Due to the covid-19 pandemic, some aspects of the handbook are not applicable (such as lockers and cafeteria use, for example), and are instead replaced by our school re-entry plan.
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Welcome to the 2020-2021 school year at St. Francis Xavier High School. I am hoping everybody had a wonderful summer break and managed to rest and relax and recharge their batteries as we get started with the new school year. I am excited to greet a new crop of grade 10’s to FX, it is always great to see the new grade 10’s showing up to school in the fall a little bit nervous but at the same time very excited to start their high school journey. I am also looking forward to welcome back our returning grade 11 and 12 students as well as any new students to our school this year. We are proud of how our students have navigated the move to remote learning last year and have been busy preparing for a year that could potentially see pivots between remote and in-class learning. The first day of classes for students with grade 10 classes will be September 2nd, students with grade 11 classes will be on September 3rd and students with grade 12 classes will take place September 4th. All classes will run September 8th.

This coming year we will welcome several new teachers to FX: Ben Greschner (Science/Computer Science), Patrick McKay (Science), Alyssa Monahan (English), Paula Miller (Foods), Zoe Armstrong (French/Religion), and Colin Buchanan (Math). Jenna Engel and Stephen Zipp will be returning this year to support our students. We also welcome AJ Sarafico who is a Therapeutic Assistant –OT and Lennae Wiens who is a Therapeutic Assistant—SL. We will also have two dedicated subs and welcome Jillian Hughes and Jaiden Fagrie who will be in our building from September to November.

Unfortunately, we are saying goodbye to some members of our staff as well. Mike Szojka has retired after spending the last 18 years at FX teaching Science and Computer Science. The last number of years as Science Department Head. We wish Mike all the best, he will be missed. Mark LaCoursiere will also be retiring after serving in the Social Studies Department for 15 years. Mark will also be missed. We also say goodbye to one of our Educational Assistants, Anita Brown. We wish them all the best and thank them for the wonderful contributions to our school over the last few years.

I would like to encourage all parents to get involved in our Parent Council Association. Meetings will be October 6, December 1, February 2 and April 6 at 6:30pm. We are also grateful for any parent who is able to come and volunteer for our Casino this year! More information will be forthcoming once we receive a date. This year we will embrace the theme of courage. We will look to the seven sacred teachings to really understand what it means to embrace courage. We will work to ensure that we use wisdom, love, truth, humility, honesty and respect every day to honor each other as we walk back into the walls at STFX.

I am looking forward to starting a new year and getting a chance to meet all the new and returning students for the 2020-2021 school year. If there are any questions or concerns, please do not hesitate to call the school to get in touch with myself or the grade coordinators.

Next year the grade coordinators are as follows:
Grade 10: Mr. Nathan Koelmans
Grade 11: Mrs. Cindy Dallaire
Grade 12 Mrs. Anna Olivieri

Keep Leading and Loving,
Heather Kaup, Principal
ST. FRANCIS XAVIER HIGH SCHOOL PROFILE

SCHOOL PHILOSOPHY

St. Francis Xavier High School has a student population of approximately 1200 students and a staff of 70 certified and non-certified staff. The traditional values and attitudes on which the school bases its curricula is intended to provide the students with the stability required to deal with the many societal pressures and changes coming at them. Within an atmosphere of caring and mutual respect St. FX offers a complete academic program and an athletic program second to none. Students develop the conviction that St. Francis Xavier is their school. They have a vital role in the maintenance and development of a healthy, dynamic, educational, social and religious climate.

The school’s philosophy is based on the foundation of the motto “Caritas Christi” (The Love of Christ). In its practical application, this involves mutual respect for each other, mutual trust and the acceptance of responsibility. The staff strives to provide an environment in which each student has the opportunity to develop his/her spiritual, intellectual, physical, and emotional potential.

VISION OF STAFF

Staff is committed to fostering a positive learning environment, and addressing the students’ individual needs and differences. We will prepare our students to be productive citizens, lifelong learners, and responsible, autonomous learners. In the context of 21st Century Learning we embrace our Catholic identity and support professional growth as we are committed to provide exemplary education and to foster growth within the educational community.

The school vision this year is A Family That Builds Great Wonders. This calls to mind the overarching concepts of love and support found within a family, as staff work to build student confidence and successes, as we collectively work to build student futures.

BELIEFS OF STAFF

We Believe:

- That many values are essential in assuring growth and success in all dimensions. The central value is Catholic education. (The whole notion of respect and other Christian values underlies all that we do.)
- That everyone can learn and experience success.
- That the education of students is the shared responsibility of the school, the home, the parish, and the community. However, the students are ultimately responsible for the achievement of their own educational success.
- Students have the right to a quality educational program which meets their needs.
- That everyone is entitled to a safe, secure and caring learning environment where each individual is respected and valued.
- That high, yet realistic expectations and goals challenge students to learn and achieve.
- That quality balanced educational programs develop the whole person - spiritually, intellectually, emotionally, socially, physically, and culturally.
- That technology plays an important role in enhancing 21st Century learning.
- That it is important for students to be actively involved in the school’s co-curricular and extra-curricular activities.
SOCIAL CONTRACT

The Social Contract accepted and adhered to by all constituents of the St. Francis Xavier Community of Learners hinges on the democratic ideal of Rights and Responsibilities. More specifically:

1. Respect:
   - for self
   - for others
   - for property
   - for the environment

2. Responsibility:
   - for upholding the religious climate of the school
   - for developing self-discipline
   - for developing motivation
   - for developing a social conscience
   - for attending classes on time and all the time
   - for developing good study habits
   - for learning

3. Rights:
   - to express opinions, respectfully and responsibly
   - to have input into decision making
   - to equality and fairness

GRADUATION 2021

Commencement (Cap and Gown): Thursday May 27th, 2021
Banquet: Friday May 28th, 2021

GENERAL OFFICE HOURS

Monday – Thursday 7:45 a.m. – 3:45 p.m.
Friday 7:45 a.m. – 3:15 p.m.

The offices of the principal and the assistant principals/grade coordinators are located in the general office. Each administrator is responsible for the students in a particular grade. Students are encouraged to see their grade coordinator or counselor to discuss any matters concerning their academic performance or program.
St. Francis Xavier High School STUDENT FEE SCHEDULE 2020/2021

COMPULSORY FEES

Caution Fee (Textbook Rental - refundable) $ 90.00
Technology User Fee + Site License $ 50.00
School Activities $ 20.00
Student Union $ 20.00

PLUS:
Physical Education 10 clothing $25.00

OPTIONAL PROGRAM FEES

AP Admin & Exam Fee (deposit is 50%) $150.00

Art 10/20 - 3 credits $ 30.00
Art 10/20/30 - 5 credits $ 50.00
CTS–Communications Technology, Business, Financial Management Media Broadcasting, Design 10 $ 25.00
CTS Computer Science $20.00
CTS - Design Studies 20/30 (5 Credits – Dual Credit) $100.00
CTS–Food Studies (3/5 credits) $ 40.00/60.00
CTS–Industrial Arts (3/5 credits) $ 40.00/60.00
Sports Medicine $ 25.00

Phys. Ed. 20 (5 credits) $ 60.00
Phys. Ed. 30 (includes camping trip) $ 185.00
General Music & Instrumental Music $ 40.00
Yearbook option (must be paid by June 15th) $ 45.00

Grade 12 Cap & Gown Rental fee (must be paid by April 1, 2020) (refunded in May if not graduating) $ 75.00

Hockey Academy Program $1600
High Performance Hockey Academy $4500
Soccer Academy Program $1600
Lacrosse Academy Program $1500
Baseball Academy Program $3000
Golf Academy Program $2000
Book Store Information

Fees payment

Full payment of fees is to be made on the day of registration. Fees may be paid by CASH, VISA, MASTERCARD, or INTERAC.

A Late Fee of $40.00 per semester will be charged if one or more textbooks are not returned to the bookstore by the date announced at the end of each semester. All books in semester one must be returned at the end of semester one. If they are still needed for semester two, we will reassign them out to the student at that time.

Caution Fees

All grade 10 students and new grade 11 and 12 students are required to pay this fee which is carried forward from year to year until graduation/withdrawing. This fee is a deposit to cover any missing textbooks and or damages to textbooks that may happen over the three years. Students are refunded this fee upon withdrawing/graduating from St. Francis Xavier once all textbooks are returned and outstanding fees are paid.

Textbooks and English Novels

St. FX textbooks are bar coded which then are scanned and distributed to students who must provide ID. Then and only then, will they receive their books which are scanned and attached to the individual student record. At any time, if a student receives a textbook that is damaged and is not stamped “Damaged” the student should bring the textbook to the attention of the bookstore staff; otherwise the student will be charged for the damage. Charges will be either the cost of a rebind ($12) or the cost of the entire text (approximately $90 or more, depending on the textbooks).

Each English course requires students to read a variety of texts. Most short stories, poems, and some modern dramas are in the textbooks that are loaned to the students for the semester; some short texts are provided by the teacher as a handout. The assigned novels, Shakespearean plays, and some modern dramas (that are not available in the textbooks) will be signed out by each student. Those who opt out and prefer to supply their own novels are invited to do so provided they have the assigned novels (as indicated in their course syllabus) at the beginning of their semester in English. Costs for the novels at a local bookstore range from $15 to $40.

Research has shown that students who actively engage with the text not only comprehend better but are better able to extract the deeper and more subtle meanings of the text. Allowing students to write notes in and to interact with their texts is a proven strategy for improving the students’ marks. Students may not write in the books provided from the school, so any student wishing to make notes in their books must purchase them.

The textbooks, while in the possession of the student, are the student’s responsibility to ensure that they are not damaged either accidentally or through vandalism by them or their peers. PLEASE NOTE: Books that are signed out to a student are the books that must be returned.

Castle Rock Keys

Considered to be a valuable student study resource for English, Math, Social Studies and Sciences, they can be ordered through the Bookstore. Talk with your classroom teacher for more information.
Student School Information

**Lockers**

Students will be issued a locker at the beginning of the school year. If the assigned locker is damaged in any way, it should not be occupied before the problem is reported to the Business Office. Any damage that is not recorded will be the responsibility of the occupant. **Under no circumstances should a student occupy a locker that is not assigned to him/her.** Students are urged not to leave valuables stored in lockers. The school cannot accept responsibility for articles lost or stolen. Lockers may be searched by school authorities at any time. Any damage that is not recorded, including graffiti, will be the responsibility of the occupant.

**Bus Passes**

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>$54.00</td>
</tr>
<tr>
<td>Family</td>
<td>$50.00</td>
</tr>
<tr>
<td>ETS Replacement</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Reduced ETS rate student passes to families who have 3 or more children attending Edmonton Catholic Schools, grades 1-12. Lists of eligible High School students have been provided to the school. If your child is not on the list and is eligible, please come to the bookstore and pick up an application form to complete.

**Learning Centre**

Hours are: Monday to Thursday 8:00 am – 3:30 pm and Friday 8:00 am – 1:00 pm

The Learning Centre provides a quiet environment for students who wish to do research, homework, class projects or read during their spare. The Centre is open during flex and lunch as well however, food and drinks are not permitted in the Learning Centre. Lunch should be eaten in the cafeteria before coming into the Learning Centre.

St. Francis Xavier offers our students an opportunity to make up a missed exam on most Friday in the Learning Center from 1:00 pm until 2:30 pm (no extra time allotted - all exams end at 2:30 pm sharp). Students will arrange this opportunity with their core teacher as soon as they return to school.

The Learning Centre Computer Labs are used for school related work. Passwords are necessary to access the computers; these passwords are given out to each student at the beginning of the school year during registration.

**PowerSchool**

- PowerSchool is a web based home-to-school collaboration system linking parents and schools via the internet.
- Innovative educational technology to share knowledge with parents and increase student success.
- PowerSchool Parent Portal is a password protected, read-only program.
- Parents have the ability to view report cards, attendance and the school bulletin.
- Parents can add multiple children to their account, and configure PowerSchool to send emails on a regular basis.
- Multiple parent/guardian accounts can be created.
- A PowerSchool Application is available for the IPad/IPhone.
- Use the surname and password provided in this envelope to add your children to a new account.
- Please check Parental Portal in mid-August to obtain new information regarding on-line payments.
- **Parents also have the ability to pay school fees on line using PowerSchool.**

www.powerschool.ecsd.net
Technology/WI-FI

We strongly encourage students to incorporate the use of the technology (computers) in their learning. St. FX has over 320 computers dedicated for student use. Students must be familiar with and accept the terms and conditions of the “Technology and Internet User Policy” before accessing the Internet. The use of technology is a privilege and abuse or misuse of the equipment will result in losing that privilege. Students also have access to the school Wi-Fi for their cellphones and laptops.

Cell Phones

Personal Devices are becoming a tool in the acquisition of 21st Century learning skills and guidelines for the use of student technologies are being reviewed to address responsible digital citizenship by all students within the classroom. The guidelines listed reflect an “evolving” piece of work, which will continue with input from staff and students next year. Changes to guidelines can occur any time within the year.

During instructional time cell phones must be powered off and stored out of sight in a backpack or purse. They are to remain powered off for the full instructional period unless directed by the teacher to bring them out. If the student must leave the class for any reason, cell phones must remain in the classroom.
- Any student caught using the phone during instructional time without being directed by the teacher to do so will be issued a verbal warning, and an email will be sent to their grade coordinator to log the infraction.
- A second offence will result in the phone being confiscated until the end of the day. The phone will be brought to the office by the teacher, or the grade coordinator will come and pick it up, and the student can pick up the phone from their grade coordinator at the end of the day.
- For the third offence, students are required to have a parent come and pick up their cell phone for them. Phone calls from parents saying it is okay to give the child back their phone will not be accepted. A parent must come in and pick up the phone on their child’s behalf. This will occur for every subsequent offence, and a student may be required to leave their cell phone with their grade coordinator at the start of the school day to mitigate repeat offences.

Consequences for continued cell phone infractions will be determined by the grade coordinator, student and parent(s)/guardian(s) for each individual.

Lost and Found

Items found and handed in are retained in the custodial office. Theft should be reported without delay to the school resource officer.

Parking

The north parking lot is off limits to all students and visitors. Unauthorized vehicles in this area will be ticketed and towed away. Students who drive to school must park their vehicles in the south parking lot or the extreme west side of the Annunciation Church parking lot (entrance off 95th Ave.). Students may not park along the entrance and exit ramp ways. Students must use the parking stalls. Please refrain from littering and making excessive noise as we strive to maintain a good relationship with the community.
Report Cards

Please take advantage of Edmonton Catholic Schools PowerSchool Parent Portal. This is a secure web-based program giving parents the ability to view their child’s assignments, attendance, grading information and more.

Log in to: https://powerschool.ecsd.net

Parents are invited to request an evaluation of their child at any time from the teacher.

Visitors

Students are strongly discouraged to have friends visit them during school hours. District policy stipulates that all visitors must report to the general office immediately upon entry to the school. Failure to comply may result in trespassing charges being issued. Visitor passes are available from the office.

FX Electronic Communication System and Social Media

This system informs students via TV monitors situated in every class/hallway throughout the school. School events and activities are electronically posted on a daily basis. Please tune in to be better informed. The school also has Instagram accounts and a website which also convey information about school events.

Tobacco, Nicotine & Cannabis Products

The Edmonton Catholic Separate School District No. 7 is a smoke-free district. No use or possession of tobacco, nicotine or cannabis products of any type (including electronic cigarettes and vapes) is permitted on district and surrounding property. Students contravening this will face a school suspension and possible fines (such as a $200 fine for vaping on school grounds) as outlined in the Prevention of Youth Tobacco Use implemented by the Legislature of Alberta.

Cafetorium

Cafeteria service commences at 7:30 a.m. The cafetorium is open all day to provide students with a place where they can study in groups and/or socialize. Use of the cafetorium is a privilege and requires that students keep the area clean. Tables must be cleared after use and refuse must be deposited in the receptacle provided. In order to ensure that students are on time to class, the servery will be closed five minutes before the bell, during the break between classes and the first five minutes into the next block.
First Nations, Metis & Inuit (FNMI) Graduation Coach Program
The significant increase in graduation rates has been accomplished through an innovative model which includes comprehensive individual and group supports for FNMI students.

The role of the Graduation Coach is to provide mentoring and guidance to FNMI students to ensure they are provided with a nurturing and safe environment that supports them as they find a sense of competence and achievement. Responsibilities include:

- Helping students plan their high school courses
- Career planning and goal setting
- Easing transition concerns
- Tutoring
- Building a sense of community
- Promoting school engagement
- Advocating for students
- Developing leadership skills
- Fostering parent engagement

The Braided Journeys Room is a Study Centre where students can gather to work on projects, utilize computer stations, work with a tutor, attend cultural activities, receive individual counseling supports or attend career workshops. Please contact Kathy Davis for more information at Kathy.davis@ecsd.net

Grad Coach
Grad Coaches also work with junior high students to ease the transition to high school. This can be a stressful phase for all students as they must adapt to changes in environment, educational practices and social structures. Transition activities include:

- High school prep classes
- Transition retreats
- High School Open House & Tours
- Summer transition programs
- Orientations and welcoming events

Our Graduation Coach for the 2020-21 year is Jocelyn Chong. She can be reached at Jocelyn.chong@ecsd.net

Learning Coach
The Learning Coach assists teachers in providing the most appropriate learning strategies to meet the diverse learning needs of all students. They liaise with teachers to provide and ensure appropriate accommodations for learning are implemented. The Learning Coach provides resources and support to both staff and students, helping modify instructional practices and learning skills to improve student success. They also help students, who are struggling academically, to advocate for themselves in their pursuit of their high school completion. Deana Valacco is our Learning Coach and can be reached at deana.valacco@ecsd.net
English Language Learners (ELL) Designate

The ELL Designate is the main point of contact for ELL students in order to help facilitate proper programming and monitor their progress as they transition from ELL into regular stream courses. Our ELL Designate is Alena Pavone and she can be reached at alena.pavone@ecsd.net

HIGH SCHOOL ESL Designate

Chaplain

The Chaplain acts as a spiritual advisor to students and staff and provides guidance on theological and moral issues. The Chaplain is available to students much like the regular school counselor. Our Chaplain is Leslie O’Leary. She can be contacted at leslie.oleary@ecsd.net

Counselor

The counselor provides support to students in the areas of educational planning, career counseling and guidance as well as in the areas of personal and crisis counseling. Our counselor is Sandy Cordingley, and can be contacted at Sandra.cordingley@ecsd.net

Registered Psychologist

Cory Donald is a Registered Psychologist with Edmonton Catholic Schools. September 2020 will be his second year as a member of the FX team. Cory has been with Edmonton Catholic Schools for 1 year, starting his career as a classroom teacher, transitioning to a consulting role with Learning Services, and then re-integrating back into the schools as a counsellor and psychologist. Professionally, Cory works from a solution focused
perspective, utilizing cognitive behavioural and narrative strategies with young people. Cory’s practice rests on a foundation of positive psychology. Cory’s support is available to all students and he can be reached via email, through another staff member or by knocking on his office door! Cory.Donald@ecsd.net

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**School Resource Officer – Cst. Erin Jennett**

The role of the School Resource Officer (SRO) has many forms. The primary function of an SRO is to ensure a “safe and caring place of learning”, balancing prevention, intervention and enforcement. At St. Francis Xavier High School, the SRO is not only responsible for enforcement when required, but also plays a role in counseling, coaching sports, building a positive relationship between youth and police, and being a visible presence within the school not only for prevention, but simply to be a part of the lives of Edmonton’s youth. You will find St. Francis’s SRO roaming the hallways and sitting in the cafeteria at tables with groups of students every day of the week during school hours for the entire school year! You can reach our SRO at erin.jennett.ta@ecsd.net

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### Clubs and Athletic Programs

Students are encouraged to take part in co-curricular and extra-curricular activities. Not only will they enjoy pursuing these interests, but it is also a great way to meet new friends.

#### Clubs, Committees and Athletic Programs

<table>
<thead>
<tr>
<th>Social Justice Club</th>
<th>Intramurals</th>
<th>Robotics/Inventor</th>
<th>Cheer Team</th>
<th>Track &amp; Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Work Outs</td>
<td>Band</td>
<td>FXTV</td>
<td>Swimming</td>
<td>Golf</td>
</tr>
<tr>
<td>Fitness Club</td>
<td>Grad Committee</td>
<td>Volleyball</td>
<td>Curling</td>
<td>Rowing</td>
</tr>
<tr>
<td>Xavier Executive</td>
<td>Yearbook</td>
<td>Basketball</td>
<td>Cross Country</td>
<td>Flag Football</td>
</tr>
<tr>
<td>Anime Club</td>
<td>Cree Club</td>
<td>Football</td>
<td>Badminton</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Culinary Club</td>
<td>Soccer</td>
<td>Rugby</td>
<td></td>
</tr>
</tbody>
</table>

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### Gymnasium

The gym may be used by students in accordance with the Physical Education Department policy. Students may borrow sports equipment through a P.E. instructor. A picture I.D. must be left with the instructor and sign-out and return can be done only at the start and end of the lunch break. Any questions regarding the gym or Physical Education can be directed to alyssa.pascoal@ecsd.net

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### Fitness Centre

The Fitness Centre is a fully equipped facility with strength training and cardiovascular equipment. Students may access this facility during the following hours:

- **Monday to Friday:** Flex Block, Lunch break
- **Monday to Thursday (Full Day Schedule) after school:** 2:45 pm - 4:00 pm
- **Friday after school (Adjusted Day Schedule):** 1:00 pm - 2:30 pm

St. Francis Xavier’s Strength and Conditioning program is a key element to the success of Xavier’s Athletic Department and our Sports Academies. In the training center or on the track or field FX students gain valuable education while preparing for competition and fitness for life.

The fitness center is open to all FX students — at a small additional fee. Athletes
can train with their teams, sports academies can access the center during scheduled academy sessions and other students can exercise and train individually or in groups at lunch break or after school. There is limited access during school hours, students must have a spare and workout does not conflict with class or sport academy fitness center use. The fitness instructor will grant permission.

All students must receive a fitness center orientation and adhere to all the facilities policies. The fitness center includes resistance training equipment; squat racks, one platform, benches, barbells, free weights, cardiovascular equipment; treadmills, spin bikes, elliptical trainers and miscellaneous; foam rollers, medicine balls etc.

St. Francis Xavier Sports Centre

The St. Francis Xavier Sports Centre offers exciting new sports and fitness opportunities for athletes and the community all year round. The Sports Centre greatly enhances the neighboring facilities in Jonny Bright Sports Park such as the Bill Hunter Arena, Jasper Place Bowl and the Jasper Place Fitness and Leisure Centre.

The Sports Centre is a public facility operated by the City of Edmonton in partnership with Edmonton Catholic Schools.

Access by St. Francis Xavier students will be through their Phys. Ed/ Academy teachers. Behaviour and department expectations are the same as in the school. Students are expected to treat city personnel and the facility with respect.

Bicycles

Students are welcome to bring bicycles to school. Bike racks are located on the west side of school. All bicycles should be locked at all times as the school cannot accept responsibilities for loss or damage.
Emergency Procedures

Fire Drill Procedures

All students must leave the school building when the fire alarm sounds and proceed to the nearest exit as quietly and quickly as possible. Students should familiarize themselves with the fire exits for each class. The first person reaching the outside doors will hold the door open until everyone has left the building. Once outside, teachers and classes will remain together at a safe distance from the school and await further instruction. The bell will sound for re-entry into the building.

The willful pulling of a fire alarm is an indictable offence of the Criminal Code of Canada. Refer to section 393 of the Code for further details on the offence.

Lock Down Procedures:

Should a threat present itself within the school, students will hear over the P.A. system:

“LOCKDOWN, LOCKDOWN, LOCKDOWN”.

Once this message is heard, students are to do the following within 20 seconds of hearing the message:

1. If you are in a room like the classroom, follow the instructions of the staff who will direct you to: remain completely quiet, move away from the door/windows, no use of cell phones or personal devices and staff will ensure that the lights are off and the door is locked.
2. If you are not in a room, find a room and preferably, one that locks, like the classrooms, fitness center, Learning Centre, gymnasium, locker rooms etc. – remember, you have 20 seconds and then staff inside secured rooms, will lock the doors.
3. Once the doors are locked, staff has been instructed not to open the door even if they recognize the voice of a student, as a weapon may be held to that student by the assailant who is trying to get into the room.
4. Students who cannot make it to a locked classroom or room within 20 seconds are to attempt to get into a bathroom and stand on the toilet seat with the door closed and in complete silence.
5. Students are to remain in a lockdown until this message is heard: “Staff and Students of St. Francis Xavier, this is Principal (name of Principal), “ALL CLEAR, ALL CLEAR, ALL CLEAR”. If you hear anything other than the above or from a voice that you do not recognize as being that of the Principal or even when a fire alarm sounds, REMAIN IN LOCKDOWN.

Dynamic Lockdown

This is where a lockdown is called during class break or at lunch when many students are in the hallways and cafeteria. The procedures are exactly the same as described (steps 1-5) when classes are in session.

ON ALERT

On Alert procedures are initiated as precautionary measures. All exterior doors are locked, and students do not go outside for recess or lunch breaks. Students and staff outside the building are called inside to their classrooms.
Activities, classes and office duties within the school continue as usual. Entry and exit to the school is strictly authorized and controlled. Once the situation is resolved, an announcement is made and the school resumes normal operations.

**Why implement On Alert?**

An On Alert would be issued to keep students inside the school or a classroom until the external environment is safe.

Examples include:

- a student requires medical attention and the Emergency Response Department is on site.
- an emergency situation in the neighbourhood is occurring and the police have indicated that an On Alert is required as a safety measure.
- a chemical spill or gas line leak has occurred in the neighbourhood.

**Student Responsibilities**

*Student Code of Conduct Policy*

The general rules of conduct are inspired by our school motto ‘Caritas Christi’ - the love of Christ. As a school community, we demonstrate our love of Christ through service, selflessness, charity, helpfulness and a welcoming attitude towards all members of our community. It is expected that students will develop both the conviction that St. Francis Xavier is their school, and the realization that they have a vital role in developing and maintaining a healthy educational, social, moral and religious setting. This code of conduct outlines how students have a responsibility to help St. Francis Xavier be a welcoming, caring, respectful, and safe learning environment.

*Rights*

Edmonton Catholic schools share a foundational belief that all children are unique, loved by God, and created in God’s image. As such, all human beings are inherently sacred and must be treated with dignity and respect. Based on this belief, the mission of each school is to help students grow as children of God in all aspects of their person: physically, academically, socially, emotionally, morally and spiritually. 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. Francis Xavier High School. With this in mind, we believe that all members of the St. Francis Xavier community have the right to:

1. Be treated with dignity, respect and fairness without prejudice;
2. Learn and grow in a secure, non-threatening environment;
3. Enjoy and maintain a clean, safe environment;
4. Hear appropriate language at all times;
5. Have an environment, pursuant to the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, that is free from discrimination of any type. Discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodations or facilities that are customarily available to the public, and the denial or discrimination is based on, but not limited to, race, religious beliefs, colour, gender identity, gender expression, age, physical disability, mental disability, ancestry, place of origin, sexual orientation, family status, or marital status, and,
6. Access a continuum of supports through St. FX Student Services, for those who have been impacted by inappropriate behaviour, as well as those who engage in inappropriate behaviour,
General Responsibilities

All students attending public schools in Alberta have a responsibility to follow Section 31 of the Education Act:

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:
(a) be diligent in pursuing the student’s studies;
(b) attend school regularly and punctually;
(c) co-operate fully with everyone authorized by the board to provide education programs and other services;
(d) comply with the rules of the school;
(e) account to the student’s teachers for the student’s conduct;
(f) respect the rights of others;
(g) ensure that the student’s conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
(h) 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;
(i) positively contribute to the student’s school and community.

Behavioural and Academic Responsibilities

In addition to the responsibilities outlined in the School Act, students of St. Francis Xavier must abide by the following academic and behavioural responsibilities.

Students of St. Francis Xavier High School have the academic responsibility to:
1. Regularly attend class punctually with the necessary materials to be successful
2. Demonstrate strong effective study habits
3. Participate fully and complete any assessments to the best of their ability
4. Refrain from any academic plagiarism or cheating

Students of St. Francis Xavier High School have the behavioural responsibility to:
1. Refrain from participating in any acts of aggression including but not limited to physical violence, bullying, harassment, intimidation, or any other non-verbal/verbal threats, towards students or staff, whether in person or online. Conflict resolution can be achieved by accessing teaching staff, counselors, or our Student Resource Officer (SRO).
   - Students should report any bullying behaviours that occurs within the school, during the school day or by electronic means either as a recipient or witness to their grade coordinator. This may be done either in person or through email.
2. Refrain from encouraging conflict and/or gathering to witness conflict between others. If you witness a conflict, it is your responsibility to notify a teacher, counselor, or the SRO. If, instead, you gather with other students and stay to watch the conflict, you are supporting an aggressive interaction that may otherwise have been resolved non-violently if appropriate support people had been notified.
3. Refrain from spreading false messages or gossiping about school community members, verbally or online
4. Use technology (phones, tablets, computers, or other electronic devices) responsibly, including abiding by the Responsible Use Agreement as well as the St. Francis Xavier Cell Phone Policy. Technology must always be used safely and to enhance the learning environment.
5. Maintain appropriate dress that reflects respect and modesty. Any clothes that are deemed inappropriate by administration will not be permitted. Dress code infractions shall be dealt with discreetly and respectfully.
6. Abide by the safety regulations (including fire alarms, lock downs, and computer lab rules and regulations)
7. Refrain from the use or possession of tobacco, nicotine, marijuana, e-cigarettes, vapors, alcohol or any illegal substance on school property, including the parking lots.
8. Refrain from possessing weapons or any other dangerous item on school property
9. Be in the appropriate area of the school during spares (Learning Centre, Cafetorium, school benches, fitness center)
10. Avoid disruptive behaviour in the hallways during spares or during class movement

Consequences of Unacceptable Behaviour

Failure to meet the expectations and responsibilities as a member of the St. Francis Xavier community may result in one or more of the following interventions/consequences: Problem solving/reprimand; exclusion from class; parent conference; loss of privileges; detention; community service; suspension in and out of the school; removal from a course; expulsion and/or referral to an outside agency. Other consequences may include:

- Preventative procedures as outlined verbally and/or in contract form by the grade coordinator, in consultation with teacher, student and parents.
- Supportive procedures for minor breaches of conduct. Internal supports may include the SRO, or students services staff such as the school counsellor, FSLW, psychologist, Learning Coach, and grade coordinator
- Fair, corrective intervention to address major breaches of conduct as determined by the principal

Consequences will take into consideration a student’s unique attributes such as age, maturity and individual circumstances

Any suspensions within or from St. Francis Xavier will be in accordance with Section 36 of the Education Act, and any expulsions from St. Francis Xavier will be in accordance with Section 37 of the Education Act.

Parents’ Responsibilities

All parents and guardians of students attending St. Francis Xavier have the responsibility to follow Section 32 of the Education Act. Our parents are partners in ensuring that our school is a welcoming, caring, respectful and safe place to learn.

Parents and guardians of a student also have the responsibility to take an active role in the student’s educational success, including assisting the student in complying with Section 31 of the Education Act.

- Ensure the parent’s conduct contributes to a welcoming, caring, respectful and safe learning environment,
- Co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student,
- Encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- Engage in the student’s school community.

This conduct policy is reviewed each spring and adjusted annually by staff, School Advisor Council and students. It is then reviewed with students at the beginning of the school year.
**Student I.D. Card**

All students must have in their possession at all times their Student I.D. Card. This I.D. card is required for any financial transaction at the school and must be presented at final exam time.

- purchase of bus passes
- payment of fees/tickets for grad etc.
- proof of ID for January and June exams

The Student I.D. Card is also needed for pickup/return, and exchanges of textbooks, and novels.

**Performance Expectations**

Students are expected to perform to the best of their abilities. Students at St. FX are young adults and as such are expected to govern their lives in such a way so as not to disadvantage their opportunity to learn. This should involve students actively seeking out the assistance of teachers and/or counselor to develop their high school program that best suits their future goals. The best advice we can give to students to help them succeed and feel good about themselves is to:

- **ATTEND ALL CLASSES** (research points out that more than 5 absences adversely affect results).
- **Seek out the assistance of teachers and/or counselor**

Although credits are obtained in a course by achieving a final grade of 50%, students should obtain a final grade of at least 60% before registering in the next course in that sequence. Also, students who move from a 30-2 level course to a 30-1 level course should have attained a final grade in the 30-2 level course of at least 75%.

**Effort, Participation, Attitude**

The teachers at St. Francis Xavier understand and value the importance of effort, participation and attitude. Those students who regularly attend, try their best, and have a positive attitude toward learning generally succeed. 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 per the Program of Studies. Individual achievement of stated learning goals will be the only basis for grades.

**Hallways**

Students **must** avoid being in the hallways during class time. **Also, they must avoid loitering in front of the school along 163 St. during spares, class breaks and the lunch break.** Students who have spares must be in the Learning Centre or Cafetorium.

**General Assemblies**

All students are required to attend general assemblies. This includes students who are on a spare.

**Spares**

Students are encouraged to make effective and efficient use of their free periods by studying, doing homework or working on school projects. For these purposes, students may use the Learning Centre, Cafetorium or a vacant classroom if permission from a teacher is granted.
Attendance

Student Responsibility

- Attend each class he/she is registered in and attend punctually.
- There are legitimate reasons for students to be absent from class (illness, medical/dental appointments, hospitalization, bereavement/funeral, competitions sanctioned by parents and family holidays), and these absences will be recorded as “EA” (Excused) when confirmed by a telephone call or written note from a parent/guardian.
- The absence will be recorded as an “AU” (Unexcused) failing verification of a legitimate reason by the parent/guardian.
- In all absences, it is the responsibility of the student to approach and/or email the teacher and inquire what materials/homework were assigned during his/her absence, and to complete the missed work in timelines agreed upon by both parties.
- If the student knows in advance, that he or she will be away for a scheduled exam for a legitimate reason, the student will alert the teacher beforehand.

Teacher Responsibility

- Attendance is a legal document and as such it is the professional responsibility of the teacher to ensure that attendance is taken.
- When a student accumulates three “AU” within a relatively short period of time, the teacher will intervene by addressing the absences with the student and initiate contact with the home, through a phone call or email.
- If contacting home does not reduce the “AU”, the teacher will alert the Grade Level Coordinator between the third and the sixth “AU”.
- Attempts to intervene should be logged into Power School with a brief description of discussions and actions that have taken place towards improvement.

Grade Level Coordinator Responsibility

- The grade level coordinator will review the AU’s daily. Students who miss class with an unexcused absence will be accountable to the grade coordinator.
- If teacher and grade level coordinator intervention fails to change attendance behaviour, the coordinator will contact home on the 6th AU to give notice of the school’s concern for lost instructional minutes and to extend an invitation to the parent/guardian to arrange a time with their child’s grade coordinator to address the absences.
- Should the contact home and/or parent meeting fail to bring about the desired changes, the student may be withdrawn from the course on the 9th AU. If the student is withdrawn from more than one course he or she will be encouraged to make alternate arrangements for programming (PASS, Fresh Start, Distance Learning etc) or in extreme cases will be asked to leave the school.

Parent Responsibility

- The parent and/or guardian will call the school office to confirm their child’s absence due to illness, medical/dental appointments, hospitalization, bereavement/funeral, sanctioned competitions and family holidays.
- Family holidays are important and when planning these events, every consideration will be made to honor the final exam schedule at the conclusion of each semester.
- Consultation between invested parties (student, parents and teachers) will ensue when assessments have been missed during a student absence.
- In collaboration with St. Francis Xavier Staff and the philosophy adopted to developing “best practices”, the parents/guardians will not advocate for their child to miss a class to work on materials due or outstanding from another class, or to miss a scheduled assessment because of a lack of preparation.
Student leave / extended holidays

Each year, students ask permission to extend vacations. Students who wish to leave school for an extended period of time must have their parents or guardians inform the grade coordinator and then must proceed to obtain an extended vacation form from the office, to be filled out and signed by all of their teachers. Teachers will NOT be in a position to tutor individual students and reteach material that the student has missed during his/her absence. The student remains accountable for all missed material. One must be aware that such a decision may have a serious impact on the student’s success and goals.

Detentions

Classroom teachers and administrators may issue detentions for discipline and attendance matters. Detentions take priority over bus schedules, jobs, extra-curricular activities, etc. Failure to show for a detention may result in a suspension.

Evaluations, Assessment Policy, and Academic Integrity

Evaluations

Evaluation of student performance is based on standards. Standards are realistic expectations of what students need to know and be able to do as a result of their education. Teachers use professional judgment along with the goals, objectives and expected learning outcomes (knowledge, skills, and attitudes) from the provincial curriculum to determine what they expect students to learn and be able to do in the subject, course or area of learning. Using the expected learning outcomes and the expected levels of performance, teachers set specific criteria to evaluate students’ learning. These criteria form the basis of evaluation and it is the school’s responsibility to communicate progress via regularly scheduled progress reports.

The role of the teacher is to:

- ensure that students know what is expected of them
- establish clear and fair criteria and standards (with involvement of the student when appropriate)
- include a reasonable number of items to be evaluated and a variety of methods of evaluation to provide a balanced assessment of the student
- provide an evaluation process of student performance based on these criteria and standards
- communicate this information in a manner that is meaningful and understandable
- recognize and avoid faulty grading procedures such as using grades as punishment
- understand and be able to articulate why the grades he/she assigns are rational, justifiable, and fair
- have a clear understanding of what learning results are expected – grading must be related to these results. It is also critical that teachers evaluate learning on clear, pre-established standards. The use of detailed rubrics and scoring guides is essential
- describe assessment and evaluation practices to students at the beginning of the course.
- Students must receive clear, concise information on how grades for each course will be determined.
- inform parents of any concerns regarding academics, behaviour in class and attendance.
The role of the **student** is to
- know what is expected of him or her
- “be diligent in pursuing his/her studies” (School Act) as demonstrated by completion of assigned work and achievement of curriculum standards
- learn from the feedback obtained from self-evaluation, teachers, and others, if provided
- communicate in a manner that indicates his/her responsibility for learning
- attend regularly
- behave in a manner that is conducive to learning

The role of the **parent** is to
- support learning at home with time and study space
- join the child in the discussion about learning during formal conferences
- ask teachers and students about the goals set for the child
- spend time assisting with student work, portfolio management, personal learning plans and student self-evaluation
- look for and acknowledge progress rather than perfection. Doing this encourages the child to take risks in his or her learning.

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**Grading Policy**

The value of grading as a means of communicating student learning is dependent upon the extent to which students are provided meaningful feedback.

**Missed Assignments**

A student who is absent from an exam and/or an assignment automatically receives a zero unless there is a valid reason for the absence. Excusable absences are: illness, hospitalization, bereavement/funeral, medical/dental appointments, travel, family holidays and competitions sanctioned by parents. The student is responsible for providing the teacher with the reason for his/her absence and for making arrangements concerning the missed exam or assignment. The teacher has the option of dealing with the excused absence in one of two ways:

1. The student's mark will remain at 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.
   (Students cannot miss another class to make up a missed exam.)

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**Appeals**

If a student wishes to appeal a mark or grade he/she has received on an assignment or exam in a given subject, the student must first consult the teacher of that course. The next step in the appeal process is with the subject area department head. If required, the last person to whom an appeal is made is the grade coordinator whose decision will be final.

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**Grade 10 and 11 Final Exam Policy**

Students MUST write the final exam and are responsible to know the exam schedule. Exam schedules will be communicated in class, on the monitors, in the office, and in the bookstore.
Excusable absences are:
• Illness with doctor verification
• Hospitalization
• Bereavement/funeral

Excuses that will **NOT** be accepted are:
• sleeping in
• not knowing when the exam is written
• any other reason that indicates a lack of responsibility on the part of the student.

Those students who will miss final exams due to an excusable absence must phone the school and make arrangements with the department head to write the exam.
Students who will miss the final exam due to family holidays or sanctioned competitions must make **prior** arrangements with the department head.

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**Academic Integrity**

We provide a Catholic education, where the Core Values of dignity, respect, fairness, personal and communal growth, loyalty, and honesty are the framework for all that we do. Within this Catholic education that St. Francis Xavier School provides, one of our main focuses is to encourage and facilitate the pursuit of knowledge and excellence in academics.

In order to ensure that we attain this focus, all students of our school community are expected to meet the standards of individual integrity in the following ways:

1. Students practice intellectual honesty in the process of acquiring and extending knowledge by improving their own personal academic competence, critical thinking and self-evaluation.

2. Students are therefore not expected to act in ways that result or could result in unearned academic benefit or advantage for themselves or others (cheating and collusion).

Therefore, students who **submit work not their own, take or copy answers from another student or source (cheating), provide answers to any assessment to another student (collusion), cheat during examinations, or use unauthorized means to obtain answers or complete work**, after investigation by the teacher supervisor, are at risk of the following:

First offense – May receive a zero for the assessment and a two day suspension.
Second offense – May receive a zero for the assessment and a three day suspension.
Third offense – May be removed from the class, further suspensions, or possible recommendation for expulsion.

Conditions surrounding the investigation will be considered and each situation will be dealt with on an individual basis. Review of the incident will first be conducted by the teacher, and will then potentially involve additional staff (department head), administration, parents and the student(s) involved.
Supervisory Practices to Ensure Academic Integrity

Supervising staff will ensure the integrity of each and every examination at St. Francis Xavier by conducting random and thorough practices that may include, but are not limited to the following:

1. Examining and/or restricting possession of coats, bags, purses etc. during an examination period.
2. Ensuring proper identification of those students writing; picture I.D.
3. Collecting all distributed examination materials upon completion of the exam.
4. Supervisors escorting students for breaks that may include washroom or drinks.
5. Random placement of students within a testing area or random use of exam versions among students.
6. Increased use of supervisors who strive to non-disruptively diffuse through the examination area.
7. Restrict use of electronic devices (i.e. cell phones) while very carefully examining approved calculators.

These above practices will be utilized in various forms during the school year and may be employed to include in-class quizzes and tests as well as during final examination periods. The aforementioned expectations and practices have been compiled from a variety of sources that include guidelines and recommendations from Alberta Education Diploma Examination guidelines and have been discussed in detail with the staff of St. Francis Xavier School. These same considerations will be applied to all classes and courses at every grade level at St. Francis Xavier.

Course Information

Course Credits

Each course taken at St. Francis Xavier is assigned a credit value of 1, 3 or 5 credits.

A minimum of 100 credits is required for a high school diploma. Grade 10 - Full course load
Grade 11 – Minimum of 35 credits   Grade 12 - Minimum of 30 credits

Dropping Courses or Changes in Registration

Specifically, students may not (a) abandon or drop a course, (b) change from one course to another or (c) change their timetables in any way without first consulting with their parents, teachers and subsequently obtaining permission from the grade coordinator. The change becomes official only with the grade coordinator’s approval. Changes in student timetables will not normally be approved after the first 2 weeks of a course.

Students who are permitted to withdraw from a course prior to this time will not receive a failing grade; however, dropping a course after the first 2 weeks of a course will result in a failing grade unless students are obliged to withdraw from a course because of extenuating circumstances such as illness or other reasons deemed sufficient by the grade coordinator or has replaced that course with another.

NOTE: Grade 10 students must carry a full credit load. No spares are allowed.
Students Repeating Courses

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

When good planning is combined with consistent effort and attendance, positive academic results are imminent. Occasionally extenuating circumstances prevent a student from maximizing his/her level of achievement; hence, it may be advisable to repeat a course.

The following conditions will then apply:

1. Students wishing to repeat a course, due to failure or for upgrading, must have completed the course in their first attempt and maintained a positive record of effort. Barring extenuating circumstances deemed sufficient by the grade coordinator, any student who withdraws from a course unofficially prior to its completion forfeits his/her privilege to request a repeat.

2. Students may not repeat a course during the same school year unless they receive permission from the grade coordinator. (Attendance will be a key factor in determining whether the student can repeat.)

3. Students wishing to repeat within the same school year should do so with a new teacher. Students wishing to repeat with the same teacher would only do so with the consent of that teacher.

4. When space in class becomes a problem, new students will be assigned to remaining spaces according to the following priority:
   1\textsuperscript{st} – students not repeating the course.
   2\textsuperscript{nd} – students repeating due to failure but not on the basis of early withdrawal or poor attendance.
   3\textsuperscript{rd} – students with credit who are upgrading.

5. Requests for permission to repeat due to extraordinary circumstances or appeals, must be made in writing to the Principal whose decision will be final.

Course Challenge Policy

St. Francis Xavier High School believes that students acquire proficiency under various circumstances and at different rates. The recognition of such proficiency is essential so that students can progress in an appropriate course.

Guidelines:
A course challenge process is in place for students to demonstrate the skills, knowledge and attitudes of any of the core subjects and second language programs at St. Francis Xavier.

Procedures:
Students registered at St. Francis Xavier High School may challenge a course by following through with the outlined procedures.

1) Application
   Apply in writing to the department head of the course he/she wishes to challenge. The application must state:
   - the targeted course
   - the reason for the challenge
   - include a recommendation from a teacher (a current or previous year’s teacher for that program area) who can indicate that the student has the potential to be successful in the challenge.

2) Interview
   Have an interview (informal assessment of course objectives) with the department head and/or teacher specialist of the appropriate program to assess candidacy for the challenge.
3) **Portfolio**
Provide a portfolio demonstrative of the full range of skills, knowledge and attitudes of the course.

4) **Proof of good attendance or medical documentation which validates absences.**

5) **Demonstration of Proficiency through exams, papers, or projects.**
   - Assessment to take place at a predetermined scheduled time.
   - Generally, due to the nature of diploma courses, there are **no challenges** for any diploma level courses.
   - Ideally, course challenges are done early in the semester.

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**Second Languages Programs Course Challenge Policy**

A Second Language course challenge is a provision that allows any student registered in senior high school to challenge the outcomes of a second language course by participating in a formal assessment process, rather than taking the course. The challenge process will be centralized and available at the 30 level of Language and Culture courses. The second language courses available in the centralized challenge process are:

- French Second Language (FSL) 30
- Italian Language and Culture 30
- Spanish Language and Culture 30
- Polish Language and Culture 30
- Pilipino Language and Culture 30

Second language course challenge includes the following components:

a) Evidence of readiness – an initial oral interview with a second language teacher
b) Completing a project that will demonstrate a student’s level of proficiency in the second language
c) Written exam – listening, reading, writing

The following process will be used in the challenge of second languages listed above:

1. A student will initiate a request for course challenge to the Department Head of Languages. (Mrs. V. Allen)
2. The school will forward a letter to parents/guardians informing them about student’s intent and providing steps required to complete the course challenge. The signed letter must be returned to the school office.
3. The student will receive a description of requirements he/she will need to meet by completing a project of his/her choice. The project choices are “Trip Proposal” or “My Role Model”. Each project is defined by a scenario and specific instructions.
4. After submission of a completed project, the student will receive the official time, date and location for the written exam component, which is typically held outside of regular school hours.
5. After receiving his/her final grade, the student may choose to use the mark or to take the course. (*The student cannot challenge the same course twice.*)
Diploma Requirements and Graduation Requirements

To earn an Alberta High School Diploma, a student must:

- earn a minimum of 100 credits
- complete and meet the standards of the following courses:
  - English 30-1 or 30-2
  - Social Studies 30-1 or 30-2
  - Math 20-1, 20-2, 20-3 or 20-4
  - Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20 (or Science 10 and any other 5-credit science course)
- complete and meet the standards of 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 or 30 or
  - locally developed/authorized courses or one 36-level course from any occupational cluster or two 35-level courses from any trade in the Registered Apprenticeship Program
- 10 credits in any 30-level courses (including locally developed/authorized courses);
  - 3000 series in CTS courses;
  - 35-level work experience;
  - one 36-level course from any occupational cluster;
  - two 35-level courses from any trade in the Registered Apprenticeship Program, in addition to English 30-1 or 30-2 and Social 30-1 or 30-2.

For more information regarding the requirements or regarding career choices for the students, please communicate with one of the counselors at the school. It will be a pleasure to provide any assistance.

Grade 12 Graduation

The grade 12 Graduation Ceremonies at St. Francis Xavier is comprised of two independent parts. Specific criteria must be met by any student in order to participate.

Part One:
To be eligible for the cap and gown commencements a student must be eligible for a High School Diploma as set by Alberta Learning prior to the end of the school year.
In addition, a student must be in a position to successfully complete 3 credits of Religion for every year they have spent in an Edmonton Catholic High School 6 weeks prior to commencement.

Part Two:
To be eligible for the senior class banquet and dance, a student must be a senior class student or be eligible for a High School Diploma.
In addition, all students will have paid any outstanding school fees and be students of good standing.

School Awards and Scholarships

An extensive list of all our school awards and scholarships is found on our school website:
http://stfrancisxavier.ecsd.net/awards.html
Comprehensive Guidance and Counseling Program

The Counseling and Guidance program at St. Francis Xavier is a proactive program that focuses on the needs, goals and concerns for all our students. The goals of the counseling program are to work with students, parents, teachers, administrators and the community through a balanced program of direct and indirect services and activities.

Individual planning activities are provided for students to assist them in planning their educational and occupational goals. Individual personal and crisis counseling sessions are offered to all students in consultation with parents, teachers, and administrators concerning student academic progress and behaviour. Referrals to other professionals in the school district or to agencies and institutions outside of the district are made as required and requested.

The counseling program at St. Francis Xavier High School strives to serve the whole child. We provide support to students in the areas of educational planning, career counseling and guidance, as well as in the area of personal and crisis counseling.

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**Educational Planning**

Educational planning enhances a student’s decision-making process:

- High school diploma requirements and course selection
- Identification of students with special needs
- Individual Program Planning for Severe Needs Students
- Post-secondary information
- Scholarships and awards
- Home Education and Distance Learning
- Letters of reference
- Student Loan information
- International exchange programs
- Summer exchange programs
- Evaluation of educational documents from out of province.
- Course changes
- Distance Education
- Educational alternatives including night classes, summer school and Fresh Start
- Information for improving study skills
- Information on time management and organizational skills
- Tutoring, information

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**Career Counseling**

Career Counseling helps students identify their interests, abilities, values and vocational opportunities.

- Sources of career information, including relevant web addresses
- Assisting students in their career search
- Offer information on the different learning opportunities ie. RAP program
- Evaluation of personal strengths /interests /values
- Career Action Plan
- Career Investigation
- Coordination of career events, including the Career Fair
- Coordination of post-secondary speakers
- Job search information
- Post-secondary open houses
- Liaison with post-secondary institutions.
Personal Counseling

Personal Counseling assists students with personal issues and concerns that may interfere with their school achievement and success.

- Confidential help with personal issues
- Parent-teen/family issues
- School problems
- Crisis counseling
- Liaison with teachers, parents and administrators
- Student finance information
- Referrals to community agencies and services

Responsive Services

Individual Counseling:

- If a student is distressed and needs someone to talk to for help in dealing with a highly emotional or crisis situation, the school counselor or psychologist can be contacted for immediate attention.
- Both the counselor and psychologist recognizes the importance of feelings and will care and listen to you. They are someone you can trust to keep your concern in confidence.
- They are available to assist students with a wide variety of issues or personal/social problems which may be affecting their ability to function successfully at school.

Referrals:

- If students are in need of assistance from out of school or community agencies, contacts and referrals can often be arranged by the school counselor or student support services.
- A wide range of services and supports are available in the community and the school counselor will be happy to provide information and contacts with agencies which provide assistance to students or their families.

Coordination and Consultation:

- The school counselor and FSLW are often utilized by teachers, students or parents to locate information or resources on a wide variety of issues or topics.
- The student services office maintains a library of information and resources relating to careers, apprenticeship opportunities, financial aid, scholarships and awards, post-secondary calendars and application forms as well as information regarding study skills and correspondence courses.
- There may be times when the counselor is utilized to coordinate and facilitate communication between the school, school board, Alberta Learning and post-secondary institutions.
- Parents or students may request the assistance of the counselor to provide information or to help resolve conflicts which are interfering with student learning.

Assessments:

- The counselor or Learning Coach are available to parents or teachers who would like assistance with the interpretation of a variety of reports or standardized assessments.
- Although most in depth educational assessments will be referred out, the Learning Coach can provide some school based student assessments.
SCHOOL COUNCIL

St. Francis Xavier, as all other schools, has a School Council, also known as a School Advisory Council (SAC). The group is formed early in the school year – at which time interested parents sign up to serve on the committee. The Committee meets 5 times a year with school staff representatives. The role of the committee is varied and includes the following examples:

- Provide advice to the school administrator on school related manners (i.e. philosophy, discipline, etc.)
- Support the school in varied ways.
- Encourage parent and community commitment.
- Become more aware of the school’s programs.
- Parents are invited to actively take part in their school and to feel very comfortable in calling the school to get information and/or voice concerns.

For clarification of any details in this handbook or for information not covered in this handbook, please contact the school at (780) 489-2571.