



"MANY GIFTS, ONE SPIRIT"

AUSTIN O'BRIEN
CATHOLIC HIGH SCHOOL



STUDENT HANDBOOK



We All Belong Here

Our school is committed to providing a Catholic learning experience that safeguards and contributes to a safe and caring environment that fosters and maintains respectful and responsible behaviours. Every individual plays a vital role in respecting diversity and fosters a sense of welcome and belonging for all members of the school community.

There is no room for discrimination or racism at our school. If you experience or witness racism or discrimination, talk with your family, your teacher, or a trusted adult at your school. If you are in a situation where you need help and you feel there is no one you can talk to at home or school, then please use the reporting form found on ecsd.net/reportdiscrimination. When you make a report to a teacher, administrator, or staff member, or through the reporting form, an investigation will begin. It is brave to speak up.

If you need immediate help, you can contact the Kids Help Phone by calling 1-800-668-6868 or texting 686868.



Table of Contents

Welcome – Page 5

- Introduction
- School Mission, Vision and Charism
- Personnel

Student Services- Page 7

- Student Learning Services Team

School Information- Page 8

- Daily Schedule
- Parking
- ARC Card
- Lockers
- Visitors
- Lost and Found
- Expectations for use of Computer Labs
- School Map
- Attendance Policy
- PowerSchool
- Religious and Spiritual Dimensions of AOB
- Fire Drill and Lock Down Procedures
- Cafeteria Services

Student Responsibilities- Page 13

- Rationale and Purpose
- Rights
- Student Code of Conduct and Responsibilities
- Student Expectations
- School Response to Inappropriate Behavior
- Parent Responsibilities
- Search and Seizure
- Personal Use of Electronic Devices during Instructional Time
- Standards of Student Dress
- Smoking Policy
- Homework Expectations
- Assessment Policy
- Plagiarism
- Expectations for Final and Diploma Exams

Course Information- Page 25

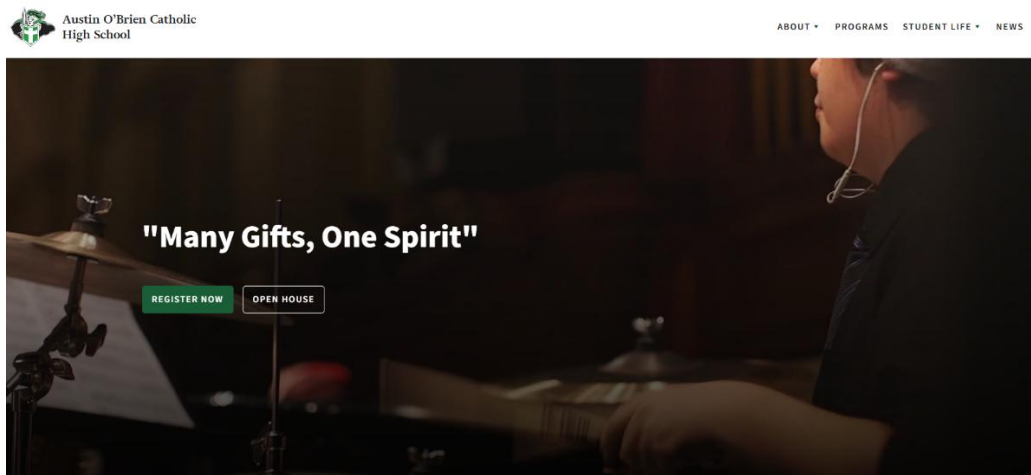
- Course Prerequisites
- Course Change Requests
- Retroactive Credits
- Credit Load
- Spares

Graduation and Diploma Information- Page 26

- AOB Graduation
- Graduation and Certificate Checklist
- Student Achievement Recognition
- Course Challenge Policy
- Appeal Procedures
- Scholarship Information

Our Website- Page 33

<https://austinobrien.ecsd.net/>



WELCOME

"Many Gifts, One Spirit"

INTRODUCTION

The school is named in honor of, and after, Sir Austin A. O'Brien. In 1924, Sir Austin O'Brien was appointed Superintendent of Edmonton Separate Schools and served until 1961. His leadership led to high morale and loyalty necessary for the financial sacrifices needed to preserve Edmonton Separate Schools during the depression years. He aimed to build a system characterized by traditional respect for high academic standards and by a modern regard for better methods of teaching. This made him an outstanding business administrator and educational supervisor. Never one to make hasty decisions, he is noted for making the right decisions.

Although such recognition is usually postponed until after death, his services were such that honoring him while alive was deemed appropriate. In 1963, there were nearly 18,000 students in fifty-five schools, five of which were high schools – largely through the progressive policy brought to the School Board by Sir Austin O'Brien. His sense of courtesy and fairness was largely responsible for the good relations existing between the two City School Boards. His relations with the Provincial Department of Education were also amicable, while he continued to demand the same measure of justice for both the Separate and the Public Schools.

Sir Austin O'Brien gave a speech at the official school opening, and was presented with a miniature spade, in commemoration of the sod-turning ceremony. A portrait of Sir Austin O'Brien was presented to the school and hangs in the front foyer. Austin O'Brien High Catholic School was officially opened on November 24, 1963. Seven teachers and Sr. Marie Lillian as Principal staffed the school.

MISSION STATEMENT

It is the mission of our school to help all students realize their potential and become a responsible, productive, and balanced individual within the context of our Catholic faith.

VISION

Austin O'Brien Catholic High School recognizes the following criteria as standards that we strive to reach with our students: Enduring student success, varied curriculum and support to church and community. These standards are the blueprint for our improvement efforts and the benchmarks by which we will evaluate our progress.

SCHOOL CHARISM

Our school celebrates our differences, our past, and our future as Catholics in a modern world by permeating Catholicity in all aspects of our school life. We do this specifically in terms of tradition, community, and hospitality, through our academics, arts, and athletics.

PERSONNEL

Austin O'Brien Catholic High School has a highly trained staff in all areas that reflect a diversity of talent and skills. They are dedicated and committed to Catholic education. The staff are dedicated to ensuring the school provides a warm, inviting environment that enables students to enjoy their high school experience and results in a shared sense of pride in the school. At Austin O'Brien:

- all staff demonstrate their support of and commitment to the school's vision and values.
- all staff have high expectations for student success and work individually and collaboratively to create conditions that promote student success.
- all staff model the importance of lifelong learning through their commitment to ongoing professional development.
- staff support each other and model core values in their interactions with each other, students and parents.
- staff support co-curricular activities based on interests and skills.

ADMINISTRATION TEAM

Principal:	Mrs. Anna Gomez	anna.gomez@ecsd.net
Assistant Principal (Grade 10 Coordinator):	Mr. Paul Horpyniuk	paul.horpyniuk@ecsd.net
Assistant Principal (Grade 11 Coordinator):	Mr. Ron Zacharko	ronald.zacharko@ecsd.net
Assistant Principal (Grade 12 Coordinator):	Ms. Gina Carducci	gina.carducci@ecsd.net

Administrative Assistants	Sheridin King and Jennifer Bowen
Business Manager	Laurie Shimoda

FACULTY COUNCIL

English	Gina Carducci (Amie Darby)
Mathematics	James Smith
Science	Dean Turchansky
Social Studies	Tyler MacPherson
Athletics	Zack Zwart
Physical Education	Ruby Mauricio
Fine Arts/CTS	Tina Kenny
Chaplain/Religion	Ron Zacharko
Instructional Coach	Kirsten Kimak
Graduation Coach/Counselor	Rosa Bonifacio
Advanced Placement	Andrew Kozitzky
International Languages	Paul Horopyniuk
English as an Additional Language	Amber Sand

STUDENT SERVICES

Student Learning Services Team

Braided Journeys: Ms. Amanda Philips

The Braided Journeys Student Support Centre is committed to assisting student success by cultivating a caring, welcoming, and positive place where Indigenous students see themselves, their contributions, and their culture represented, respected, and celebrated. Support, encouragement, and guidance is offered to all Indigenous students throughout their educational journey.

Chaplain: Mr. Zacharko

The chaplain is available to students for spiritual support with difficult situations, such as family or relationship issues, illness, difficult decisions and death. The chaplain offers support and comfort to students through prayer, Bible study and counseling to encourage faith growth. The chaplain coordinates and serves with students to offer community service to those in the Edmonton community.

Graduation Coach: Mrs. Rosa Bonifacio (Library-Learning Common)

The student counselor is available to support students with such personal issues as relationship problems, family issues and other personal concerns. Counseling is also provided to assist students with anxiety, depression, loss, self-esteem concerns, anger management and more. Students who are impacted by the inappropriate behaviors of others are also encouraged to discuss the matter with the Counselor. All matters remain confidential.

Mental Health Therapist (MHT): Ms. Hona Ebrahime (Library-Learning Common)

An MHT supports students' emotional, social, and mental well-being by providing assessment, counseling, and therapeutic interventions within the school setting. They work collaboratively with students, families, school staff, and community partners to address mental health concerns, build coping and resiliency skills, and promote positive student outcomes.

Family School Liaison Worker (FSLW): Vanessa Prudencio (Library-Learning Common)

An FSLW supports the social and emotional well-being of students and their families. They work collaboratively with students, families, school staff and agencies to support learning, promote student success, and strengthen connections between home and school, and community. FSLWs provide advocacy, informal one-to-one support, group sessions and workshops, home visits, crisis intervention, and resource coordination to help create an environment where students and families can thrive.

Instructional Coach: Mrs. Kirsten Kimak (Room 217)

The Instructional Coach works in partnership with teachers to provide the most appropriate learning strategies to meet the diverse learning needs of all students. The Instructional Coach helps students who are struggling academically by liaising with the student's teacher and providing appropriate learning strategies and support to the student.

Careers Centre: Mrs. Rosa Bonifacio (Library-Learning Common)

The Careers Centre is a help station available for students and their parents who are interested in the investigation, planning and implementation of career goals. Assistance is available for students to find career profiles, labor market information, college and university entrance requirements and scholarship/funding information.

English as an Additional Language: Mrs. Amber Sand (Main Office)

Students that are new to Canada and/or new to the English language are supported within our inclusive classrooms. Individual program plans are created to support each student and work towards achieving their high school goals and beyond.

Media Resources: Mrs. Sheryl Ogonoski (Library-Learning Common)

The Learning Resources Centre contains over 5000 items in print or other media to complement student curriculum studies. More than 1000 fiction titles in paperback are available for reading pleasure.

Student Resource Officer: Constable Alice Correia (Office located across from the Cafeteria)

Please see this webpage for more information: <https://austinobrien.ecsd.net/school-resource-officers>

School Information**Daily Schedule:**

	Mon-Tues-Wed-Fri	Thursday	
Warning Bell	8:25 am	Warning Bell	8:25 am
Block 1	8:30 am -9:57 am	Block 1	8:30 am- 9:23 am
Block 2	10:00 am – 11:27 am	Block 2	9:25 am- 10:18 am
Mentor Minutes	11:27 am – 11:39 am	Block 3	10:20 am- 11:13 am
Lunch	11:39 am – 12:09 pm	Block 4	11:15 am- 12:08 pm
Block 4	12:11 pm – 1:38 pm		
Block 5	1:41 pm – 3:08 pm		

Rotating Schedule:**AOB Weekly Schedule**

Block Time	Monday	Tuesday	Wednesday	Thursday		Friday
Warning Bell: 8:25AM 8:30AM- 9:57AM	Block 1 (A)	Block 2 (B)	Block 1(A)	Week A	Week B	Block 2 (B)
				Block 1 (A)	Block 2 (B)	
				8:30AM-9:23AM		
10:00AM- 11:27AM	Block 2(A)	Block 1(B)	Block 2(A)	Block 2(A)	Block 1(B)	Block 1(B)
11:27AM- 11:39AM	Mentor Minutes	Mentor Minutes	Mentor Minutes	9:25AM-10:18AM		Mentor Minutes
11:39AM- 12:09AM	Lunch	Lunch	Lunch	Week A	Week B	Lunch
12:11PM- 1:38PM	Block 4(A)	Block 5 (B)	Block 4(A)	Block 4(A)	Block 5 (B)	Block 5 (B)
				10:20AM-11:13AM		
1:41PM- 3:08PM	Block 5(A)	Block 4(B)	Block 5(A)	Block 5(A)	Block 4(B)	Block 4(B)
				11:15AM-12:08AM		

Parking

Students are welcome to park on any of the city streets but are reminded to be mindful of any signage to avoid being ticketed or towed. St Nicholas Ukrainian Catholic Parish also gives students access to their parking lot, unless otherwise indicated due to events occurring. It is expected and enforced that AOB students act as good neighbors, with all members of our surrounding community. We must be respectful and courteous to the community and environment.

ARC Card

Regular \$60.00- ARC Card Available for purchase in the Business Office.
ETS Replacement: \$6.00 and funds loaded on the new card

Lockers

Students have access to a locker. If the assigned locker is damaged, it should be reported to the Business Office. Once the locker is occupied, it is the responsibility of the student to take care of their space. Under no circumstances should a student occupy a locker that is not assigned to them. The school does not accept responsibility for articles lost or stolen. It is the student's responsibility to ensure the locker is locked before walking away. Lockers may be searched by school authorities at any time.

Visitors

Division policy stipulates that all visitors must report to the general office immediately upon entry to the school. Failure to comply may result in trespassing charges being issued. Visitor passes are available upon check in from the main office.

Lost and Found

Items found and handed in are retained in the main office. Theft should be reported to the SRO.

RELIGIOUS & SPIRITUAL DIMENSION OF AUSTIN O'BRIEN HIGH SCHOOL

Austin O'Brien Catholic High School has a philosophy of developing all the God given gifts and talents of the students to the fullest. It takes great pride in the community atmosphere that is felt by all at the school. Twenty-eight parishes are represented at AOB.

Morning Prayer begins every day at school. It is led by students and staff who share their faith with the rest of the school. There is a celebrations committee that organizes special faith gatherings that are meaningful and memorable to staff and students.

The students are required to complete Religious Studies 15, 35, and World Religions 35 successfully in order to be able to participate in the graduation commencement. Retreats are an integral part of the development of a student's faith and sense of belonging to the school. They give the students an opportunity to examine their faith and relationship with God at their present stage of life. Students describe retreats as a highlight of their school experience. Each student is allowed to share and analyze issues that challenge his/her life. It is also an opportunity for staff to create a bond which enhances their own spiritual lives.

FIRE DRILL & LOCK DOWN

In preparation for the unexpected, the school conducts six fire drills throughout the year to familiarize students with emergency evacuation routines. All students are expected to clear the building. Students on spare report directly to the school "fire marshal" who will be located on the west side of the building in the church parking lot. Students must be at least 30-45m from the building.

In the case of a LOCKDOWN students should follow directions from supervisors/teachers and make themselves secure. If you enter the building and hear a message indicating that AOB is in a lockdown situation, leave the school and school grounds immediately.

CAFETERIA SERVICES

Our cafeteria providers aim to provide an array of healthy food choices on the Menu. Check out the new variety of breakfast and lunch foods available – and be sure to enjoy the Daily Specials!

- **NO SUNFLOWER SEEDS ALLOWED INSIDE SCHOOL PROPERTY**
- **NO FOOD OR DRINK IN COMPUTER LABS OR LIBRARY/Learning Common**
- **Gum chewing is up to the discretion of the classroom teacher.**

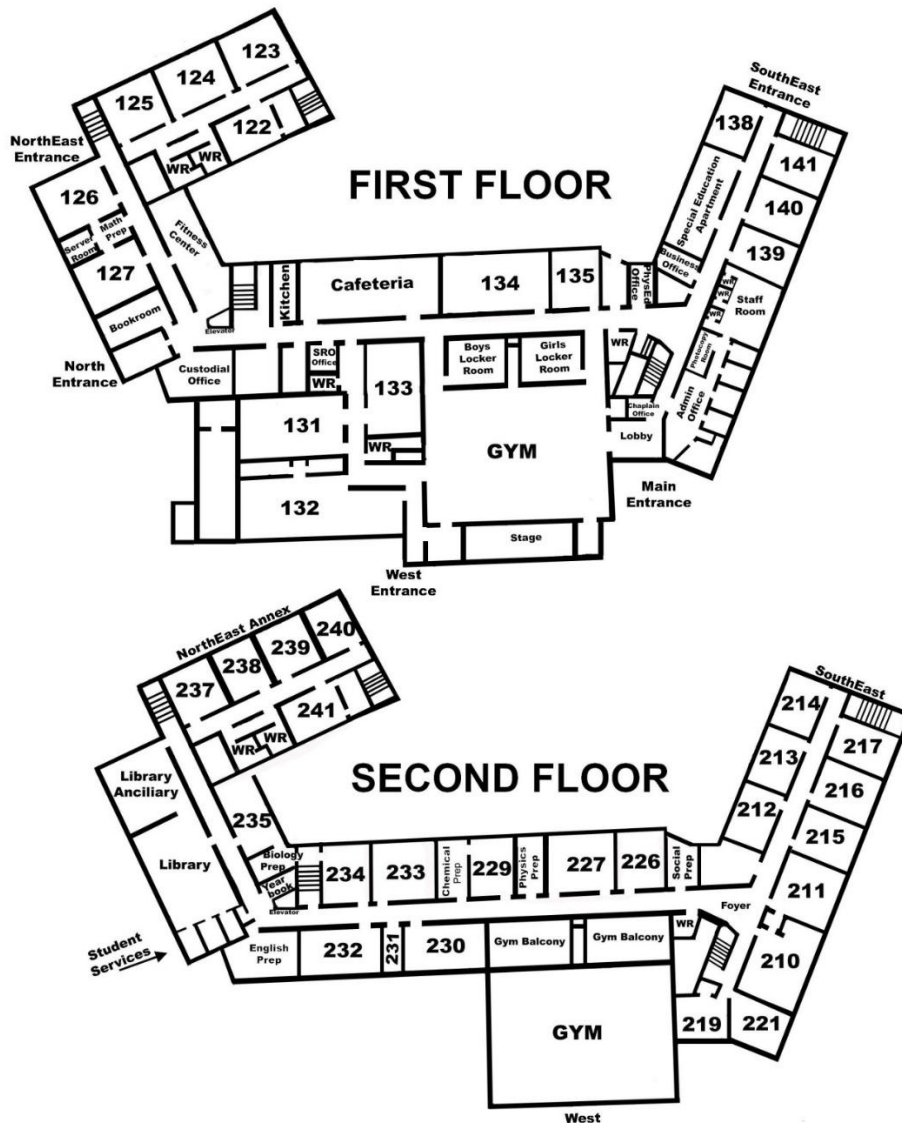
EXPECTATIONS FOR STUDENT USE OF COMPUTER LAB AND CHROMEBOOKS

1. No food, candy, gum, sunflower seeds, or drinks. Clear water bottles with tops are allowed.
2. Problems with a computer must be reported immediately to the teacher. Students must NEVER try to fix any computer. No swapping of mice or keyboards. No movement of equipment.
3. Computer use is restricted to school-related activities. No games during class time.
4. Your login information is confidential. Never share your login with anyone. Doing so is a violation of Division security policies and results in loss of your computer privileges.
5. Students are not allowed to install ANYTHING!
6. No downloading of program files to the computer or server.
7. Do not alter desktop applications.

8. Spell check, proofread and preview documents BEFORE printing.
9. Quit and close all applications and log off before you leave. Failure to do this may result in a student losing all of their files, your account being compromised and/or your computer account being disabled.
10. Computer areas should be clean and your chair pushed into position before leaving.

School Map

AUSTIN O'BRIEN HIGH SCHOOL



WR=WASHROOM

ATTENDANCE POLICY

The Province of Alberta Education Act requires that students attend school regularly and punctually. If a student has a valid reason to miss class, we ask that the parents phone the school in a timely manner so that our teachers can be notified. If there is no phone call our automatic phone system will phone home reporting the absence that evening.

Unexcused Student Absences Protocol (3 and 6)

- After 3 absences the teacher calls home and logs parent contact date/action in PowerSchool
- After 6 absences the grade coordinator will be notified, and teacher will contact parents a second time to address the unexcused absences and logs parent contact date and action in PowerSchool

Late policy

A student's late arrival to class impacts the lesson that is underway in the classroom for the late student and all the students present on time in class. For students arriving 30 minutes or more late, the entered AU will remain. In case of continued lates, teachers and grade coordinator will be contacting the families.

Students' Leave/Extended Holidays during School Time

Regular attendance is a requirement by Alberta Education, and as a result we are not able to grant permission for an extended absence. However, we do appreciate the dilemma which families face when an extended leave must occur. Students who wish to leave school for an extended period must pick up a "Student Leave Application Form" in the main office. **The form must be completed prior to the departure.**

Procedure:

- The student should provide the grade coordinator with a note from their parent indicating the dates and the reason for the proposed absence.
- The student will be provided with an "extended leave" form which they will be responsible for taking to each of their subject teachers and have it signed by the teachers and the student's parents.
- Teachers will indicate the academic consequences of the proposed absence.
- The student returns the form to the office where a copy is made and submitted to the grade coordinator. The student keeps the original.
-

The student is responsible for the learning and assessment that took place during the absence

PowerSchool

<https://powerschool.ecsd.net/public/home.html>

Reporting Academic Achievement

PowerSchool gives students and families an opportunity to see a live progression of student achievement in each course. It is important that students and parent/guardians have access to PowerSchool. If support is needed, please contact the school at 780- 466-3161.

The ongoing updates provided through PowerSchool allow students and parent/guardians to be in contact with teachers throughout the semester for questions and support. The most effective means of communication with staff is via email (firstname.lastname@ecsd.net).

Student Responsibilities

RATIONALE AND PURPOSE

It is the mission of our school to help every student realize their potential and become a responsible, productive, and balanced individual within the context of our Catholic faith, and safeguard and contribute to a safe and caring environment that fosters and maintains respectful and responsible behaviours.

We affirm that the rights set out in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms are afforded to all students and staff members within Austin O'Brien Catholic High School.

We affirm that pursuant to the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, students and staff members are protected from discrimination. More specifically, discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation, or facilities that are customarily available to the public, and the denial or discrimination is based on race, religious beliefs, color, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

Rights

Edmonton Catholic Schools share a foundational belief that all children are unique, loved by God, and created in God's image. As such, all human beings are inherently sacred and must be treated with dignity and respect. Based on this belief, the mission of each school is to help students grow as children of God in all aspects of their person; physically, academically, socially, emotionally, morally and spiritually. We affirm that the rights set out in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms are afforded to all students and staff members within Austin O'Brien High School. With this in mind, we believe that all members of our community have the right to:

1. Be treated with dignity, respect and fairness without prejudice;
2. Learn and grow in a secure, non-threatening environment;
3. Enjoy and maintain a clean, safe environment;

4. Hear appropriate language at all times;
5. Have an environment aligned with the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, that is free from discrimination of any type.
6. Access a continuum of supports through the Student Services team for those who have been impacted by inappropriate behavior as well as those who engage in inappropriate behavior.

STUDENT CODE OF CONDUCT AND RESPONSIBILITIES

This Student Code of Conduct Policy has been developed by the school community and was based on input from students, parents, and school staff. It is included in this student handbook as communication to all members of the school community. This Student Code of Conduct will be reviewed and adapted as necessary on an annual basis by members of the school community.

Students shall conduct themselves to reasonably comply with the following code of conduct and The School Act stipulates that all students meet the following expectations:

EXPECTATIONS FROM THE EDUCATION ACT (Section 31):

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

- attend school regularly and punctually,
- be ready to learn and actively engage in and diligently pursue the student's education,
- ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- respect the rights of others in the school,
- refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- comply with the rules of the school and the policies of the board,
- co-operate with everyone authorized by the board to provide education programs and other services,
- be accountable to the student's teachers and other school staff for the student's conduct, and
- positively contribute to the student's school and community. Ensure that the students are expected to conduct themselves in a manner that safeguards and contributes to a safe and caring environment that fosters and maintains respectful and responsible behaviours.
- Refrain from, report, and not tolerate, bullying or bullying behavior directed toward others in the school, whether it occurs in the school building, during the school day or by electronic means
- Positively contribute to the student's school and school community

**STUDENT EXPECTATIONS BASED ON THE EDUCATION ACT and
ADMINISTRATIVE PROCEDURE 351**

<https://kings-printer.alberta.ca/documents/Acts/e00p3.pdf>

Students are expected to develop the talents and abilities that God has given them. Specifically, students are expected to:

Attend school regularly and be on time for all classes. For time lost from educational activities because of unexcused absences or lates, the lessons missed may be required to be made up in the student's personal time. **Significant absences or lates may require reporting to the Alberta Attendance Board.**

- Complete all homework and assignments. If a significant amount of work not completed is significant, the student may be removed from class to work independently until such time as they have submitted the missed assessments.
- Respect all school property and the personal property of others. Damaging or stealing school property will result in some form of restitution such as cleaning the area damaged, payment for damage, community service within the school, and a report to the school resource officer as well as a loss of privileges, suspensions, or expulsions.
- Show consideration, courtesy and respect for self and others and use appropriate strategies to deal with conflict whether in person or through electronic means. Students should avoid the use of actions and words that may make others feel unsafe. Resorting to physical violence, intimidation, teasing, threats, harassment, or cyberbullying is never appropriate. If there is a problem that a student needs help with, they should tell a teacher, their grade coordinator, or the Principal. The use of physical violence may result in a suspension for 1 to 5 days, or recommendation for expulsion.
- Avoid the use of profane language, inappropriate gestures, and inappropriate behavior. Display of such behavior may result in a variety of consequences such as: monitoring, reprimand, denial of privileges to participate in school activities or events, suspension or expulsion depending on the seriousness and frequency of the behavior.
- NOT use drugs, alcohol, cannabis or tobacco products, or inhalants or be in possession of these items in the school or its vicinity. Illegal activities will be reported to the proper authorities. Consequences may include loss of privileges, suspensions, or expulsions.

STUDENT EXPECTATIONS REGARDING APPROPRIATE BEHAVIOUR TOWARDS OTHERS

The Edmonton Catholic School Division and Austin O'Brien Catholic High School strive to foster a positive and safe learning environment. We believe that everyone is created in the image and likeness of God and that all are capable of good actions. We challenge inappropriate behavior but affirm the individual. As partners in this community of learners, parents have an important role in fostering and supporting learning, encouraging acceptable behavior, and helping students accept the consequences of their actions.

- Members of our school community will refrain from conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation, or facilities that are customarily available to the public if that denial is

based on race, religious beliefs, color, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

- Students will refrain from engaging in violence of any kind at school and during school-related activities.
- Students will assist in the prevention of violence without putting the student's own safety or well-being at risk, by co-operating with school staff and supporting intervention efforts.
- Students will be accountable for inappropriate behaviors whether they occur within the school building, during the school day, or by electronic means.

VIOLATIONS OF THE CRIMINAL CODE OF CANADA:

- Conduct which threatens the safety of students and/or staff
- Possession of a weapon on a student's person, or in a student's locker or desk, that is dangerous to students and staff. A weapon is anything used, designed to be used, or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person
- Displaying or brandishing a weapon in a threatening or intimidating manner, or assaulting another person
- Possession or use of illegal drugs, alcohol, or inhalants in school and on school property
- Interfering with the orderly conduct of class(es) or the school
- Theft

SCHOOL RESPONSES TO INAPPROPRIATE BEHAVIOUR

- Inappropriate behavior, including bullying, will not be tolerated
- Bullying is defined as repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear, or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation
- Incidences of bullying may be reported to any teacher, counsellor, family liaison worker, or administrator that the student feels comfortable with
- Consequences for inappropriate behavior, including bullying, will be determined by individual circumstances and may include fines as per the City of Edmonton Public Places Bylaw #7608/Bullying- \$250
- All students impacted by acts of inappropriate behavior and/or bullying will have continued access to coursework and will be offered resources and support from administration, teachers, and the school Student Services/Mental Health Team, to overcome the negative actions that have led to this behavior
- Each circumstance of inappropriate behavior will be addressed individually to best determine the corrective and supportive path to follow, so that the student can return to their role in the school. Minor and major breaches of conduct will also be examined with fair and corrective interventions, based on the individual circumstances of the matter

Note: Any of the above may result in charges, suspensions, or recommendation for

expulsion. Students suspended for any reason may be barred from taking part in school sanctioned activities.

SUSPENSION AND EXPULSION

Suspension means to remove a student for a specified period of time, from one or more of the following: one or more class periods, courses or education programs; school; riding in the school bus; or participating in an activity sponsored or approved by the school in accordance with the *Education Act* Section 36. Suspensions may be served in-school or out of school depending on the severity of incident and may last for a duration of one to five days starting count on the first full school day from which the student was removed.

Expulsion means to remove a student from one or more courses or education programs, one or more schools, riding a school bus, or participating in an activity sponsored or approved by a school or the Division for a period of more than 5 school days in accordance with the *Education Act* Section 37.

- Austin O'Brien administration must be guided by the School Board Policy and by the appropriate sections of the Education Act when suspending or recommending expulsion of a student. If a student is found guilty of violations of School Policies, the Education Act, or Criminal Code, the student may be suspended or recommended for expulsion. An expulsion may occur if the safety of an individual or group of students is compromised.
- A student can be suspended from school for a period of up to five days. Parents will be informed of the suspension and a letter will be sent home outlining the circumstances.
- In the event that the student is suspended, re-admittance to school is dependent upon an understanding being reached with the student, the student's parents, and the school administration and/or Board.
- While at home, the student will be responsible for the work missed.
- After a suspension a student may be required to come in with their parents to discuss the student's commitment to improve behavior.
- The status of a student suspended for more than five days is reviewed by School Operations Services.
- The school may recommend that a student be expelled. This recommendation is reviewed by School Operations Services.
- **Students must not be on or around school property while on suspension.**

ECSD Administrative Procedure 330: Edmonton Catholic Separate School Division No. 7 recognizes that, while students ideally would be in regular attendance at school, there are times when for the growth experience of the student, or for the safety of others, a student may have to be suspended or ultimately expelled.

Student suspension or expulsion shall be applicable for violation of provisions of the Education Act or violation of Division or school policies on student behavior and school conduct

- Where other means of corrective action have failed to bring about appropriate conduct on the part of the student, or
- Where a student's behavior is so severe that lesser corrective action would be insufficient.
- The following principles are to be followed for the reporting, investigation, and disposition of all cases of suspension which could involve a recommendation for expulsion:
- Procedural fairness be followed, including the right to be heard and the right to an unbiased decision.
- Appropriate timelines be followed; that is, such cases must be dealt with within a ten-day time frame as specified in the Education Act.

Definition:

- The **board delegate** is defined as that person to whom the board has delegated its authority to act on its behalf in matters pertaining to expulsions, namely the superintendent, or the School Operations Services principals.

PARENT RESPONSIBILITIES

A parent has the right to choose the kind of education that shall be provided to their child and as a partner in education, has the legislated responsibility to: Section 32(a) Act as the primary guide and decision-maker with respect to their child's education. Parents:

- Take an active role in the child's educational success, including assisting their child with complying with the child's legislated responsibilities;
- Ensure that their child attends school regularly;
- Are expected to conduct themselves in a manner that supports a safe and caring learning environment through respectful and welcoming behaviour within the school community.
- Cooperate and collaborate with school staff to support the delivery of specialized supports and services to their child;
- Encourage, foster, and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school; and
- Engage in the child's school community.

PARENT-SCHOOL CONFLICT POLICY

The following principle shall act as a guideline for the resolution of parent-school conflicts in Edmonton Catholic Schools:

- All parties in a conflict situation must recognize and respect the protocol, and more specifically the principle of **“first contact”**. This means that the person(s) who have the concern, have a responsibility to begin addressing the concern directly with those persons with whom they have the concern before taking their concern elsewhere.

SEARCH AND SEIZURE:

School authorities may seize any contraband, substance, or article that is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school - sponsored function. The following explains some search related information:

1. Authority to Conduct a Search - The law allows school administrators to search students, their lockers, their motor vehicles, and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law. The administration reserves the right to rely on anonymous tips that are given on a good faith basis to conduct school searches.
2. Locker/Storage Area Inspections - All lockers and other storage areas provided for student use on school premises remain the property of the school Division and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.
3. Personal Searches - A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school administrator has reasonable suspicion to believe that the student is in possession of illegal, unauthorized, or contraband items.
4. Motor Vehicle Searches - Motor vehicles which are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school administrators have reasonable suspicion that the vehicle contains illegal unauthorized or contraband items.

PERSONAL USE OF ELECTRONIC DEVICES DURING INSTRUCTIONAL TIME

On June 20, 2024, Education Minister Demetrios Nicolaides announced [Ministerial Order #014/2024](#), which outlined the Alberta Government policy for Standards for the Use of Personal Mobile Devices and social media in Schools.

Cell phones/electronic devices may serve as an instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other devices to supplement instruction and learning. However, it has been proven that students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning. To preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for Austin O'Brien Catholic High School.

Student use of cell phones, personal devices, or other electronic devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom.

Abuse of this privilege will result in consequences such as, but not limited to, suspension or loss of other privileges such as participation in school trips or activities, sports teams, and extracurricular activities.

Cell Phone/Electronic Device Policy:

- a. Cell phones are to be turned off and put away in the student's locker.
 - i. No cell phones are to be used during instructional time (class time: this includes gym, field trips)
 - ii. No cell phones are to be used in the hallways during the three-minute break in between block 1 and 2, and in between block 4 and 5.
 - iii. No Air pods or headphones are to be used during class.
 - iv. No smart watches are to be used during class for messaging
 - v. No smart glasses are permitted at school, such as Meta glasses, and similar.
 - vi. If in non-instructional time (spares, lunch), cell phones must be on silent mode so that no sound is heard, and can only be used in the cafeteria or the library.
 - vii. No social media is to be accessed during the school day.
 - viii. If a student is found to be leaving the classroom during instructional time to go use their cell phone, progressive consequences will occur.

If a student refuses to follow the rules listed above, consequences will be immediate. Under the Alberta Education Act, Section 31, students are expected to:

- comply with the rules of the school and the policies of the board

- co-operate with everyone authorized by the board to provide education programs and other services
- be accountable to the student's teachers and other school staff for the student's conduct

The student will be sent to the office to meet with an administrator. A log entry will be entered into the student file and the parent/guardian is contacted. Students will serve a one-day suspension from school and school activities on the day following the infraction. If cooperation is not provided on the same day as the infraction occurs, other consequences will be put in place.

STANDARDS OF STUDENT DRESS

Philosophy: In Edmonton Catholic Schools, students are expected to dress in a manner that honors the dignity of the human person, who was created in the image of God, and that supports an inclusive, welcoming, caring, respectful, safe, and Catholic learning environment that promotes the well-being of all. Each school in the Division will have a Standards of Student Dress for their community. Understanding that it is not possible to list all the specific types of acceptable and unacceptable student dress, the purpose of establishing Standards of Student Dress is to empower students to make appropriate choices.

Students are expected to dress in a manner which is appropriate for the school day or for any school sponsored event. All students shall come to school dressed in a comfortable manner that allows them to be authentically who they are, while also meeting the standards in this document.

Students who do not meet the Standards of Student Dress will be required by the school principal, or their designate, to meet the standards before participating in school activities. Schools will facilitate the enabling of students to meet the standards in such situations whenever possible.

- Student dress must maintain personal safety and the safety of the school community.
- Students may wear clothing with logos or text on it that is positive in nature, respectful, or implies or encourages a healthy lifestyle/choice for children and youth.
- Underwear (including but not limited to braziers, bras, underpants, panties, boxers, briefs, drawers) must not be visible or exposed, and buttocks and nipples must be covered with opaque fabric and remain so during all activities over the course of the school day.
- Students are not permitted to wear articles of clothing, jewellery, or accessories that indicate or suggest membership in or affiliation with any group or organization that does not support a welcoming, caring, respectful, safe, and Catholic learning environment that respects diversity and fosters a sense of belonging.

Students at Austin O'Brien Catholic High School may wear, as long as they are in alignment with this standard's philosophy:

- A shirt or the equivalent (tops: t-shirts, sweatshirts, sweaters, tank tops, blouse) with fabric in the front, back, and sides under the arms. * A sports bra, worn on its own, is not considered a shirt or equivalent
- Pants or the equivalent (bottoms: jeans, leggings, sweatpants, skirts, dresses, shorts), *
- Shoes/footwear*
- Headwear that is specifically required for (a) religious observance (i.e., hijab, yarmulke, turban), (b) headwear that reflects a student's culture such as a durag/do-rag, wig, headband, bonnet, or handkerchief, or (c) headwear worn for medical reasons in consultation with the principal.
- Hats, tuques, and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff. As a sign of respect for important traditions and national institutions, hats/tuques must be removed during school prayer or when celebrations are occurring as well as during the playing of the national anthem (Oh Canada) and during the Treaty Six land acknowledgement.
- * Courses or activities may require specific attire for safety or curriculum purposes (i.e.: CTF/CTS, PE, science labs, Foods, field trips)

Students at Austin O'Brien Catholic High School may not wear:

- Articles of clothing, jewelry or accessories that indicate or suggest membership in or affiliation with any group or organization that does not support a welcoming, caring, respectful, safe, and Catholic learning environment that respects diversity and fosters a sense of belonging
- Articles of clothing that discriminate based on age, religion, gender, ethnicity, gender identity/expression, body type, race, ability, and socio-economic status
- Articles of clothing with words or text that depict or imply hate, violence, profanity, drugs/drug use, alcohol/alcohol use, sexual activity, or criminal activity

Students who have not met the standard, as outlined above, will be addressed in the following manner:

- At the first possible opportunity for a private conversation, the staff member who has identified the issue will speak to the student about the concern in a manner that respects their privacy and dignity. Care will be taken to avoid "shaming" or statements of bias.
- The student will be presented with options to bring them into closer alignment with the standard for the remainder of the school day such as:
 - Wearing another article of their own clothing which they have at school that is in alignment with the standard
 - Contacting a parent or guardian to bring in an article of clothing that is in alignment with the standard
 - Borrowing an article of clothing from a friend that is in alignment with the standard.
- Where possible, students should not be required to wear school owned replacement garments and should never be required to wear specific garments as a disciplinary measure.

SMOKING POLICY

In alignment with our Division policy, no smoking on school property or in the vicinity of the school. Violation will result in suspensions and/or charges/fines.

E-Cigarettes /Vaporizers Prohibited in ECSD

Electronic cigarettes are battery-operated devices equipped with cartridges filled with liquid chemicals. Although e-cigarettes are promoted as being safe, Health Canada advises not to use e-cigarettes because they haven't been tested and may be harmful. They also warn that e-cigarettes may cause nicotine poisoning and addiction. Health Canada reminds people to keep the products away from children to prevent nicotine poisoning and choking. As the safety of all our students and staff continues to be a key priority in our Division, Edmonton Catholic Schools has banned electronic cigarettes from all division property (Admin Reg 117).

HOMEWORK

Homework is defined as a learning activity that reinforces or practices a concept or skill taught. The Alberta Education curriculum taught in high school is often too lengthy to be learned totally in the time allocated to classroom instruction. As a result, to maximize the opportunity to succeed in courses, most teachers assign homework on a daily basis.

Average time for student homework or home study is as follows:

- Grade 10 - 5 - 7.5 hours per week or 1 - 1.5 hours per night
- Grade 11 - 7.5 - 10 hours per week or 1.5 - 2 hours per night
- Grade 12 - 12.5 hours per week or 2 - 2.5 hours per night

Absences from class do not absolve the student's responsibility to learn the concepts missed during the absence. Students are responsible for getting the material, either through the teachers' virtual classroom or from a friend.

It is the student's responsibility to provide a note verifying the absence or a phone call to the teacher indicating that the absence was excused upon his/her return to that class. Students with excused absences can write exams missed on the Thursday following the absence in the Library.

Parents can monitor missed assignments, tests, and grades on the PowerSchool Parent Portal.

Incomplete Assignment Protocol

The following outlines a three-step process that will be followed in dealing with incomplete assignments:

1. All assignments are to be handed in on the due date. The teacher might feel that an extension would be reasonable due to the student circumstances.
2. If after the due date or extension the assignment is not handed in, the teacher will contact the parent and inform the grade level coordinator.
3. If assignments continue to be missing, students may be assessed with a final grade of "Incomplete".

* Contact with the parents is imperative. This ensures the home is aware of the missing assignment and will increase the likelihood that the assignment will be completed.

ASSESSMENT POLICY

Teachers will use every effort to provide clear expectations for assignments and learning activities. Course syllabus outlines are reviewed with students at the beginning of each semester with a description of assignments and procedures for completing and submitting assignments. Both formative and summative assessments will be used throughout the term to provide students with feedback to improve their work and be successful. A variety of assessments will be used to align with course outcomes. The weighting of final exams and major assignments is determined by each department to a maximum weighting of 25% of the total course grade.

All marks are posted in real time on PowerSchool. Please consult the school calendar at the end of this handbook and the school website for reporting cutoff dates and parent teacher interviews.

Students with an unexcused absence on assessment day will not be eligible for the Thursday make-up exam hall, and may result in a zero.

Students cannot be excused from an assessment and remain in the building.

With regards to "0":

Every effort should be made to ensure students have all their work completed. This includes providing opportunities to hand in missed assignments and incomplete work. Teachers will also inform parents, and the grade coordinator. If a "0" must be placed in the mark book, it must be a blue zero (this means that it is hyperlinked with comments and actions taken). At the end of the term, if the assignments are still not completed the student may be assessed with a failing grade. They will be expected to complete the assignments prior to moving on to the next level.

CLASSROOM EXAMS, TESTS, QUIZZES AND OTHER SECURE ASSESSMENTS:

Prior to beginning the assessment, students are required to place backpacks, purses, bags, hoodies, bulky sweaters, and any other personal items not required for the assessment at the front of the classroom or in another location designated by the teacher. This procedure helps ensure the secure and fair administration of the examination.

PLAGIARISM

According to the Merriam-Webster online dictionary, to "plagiarize" means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism involves both stealing someone else's work and lying about it afterward. Cheating and plagiarism will not be tolerated. **Parents and Administration will be informed and will result in a behavioral consequence.**

EXPECTATIONS FOR FINAL AND DIPLOMA EXAMS

The final exam schedule is posted on the school website.

In accordance with the Alberta Education and Edmonton Catholic School policies on Final Exams, the following conditions will be adhered to:

- Students must have photo ID (ID card, driver's license, passport) for all final exams
- No electronics will be allowed into the room
- No loose papers, scribbles, or instructional notes may be brought to a final or Diploma exam
- Students may bring water in a transparent water bottle
- Bring pencil/pen/eraser, calculator for Science and Math courses.
- Students should arrive at school at least 30 minutes prior to the start of the exam
- Students may not bring book bags, back packs, purses, jackets or headwear into the exam
- Students must bring their own calculators to the exams. Calculators will be cleared on the way into the exam, and for Diploma exams, will also be cleared on the way out.
- Students must remain quiet upon entry to the exam room
- Students must remain in the exam room at least one hour
- Late students will not be permitted if one hour has passed after the exam has started.
- In the case of Diploma Exams, there are no options for alternative dates.

Breaches of security and violation of exam rules could result in eviction from the exam room, invalidation of exams, and in the case of Diploma exams, transcripts could be annotated and/or withheld.

Note: Failure to return textbooks at the end of each semester may result in being cut off from school Wi-Fi access as well as replacement fee being added to profile.

<https://austinobrien.ecsd.net/exam-schedule>

COURSE INFORMATION

COURSE PREREQUISITES

Although Alberta Education recognizes a mark of 50% as a passing grade, teachers will provide course recommendations for those students whose **final grades fall between 50-65%** at the end of a course. These recommendations are based on student performance throughout the course and are intended to support the student in being successful at the next level.

COURSE CHANGE REQUESTS

Course changes occur at the beginning of the school year. Students can make appointments with their grade coordinator to have their schedule changed prior to the start of the year.

Once the school year has started, should additional **changes** be required, students are asked to complete a form in the office. We cannot guarantee that these requests will be honored, because enrollment caps are placed on the number of students in each class and waiting lists may be in place. Students are to attend the classes on their schedule until notified by the office that the change has been made.

To **withdraw** from a course, students must complete a form that is to be signed by the parent, teacher, as well as the student. Please note that withdrawal from courses will not be allowed after the first nine weeks of each semester. Students are strongly urged to discuss any change in programming with their grade coordinator before undertaking this procedure.

RETROACTIVE CREDITS

Students not achieving 50% in a course may elect to repeat a course or, subject to the approval of the Administration, continue in an alternate course sequence. Students who successfully complete the alternate course sequence shall be granted credit for the prerequisite course by Alberta Education. Courses for which retroactive credits have been granted will be recorded as "P" (pass) on the student's transcript record.

CREDIT LOAD

Austin O'Brien strives to provide students with learning experiences that they may not have an opportunity to access later in life. Students attend the school to gain a broader understanding and experience in a wide range of educational pursuits. The school day is tailored such that students will be actively engaged in a learning environment from 8:15 a.m. until 3:15 p.m. each day (M, T, W, F) and 8:15-12:00pm (Thursdays).

The following course load expectations are required:

Grade 10 - Students are expected to carry 7.5 blocks (3 credit spare).

Grade 11 - Students are expected to carry 7 blocks (5 credit spare).

Grade 12 - Students are expected to take a minimum of 30 credits.

SPARES

Students with unassigned blocks (spares) should be in the library, the front foyer of the school, or the cafeteria. Students leaving the school during their spares should be out prior to the beginning of the next block. Students may not be in the halls during classes. Students are not allowed to loiter on the streets, in their cars, or in the alleys within the school vicinity.

STUDENT APPOINTMENTS

Students who leave the school for an appointment and expect to miss a class must check out at the office. As students return, they are to check in at the office. This allows the office staff to know if the student is in the building in case of an emergency. Students are encouraged to book appointments after school hours or during spares.

AOB GRADUATION

All details (requirements, commencement, banquet, etc.) are on the school website.

Grad Requirements for AOB:

- 1) Grade 12 students are told during two major assemblies and multiple class visits that they **must be 100% complete CALM AND/OR RELIGION COURSES taken Online or at PASS (modular based) by April of graduation year. Please see the office for additional information.**
- 2) Grade 12 students must have **75% completed of any core subjects taken through Online programs and/or from PASS by this predetermined date.** This is the only timeline that students wishing to participate in convocation at Austin O'Brien can follow.

- 3) Between the Graduation Coach and Grade Coordinator, parents will be notified of their child not passing a required graduation course at multiple times throughout the year.
- 4) **Through conversation with parents and school staff, a concession MAY be made for a student for ONE course which can have a mark of 45-49%.** If a student is close to passing, the Graduation Coach and Grade 12 Coordinator will determine based on the following criteria:
 - a) Completing any missing assignments
 - b) Regular attendance
 - c) Student effort to succeedA final decision will be made on a case-by-case basis with the principal having the final decision on whether to allow the concession.
- 5) If a student failed a required diploma course for graduation is S1 but has registered for the diploma prep course and to rewrite in S2, they will be allowed to be part of graduation.
- 6) All graduating students are to complete an interview with the school counsellor.
- 7) The Final Graduation List will be posted in front of the office **approximately one month before graduation ceremonies. Please see the office for details and specific dates.**

Grade 12 students who do not meet the above and below criteria may attend the banquet and dance but will not be recognized at the graduation ceremonies at the church or have their picture included on the Graduation Class Composite.

POST GRAD / AFTER GRAD In the past, students have taken it upon themselves to organize post grad or after grad activities following the banquet and dance. As per School Division Administrative Procedures, AOB will have absolutely NOTHING to do with post-graduation parties or events. These after-hour events ARE NOT sanctioned by or connected to AOB School or its safety.

High School Diploma Requirements	Certificate of HS Achievement
____ 100 Credits ____ English 30-1 or 30-2 ____ Social 30-1 or 30-2 ____ Math 20 Level (Math 20-1, 20-2 or 20-3) ____ Science 20, Science 24, Biology 20, Chemistry 20, Physics 20 (OR Combination of Science 10 & 14) ____ CALM ____ Phys. Ed. 10 (3 credits) ____ Religion 15, 35, Religions of the World ____ 10 Credits at the 30 Level* (<i>Not including English or Social</i>) (35 Level Locally Developed, 3000 Series CTS, Work Experience 35, One 30-4 K&E, 35 Level RAP, Religion 35, Learning Strategies 35) ____ 10 Credits in any Combination* (C.T.S., Fine Arts, Second Languages, 35 Level RAP, Phys. Ed. 20/30, Locally Developed CTS Courses) <i>*Can double dip 30 Level Credits and 10 Credits in any Combination for the following courses: Fine Arts 30 Level, Second Language 30 Level, Phys. Ed. 30 Level)</i>	____ 80 Credits (at least ONE dash4 course is required) ____ English 20-2 or 30-4 ____ Social 10-2 or 20-4 ____ Math 10-3 or 20-4 ____ Science 14 or 20-4 ____ CALM ____ Phys. Ed. 10 (3 credits) ____ Religion 15, 35, Religions of the World ____ 5 Credits at the 30 Level: • K & E Occupational course, OR • CTS course, OR • locally developed course with an occupational focus AND ____ 5 Credits at the 30 Level: • K & E workplace practicum course, OR • Work Experience, OR • 30-level Green Certificate Course OR ____ 5 credits at the 30 Level • Registered Apprenticeship Program (RAP)

Alberta Certificate of Completion

Alberta Certificate of Completion Includes a modified curriculum: - Literacy - Numeracy - Mathematics - Science - Religion/Social Justice	Social Development in the following areas: - Life skills (including cooking and physical activity) - Employability preparation and training - Work Study(Independent or Assisted)
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STUDENT ACHIEVEMENT RECOGNITION

ACADEMIC HONORS AWARDS

Academic Honors Awards are given to students who meet the Alexander Rutherford Scholarship criteria. Please check the following website for the criteria.

www.alis.gov.ab.ca/scholarships

Click on “view alphabetical” and click on “Alexander Rutherford”.

Please follow the website for scholarship instructions. Alexander Rutherford Scholarship application forms are now completed online and not at Austin O’Brien High School.

COURSE CHALLENGE POLICY

Austin O’Brien School believes that students acquire proficiency under various circumstances and at different rates. The recognition of such proficiency is essential so that students can progress in an appropriate course.

A course challenge process is in place for students to demonstrate the skills, knowledge, and attitudes of any of the core subjects and second language programs at Austin O’Brien.

Students registered at Austin O’Brien High School may challenge a course by following through with the outlined procedures.

1. Application: Apply in writing to the department head of the course he/she wishes to challenge.
The application must state:
 - the targeted course
 - the reason for the challenge
 - a recommendation from a person (a previous year’s teacher for that program area) who can indicate that the student has the potential to be successful in the challenge.
2. Interview: Have an interview (informal assessment of course objectives) with the department head of the appropriate program to assess candidacy for the challenge.
3. Portfolio: Provide a portfolio demonstrative of the full range of skills, knowledge and attitudes of the course.
4. Exam: Taking an exam at a predetermined scheduled time.

APPEAL PROCEDURES

All students must have the opportunity to receive their final marks prior to receiving their report cards. Any student or parent who feels that the awarded final mark in any course is in error, or was arrived at in an unfair manner, may appeal the mark. Appeals will be reviewed on the evaluation criteria established for the specific subject. Each subject teacher is to communicate these criteria in writing to the students at the beginning of each course.

STEPS FOR APPEAL

1. Students must first appeal to the specific subject teacher. If unresolved the student may then appeal to the department head. Students must be made aware of their right to appeal to the principal or their designate.
2. If still unresolved, an appeal may be made to the school principal or designate. Students will then be requested to complete a form and provide a written explanation concerning the reason for appeal. The principal or designate **MUST** consult with the teacher and department head. If unresolved, students are to be made aware of their right to appeal to School Operations Services.
3. A final appeal may be made to School Operations Services. The timeline for making this appeal can occur any time during the school year but must be made before the last school day in June.
4. A student who is dissatisfied with a grade 12 diploma examination mark may request, in writing to the Student Evaluation Branch of Alberta Education that the examination be re-read or the student may rewrite the examination at a later date. There is a cost involved.

SCHOLARSHIP INFORMATION

Edmonton's Post-Secondary Institutions:*

Website & Link	Description
<u>UofA Scholarships, Awards, and Financial Support</u> • <u>UofA Entrance Scholarships</u> ** ○ For undergraduate students starting at the U of A in September 2025, scholarship applications will open Oct. 1, 2024 and close Jan. 10, 2025.	• Visit this link for access to information about entrance scholarships, awards, student loans, and various avenues to secure financial support with the University of Alberta. • You need your CCID (username) and password from the UofA to apply for scholarships, so once you submit your

• Tuition and Fees Estimates & Calculations	application, you'll need to wait to receive your login information before you can access the scholarship application portal.
MacEwan Scholarships • MacEwan Fees and Finances	MacEwan's scholarship portal has links to narrow down which scholarships you are eligible for and may be right for you. It also has a link to scholarships offered by the Government of Alberta via Alberta Student Aid (also linked below). Their "Fees and Finances" page has more information about tuition, payments, student loans & grants, etc., and also includes an opportunity to gain financial literacy, allowing you to create a budget and manage your finances to set you up for your studies.
Concordia Scholarships To be eligible to receive entrance scholarships for September 2025, applications for <u>admission</u> must be submitted by April 1, 2025.	Check out Concordia's entrance scholarship page to view academic, athletic, and other entrance awards. • Concordia's Entrance Scholarship program also offers guaranteed renewable scholarships to high school students who present a minimum award average of 75%. Scholarships vary in value according to the applicant's award average. Visit their specific entrance scholarship page to view how much money you are entitled to.
NAIT Scholarships • NAIT Entrance Scholarships • Visit NAIT's Financial Planning page to see tuition and fees by program, as well as additional fees and expenses	• The application period for NAIT's entrance scholarships occurs between October 2024 -February 2025. Award recipients will be notified in April, and payment will be awarded in October 2025. • You don't need to wait to be accepted into a program to apply for entrance awards. You can apply for these awards after applying to NAIT and creating a MyNAIT portal account.

*Note: to apply for/be granted a scholarship, you must be a **successful candidate (i.e., get accepted)** to the respective university.

** See the bottom of this document for more information about the types of entrance scholarships the UofA offers.

Links to Scholarship Databases

Website & Link	Description
Yconic	Subscribe to Yconic's website to access a great database of scholarships which are offered by banks, organizations, and more.
Scholarships Canada	Sign up for Scholarships Canada to receive personalized scholarship suggestions and find many opportunities open to all students across Canada. Your login also grants you access to websites like StudyinCanada.com and SchoolFinder.com, where you can browse schools across Canada and see which schools may be a great fit for you!
Student Scholarships	Visit this website to view several categories of scholarship lists, articles about various careers' salary information and what their day-to-day looks like, apply for low income grants, etc.
Edmonton Catholic Schools Scholarships	Visit the website to view ECSD's list of scholarships at the division, school, Govt. of Alberta, & external levels.
ALIS (Rutherford)	This Alberta website helps give more information about key aspects of paying/receiving money for your education. This includes things like saving and borrowing money, applying for financial aid and bursaries, Alexander Rutherford, etc.
Alberta Student Aid	Visit the Government of Alberta's Student Aid website for a comprehensive database of all scholarships offered by the Govt. - Browse scholarships by category (i.e., academic, athletic, citizenship/leadership, Indigenous, language, technology, etc.) - See a list of <u>all</u> Govt. of Alberta scholarships, the criteria, amounts, etc., and other featured scholarships HERE
Edmonton Community Foundation Scholarships	Create an account on ECF's website to gain access to scholarships that are offered exclusively to Edmontonians and surrounding community members.

OUR WEBSITE

www.austinobrien.ecsd.net

• Programs Offered • AOB Newsletters and Updates • AOB Calendar • Registration Information • Athletics • Student Life • AOB Spirit Wear • Graduation Information	• Scholarship Information • Clubs and Activities • PowerSchool • Final Exam Schedule • Student Services • School and Transportation Fee's • ECSD District News
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Please check out the AOB website and PowerSchool "School Bulletin" on a regular basis for upcoming events and information. A calendar of events for you to keep up to date. Students can also check the digital announcements boards on a daily basis for current school news!

<https://austinobrien.ecsd.net/calendar>

