

Student/Parent Handbook

2024 – 2025



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.

Principal

Nicole Falcone-Dempsey

Nicole.Falcone-Dempsey@ecsd.net

Assistant Principals

Gabriella Ferretti-MacKinnon

Gabriella.Ferretti-MacKinnon@ecsd.net

Chelsea Androschuk

Chelsea.Androschuk@ecsd.net

Roslyn Marcelo

Roslyn.Marcelo@ecsd.net

Frank Spilak

Frank.Spilak@ecsd.net

TABLE OF CONTENTS

Welcome ~ Page 5

- Mission Statement
- Vision Statement
- Contacting the School

General Information ~ Pages 6 - 14

- Daily Schedule
- Personalized Development Time (PDT)
- Fostering Responsibility and Self-Motivation
- Philosophy
- Expectations
- General Office
- Business Administration Office
 - School Fees
 - Refund Policy
- Cafeteria/Lunch
- School-Issued Lanyards and ID
- PowerSchool and Parent Portal
- Reporting Academic Achievement
- Reporting Attendance
- Student Parking
- School Map

Student Conduct ~ Pages 15 - 21

- Student Conduct Policy
- Standard of Dress
- Student Owned Technology
- Attendance & Extended Absences/Vacations
- Student Spares
- Student Use of Food Delivery Apps
- Student & Staff Conduct at Liturgical Celebrations
- Student Misconduct
- Cheating/Plagiarism

- Controlled Substances & Alcohol
- Defiance
- Dice and Playing Cards
- Fighting
- Harassment
- Language
- Laser Pointers
- Lates
- Vapes/Smoking
- Spares
- Vandalism

Educational Planning ~ Pages 22 - 33

- Path to High School Completion
- Course Change Guidelines
- Course Streaming
- Graduation & Commencement Ceremonies
- Religious Studies
- Assessment Policy
- Appeal Procedures
- Diploma Exam Schedules
 - November 2024 Diploma Exam Schedule
 - January 2025 Diploma Exam Schedule
 - April 2025 Diploma Exam Schedule
 - June 2025 Diploma Exam Schedule
- Advanced Placement Exam Schedule

Student Support ~ Pages 32 - 33

- Archbishop O'Leary Support Model
- Success Centre
- School Resource Officer Program
- Assessment Centre
- Community Resources
 - The Support Network
 - Crisis Support
 - Pregnancy Support Services
 - Sexual Abuse / Family Violence

Awards & Scholarships ~ Pages 37-39

- School Based Awards & Scholarships
 - Archbishop O'Leary Honors Awards
- Synergy Franchising Scholarship
 - Advanced Placement Scholarship
 - Advanced Placement National Scholarship
 - Dorothyann Laslo Scholarship \$1000
 - Eileen Meyer Most Outstanding Student Award - \$500
 - Gil St. Arnaud Scholarship - \$100
 - Kinsmen Salute to Youth Achievement Award - \$1000
 - Rob Ferrari Award for Mathematics - \$1000
- Provincial and Federal Awards & Scholarships
 - Premier's Citizenship Award
 - Governor General's Medal
 - Alexander Rutherford High School Achievement Scholarship
 - ✓ Grade 10
 - ✓ Grade 11
 - ✓ Grade 12

Extra-Curricular Opportunities ~ Page 40

- Student Activities & Students' Union
- School Clubs & Activities
- Inter-School Athletics

Welcome

O'Leary has a reputation of preparing students for success after high school. Whether your destination is the workplace, university, apprenticeship or college, the staff of O'Leary are committed to preparing our graduates for the challenges and opportunities that await them after high school. O'Leary students consistently strive to be the best that they possibly can be, in all areas of life. Our students work to make a difference in the greater community, looking to make a difference for those around them. In addition to a tradition of excellence in academics, students of O'Leary can expect a well-rounded education that provides the opportunity to participate in a wide variety of athletics, clubs, and school events.

A commitment to hard work and a dedication to uphold our strong tradition of excellence and community will ensure that your time at O'Leary will be remembered as remarkable.

Nicole Falcone-Dempsey, 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 Cohort Assistant Principal who will be linked to you throughout your time at Archbishop O'Leary High School.

The Cohort Assistant Principals for next year will be as follows:

Last name beginning with:

A - D	Ms. Gabriella Ferretti-MacKinnon	Gabriella.Ferretti-MacKinnon@ecsd.net
E - K	Mrs. Chelsea Androschuk	Chelsea.Androschuk@ecsd.net
L - Q	Ms. Roslyn Marcelo	Roslyn.Marcelo@ecsd.net
R - Z	Mr. Frank Spilak	Frank.Spilak@ecsd.net

General School Information

Daily Schedule

Archbishop O'Leary 2024-2025 Schedule – Semester 1

Effective Sep 3, 2024

First Bell

8:10 a.m.

Day 1	Day 2	Day 1 Thursday	Day 2 Thursday
PDT 8:15 a.m. 9:00 a.m.		1 8:15 a.m. 9:13 a.m.	4 8:15 a.m. 9:13 a.m.
1 9:00 a.m. 10:22 a.m.	4 9:00 a.m. 10:22 a.m.	3 9:17 a.m. 10:10 a.m.	2 9:17 a.m. 10:10 a.m.
3 10:26 a.m. 11:43 a.m.	2 10:26 a.m. 11:43 a.m.	5 10:14 a.m. 11:07 a.m.	8 10:14 a.m. 11:07 a.m.
Lunch 11:43 a.m. 12:20 p.m.		7 11:11 a.m. 12:04 p.m.	6 11:11 a.m. 12:04 p.m.
5 12:24 p.m. 1:41 p.m.	8 12:24 p.m. 1:41 p.m.	Staff Professional Learning Time	
7 1:45 p.m. 3:02 p.m.	6 1:45 p.m. 3:02 p.m.		

*Daily announcements take place during the first 5 minutes of the first non-PDT block of the day i.e. Blk 1 or 4

Archbishop O'Leary 2024-2025 Schedule – Semester 2

Effective January 29, 2025

First Bell

8:10 a.m.

Day 1	Day 2	Day 1 Thursday	Day 2 Thursday
PDT 8:15 a.m. 9:00 a.m.		1 8:15 a.m. 9:13 a.m.	4 8:15 a.m. 9:13 a.m.
1 9:00 a.m. 10:22 a.m.	4 9:00 a.m. 10:22 a.m.	3 9:17 a.m. 10:10 a.m.	2 9:17 a.m. 10:10 a.m.
3 10:26 a.m. 11:43 a.m.	2 10:26 a.m. 11:43 a.m.	5 10:14 a.m. 11:07 a.m.	8 10:14 a.m. 11:07 a.m.
Lunch 11:43 a.m. 12:20 p.m.		7 11:11 a.m. 12:04 p.m.	6 11:11 a.m. 12:04 p.m.
5 12:24 p.m. 1:41 p.m.	8 12:24 p.m. 1:41 p.m.	Staff Professional Learning Time	
7 1:45 p.m. 3:02 p.m.	6 1:45 p.m. 3:02 p.m.		

*Daily announcements take place during the first 5 minutes of the first non-PDT block of the day i.e. Blk 1 or 4

Personalized Development Time (PDT)

Fostering Responsibility and Self-Motivation

PDT is a designated block of time during the school day that is student directed but teacher supervised, where students can extend their learning, pursue individual interests, collaborate with peers, or where necessary, seek remediation and learning supports. This instructional block of time is **mandatory**; therefore, attendance will be taken when a student attends their selected PDT Session. Students may be assigned PDT sessions by their classroom teacher.

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.

Every Monday, Tuesday, Wednesday, and Friday from 8:15 am - 9:00 am, students can 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
- participate in focused group work
- prepare for exams
- write an assessment
- discover clubs of interest
- complete project work
- engage in pre-learning of upcoming material

Expectations

Students will:

- Sign up for a PDT Session via the Flex Session function in PowerSchool. This is instructional time; therefore, attendance will be taken during this period. Students must sign up for a session to be marked present for the session they attend.
- 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.

General Office

The General Office is open from 8:00 a.m. to 3:30 p.m., Monday, Tuesday, Wednesday, and Friday's. Thursday's the office is open from 8:00 a.m. to 3:00 p.m. due to staff meetings and school activities. **ALL VISITORS** are required to report to the General Office and must have an appointment with no exceptions.

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

Parent/Guardian or students should notify the General Office as soon as possible of any change of address or telephone number.

Business Administration Office

The Business Administration Office is open from 8:00 a.m. to 3:30 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 the ARC card (bus pass). The ARC card is available for purchase between the hours of 8:00 a.m. and 3:30 p.m. Students are not permitted to purchase an ARC card for a friend.

NOTE: We do not accept cheques for the ARC card or school fees.

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.

Cafeteria / Lunch

The school cafeteria will be open Monday, Tuesday, Wednesday & Friday 8AM to 1:30PM. Hours subject to change.

Students may have lunch in Hub or Alumni Hall during the lunch hour. Students can also select to leave the building for lunch and should remain outside for the duration of the lunch hour. Any student wishing to eat lunch inside of the building can access one of the open classrooms on our main campus throughout the week (excluding Thursday).

School-Issued Lanyards and ID

The school-issued ID and lanyard must be properly worn as soon as a student enters either Main Campus or 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).

PowerSchool and Parent Portal

Reporting Academic Achievement

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 Cohort Assistant Principal 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.

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. Parents/guardians can also update attendance via PowerSchool.
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 Cohort Assistant Principals 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**.

Student Parking

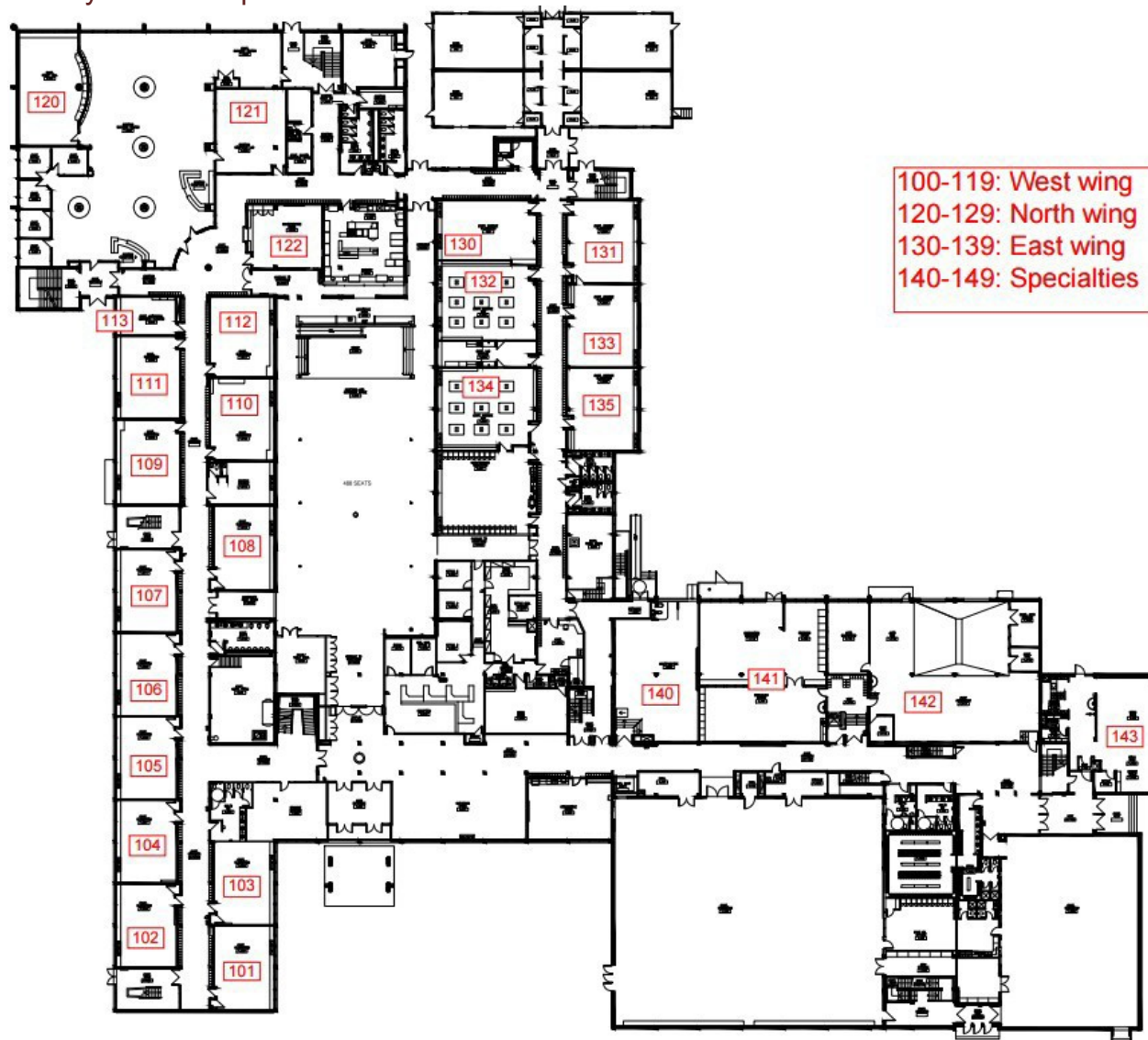
Student parking is **NOT** permitted at the O'Leary Pool, St. Cecilia School, or the Glengarry parking lots. Free parking is available in front of the school or in the surrounding community, on a first come basis.

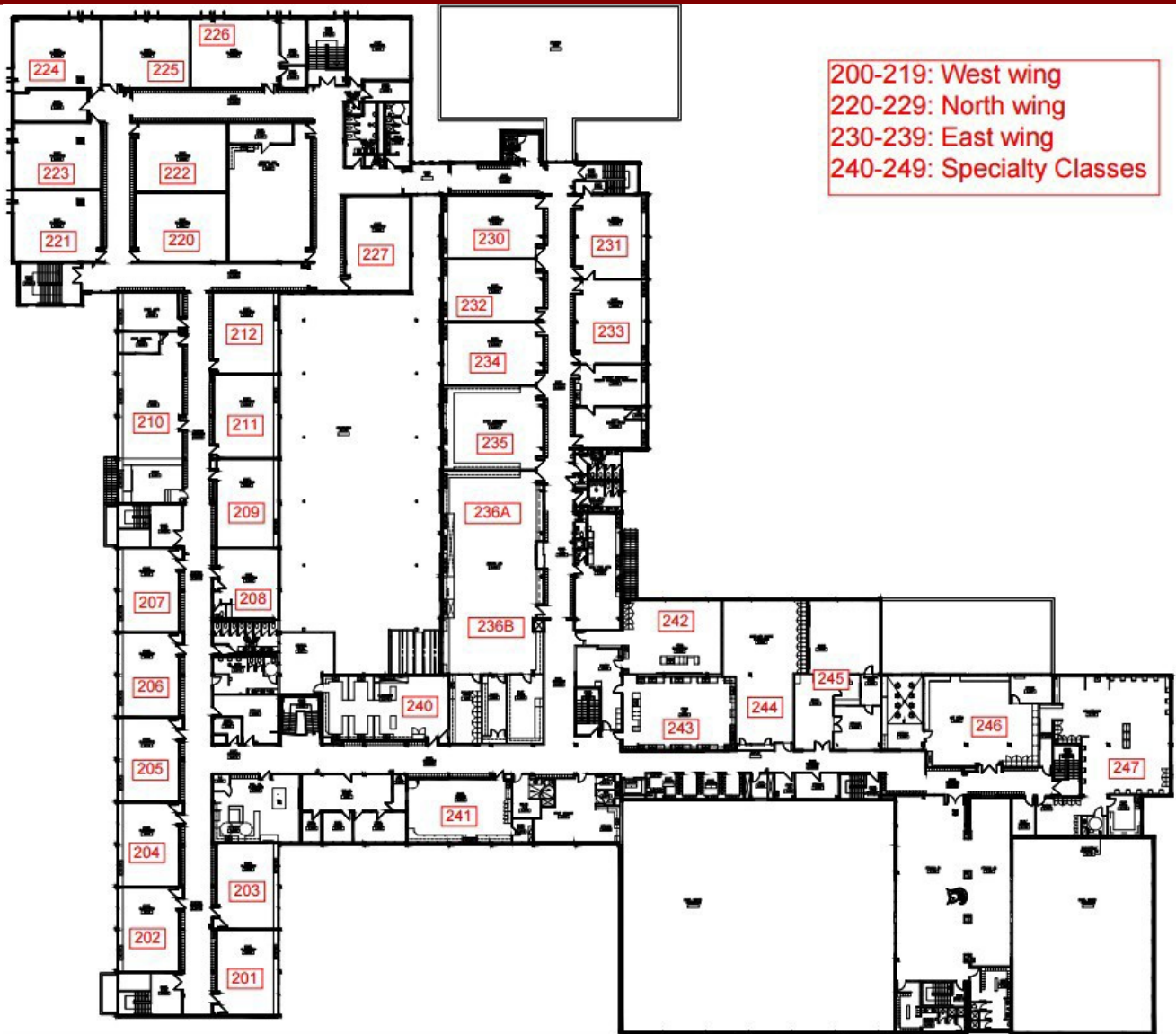
It is expected and enforced that O'Leary students act as good neighbors, with all members of the surrounding community. We must be respectful and courteous to the community and the environment.

School Maps

Archbishop O'Leary is a dual campus school. Classes run out of Archbishop O'Leary High School (Main Campus) and St. Cecilia Junior High (West Campus)

O'Leary School Map





West Campus (St. Cecilia School) Map – Main Floor



STUDENT CONDUCT

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, and 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 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 within 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 SRO, administration, staff member or parent/guardian.

- Act in ways that appropriately represent 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.

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 can report any type of bullying to the SRO, the school administration, staff members, 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.

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.
- **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. The student loses the privilege of attending the current school but is placed in another school or program in the Division.
- **Expulsion to alternative program** – student loses privilege of attending school but is placed by the Board in another school or program in the Division.

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.

Standard of Dress

Students are expected to follow the Archbishop O'Leary Standard of Dress policy (Click [here](#) for policy). Students are required to wear clothing appropriate for a school-work environment, and school related activities during the day. While some outfits may seem fine, in reality the tasks of sitting in desks, reaching into lockers and participating in various activities may not suit some clothing choices. We ask for your assistance in providing guidance in this area for your child, and we also ask for support in ensuring that beach-type clothing, exposed underwear, see-through clothing, and shirts/items that have wording or logos that are profane or are related to drug-culture are not worn.

Where necessary, school staff will use discretion to quietly approach any student who may be inappropriately attired, to ask them to change into more appropriate clothing. Students may need to be sent home if they do not have appropriate clothing at school, with the expectation that they would then change into more appropriate clothing and return to school.

These additional rules must be respected:

- Outerwear (i.e. coats and jackets) must be stored in locker and not worn in class.
- Footwear that does not mark floors must be worn at all times.
- During examinations, there is a strict policy whereby students cannot wear hats, large sweaters or jackets in the examination room.

Student Owned Technology

Archbishop 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 only, 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 owned technology is not permitted during an examination and may result in a mark of zero granted for the assessment being written.

If families need to get a message to a student during the day, we encourage you to phone the school at 780-476-6251.

Personal Electronic Device Policy:

In accordance with the Government of Alberta's Ministerial Order #014/2024 Standards for the Use of Personal Devices and Social Media in Schools, Archbishop O'Leary High School will restrict the use of personal electronic devices such as cellphones, smart watches, airpods, or any Bluetooth devices.

Expectations:

- Students may not use cell phones/smart watches, airpods and tablets during instructional time.
- If brought to school, these devices must be on silent mode and secured in lockers during instructional time. If there is no locker assigned to a student, these devices must be powered off and stored in the student's backpack.
- These devices are not to be used in settings such as change rooms, washrooms, or private counselling rooms that have the potential to violate a person's expectation of privacy.
- Personal electronic devices may be permitted for educational purposes only when directed by teachers within the instructional space.
- Students on spares are not allowed to use cellphones in instructional spaces such as Success Centre and Braided Journeys.
- Personal electronic devices will only be permitted for health or medical reasons or to

support special learning needs with this allowance documented in a signed IPP.
All exceptions to this policy must be approved by the Principal, prior to implementation.

We strongly encourage students leave these devices at home. If brought to school, it is the responsibility of the student to ensure that any devices kept in a safe and secure location. Staff are not responsible for any lost, stolen, or damaged devices.

Policy Misconduct:

Failure to comply with this policy will result in the following:

- Infraction 1: warning will be issued to student. Students will be asked to put away the device.
- Infraction 2: device(s) will be confiscated by staff members and stored in a safe location until it is returned to the student at the end of the block. Parent will be notified of conduct in class.
- Infraction 3: continued defiance of school policy will result in further school-based consequences such as suspension and request for parent meeting.

* Refusal to comply with school policy will result in a suspension.

Attendance

Attendance is an essential part of a student's academic success. It is important that students regularly attend school and are on time for all their classes.

When a student is absent, they must meet with their teacher(s) to find out what material and/or assessments need to be completed. It is the responsibility of the student to ensure that any missed content or assessments is completed by the deadline provided by the teacher.

Consistent absences may result in removal from a course.

Extended Absences/ 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

Archbishop O'Leary requires the following minimum course enrolments:

- Grade 10 - full course load (no spares)
- Grade 11 – maximum of one 5-credit spare (or two 3-credit spares)
- Grade 12 – all graduation requirements are in place in the schedule

Timetables that do not meet the minimum course enrolment requirements will be adjusted. Note that these guidelines are in place to ensure that students meet graduation requirements outlined by Alberta Education and fulfill the course requirements necessary to be a full-time student at Archbishop O'Leary High School.

Student Use of Food Delivery Apps

Students are Not to use food delivery apps (i.e. 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.

Student & Staff Conduct at Liturgical Celebrations

In the celebration of a Catholic Liturgy, we believe Christ is 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/airpods, 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.
-

Student Misconduct

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.

Defiance

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.

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.

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 **four** minutes between classes and have the responsibility to be on time for all their classes. Lates may result in a student being marked absent from the class.

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. Personal electronic devices are prohibited if spares are taking place in the school.

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.

Educational Planning

Path to High School Completion

High School Diploma Requirements (Diploma Pathway)

To successfully attain a High School Diploma, students must meet the following requirements:

- earn minimum of 100 credits
- English 30-1 or 30-2
- Social Studies 30-1 or 30-2
- 20 Level Mathematics
- 20 Level Science
- Physical Education 10
- Career & Life Management (CALM)
- 10 Credits in a CTS/Fine Arts/Modern Language
- Additional 10 credits in a 30 Level Course (not English or Social Studies)

High School Certificate of Achievement (K&E Pathway)

To successfully attain a High School Certificate of Achievement, students must meet the following 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
- Career & Life Management (CALM)
- 5 Credits in 30 Level Occupational Course/CTS/Locally Developed Course (Occupational Focus)
- 5 credits in Workplace Practicum/Work Experience/Green Certificate/Special Projects/RAP

Certificate of School Completion (WIN Pathway)

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

- worked on the goals and objective of their Individualized Program Plan/Instructional Support Plan
- attended school for at least 12 years by the end of the current school year
- 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 follow 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.

Course Change Guidelines

Our timetable is prepared based on 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 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.
- The change provides the opportunity to meet Grad requirements.
- You wish to move to another course stream i.e. Social 20-1 to Social 20-2.
- **Option courses will not be considered for changes**, unless it is necessary to do so to make one of the changes outlined above.

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.

Graduation/Commencement 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 2024 Commencement and Grad Banquet Ceremony is scheduled for May 31. An \$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.

Students, starting in September, will begin work on their AOL Redbook. This online resource is completed by students and reviewed by Cohort Counsellors to track and monitor Grade 12 academic programming.

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

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.

Assessment Policy

Assessments are used to provide students with consistent, timely, and informative feedback about their performance relative to the standards and outcomes of the course. The term assessment is broad and includes any interaction between student and teacher that provides the teacher information about a student's achievement relative to their learning.

At Archbishop O'Leary, teachers work with Division consultants, subject-area colleagues, department heads, and administrators to develop assessments that represent the standard of the course, provide appropriate and consistent feedback, and maintain an ongoing sense of accountability throughout the course. While not all assessments are for marks, all assessments can be considered integral to the ongoing learning process within a course. Teachers will determine timelines and dates based on their ongoing assessment of student understanding and the required pacing for their courses.

Assessment Information

Formative Assessment	Assessment experiences that result in an ongoing exchange of information between students and teachers about student progress toward clearly specified learner outcomes. Completion of these assessments is important as they provide feedback and an opportunity for deeper understanding of course content and learner outcomes. Although these assessments are not part of a student's overall final grade, they are essential to support student understanding and academic progress. These assessments are not optional.
Summative Assessment	Assessment experiences designed to collect information about learning to make judgements about student performance and achievement. These assessments will be used to determine a student's final mark in a course.

Student Expectations

Timeliness/ Missing Assessments, Labs & Practical Work	- Students are expected to complete assessments on the due date provided by the teacher. These dates will be posted on PowerSchool, in the classroom, and/or the Google Classroom. For timely feedback to occur, all assessments are expected to be submitted on time by the entire class. - Examination dates are determined by the teacher based on the pacing of their course and their ongoing assessment of student understanding. Students who believe that they are not prepared for an upcoming examination must use PDT sessions in advance to prepare for the assessment and are expected to participate in assessments on the same day as their peers. - Students must attend PDT sessions on the assigned date to make up missed assessments or to complete late or incomplete assessments. Teachers will determine the date of when a missed, late, or incomplete assessment is to be completed. Making up a missed assessment or submitting a late assessment shall only be permitted when: - A documented absence for illness (IL/(Illness), EA (Excused Absence), and SA (School Activity) that is registered at the office by a parent/guardian. And, - There is no pattern of absences (excused or unexcused) on assessment dates. - Unexcused absences will result in a mark of zero unless a parent calls the school to confirm the absences. - Students unable to complete a summative assessment on time (due to an excused absence) will be expected to complete the missing assessment within 3 days of return or when assigned by the teacher. Alternate assessments may be given to students who have missed assessments. - Any assessments that are directed to take place in the assessment center should only be done during PDT, after school, or on spare. - Students who do not complete a missed assessment on the alternate date provided by the teacher will receive a zero for the assessment. - Students demonstrating a pattern of absenteeism on assessment days will need to engage in conversation with their Cohort Assistant Principal. Habitual absenteeism may result in marks of zero or removal from the affected course(s). - Some activities (practical labs, practical assessments requiring outside instructors, assessments done on field trips, for example) cannot be redone. Missing these practical assessments may result in a mark of zero.
---	---

Academic Honesty	An authentic piece of work is one based on the student's individual and original ideas. The work of others must be appropriately acknowledged with proper citation and bibliography. Academic Honesty Misconduct includes: • Plagiarism: the representation of the ideas or work of another person as their own. • Collusion: supporting another student in allowing one's work to be copied or submitted for assessment by another. • Duplication of Work: presentation of the same work for different assessment components and/or diploma requirements. • Artificial Intelligence (AI Engines) • Any other behavior that gains an unfair advantage for a student or that effects the results of another student, including but not limited to, taking unauthorized material into an exam room, misconduct during an examination, falsifying records, exchanging or in any way supporting the passing on of information related to an examination, copying the work of another student, failing to comply with the instructions of the persons responsible for conducting an examination, impersonating another student, stealing examination papers, using an unauthorized calculator during an examination, disclosing or discussing the content of an examination, and/or fabricating data for an assignment. Misconduct during an assessment is an earned zero for the portion of the assessment that was academically dishonest (i.e., the student has selected to demonstrate no evidence of their learning despite having been provided the opportunity to do so). Consequences for Misconduct: The classroom teacher will consult with the Cohort Assistant Principal to determine the consequence. Consequences may include, but are not limited to, grade reduction, redo assignment or assessment, receiving a zero, record on student file, suspension/expulsion from extra-curricular activities or from the school. Students who demonstrate patterns of academic dishonesty will receive (a) mark(s) of zero and may additionally receive school-based consequences such as a suspension.
Planned/Extended Absences	Students who have pre-arranged absences (tournaments, appointments, etc.) need to plan for missed assessments prior to the assessment day with the teacher. Absences that are 5 days or more require the completion of an Extended Absence form. These forms must be reviewed and signed by students, parents/guardians, classroom teachers and cohort administrators. Notification of an extended absence needs to be completed and submitted 2 weeks prior to departure. Absences, planned or not, greatly impact academic progress and are highly discouraged. Missed learning opportunities cannot be replicated when a child is absent, it will be the responsibility of the student to utilize PDT sessions for missed instruction and assessment. Special cases shall be reviewed by the Cohort Assistant Principal. Absences of considerable length may result in removal from one or more course(s).
Students Receiving Accommodations	Students receiving accommodations must have an IPP that is created in consultation with Learning Coaches. Accommodations are facilitated by the classroom teacher and SASSI Learning Coaches. These students must still adhere to the assessment timeline of the course, as determined by the teacher.
Personalized Development Time (PDT)	PDT is intended to serve as an additional support for any student who has missed instruction or assessment. It is also intended to provide an additional opportunity for any students who have legitimately missed assessments, at the direction of their teacher. Attending and participating in PDT is an academic expectation at Archbishop O'Leary.

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.

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.

*NEW Nov 2024

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

All diploma exams remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

Monday, Oct. 28	9 AM–12 PM	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
	1 PM–4 PM	Français 30–1 Partie A French Language Arts 30–1 Partie A
Tuesday, Oct. 29	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Wednesday, Oct. 30	9 AM–12 PM	Social Studies 30–1 Part(ie) A
	9 AM–11:30 AM	Social Studies 30–2 Part(ie) A
Thursday, Oct. 31	9 AM–12 PM	Mathematics 30-1 Mathematics 30-2
Monday, Nov. 4	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, Nov. 5	9 AM–11:30 PM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, Nov. 6	9 AM–12 PM	Physics 30
	1 PM–4 PM	Biology 30
Thursday, Nov. 7	9 AM–12 PM	Chemistry 30
	1 PM–4 PM	Science 30

*NEW Jan 2025

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

All diploma exams must remain SECURED before and during the administration. Teacher perusals are permitted (see Diploma Exam Rules and Policies for rules).

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

Monday, Jan. 13	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Tuesday, Jan. 14	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Wednesday, Jan. 15	9 AM–12 PM 9 AM–11:30	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Thursday, Jan. 16	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Friday, Jan. 17	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Monday, Jan. 20	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, Jan. 21	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Wednesday, Jan. 22	9 AM–12 PM	Biology 30
Thursday, Jan. 23	9 AM–12 PM	Chemistry 30
Friday, Jan. 24	9 AM–12 PM	Physics 30
Monday, Jan. 27	9 AM–12 PM	Science 30

*NEW April 2025

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

All diploma exams remain SECURED before, during, and after the administration. Teacher perusals are not permitted.

Tuesday, April 1	9AM–1 PM	Français 30–1 Partie A French Language Arts 30–1 Partie A
Wednesday, April 2	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Thursday, April 3	9 AM–12 PM	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Friday, April 4	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Monday, April 7	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Tuesday, April 8	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, April 9	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, April 10	9 AM–12 PM 1 PM–4 PM	Chemistry 30 Biology 30
Friday, April 11	9 AM–12 PM 1 PM–4 PM	Physics 30 Science 30

*NEW June 2025

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

All diploma exams must remain SECURED before and during the administration. Teacher perusals are permitted (see Diploma Exam Rules and Policies for rules).

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

Wednesday, June 11	9 AM–12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Thursday, June 12	9 AM–12 PM 9 AM–11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Friday, June 13	9 AM–12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Monday, June 16	9 AM–12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Tuesday, June 17	9 AM–12 PM	Mathematics 30–1 Mathematics 30–2
Wednesday, June 18	9 AM–12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Thursday, June 19	9 AM–11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Friday, June 20	9 AM–12 PM	Biology 30
Monday, June 23	9 AM–12 PM	Chemistry 30
Tuesday, June 24	9 AM–12 PM	Physics 30
Wednesday, June 25	9 AM–12 PM	Science 30

AP EXAM SCHEDULE 2025

Week 1	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Monday, May 5, 2025	Biology Latin	European History Microeconomics
Tuesday, May 6, 2025	Chemistry Human Geography	United States Government and Politics
Wednesday, May 7, 2025	English Literature and Composition	Comparative Government and Politics Computer Science A
Thursday, May 8, 2025	African American Studies Statistics	Japanese Language and Culture World History: Modern
Friday, May 9, 2025	Italian Language and Culture United States History	Chinese Language and Culture Macroeconomics
Art and Design: Friday, May 9, 2025 (8 p.m. ET), is the deadline for AP Art and Design students to submit their three portfolio components as final in the AP Digital Portfolio.		

Week 2	Morning 8 a.m. Local Time	Afternoon 12 p.m. Local Time
Monday, May 12, 2025	Calculus AB Calculus BC	Music Theory Seminar
Tuesday, May 13, 2025	French Language and Culture Precalculus	Environmental Science Physics 2: Algebra-Based
Wednesday, May 14, 2025	English Language and Composition German Language and Culture	Physics C: Mechanics
Thursday, May 15, 2025	Art History Spanish Language and Culture	Computer Science Principles Physics C: Electricity and Magnetism
Friday, May 16, 2025	Physics 1: Algebra-Based Spanish Literature and Culture	Psychology

Student Support

AOL Support Model

Principal

N. Falcone-Dempsey

Collaborate with Division Office, Cohort Assistant Principals, teachers and families to determine student programming and supports.

Cohort Assistant Principals

Oversees all cohort programming. Works alongside the Intervention team to develop and implement appropriate plan for student success.

Cohort A-D

G. Ferretti MacKinnon

Cohort E-K

C. Androschuk

Cohort L-Q

R. Marcelo

Cohort R-Z

F. Spilak

Cohort Counsellors

Counsellors are available to assist students with educational counselling, personal supports and post secondary/career planning. Referral to academic and/or mental health supports need to be made to the Cohort Counsellor

Cohort A-D

M. Filice

Cohort E-K

A. Boychuk

Cohort L-Q

J. Paplawski

Cohort R-Z

A. Lopez

Success Coordinators

Facilitate interventions for students who are at risk of not achieving success in school. Work with classroom teacher to assist in completion planning for course content. Work with Cohort Counsellors in graduation planning, credit recovery and transition planning.

Success Coordinator A-K

B. Forhan

Success Coordinator L-Z

M. Palladino

Inclusive Supports

Programming to support the inclusion of all students within the classroom and school community

Instructional Coaches

Diploma/K&E: A. Paskevich
WIN: R. Ross

Braided Journeys

Grade 10-11: K. Davey
Grade 11-12: A. Phillips

EAL Designate

D. Murphy

Wellness Supports

Services providing mental health and wellbeing support for students and families.

Social Worker

H. Kimmins

Counselling Therapist

E. Kirwan

School Resource Officers (SRO)

Main Campus: Cst. Ryan Steinhauer
West Campus: Cst. Karla Hope

Academic Supports

Supporting students career planning and off campus experiences.

Off Campus/RAP Coordinators

N. Anastacio (RAP)
D. Esposito (RAP/Work Experience)

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 8:15 am to 3 pm. Computers and other equipment are provided for educational purposes.

School Supports that are available to all students:

- School Administration
- School Counselors
- Braided Journeys
- SASSI (Learning Coaches, WIN Teachers)
- Clinical Social Worker
- Psychologist
- School Resource Officers (SRO)
- Family School Liaison Coordinator

Assessment Centre

The Assessment Centre is a space used by students and teachers to assist in facilitating exam accommodations and/or missed assessments. Teachers will assign the student to the Assessment Centre during a pre-arranged time so that missed assessments may be completed. The Assessment Centre is in the Success Centre.

Hours:

Mon./Tues./Wed./Fri.: 7:45 am- 11:50 am
12:20 pm- 3:00 pm
Thursday: 8:00 am- 12:00 pm
12:30 pm- 3:00 pm

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.

Community Resources

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 am. - 8:00 pm) | 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

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

Other Agencies

- | | |
|--|----------------|
| • 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 |

Awards & Scholarships

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 through Archbishop O'Leary High School.

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

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.

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.

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 Rutherford 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
• Average of 75.0% to 79.9% in five subjects - \$300 • Average of 80% or higher in five subjects - \$400	• Average of 75.0% to 79.9% in five subjects - \$500 • Average of 80% or higher in five subjects - \$800	• 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: • English 10-1, 10-2 • Français 10, 13 or 10-2	One of: • English 20-1, 20-2 • Français 20, 23 or 20-2	One of: • English 30-1, 30-2 • Français 30 or 30-2
At least two of: • 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: • 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: • 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

Extra-Curricular Opportunities

Student Activities & Students' Union

Program Facilitator: Miss. Isabella Perri

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.

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

School Clubs & Activities

Several 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	Yearbook
Productions	Committee	Spectrum
Intramurals	Skills Canada	Green Team
Student Union	Peer Support	Bike-A-Thon
Running Club	Christmas Hampers	Cultural Heritage Day

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!

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 to attend.

SPORT

Badminton	Rugby Soccer Swimming Volleyball
Basketball	Track and Field Wrestling
Curling	Slo-pitch
Cross-Country Running	
Football	
Golf	

