

AUSTIN O'BRIEN HIGH SCHOOL - SCHOOL CODE OF CONDUCT

RATIONALE AND PURPOSE

It is the mission of our school to help each and every student realize his or her potential and become a responsible, productive, and balanced individual within the context of our Catholic faith and within a welcoming, caring, respectful and safe learning environment.

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.

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, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

STUDENT CODE OF CONDUCT AND RESPONSIBILITIES

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

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

EXPECTATIONS FROM THE SCHOOL ACT (Section 12):

- Be diligent in pursuing their studies
- Attend school regularly
- Cooperate fully with everyone authorized by the board to provide education programs and other studies
- Comply with the rules of the school
- Be accountable to their teachers for their conduct



EXPECTATIONS FROM THE SCHOOL ACT (con't):

- Respect the rights of others
- Ensure that the students conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- Refrain from, report and not tolerate, bullying or bullying behavior directed toward others in the school, whether or not 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 SCHOOL ACT

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 require mandatory reporting to the Alberta Attendance Board.**
- Complete all homework and assignments. If the 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 personal property. 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. Use of physical violence may result in a suspension for one to five 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 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 District and Austin O'Brien 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 the 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, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- Students will be accountable for inappropriate behaviors whether they occur within the school building, during the school day or by electronic means.

SCHOOL RESPONSES TO INAPPROPRIATE BEHAVIOUR

- Inappropriate behavior, including bullying, will not be tolerated
- Bullying is defined as the 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 this behaviour
- 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 *School Act* Section 24. 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 district for a period of more than 5 school days in accordance with the *School Act* Section 25.



- Austin O'Brien administration must be guided by the School Board Policy and by the appropriate sections of the School Act when suspending or recommending expulsion of a student. If a student is found guilty of violations of School Policies, the School 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 335: Edmonton Catholic Separate School District 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 School Act or violation of district 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 School 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 EXPECTATIONS

A parent has the right to choose the kind of education that shall be provided to his/her child and as a partner in education, has the legislated responsibility to: 2.1 Act as the primary guide and decision-maker with respect to their child's education:



- 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;
- Ensure that their conduct contributes to a welcoming, caring, respectful and safe learning environment;
- 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 district 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.

PRAYER AND ANNOUNCEMENTS

Prayer is said at the beginning of block one, at the start of lunch and the end of day. Students are asked to remain still and quiet during this time in the hallways and in their classrooms and remove headgear, out of respect for the expression of our faith. General announcements will take place at the end of block 2 and it is an expectation that students are quiet and in their classes at that time. The hallway monitors will also have important announcements showing throughout the day.

CELL PHONES – as per the Student Responsible Use Agreement

“I will **not** use audio or video devices to capture photos, audio or video at school without permission from both a staff member and the subject(s) of the recording”

Each student must have the Edmonton Catholic Schools Student Responsible Use Agreement signed by themselves and their parent/guardian. Students will be expected to engage in appropriate use during class time. No pictures/videos will be taken in locker rooms/washrooms; or anywhere in the school w/o explicit permission from the teacher and the subjects.

STUDENT DRESS CODE

Students are required to dress and conduct themselves in a manner that demonstrates respect and modesty and is appropriate within a Catholic learning environment.

- Students using the gymnasium must have proper attire and footwear.
- Proper footwear must be worn at all times in the school.
- Students may not wear clothing or accessories that imply or specifically depict messages that are profane or demeaning, or promote the use of drugs, alcohol, violence, sexual permissiveness or any other illegal or immoral behavior.
- Students must wear clothing that covers their chest, back, midriff and bums. Shirt/top must touch pants/shirt at the hipline or waistline.
- Students must not wear clothing which exposes breasts, bellies, bums, or underwear (including bras, boxers, briefs, panties, thongs). **Tops with spaghetti straps or bare shoulders are NOT allowed.**
- Shorts and skirts must be of a reasonable length. **School t-shirts and or pants will be supplied for the day to students whose attire does not meet with the school’s standard of dress. Repeat offences will be dealt with by the administration and may involve being sent home to change.**

SMOKING

In alignment with our district 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 district, Edmonton Catholic Schools has a Smoke-Free (Smoking means any legal substance that is burned, heated or vaporized and inhaled) Environment as per Administration Procedure 163.

ATTENDANCE POLICY

The Province of Alberta School 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, 6, 9)

- Teacher calls home after 3 absences
- Teacher logs parent contact date and action in PowerSchool
- After 6 absences the grade coordinator should be notified
- After 9 absences there will be a meeting with the grade coordinator, teacher, parent and student

Students' Leave/Extended Holidays during School Time

Regular attendance is a requirement by Alberta Education, and as a result we are not in a position 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 of time must pick up a "Student Leave Application Form" in the main office.

Procedure:

The form must be completed **prior** to the departure.

- The student should provide the grade coordinator with a note from his/her parent indicating the dates and the reason for the proposed absence.
- The student will be provided with an "extended leave" form which he/she will be responsible for taking to each of his/her 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.**



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 to get 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 Wednesday 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. In the event that 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.



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.

PLAGIARISM

Plagiarism is defined in the St. Martin’s Handbook as *“the use of someone else’s words as your own without crediting the original writer for those words.”* See Pgs. 206—209 for examples and strategies to credit sources accurately.

Cheating and plagiarism will not be tolerated. **Parents and Administration will be informed and will result in a behavioral consequence.**

EXAM PROTOCOL

Students at Austin O’Brien High School follow a consistent exam protocol:

- Bring school ID to every exam
- Bring pencil/pen/eraser, calculator for Science and Math courses
- Students may not bring any backpacks, bags, purses, jackets, phones or music devices.

EXPECTATIONS FOR FINAL 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
- 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.

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 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.

In order 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 program 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 in order 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 8:20 a.m. until 2:48 p.m. each day (M,T,W,F) and 8:20-11:59 Thursdays).

The following course load expectations are required:

Grade 10 - Students are expected to carry a full course load (8 Blocks - no spares).

Grade 11 - Students are expected to carry 7.5 blocks (1/2 spare).

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

SPARES

Students with unassigned blocks (spares) should be in the library or the cafeteria. Students leaving the school on 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.



HOLIDAYS DURING SCHOOL TIME

While this practice is discouraged by the school, if families decide to take holidays during school time, parents and students must make arrangements ahead of time with the administration and subject teachers. All missed course work and absences accumulated as a result are the responsibility of the student. The school holiday form must be completed prior to departure for all time missed.

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 the case of an emergency. Students are encouraged to book appointments after school hours or during spares.

AOB GRADUATION - 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 a date to be determined during the specific school 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 may 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) Final Graduation List will be posted in front of the office on **approximately one month before graduation ceremonies. Please see the office for details and specific dates.**

Graduating class students are eligible to attend the church ceremonies, banquet and dance if all school fees are also paid.

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 District Directives, AOB will have absolutely NOTHING to do with post grad. These after hour events ARE NOT sanctioned by or connected to AOB School or its staff.

GRADUATION REQUIREMENTS AS PER ALBERTA EDUCATION

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, 25, 35 ☐ 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, 25, 35 ☐ 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)
---	---



STUDENT ACHIEVEMENT RECOGNITION

SCHOOL BASED HONORS

After each reporting period students whose marks meet the following criteria are recognized on the "Student Recognition Board". This is awarded to students who have achieved an **overall** average of 80% or greater per semester and have **no marks less than 60%** in any course. A minimum of 2 courses per semester is also required for this designation.

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 his 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.

RELIGIOUS & SPIRITUAL DIMENSION OF AUSTIN O'BRIEN HIGH SCHOOL

Austin O'Brien Catholic High School has a philosophy of developing all of 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 the 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, 25, & 35/World Religions 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 a number of 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 100-150 feet 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 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. (Gum chewing is up to the discretion of the classroom teacher).

POWERSCHOOL PARENT/STUDENT PORTAL/GENERAL INFO

The portal is a website for parent/guardians & students to monitor attendance, grades, assignments and test dates and to view the School Bulletin for upcoming events and news. Password protected website address is: <https://powerschool.ecsd.net>

Alberta Education is a great source of information for students and parents. Check out their website: <http://www.education.alberta.ca/> Click on the Students or Parents link.
www.alis.alberta.ca - a great resource for Career Planning - Education – Jobs-Scholarships.

OUR WEBSITE

www.austinobrien.ecsd.net

Some of the links you may access on our website are:

- **Programs offered:** Advanced Placement (AP), Educational Experience, Ukrainian, Polish, Spanish Bilingual/Language and Culture
- **School newsletters and updates:** Information on scholarships, post-secondary, graduation requirements
- **School Calendar and events:** Football, Sports teams, AOB music site, Art gallery All Graduation Commencement and Banquet information, AOB Calendar, and Exam schedule
- **Registration information**
- **Student Handbook**
- **Revelation Online login**
- **Daily Announcements**
- **AOB News:** exams, school hours, sport schedules, surveys results, School of Alternative education, trips, Work Experience, Spirit Wear
- **What's Happening:** day by day events
- **District News:** district calendar, newsletters
-

Computer Expectations

EXPECTATIONS FOR USE OF COMPUTER LABS--STUDENTS

1. No food, candy, gum, sunflower seeds or drink. 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 district 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, proof read and preview documents BEFORE printing.
9. Quit and close all applications and log off before you leave. Failure to do this may result in you losing all of your 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.



BE INFORMED!

Please check out the AOB website and PowerSchool "School Bulletin" on a regular basis for upcoming events and information. The Portal has 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!

