles are to be parked properly or students, risk losing their parking privileges.

**School Transportation**

School policies regarding responsible behavior extend to transportation to and from school as well as during school sponsored activities.

**Student Dress**

George McDougall is a learning and business environment. All members of the school community are expected to meet reasonable standards of dress in keeping with the atmosphere of the school.

The following guidelines should assist you:

- 1) Images and messages on clothing cannot be offensive. Clothing will not promote alcohol, drugs, violence, racism, sexism, or any of intolerance.
- 2) School is a place of learning and work. School dress should be reflective of this environment.
- 3) Head wear is permitted in school hallways. Individual classrooms are the discretion of the teacher unless for religious or medical reasons.

## **Smoking Policy**

**If you choose to smoke, please be aware of George McDougall's policy towards smoking given Alberta Provincial Laws and Rocky View Schools' policy.**

The Alberta Provincial Government has passed a law stating that it is illegal for anyone under the age of 18 to smoke (this included e-cigarettes). Rocky view Schools has declared all schools and school grounds to be tobacco free. As a result, the following policy governs all tobacco, and tobacco related products, including but not limited to:

- Cigarettes, cigars, cigarillos, pipes
- Chewing tobacco/snuff
- Lighters, matches
- E-cigarettes/vaporizers

**This policy applies to all students, including those 18 years of age and older.**

- 1) Smoking related materials are not to be in the school building or on school property. Any such products, in the view of a staff member are subject to confiscation without return. The students may be subject to suspension as per procedures outlined below.
- 2) Students in possession of and associated with those consuming smoking related products on school property may be suspended for 1 day in or out.
- 3) Field trips, Physical Education classes held away from school, school buses, ski strips, extra-curricular trips and so on are considered an extension of the school program and are subject to all policies listed above.

### **Procedures**

These procedures apply to all tobacco related products.

- 1) A first violation will result in a full day out of school suspension.
- 2) A second offense will result in two full days out of school.
- 3) A third offense will result in three days out of school suspension.

### **School Property**

For the purpose of this policy, the school property includes all areas up to and including: the sidewalk to the south of the building , the student parking lot, the fence line on the east side of the staff parking lot, the fence line by the Town & Country Centre (and the bus loading area from 8:00am to 3:45pm) and all property to the west including the grounds of Ecole Edwards Elementary School.

In the interest of maintain positive relationship with our community and neighbours, we will also maintain jurisdiction over our students when within sight of the school. In other words, students using tobacco or related products and within sight of the school are subject to the same consequences as would be enforced if the event took place on school property.

### **Alcohol and Non-Prescription/Illegally obtained drugs**

The possession of alcohol, anything with the presumption of an alcohol beverage or drugs (including marijuana) and/or any items associated with said products is prohibited. Students that arrive at school with these items, or under the influence of them, will face suspension and possible expulsion.

It is the belief of the school administration that substance issues are best addressed through close cooperation with the RCMP.

### **Suspension and/or Expulsion**

Failure of any George McDougall students to act within these expectations could result in disciplinary action up to and including suspension or in severe cases, expulsion.

Section 31 of the Education Act states: <https://open.alberta.ca/publications/e00p3>

### **Student responsibilities**

A student, as a partner in education, has the responsibility to

- a) Attend school regularly and punctually.
- b) Be ready to learn and actively engage in and diligently pursue the student's education.
- c) Ensure that the students conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- d) Respect the rights of others in the school.
- e) Refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether it occurs with the school building, during the school day or by electronic means.
- f) Comply with the rules of the school and policies of the board.
- g) Co-operate with everyone authorized by the board to provide education programs and other services.
- h) Be accountable to the students' teachers and other school staff for the students conduct and
- i) Positively contribute to the students' school and community.

In-school suspensions are held on site and students work on learning supplied by the classroom teacher. Students will be expected to complete any work missed and stay on top of their studies while on an out of school suspension.

Following an in school or out of school suspension, there may be a reinstatement meeting required with the grade level administrator before the student can return to class.

## **Electronic Device Policy (Personal Mobile Devices and Social Media)**

As per the recent law created by the Government of Alberta, Rocky View Schools has created the following administrative policy. Please see attached link below. George McDougall High School will be following this policy.

Technology is permitted during the lunch break throughout the school. Cell phones, tablets, computers are permitted to be used during a student's official spare in the cafeteria only.

No technology is permitted in the rotunda, except for the lunch break.

[AP148 Responsible Use of Personal Mobile Devices and Social Media in Schools \(1\).pdf](#)

## **Student Services / School Counsellor**

Counselling and career planning services are available to all students who require them during the school year.

### **Educational**

- Orientation and school tours
- Course selection and program planning
- High School credit checks
- School resource coordination

### **Financial Assistance**

- Scholarship information
- Grant and loan information for High School and post-secondary

### **Career Advice**

- Exploration of values, interests, abilities and needs.
- Introduce and explore computer assisted programs and inventories to assist in career planning
- Career and post-secondary material library
- Information about post-secondary programs, admission advising and course planning
- Employability skills portfolio

## **Personal Counselling**

Confidential crisis and individual counselling- Solution focused

Referrals to community services

Medication services

Students are encouraged to consult with student services if they are seeking help academically, personally or with career planning. References can be made to the appropriate individual or agencies withing the community.

### **The learning support services**

The learning support services (TLSC) assists in meeting the educational needs of all students. Services provided include.

- Academic screening of students
- Special provisions
- Transitional programming
- Gifted programming
- Individualized Program Planning (IPP) provides learning strategies.

### **Computer services**

Students can access the school network(internet). At all times we expect students to follow the acceptable use agreement they are required to sign. If a student requires a long-term computer rental, they will need to complete a computer leasing agreement (no deposit required).

### **Courtyard**

Weather permitted, students have access to the courtyard before and after school and if they have a spare, provided no classes are using the facility. They must be under the direct supervision of a staff member.

### **Cafeteria**

Capacity space is limited due to the physical size. Microwaves are available for use. We do not have a lunch program.

### **Learning Commons**

Students on an official spare as per their timetable may access the learning commons.

### **Lost and found**

Lost clothing, shoes, and school supplies are stored in the lost & found bin in the rotunda. Any items not collected will be donated prior to the Winter Break and Summer Break.

### **Test Center**

Students who are absent for a scheduled exam or test are required to complete it in the test centre, room 1005 on Thursdays between 7:30am and 9:00am.



## **Lockers**

Students are responsible for all damages to lockers. For security purposes only school locks are allowed. In using your school locker, you agree to keep only your personal belongings in the lockers. Students should not give their combination to others. (Combinations are kept on file in the office). Students must use the locker and lock assigned by the school.

Our school locker policy enforces a zero-tolerance for:

- Illegal drugs, as well as marijuana
- Any drug paraphernalia
- Alcohol
- Stolen property
- Weapons
- Items deemed by the school or RCMP to be a danger to others
- Anything that is illegal to possess

You are permitted to keep prescription drugs in your locker if your doctor has prescribed those drugs for your own use only.

Note that you do not expect privacy for your locker. Lockers are the property of George McDougall High School/Rocky View Division. Administration has the right to open, search, and inspect your locker without notice to you.

If your locker is searched and the administration finds any of the items listed above, the school may seize those items and use them as evidence against you for school discipline. Administration may give seized items to the RCMP for possible criminal investigations and charges.

## **Personal belongings**

Students are advised that all valuables should be locked in their lockers.

Students should never bring large sums of money to school or expensive personal items. The school is NOT responsible for lost or stolen items

This document may be updated on a regular basis.