

Student/Parent Handbook

2022 – 2023

Archbishop O'Leary High School is committed to fostering a positive learning environment which promotes Catholic values and nurtures the development of the personal potential of all.

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Welcome

Welcome to Archbishop O’Leary! You are now a member of the Spartan family that has built a legacy of excellence over the past decades. High school is a time of discernment, where you will have the opportunity to discover your talents and passions. You will have the chance to gather with other like-minded young people keen to realize their full potential. As an O’Leary student, you are standing on the shoulders of giants that have gone before you. When you walk the halls of this fine school, you will see the achievements that have been earned from the hard-working alumni that have gone before you. You now can add to this legacy of excellence. Let's make it happen, Spartans!

Brad Koshka, Principal

Mission Statement

Archbishop O’Leary Catholic High School is committed to fostering a positive learning environment which promotes Catholic values and nurtures the development of the personal potential of all.

Vision Statement

The Archbishop O’Leary Catholic school community strives to be a faith-filled inclusive learning environment where students are empowered to journey on their learning path towards becoming contributing Christian adults in the world of today and tomorrow.

Contacting the School

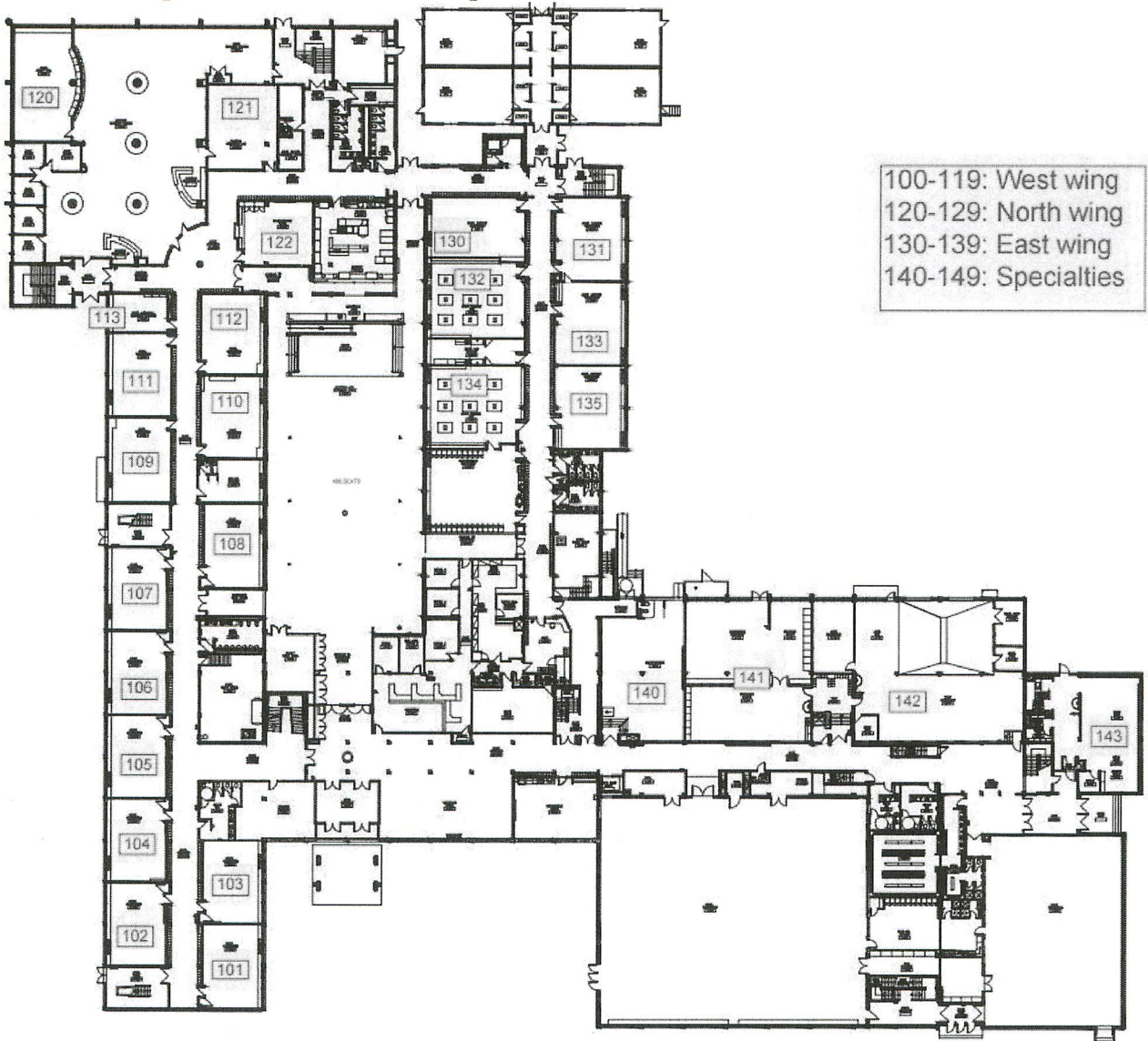
The most effective means of communication with staff is via email, and as you likely know, our District email format is simply `firstname.lastname@ecsd.net`. Please contact the classroom teacher directly if you have any concerns.

You will also have a grade coordinator who will be linked to you throughout your high school career. The grade coordinators for next year will be as follows:

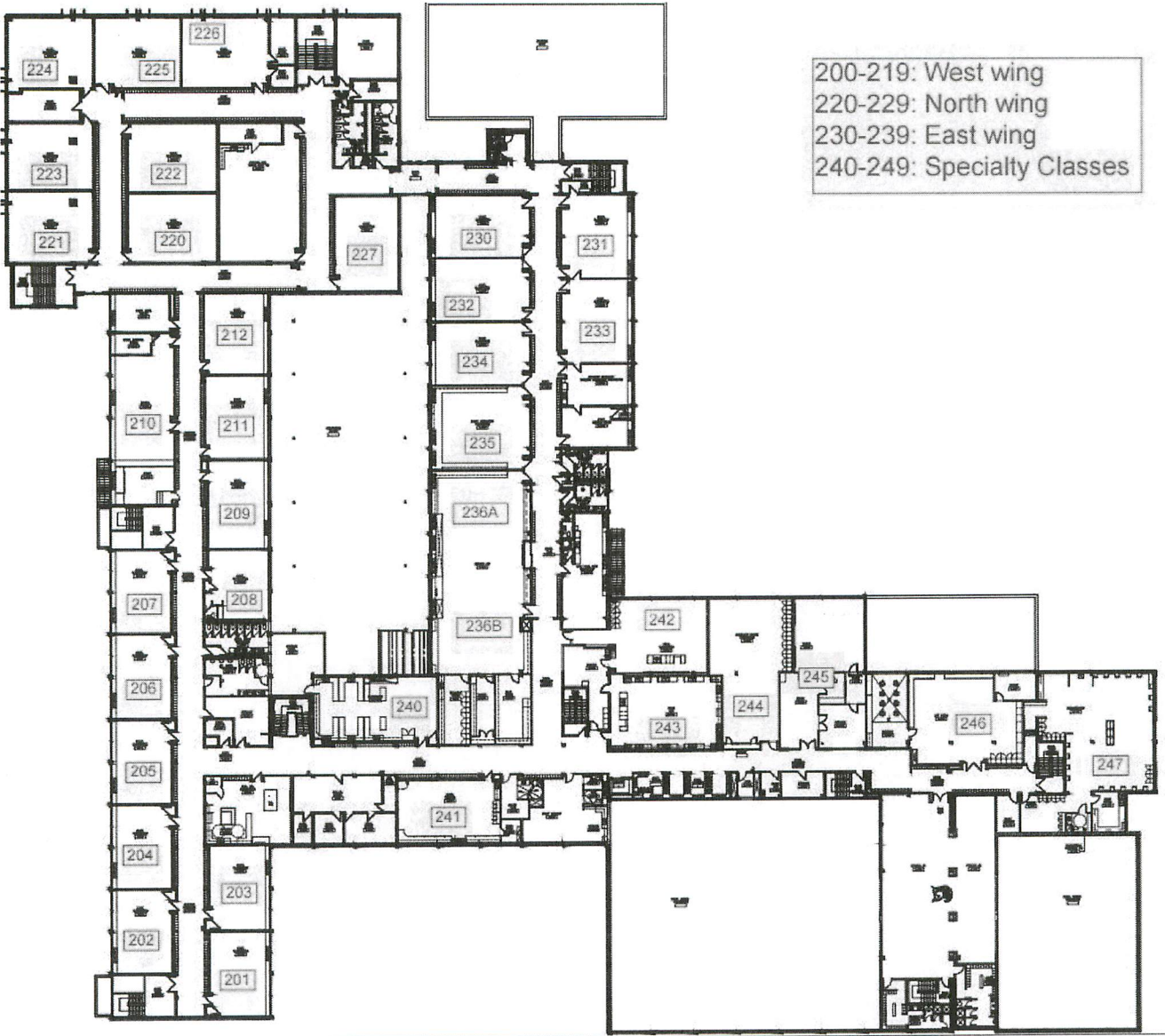
Last name beginning with:

A - D	Ms. Gabriella Ferretti-MacKinnon	Gabriella.Ferretti-MacKinnon@ecsd.net
E - L	Mrs. Chelsea Androschuk	Chelsea.Androschuk@ecsd.net
M – R	Mr. Gary Armstrong	Gary.Armstrong@ecsd.net
S - Z	Mrs. Dana Hutton	Dana.Hutton@ecsd.net

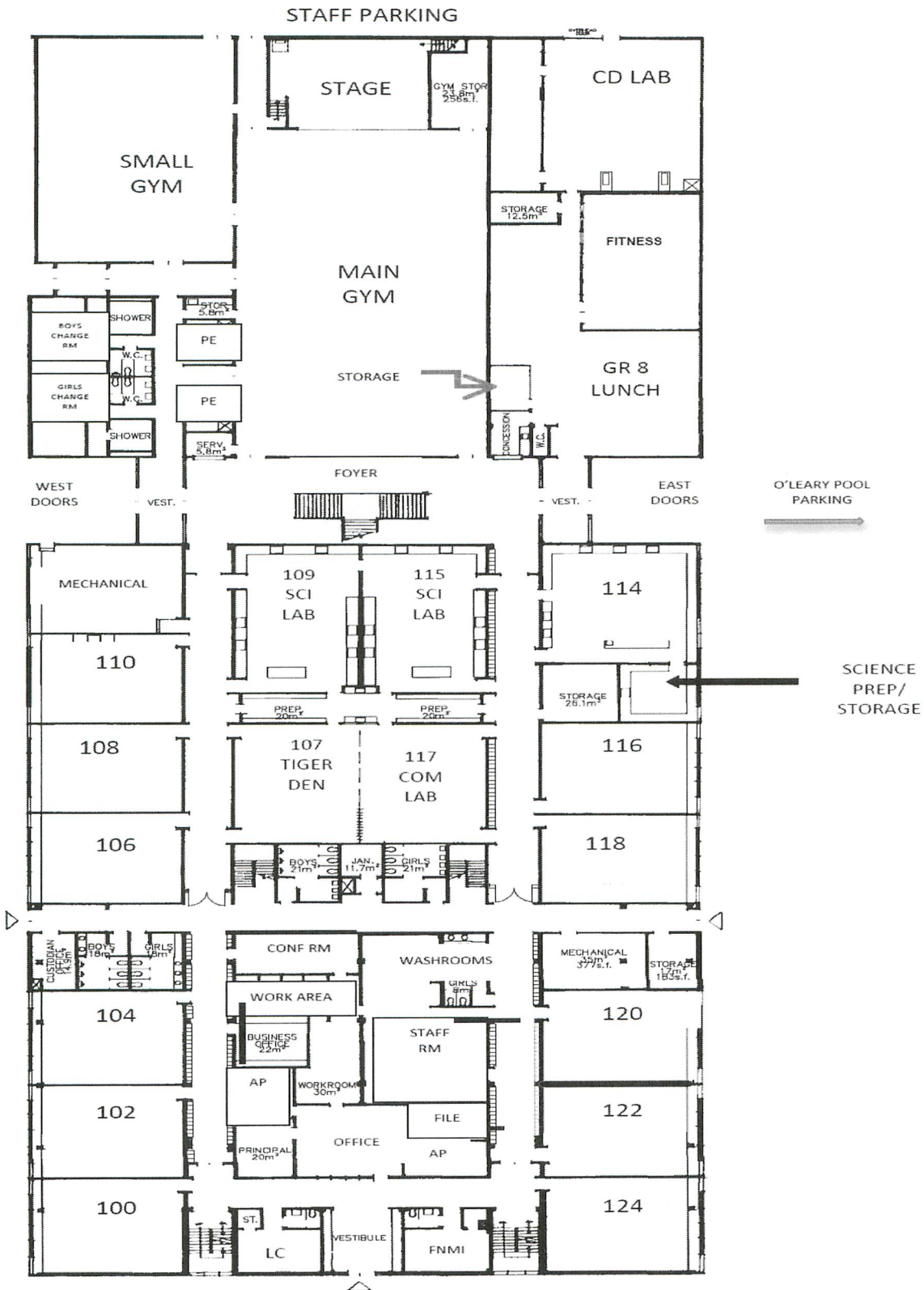
O'Leary School Map



100-119: West wing
120-129: North wing
130-139: East wing
140-149: Specialties



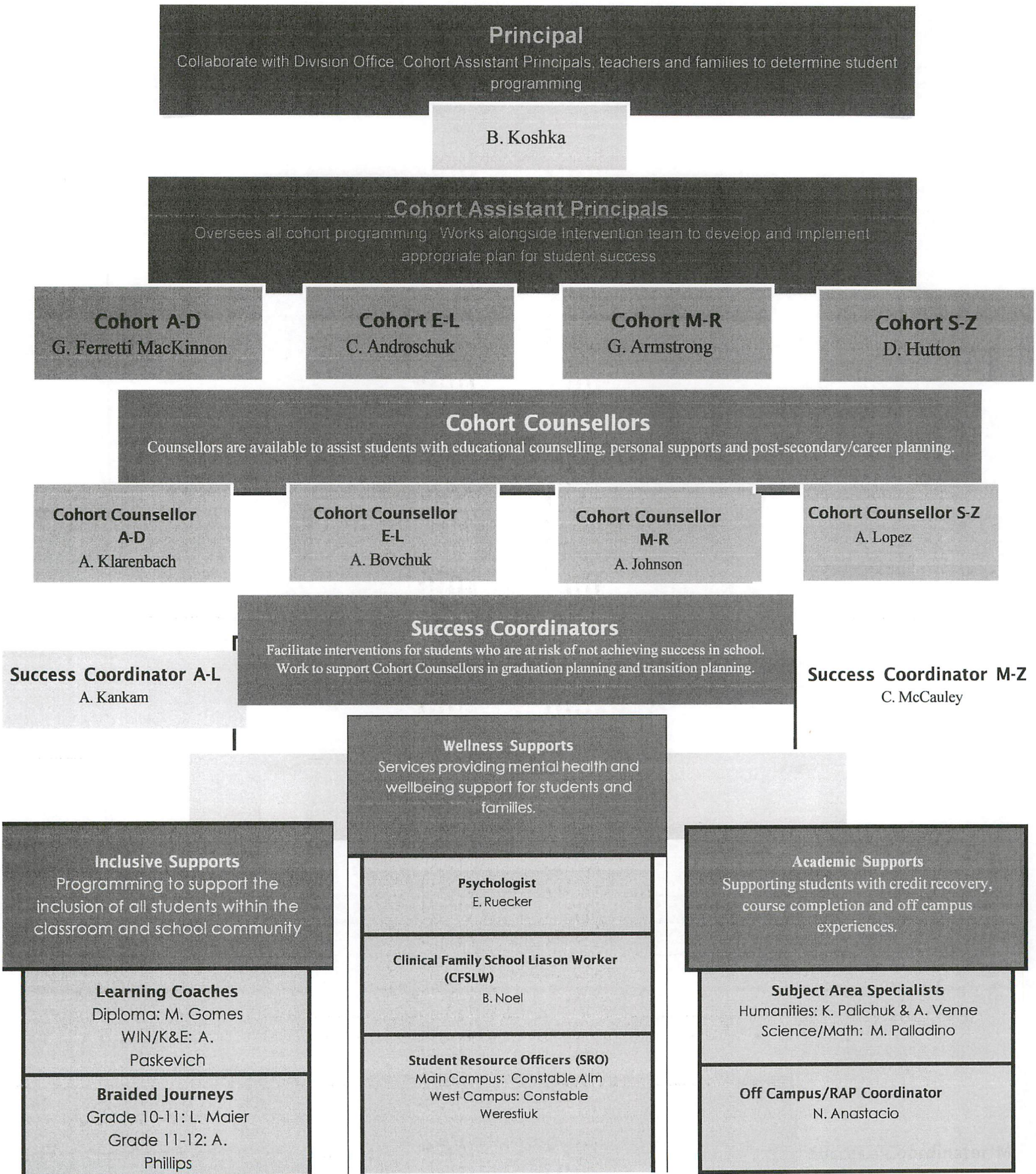
St. Cecilia School Map – Main Floor



Educational Leadership Team

Bryan Clintberg	Advanced Placement/Honors
Mark Denesiuk	Athletics
Francine Russo	Business Manager
Michele Garcea	Career and Technology Studies
Jason Byer	Chaplain
Nicole Babiak	English
Maria Gomes	Inclusive Education
Nathan Burns	Mathematics
Nathan Burns	Technology Lead
Rita Elgie	Modern Languages and Fine Arts
Josh McJannet	Physical Education/Academies
Michale Marlen	Religious Studies
Patrick Wachowich	Science
Frank Spilak	Social Studies
Frank Spilak	Student Activities

Archbishop O'Leary Support Model



High School Certificate of Achievement

To successfully attain a High School Certificate of Achievement, students must meet the following Knowledge and Employability(K&E) requirements:

- Earn a minimum of 80 credits
- English 20-2 or English 30-4
 - Social 10-2 or 20-4
- Mathematics 10-3 or 20-4
 - Science 14 or 20-4
- Physical Education 10
- Calm and Life Management (CALM)
- 5 credit in 30 level Occupational Course/CTS/Locally Developed Course (Occupational Focus)
- 5 credits in Workplace Practicum/Work Experience/Green Certificate/Special Projects/RAP

W.I.N.N Certificate of School Completion

To qualify for the Certificate of School Completion, students must meet the following criteria:


- worked on goals and objectives of their Individualized Program Plan/Instructional Support Plan
- is 17 years of age by March 1 of the current school year
- nomination is submitted in a student's last year of high school
- is registered with one of the following special education codes (41,43,44 or 52) at the time of school completion.
- Registrations with other special education codes can also be considered and will be reviewed by Learner Services branch.


High School Important Dates 2022/2023

Semester 1

September 26-October 7	Mental Health Fall Survey
September 30	Special Education Coding in PowerSchool
November 1	IPP reviewed, signed by school team and parents
January 12	ELA Part A Diploma
January 13	Social Part A Diploma
January 16	French Language Arts Part A Diploma
January 18	French Language Arts Part B Diploma
January 18	French Language Arts 10-1, 20-1 CSA
January 18	Last Day of Classes
January 19	Math Diploma
January 19	Math 10C CSA
January 19	Math 20-1 CSA
January 19	Math 20-2 CA
January 20	ELA Part B Diploma
January 20	ELA CSA 10, 10-2, 20-1, 20-2
January 23	School-Awarded Marks for Diploma Courses Due (8 a.m.)
January 23	Social Part B Diploma;
January 23	Social CSA (10-1, 10-2, 20-1, 20-2)
January 24	Biology Diploma
January 24	Biology 20 CSA
January 25	Chemistry Diploma
January 25	Chemistry 20 CSA
January 25	Science 10 CSA
January 26	Physics Diploma
January 26	Physics 20 CSA
January 27	Non-Diploma Marks Due
January 27	Science Diploma
January 27	Science 20 CSA

Colour Legend

Diploma Exams 

Division Exams 

Last Day of Classes 

Marks Due 

Inclusive Education

High School Important Dates 2022/2023

Semester 2

March 6-17	Mental Health Spring Survey
May 19	Curbside bussing forms due to transportation
June 12	ELA Part A Diploma
June 13	Social Part A Diploma
June 14	French Language Arts Part A Diploma
June 15	French Language Arts Part B Diploma
June 15	French Language Arts 10-1, 20-1 CSA
June 15	Last Day of Classes
June 16	Math Diploma
June 16	Math 10C CSA
June 16	Math 20-1 CSA
June 16	Math 20-2 CSA
June 19	ELA Part B Diploma
June 19	ELA CSA 10-1, 10-2, 20-1, 20-2
June 20	Social Part B Diploma
June 20	Social CSA 10-1, 10-2, 20-1, 20-2
June 21	School-Awarded Marks for Diploma Courses Due (8 a.m.)
June 22	Biology Diploma
June 22	Biology 20
June 23	Science 10
June 23	Chemistry Diploma
June 23	Chemistry 20
June 26	Non-Diploma Marks Due
June 26	Physics Diploma
June 26	Physics 20
June 27	Science Diploma
June 27	Science 20
June 27	All IPPs reviewed, signed by school team/parents, and finalized for transfer to SDR

January 2023

Diploma exams must be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before and during the administration.

All diploma exam except those that are asterisked (*) remain SECURED after the administration and returned to Alberta Education.

Thursday, January 12	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Friday, January 13	9:00 A.M.–12:00 P.M. 9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Monday, January 16	9:00 A.M.–12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A*
Wednesday, January 18	9:00 A.M.–12:00 P.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Thursday, January 19	9:00 A.M.–12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Friday, January 20	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Monday, January 23	9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Tuesday, January 24	9:00 A.M.–12:00 P.M.	Biology 30
Wednesday, January 25	9:00 A.M.–12:00 P.M.	Chemistry 30
Thursday, January 26	9:00 A.M.–12:00 P.M.	Physics 30
Friday, January 27	9:00 A.M.–12:00 P.M.	Science 30

All students are provided with up to double the official time noted above, if they require it.

AP Exam Schedule 2023

Mon. May 1: Chemistry 12:00-3:00

Tues. May 2: Environmental Science 8:00-11:00

Psychology 12:00-3:00

Wed. May 3: English Lit 8:00-11:00

Computer Science 12:00-3:00

Thurs. May 4: Statistics 12:00-3:00

Fri. May 5: European History 8:00-11:00

Art History 12:00-3:00

Deadline for Art Portfolios to be submitted

Mon. May 8: Calculus 8:00-11:00

Wed. May 10: Biology 12:00-3:00

Thurs. May 11: Physics 1 12:00-3:00

Fri. May 12: Physics 2 12:00-3:00

June 2023

Diploma exams must be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before and during the administration.

All diploma exam except those that are asterisked (*) remain SECURED after the administration and returned to Alberta Education.

Monday, June 12	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Tuesday, June 13	9:00 A.M.–12:00 P.M. 9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Wednesday, June 14	9:00 A.M.–12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A*
Thursday, June 15	9:00 A.M.–12:00 P.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Friday, June 16	9:00 A.M.–12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Monday, June 19	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, June 20	9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, June 22	9:00 A.M.–12:00 P.M.	Biology 30
Friday, June 23	9:00 A.M.–12:00 P.M.	Chemistry 30
Monday, June 26	9:00 A.M.–12:00 P.M.	Physics 30
Tuesday, June 27	9:00 A.M.–12:00 P.M.	Science 30

Wednesday, June 21, 2023 is National Indigenous Peoples Day—no diploma exams are scheduled.

All students are provided with up to double the official time noted above, if they require it.

School Fees

Please see on our website under About and School and Transportation fees, for the current fees.

Refund Policy

Compulsory fees will be refunded on a prorated basis. Refunds will be based on the last day of the month of termination. Student User Fees will be refunded at the discretion of the applicable department. This is usually determined on the portion of the fee consumed.

NOTE: Any fees owed will be added to the fees due at registration. Please note that once all books and locks have been returned at the end of the school year, Grade 12 students may be eligible to receive a \$90 refund. The refund will be a cheque mailed home to parent/guardian in Mid-July.

General School Information

Appeal Procedures

All students have an opportunity to receive their final marks through PowerSchool, prior to the last day of the semester, after exams. Students or parents may appeal this mark.

Steps for Appeal

1. Students must first appeal to the specific teacher.
2. A second appeal may be made to the school principal or designate.
3. A third appeal may be made to the Superintendent's office. The deadline for making this appeal is on or before the last day of school in January for the first semester courses and the last day of school in June for second semester and full year courses.

A student wishing to appeal a **Grade 12 Diploma examination mark** must file an appeal directly with Alberta Education. Appeal forms are available from the Diploma Exam Coordinator.

Business Administration Office

The Business Administration Office is open from 8:00 a.m. to 4:00 p.m. daily. The services available in the business office include book distribution and collection, locker assignments, collection of school fees and the sale of bus passes.

- Bus passes are sold at a subsidized cost between the hours of 8:00 a.m. and 4:00 p.m.
- The last 3 days of the month and the first 5 days of the following month.
- A student is permitted to purchase 1 bus pass per month.
- Students are not permitted to purchase bus passes for a friend.
- Lost or stolen bus passes **must** be reported to the School Resource Officer and a replacement bus pass can be purchased for the unsubsidized cost.
- Bus Passes may be purchased online through a Parent Power School Account or in the Business Administration Office

NOTE: We do not accept cheques for bus passes or school fees

- **Daily Schedule**

- First Bell - 8:15 a.m.
- Prayer and Announcements - 9:00 a.m.
- This class schedule will be used from August 31, 2022 onwards for both semester

Cafeteria / Lunch

Please watch for news regarding the opening of the cafeteria. The information will be available on the Archbishop O'Leary website.

Celebrations 2022/2023

August

August 31: Grade 10 Welcome Liturgy

September

September 2: School Opening Mass (at O'Leary) - Grade 10

October

October 7: Thanksgiving Liturgy (Video)

October 17: Grade 10 Retreat at Camp Nakamun (full day)

October 20: Grade 11 Retreat at Camp Nakamun (full day)

November

November 10: Remembrance Day service (Video)

November 30: Advent Reconciliation from 9:00 am to 3 pm in the Success Centre

December

December 7: Advent Mass (at O'Leary) - Grade 11

December 15: Christmas Hampers

January

January 10: Christmas Liturgy (Video)

February

February 22: Ash Wednesday Celebration (Video)

March

March 8: Lenten Reconciliation from 9:00 am to 3 pm in the Success Centre

April

April 12: Easter Mass (at O'Leary) - Grade 12

May

May 10-11: Grade 12 Grad Retreat at Camp Nakamun (full days)

June

June 1: Graduation Liturgy at the Edmonton Convention Centre

June 9: Year End Liturgy (Video)

Student & Staff Conduct at Liturgical Celebrations

In the celebration of a Catholic Liturgy, we believe Christ is really present in the assembly, with the priest presiding in the person of Christ.

- Do not bring drinks (coffee, water, pop) into the church during celebrations.
- Refrain from chewing gum during celebrations and especially if you are receiving communion.
- Do not wear earphones, listen to mp3 players, iPods, text message, or have a cell phone present during any part of the celebration.
- Participate in the celebration and make it a Holy enjoyable experience.
- All parts of the celebration must be listened to with respect; whenever anyone is speaking there should be no other talking or distracting behavior to take away from the sacredness of the proceedings.
- Students, staff and visitors of all faith backgrounds are welcome and expected to attend the celebrations. Only Baptized, practicing Catholics should receive the Eucharist. Non-Catholics are invited for a blessing.
 - If we are celebrating a full Mass, with the Eucharist, only those who have been baptized and received their first communion should receive the Eucharist (Communion).
 - You indicate you would like to receive a blessing by crossing your arms over your chest instead of holding them out to receive communion.
 - If you choose not to receive communion, or a blessing, please remain silently seated.
- Participate in the celebration and make it a Holy enjoyable experience.
- All parts of the celebration must be listened to with respect; whenever anyone is speaking there should be no other talking or distracting behavior to take away from the sacredness of the proceedings.
- Students, staff and visitors of all faith backgrounds are welcome and expected to attend the celebrations. Only Baptized, practicing Catholics should receive the Eucharist. Non-Catholics are invited for a blessing.
 - If we are celebrating a full Mass, with the Eucharist, only those who have been baptized and received their first communion should receive the Eucharist (Communion).
 - You indicate you would like to receive a blessing by crossing your arms over your chest instead of holding them out to receive communion.
 - If you choose not to receive communion, or a blessing, please remain silently seated.

Change of Address, Telephone Number, Emergency Contact, or Email Address

Parent/Guardian should notify the General Office as soon as possible of any change of

address or telephone number. Please send proof of address to the school as soon as possible.

Course Challenges

Course challenge is a provision that allows senior high students to challenge the expectations for a course by participating in a formal assessment process, rather than taking the course.

Failed courses cannot be challenged.

In requesting a challenge, the student goes through a formal assessment process to determine if (s)he has indeed mastered the knowledge, skills and attitudes demanded in the course challenge (more than just an exam). If the student is successful, (s)he receives a final mark and credits for the course that was challenged and may proceed to take the next sequential course in that program.

Any student interested in challenging a course should see the subject area School Administrator for more information. All course challenges MUST be completed ***by the end of the first month of each semester. A final mark of 60% must be achieved.***

Course Change Guidelines

Our timetable is prepared on the basis of the *student choices* provided during the Spring registration and therefore, due to the time and effort put into this process, few student timetable changes should be required. If changes are required, some classes may no longer be available. Following is the course change guidelines we will be adhering to for the school year:

A course change will be considered or provided if:

- You have failed a prerequisite course.
- You have not met the suggested prerequisite minimum **60%** for academic programming, even though you have passed the previous course.
- Due to illness or other medical reasons, you were not or will not be able to complete the requirements of a course.

Course Streaming

At Archbishop O'Leary student stream selections must be made based on prerequisite course standing. Students must meet the minimum recommended prerequisite mark to make a particular course stream selection. Adjustments to student schedules will be made prior to semester one and semester two as AOL teaching staff complete prerequisite checks prior to the start of the semester. Students need to check PowerSchool before the start of each semester to confirm courses. Please see streaming guidelines in our Archbishop O'Leary Viewbook.

2022-23 Class Schedule
 8:15 A.M. First Bell
 Semester 1: Begins Aug 31/22

TIME	Day 1	Day 2	THURSDAY TIMES	Thursday 1	Thursday 2
8:18 a.m. - 9:00 a.m.	PDT		8:18 a.m. - 9:14 a.m.	1 Room:	4 Room:
9:00 a.m. - 10:21 a.m.	1 Room:	4 Room:	9:18 a.m. - 10:09 a.m.	3 Room:	2 Room:
10:25 a.m. - 11:41 a.m.	3 Room:	2 Room:	10:13 a.m. - 11:04 a.m.	5 Room:	8 Room:
11:41 a.m. - 12:19 p.m.	LUNCH		11:08 a.m. - 11:59 p.m.	7 Room:	6 Room:
12:23 p.m. - 1:39 p.m.	5 Room:	8 Room:	Staff Professional Learning Time		
1:43 p.m. - 2:59 p.m.	7 Room:	6 Room:			

2022-23 Class Schedule
 8:15 A.M. First Bell
 Semester 2: Begins Feb 1/23

TIME	Day 1	Day 2	THURSDAY TIMES	Thursday 1	Thursday 2
8:18 a.m. - 9:00 a.m.	PDT		8:18 a.m. - 9:14 a.m.	1 Room:	4 Room:
9:00 a.m. - 10:21 a.m.	1 Room:	4 Room:	9:18 a.m. - 10:09 a.m.	3 Room:	2 Room:
10:25 a.m. - 11:41 a.m.	3 Room:	2 Room:	10:13 a.m. - 11:04 a.m.	5 Room:	8 Room:
11:41 a.m. - 12:19 p.m.	LUNCH		11:08 a.m. - 11:59 p.m.	7 Room:	6 Room:
12:23 p.m. - 1:39 p.m.	5 Room:	8 Room:	Staff Professional Learning Time		
1:43 p.m. - 2:59 p.m.	7 Room:	6 Room:			

Final Examination Schedules

Schedules for exams are always placed in the parent newsletter (available on the school website at), in the general office, and are posted throughout the school. Students are expected to write exams on the day they are scheduled. All Diploma Exams must be written on the specified date and time, by Alberta Education regulations.

General Office

The General Office is open from 7:45 a.m. to 4:00 p.m, Monday, Tuesday, Wednesday and Friday's. Thursday's the office is open from 7:30 a.m. to 12:00 p.m. due to staff meetings and school activities. **ALL VISITORS** are required to report to the General Office and must have an appointment no exceptions.

School-Issued Lanyards and ID

The school-issued ID and lanyard must be properly worn as soon as a student enters into either the Main Campus or the West Campus and it must continue to be properly worn at all times. Students in CTS labs, PE, the Fitness Centre or other labs will have proper protocols given to them for those areas.

School-issued lanyards and ID are worn for safety and security reasons, permitting all staff and students to know who should be in our buildings, as O'Leary students, and who should not be. If a student has forgotten their school-issued lanyard and ID at home, a temporary ID sticker will be available at the main office.

This protocol is in place for all students, staff and visitors at O'Leary. The student ID card must be presented to sign in for PDT sessions, access books and equipment from the Success Centre, for all transactions through the Business Administration Office, and **to write final exams** (school based and Diploma).

Graduation/Prom Ceremonies

The Graduation Ceremonies celebrate the completion of high school study at Archbishop O'Leary and the achievement of Alberta Education's High School Diploma. Only students who have met all diploma requirements as set out by Alberta Education and Archbishop O'Leary High School are eligible to attend.

School administration and Student Services review all students credit information to determine eligibility. Please visit the school website for the most up to date information. The Commencement and Grad Banquet Ceremonies are held to celebrate the completion of high school for Grade 12 students at O'Leary

All Grade 12 students who meet the designation of a Graduate are eligible to attend. All outstanding school fees must be paid prior to the purchase of graduation tickets.

The 2023 Commencement and Grad Banquet Ceremonies is tentatively scheduled for June 1 and 2. A \$80.00 graduation fee is paid with registration for Grade 12 students. To be eligible to graduate all required courses must be completed by June 30. We request that you carefully

look at your past and present high school program to determine if you will, in fact, be eligible to attend graduation ceremonies.

Archbishop O'Leary students wishing to participate in graduation ceremonies must complete a minimum of nine (9) credits in Religious Studies. The most common problems affecting participation in the Graduation ceremony are:

- failure to achieve 100 credits
- failure to achieve 10 credits at the 30 level, other than English 30-1/30-2 or Social 30-1/30-2
- incorrect module level in CTS courses
- failure to complete 3 levels of Religion
- failing mark in a required course

Also, as this is a school-sponsored activity, all school policies will apply. The school administration and Grad Committee reviews the list of graduating students and guests and reserves the right to restrict participation of a student or guest.

Parental Follow Up Required

Schools have the responsibility to provide instructional programs that ensure students meet graduation requirements. **Parental support** is a vital component of students' success in school. Please encourage your son/daughter to:

- do homework consistently
- attend **all** classes regularly and punctually
- study for exams
- understand the material - not just memorize
- manage time efficiently
- attend tutorials for extra help
- take responsibility for learning

Personalized Development Time (PDT)

Fostering Responsibility and Self-Motivation

PDT is a designated block of time during the school day where teachers deliver targeted instruction for students that have gaps in their learning. Teachers offer workshops on topics students find challenging in the curriculum. Some sessions are intended to be drop in where students can select workshops that will help them gain a better understanding of various aspects of the curriculum. Other workshops are assigned by the teacher(s) where student attendance is mandatory. Additionally, students can choose to attend workshops in elective/option classes where students can extend their learning, pursue individual interests, collaborate with peers, or where necessary, seek remediation and learning supports.

Every Monday, Tuesday, Wednesday and Friday from 8:18-9:00, students have the opportunity to select from a wide variety of learning opportunities using

PowerSchool. This could include:

- Opportunities to seek help or advance learning through 1:1 dialogue with teachers
- Opportunities to complete homework
- Opportunities for focused group work
- Exam preparation

- Quiz writing
- Book Club
- Project Work
- Pre-Learning of upcoming material

Philosophy

Personalized Development Time (PDT) affords the learner a degree of choice about what is learned, when it is learned and with a choice of location. This does not indicate unlimited choice, since students will still have targets to be met. However, it provides students the opportunity to learn in ways that suit their individual learning styles and multiple intelligences.

We are eager to support our students in becoming increasingly self-directed and successful, and developing a greater ownership for their learning, becoming more self-reliant, intrinsically motivated and more personally responsible.

Expectations

Students will:

- Be active participants in the planning and assessing of their learning.
- Be motivated to learn new ideas. Know the next steps in their learning.
- Ask questions to help them understand.
- Look at work samples to deepen their understanding of what to do.
- Collect evidence that shows their learning, and use reflect on the quality of their work.
- Seek descriptive feedback from others to help improve their work.
- Use results of assessment to improve their learning.
- Set teacher-guided learning goals then work to accomplish those goals.

Religious Studies

Students are required to complete *three courses* in Religious Studies in order to be eligible to attend commencements, aligned with their Grade 10, 11 and 12 years in Edmonton Catholic Schools.

NOTE: Those students who are unsuccessful in completing a Religion Course will be re-registered in the course the following semester or required to complete the course at summer school. **School authorization is necessary for a student to attend an alternative “off campus” Religion Program.** Cases will be reviewed on an individual basis by the Student Administrative Coordinator.

Reporting

In an effort to safeguard our environment and to promote much more accurate and efficient reporting practices, Archbishop O’Leary will again be endorsing the use of paperless reporting.

Please ensure that you access PowerSchool at <https://powerschool.ecsd.net/public> on a continual basis for real time evaluation and attendance results. Should you require assistance in obtaining and/or using your PowerSchool login please contact the school at 780-476-6251.

In addition, as previously indicated, you are encouraged to communicate with your Grade Coordinator and classroom teacher(s) to regularly enquire about student progress and attendance.

The opportunity to access teachers throughout the term replaces the traditional parent/teacher interview process at Archbishop O’Leary. The most effective means of communication with staff is via email, and as you likely know, our District email format is simply firstname.lastname@ecsd.net.

School Resource Officer (SRO) Program

The School Resource Officer Program was established by the Edmonton Police Service (EPS) in 1979 to build a close bond of trust and understanding between the law and the student communities. Our School Resource Officer is a member of the EPS and is available to provide support/advice to students and do classroom presentations.

Student Activities & Students' Union

Program Facilitator: Mr. Frank Spilak

Truth, Honor, Discipline...That’s O’Leary’s school’s philosophy, and the Students’ Union members respect and value this statement. In addition to our learning and having discipline to make our academic goals a reality, we know that any successful and happy person has a balance between work and play. To have fun in our school environment is our first mission for this year.

The Students’ Union plans 3 major SU events each month to bring together our students and our staff to have some fun throughout our year. Our second mission is to live our faith. The SU will be supporting different areas of social justice. Our community can benefit from our helping hands. Social Justice projects will be ongoing throughout our year, and we encourage each of you to promote and support O’Leary’s contributions to our community, to make an impact in the lives of those who may need an extra hand.

Student Owned Technology

O’Leary is a fully wireless environment, and students are encouraged to bring their personal devices to enhance their learning.

Prior to use, each student must sign, and adhere to the Edmonton Catholic Schools Acceptable Use Agreement. All wireless enabled devices are permitted in class for learning purposes, and with the permission of the classroom teacher. Students who choose not to follow the responsible use policy, will be considered for disciplinary action. During instructional time, devices are not to be used to place phone calls, for social media purposes, for recording or still photography purposes. At no time may cell phones be used in the office area.

School owned devices will also be available for student use before school, during school, lunchtime and after school with teacher permission, and with appropriate supervision. Students are responsible for the safety and security of their devices.

Student Parking

Student parking is **NOT** permitted at the O'Leary Pool, St. Cecilia School, or the Glengarry parking lots. Parking is available in front of the school or in the surrounding community, on a first come basis.

It is expected and enforced that O'Leary students act as *good neighbours*, with all members of the surrounding community. We must be respectful and courteous to the community and to the environment.

Student Services (Counseling)

The department consists of an assistant, Work Experience Coordinator, two counselors, a Family School Liaison Worker (FSLW) and a Grad Coach. Services provided: include educational and career guidance, personal/social assistance, and financial scholarship information.

A **Career Directions** module (CTR 2310) and **Job Preparation** module (CTR 1010) are also available to students wishing to earn credits for their career exploration portfolio.

Assessment Centre

If a teacher feels that a student is not completing *required work necessary for assessment*, the teacher may initiate a Study Hall intervention. The teacher will assign the student to the Study Hall. The Study Hall is located in the Success Centre. The Study Hall is also used as the location to complete scheduled assessments for the at-home/online students, or those who have missed in-school assessments.

Success Centre

The Success Centre is meant to be a positive and productive place for academic pursuits, study and research, and for instruction and learning. Students are expected to observe the policies that are in place which support the primary goal.

The Success Centre is open Monday through Friday from 7:30am to 3pm. Computers and other equipment are provided for educational purposes.

Student Use of Food Delivery Apps

Students are **NOT** to use food delivery apps (ie. Uber Eats, Skip the Dishes, etc.) to have orders delivered to the school from outside restaurants. These services end-up disrupting the flow of the main office when we must then track down the student who placed the order.

Vacations During School Year

With the semester system for classes, family vacations during school time are strongly discouraged. A student who is absent for four – 80-minute blocks of instructional time per day will very quickly fall behind and their course grades will be lower. For the rare occasion when travel is necessary, students and parents are expected to inform their Student Administrative Coordinator well in advance and complete the appropriate form. ***Travel forms are available in the general office.*** It is the responsibility of the student to complete the work they have missed.

Diploma (Alberta Education mandated) and District exams cannot be rescheduled. They must be written on the day and time scheduled. In a non-diploma exam course, if the early leave necessitates missing an exam in January, or June, the student has two options:

1. Receive their evaluation to date (as a percentage of the course completed); OR
2. Request to write their final exam if:
 - a) 85% of the course has been completed and
 - b) the student has a passing grade in the course.

If a Diploma Exam is missed for any reason, it must be written in the next writing period, by Alberta Education requirements. This is completely out of the control of school staff.

The School Administration requires written parental consent to grant early leave for non-diploma exams and reserves the right to review and determine an appropriate choice given the specific circumstances.

Student Spares

- Grade 10's should have NO spares
- Grade 11's can only have one 5-credit or two 3-credit spares
- Grade 12 student schedules must contain a minimum of all remaining high school graduation requirements

Co-Curricular Activities

Inter-School Athletics

O'Leary High School has a strong tradition of inter-school athletics. Playing on a school team is challenging and rewarding; all interested students should try out! Fees for team members are as follows:

SPORT

Badminton	Curling	Rugby	Track and Field
Basketball	Golf	Soccer	Volleyball
Cross Country	Football	Swimming	Wrestling

Additional Fees may be required for sport specific team activities. All team members are encouraged to attend the year end Sports Awards Banquet and there is a fee of \$40.00.

School Clubs & Activities

A number of clubs operate each school year to accommodate interested students. Students should follow the daily announcements for club "start-ups." Following is a list of some of the clubs:

Drama	Grad Committee	Yearbook
Productions	Skills Canada	Spectrum
Intramurals	Peer Support	Green Team
Student Union	Christmas Hampers	Cultural Heritage Day
Running Club		

- Act in ways that appropriately represents you and your school.
- Attend school regularly and punctually.
- Be ready to learn and actively engage in and diligently pursue your education.
- Know and comply with the rules of the school.
- Cooperate with all school staff.
- Contribute positively to your school and your community.
- Act in ways that appropriately represents you and your school.
- Attend school regularly and punctually.
- Be ready to learn and actively engage in and diligently pursue your education.
- Know and comply with the rules of the school.
- Cooperate with all school staff.
- Contribute positively to your school and your community.

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 or persons regarding any goods, services, accommodations 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.

If school administration or school staff or the SRO are not informed of challenging behaviors by students or parents, then we do not know and cannot act to assist.

Student Conduct Policy

Unacceptable behavior

Section 31 of the *Education Act* clearly states that students will be held accountable for unacceptable conduct whether the behaviors occur inside or outside of the school building or school day or if they happen electronically (i.e. any form of social media). If the conduct negatively affects a member of the

school or interferes with the overall school environment, students will be held accountable. **Students should report any types of bullying to the SRO, or the school administration, or a staff member, or to parents.**

Examples of these types of unacceptable behaviors include but are not limited to the following:

- Behaviors that interfere with the learning of others and/or the school environment or That create unsafe conditions.
- Acts of bullying, harassment, discrimination or intimidation.
- Physical violence.
- Retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concern.
- Illegal activity such as: possession, use or distribution of illegal or restricted substances, Possession or use of weapons, theft or damage to property.

Supports are available for students impacted by inappropriate behavior through:

- School Counselors
- Braided Journeys
- School Administration
- Learning Coach
- SASSI
- WIN Teacher
- Family School Liaison Worker (FSLW)
- School Resource Officer (SRO)

Consequences for unacceptable behavior.

A student demonstrating unacceptable behavior may be subjected to one or more of the following consequences. These consequences will take into consideration unique student attributes such as age, maturity and individual circumstances. The school will provide preventative procedures, supportive procedures for minor breaches of conduct and fair, corrective interventions to address major breaches of conduct.

- **Verbal warning** – a reminder that the behavior is inappropriate, and an alternative Strategy is agreed upon for future incidents.
- **Detention** – loss of part of the PDT privilege with work assignment
Related to the effects of inappropriate behaviors on others.
- **Contact with home** – used in conjunction with most consequences to ensure parents
Are informed and involved.
- **Relocation** – student temporarily relocated to a supervised location to complete
Specific course assignments.
- **Removal of privileges** – ineligible for extra-curricular groups, field trips, etc. until
behavior shows consistent improvement.
- **In-school suspensions** – student does all required work in a supervised area away
from other students.
- **Suspension from school** – temporary removal from course, program, class, school
bus, school or school property for a specified period (Section 24 of the *School Act*).
- **Transfer to an alternative program** – determined in discussion with parents and the other program
site. Student loses the privilege of attending the current school but is placed in another school or
program in the District.
- **Expulsion to alternative program** – student loses privilege of attending school but is placed by the
Board in another school or program in the District.

School Supports that are available to all students:

- School Counselors
- Braided Journeys
- School Administration
- Learning Coach
- SASSI
- WIN Teacher
- Family School Liaison Worker (FSLW)
- School Resource Officer (SRO)

Parent responsibilities:

Parents have the responsibility to take an active role in their child's educational success, ensure that the child attends school regularly, and act as the primary guide and decision maker with respect to the child's education. Parents ensure that their conduct contributes to a welcoming, caring, respectful and safe learning environment. Parents co-operate and collaborate with school staff to support the delivery of specialized supports and services to the child.

Attendance

According to Section 12(b) of the *School Act*, “**students must attend school regularly and punctually.**” Achievement in school is dependent on regular and punctual attendance. If expectations are not met, one or more of the following consequences may result: losing privileges, making up time in Study Hall during spares or Thursday afternoon, withdrawal from the class, or withdrawal from school.

Alberta Education simply records student attendance as *present* or *absent* and all possible attendance categories (i.e. Vacation, ill, etc.) are not recognized by the Ministry of Education.

The following is a list of acceptable reasons for student absences:

- Student illness
- Emergency (accident, extreme weather)
- Medical emergency or specialist appointment
- Death or serious illness in the family

We request that non-urgent medical and dental appointments be scheduled prior to or after regular school hours.

Procedure to Report an Absence

1. When a student is absent from school, his/her **parents** or **guardian MUST** call the school (780-476-6251) **before 11:00 a.m.** For attendance calls after 4:00 p.m., please leave a message.
2. Students who are absent without an acceptable reason will have their attendance marked as an **unexcused** absence and their parents will be contacted daily by telephone and email.
3. Student Administrator Coordinators will be involved in attendance follow up procedures.
4. Students failing to comply with the "regular attendance" guidelines will be assigned a **final mark** in that course which, **along with their accumulated absences**, will be reported to Alberta Education and recorded on their **permanent academic record**.

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 are not permitted to 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.

Students at Archbishop O'Leary must wear:

- A shirt or the equivalent (tops) with opaque fabric in the front, back, and sides under the arms
- Pants or the equivalent (bottoms), and
- Shoes *o courses or activities may require specific attire for safety or curriculum purposes (ie: CTF/CTS, PE, science labs, field trips)*
- Opaque clothing that covers undergarments

Students at Archbishop O'Leary may wear, as long as they are in alignment with this standard's philosophy:

- Headwear that is specifically required for religious observance (i.e. hijab, yarmulke, turban) or for medical reasons in consultation with the principal
- Illustrative examples of tops: t-shirts, sweatshirts, sweaters, tank tops
- Illustrative examples of bottoms: jeans, leggings, sweatpants, skirts, dresses, shorts
- Hats 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.
- Clothing with logos or text on it that is positive in nature, respectful, or implies or encourage a healthy lifestyle/choice for children and youth

Students at Archbishop O'Leary must not wear:

- Articles of clothing that discriminate based on age, religion, gender, 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:
 - o Wearing another article of their own clothing which they have at school that is in alignment with the standard,
 - o Contacting a parent or guardian to bring in an article of clothing that is in alignment with the standard,
 - o Borrowing an article of clothing from a friend that is in alignment with the standard.

Student Conduct Policy

At Archbishop O’Leary High School, we focus on creating a school environment that is welcoming, caring, respectful and a safe learning environment. The creation of and maintenance of a safe and caring school is the responsibility of every member of the O’Leary community. Our goal is to develop responsible, caring and respectful members of a just, peaceful and democratic society who have accepted Jesus as their role model for life. “Love one another as I have loved you.” (John 15:12) and “Do unto others as you would have them do unto you.” (Matthew 7:12) are apt descriptions of the model of behavior laid down for us by Jesus Christ.

This code of conduct is based on input from students, parents, staff and is guided by the Alberta School Act and District Policy. This policy will be reviewed and adapted as necessary on an annual basis by members of the school community.

Acceptable behavior

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 the school setting.

Students are expected to contribute to the positive nature of the school by acting in a mature manner. The atmosphere we create is suitable for motivated, independent people who want to further themselves by taking advantage of the educational opportunities we offer. Students are always expected to follow the behaviors outlined below which are modeled daily by our staff. The statements below are not an exhaustive list:

- Respect yourself and the rights of others in the school.
- Make sure your conduct contributes to a welcoming, caring, respectful and safe learning environment in the school that respects the diversity and fosters a sense of belonging of others in your school.
- Refrain from, report and refuse to tolerate bullying or bullying behavior, even if it happens outside of the school or school hours or electronically.
- No action toward another student, regardless of the intent of that action will cause harm, fear, or distress to that student.
- No action toward another student with the school community will diminish the student’s reputation within the school community.
- Any action that contributes to a perception of bullying, whether it occurs during school time, or after school hours, or whether by electronic or other means, will be addressed by the school if it is determined that the actions impact the well-being of the alleged victim within the school community.
- Any action that humiliates or contributes to diminishing the reputation of a student because of race, religious beliefs, color, gender, physical disability, mental disability, ancestry, place of origin, marital status of parents, source of income of parents, family circumstances or sexual orientation of a student is deemed to be an act of bullying.
- Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school.

- Students who are bystanders to an act of bullying have a responsibility to report observed incidences to the School Resource Officer, school administration, a staff member or a parent/guardian.

Cheating/Plagiarism

Presenting someone else's work as your own is an act of academic dishonesty and will not be tolerated. Zeros could possibly be issued.

Controlled Substances and Alcohol

Any student who is in possession of, under the influence of, or distributing: alcohol, inhalants or any other harmful or illegal substance on school property, including the possession or use of electronic cigarettes or vapes, will be dealt with by the Edmonton Police Service and/or school administration. Consequences for violations of the controlled substance or alcohol policy will include suspension and/or expulsion. Charges may be laid where warranted by the Edmonton Police Service through the SRO.

Dice and Playing Cards

Gambling and gambling type games (i.e. poker) are not allowed on school property.

Fighting

Fighting in school or on school grounds will not be tolerated under any circumstances. Consequences for fighting will include suspension and/or expulsion. Any student fighting will also be dealt with by the Edmonton Police Service through the SRO.

Incidents that take place off of school grounds, outside of school hours, yet impact the school environment in any manner will be addressed through the *School Act* and consequences may be earned through the school.

Harassment

Threatening any member of the O'Leary community (physical/ mental harassment, indignity, defamation, injury, or violence) will be treated as a criminal offence and referred to Edmonton Police Service for processing.

Insubordination

Section 12 of the *School Act* outlines student responsibility to the adults put in charge of the delivery of their education program, including guest instructors, education students, and service personnel working in the school. Students shall comply with the authority given to all staff members (i.e. custodial, support, substitutes, teachers, and administration).

Under Sec 27 of the *School Act*, a charge of "creating a disturbance" may be laid against a student by the by the Edmonton Police Service through the SRO in any situation that is deemed to be appropriate.

Language

Students and O'Leary community members are expected to use language in a manner that shows respect for themselves and their fellow community members.

Laser Pointers

For safety reasons, students are **NOT** permitted to use laser pointers in school.

Lates

Students shall attend school regularly and punctually. Students have **five** minutes between classes and have the responsibility to be on time for all of their classes. Teachers are expected to deal with students arriving late.

Smoking/Vaping

Students are **NOT** permitted to smoke/vape, possess any tobacco products, vapes, or e-cigarettes at any time, while in the vicinity of the school, on school property or within the school itself.

Students are subject to a \$250 fine under Public Places Bylaw 14614 Sec. 12(A), Vaping In A Building, issued by the Edmonton Police Service through the SRO.

Spares

Students on spare are to be working quietly in the HUB or in the Success Centre. Students are not to be walking the halls or disturbing classes.

Vandalism

Students are expected to respect school property and the property of others. We encourage students to report any vandalism to the administration. Students who willfully cause damage to school property will, as a minimum, be assessed the cost of repairing the damage. Further consequences and criminal charges may be deemed necessary and appropriate.

Awards & Scholarships

The following awards may be presented as a part of our school-based awards. They include internal awards as well as awards championed by outside agencies who partner with the school. The allocation and presentation of these awards are dependent upon the availability of suitable candidates, the availability of funds, and ongoing agreements with external partners.

The annual Awards Presentation takes place in October. This presentation is a means of congratulating those students who have excelled in academic activities throughout the school year. Please note, students receiving school-based awards and scholarships must be a registered full-time student at Archbishop O'Leary and achieved his/her award or scholarship requirements from Archbishop O'Leary High School, as dictated by the Alexander Rutherford Scholarship.

The criteria must be based on a final blended mark that must include a standardized final exam and/or Diploma exam.

Consider scholarships a major research project. Start early to build a diversified portfolio, strong marks, good attendance, leadership, and extra-curricular service. There are many ways in which graduating O'Leary students may obtain help in financing their post-secondary education. Loans, bursaries and scholarships all provide avenues which contribute to making educational opportunities available to all. Financial assistance is provided by the provincial government, the Catholic school system, various associations, unions, private organizations, financial institutions, service clubs, ethnic communities and post-secondary institutions. Students should ask their parents to inquire about bursaries, awards, etc. offered by associations, unions and other

organizations to which their parents belong. Students must be aware of the deadline dates for application and should check with Student Services where they will find current information and application forms.

School Based Awards & Scholarships

The following awards may be presented as a part of our school-based awards. They include internal awards as well as awards championed by outside agencies who partner with the school. The allocation and presentation of these awards are dependent upon the availability of suitable candidates, the availability of funds, and ongoing agreements with external partners.

Archbishop O’Leary Synergy Franchising Scholarship – up to \$10,000

Awarded to between 1 and 10 students based upon personal drive, determination, character and a desire to enter into some form of business or entrepreneurial venture, that may or may not involve post-secondary.

Advanced Placement Scholar -

Awarded to students who complete three or more AP courses, scoring marks of 3 or higher on all AP exams. Awarded after completion of Grade 12 year.

Advanced Placement National Scholar -

Awarded to students who complete five or more AP courses, scoring marks of 4 or higher on all AP exams. Awarded after completion of Grade 12 year.

Archbishop O’Leary Millennium Scholarship - \$500

This award is presented to a few grade 12 O’Leary students planning to attend post-secondary. Students must be non-honors, diligent, responsible, have at least 90% attendance with a 50%+ in all subjects and provide proof of acceptance at an approved post-secondary institute.

Dorothyann Laslo Scholarship \$1000

This award is in honor of a former Archbishop O’Leary English teacher. The award is based on the student with the highest mark in English 30-1 and the student with the highest mark in English 30-2. The student must have completed the course at Archbishop O’Leary and must have written the Diploma exam. Each award will be based on the average blended class with diploma mark.

Eileen Meyer Most Outstanding Student Award - \$500

This award is presented to one Grade 12 student who has demonstrated the qualities one would expect of an outstanding student and leader. Considerations include academic endeavor, sense of responsibility and dependability, overall involvement over the past three years, leadership qualities and positive attitude.

Gil St. Arnaud Scholarship - \$100

This award is given to a student who shows a strong commitment to successfully studying two or more languages.

Kinsmen Salute to Youth Achievement Award - \$1000

This award is presented to an O’Leary student with outstanding community service.

Merit Contractors Award - \$300

This award is presented to a person who achieves the highest mark in a construction-related course. The student must also demonstrate qualities and cooperation.

Rob Ferrari Award for Mathematics - \$1000

This award is given to a Grade 12 student with the highest combined average in Math 30-1 and Math 31. The student must have completed the courses at Archbishop O’Leary High School and must have written the Diploma exam. The average for Math 30-1 will be calculated based on Alberta Education's weightings for School awarded mark and Diploma exam mark.

Provincial and Federal Awards & Scholarships

Premier’s Citizenship Award

This scholarship was created to recognize students graduating from high school who have supported and contributed to Alberta communities through public service and voluntary endeavors. Recipients receive a plaque. One plaque is available for each high school in Alberta.

Governor General’s Medal

For more than 140 years, the Governor General’s Academic Medals have recognized the outstanding scholastic achievements of students in Canada. This is awarded to the student graduating Archbishop O’Leary with the highest average based on the national criteria. There is no monetary award associated with the Medal, though it is very prestigious.

Alexander Rutherford High School Achievement Scholarship

The scholarship has a value of up to \$2500. Scholarships are awarded to students achieving a minimum average of 75.0 percent in five designated courses in at least one grade: Grade 10, 11, or 12. The minimum average, value of the award and courses that can be used depend on the year the student graduated from high school. Recipients must be enrolled in a full-time post-secondary program or be an apprenticeship student. Please refer to <http://studentaid.alberta.ca>

Grade 10	Grade 11	Grade 12
<ul style="list-style-type: none"> • Average of 75.0% to 79.9% in five subjects - \$300 • Average of 80% or higher in five subjects - \$400 	<ul style="list-style-type: none"> • Average of 75.0% to 79.9% in five subjects - \$500 • Average of 80% or higher in five subjects - \$800 	<ul style="list-style-type: none"> • Average of 75.0% to 79.9% in five subjects - \$700 • Average of 80% or higher in five subjects - \$1,300
Average is calculated from 5 designated subjects (Option/CTS courses may also be considered).		
One of: <ul style="list-style-type: none"> • English 10-1, 10-2 • Français 10, 13 or 10-2 	One of: <ul style="list-style-type: none"> • English 20-1, 20-2 • Français 20, 23 or 20-2 	One of: <ul style="list-style-type: none"> • English 30-1, 30-2 • Français 30 or 30-2
At least two of: <ul style="list-style-type: none"> • Mathematics 10C • Science 10 • Social Studies 10-1 or 10-2 • A language other than one used above in Grade 10 	At least two of: <ul style="list-style-type: none"> • Mathematics 20-1, or 20-2 • Chemistry 20 • Physics 20 • Science 20 • Biology 20 • Social Studies 20-1 or 20-2 • A language other than one used above in Grade 11 	At least two of: <ul style="list-style-type: none"> • Mathematics 30-1, 30-2 or 31 • Science 30 • Social Studies 30-1 or 30-2 • Biology 30 • Chemistry 30 • Physics 30 • A language other than one used above in Grade 12
Any two courses with minimum three credit value at Grade 10 level (1000 or 4000 series) including those listed above and combined introductory CTS courses.	Any two courses with minimum three credit value at Grade 11 level (2000 or 5000 series) including those listed above and combined intermediate CTS courses.	Any two courses with minimum five credit value at Grade 12 level (3000, 6000 or 9000 series) including those listed above and combined advanced CTS courses.

Notes:

- French and Français are not the same course and not interchangeable.
- A course cannot be repeated after a higher-level course has been taken in the same sequence.
- Averages are not rounded up for scholarship purposes.
- The value of the scholarship is calculated on the overall average in five designated courses as listed under each grade level.
- All courses listed on an official Alberta Transcript of High School Achievement are acceptable (excludes Driver's Education), and only marks obtained before the start of post-secondary study can be used.
- Courses with a 'Pass' on a high school transcript are equivalent to a 50% mark.
- CALM course can be taken in any grade, but the final mark will be calculated in Grade 11.

Career and Technology Studies (CTS) Courses

Three one credit modules can be combined and used as an option at the Grade 10 and Grade 11 level. Five one credit modules can be combined and used as an option at the Grade 12 level.

To be combined:

- All courses must be from the same level i.e. Introductory, Intermediate or Advanced,
- Courses can be from different subject areas, e.g. computer courses with welding courses, and
- Marks will be averaged at the appropriate level.

Archbishop O'Leary Honors Awards

This award is now called the Rutherford Honors Awards. It is based on the criteria above for the Alexander Rutherford High School Achievement Scholarship. We will be using the 80% and above average for this award.

High School Education Planning

A Student must earn a minimum of 100 credits in order to graduate from high school in Alberta. Parents and students should discuss high school requirements with a school counselor.

Students must complete the following required courses within the 100 credits:

- English 30-1 or 30-2
- Social 30-1 or 30-2
- Mathematics at the 20 Level
- 10 credits in Science
- Religion 15, 25 and 35 (Edmonton Catholic School District Graduation Requirement)
- Physical Education 10 (3 credits)
- CALM (3 credits)
- 10 credits in any combination from CTS, Fine Arts, or Second Language or Physical Education 20 and/or 30 and/or RAP
- 10 credits at the Grade 12 level in addition to English 30-1/30-2 and Social 30-1/30-2 (Can use Work Experience 35 for 10 credits)

The Support Network

The Support Network will listen and will help. The 24-hour distress line is **780-482-HELP** (4357).

Crisis Support

- | | |
|---|----------------|
| • Distress/Suicide Line | 780-482-4357 |
| • Suicide Prevention (Salvation Army) | 780-428-8336 |
| • Emergency Social Services - Crisis Unit | 780-427-3390 |
| • Youth Emergency Shelter Society | 780-468-7070 |
| • Support Network (8:00 a.m. - 8:00 p.m.) | 780-482-0198 |
| • AADAC Youth Services | 1-866-332-2322 |
| • Alateen | 780-433-1818 |

Pregnancy Support Services

- | | |
|-----------------------------------|--------------|
| • Pregnancy Care Centre (24 hour) | 780-424-2624 |
| • Birthright | 780-488-0681 |
| • Our Lady of Grace | 780-944-2181 |

Sexual Abuse / Family Violence

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| • Sexual Assault Centre (24 hours) | 780-423-4102 |
| • Child Abuse Hotline | 1-800-387-5437 |

Other Agencies

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| • AIDS Network of Edmonton | 1-877-388-5742 |
| • AIDS Hotline | 1-800-772-2437 |
| • Sexually Transmitted Diseases Clinic | 1-800-772-2437 |

- Police 780-421-3333
- Capital Health Authority 780-408-5465
- Catholic Social Services 780-424-3545
- Children's Medical Center 780-944-1840