
ST. OSCAR ROMERO
HIGH SCHOOL HANDBOOK
2020-2021



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PRINCIPAL'S MESSAGE

On behalf of the staff of St. Oscar Romero High School, I welcome you to the new school year. I extend my best wishes for a successful and productive year in your educational life.

We are a school of the Catholic faith tradition and, as such, are dedicated to imparting a message of faith and hope to all who enter our school community. St. Oscar Romero High School has a warm and friendly atmosphere dedicated to high quality learning opportunities for our students. I invite you to help us continue the positive development of our school culture by making yourself aware of the procedures contained in this handbook.

Many blessings for a great school year!

Denis Gauthier

Principal

INTRODUCTION- USING THE HANDBOOK EFFECTIVELY

This book is a start to effective organization of students' time, both at school and at home. If students organize their activities well, they will have the time to do everything they need to, whether it is doing homework, participating in extracurricular activities, or participating in their personal, out-of-school interests. Ultimately, this book is only as useful a document as students make it. Remember that time management is essential to success both at school and later in life.

ST. OSCAR ROMERO HIGH SCHOOL PROFILE

One of the advantages of a smaller high school is the opportunity to create a school culture that emphasizes community. It is the goal of the staff of St. Romero High School to create a school environment in which all students feel that they belong to a learning community of support and friendship, with a variety of activities that appeal to all.

MISSION AND VISION

St. Romero High School is a "Christ-centred Professional Learning Community." What this means is that the staff works together in teams to collectively pursue continuous school improvement. Each team determines specific goals to achieve over an identified period of time. The teachers collaborate and share beliefs and goals; they share ideas, knowledge, and techniques to help improve the teaching and learning. They share a common mission and philosophy to create a culture of learning within the school dedicated to student success within a Catholic context.

In our learning community, staff recognize the importance of the individual student. They are committed to understanding the uniqueness of each student. Attention is paid to the whole child, including academic progress, behaviour, emotional, and spiritual well-being; consistent with the five core values of Catholic education: dignity and respect, honesty, loyalty, fairness, and communal and personal growth.

All students have gifts and not all students learn in the same ways, thus it is important that the school offers diversity in learning activities for individual learners. Teachers at St. Oscar Romero High School are expected to ensure that a large portion of classroom activity is directed toward student-centered learning activities that include team collaboration, as well as providing students with opportunities to work on projects into which they have input. Students are also able to explore online learning through St. Oscar Romero High School's partnership with Revelation Online (Edmonton Catholic's virtual high school), where deemed appropriate.

Mission Statement

In the spirit of St. Oscar Romero,
we walk in the light of Christ,
called to provide a learning community, rooted in
faith, dignity, justice, honesty, and integrity.

St. Oscar Romero School Prayer

Lord, God, Creator of All,
Give me eyes to see injustice,
Ears to hear the poor,
Wisdom to know compassion,
And the courage to bring about change.
Amen.

A Legacy of Service: The legacy of our namesake, St. Oscar Romero, is one of service and equality of opportunity. St. Oscar Romero High School has a strong social justice program designed to create awareness and opportunity for service to the school and the neighbourhood community as well as to those in need of our help outside of our country.

RESPONSIBILITIES AND COMMITMENTS

A successful collaborative learning community depends upon the strength of the commitment of all three primary stakeholders in learning at the school: ***the teachers, the students, and the parents***. As a collaborative learning community, the staff is prepared to actively support all the policies and procedures in the school culture to ensure student success. It is important that students and parents be prepared to make commitments to learning as well.

To ensure future success for students, the school possesses a clear sense of the goals it is trying to accomplish, the characteristics of the school it seeks to become, and the contributions the various stake holders in the school will make, to transform ideals into reality. The following statements intend to provide the standards that the St. Oscar Romero High School community strives to achieve and to maintain.

Staff

The teachers at St. Oscar Romero High School have established these guiding principles as a basis for their values as educators and as professionals. The principles are intended as a means for informal personal reflection and are not intended to be used in a formal evaluation process. They represent a shared purpose and will continue to guide teachers as educators.

Collective Commitments for St. Oscar Romero High School Staff

- We will develop instructional strategies that promote active involvement for students, provide for their varied experiences and individual abilities, and utilize technology and other tools where appropriate.
- We will help each student's transition through high school by providing appropriate instruction, monitoring his/her progress, and offering guidance and support services tailored to individual needs.
- We will model the importance of life-long learning through our ongoing personal and professional development.
- We will collaborate with one another to create conditions that promote student success and a rewarding professional experience.
- We will act in a professional manner with integrity and honesty and will develop relationships characterized by caring and respect.
- We will provide a supportive school atmosphere where everyone feels emotionally, physically, intellectually, and spiritually safe.
- We will hold high expectations for student achievement and character, and we will encourage students to take responsibility for their lives and the learning process.

- We will care for our physical environment and school property and we will require the same for students.
- We will communicate with parents about their children's progress in school and we will encourage parents to be involved in their children's education.

Parents

Parents are also expected to support the goals of the school and to assist their children in the pursuit of active engagement in the school community. The staff will do their best to keep parents informed of their child's progress and they welcome parent contact. Parents are encouraged to use PowerSchool to track their child's progress and attendance. PowerSchool, a student's record program, which was implemented in the fall of 2009, enhances communication between school and home. PowerSchool allows students and teachers to access grading and attendance information as well as provides parents an opportunity to discuss with teachers via email their child's progress. Passwords are available for parents and students by contacting the office. Furthermore, the school website is a great source for information on school wide events and activities. St. Oscar Romero High School uses Google Classroom as its primary virtual classroom environment for students. As well, information is posted on social media: Instagram @romero_ravens.

Collective Commitments for St. Oscar Romero High School Parents

- Parents/guardians should endeavour to become familiar with the established vision and goals of St. Oscar Romero High School and to monitor and share the success of their children. Parents/guardians should become a part of student success in the following ways:
- Become informed and knowledgeable about the curricular, co-curricular, and student support programs available to students by reviewing their children's handbook and accessing the St. Oscar Romero High School website.
- Assist their children in setting realistic and informed educational (including post-secondary) and career goals and encourage involvement in school activities.
- Maintain an open and timely communication with the school.
- Become actively involved in the life of the school.
- Help their children become responsible, self-reliant members of the school community.
- Create a supportive learning environment in their home

****Student Holidays-* When choosing vacations during our regularly scheduled school term, you are also electing for your child to miss out on the regular instruction of the classroom. Please note that teachers will not be providing home/vacation programming during your vacation.

Students

Students must also be dedicated to being responsible for pursuing success within the school environment. They must accept increasing responsibility for their learning, decisions, and actions. St. Oscar Romero High School is dedicated to helping students achieve these attributes and the skills necessary to attain them. Each student is encouraged to explore and take advantage of the variety of opportunities for participation in curricular and co-curricular programs. It is healthy for students to be actively engaged and to give their best efforts, intellectually and ethically, to their academic and curricular pursuits. St. Oscar Romero High School strives to build and maintain a tradition of excellence. Students at this school are asked to be a part of the process. By maintaining high personal expectations for success, utilizing open communication with staff and fellow students, and following the guidelines listed below, students can increase opportunities for success and help make St. Oscar Romero High School an excellent place to learn. To ensure this success, students will:

Collective Commitments for St. Oscar Romero High School Students

- Take responsibility for their education, decisions, and actions.
- Act in a manner that best represents themselves, the school, and community.
- Promote a safe, caring, and healthy learning environment.
- Be active in the school and in the community.
- Maintain a balance between academics, co-curricular activities, and other endeavours, continually giving their best efforts to each.
- Respect their fellow students and their activities.
- Respect cultural diversity, individuality, and the choice and the rights of others

WELCOME TO ST. OSCAR ROMERO!



FACULTY

Administration

Principal:	Mr. Denis Gauthier (Grade 10 Coordinator)
Assistant Principal:	Ms. Norma Jani (Grade 11 Coordinator)
Assistant Principal:	Mr. Leon Vandendooren (Grade 12 Coordinator)

Department Heads

Languages:	Mrs. Tina Fiorillo
Social Studies:	Mrs. Rose Marie McGee
Mathematics:	Mrs. Linda Eisner
Sciences:	Mrs. Sophia Lobo
Fine Arts / C.T.S.:	Mr. Paschal Hamel
Religion:	Mrs. Margaret Lewis
Physical Education /Athletics:	Mrs. Megan Brain / Mr. Jordan Bunch
Student Services:	Ms. Caroline El Cid

Student Services

Grad Coach	Mr. Greg Voigt
ELL Designate	Ms. Elaine Muggeridge
Chaplain	Mrs. Norma Jani
FNMI Grad Coach	Ms. Lynn Cornell
MHT	Mrs. Erin Gorn
FSLW	Mrs. Leanne Burke
OT TA	Linnet David
Speech Therapist	Ms. Jasmine Hasiuk
EBS	Ms. Kelly Vyse
School Resource Officer	Constable Carolyn Bowen
Learning Coach	Ms. Caroline El Cid

Instructional Staff

Mathematics	Mr. Joe Bourgeois
English/Social Studies	Mrs. Kimberly Bremault
Physical Education	Mr. Jordan Bunch
Sciences	Dr. Haley Carlson
Mathematics	Mrs. Linda Eisner
English/Social St./Spanish/ESL	Mrs. Tina Fiorillo
Music/Religion/Math	Mr. Paul Gaudet
Social Studies/AP Coordinator	Mr. Jason Geis
Mathematics	Ms. Kristen Hagemeister
Fabrication/Construction/French	Mr. Paschal Hamel
Film and Media Art/Religion	Ms. Norma Jani
Food Studies/Fashion	Mrs. Susannah Killey
Food Studies	Ms. Kelsey Kruhlak
Filipino/Sciences	Mr. Mark Laraya
Art / Calm	Ms. Arantxa Ledda
English Language Arts/Religion	Mrs. Margaret Lewis
Sciences	Mrs. Sophia Lobo
Social Studies	Mrs. Rose Marie McGee
ELL	Ms. Elaine Muggeridge
Sciences/Construction	Mr. William Myroniuk
WIN	Mrs. Sarah Ostlund/Mr. Mark Martin
Drama/Sciences	Ms. Enza Ritacco
English Language Arts	Mrs. Katee Timmermans
Digital Technology/Sciences	Mr. Greg Voigt
Social Studies/English	Mrs. Jessica Whalen

Support Staff

Bookstore Clerk	Mrs. Justine Higgins-Spadafora
Administrative Assistant	Mrs. Meghan Ford
Lab Assistant	Mrs. Louise Croome
Administrative Support	Mrs. Diane Yip
Business Manager	Mrs. Sam Stowe

Educational Assistants

	Ms. Christine Gagnon
	Mrs. Pascaline Jukpor
	Mr. Geoff Molyneux

Custodial Staff

Custodian	Mrs. Genet Haile
Head Custodian	Mr. Mario Pascual
Custodian	Mr. Antonio Roccia
Custodian	Mr. JR Sumagit
Cafeteria	Mr. John Deluca

St. Oscar Romero High School

Quartermaster Schedule 2020-2021

Day 1	Day 2
Blocks	Blocks
1	2
3	4

Regular Days	Early Dismissal	Raven Time (on early dismissal day)
1 st Bell – 8:25	1 st Bell – 8:25	1 st Bell – 8:25
8:30 – 11:18 Period 1 (Block 1 or 2)	8:30 – 10:14 Period 1 (Blocks 1/2 to rotate through)	8:30 – 9:42 Period 1 (Blocks 1/2 to rotate through)
Lunch 11:18 – 12:07 (possible staggered dismissal)	10:17 – 12:00 Period 2 (Blocks 3/4 to rotate through)	9:45 – 10:45 TA/FLEX
12:12 – 2:55 Period 2 (Block 3 or 4)		10:48 – 12:00 Period 2 (Blocks 3/4 to rotate through)

Professional Development Days

October 29, 2020 (Faith Development)

November 27, 2020

April 22, 2021 (Faith Development)

May 21, 2021

St. Oscar Romero High School Monthly Calendar 2020 – 2021

Quarter 1: Begins September 2 (Gr. 10 & New Students only)

Quarter 2: Begins November 10

Quarter 3: Begins February 1

Quarter 4: Begins April 21

August 2020						
Sun	Mo	Tue	We	Thu	Fri	Sat
23	24	25	26	27	28	29
			REG	REG	REG	
30	31					
September 2020						
Sun	Mo	Tue	We	Thu	Fri	Sat
		1	2	3	4	5
			1	1	2	
6	7	8	9	10	11	12
		1	2	1	2	
13	14	15	16	17	18	19
	1	2	1	2	T/F	
20	21	22	23	24	25	26
	2	1	2		T/F	1
27	28	29	30			
	2	1	2			

October 2020						
Sun	Mo	Tue	We	Thu	Fri	Sat
				1	2	3
				1	2	
4	5	6	7	8	9	10
	1	2	1	2	1	
11	12	13	14	15	16	17
		2	1	2	T/F	
18	19	20	21	22	23	24
	2	1	2	1	2	
25	26	27	28	29	30	31
	1	2	1		2	

Holidays	
Teacher Only Days	
Exams	X
Early Dismissal Days	
T/F – TA/Flex	

November 10 Flex: Remembrance Day
Commemoration

November 2020						
Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
	1	2	1	2	1	
8	9	10	11	12	13	14
		T/F		2	1	
15	16	17	18	19	20	21
	2	1	2	1	2	
22	23	24	25	26	27	28
	1	2	1		2	
29	30					
	1					

December 2020						
Sun	Mo	Tue	We	Thu	Fri	Sat
		1	2	3	4	5
		2	1	2	T/F	
6	7	8	9	10	11	12
	2	1	2	1	2	
13	14	15	16	17	18	19
	1	2	1	2	1	
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Sun	Mo	Tue	We	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
	2	1	2	1	2	
10	11	12	13	14	15	16
	1	2	1	2	1	
17	18	19	20	21	22	23
X	X	X	X	X	X	X
24	25	26	27	28	29	30
X	X	X	X	X	X	X
31						

February 17 Flex: Ash Wednesday
 April 16 Flex: Easter Celebration
 June 15 Flex: Grad Information

**St.Oscar Romero High School
 Monthly Calendar 2020- 2021**

February 2021						
Sun	Mo	Tue	We	Thu	Fri	Sat
	1 1	2 2	3 1	4 2	5 T/F 1	6
7	8 2	9 1	10 2	11 1	12 2	13
14	15 1	16 1	17 T/F 2	18 1	19 2	20
21 28	22 1	23 2	24 1	25	26	27

March 2021						
Sun	Mo	Tue	We	Thu	Fri	Sat
	1 2	2 1	3 2	4 1	5 2	6
7	8 1	9 2	10 1	11 2	12 T/F 1	13
14	15 2	16 1	17 2	18	19 1	20
21	22 2	23 1	24 2	25 1	26 2	27
28	29 1	30 2	31 1			

April 2021						
Sun	Mo	Tue	We	Thu	Fri	Sat
				1 1	2 2	3
4	5 1	6 1	7 2	8 1	9 2	10
11	12 1	13 2	14 1	15 2	16 T/F 1	17
18	19 2	20 1	21 2	22 1	23 2	24
25	26 1	27 2	28 1	29 2	30 T/F 1	

May 2021						
Sun	Mo	Tue	We	Thu	Fri	Sat
						1
2	3 2	4 1	5 2	6 1	7 2	8
9	10 1	11 2	12 1	13 2	14 T/F 1	15
16	17 2	18 1	19 2	20 1	21 2	22
23	24 1	25 1	26 2	27 1	28 2	29
30	31 1					

June 2021						
Sun	Mo	Tue	We	Thu	Fri	Sat
		1 2	2 1	3 2	4 1	5
6	7 2	8 1	9 2	10 1	11 2	12
13	14 T/F 1	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Holidays	
Teacher Only Days	
Exams	
Early Dismissal Days	
T/F – TA/Flex	

GENERAL INFORMATION

General Office

The main office is open from 8:00 a.m. to 3:30 p.m. Monday to Friday. To contact the school, please call the main office at (780) 428-2705. Individual staff email addresses are available on our website and in PowerSchool.

Library-Chapel/ Success Centre

The Success Centre is open and staffed during school hours. Students are not allowed to eat or to drink in this room and are expected to keep a respectful quiet.

Extracurricular / Recreational Activities

The school offers a variety of clubs that are supervised by school staff. Not everyone wants to play on competitive teams, but there are many students who like to be active and develop a healthy lifestyle, learning lifelong recreational skills to enhance their quality of life. St. Oscar Romero High School offers an intramural program for fun and exercise as well as other recreational clubs, such as the Book Club, Girls Fitness club, workout club, and a wellness team. Romero also has a rich tradition of Fine Arts offerings such as: Fine Arts Night, Romero has talent, a yearly musical/ drama production and musical concert.

Competitive Athletics

There are many competitive teams for both boys and girls, such as badminton, basketball, cross-country running, curling, golf, soccer, cheerleading, swimming, track and field, and volleyball. All students are encouraged to try out for a team.

Student Leadership (Council)/ Social Justice

Student activities are coordinated by the Student Leadership Council and the Social Justice League. This team coordinates activities, theme days, and various projects. Involvement in student leadership provides students an instructive practicum in organization and accomplishment.

Bus Passes

Bus Passes for the ETS bus are available at the Business Office. Please refer to the school website for current cost.

Locks

Only school-provided locks may be used on school property. School authorities have the right to open any locker at any time.

EMERGENCY PROCEDURES

Fire Drill Procedure

All students and staff must leave the school building when the fire alarm sounds and proceed to the nearest exit as quietly and quickly as possible. Students will find the nearest exit posted in each classroom. Once outside, teachers and classes will remain together at a safe distance from the school, where attendance will be taken. Students who are on a spare at the time of the fire drill must exit immediately **and meet at the east soccer field and check in with a supervising teacher**. The bell will sound twice for re-entry into the building. - The wilful pulling of a fire alarm is an indictable offence of the Criminal Code of Canada. (Refer to Section 393, Criminal Code of Canada for further details.)

Evacuation Procedure

The evacuation procedure will begin when an identified administrator makes a public address over the intercom that all students are to evacuate the building. Students will remain calm and quiet. All students will evacuate to the Jamie Platz YMCA gym (north of Romero School) as per the Fire Drill Procedure in an orderly fashion with their class. Students will stay with their class. Attendance will be taken upon arrival at the YMCA gym. Students who do not have a class at the time of the emergency are also to proceed directly to the YMCA gym. Further instructions will be given once inside the gym.

Lockdown Procedure

The lockdown procedure will begin when the words LOCKDOWN, LOCKDOWN, LOCKDOWN are given by an identified administrator over the intercom. All students and staff have 20 seconds to enter lockdown. All students are to remain calm and very quiet as befitting the circumstances. Students will not be allowed to leave the classroom/building for any reason. All cell phones must be turned off. Further instructions will be given by TA's in the first days of school.

Reporting Student Progress

Report cards are available on PowerSchool. Student progress is updated on PowerSchool daily. Parents/guardians are encouraged to access PowerSchool to track their child's ongoing academic progress and attendance. Parent and student passwords are available at the school office.

With the use of PowerSchool, parents can see immediate student progress. If there are areas of concern with your child's efforts in school, we encourage you to contact the teacher immediately. In this way, feedback and resolution occurs at the time of concern. Parents, please feel free to contact your child's teacher as necessary.

Student absences are reported to parents/guardians via the automated system which delivers a phone message and an e-mail. Parents/guardians are requested to ensure that phone numbers and e-mail addresses are kept current.

Technology Policy

The school and Edmonton Catholic Schools provides a set of guidelines for security and acceptable use, and violations of these guidelines by students will be dealt with by the teaching staff and school administration. All members of the St. Oscar Romero High School community understand that these electronic tools must be used with good judgment, common sense, and integrity.

Usable Devices

St. Oscar Romero High School provides a wireless network for student use with the option for students to bring to school a student-owned device (e.g. laptop, tablet, mobile Internet device, Smartphone) for educational purposes. Students must abide by Edmonton Catholic School Divisions Responsible User Agreement. We ask that students refrain from talking on their cellphones in any of the school's hallways. Cell phones are permitted in the Core providing that no instructional activities are occurring. During the course of the school year, additional rules regarding the use of electronic devices may be added. If this occurs, any new rule will become a part of this policy and will be clearly articulated to students and legal guardians.

GRADING POLICY

Grading succeeds as a means of communicating student learning to the extent that students are provided meaningful feedback that encourages further growth and development.

Missed Assessments

When a student misses an assessment, the teacher has the option of dealing with the absence in one of two ways:

1. The student will be given a zero and the mark will remain a zero until he/she makes up the assignment/test within a reasonable time determined by the teacher.
2. The student's mark will be excused; a zero will not be factored into the cumulative mark at any time.

Effort, Participation, Attitude

The teachers at Romero understand and value the importance of attendance, effort, participation and attitude. Those students who regularly attend, put in a good effort, and have a positive attitude toward learning generally succeed. Attendance, effort, participation, and attitude, however, will not be included in the student's grade unless it is a stated part of a learning goal as indicated in Alberta Education's Programs of Study. Individual achievement of stated learning goals will be the only basis for grades. The report card mark will reflect only achievement of curricular outcomes. Teachers are encouraged to communicate attendance and work habits in other ways.

Final Marks

All course finals within a department should be common and share a common weighting. No final exam should exceed a weighting of 25%.

It is expected that teachers round up any non-diploma course final grade of 48% and 49% to 50%. Teachers of diploma courses should examine the assessments of all students with a final mark of 48% and 49% and use their professional judgement in deciding to round up the students mark to 50%. The final class mark of a diploma course is not the student's final grade, as he/she could pass the course by passing the diploma exam.

Also, teachers should carefully examine the assessments of all students with final marks of 59%, 78% and 79% and use their professional judgement in deciding to round up the student's mark to 60% or 80% in order for the student to receive the Rutherford Scholarship. Rationale can be found in the School Act: The teachers understand the importance of taking measurement errors into account when using assessments to make decisions about individual students. Marks should never be taken away as a punitive measure.

Appeals

If a student wishes to appeal a mark or grade, he/she received on an assessment, the student must:

- consult the teacher of that course. If unsatisfied, the student may
- consult the subject area department head. If unsatisfied, the student may
- consult the grade coordinator whose decision will be final.

These policies are based on the Alberta Assessment Consortium's "A Framework for Communicating Student Learning" and from the School Act.

Extended Absences

Medical -- If a student is absent from school for five or more consecutive days due to an illness or medical issue, the parent/guardian must contact the grade coordinator.

Vacations – Parents are strongly encouraged to plan vacations to correspond with the school's holidays. The Division calendar allows for students to have a two-week vacation at Christmas, a one-week vacation at Spring Break, and a two month vacation during the summer.

If parents choose to plan a vacation during class time, they must inform the school well in advance of the holiday. An information letter must be read, and a form must be filled out and submitted to the grade coordinator. The form and letter can be found on our website or picked up at the office.

While it is important that students do not miss class anytime throughout the year, it is especially important that vacations are not planned during final exam weeks, which are the last two weeks of each Quarterly.

Students who miss non-diploma course finals exams due to a vacation have the option of dealing with the absence in one of two ways:

1. The student may accept a zero on the final exam.
2. The student may complete a final exam before he/she leaves for vacation. The time to write the exam must be arranged with the grade coordinator, teacher, and department head well in advance.

Students who miss final exams due to vacation and do not submit the form communicating the absence in a timely manner will receive a zero for the exam and can write the exam in the first week of the next Quarterly. Administration and teachers need an appropriate amount time to arrange for exams to be created, ordered, and administered.

Note: Final exams will cover all the material of the school year; no sections corresponding to students' absences will be omitted.

Students who miss a diploma exam for any reason must write the exam at another scheduled time as indicated by Alberta Education. It is the student's responsibility to plan with his/her grade coordinator to ensure the exam can be administered at the school.

NOTE: Regardless of the reason for the extended absence, medical or vacation, ultimately the student is responsible to complete the course.

The Impact of Extended Vacations

Thank you for notifying the school about your child's extended vacation plans. We recognize that a child's educational experience is not confined to the school building and that vacation trips can be enlightening and valuable to a child's intellectual growth. On the other hand, we do have concerns about vacations that are taken when school is in session since vacation time for all students is built into our school calendar. The length of your child's impending absence raises some important considerations of which you should be aware.

Teachers are not required to provide assignments for vacations. Making use of online classrooms may allow your child to complete some assignments which can be submitted electronically. However, teachers structure their classes for both instruction and assessment according to the regulations established by the provincial government. Your child will miss important discussion opportunities as well as a variety of instructional and media presentations. Opportunities for personal interaction and questions of the teacher around the content of the lessons will also be impacted. Ongoing feedback from the teacher for assessment purposes will be missing. This may result in lower levels of understanding and possibly lower levels of achievement.

Many students who have been out of school for an extended vacation often have a period of readjustment to the classroom when they return. Additionally, the readjustment period seems to be longer and more difficult for students who are experiencing academic difficulties. When a student returns, teachers will not be able to take class time to address any serious learning gaps on the student's part.

Each subject area has a considerable amount of content to cover; teachers must adhere to a schedule that allows them to complete the program. Final exams will cover all the material of the school year; no sections corresponding to students' absences will be omitted.

Lastly, topics that are covered in one school year are often developed and expanded upon in subsequent years. Students who do not have a proficient understanding at one grade level may struggle in future years with related content.

We bring these points to your attention as we believe they are significant in the success of your child's overall education. We appreciate having you discuss the impact of extended absences with your child and the impact the absences will have on them. If you require clarification, please feel free to contact the teacher and/or grade coordinator.

Extended Vacations

Date of Form Submission: _____

Student Name: _____

Dates of Absence: _____

Reason for Absence: _____

Please check the boxes below:

I have read and understood the information included on the back of this form

I understand the potential negative impact an extended vacation may have on my child's education

My child will miss a final exam: YES NO

If the student will be missing a final exam, arrangements must be made with the grade coordinator well in advance to designate a date(s) to write the final before he/she leaves for vacation. No students will be exempt from a final exam due to an extended vacation and no sections of the exam that correspond to missed material will be omitted.

Final Exams that will be missed and the dates arranged to write the exams:

This table will be filled out by the grade coordinator.

Courses	Arranged Date of the Pre-Written Final Exam

Dropping Courses or Changes in Registration

Students may not abandon or drop a course, change from one course to another, or change their timetable in any way without first consulting their parents/guardians, and obtaining permission from their grade coordinator.

Changes to student timetables will not be approved after the first two weeks of a course. Students granted permission to drop a course will not receive a failing grade but will be required to register in another course.

Dropping a course after the first two weeks will result in a failing grade unless there is an extenuating circumstance, or another course is selected.

Procedure for Repeating a Course in the Same School Year

Planning for academic success requires the selection of appropriate courses and is an important part of the student's responsibility. This should be done with guidance from parents, teachers, and counsellors.

Should a student wish to repeat a course, it will be the grade coordinator's responsibility to address the following criteria:

- Whether student withdrew from course in first term
- Attendance
- Completion of work
- Effort
- Teacher recommendation
- Seat/enrollment availability

It is also important to note that if a student's request cannot be met, the grade coordinator may suggest that the student take the course through [Revelation Online](#). Romero students in online courses benefit from the support of the online instructor as well as from assistance by Romero staff.

Students registered in courses through PASS at Fresh Start Westmount, and who need support, should attend on-site tutorial assistance offered every Monday and Wednesday evening from 4:00 p.m. to 7:00 p.m. at the Fresh Start Westmount location.

Course Challenge Policy

Students may challenge a course without attending classes if they demonstrate high levels of skills, knowledge, and attitudes of any of the core subjects and second language programs at St. Oscar Romero High School. The grade coordinator and department head will help students through the application process and ensure the Division policy is implemented. Please see the grade coordinator for timelines.

COMMENCEMENT REQUIREMENTS

As in all Edmonton Catholic School Division high schools, in addition to the high school diploma requirements listed below all students graduating must have credits in **Religious Studies 15, 25, and 35** to participate in the St. Oscar Romero High School commencement ceremonies.

As well, all students with outstanding fees at the school will not be allowed to participate in banquet ceremonies.

Alberta High School Diploma Requirements

To earn an ALBERTA HIGH SCHOOL DIPLOMA, a student must:

- earn a minimum of 100 credits
 - meet the standards and complete the following courses:
 - English Language Arts 30-1 or 30-2
 - Social Studies 30-1 or 30-2
 - 10 credits in Math (5 of 10 credits must be at the Gr. 11 level)
 - 10 credits in the Sciences
 - meet the standards and complete the following:
 - Physical Education 10 (3 credits)
 - Career and Life Management (CALM) (3 credits)
 - 10 credits in any combination, from:
 - ◆ Career and Technology Studies (CTS)
- OR*
- ◆ Fine Arts or Second Languages
- OR*
- ◆ Physical Education 20/30
- OR*
- ◆ locally developed/acquired and authorized courses in CTS, fine arts or second languages
 - 10 credits in any 30-level courses (including locally developed/acquired and authorized courses) in addition to English Language Arts 30-1 or 30-2 and Social Studies 30-1 or 30-2.

CERTIFICATE OF HIGH SCHOOL ACHIEVEMENT REQUIREMENTS (ENGLISH)

The requirements indicated in this chart are the minimum requirements for a student to attain a Certificate of High School Achievement. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

80 CREDITS

including the following:

ENGLISH LANGUAGE ARTS 20-2 OR 30-4

MATHEMATICS 10-3 OR 20-4

SCIENCE 14 OR 20-4

SOCIAL STUDIES 10-2 OR 20-4

PHYSICAL EDUCATION 10 (3 CREDITS)

CAREER AND LIFE MANAGEMENT (3 CREDITS)

5 CREDITS IN

30-level Knowledge and Employability occupational course, or
30-level Career and Technology Studies (CTS) course, or
30-level locally developed course with an occupational focus

AND 5 CREDITS IN

30-level Knowledge and Employability Workplace Practicum course, or
30-level Work Experience course, or
30-level Green Certificate course, or
Special Projects 30

OR

5 CREDITS IN

30-level Registered Apprenticeship Program (RAP) course

Determination of Honours Awards Criteria

Calculations of averages for each academic year will be based only on courses that a student takes at Blessed Oscar Romero High School at grade level. Any mark that is below 65.00%, even if it is not used in the determination of a student's eligibility for Honours, will disqualify the student from receiving an honours award.

Students who have achieved an average of at least 80.00% in five subjects (see below) will be awarded the designation of *Honours*.

The breakdown of the five subjects are as follows:

Grade 10	Grade 11	Grade 12
English 10	English 20	English 30
AND at least two of: Math Science Social Studies	AND at least two of: Math Biology Physics Chemistry Science Social Studies	AND at least two of: Math Biology Physics Chemistry Science Social Studies
AND two other 3 or 5-credit 10-level courses*	AND two other 3 or 5- credit 20-level courses*	AND two other 3 or 5- credit 30-level courses*

** For CTS courses, three one-credit modules will be combined. Work Experience, Learning Strategies and Special Projects will not be used in calculations.*

Alexander Rutherford Scholarships

Grade 10 An average of 75.0% TO 79.9% in 5 subjects - \$300

An average of 80% or higher in 5 subjects - \$400

- One of: English 10-1 or English 10-2
- *At least two of the following: Mathematics 10 Common; Science 10; Social Studies 10-1 or Social Studies 10-2, or a language at the Grade 10 level (French, Spanish, Filipino)
- *Any two other 3 credit courses at the Grade 10 level including those listed above and combined introductory CTS courses

Grade 11 An average of 75.0% TO 79.9% in 5 subjects - \$500

An average of 80% or higher in 5 subjects - \$800

- *One of: English 20-1 or English 20-2
- *At least two of the following: Mathematics 20-1 or Mathematics 20-2; Science 20, Biology 20, Chemistry 20, Physics 20, Social Studies 20-1 or Social Studies 20-2, or a language at the Grade 11 level (French, Spanish, Filipino)
- *Any two other 3 credit courses at the Grade 11 level including those listed above and combined intermediate CTS courses

Grade 12 An average of 75.0% TO 79.9% in 5 subjects - \$700

An average of 80% or higher in 5 subjects - \$1,300

- *One of English 30-1 or English 30-2
- *At least two of the following: Mathematics 30-1 or Mathematics 30-2, Mathematics 31; Science 30, Biology 30, Chemistry 30, Physics 30, Social Studies 30-1, or a language at the Grade 12 level (French, Spanish, Filipino)
- *Any two other 5 credit courses at the Grade 12 level including those listed above and combined advanced CTS courses

Note:

Grade 10 courses can only be used for the Grade 10 average.

Grade 11 courses can only be used for the Grade 11 average.

Grade 12 courses can only be used for Grade 12 average regardless of when the course was actually taken.

Eligibility for these awards is based on a student's blended final mark (January and /or June).

The Romero Leadership and Citizenship Award

This award is given to students in Grade 10, 11, or 12, whose excellence in student leadership and school-based programs enrich the life at St. Oscar Romero High School. In the spirit of Romero community, we are happy to provide the Romero Leadership and Citizenship Award to multiple recipients. The criteria for this award includes many of the following: good conduct, reliability, a sense of responsibility and integrity in class work as well as in other school activities, leadership qualities (envisions and strives to achieve a future community of citizen leaders working for the common good of society), a significant contribution to the community spirit of the school through school programs, a commitment to academic achievement, and a good working relationship with peers and faculty members. (medallions, certificates)

Catholic Women's League Award

The Catholic Women's League Award is given to a student who is a high achiever in Religious Studies, who witnesses to faith, hope, and love in the school community, and who is active in one or more areas of Good Shepherd Parish. (\$500.00 cash award)

Premier's Citizenship Award

The Premier's Citizenship Award is granted to one graduating student from each high school in Alberta on recommendation from his or her school. This award goes to the student whose outstanding achievement excels in the areas of citizenship, leadership, community service, and volunteer work. (Engraved plaque)

Knights of Columbus Award

The Knights of Columbus Award is presented to two students who are committed to learning, who are involved in extracurricular activities, and who bring the spirit of our faith to those events in daily life. (\$500.00 cash award each)

The Superintendent's Award of Excellence

The Superintendent's Award is presented to two students who have shown extraordinary effort to improve the school's quality of life, who exemplify the spirit of the school with a strong Christian faith, who exhibit strong leadership skills, who have shown outstanding community involvement to benefit others and/or who have shown strength and perseverance to overcome obstacles in his/her life. (Dessert Reception; awarded end of May; honourable mention in October)

The Mike Carby Award for the Outstanding Graduate

The Mike Carby Award for the Outstanding Graduate at St. Oscar Romero High School is awarded to a Grade 12 student at graduation who is a well-rounded individual and who has had a positive impact on the Romero school community. He or she demonstrates leadership that reflects and inspires Romero spirit and whose particular involvement in religious leadership is clearly exemplary. (\$500.00 cash award; awarded at Graduation; honourable mention in October)

Governor General's Award

The Governor General's Award is a national award presented to the student at St. Oscar Romero High School with the highest-grade average in both Grade 11 and 12 years combined, based on his or her final results after the provincial diploma examinations. (Bronze Medallion)

St. Oscar Romero High School Athletics Awards

Athletic Banquet (June 11th)

Most Outstanding Player

The Most Outstanding Player Award is given to one athlete per team, per season, who most exemplifies leadership through athleticism, sportsmanship, discipline and commitment.

Raven Spirit Award

The Raven Spirit Award is given to one athlete per team, per season of play, who consistently demonstrates a positive attitude, love of sport, and a desire to be the best that they can be. This person contributes above and beyond normal expectations.

Male and Female Athlete of the Year Awards

The Male and Female Athlete of the Year Awards are given to one male student and one female student enrolled at St. Oscar Romero High School at any grade level, who most exemplifies leadership through athleticism, sportsmanship, discipline and commitment. These students represent the Ravens by competing at their best on a number of school teams.

Iron Raven Award

The Iron Raven Award is given to any Grade 12 student who represented St. Oscar Romero High School on at least 10 sports teams that competed in the Edmonton Metro Athletic Association during his or her high school career.

STUDENT CODE OF CONDUCT AND COMMITMENTS

Specific Rules and Regulations

This portion of the Student Handbook attempts to present:

1. the general principles that form the foundation of the St. Oscar Romero High School Code of Conduct,
2. the school's expectations for student behaviour,
3. the rationale for the differences in the way in which the school day is structured for students,
4. the consequences of inappropriate behaviour

Please recognize that these rules apply while students are in the school or on school grounds, on school-sponsored field trips, to and from school, in proximity to the school, and while in attendance at co-curricular activities in which St. Oscar Romero High School is a participant. No listing of rules can be all-inclusive. Students will receive disciplinary action any time their behaviour is disruptive, illegal, or inconsiderate of others. The specific consequence will be assigned by a teacher or an administrator.

We affirm that the rights set out in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms* are afforded to all students and staff members within St. Oscar Romero High School. We believe it is important to establish a culture that is conducive to learning and focused on a welcoming, caring, safe, and respectful environment. We affirm that pursuant to the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*, students and staff members are protected from discrimination. More specifically, discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public, and the denial or discrimination is based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

Staff at the school in accordance with Edmonton Catholic Schools, have established a Code of Conduct that will help ensure success for students who attend the school. We believe that everyone is created in the image and likeness of God and that all are capable of caring and respectful actions. We challenge the behavior but affirm the individual while considering the circumstances of each unique situation. As partners in this community of learners, parents/guardians have an important role in fostering and supporting learning, encouraging acceptable behavior and helping students accept the consequences of their actions. The school conduct policy aligns with the Alberta School Act and the Alberta Human Rights Act. This conduct policy is reviewed and adjusted annually by staff and the Parent Advisory Committee. It is then reviewed with students at the beginning of the school year. The conduct policy will be included in the student handbook which will be posted on the school website www.st.oscarrromero.ecsd.net

Seven commitments form the foundation of the Code of Conduct of St. Oscar Romero High School. If students act in accordance with these principles, they will be within the rules of the school, and more importantly, they will increase the likelihood of experiencing personal success in, and satisfaction with, the school. Listed below are guidelines that, if followed by all, will help to make St. Oscar Romero High School a welcoming, safe, caring learning environment.

Parents

Parents need to ensure that their conduct and the conduct of their children contributes to a welcoming, caring, respectful and safe learning environment.

Section 16.2 of the Alberta School Act serves as the guideline for parent responsibility.

- (a) to take an active role in the student's educational success, including assisting the student in complying with section 12,
- (b) to ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- (c) to co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student,

- (d) to encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- (e) to engage in the student's school community

The classroom is certainly the most critical area of an educational institution, and teachers will insist that student behaviour and attitude in the classroom reflect the importance of the serious business of learning.

Students shall

1. Attend school regularly and punctually, be ready to learn, and actively engage in and diligently pursue the student's education
2. Take responsibility for their education, decisions, and actions
3. Act in a manner that best represents themselves, their school, and the school community
4. Be active in the school community
5. Maintain a balance between academics, co-curricular activities, and other endeavours, continually giving their best efforts to each of these
6. Respect cultural diversity, individuality, and the choices and rights of others
7. Carry their school identification during school hours
8. Display exemplary behaviour during celebrations, assemblies and fieldtrips
9. Refrain from, report, and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means.

Expectations for Classroom Behaviour

Each teacher is able to establish the rules and procedures for his or her classroom and to include them in their course syllabus. Students are expected to observe those rules and to respond promptly to the direction of their teacher. Consequences and events will take into consideration unique student attributes such as age, maturity and individual circumstances.

It is important to note that fieldtrips are a privilege and not a right. As an extension of the classroom students are expected to display exemplary behavior.

Section 12 of the Alberta School Act requires the following behavior:

- a) 12 A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:
- b) be diligent in pursuing the student's studies;
- c) attend school regularly and punctually;
- d) co-operate fully with everyone authorized by the board to provide education programs and other services;
- e) comply with the rules of the school;
- f) account to the student's teachers for the student's conduct;
- g) respect the rights of others;
- h) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning
- i) environment that respects diversity and fosters a sense of belonging;
- j) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- k) positively contribute to the student's school and community.

Bullying is defined as the repeated and hostile or demeaning behavior by an individual of the school community where the behavior is intended to cause harm, fear or distress to one or more individuals in the school community (whether within the school building, during the school day or by electronic means), including psychological harm or harm to an individual's reputation. Any form of bullying will not be tolerated; each situation is unique and will be dealt with as such. Students need to report bullying to any adult they

trust whether it is happening to themselves or others. Supports are in place to help those who are affected by bullying or other inappropriate behavior through our staff, Mental Health Therapist, School Social Worker or School Resource Officer.

Consequences

A continuum of supports will be provided to students who are impacted by inappropriate behavior as well as for students who engage in inappropriate behavior. Each discipline issue is unique will be treated in a unique manner. These consequences apply to behavior whether within the school building, during the school day or by electronic means.

The consequences listed below are broad suggestions and not a one size fits all prescription. Severe breach of conduct could result in suspension in accordance with Section 24 of the Alberta School Act.

Throughout the year students will be educated by school staff on appropriate behavior and alternative preventative actions. Both Counselling and School Resource Officers will provide direct support students engaging in inappropriate behavior. All discipline intervention will be fair and corrective in nature. Supports in place at St. Oscar Romero include a Mental Health Therapist, Family School Liaison Worker (Social Worker), Emotional Behavior Specialist, Therapeutic Assistant (Behavior Therapy) and a School Resource Officer.

In-School Suspension (ISS) – significant breaches of conduct

If students are given a full-day in school suspension (ISS) they must report to the office no later than 8:30 am and remain in a specific location until end of the school day. This consequence includes missing field trips, assemblies, pep rallies, etc. In the event that parents are not informed prior to the ISS being given, students must phone them on the morning of their ISS time. The sole activity permitted in this room is silent study.

All of the provisions listed under “expectations for classroom behaviour” apply to the in-school suspension.

In addition:

- a) students will be allowed to leave the room only during specified restroom breaks,
- b) students must complete all assigned course work

Students must see their teachers for missed work and bring materials to an ISS. Failure to do so can result in one or more of the following consequences: an additional ISS, an out-of-school suspension (OSS), an administration referral, and/or a parent/guardian conference.

Out-of-School Suspension (OSS) - severe breaches of conduct

In the case of severe breaches of conduct Under Section 24 of the Alberta School Act, a student may be suspended from school for one to five days. If a student is suspended from school, he or she may not be on the campus or attend any school function for any reasons unless they have made prior arrangements with the administration. Students are responsible for personally contacting their teachers for missed assignments. Students are not allowed to participate in any athletic practice session or contest, or any co-curricular practice, rehearsal or performance until their suspension is complete.

School Act Section 24

- (1) teacher or a principal may suspend a student in accordance with subsection (2) or (3) if in the opinion of the teacher or principal:
 - (a) the student has failed to comply with section 12,
 - (b) the student has failed to comply with the code of conduct established under section 45.1(2),or

- (c) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school.
- (2) A teacher may suspend a student from one class period.
- (3) A principal may suspend a student
 - (a) from school,
 - (b) from one or more class periods, courses or education programs, or
 - (c) from riding in a school bus.

- (4) A principal may reinstate a student suspended under subsection (2) or (3).

- (5) When a student is suspended under subsection (3), the principal shall
 - (a) forthwith inform the student's parent of the suspension,
 - (b) report in writing to the student's parent all the circumstances respecting the suspension, and
 - (c) if requested, provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the reasonableness of the suspension.

- (6) If the student is not to be reinstated within 5 school days after the date of the suspension, the principal shall
 - (a) forthwith inform the board of the suspension, and
 - (b) report in writing to the board all the circumstances respecting the suspension and the principal's recommendations, and the student remains suspended until the board has made a decision under subsection (8).

- (7) The principal may recommend that the board expel the student if
 - (a) the student has displayed an attitude of wilful, blatant and repeated refusal to comply with section 12,
 - (b) the student has displayed an attitude of wilful, blatant and repeated refusal to comply with the code of conduct established under section 45.1(2), or
 - (c) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school.

- (8) The board shall within 10 school days after the date of the suspension
 - (a) reinstate the student, or
 - (b) expel the student from school in accordance with section 25.

- (9) Before the board makes a decision under subsection (8), the student and the student's parent may make representations to the board with respect to the principal's recommendation to expel the student.

Out-of-School Suspension with a Recommendation for Expulsion – (most severe incidents of conduct breach)

In cases of severe breaches of conduct students may be recommended by the principal for expulsion under Section 25 of the Alberta School Act.

- (1) On considering the report provided to it under section 24(6)(b) and any representations made to it under section 24(9), the board may expel the student if
 - (a) the principal has recommended that the board expel the student, and
 - (b) the student has been offered another education program by the board.

- (2) An expulsion must be for a period of more than 10 school days.

- (3) When a student is expelled under this section, the board shall forthwith notify, in writing, the student's parent, and the student if the student is 16 years of age or older,
 - (a) of the expulsion, and
 - (b) of the right to request a review under section 124.

- (4) The board may re-enrol a student who has been expelled.

Absences

Students are expected to attend all classes, and absences must be excused by a parent/guardian. Not only is daily attendance required by Alberta Education, it is essential for the successful completion of curricular courses. *The most common cause of academic failure is absence.* Parents/guardians are contacted daily by phone message and by email (if setup by parent in PowerSchool) regarding student absences.

The school requests parents/guardians to inform them regarding the reason(s) that the student is absent. Students, however, are ultimately responsible to verify **ALL** absences to their teachers and to the office. It is their task to provide a note from their parent/guardian or to ensure that a phone call has been made to the school office. **Students are required to make up any missed work, or assessments in a timely manner.**

Attendance intervention may include: teacher contact, detention, student attendance meeting with administration, parent-student attendance meeting with administration, referral to the Alberta Attendance Board, alternative delivery of education, and student withdrawal.

Excusable absences are:

- illness
- hospitalization
- bereavement/funeral
- medical/dental appointments
- travel
- family holidays and competitions sanctioned by parents

Unexcused absence	➔	Teacher contact. Referral to grade coordinator. Lunchtime detention may be issued.
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Lates

Students are expected to be in class promptly in order to prevent disruption to learning. "Chronic tardiness" will be addressed by teachers and parents/guardians and if necessary, by the administration.

Consequence	→	Under the discretion of the individual teacher
	→	Referral to grade coordinator
	→	Lunchtime detention if warranted

Dress Code

For our students, school is their work place and the staff expect them to dress accordingly. Student dress should not distract from a Catholic learning atmosphere or be a hazard to students' safety or the safety of others. Therefore, the following kinds of clothing are not permitted:

- Clothing which greatly exposes buttocks or cleavage
- Clothing or jewellery that promotes the use of drugs, alcohol, tobacco, or sex
- Clothing with abusive or suggestive language or symbolism
- Clothing that exposes the mid-section, back, or under garments, or is distracting
- Tube tops, spaghetti straps, and muscle shirts

Students may be asked to put on cover-up clothing or be sent home to change.

Each offence	→	Referral to grade coordinator, and lunchtime detention and cover-up clothing
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Swearing / Profanity

Swearing or profane words or gestures in the school, and school grounds is not permitted, and have no place in an educational atmosphere.

Each offence	→	Referral to grade coordinator, and lunchtime detention
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Insubordination / Disrespect

Students are asked to respond promptly to the directions of staff members and to act respectfully at all times. Refusal to do so is considered a serious breach of the St. Oscar Romero High School Code of Conduct. Students are expected to behave in an appropriate manner even when off school property on a field trip and when representing the school in the local community at lunch; therefore students are subject to all rules of conduct and expectations.

Each offence	→	Administration Referral
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Lying to School Official

Each offence	→	Administration Referral
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Cheating / Plagiarism

Cheating and/or plagiarism are not permitted at St. Oscar Romero High School. Students are expected to refer to and adhere to Alberta Education and Oscar Romero schools grading policies. Examples include, but are not limited to, the following:

- Copying from another student, or enabling someone else to do so
- Using someone else's (classmate or published author) words without using quotation marks. Whenever you use a key word or more than two words in a row from another source, you must put those borrowed words in quotation marks and cite your source.
- Using someone else's (classmate) ideas without giving that person credit
- Unauthorized use of translators in language courses

Consequence	→	Under the discretion of the individual teacher
	→	Reduction of grade to zero Option to remake at teacher discretion

Bullying / Harassment

Every member of the school community is entitled to a school environment without harassment, threats, or fear. Bullying and/or intimidation of others may include, but is not limited to, any repetitive aggressive, or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to

his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school environment.

In addition, any off-campus behaviours where there is a reasonable forecast of disruption to St. Oscar Romero High School's educational environment, or that could interfere with the safety and/or well-being of students/staff, will be considered a breach of the Code of Conduct and will be subject to disciplinary consequences. St. Oscar Romero High School has no tolerance for any racial, sexual orientation, or gender-biased comments whether or not they occur within the school building, during the school day or by electronic means. Repeated comments of this type will be viewed as harassment.

First offence	→	Referral to Administration with possible suspension or lunchtime detention Referral to School Resource Officer
Second offence	→	OSS (Out-of-school suspension) – 1 to 5 days Referral to School Resource Officer Possible expulsion recommendation
Third offence	→	5-day suspension and recommendation for expulsion. Referral to School Resource Officer.

Student-owned Devices (e.g. Cell/Mobile Phones)

Students are expected to follow the Division's Appropriate Use Policy, which emphasizes that laptops, tablets, and mobile Internet devices are to be used strictly for educational purposes in a classroom. Students may use their mobile Internet devices as well as cell phones in the Core area of the school providing that no other student-based activities are taking place at the time.

If a cell phone or student owned electronic device is removed from a student's possession as a result of inappropriate use, it will be brought to the office. Your child and the grade coordinator/ teacher/ administrator will discuss appropriate use and possible consequences.

Should parents need to get a hold of their child in an emergency when the child is in class, they are asked to call the school.

Fighting/Assault

Disputes between members of the school community should be resolved through proper channels. Pushing, shoving, wrestling, etc. will be considered as fighting regardless of the intent. If students are involved in a fight, they should be prepared to receive the consequences listed below. Furthermore, charges of assault or battery may be issued against them. Students encouraging, but not participating, in a fight may face a detention or school suspension. Fights that take place off school grounds may also be subject to these consequences.

Each offence	→	ISS or possible 1 – 5 days OSS (Out-of-school suspension), referral to School Resource Officer, and possible recommendation for expulsion depending on the severity of the incident.
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Cleanliness and Respect of School Property

Be proud of our school! Students are responsible to dispose of personal garbage in the classrooms, hallways, gym, and in the Core. In the Core, students are expected to clean up after themselves. This means putting trash in trash cans and taking cafeteria trays back to the serving area. **No sitting on top of tables, lockers and locker counter surfaces.**

First Offence	→	Under the discretion of the teacher
Second Offence	→	Referral to grade coordinator, and lunchtime detention and clean-up duty

Vandalism and Theft

Vandalism includes, but is not limited to, defacing or damaging school property intentionally. Theft includes, but is not limited to, theft of school property, staff, or student property.

Each offence	→	Possible referral to police. Students are responsible for replacement/repair cost, possible 1-5 OSS (Out-of-school suspension) and possible recommendation for expulsion.
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Smoking / Tobacco Products

It is illegal for anyone under the age of 18 to be in possession of or consume tobacco products. This includes cigarettes, cigars, and smokeless tobacco. It is also against the Edmonton Catholic School Division's policy for anyone to consume tobacco, e cigarettes, or vape, on school property. Anyone caught under the age of 18 with tobacco products in his/her possession will have them confiscated. In order to keep positive relations with our neighbours, students are prohibited from smoking anywhere on our campus area ***including the YMCA, Callingwood Arena, and the Lois Hole Library.***

Each offence	→	Administrative referral with possibility for suspension
	→	Smoking education package
	→	School Resource Officer referral

Drugs / Alcohol

Possession of and use of drugs or alcohol is illegal. Students caught in possession of drugs or alcohol will be severely addressed. *Drug trafficking will be referred to the police.*

Each offence	→	3-5 day OSS (Out-of-school suspension), possible recommendation for expulsion
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Gambling

No gambling is allowed on school property. Gambling is defined as any game of chance involving the exchange of money or credit.

Each offence	→	Administrative referral
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Dangerous Conduct

Any action which endangers the safety and well-being of individuals will not be tolerated. Examples include, but are not limited to, the following:

- sounding a false fire alarm
- possession of dangerous materials
- mob action, inciting an altercation
- any behaviour causing harm to an individual

Consequence	→	Immediate OSS (out-of-school suspension) and possible recommendation for expulsion Referral to School Resource Officer
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If students have knowledge or have reason to believe that the safety of a member of the school community may be at risk, they should immediately contact the school's administration.

Weapon Offences

Student possession of weapons or replicas (examples are, but not limited to, knives, firearms, pepper/bear spray, bats, clubs) is strictly prohibited.

Consequence	→	Immediate 5 OSS (Out-of-school suspension) and possible recommendation for expulsion Referral to police
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Personal Displays of Affection

Our school community is a Catholic educational environment. As such, all members are required to show discretion in their public displays of affection. School staff will approach and discuss with students the inappropriateness of their conduct. Repetitions of inappropriate behaviour will be considered insubordination and dealt with as such.

Trespassing

Trespassing is illegal; therefore, St. Oscar Romero High School students are not to trespass at other schools as they will be dealt with by the administration. Similarly, students are not allowed to have visitors to the school or on school property without prior approval by the school administration.

Consequence	→	Administrative referral, possible suspension, and/or referral to School Resource Officer
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Jaywalking

Students are asked to follow City of Edmonton Bylaws regarding jaywalking. Please use the crosswalks.

Student and Visitor Parking

Students can park in any stall that does not have a reserved, handicapped, or visitor designation.

Conduct in Celebrations and Assemblies

Students are expected to be on their best behaviour during celebrations and assemblies.