

**ST. FRANCIS XAVIER
CATHOLIC HIGH SCHOOL**



**STUDENT HANDBOOK
2016 – 2017
Grade 7 – 12**

Principal:
Mr. J. Pedari

Vice-Principals:
Mrs. M. Cooper, Mr. F. Mullally and Mr. M. Raso

Chaplaincy Leader:
Tony Adams

3740 Spratt Road
Ottawa, Ontario K1V 2M1

Telephone: (613) 822-7900
Fax: (613) 822-0214
E-mail: francisxavier.high@ocsb.ca
Web site: <http://fxh.ocsb.ca>

This agenda belongs to:

NAME: _____

HOMEROOM: _____

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OTTAWA CATHOLIC SCHOOL BOARD MISSION STATEMENT

In partnership with home, parish and community,
The Ottawa-Carleton Catholic School Board
ensures that the teachings and values of Jesus Christ
are integrated in all aspects of school life.

By providing the necessary resources for quality
Catholic education, the Board supports the development
of lifelong learners striving for academic excellence in
a nurturing, safe and vibrant community.

All individuals are challenged
to become responsible and contributing
citizens in an increasingly complex and diverse world.

SPIRITUAL THEME 2016 - 2017 “SENT TO BE THE GOOD NEWS”

This year’s Ottawa Catholic School Board spiritual theme is based on a quote from the book of Luke (Luke 4:18-19). "The Spirit of the Lord is on me, because he has anointed me to preach good news to the poor. He has sent me to proclaim freedom for the prisoners and recovery of sight for the blind, to release the oppressed, to proclaim the year of the Lord’s favor." This passage in Luke marks the beginning of Christ’s public ministry. The call to live the Good News is central to our Christian calling. Catholic Social Teachings give us the evidence of the power of Good News to the world. To bring up the oppressed, to feed the hungry, to comfort the suffering, etc. The heart of the gospel is the hope that we want to bring to the world.



CHOOSING ST. FRANCIS XAVIER CATHOLIC HIGH SCHOOL

The choice to come to St. Francis Xavier Catholic High School is a conscious decision to enter into a community which is Christ-centred and devoted to providing students with a Catholic education. This is what distinctively identifies us as a Catholic high school. When you accept the invitation to attend St. Francis Xavier, you are entering into a covenant with the members of our school and greater Catholic community. A part of that covenant is to be open to the teachings of Christ, to participate actively in the faith life of our community, and to dedicate yourself to the service of others.

We accomplish this mission in a number of ways:

- mandatory religious education classes;
- daily prayer and the incorporation of Catholic teaching into the daily curriculum;
- participation in charity and social justice work; and
- attendance at Mass and other liturgies.

EQUITY AND INCLUSIVE EDUCATION

As a school community we recognize that all people are created in the image and likeness of God and, as such, all people have the right to be treated with dignity, respect and fairness. Our goal is to create a school environment where all individuals are treated with respect and dignity regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, or disability. In terms of religious accommodations, students have the right to request reasonable accommodations for religious beliefs and practices. Students must inform their teacher in advance of religious observances that are likely to conflict with classes and assessment activities. The provision of religious accommodations does not exempt the student from course requirements.

STUDENT SERVICES DEPARTMENT

St. Francis Xavier offers a wide variety of programs in accordance with **Choices into Action**. Choices Into Action outlines the scope of guidance and career programs for all Ontario schools. The expectations of the Ontario Catholic School Graduate are incorporated into the guidance and career education program.

The overall expectation of our Student Services program is to provide our students with an understanding of the concepts in three key areas:

- Student Development
- Interpersonal Development
- Career Development

Through programs offered in these areas, our students learn to become self-directed, responsible, and life-long learners.

Guidance Counselling services are provided by qualified school guidance counsellors to assist with individual student concerns related to his/her personal, academic and career development. Counsellors schedule regular interviews with all students, and students are encouraged to request appointments on their own initiative. Our school psychologist is available for consultation. Interviews may also be arranged at the request of parents and/or school administrators. Student confidentiality is respected in personal counselling situations. However, consultation with other professional resource personnel is occasionally necessary to best serve individual needs.

Resource Program The Resource Program provides a network of support services for students who require accommodations and/or modifications to meet the demands of their program. Various assessments are used to determine the type of services and programs that may be requested by school administration, the Student Services Department, subject teachers and parents. In addition to coordinating the special services provided for each identified student, resource teachers facilitate the Identification, Placement and Review Committee (I.P.R.C.) and Individual Education Plan (I.E.P.) process at the school level in accordance with the Education Act and related regulatory provisions. Ongoing collaboration with the school based collaborative team and/or Central Student Services collaborative team will occur as deemed appropriate.

Experiential Learning Planned learning experiences that take place in the community, including job shadowing and job twinning, work experience, cooperative education and school-work transition programs provide students who are enrolled in courses of all types and all disciplines with the opportunity to enhance their school programs.

Peer Assistance Programs: Our Peer Assistance Programs, “Hands Helping Hands”, are about student volunteers who willingly devote their time and experience towards empowering our younger students. These programs assist our students to continue to develop the necessary skills needed to deal independently and effectively with the challenges that accompany life’s transitions. *Being* independent and confident individuals, *belonging* to a caring and welcoming community and *becoming* lifelong learners are important goals for our students to be successful as adults.

a. **Peer Helpers:** For many adolescents, high school can be a confusing and intimidating place. While most students cope well with the pressures of high school, there are certain students who feel vulnerable. A Peer Helper Program is designed to help students cope with some of their fears about high school and to feel more confident about their ability to succeed. The largest group of vulnerable students are new registrants. The chief component of the Peer Helper Program is to work with students new to the school, as well as to participate in many worthwhile student initiatives and leadership opportunities.

b. **Peer Mentors/Peer Pals:** Many students coming into a new school environment may find the transition very challenging. These students may benefit from a mentoring program. The Peer Mentors/Pals Program allows senior students to establish one on one supportive connections with their fellow students. Peer Mentors/Pals act as “big sisters/big brothers”, they meet regularly with their peers or buddies by assisting them to transition into the school community comfortably and find success at school.

c. **Peer Tutors:** Peer Tutoring is an academic program where senior students are selected to tutor younger students in a variety of subjects. In Peer Tutoring, both parties benefit. The student being tutored improves academically. He or she also benefits from the role model offered by the older student who can offer positive reinforcement for homework completion, organizational skills, and study habits. Students also learn that it is important to self-advocate. The Peer Tutor gains valuable leadership experience in his or her role.

GENERAL INFORMATION

Academic Integrity

The Ottawa Catholic School Board challenges students and staff to practice Christian values and strive for academic excellence in all subject areas. Only work that honours academic integrity will be considered for assessment. Therefore, a student's success will be compromised by academically dishonest work. In addition to the academic implications, academically dishonest behaviour will lead to behavioural consequences including the possibility of suspension. A school administrator will determine the range of these implications and consequences.

Transportation

Grade 7-8 students who reside more than 1.6 km (one mile) from the school are eligible for yellow school bus transportation.

Late Bus: After School Transportation

A late bus is provided on Wednesdays and Thursdays in order to allow students to participate in extra-curricular activities. The bus leaves school property at 4:30 p.m.

Inclement Weather

The school board announces whether or not transportation is cancelled due to inclement weather. When it is confirmed that transportation is cancelled, all field trips and after-school activities, such as sport practices, games, clubs, etc. are also cancelled. Please do not forget to pick up your son/daughter at the end of the day at 2:10pm. If your son/daughter usually takes the school bus to school and cannot be dropped off, it is not necessary to contact the school for attendance purposes. However, please contact the school if your son/daughter is a walker and does not attend on that day. The cafeteria is closed on this day. Students coming to school will need to bring a lunch.

Learning Commons Resources

The Learning Commons is open daily from 7:30 a.m. to 3:00 p.m. It is equipped with a fully automated catalogue and circulation system, multi-media computer stations with Internet access, printer, photocopy facilities and AV equipment. **No food, drinks or schoolbags** are allowed in the Learning Commons. Students may borrow up to six books for a period of two weeks. Students with overdue books are charged \$0.20 per day. Printing and photocopying costs \$0.10 per page.

Parental Participation

The staff welcomes the assistance of parents. This assistance may take the form of library helpers, field trip supervision, guest speakers, etc. Parents interested in volunteering must first obtain approval from the school board to be cleared as a volunteer and must be approved by the Principal to fulfill that position. If you are interested in volunteering at the school, please call the Student Services Department.

Visitors

Unauthorized visitors are not permitted at any time on school property. All school visitors must report immediately to the main office to sign in. Visitors must obtain approval from a school administrator to be in the school.

Chaplaincy

The Chaplaincy Leader helps to create an atmosphere of care, concern and compassion. Through the Chaplaincy Leader, community worship, prayer and social action projects are animated. The Chaplaincy Leader also fosters liaisons with local parish communities and the diocese and assists the school and parents in helping students practice their faith by loving God and neighbour.

Personal and Catholic Christian development will be provided through pastoral counselling, class visits, social action projects, peer ministry, and preparation for various liturgical activities and celebrations.

St. Francis Xavier High School is privileged to have its own chapel. The chapel, located off the atrium, is the focus of the spiritual life of the school. The chapel is used for private prayer and class liturgical celebrations.

Combined Yearbook/Student Fee

Based on positive feedback from our school community, we will be combining the student fee and yearbook costs into one low cost. The student fee for families with one student is \$45 (includes one yearbook). The student fee for families with two students is \$90 (includes two yearbooks).

For each additional student in the family, the fee will increase by \$20 and one yearbook. For example, the fee for three students will be \$110 (which includes three yearbooks).

While the student fees are optional, they benefit students in a number of ways. They are used to purchase student agendas and to support a number of school initiatives, including support for teams and clubs, educational contests, leadership camp and a myriad of activities for our students. We appreciate your support.

Homework

Students are encouraged to develop home study skills by completing daily assignments, reviewing previous lessons, studying for tests, and preparing projects. This student agenda is an excellent vehicle for organizing homework and assignments on a daily basis.

Textbooks

Each student is supplied textbooks for various courses. Since textbooks must last several years, everyone is expected to take proper care of them. All textbooks should be returned to subject teachers at the end of each semester or upon withdrawal from a course. If a textbook is lost or badly damaged, the student will be required to pay to replace the text. Note: Parents of students who owe money to the school (for lost textbooks, library fines, etc.) will be contacted and the following year's textbooks will be withheld.

Stewardship of School Resources

The staff and students of St. Francis Xavier High School are very proud of our school. We encourage everyone to take personal responsibility for keeping the school and grounds a clean and pleasant environment. Students are encouraged to participate in our energy conservation and recycling programs.

Locker Use

Each student will have a locker under the following conditions:

- the locker will be assigned by the homeroom teacher in a pre-designated area; lockers may not be traded or shared;
- only a combination lock may be used and it must be purchased by the student;
- the student's lock combination must be registered with the homeroom teacher;
- lockers must be kept clean and orderly and free of unacceptable slogans, advertisements, pictures, and writing;
- lockers are board property and may be searched by school or board administration at any time.
- students should not be at lockers during class time;
- for safety reasons, knapsacks or bags are NOT to be brought to class and must be left in lockers;
- when possible, valuables should be left at home.

Note: The school will not be responsible for any items lost or stolen on school premises.

Physical Education Uniform and Change Rooms

Students are expected to be in proper uniform every day of activity sessions. Students should not bring valuables to gym class or change rooms. Lockers are available in change rooms for use during physical education classes and students are encouraged to purchase a lock for this use.

Dress Code

Students are expected to be appropriately dressed at all times. In order to maintain a professional environment at the school, short-shorts, torn pants, cut-offs, distressed jeans (tears, holes, rips, frayed), pajamas, muscle shirts, tank-tops and T-shirts with vulgar, suggestive or inappropriate language or drug/alcohol messages are not permitted. Shorts and skirts should be walking short length (the width of the hand from the top of the knee cap). No midriff-revealing, backless or off the shoulder tops are to be worn. Tops may be sleeveless (3-fingers wide), but not spaghetti straps. No bra straps or other undergarments should be visible. Extreme "FAD" attire or statement-making attire is not appropriate. Parents of students who are dressed inappropriately will be contacted. Behaviour that persistently challenges the school dress code policy will be addressed through a progressive discipline approach.

Hats/Headgear

Hats and other types of headgear are not to be worn anywhere in the school building. Students should leave hats in lockers upon arrival at school. Hats should never be brought to class. Religious attire will be accommodated.

Accidents

Accidents of any nature must be reported promptly to the office to ensure that proper action may be taken.

Telephone

The office phone is for emergency use only.

Bicycles

Bicycles are to be parked at the west side of the school where the bicycle racks are located. Bicycles are **NOT** to be locked to trees and light posts.

Skateboards/Rollerblades

Skateboards/rollerblades/“heelies” are not to be used in the school or on school property at any time.

Co-Curricular Activities

Activities after school have always been an extremely important component of school life. Students who wish to participate in such activities must meet the academic and behavioural demands of daily school life to the best of their ability. It is expected that students will be in attendance **ALL DAY** on the day of an activity in order to participate that day. Failure to do so may lead to the student being ineligible for an activity.

The following are some of the possible activities in the school. Participation in one or more of these activities will enrich the school experience and enable the student to make new friendships:

Athletic Council, Badminton, Band, Basketball, Cross- Country Running, Drama, Football, Hockey, Improv, Intramurals, Lacrosse, Library Club, Peer Helpers, Soccer, Ski Club, Ski Team, Student Council, Social Justice, Track & Field, Volleyball, Weight Training, and Wrestling.

CODE OF CONDUCT

St. Francis Xavier High School proclaims that all people are created in the image and likeness of God, and as such, have the right to be treated with dignity, respect and fairness. To this end, we promote a learning environment in which all members of the school community feel safe, included, and accepted.

St. Francis Xavier High School Code of Conduct sets clear standards of behaviour that apply to our students as well as all individuals involved in our school community (parents/guardians, volunteers, staff, and third-party groups). These standards apply to students whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate.

Students:

Students will be treated with respect and dignity. In return, through acceptable behaviour, they must demonstrate respect for themselves, others and the environment. Students must also act as responsible citizens. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;
- shows respect for himself or herself, for others, and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others; and
- follows the established rules and takes responsibility for his or her own actions.

Parents/Guardians:

Parents/Guardians play an important role in the education of their children and can support the efforts of school staff in maintaining a safe, inclusive, and accepting learning environment for all students when they:

- show an active interest in their child’s school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child’s absence or late arrival;
- show that they are familiar with the provincial code of conduct, the Board’s Code of Conduct, and school rules;
- encourage and assist their child in following the rules of behaviour; and
- assist school staff in dealing with disciplinary issues involving their child.

Visit our school website for more information on our code of conduct at <http://fxh.ocsb.ca>

Bullying Prevention and Intervention Plan

St. Francis Xavier High School recognizes that a whole-school approach to engaging the school community will help the school's efforts to address inappropriate behaviour such as bullying, harassment, and discrimination and to maintain a positive school climate for student achievement and well-being.

To this end, the following Ministry of Education definition of **bullying** is acknowledged:

Bullying - means aggressive and typically repeated behaviour by a pupil where,

- (a) The behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
 - (i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
 - (ii) creating a negative environment at a school for another individual, and
- (b) The behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education ("intimidation")

For the purposes of the definition of "bullying" above, behaviour includes the use of any physical, verbal, electronic, written or other means.

Cyber-bullying

For the purposes of the definition of "bullying" above, bullying includes bullying by electronic means (commonly known as cyber-bullying), including,

- a) creating a web page or a blog in which the creator assumes the identity of another person;
- b) impersonating another person as the author of content or messages posted on the internet; and,
- c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

St. Francis Xavier High School has based its bullying interventions, strategies, practices and programs on evidence from the school climate surveys and other relevant information and continues to seek input from all stakeholders in the school community on the effectiveness of these initiatives.

Our school has identified and implemented the following practices and initiatives for bullying prevention:

- a. bullying prevention and intervention programs or activities that address the needs identified by the Safe and Accepting Schools Team, such as Friendship Week, Anti-Bullying assemblies;
- b. relationship building and community building programs that are present in the school, classroom and in the larger community, such as IMUM (I Matter You Matter), Mental Health Awareness Week, social justice initiatives;
- c. activities that promote a positive school climate, such as Faith Mentors, grade-level retreats;
- d. awareness raising strategies for students, e.g. social emotional learning, empathy, developing self-regulation skills, such as peer mediation, restorative practices;
- e. awareness raising strategies to engage parents in early and ongoing dialogue, such as suicide awareness workshop;
- f. links in the Religious Education & Family Life curriculum and other courses; and,
- g. caring adult and peer assistance programs.

Our school will also:

- a. provide opportunities for regular check-ins with students at risk or affected by bullying;
- b. provide opportunities for teachers to develop effective classroom management strategies using progressive discipline;
- c. establish and maintain respectful and caring classrooms; and,
- d. align supervision plans to address where and when bullying happens.

Our school recognizes the importance of using timely interventions and supports. To this end, we will:

- a. use teachable moments within a progressive discipline approach to address inappropriate behaviour, and consider mitigating and other factors;

- b. have in place processes and strategies to identify and respond to bullying when it happens;
- c. identify strategies for supporting all students involved in bullying;
- d. communicate to the school community the progressive discipline approach and the procedures in place to support students.

To view our school's complete Bullying Prevention and Intervention Plan, visit our school website at <http://fxh.ocsb.ca>

Safe Schools Anonymous Reporting System

What is OCSBconnect? OCSBconnect is an anonymous reporting app that strives to make schools safer and more welcoming for all students, staff and parents. The service can act as a portal for school safety and announcements. It will once again be available to our school during the 2016-2017 school year. OCSBconnect provides a timely response to all anonymous text reports. Tips submitted to OCSBconnect are shared with the appropriate school staff, where normal school and Board protocols will be followed. More information on downloading this app will be available in September.

Progressive Discipline & Promotion of Positive Student Behaviour Policy

The goal of this policy is the promotion of positive student behaviour that contributes to and sustains a safe, inclusive, and accepting learning environment in which every student can reach his or her full academic and spiritual potential.

Progressive discipline is part of a whole-school approach which involves all members of the school community in maintaining respectful relationships throughout the school community. Progressive discipline involves the use of a continuum of prevention programs, interventions, supports and consequences that include learning opportunities for students in order to promote positive behaviour and healthy relationships.

St. Francis Xavier High School provides a wide-range of supports to encourage positive student behaviour and healthy relationships including:

- program modifications or accommodations;
- encouragement and positive reinforcement;
- individual, peer and group counseling;
- conflict resolution;
- mentorship programs;
- anti-bullying and violence prevention programs;
- sensitivity programs;
- student success strategies; and,
- Board and community support programs.

St. Francis Xavier High School is committed to addressing inappropriate student behaviour, including bullying and harassment, with a range of measures that are both corrective and supportive and that are progressively more serious. The continuum of interventions in our progressive discipline model begins at the classroom level, between the teacher and the student, and then includes additional resources and partners, including parent/guardian. Interventions may include:

- teacher-student meeting;
- written reflective assignment;
- reflective time-out;
- peer mentoring;
- office referral;
- meeting with parent/guardian;
- referral to counselling;
- community service;
- peer mediation;
- detention;
- restorative practices;
- restitution for damages;
- withdrawal from class;
- suspension; and,
- expulsion.

Visit our school website for more information on this policy at <http://fxh.ocsb.ca>

Detentions

If a student detention is required due to infractions of school rules, the student will be informed of the detention. It is the student's responsibility to inform his/her parents/guardians if he/she will be late due to a detention. **Detentions take precedence over all other activities.** Taxis or O.C. Transpo bus tickets will not be available to students serving after-school detentions.

Personal Electronic Devices

St. Francis Xavier High School encourages students to bring their personal electronic devices to classes for educational purposes. A variety of devices are also available in the Learning Commons for students to borrow.

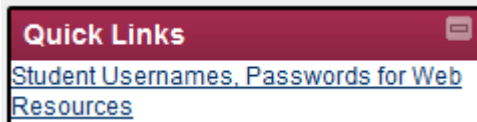
Social Media Sites and On-line Conduct

Students of the Ottawa Catholic School Board have access to several licensed electronic resources such as: BlackBoard, Bitstrips for schools, Discovery Education, Learn360, OERB and many others. A list of all of the required user names and passwords for the digital resources can be found in your BlackBoard account:

- Go to <https://bboard.ocsb.ca/>
- login to your account:

	Students
Username:	s + student# (e1234567)
Password:	Network password

- In the left side you will find the "Quick Links" panel.
- To access information about the different licensed electronic resources such as: Discovery Education, OERB, Learn360 and many more, click on Link "Student Username, Passwords for Web Resources".



The use of social media sites such as Facebook, Blogs, Twitter, MySpace, YouTube and other similar sites can be effective communication tools. Where appropriate, school staff may choose to participate in school sanctioned online activities (example—A school Facebook site to promote a social justice activity or a school team. School sanctioned online sites will have a minimum of two school staff members with administrative privileges, where available.

Students are reminded that their online conduct should be similar to their face to face conduct and at all times should respect the school code of conduct.

Students may be disciplined, including suspension or expulsion, if their online behaviour results in a disruption to the school environment or negatively impacts our Catholic school climate. Online threats may be determined to be a criminal offence and as such, they may be reported to the school resource officer. Students are not permitted to digitally photograph or record audio or video of school activity without first obtaining permission from those involved. A teacher or administrator may give permission for the digital recording of school activities and events (ie. sports game, spirit assembly, special presentation) where the participants are aware that they may be recorded. The online digital posting of classroom activity, and/or inappropriate student interactions (ie. student fight) is likely to have a negative impact on the school climate and/or violate the privacy of others who have not granted permission to be recorded, and as such requires teacher or administrative approval prior to being posted.

FOR 7&8 STUDENTS

Accessing Academic Support

If a student is experiencing academic difficulty, assistance is available:

- from the subject teacher;
- by accessing extra-help sessions;

- by peer tutoring arranged through the Guidance department; and
- through the Resource unit as arranged by Special Education personnel.

Schedule of Courses

Students in Grade 7/8 follow a 5-day timetable, which consists of six 50-minute classes each day. Students receive instruction as follows:

English, Mathematics, Physical Education	5 times per week
French, Science	4 times per week
Religion	3 times per week
Social Sciences, Art (Drama, Music, Visual)	2 times per week

Transportation

Grade 7-8 students who reside more than 1.6 km (one mile) from the school are eligible for yellow school bus transportation.

Attendance

Regular attendance at school is essential for academic success. Therefore, appointments should be scheduled outside of school hours. Religious observances and/or holy days will be respected.

A) Notes of Absence

Parents are requested to call the office between 7:15 and 8:00 a.m. or the 24-hour Attendance Line (613-822-7900) on the day a student is absent. **All absences** must be verified by a phone call or note which should include the following information:

1. The date on which the note was written
2. Reason for the absence
3. The date(s) of the absence
4. The signature of the parent/guardian

The note must be given to the office upon the student's return to school.

B) Lates

Students must be in class by 8:00 a.m. If a student arrives after 8:00 a.m., but before 8:15 a.m. he/she should report directly to his/her Period 1 class. If a student arrives after 8:15 a.m., he/she must report to the main office. A parent should verify all lates either by phone (613-822-7900) or with a note.

C) Early Departures

Students signing out early during the day must have a note signed by a parent/guardian providing the reason for the early leaving. In order to minimize classroom disruptions, we ask students to show their note to their teacher in order to be granted permission to come to the office to sign out. He/she is then to report to the main office with the note to "sign-out". If a sudden illness or emergency arises, the school will contact parents.

Dances

Attendance at a school dance is a privilege and student behaviour is expected to be appropriate at all times. School dances are held periodically throughout the school year as a social function for St. Francis Xavier students in good standing. Grade 7 and 8 dances are held during the school day.

Students must recognize the following expectations when participating in a school dance:

- The school code of conduct is in effect.
- There are no in/out privileges except for use of the bathroom.
- The school dress code is in effect.
- Dance tickets are non-transferable.

Lunch Period and Eat Smart

Students in Grade 7-8 are not permitted to leave school property during the school day without special permission. Should it be necessary, a parent or guardian must pick up students.

Students may access their lockers for 5 minutes at the beginning and end of lunch. Student access during lunch is restricted to the Cafetorium and outdoor supervised areas. All foods must be eaten in the cafeteria. When outside during lunch, students are to be in the courtyard or the field directly north of the school. Students are not to congregate by the back

doors of the school. **There will, however, be restricted access due to construction. Students will be informed in September where they should go for recess.**

Athletic Eligibility Guidelines

The school supports and encourages student participation in inter-scholastic athletics. Students who wish to participate on a school team must sign a student-athlete contract and adhere to the guidelines there-in. In addition, student-athletes must demonstrate their understanding of the school code of conduct and pay the prescribed \$15 “Coyote Pack” fee for intermediate sports.

FOR 9-12 STUDENTS

Cooperative Education and Experiential Learning

Planned learning experiences that take place in the community, including job shadowing and job twinning, work experience, cooperative education and school-work transition programs, provide students who are enrolled in courses of all types and all disciplines with the opportunity to enhance their school programs. Dual credits and a partnership with Algonquin College allow students to earn a combination of both high school and college credits.

E-Learning

E-Learning options are available for some students who for various reasons require courses beyond what is available through the school. Students must meet with a guidance counselor to determine whether an e-Learning course is the appropriate delivery method for their timetable.

Policy on courses taken through Private e-Learning Schools

- Students who enroll in e-Learning courses provided by a private school do so at their own risk and expense;
- This school will only grant credits for courses delivered by a certified teacher in good standing with the Ontario College of Teachers. The student must obtain from the provider this standard of proof along with the evaluation report before a credit will be granted by the school;
- It should be noted that most private e-Learning schools have late fees that the student must pay if the course is not completed within the time frame stipulated by the provider;
- In addition to the cost of a course provided by a private e-school, the student is responsible to find and **pay** a valid Proctor. This could be a teacher, college or university official, an administrator in a testing center, public librarian, lawyer, doctor, professional engineer, minister, registered nurse or a chartered accountant. Relatives, friends, hired tutors or neighbors are not acceptable Proctors. The school accepts no obligation for providing space for the proctoring of exams or tests. It is recommended that these take place at the closest public library.

Certificate of Accomplishment Students who do not fulfill the requirements for the Ontario Secondary School Diploma or the Ontario Secondary School Certificate may be granted a Certificate of Accomplishment. The Certificate of Accomplishment may be a useful means of recognizing achievement for students who plan to take certain vocational programs or other kinds of future training, or who plan to find employment after leaving school.

Ontario Secondary School Certificate Requirements (OSSC) The Ontario Secondary School Certificate will be granted on request to students who leave school before earning the Ontario Secondary School Diploma, provided that they have earned a minimum of 14 credits distributed as outlined below.

Compulsory Credits (Total 7)

- **2 credits in English**
- **1 credit in Canadian Geography or Canadian History**
- **1 credit in Mathematics**
- **1 credit in Science**
- **1 credit in the Arts or Technological Education**
- **1 credit in Health and Physical Education**

Plus:

- **7 Elective Credits**

Ontario Secondary School Diploma Requirements (OSSD)

In order to earn an Ontario Secondary School Diploma (OSSD), a student must earn a minimum of 30 credits,

including 18 compulsory credits and 12 optional credits. Students must also complete 40 hours of community involvement activities and must pass the Ontario Secondary School Literacy Test.

Compulsory Credits (Total of 18)

Students must earn the following compulsory credits in order to obtain the Ontario Secondary School Diploma:

- **4 credits in English** (1 credit per grade)
- **1 credit in French** as a second language
- **3 credits in Mathematics** (at least 1 credit in Grade 11 or 12)
- **2 credits in Science**
- **1 credit in Canadian History**
- **1 credit in Canadian Geography**
- **1 credit in the Arts**
- **1 credit in Health and Physical Education**
- **.5 credit in Civics**
- **.5 credit in Career Studies**

Plus:

Group 1: One additional credit in English (fifth English), French as a Second Language, Native Language, Classical or International Language, Social Sciences and the Humanities, Canadian and World Studies, Guidance and Career Education, or Cooperative Education.

Group 2: One additional credit in Arts, Business Studies, Health and Physical Education, or Cooperative Education.

Group 3: One Additional credit in Science (Grade 11 or 12) or Technological Education (Grade 9-12) or Cooperative Education.

***A maximum of two (2) Cooperative Education credits can be used to fulfill the Group 1, 2, & 3 requirements.**

Optional Credits (Total of 12)

In addition to the 18 compulsory credits, students must earn 12 optional credits. Students may earn these credits by successfully completing courses that they have selected from the courses listed as available in the Course Selection Guide.

Community Involvement Activities

As part of the OSSD requirements, students must complete a minimum of 40 hours of community involvement activities. These activities may be completed at any time during their years in the secondary program.

The Ontario Secondary School Literacy Test

A requirement of graduation is the successful completion of the EQAO grade ten literacy test. All students should be aware that all school computers offer a worthwhile practice program, which they can access on their own time. Choose new applications, open RWA and enter as a guest. This program follows the literacy test format exactly.

The EQAO web site also contains further practice materials, evaluated selections and advice (www.eqao.com).

This year, the OSSLT will be written on October 20, 2016 (online - tentative date) and/or March 30, 2017.

Accessing Academic Support

If a student is experiencing academic difficulty, assistance is available:

- from the subject teacher;
- by accessing extra-help sessions;
- by peer tutoring arranged through the Guidance department;
- through the Resource unit as arranged by Special Education personnel; and
- through a referral to the Achievement Center.

Policy for Course Changes/Withdrawal From a Course

Students may:

- with written parental permission, and recommendation of the school, change of courses will take place as follows and **as scheduling allows**. (**deadlines**: Sept. 18, 2016 & Feb. 3, 2017)
- with written parental permission, Grade 12 students may withdraw from a course within 5 days following the report card. (**deadlines**: Nov. 17, 2016 & April 27, 2017)

Course Load

- Students in grades 9, 10 and 11 take a full program of 8 subjects.
- Students in grade 12 may have a study hall period provided that, in doing so, they will not be jeopardizing their chances of graduating.

Final Assessments

Grade 9 - 12 students' examinations and Rich Summative Tasks (RST's) **WILL NOT** be rescheduled for holiday convenience, and all appointments should be scheduled so as not to conflict with exams and RST's. If a medical problem arises, a Vice-Principal must be contacted prior to the exam or RST. Medical certificates will be required to permit alternate arrangements for final examinations.

First Semester Exams: January 24-27

Second Semester Exams: June 21-28

Transportation

Grade 9 - 12 students who reside more than 3.2 km (two miles) from the school are eligible for yellow school bus transportation.

Attendance

Regular attendance at school is essential for academic success. Therefore, appointments should be scheduled outside of school hours. Religious observances and/or holy days will be respected.

Notes of Absence

Parents are requested to call the office between 7:15 and 8:00 a.m. or the 24-hour Attendance Line (613-822-7900) on the day a student is absent. **All absences** must be verified by a phone call or note which should include the following information:

1. The date on which the note was written
2. Reason for the absence
3. The date(s) of the absence
4. The signature of the parent/guardian

The note must be given to the office upon the student's return to school.

Lates

Students must be in class by 8:00 a.m. If a student arrives after 8:00 a.m. but before 9:25 a.m., he/she should report to his/her Period 1 class. If a student arrives after 9:25 a.m., he/she should report to the main office.

Early Departures

Students signing out early during the day must have a note signed by a parent/guardian providing the reason for the early leaving. In order to minimize classroom disruptions, we ask students to show their note to their teacher in order to be granted permission to come to the office to sign out. He/she is then to report to the main office with the note to "sign-out". If a sudden illness or emergency arises, the school will contact parents.

Students **18 years of age or over** may sign out without parental permission for **legitimate appointments only**.

Documentation of the appointment is necessary to legitimize the absence. Unusual patterns will necessitate a meeting with a vice-principal.

Dances

Grade 9-12 school dances are held periodically throughout the school year as a social function for St. Francis Xavier students in good standing. Attendance at a school dance is a privilege and student behaviour is expected to be appropriate at all times.

Rules and Regulations for School Dances

1. The school Code of Conduct and Dress Code, as outlined in the student agenda, are in effect.
2. Tickets are purchased on the designated days only. No tickets are to be sold at the door.
3. Tickets are non-transferable and non-refundable.
4. The dance will start at 6:30 p.m. and end at 9:30 pm. The doors will close at 7:00 p.m.
5. Administration and/or police officers reserve the right to refuse admittance to any student and/or guest.
6. Students are not permitted to leave and then re-enter the dance.
7. Students are to respect teacher supervisors and police officers and comply with their requests. Appropriate behaviour is expected on and off the dance floor.
8. Intoxication of any type will not be tolerated and will be dealt with by administration and the police officers in attendance.
9. Backpacks are not permitted.
10. A coat check will be provided. The school is not responsible for lost or stolen items. Students are asked to keep valuables at home.
11. Students must show ID at the door.
12. Guests from other high schools must be signed in at the time of ticket purchase. They are required to arrive with their host and to show a student ID from their current high school at the door. The number of guests allowed at a given dance will be limited. St. Francis Xavier students are responsible for their guests and will be reprimanded accordingly if their guests do not comply with the rules.
13. Dances are for high school students only. Former students and graduates may not attend.

Lunch Period and Eat Smart

While Grade 9-12 students may leave school property during the lunch period, they are encouraged to remain at school and to become involved in the supervised noon time activities. Grade 9-12 students are limited to the first floor during lunch hour, unless attending the library or teacher-assigned appointments. All foods must be eaten in the cafeteria.

St. Francis Xavier High School is participating in **Eat Smart**, a province-wide initiative promoting healthier eating in cafeterias and restaurants.

Athletic Eligibility Guidelines

The school supports and encourages student participation in inter-scholastic athletics.

1. All students must meet the “Athletic Department – Guidelines and Policies” and “Competitor Eligibility and Standard of Behaviour Criteria” outlined in the Constitution of the N.C.S.S.A.A. (see the school Athletic Director or school website to access the forms).
2. Students transferring to St. Francis Xavier must satisfy “OFSAA” transfer regulations.
3. New student must complete the consent forms in the “Coyote Pack” application in September or before the start of the current sport season.
4. Students who wish to participate on a school team must sign the **Request to Participate / Informed Consent Agreement** and adhere to the guidelines there-in. In addition, student-athletes must demonstrate their understanding of the school code of conduct and pay the prescribed \$25 “Coyote Pack” fee for high school and a sport-specific fee ranging from \$10 - \$20. Athletes must submit a cheque deposit to borrow the team jersey for the duration of the season.

RESOURCE LIST FOR STUDENTS/PARENTS

Crisis Numbers

KIDS HELP PHONE 1-800-668-6868
(Professional counselors give advice and information re: personal, family and social problems; 24 hours)

RAPE CRISIS CENTRE (613) 562-2333
(24 hour support to sexual assault victims, incest survivors)

OTTAWA POLICE (613) 236-1222

Drug & Alcohol Addictions

ALATEEN (613) 860-3431
(Support group for teens from families with drinking problems)

DAVE SMITH CENTRE (613) 594-8333
(Individual/group counseling; treatment program; drop-in)

ADDICTIONS ASSESSMENT (613) 789-8941
SERVICES OF OTTAWA-CARLETON
(Assessment of drug and alcohol use; referrals to treatment programs)

Wellness

CHEO (613) 737-7600
(General concerns of health, eating disorders)

Housing

OPERATION COME HOME 1-800-668-4663
(Help for teens to return home or to a safe place)

YOUNG WOMEN'S SHELTER, (613) 789-8220
YOUTH SERVICES BUREAU
(for emergency housing)

Other Resources

YOUTH DROP-IN CENTRE (613) 241-7788
(147 Besserer Street, Ottawa: Crisis and immediate counseling; 12:00-9:00 p.m. - Mon. to Fri./1:00-9:00 p.m. - Sat. & Sun.
(serves hot lunches)

YOUTH SERVICES BUREAU (613) 729-1000
(Personal counselling; group programs; after hours call)

YOUTH MENTAL HEALTH WALK-IN CLINIC (613) 562-3004
(FREE for youth ages 12-20 and parents – Tues./Thurs.)

YOUTH EMPLOYMENT RESOURCE CENTRE (613) 828-2123
(Employment counselling; job preparation and life skills program)

CHILDREN'S AID SOCIETY (613) 747-7800
(Child abuse, protection)