



# Montague Regional High School

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## Information Handbook

**2022-23**

**Montague Regional High School**

274 Valleyfield Road  
Montague, PEI C0A 1R0  
2018 - 2019

Main Office Phone: ..... (902) 838-0835

School Website: ..... [montaguehigh.edu.pe.ca](http://montaguehigh.edu.pe.ca)

School Fax: ..... (902) 838-0840

School Counsellors: .....(902) 838-0835 ext. 235 & 236

School Library ..... (902) 838-0835 ext. 229

Physical Education ..... (902) 838-0835 ext. 234

Welding ..... (902) 838-0835 ext. 250

Automotive ..... (902) 838-0835 ext. 249

Carpentry ..... (902) 838-0835 ext. 251

**Montague Regional High School Mission Statement**

Education is a preparation for life and a responsibility  
shared by the home, the school, and the community.

We, at Montague Regional High School, believe that students, staff, and parents/guardians are committed to a partnership in  
educational excellence.

This commitment must be nurtured by mutual respect, open communication,  
and effective organization in a positive school climate and safe environment.

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**Montague Regional High School Faculty  
2022-2023**

**Principal**

Ms. Robyn MacDonald

**Vice-Principals**

Ms. Jolene Johnston      Mr. Chris MacKinnon

**Student Services - School Counsellor**

Ms. Li-Jean Tsai    Ms. Natasha Nabuurs

**Athletic Director - Ms. Alana Trainor**

**Administrative Assistants**

Ms. Audra Bushey      Ms. Kelly Matheson

Ms. Chantelle Beaton

Ms. Amy Beck

Ms. Christie Beck

Ms. Ellen Campbell

Mr. Adam Clow

Mr. Rob Collins

Mr. Peter Connaughton

Mr. Carl Evans

Ms. Lianne Garland

Ms. Heidi Hayden-Ward

Ms. Sandra Hicken

Mr. Matt Kelly

Ms. Angela Killeen

Mr. Tim Lea

Mr. Graham MacDonald

Ms. Melissa MacIsaac

Mr. Ronnie Munn

Ms. Jennifer Murphy

Mr. Connor Myers

Ms. Natasha Nabuurs

Mr. Terry Nabuurs

Ms. Kathryn Rajamanie

Mr. Brian Somers

Ms. Alana Trainor

Mr. Charlie Trainor

Ms. Jessica Watts

Mr. Doug Weeks

Ms. Donna White

Ms. Paige Wright

**Youth Service Workers**

Pat Doherty, Jilliane Runighan, Evan Stewart

**Educational Assistants**

Katelyn Greene, Yvonne Higgins, Pam Hinks, Gail Johnston, Maureen Ross

**Workplace Assistant**

Lynn Hayes

**Student Attendant**

Margaret Carpenter

**Custodians/Cleaners**

Olivia MacLean, Margaret MacLeod, Lana MacNeill, April Nicholson, Loraine Taylor

Daily Schedule Rotation:  
Odd Calendar Days – A, B, C, D  
Even Calendar Days – B,C, D, C

| Time Schedule on Days With a One Hour Delay |         |
|---|---------|
| 09:45 a.m.                                  | A Block |
| 10:40                                       | Break   |
| 10:50                                       | B Block |
| 11:40                                       | Lunch   |

| Time Schedule on Exam Days |                             |
|----------------------------|-----------------------------|
| 8:45 a.m.                  | Students move to exam rooms |
| 9:00                       | Morning Exam begins         |
| 10:30                      | First Dismissal             |
| 11:30                      | Morning Exam ends           |
| 12:15 p.m.                 | Students move to exam rooms |
| 12:30                      | Afternoon exam begins       |
| 2:00                       | First Dismissal             |
| 3:00                       | Afternoon Exam ends         |

| Student Council Executive |                          |
|---------------------------|--------------------------|
| Staff Advisors:           | Matt Kelly & Ronnie Munn |
| Co-Presidents:            | Leo Czank & Riley Felix  |



# Safe and Caring Learning Environments Procedure

## INCIDENT RESPONSES

### STUDENT TO STUDENT OR STAFF

- This section provides direction on responding to situations where there is a concern or complaint about the behaviour of a student toward another student or a staff member.
- In all incidents, school administration and/or Student Services will ensure that appropriate support is made available to all parties.
- Staff are expected to sufficiently document concerning student behaviour toward another student or staff when observed or brought to their attention.
- Where appropriate, the Public Schools Branch Board of Directors may expel a student in accordance with the Education Act, its regulations, and Public Schools Branch policy.

### STAFF TO STUDENT

- This section provides direction on responding to situations where there is a concern or complaint about the behaviour of a staff member toward a student.
- In all incidents, the school administration/supervisor, and/or Student Services, and/or Human Services will ensure that appropriate support is made available to all parties.
- Supervisors are expected to sufficiently document concerning staff behaviour toward a student when observed or brought to their attention.
- A staff member may be placed on administrative leave while an allegation of an incident is being investigated, in accordance with the Education Act, applicable collective agreements, and labour laws.
- A concern or complaint about the behaviour of a volunteer will be addressed in accordance with the Volunteers in Schools policy and procedure and applicable legislation.

| INCIDENT  | STUDENT TO STUDENT OR STAFF   | STAFF TO STUDENT   |
|---|---|--|
| <b>Bullying or Harassment (This includes cyber bullying)</b><br><br><b>Discrimination</b><br><br><b>Threat</b><br><br><b>Verbal Abuse</b> | <ol style="list-style-type: none"> <li>A student who believes they have been bullied, harassed, discriminated against, threatened, or verbally abused by a student should report it to a teacher or the principal for investigation.</li> <li>A staff member who believes they have been bullied, harassed, discriminated against, threatened, or verbally abused by a student should report it to the principal for investigation.</li> <li>Allegations will be resolved at the school level, where possible.</li> <li>The parent/guardian of the student(s) involved will be contacted by the teacher or principal if the situation suggests it is necessary.</li> <li>The principal will contact the Director of Student Services if the incident is of a serious or persistent nature.</li> <li>Police will be contacted where it is determined that the student's conduct is serious enough to warrant police involvement.</li> <li>Acts of bullying, harassment, discrimination, threats, and/or verbal abuse may result in disciplinary action and may include progressive discipline and/or suspension as outlined in Student Suspension Policy and Education Act.</li> </ol>   | <ol style="list-style-type: none"> <li>A student who believes they have been bullied, harassed, discriminated against, threatened, or verbally abused by a staff member, should report it to a teacher or the principal for investigation.</li> <li>The parent/guardian of the student involved will be contacted by the teacher or principal if the situation suggests it is necessary.</li> <li>The principal will contact the Director of Student Services if the incident is of a potentially serious or persistent nature. The Director of Student Services will involve the Director of Human Resources.</li> <li>Police will be contacted where it is determined that the staff member's conduct is serious enough to warrant police involvement.</li> <li>An act noted above may result in disciplinary action against the staff member which may include, oral reprimand, written reprimand, suspension, or dismissal, in accordance with the Education Act, applicable collective agreements and labour laws.</li> </ol>   |
| <b>Sexual Misconduct</b>  | <ol style="list-style-type: none"> <li>A student who believes they are a victim of sexual misconduct by a student should report it to a teacher or the principal.</li> <li>A staff member who believes they are a victim of sexual misconduct by a student should report it to the principal.</li> <li>In all cases of suspected sexual abuse against a student, the provincial <u>Child Sexual Abuse Protocol</u> will be followed.</li> <li>Allegations of sexual misconduct will be reported to the Director of Student Services by the principal.</li> <li>Police will be contacted where it is determined that the student's conduct is serious enough to warrant police involvement. The Public Schools Branch will conduct their own investigation at an appropriate time.</li> <li>The parent/guardian of the student(s) involved will be contacted by the principal if the situation suggests it is necessary.</li> <li>An act of sexual misconduct may result in disciplinary action, which may include a threat assessment, progressive discipline and/or suspension, in accordance with the Student Suspension Policy and Education Act.</li> </ol>   | <ol style="list-style-type: none"> <li>A student who believes they are a victim of sexual misconduct by a staff member, should report it to a teacher or the principal.</li> <li>In all cases of suspected sexual abuse against a student, the provincial <u>Child Sexual Abuse Protocol</u> will be followed.</li> <li>The principal will notify the Director of Student Services of the allegation. The Director of Student Services will notify the Director of Human Resources.</li> <li>Police will be contacted where it is determined that the behaviour conduct is serious enough to warrant police involvement. The Public Schools Branch will conduct their own investigation at an appropriate time.</li> <li>The parent/guardian of the student involved will be contacted if the situation suggests it is necessary.</li> <li>An act of sexual misconduct may result in disciplinary action against the staff member, which may include oral reprimand, written reprimand, suspension, or dismissal, in accordance with the Education Act, collective agreements and applicable and labour laws.</li> </ol>   |
| <b>Theft or Vandalism</b>   | <ol style="list-style-type: none"> <li>A student who believes they are a victim of theft or vandalism by a student should report it to a teacher or the principal for investigation.</li> <li>A staff member who believes they are a victim of theft or vandalism by a student should report it to the principal for investigation.</li> <li>Allegations will be resolved at the school level, where possible.</li> <li>The parent/guardian of the student(s) involved will be contacted by the teacher or principal if the situation suggests it is necessary.</li> <li>The principal will contact the Director of Student Services if the incident is of a serious or persistent nature.</li> <li>Police will be contacted where it is determined that the student's conduct is serious enough to warrant police involvement.</li> <li>In the case of theft, the student/parent will be responsible to return the item and/or provide full compensation to the owner.</li> <li>In the case of vandalism, the student/parent will be responsible for fully compensating either the Public School Branch or the owner of the damaged property for the damages incurred.</li> <li>An act of theft or vandalism may result in disciplinary action which may include progressive discipline and/or suspension in accordance with the Student Suspension Policy and Education Act.</li> </ol>   | <ol style="list-style-type: none"> <li>A student who believes they are a victim of theft or vandalism by a staff member should report it to a teacher or the principal for investigation.</li> <li>The parent/guardian of the student involved will be contacted if the situation suggests it is necessary.</li> <li>The principal will contact the Director of Student Services if the incident is of a potentially serious or persistent nature. The Director of Student Services will involve the Director of Human Resources.</li> <li>Police will be contacted where it is determined that the behaviour conduct is serious enough to warrant police involvement.</li> <li>In the case of theft or vandalism, the staff member will be responsible to return the item and/or provide full compensation to the owner.</li> <li>An act of theft or vandalism may result in disciplinary action against the staff member, which may include oral reprimand, written reprimand, suspension, or dismissal, in accordance with the Education Act, collective agreements and applicable and labour laws.</li> </ol>  |
| <b>Violence</b>   | <ol style="list-style-type: none"> <li>A student who believes they have been a victim of violence by a student should report it to a teacher or the principal for investigation.</li> <li>A staff member who believes they have been a victim of violence by a student should report it to the principal for investigation.</li> <li>Allegations will be resolved at the school level, where possible.</li> <li>The parent/guardian of the student(s) involved will be contacted by the teacher or principal if the situation suggests it is necessary.</li> <li>The principal will contact the Director of Student Services if the incident is of a serious or persistent nature.</li> <li>Police will be contacted where it is determined that the student's conduct is serious enough to warrant police involvement.</li> <li>An act of violence may result in disciplinary action and may include a threat assessment, progressive discipline, alternate schooling and/or suspension in accordance with the Student Suspension Policy and Education Act.</li> <li>An act of violence resulting in <u>student injury</u> will be reported on the <u>Physical Incident Report Form</u> (Student Services form) and <u>School Incident Report Form</u> (Risk Management form).</li> <li>An act of violence that may result in a <u>staff injury</u> will be reported on the <u>School Incident Report Form</u> (Risk Management form) and the <u>Workers Report Form 6</u> (Workers Compensation Form).</li> </ol> | <ol style="list-style-type: none"> <li>A student who believes they have been a victim of violence by a staff member should report it to a teacher or the principal for investigation.</li> <li>The parent/guardian of the student involved will be contacted if the situation suggests it is necessary.</li> <li>The principal will contact the Director of Student Services if the incident is of a potentially serious or persistent nature. The Director of Student Services will involve the Director of Human Resources.</li> <li>Police will be contacted where it is determined that the staff member's conduct is serious enough to warrant police involvement.</li> <li>An act noted above may result in disciplinary action against the staff member which may include, oral reprimand, written reprimand, suspension, or dismissal, in accordance with the Education Act, applicable collective agreements and labour laws.</li> <li>An act of violence resulting in <u>student injury</u> will be reported on the <u>Physical Incident Report Form</u> (Student Services form) and <u>School Incident Report Form</u> (Risk Management form). An act of violence that may result in a <u>staff injury</u> will be reported on the <u>School Incident Report Form</u> (Risk Management form) and the <u>Workers Report Form 6</u> (Workers Compensation Form).</li> </ol> |
| <b>Weapons</b>  | <ol style="list-style-type: none"> <li>A weapon or weapon replica is not permitted on school premises.</li> <li>Anyone who suspects a student is in possession of a weapon or weapon replica should report it to a teacher or the principal for investigation.</li> <li>A weapon or weapon replica on school premises will be confiscated by a staff member, where it is safe to do so.</li> <li>The parent/guardian of the student(s) involved will be contacted if the context of the incident suggests it is necessary.</li> <li>The principal will contact the Director of Student Services if the incident is of a serious or persistent nature.</li> <li>Police will be contacted where it is determined that the student's conduct is serious enough to warrant police involvement. The weapon/weapon replica may be released to police, as required by law.</li> <li>Possessing a weapon or weapon replica on school premises will result in disciplinary action which may include a threat assessment, progressive discipline and/or suspension in accordance with the Student Suspension Policy and Education Act.</li> <li>Religious property or paraphernalia, (e.g. a Kirpan) that is worn by a student at school is not considered a weapon, if required for religious purposes.</li> </ol>   | <ol style="list-style-type: none"> <li>A weapon or weapon replica is not permitted on school premises.</li> <li>Anyone who suspects a staff member is in possession of a weapon or weapon replica will report it to the principal for investigation.</li> <li>A weapon or weapon replica on school premises will be confiscated by the principal, where it is safe to do so.</li> <li>The principal will contact the Director of Student Services if the incident is of a potentially serious or persistent nature. The Director of Student Services will involve the Director of Human Resources.</li> <li>Police will be contacted where it is determined that the staff member's conduct is serious enough to warrant police involvement. The weapon/weapon replica may be released to police, as required by law.</li> <li>Possessing a weapon or weapon replica on school premises may result in disciplinary action which may include oral reprimand, written reprimand, suspension, or dismissal, in accordance with the Education Act, collective agreements and applicable and labour laws.</li> <li>Religious property or paraphernalia, (e.g. a Kirpan) that is worn by a staff member at school is not considered a weapon, if required for religious purposes.</li> </ol>   |

Approval Date: August 21, 2018

|   |
|---|
| 2022 – 2023 School Calendar MRHS First Semester |
|---|

|                  |       |  |
|------------------|-------|--|
| <b>September</b> | 1     | Orientation Day for teachers (no classes)  |
|                  | 2     | Provincial PD day (no classes)   |
|                  | 5     | Labour Day (no classes)  |
|                  | 7     | First Instructional Day for grade 10 students  |
|                  | 8     | First Instructional Day for grade 11 students  |
|                  | 15    | Meet the teacher 6 p.m.  |
|                  | TBA   | Undergrad Awards   |
|                  | 19-22 | Grad Pictures (Heckbert's)   |
|                  |       | Grade 12 BBQ   |
|                  |       | Parent Council Meeting @ 5:30 p.m.   |
|                  |       | Peer Helping Training  |
|                  | 27    | Undergrad Photos (a.m.)  |
|                  | 30    | National Day for Truth and Reconciliation (no classes)                                     |
| <b>October</b>   | 7     | PD Day (no classes)  |
|                  | 10    | Thanksgiving (no classes)  |
|                  | 11    | Last day to discontinue courses without penalty  |
|                  |       | College & University Day (1:15-3:10)   |
|                  | 18    | Progress Reports sent home   |
|                  | 21    | Professional Development Day (no classes)  |
|                  | 28    | Retakes Undergrads (p.m.)  |
| <b>November</b>  | 3-4   | PEITF Annual Convention/CUPE Annual Convention (no classes)                                |
|                  | 9     | In-school (10:20 a.m.) and Public Evening Remembrance Day Services (7 p.m.)                |
|                  | 11    | Remembrance Day (no classes)   |
|                  | 11    | 10:45 a.m. Band performs at Montague Remembrance Day Service                               |
|                  | 11    | 2 p.m. Choir performs at Murray Harbour Remembrance Day Service                            |
|                  | 23    | Report Cards sent home   |
|                  | 24    | Parent-Teacher Interviews 5 – 7:30 p.m.  |
|                  | 25    | Parent-Teacher Interviews (no classes) 9 a.m. - noon<br>Parent Council Meeting @ 5:30 p.m. |
| <b>December</b>  |       | Viking Classic Men and Women's Basketball Tournament                                       |
|                  | 15    | Christmas Dance  |
|                  | 14    | Music Department Christmas Concert   |
|                  | 15    | Music Department Christmas Concert Storm Date  |
|                  | 20    | Last Day of Classes of 2022  |
| <b>January</b>   | 3     | First School Day of 2023<br>Grade 10 Art Exhibit in cafeteria                              |
|                  | 23    | PMP Class Final Assignments Concert (7:00 pm)  |
|                  | 24    | PMP Class Final Assignments Concert (storm date)   |
|                  | 25    | Last day of classes 1 <sup>st</sup> semester   |
|                  | 26-30 | Exams  |

|   |
|---|
| <b>2022 – 2023 School Calendar MRHS Second Semester</b> |
|---|

|                 |            |  |
|-----------------|------------|--|
| <b>February</b> | 2          | End of Semester Administration/School Effectiveness Day (no classes)                                       |
|                 | 3          | First day of classes 2 <sup>nd</sup> Semester  |
|                 | 8          | Love Songs Concert   |
|                 | 9          | Love Songs Concert Storm Date  |
|                 | 14         | Singing Telegrams (and Love Songs Concert Storm Date)  |
|                 | 20         | Islander Day (no classes)  |
|                 | 21-24      | Canada Games (no classes)  |
|                 | 27,28      | Mid-term Break (no classes)<br>Last day to order a yearbook  |
| <b>March</b>    | 1-3        | Mid-term Break<br>Band Days  |
|                 | 17         | Last day to discontinue courses without penalty  |
|                 | 24         | School Goals (no classes)  |
|                 | 28         | Progress Reports sent home   |
| <b>April</b>    | 7          | Good Friday (no classes)   |
|                 | 10         | Easter Monday (no classes)   |
|                 | 19         | Report Cards sent home   |
|                 | 20         | Parent-Teacher Interviews 5 – 7:30 p.m.  |
|                 | 21         | Parent-Teacher Interviews 9:00 a.m. – noon<br><b>Art Coffee House</b><br><b>Atlantic Festival of Music</b> |
|                 | 26         | Dress Rehearsal/Performance for Teachers and Families of Disney Ensemble                                   |
|                 | 29 – May 7 | Disney Ensemble travels to perform in Disney World   |
| <b>May</b>      | 5          | <b>Area Association Day/CUPE 3260 Annual Convention (no classes)</b><br>Music Monday at MRHS               |
|                 | 2          | Viking Pin Application Deadline<br>DELF<br>King's County Music Festival                                    |
|                 | 19         | PD Day (no classes)  |
|                 | 22         | Victoria Day (no classes)  |
|                 | 24         | Music Department Spring Concert  |
| <b>June</b>     | 5          | Instrumental Class Final Assignments Concert – 7:00 pm<br>Art Exhibit in Cafeteria                         |
|                 | 9          | Last day of classes 2nd semester   |
|                 | 12-15      | Grade 10, 11, 12 exams   |
|                 | 20         | Grad Prize Reception   |
|                 | 20         | Grad Rehearsal – Pick up gowns, invitations & Grad Banquet/Activity  |
|                 | 22         | Graduation   |
|                 | 26         | Grades 10 and 11 Report Cards pick up  |
|                 | 26         | Music Dept End-of-Year Barbeque  |
|                 | 30         | Last day for teachers  |



|                                |
|--------------------------------|
| <b>Graduation Requirements</b> |
|--------------------------------|

**Senior High School Graduation Requirements**

1. The minimum number of credits required for senior high school graduation (Grade 12) is twenty (20) credits, five (5) of which must be 600 and/or 800 level.

2. The number of **compulsory credits** which a senior high school student must take to receive the Prince Edward Island Senior High School Graduation Diploma is **twelve (12) credits**. These compulsory credits must be taken from the following areas:

- (a) 3 English credits, one of which must be ENG621A or ENG631A;
- (b) 2 math credits (post secondary institutions may require 3 or more math credits);
- (c) 2 science credits;
- (d) 2 social studies credits, one of which must focus on Canadian social studies (**CAS401A, GEO421A, LAW521A, LAW531A, HIS621A, HIS621B, POL621A, LAW521F**);
- (e) 1 physical education credit (**PED401A**);
- (f) 1 career education and personal development credit (**CEO401A**);
- (g) 1 credit from the following list that fosters creativity or innovation:
  - Automotive 801A, 801B, 801C, 801D, 801E
  - Carpentry 801A, 801B, 801C, 801D, 801E
  - Welding 801A, 801B, 801C, 801D, 801E
  - Computer Studies 521A, 621A
  - Creative Multimedia 801A
  - Creative Writing 521A
  - Culinary 801A, 801B
  - Dramatic Arts 801A
  - Global Issues 621A, 631A
  - Independent Study 521A, 621A
  - Music 421A, 421B, 521A, 521B, 621A, 621B, 801A
  - Robotics 801A
  - Visual Arts 401A, 501A, 601A, 621
  - External Credentials – Some courses only: **Please see Mr. MacKinnon**
  - OR** one of FRE421A or B, FRE421F, FRE521A or B, FRE521F, FRE621A or B, or FRE621F.

3. Students who leave school without fulfilling the requirements for the Provincial Senior High School Graduation Diploma will be given a Provincial Certificate of Accomplishment. In order to receive this certificate, a student shall require a minimum of twenty (20) credits, including:

- a) 3 language arts credits;
- b) 2 mathematics credits;
- c) 2 science credits;
- d) 2 social studies credits.

Students who receive a Provincial Certificate of Accomplishment and return to school to complete additional credit courses at a later date will have their transcript updated accordingly. The Provincial Senior High School Graduation Certificate will be granted when students fulfill the appropriate requirements.

**Montague Regional High School Diploma of Distinction:**

To obtain a Montague Regional High School Diploma, a student must complete the requirements for the Provincial certificate, plus additional credits for a total of twenty-three (23) credits in **three** years.

**Honours Criteria:**

Grade 12:

To be recognized as a PSB honour graduate, a student must:

- successfully complete the Provincial Graduation Requirements, and
- achieve an aggregate of 480 in six (6) Grade 12 courses (600 and 800 level), one of which is English, and
- have no mark lower than 70% in the six (6) Grade 12 courses included in the aggregate calculation.

Grade 10 & 11:

Parents and visitors should take note of the Honour Roll displayed in the main foyer. The Honour Roll displays the names of students who have excelled in their academic studies. Graduating students who achieve Honours standing will be identified on the Graduation program.

- To be eligible for recognition at the Grade Ten or Eleven level, a student must achieve an average of 80% or above in eight (8) subjects.

The Honour Roll displays, from September to the end of January, the names of successful students from the previous year. The display from February to June contains the names of students who met the requirements for the first semester only.

**Granting of External Credits:**

- There are eleven organizations that offer external credentials to Prince Edward Island high school students. They are:
  - The Canadian Cadet Organization;
  - The Royal Conservatory of Music;
  - Sport PEI;
  - The Duke of Edinburgh Award Program;
  - Conservatory Canada Music;
  - Prince Edward Island 4-H Council;
  - Dance Umbrella;
  - Royal Canadian Naval Reserve
  - Skills Canada PEI;
  - Island Dance Academy
  - Royal Canadian Army Reserve
- External Credentials may be granted in Grades 10, 11, and 12.
- External Credentials may be equivalent to half or full credits.
- Within the 20 credits (English school system) a high school student requires for graduation, one non-compulsory credit can be an external credential.
- The student is responsible for making requests to his/her school for the recognition of their proposed external credential(s).

**I. STUDENT SUCCESS & ACHIEVEMENT**

Montague Regional High School Credit System:

Montague Regional High School is a full credit, semestered school. Students enroll in eight (8) credits per year, four (4) during first semester from September to January, and four (4) during second semester from February to June.

All Grade Ten and Eleven students must enroll in eight (8) credit courses. Students in Grade Twelve may enroll in seven (7) courses plus a scheduled study period. Students must have attained a minimum of sixteen (16) credits to schedule a study period.

Number of Credits Determines Grade Level:

The Grade level of a student is determined by the number of credits that student has earned at the beginning of the school calendar year.

- Grade 10 students have completed less than five (5) credits.
- Grade 11 students have completed less than twelve (12) credits.
- Grade 12 students have completed 12 or more credits OR students must be eligible to graduate in that school year.

Course Registration:

Students in Grades Nine, Ten, and Eleven will register through My Blueprint in March/April of the following year. Students must carefully choose a course and level in which they can experience success. The administration and/or school counsellors may assist students with this. The number of course sections is determined by the number of students who opt for a particular subject; consequently, students should be very careful in making selections for the following year.

Completing and signing of course option forms commits students to the courses selected. Course changes are not always possible after student schedules have been finalized. It is the responsibility of the student to select courses that will meet the graduation requirements.

Discontinued Courses:

Student may drop a course before October 11, 2022 and March 17, 2023 without penalty. After these dates, “discontinued” will appear on the transcript.

Parent Teacher Interviews:

Parents/Guardians are encouraged to meet with teachers at any time throughout the year. Appointments may be made through the office. Students Achieve reports for each course in a student’s schedule are issued in October and March (see School Calendar).

There are two regularly scheduled sets of interviews; one for each semester.

First semester interviews are scheduled for:

- Thursday, November 24, from 5 to 7:30 pm and
- Friday, November 25, from 9 am to noon

Second semester interviews are scheduled for:

- Thursday, March 20, from 5 to 7:30 pm and
- Friday, March 21, from 9 am to noon

### Homework:

Students are expected to complete their homework on a regular day-to-day basis. Students who are absent are expected to contact a classmate to learn of their assignments, access information through the Google Classroom. Teachers can also be contacted through e-mail. In the event of an extended illness, arrangements can be made through the office to ensure that teachers have sufficient time to prepare assignments to be completed at home.

### Extra Help:

Teachers schedule extra help for their courses; times are available in the newsletter, course outlines and school website. Students must demonstrate constant and sustained effort during class in order to receive extra help. Private tutors should be hired in the event of an extended absence.

### Plagiarism:

One is guilty of plagiarism when: The exact words of another writer are used without using quotation marks and indicating the source of the words; the words of another are summarized or paraphrased without giving the credit that is due; the ideas from another writer are borrowed without properly documenting their source.<sup>1</sup>

<sup>1</sup><http://www.public.iastate.edu/~catalog/2005-07/geninfo/dishonesty.html>

There will be penalties for plagiarism which may include receiving a zero on the assignment.

### Textbooks:

Students are expected to maintain the condition of the textbooks for the semester. All assigned textbooks must be returned to the teacher at the end of each semester. If a textbook is lost or not returned, the student will be charged for the book. All lost and missing items are recorded on the students' permanent records. Transcripts will not be issued until these accounts are satisfied.

### Viking Pin:

During a student's three years at Montague Regional High School, he/she has the opportunity to be recognized for achievement in three areas: academic, social or athletic.

There are many clubs and athletic teams to which he/she can belong. Students can take advantage of as many of these opportunities as they wish and will accumulate points for participation. This will begin when a student joins a club or a team, so the earlier one joins, the more points one can collect.

In recognition of these extra-curricular, academic, athletic and/or social efforts throughout their school career, Montague Regional High offers the Viking Pin.

- Only graduating students are eligible to apply for pins.
- Students wishing to receive a school pin must complete this application form booklet.
- There are four types of pins available, examine carefully and select just one.
- All points are approved at the discretion of the Teacher Advisor, Athletic Director, and/or Selection Committee.
- Please note if you are receiving credit for any of your group involvement, you cannot be awarded a value.
- If your coach/advisor is not part of the current teaching staff, please consult with the Athletic Director or Teacher-librarian, Mrs. Killeen.
- Please fully complete the application on the inside pages of this booklet, making sure that you calculate your total point values in each section.
- Applications are available in the library.
- Deadline is **May , 2023**. Please respect deadline as applications will not be accepted after this date/time. Submissions are to be presented to Mrs. Killeen in the library.
- Signatures from advisors and coaches are **not** to be requested during class time.
- Pins will be awarded at the annual Awards Banquet in **June** (date TBA).

### Pins Available

#### ❖ Athletic Red Pin:

- Awarded for accumulation of twelve (12) points or more garnered from extra-curricular sports team involvement.
- To be considered, you must have participated in at least 80% of your team's practices and taken part in unit/provincial meets or tournaments.

#### ❖ Social Red Pin:

- Awarded for accumulation of fifteen (15) points or more garnered from approved school club, committee, or activity involvement.
- To be considered, you must have participated in at least 80% of your group's meetings.

#### ❖ Academic Red Pin:

- This pin is awarded for outstanding academic achievement in all three years of high school, resulting in an average of 85% or more, calculated from 23 marks chosen from the 8 courses taken in Grade 10, 8 courses in Grade 11, 4 taken in the first semester of Grade 12, and the midterm marks from second semester of Grade 12.
- Transcripts will be obtained from the office by the selection committee.

❖ Special Black Pin:

- This is our most prestigious pin, awarded for attaining an average of 85% in the student's three years at Montague Regional High School as determined by the criteria for the Academic Red Pin.
- Academic Excellence must be supported by attaining a minimum of 6 points in Athletics and 8 points in Social, with a grand total of 32 points.

## II. MONTAGUE REGIONAL HIGH SCHOOL POLICIES

### Respect and Responsibility:

#### Appropriate Dress:

Students and staff are expected to dress in a manner that contributes to the learning atmosphere of the class and school. A part of learning is the making of appropriate decisions on suitable types of dress for various activities. Please ensure you dress as though school is a workplace. While school is relaxed and comfortable, clothing suitable for the beach is not suitable for school!

School attire should reflect an attitude of pride in self, school and community. In keeping with our expectations to provide a safe and respectful environment, the following restrictions will apply:

- < no clothing referring to illegal substances or activities;
- < no clothing displaying sexual innuendo, profanity or violence;
- < no clothing degrading gender, racial groups or ethnic background

The administration reserves the right to ask students to cover up or change if clothing is inappropriate or unsuitable for school. Bare skin should not touch the chair if you are seated.

#### Bus Behaviour:

Students travelling on the bus are expected to attend classes. If they do not attend classes, they will **not** be permitted to travel home on the bus. Bus transportation is a privilege - not a right. Students are expected to be on their best behaviour while travelling on the school bus to and from school. It is important that students adhere to all rules and regulations as posted on the school bus. Non-compliance may mean loss of bus privileges.

#### Care of School Property:

Students are expected to respect school facilities and equipment. Any student who damages school property will be held responsible for replacement costs. Disciplinary action may also be taken.

#### Computer Use Rules at MRHS:

In order to ensure the integrity of the computer network, the following guidelines apply to all students and staff:

- < Students may not use anyone else's account, or give access of their account to anyone.
- < Students will not use Internet sites that are banned by the school. This includes, but is not limited to, game sites and streaming video/audio sites.
- < No changing the settings of any computer in the school.
- < No downloading materials to the desktop of any school computer.
- < Students will not vandalize computer equipment or files in the school.
- < No food or drink around any computers.
- < **Failure to comply with the above may result in loss of computer privileges.**

#### Electronic Devices:

Cell phones and other personal electronic devices (PED's) must be turned off during class time, unless authorized by a teacher. The use of the camera or video/audio recording features is prohibited unless written consent is obtained from the person being photographed/recorded, or from the legal guardian if the student is under eighteen years of age. Students may use cell phones in common areas such as the cafeteria, corridors, etc., when classes are not in session (i.e. breaks, lunch, after school). The use of any electronic device that disrupts academic instruction may result in some form of discipline, including confiscation of the phone for a period of time. Repeated offences will result in parents having to retrieve the phone at school.

#### Extra -Curricular Activities:

All students who represent the school in extra-curricular activities are required to meet the expectations of the teachers, coaches, athletic and social departments, and administration, in relation to attendance and behaviour. Failure to honour this commitment will impact eligibility to participate in other extra-curricular activities.

#### Vehicles and Parking:

Parking is a privilege to students available to students in the designated area. Inappropriate behaviour or unacceptable driving practices may result in loss of parking privileges. Vehicles parked outside the designated areas may be towed at the owner's expense. Students are not permitted to visit their vehicles during class time without permission.

## **Substances:**

### **Alcohol and Non-Medical Drugs:**

Montague Regional High School staff and administration consider the use of these substances to have serious negative effects on the safe learning environment of the school. Use and/or possession of alcohol and/or non-medical drugs on school property, or at school-sanctioned functions, is strictly prohibited. In accordance with PSB policy, if a student is suspected to be under the influence of a banned substance, the student will be suspended and will lose extra-curricular privileges for a period of one year from the date of the incident.

Students and parents must be aware that when students are caught with and/or consuming alcohol/drugs at a school activity in a group setting (i.e. bathroom, car, hotel room, locker room, outside an exit, etc.), **all** students in that group will be considered responsible except when those not indulging can show that they took concrete steps to disassociate themselves from the unacceptable activity.

### **Smoking on School Property:**

Students and staff are expected to follow the No Smoking policy of the Public Schools Branch. Tobacco products, including vapes, are not be used on school property. Those who do not comply will be suspended.

## **III. SCHOOL PROCEDURES**

### **Assignments:**

All major assignments must be completed and submitted in order to receive a credit. In-class assignments may continue until the last day of regular classes. In-class testing will end 2 days prior to the examination period. For courses with no final exam, testing and assignments may continue until the last day of regular classes.

### **Late Assignment Policy:**

Students are responsible for providing evidence of their achievement of the overall expectations within the timeframe specified by the teacher and in a form approved by the teacher. Students must understand that there will be consequences for not completing assignments or for submitting those assignments late. Each teacher will provide specific course expectations regarding late assignments on their course outline.

Where it is appropriate to do so, a number of strategies may be used to address late or missed assignments. They may include the following:

1. Confer with student, and where appropriate, with the student's parents about the reasons for not completing the assignment, taking into account the legitimacy of the reasons.
2. Require the student to complete the assignment during lunch or after school within a supervised setting at school.
3. Provide appropriate assistance to address barriers that may be preventing the student from completing the assigned work.
4. Deducting marks for late assignments, up to and including the full value of the assignment.

### **Cafeteria:**

Cafeteria services are available before class, at breaks, and at lunch. Daily specials are available for \$5.50 or pay what you can and will be posted daily on the website under announcements. Cleaning up trays and sorting garbage is part of maintaining a safe environment. Students and staff are expected to do their part.

### **Breakfast Club:**

Breakfast Club is available each morning for all students, free of charge. Ms. Hicken and volunteers organize and deliver this program.

### **Examinations:**

All students are expected to write examinations as scheduled. If a student is absent on an exam day, the parent/guardian must phone the school BEFORE the examination is scheduled to be written and arrangements will be made to write the missed examination. Failure to do so could result in the student receiving a FAILURE in the subject. A medical certificate will be required if a student misses a final exam.

### **Fees:**

1. Student: Each student is expected to pay a \$20 student fee. Monies are used to pay for student activities. **Fees are due by October 31, 2022. If you would like a payment plan, please contact the office.**
2. Athletic: Any students involved in athletics must pay a fee per sport played to defray costs for officials, equipment, transportation, and uniform upkeep. **Fees are due before the first day of competition.** See listing of such fees in the Athletics section.
3. Grad: Grade 12's are required to pay a \$40 fee. This money covers the grad barbecue, grad banquet, end-of-year grad activity, hypnotist, as well as any transportation needed. **Fees are due by October 31, 2022. If you would like a payment plan, please contact the office.**
4. E-transfers are accepted at [montagueregionalhigh@gmail.com](mailto:montagueregionalhigh@gmail.com). The password is: vikings. Please specify what payment you are making, for example, student fees, grad fees, athletics.

#### Library:

The Library is open to students from 8:20 a.m. to 4:00 p.m. Tuesday through Thursday; Mondays and Fridays it closes at 3:10 p.m. The school library program is designed to support all instructional programs. Grade ten students are provided with an orientation to library facilities and resources including the online catalogue and databases, periodicals and a variety of print and non-print materials. All materials are to be signed out and returned when due. Students who fail to return library materials are required to pay for them. Damaged materials may cost as well.

#### Lockers:

Students are issued a locker. Assigned lockers and locks are the property of the school. Use of lockers is restricted to before school, break times, lunch period, and after school. Students are to use their lockers for safekeeping of their school texts and personal belongings. Please note: At the end of the year, students are expected to **completely clean out** their lockers. The school is not responsible for anything left behind in the lockers.

#### School Cancellations and Closures:

When travelling proves difficult or if the weather is questionable, parents are urged to listen to radio stations for an announcement pertaining to late buses, early dismissals, or school cancellations for the Public Schools Branch or the Montague Family of Schools. On a day when school has been cancelled or students have been dismissed early due to inclement weather, ALL extra-curricular events scheduled at the school for that particular day are also cancelled.

#### Student Insurance:

Students in Grades 1 to 12 receive basic coverage at no cost to parents. Students are automatically insured when they are at school, at community-based learning activities (school sports events, co-op placements, field trips), and travelling to and from school and community-based school activities.

If an accident occurs during school hours, the student will be taken to the office and every attempt will be made to contact the parent/guardian. As a precaution, if necessary, the office personnel will have the student transported to the hospital or clinic. It is the responsibility of the parent/guardian to pick up the student at the hospital or clinic.

Any questions concerning insurance coverage should be directed to Aon Red Stenhouse Inc. At 1-800-448-2539 or at [www.edu.pe.ca/esd/main/sai\\_program.htm](http://www.edu.pe.ca/esd/main/sai_program.htm) Forms are also available at this link.

#### Telephones:

Parents may phone 838-0835 to leave messages for students. The school administrative assistant will page the students to come to the office at the end of each class to pick up phone messages, but will not be responsible for messages which are not picked up. Only in the case of an emergency will a student be called during class time. Parents are discouraged from calling and texting students on cell phones during class time.

#### Vocational Area Projects:

Parents should be aware that they may have private projects completed in motor vehicle repair, small engine repair, carpentry, or welding. Arrangements may be made through the vocational department at 838-0835, extension 249 for Automotive, extension 250 for Welding, and extension 251 for Carpentry. There is no charge for labour, but customers are responsible for all materials. Montague Regional High School will not be held responsible for workmanship.

### **IV. ATTENDANCE**

#### Attendance:

Success in school is directly connected to attendance; the more classes you attend, the greater the likelihood of achievement. The correlation between success and daily attendance is strong and well documented. The School Act states that the parent/guardian must ensure that their child attends school daily. Parents should make every effort to schedule vacations and appointment outside of school. Avoid keeping your child away from school for reasons such as birthdays, shopping, visiting family and friends, if they sleep in, looking after other children, minor check-ups or haircuts. When possible, routine medical or other health appointments should be made after school or during the school holidays.

#### Attendance and Engagement Procedure (see PSB website):

##### **1.0 Introduction**

- 1.1 The Public School Branch seeks full cooperation from parents/guardians in promoting regular school attendance and punctuality to their school age children.
- 1.2 Attendance in school is central to educational achievement and school success. School attendance is required by law, under the *School Act*, for all children between the ages of six (6) and sixteen (16). Parents/guardians must ensure that students attend and remain in school daily.
- 1.3 The School Board strongly encourages the following:
  - 1.3.1 When possible medical/dental appointments and extracurricular activities should be scheduled after school hours;
  - 1.3.2 Family vacations should be taken during school vacation and recess periods.
- 1.4 No student will be excused from regular attendance and schoolwork to take private lessons in sports, music, art, dance, or any other area without prior approval of the Minister responsible for public education in Prince Edward Island.

## 6.0 Procedures – Grade 10 – 12

- 6.1 These procedures are to be applied to student absences. **Absences involving extenuating circumstances will be reviewed by the Principal and procedures will be changed accordingly.**
- 6.2 **Step 1** – When a student has **5 days** or periods of absence per subject:
- 6.2.1 The subject teacher will communicate concern about attendance to the students;
  - 6.2.2 The subject teacher will phone home (3 attempts) to communicate concern about attendance;
  - 6.2.3 If contact is unsuccessful the teacher will inform administration.
- 6.3 **Step 2** – When a student has **10 days** or periods of absence per subject;
- 6.3.1 The subject teacher will communicate concern about attendance to the student;
  - 6.3.2 The subject teacher will notify the administration that a student has 10 absences;
  - 6.3.3 Administration will meet with the student to discuss possible future disciplinary action. Administration will call home (3 attempts) and send the Initial Notification of Absenteeism letter;
  - 6.3.4 Administration will meet with the student and parent(s)/guardians(s) to develop a support plan and discuss possible implications of continued absenteeism. Administration will document the support plan and meeting discussions and will provide a written copy to the parent(s)/guardians(s);
  - 6.3.5 Administration will refer to the school based Student Services Team.
- 6.4 **Step 3** – When a student has **15 days** or periods of absence per subject:
- 6.4.1 The subject teacher will notify the administration that a student has 15 absences;
  - 6.4.2 Administration will call home to report to the parent(s)/guardian(s) that their student is not to attend school until a parent meeting occurs to address attendance issues. Administration will send home the Second Notification of Absenteeism letter.
- 6.5 **Step 4** – When a student **20 days** or periods of absence per subject:
- 6.5.1 The subject teacher will notify the administration that a student has 20 absences;
  - 6.5.2 Administration will send home the Third Notification of Absenteeism letter;
  - 6.5.3 In discussions with subject teacher(s) administration may,
    - 6.5.3.1 Implement a reduction in schedule or referral to an alternative placement for the purpose of increasing student (including transportation) during the periods of the school day that they are not attending; Or
    - 6.5.3.2 Discontinue the student for the remainder of the semester. Programming such as Credit Recovery and future registration may be explored at the school level. The parent will have the right to appeal any changes to the student’s education plan;
  - 6.5.4 Administration will report the frequent absence concern to the Superintendent.
  - 6.5.5 Where non-attendance is suspected to be an indicator of parental neglect, administration shall make a report to the Department of Community Services and Seniors – Child Protection, as required under the mandatory reporting section of the Child Protection Act, as per section 11(f). The report should include:
    - a) Attendance record;
    - b) Documented communication to parents(s)/guardian(s);
    - c) Interventions and results;

### Truancy Policy:

Students are expected to attend all classes every day. If a student does not have permission via a note validated by the office (or a teacher) to be absent from class, then that student is considered truant. If students are bussed to school and fail to attend classes, they will also be considered truant and will not be permitted to return home on the bus. Students will not have the opportunity to make up any missed assessments if the student is absent-unexcused.

### Students Leaving School During the School Day:

There is a process to follow for students wishing to leave school property during the school day:

#### The Note:

A student who has a note from a parent or guardian giving him/her permission to leave the school during the day **MUST** present the note to office personnel **BEFORE** the first bell. The office staff will produce a “sign-out slip” which the student must present to the teacher of each missed class for verification. The student must then return this slip to the office and **SIGN OUT** on the ledger which can be found on the administrative assistant’s desk.

#### The Phone Call:

If it is necessary to make a phone call home to leave school, the student must go to the office to make that call. Office personnel will then speak to the parent/guardian and produce a “sign-out slip”. The student must follow the procedures with the sign out slip as outlined above.

### Full Day Absences:

Upon a student’s return to school following an absence, he/she must present a note to the homeroom teacher stating the reason for the absence. If a student has failed to produce a note, he/she will be asked to report to the office to call home. The administrative assistant will speak to the parent/guardian and write a note to the homeroom teacher indicating a call has been made.

### Late Students:

Students arriving late for school in the morning are expected to present a note to the office upon arrival to explain tardiness. They must also **SIGN IN** on the ledger available at the administrative assistant’s desk. Students arriving late for class repeatedly may be refused entry to that class.

Illness During School Hours:

A student who becomes ill during the school day must report to the office, where one of the school administrative assistants will attempt to phone a parent/guardian or one of the emergency contacts to make arrangements to have the student transported home.

**V. STUDENT SERVICES**

Guidance:

Li-Jean Tsai and Natasha Nabuurs, are our School Counsellor at Montague Senior High School, is normally available before and after school hours, at noon time, as well as throughout the day. Ms. Victor is available for confidential discussions of personal, educational, or social concerns, selecting courses, preparing for graduation, helping in the scholarship process for post-secondary education, and making post-secondary and career material available. Information and assistance is also available on study skills, preparing for job interviews and the world of work, establishing educational and occupational goals, etc. In short, ANY issue can be discussed confidentially with your counsellor.

Student Health and Wellness:

Additional support from community professionals is available and will focus on the needs identified by the students themselves. Topics may include unemployment, mental/physical health, young offenders/crime, and drugs/alcohol/smoking. These professionals can be accessed through the Counsellor. Confidentiality is guaranteed. Located in room 87.

**VI. ATHLETICS**

Physical Education Area and Fitness Centre Rules:

1. A separate pair of indoor footwear is required for use only in the gym and Fitness Centre. Mats are provided to ensure that footwear is clean.
2. Appropriate clothing must be worn.
3. Only water is permitted in the PE area and Fitness Centre. No other food or drink is permitted.
4. Students must be supervised by a teacher at all times when using the gymnasium or Fitness Centre.
5. Students must have permission from a teacher in order to enter the equipment room or uniform room.
6. No cleats are to be worn inside the school. Cleats must be cleaned outside prior to entering the school.
7. Students must follow rules posted in the Fitness Centre.

Physical Education Change Room Rules:

(All PE students are assigned a PE lock and locker in the change room.)

1. Change room lockers must be locked at all times.
2. Students are not permitted to be in the locker rooms during class time without permission from a PE teacher.
3. All valuables should be **locked** in lockers at all times.

Guidelines for Extra-Curricular Sports:

Extra-curricular coaching is done on a voluntary basis, drawing on the expertise from the school and the community. Students who have earned the privilege of playing on an extra-curricular or scholastic team are expected to be respectful and courteous toward their coach(es), fellow players, opponents and officials. All players must sign an athletic contract outlining the expectations of the coaches, athletic department and the administration. Failure to honour this contract may result in suspension of eligibility for one full year.

Interscholastic Sports:

All students are encouraged to participate in the wide variety of sports at Montague Regional High School. Students are responsible to pay Athletic Fees for each sport they are involved in. Athletes will not be permitted to play games until the fee is paid. If this presents difficulty, the athlete should make arrangements with the Administration.

Fall:

- < Women’s and Men’s Golf (Green Fees)
- < Women’s and Men’s Soccer \$15
- < Women’s and Men’s Volleyball \$15
- < Women’s and Men’s Cross Country \$5
- < Women’s Field Hockey \$15
- < Men’s Baseball \$10
- <

Winter:

- < Women’s and Men’s Basketball \$30

Spring:

- < Women’s and Men’s Rugby \$15
- < Women’s and Men’s Softball \$15
- < Track and Field \$5
- < Women’s and Men’s Badminton \$5



Year Round:

- < Power Lifting \$10
- < Triathlon \$20

Athletes will be charged an additional \$5 for their first athletic fee. This covers the cost of their ticket to the year-end Awards Banquet.