



ST. FRANCIS XAVIER



St. Francis Xavier High School

Student ~ Parent Handbook

2024 ~ 2025



St. Francis Xavier High School is steeped in tradition. "Caritas Christi", or the Love of Christ, has been our school motto since those early days and forms the foundation of the philosophy that we strive to live every day. It involves mutual trust and respect, and the acceptance of responsibility for our actions. St. Francis Xavier strives to provide an environment in which each student can develop his/her spiritual, intellectual, physical, and emotional potential.

Principal

Fernando Runco

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Grade 10

Assistant Principal

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Grade 11

Assistant Principal

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Grade 12

Assistant Principal

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Principal's Message for St. Francis Xavier Catholic High School

Dear St. Francis Xavier Catholic High School Community,

As we stand on the threshold of the 2024-25 school year, it is with great anticipation and excitement that I welcome you back to another year filled with opportunities for growth, learning, and community. Our school motto, *Caritas Christi* – the Love of Christ, remains at the heart of everything we do. This guiding principle inspires us to foster an environment where love, compassion, and respect flourish in every aspect of our daily lives.

At St. Francis Xavier, we are blessed to offer a rich tapestry of experiences that cater to the diverse talents and interests of our students. In our faith journey, we continue to nurture spiritual growth through regular Masses, celebrations, and faith-based activities that remind us of our commitment to live out the Love of Christ.

Academically, we strive for excellence, providing a robust curriculum that includes Advanced Placement courses designed to challenge and inspire our students. Our Sport Academies in Hockey, Soccer, Golf, and Baseball/Softball offer specialized programs that cater to a variety of interests and career paths, ensuring that each student finds their unique passion and purpose.

The Fine Arts and CTS options at FX provide a platform for creativity and expression, showcasing the incredible talents of our students in future career paths in those specific courses. Our Athletic Programs and Sports Teams foster teamwork, discipline, and school spirit, encouraging students to strive for excellence both on and off the field.

Our Braided Journeys program enriches our community by integrating Indigenous perspectives and teachings, fostering a deeper understanding and appreciation of diverse cultures. The Xavier Union, along with various student and staff clubs, offers a vibrant array of activities that ensure there is something for everyone, promoting inclusivity and a sense of belonging.

I am honored to serve alongside my dedicated Assistant Principals/Grade Coordinators, who bring their passion and expertise to support our students at every grade level. Kerri-Ann Koelmans & Jenna Stevenson (*Semester 1*) for Grade 10, Dana Hutton for Grade 11, and Kim Bremault for Grade 12 – your leadership and commitment are invaluable to our school community. Our dedicated Faculty Council strive for constant growth, continuous improvement, and team building in their respected Departments. We are also blessed with an amazing School Advisory Council that supports the teaching and learning of our school community. Our Learning Support Services and Student Support Services Team Members ensure that our students are supported throughout their High School years at FX.

As we embark on this new school year, let us carry forward the spirit of *Caritas Christi* in all that we do. May we support one another, celebrate our achievements, and navigate challenges with grace and resilience.

In closing, I offer a blessing for the year ahead:

May the Love of Christ fill our hearts and guide our actions each day. May our school community be a beacon of faith, hope, and love, where every individual feels valued and inspired. May this school year be filled with abundant blessings, fruitful endeavors, and the joy of learning and growing together.

With faith and gratitude,

Fernando Runco, 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 about 85 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 are 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 success, 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/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 2025

Commencement & Banquet: Saturday, May 31st, 2025 ~ Edmonton Convention Centre (*Tentative*)

GENERAL OFFICE HOURS

Monday – Thursday	8:00 am – 3:45 pm
Friday	8:00 am – 3:15 pm

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 2024/2025

COMPULSORY FEES

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

OPTIONAL PROGRAM FEES

AP Admin & Exam Fee (deposit is 50%)	\$150.00
Art 10/20 - 3 credits	\$ 45.00
Art 10/20/30 - 5 credits	\$ 65.00
CTS–Communications Technology, Media Broadcasting	\$ 30.00
CTS – Computer Science, Business	\$ 20.00 / \$30.00
CTS Robotics – 3 credit / 5 credit	\$ 45.00 / \$ 70.00
CTS - Design Studies 20/30 – 3 credit / 5 credit	\$ 35.00 / \$ 65.00
CTS–Food Studies – 3 credit / 5 credit	\$ 60.00 / \$ 85.00
CTS–Industrial Arts – 3 credit / 5 credit	\$ 55.00 / \$ 80.00
Sports Medicine	\$ 40.00
Sports Performance	\$15.00
Phys. Ed. 10 & Fitness and Wellness	\$ 35.00
Phys. Ed. 20	\$ 75.00
Phys. Ed 30	\$100.00
Phys. Ed. T-shirt	\$ 25.00
Instrumental Music, General Music	\$ 40.00
Yearbook option (must be paid by June 15th)	\$ 45.00
Grade 12 Grad Participation fee – must be paid by April 4, 2024 (refunded if not graduating)	\$75.00
Hockey Academy Program	\$1700.00
High Performance Hockey Academy	\$4500.00
Soccer Academy Program	\$1600.00
Baseball Academy Program	\$3000.00
Golf Academy Program	\$2250.00
Field Trips & Team costs	Variable

For a more detailed breakdown of fees, please see the Bookstore page on the website www.sfx.com

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, DEBIT, and through the Parent Portal of PowerSchool**. Instructions can be found on the Financial Services page of the website.

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 re assign 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 damage 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.

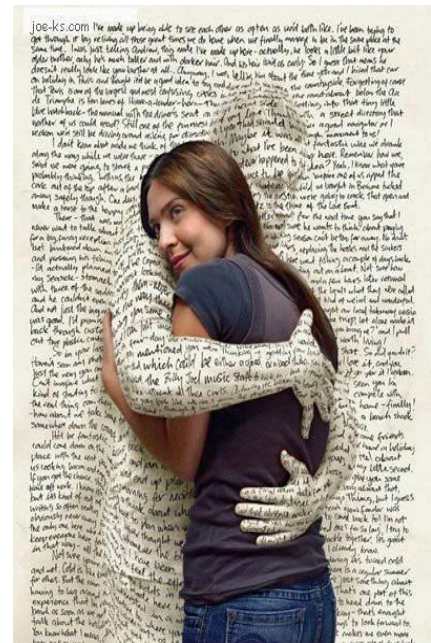
TEXTBOOKS AND NOVELS

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 have the option to 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.



ARC Cards

Regular \$57.00 – ARC Card

ETS Replacement:\$6.00 and funds are loaded on the new card.

LEARNING CENTRE

Hours: Monday to Thursday 8:00 am – 3:30 pm and Friday 8:00 am – 12:12 pm

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

St. Francis Xavier offers our students an opportunity to make up a missed exam on most Friday in the Learning Center from 12:45 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 Computers 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 online using PowerSchool.*

www.powerschool.ecsd.net

TECHNOLOGY ~ WIFI

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 PHONE POLICY (subject to change as this is an evolving policy)

On June 20, 2024, Education Minister Demetrios Nicolaides announced the Ministerial Order #014/2024, which outlined the Alberta Government policy for Standards for the Use of Personal Mobile Devices and Social Media in Schools.

Cell phones/electronic devices may serve as a learning resource if used appropriately. We encourage our staff members and our students to use electronics and other devices to supplement instruction and learning. However, it has been proven that students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for St. Francis Xavier Catholic High School.

Student use of cell phones, personal devices, or other electronic devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom.

Abuse of this privilege will result in consequences such as, but not limited to confiscation of the device, parent conference, suspension or loss of other privileges such as participation in school trips or activities, sports teams, Academy's, extra-curricular activities and potentially graduation exercises.

1. Restrictions on Personal Mobile Devices and Social Media (as per Division):

- a. If a locker has been assigned to you, your phone should be powered off and stored in your locker.
 - i. If you do not have a locker assigned to you, then the cell phone should be powered off and stored in the student's backpack (only 3.5% of FX students do not have access to a locker).
- b. No cell phones are to be used during instructional time (class time: this includes gym, field trips, Academy's or any time that is spent in the classroom during school hours)
- c. No Airpods or headphones are to be used during class.
- d. No smart watches are to be used during class for messaging or apps
- e. Cell phones are not to be charged during school hours in the building.
- f. If in non-instructional time (spares, lunch, etc.), cell phones must be on silent so that no sound is heard.

- g. No social media is to be accessed during the school day.
- h. If a student is found to be leaving the classroom during instructional time to go use their cell phone, immediate consequences will occur.
- i. These devices are not to be used in settings such as change rooms, washrooms, or private counseling rooms that have the potential to violate a person's reasonable expectation of privacy.

2. **Information Dissemination:**

- A. All teachers and course outlines will have the cell phone policy clearly outlined and in their Google classroom.
- B. This must also be communicated home to parents via an email per a class.
- C. This will also go home in a school wide email to parents from admin.
- D. There will also be a Grade Level Assembly for explanation of the policy that will be mandatory for all students.

3. **Off Campus:** We will not be able to monitor phone use when students are off campus. However, we strongly encourage students to participate in activities that do not include phones (e.g. open gym, outdoor activities, visiting with friends).

4. **Progressive Consequences:**

- A. After school wide assemblies in September, the policy will go into place.
 - 1. The phone must be powered off and in their assigned locker OR backpack if no assigned locker.
- B. **First Offense:** The cell phone will be powered off and put away and the student will be sent to their Grade Coordinator. An email will be sent home to parents notifying them of the infraction and then the future consequence of a subsequent suspension. Log entry will be made by the Grade Coordinator. If immediate cooperation does not occur, other consequences will be put in place.
- C. **Second Offense (Automatic one (1) day Suspension following the infraction)** *If a student refuses to follow the rules listed above, consequences will be immediate.*
 - 1. Under the Alberta Education Act, Section 31, students are expected to:
 - (f) comply with the rules of the school and the policies of the board
 - (g) cooperate with everyone authorized by the board to provide education programs and other services
 - (h) be accountable to the student's teachers and other school staff for the student's conduct

Substitute teachers:

- D. Any infractions in the presence of a substitute teacher will be handled by an administrator. Students will be asked to report directly to the office.

The student will be sent to the office to meet with an administrator. Log is entered into the student file and the parent/guardian is contacted. Students will serve a one-day suspension from school and school activities on the day following the infraction. If cooperation is not provided on the same day as the infraction occurs, other consequences will be put in place.

5. Exceptions to these guidelines will be made for students who may have Medical Management Plans (MMPs) and require their phones for medical reasons. This will be completed and notified through the Principal or Grade Coordinator with a parent meeting.

1. Personal mobile devices must be permitted, as determined by a principal, for health or medical reasons or to support special learning needs with this allowance documented in a signed IPP.

Contacting your Child in an Emergency- If you need to get a message to your child during the school day, please contact the office by email (monitored throughout the day) or phone (780-489-2571).

We know this transition will be challenging for many youth (as well as many adults) who may be experiencing an addiction to technology . We are committed to educating and working with students and families as we explore topics related to technology and social media as well as any anxiety that students may have with this new policy. We hope to:

1. **Promote Digital Literacy:** Educate students about the potential risks and benefits of technology and social media. This includes understanding online privacy, recognizing misinformation, and practicing safe online behavior.
2. **Encourage Open Communication:** Foster an environment where children feel comfortable discussing their online experiences. Regular check-ins can help identify any issues early and provide support as needed.
3. **Model Healthy Behavior:** Demonstrate balanced tech use in our own lives. Kids often mimic the behavior they see, so setting a good example can have a positive impact.

LOST AND FOUND

Items found and handed in are retained in the custodial office. Theft should be reported to the SRO.

PARKING

The north parking lot is off limits to all students and visitors. Unauthorized vehicles in this area will be ticketed and towed.

Students who drive to school must park their vehicles in the south parking lot or the far west side of the Annunciation Church parking lot (entrance off of 95th Ave.). Should students wish to park there, they are to register for a spot before September 6th, 2024, by filling out a parking agreement in the office. Spots will be assigned for the year and the student is responsible for keeping their spot clean and without incident. A \$60 donation will be made by the student to the church for the use of the spot. 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>

VISITORS

Students are strongly discouraged from having 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 & 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 (@stfxhighedm, @fx.athletics, @xavier.union) and a website (www.stfx.com) 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.

Student Services

BRAIDED JOURNEYS

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 Katherine Merrell-Anderson for more information at Katherine.Merrellanderson@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
- High School Open House & Tours
- Summer transition programs
- Orientations and welcoming events

Our Graduation Coach for the 2024-25 year is Jocelyn Chong. She can be reached at Jocelyn.Chong@ecsd.net

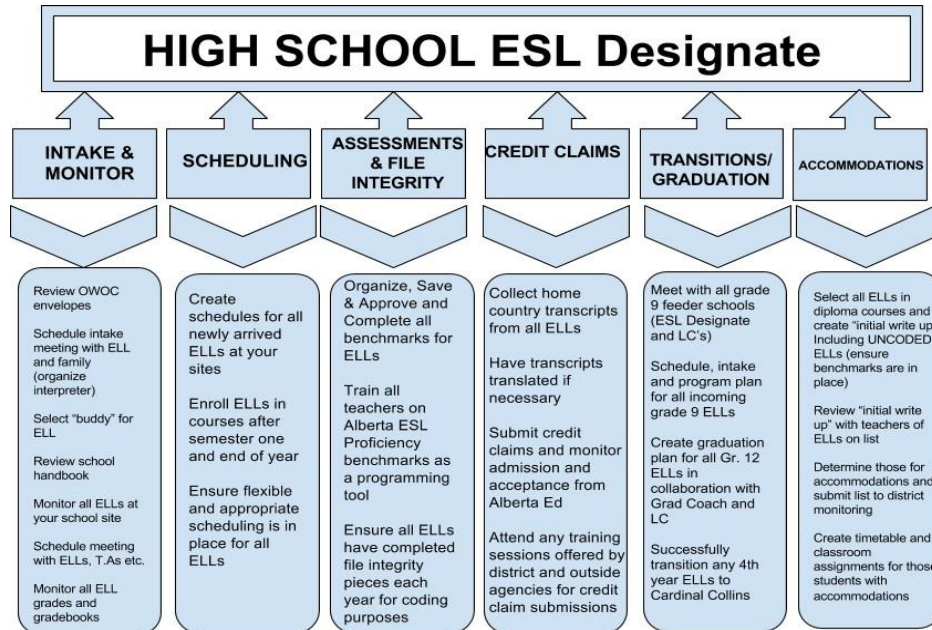
INSTRUCTIONAL COACHES

The Instructional coach assist 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 Instructional Coach provide 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.

Barbara MacKnight can be reached at Barbara.Macknight@ecsd.net and Alecia Stefaniw at Alecia.Stefaniw@ecsd.net

ENGLISH LANGUAGE LEARNERS (EAL) 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

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 Ryan Stephens. He can be contacted at Ryan.Stephens@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 Megan Thomas, and can be contacted at atMMegan.Thomas@ecsd.net

FAMILY SCHOOL LIAISON SOCIAL WORKER (FSLW)

Michelle Urban and Danielle Wade is the full time FSLW at St. Francis Xavier. They support students and families in many ways, including support with school, home, or personal life. You can reach them at Michelle.Urban@ecsd.net or Danielle.Wade@ecsd.net.

SCHOOL RESOURCE OFFICER

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!

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 *(club offerings are dependent on staff availability)*

Social Justice Club	Intramurals	Robotics	Rugby	Track & Field
Open Work Outs	Band	FXTV	Swimming	Golf
Fitness Club	Grad Committee	Volleyball	Curling	Soccer
Drama Club	Yearbook	Basketball	Cross Country	Flag Football
Xavier Union	Cree Club	Football	Badminton	
Anime Club	Culinary Club			

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.



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: 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.

Please email Karissa.Anderson@ecsd.net with any questions.



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, and can park on the Northwest side of the school. All bicycles should be locked at all times as the school cannot accept responsibility for loss or damage.

Emergency Procedures

FIRE ALARM 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 437 of the Code for further details on the offence.

LOCKDOWN PROCEDURES

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

“This is a LOCKDOWN. This is a LOCKDOWN. This is a LOCKDOWN”.

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

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.

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 will close the doors to secure the rooms.

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.

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.

Students are to remain in a lockdown until this message is heard by one of the Administrators over the PA system **“This is (name, role).**

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 an Administrator, 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:

- 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 Students, for those who have been impacted by inappropriate behaviour, as well as those who engage in inappropriate behavior.

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:

- i. be diligent in pursuing the student's studies;
- ii. attend school regularly and punctually;
- iii. co-operate fully with everyone authorized by the board to provide education programs and other services;
- iv. comply with the rules of the school;
- v. account to the student's teachers for the student's conduct;
- vi. respect the rights of others;
 - a. 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;

- vii. 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;
- viii. positively contribute to the student's school and community.

BEHAVIORAL 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:

- Regularly attend class punctually with the necessary materials to be successful
- Demonstrate strong effective study habits
- Participate fully and complete any assessments to the best of their ability
- 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 behaviors 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. Abide by the safety regulations (including fire alarms, lock downs, and computer lab rules and regulations)
6. 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.
7. Refrain from possessing weapons or any other dangerous item on school property
8. Be in the appropriate area of the school during spares (Learning Centre, Cafetorium, school benches, fitness center)
9. Avoid disruptive behaviour in the hallways during spares or during class movement

There is an inherent expectation to a student's right to privacy

within the school, however any reasonable suspicion as to a threat to the safety of the students, staff or school can result in a locker or bag search, or a request for the student to show they are not carrying concealed weapons or illegal material on their person.

ST. FRANCIS XAVIER CATHOLIC HIGH SCHOOL STANDARDS OF STUDENT DRESS

In Edmonton Catholic Schools, students are expected to dress in a manner that honors the dignity of the human person, who was created in the image of God, and that supports an inclusive, welcoming, caring, respectful, safe, and Catholic learning environment that promotes the well-being of all. Each school in the Division will have a **Standards of Student Dress** for their

community. Understanding that it is not possible to list all the specific types of acceptable and unacceptable student dress, the purpose of establishing **Standards of Student Dress** is to empower students to make appropriate choices.

Students are expected to dress in a manner which is appropriate for the school day or for any school sponsored event. All students shall come to school dressed in a comfortable manner that allows them to be authentically who they are, while also meeting the standards in this document.

Students who do not meet the **Standards of Student Dress** will be required by the school principal or their designate to meet the standards before participating in school activities. Schools will facilitate the enabling of students to meet the standards in such situations whenever possible.

Student dress must maintain personal safety and the safety of the school community. Students are not permitted to wear articles of clothing, jewelry or accessories that indicate or suggest membership in or affiliation with any group or organization that does not support a welcoming, caring, respectful, safe, and Catholic learning environment that respects diversity and fosters a sense of belonging.

Students at St. Francis Xavier Catholic High School *may* wear hats and headwear as long as they are in alignment with this standard's philosophy:

- Headwear that is specifically required for religious observance (i.e. hijab, yarmulke, turban) or for medical reasons in consultation with the principal
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.

Students who have not met the standard, as outlined above, will be addressed in the following manner:

- At the first possible opportunity for a private conversation, the staff member who has identified the issue will speak to the student about the concern in a manner that respects their privacy and dignity. Care will be taken to avoid "shaming" or statements of bias.
- The student will be presented with options to bring them into closer alignment with the standard for the remainder of the school day such as:
- Wearing another article of their own clothing which they have at school that is in alignment with the standard
- Contacting a parent or guardian to bring in an article of clothing that is in alignment with the standard
- Borrowing an article of clothing from a friend that is in alignment with the standard.

CONSEQUENCES OF UNACCPETABLE BEHAVIOR

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.

PARENT'S 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.

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%.

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

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.

HALLWAY & SPARES

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.

Students are encouraged to make effective and efficient use of their free periods by studying, doing homework or working on school projects.

St. Francis Xaviers requires the following minimum course enrolments:

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

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

STUDENT ID CARD

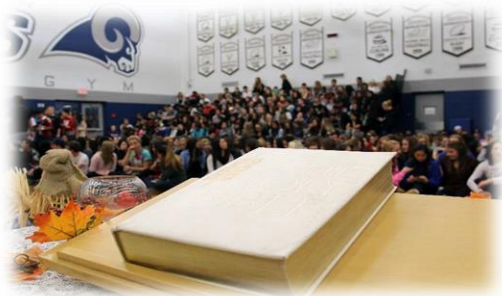
All students must have in their possession at all times their Student I.D. Card. This I.D. card is required for any financial transaction at the school and must be presented at final exam time.

e.g.

- 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.

GENERAL ASSEMBLIES & LITURGIES



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

Attendance

Student Responsibility

- Attend each class 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 check google classroom, approach and/or email the teacher and inquire what materials/homework were assigned during the absence, and to complete the missed work in timelines agreed upon by both parties.
- If the student knows in advance, that they 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 a number of absences, 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.
- 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. 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 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. If the student is withdrawn from more than one course, they will be encouraged to make alternate arrangements for programming 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” (Education 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.

ASSESSMENT POLICY

Students at St. Francis Xavier Catholic High School are committed to achieving success in their classes. Being committed to success means that students:

- attend all classes
- be present and engaged
- submit all assessments on time and with their best effort

Our assessment process is aligned with our Division’s Core Values and affirms the students’ dignity and respect. We believe that rich feedback given verbally or in written form helps students to identify areas of growth as well as how to meet learning targets.

Our assessments are based on learner outcomes (knowledge, skills process) from Alberta Education Program of Studies with reference to the competencies as per the Ministerial Order on Students Learning (001/2013) Our assessments align with the programming of our diverse learners.

As teachers, our assessment policy is in line with the Alberta Education Teaching Quality Standard. We are taking measures to ensure open and timely communication of assessment and reporting systems with student and parents /guardians. We will include formative assessments to help our students understand what gaps exist in their learning and what still needs to be acquired to meet the learning target. We will add out major assessments into PowerSchool at least FOUR DAYS prior to them being due to communicate with parents and students what is coming up. Although the goal for minor assessments would be to have them entered PowerSchool two days prior to their due date, this is not always possible

MISSED ASSESSMENT POLICY

For timely feedback to occur and for students to progress successfully through learning, **all work is expected to be submitted on the due date posted on PowerSchool and in the Google Classroom**. Assessments will be taken on a specific date by the whole class.

Making up a missed assessment or submitting a late assessment shall only be permitted when:

- A documented absence for illness (ILL/(Illness) EA (Excused Absence) /SA (School Activity) that is registered at the office by a parent/guardian

and,

- There is no pattern of absences (excused or unexcused) on assessment dates.

In such circumstances, students will be given one opportunity to complete the assessment. Should that opportunity not be accessed, a zero (NHI) will be assigned. Students who have pre-arranged absences (vacations, tournaments, appointments, etc.) need to make arrangements prior to the assessment day with the teacher and grade coordinator.

Special cases shall be reviewed by administrative link with the teacher.

APPEALS

We provide a process for appeal in all subjects where subjective grades may occur, and the student feels that the mark does not reflect the work provided except Physical Education where daily assessments occur. To enact an appeal, the student must do so in written form to their teacher, outlining the reason for the appeal. Once the reflection is complete, students are to meet with the teacher to discuss the reflection and the grade. If the teacher and student can still not agree on the grade, the reflection and the assignment are submitted to the Department Head to be regraded. This is to be a completed blind (No NAME). A mark will be determined between Department Head and the teacher.

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.

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.

St. Francis Xavier's requires the following minimum course enrolments:

- Grade 10 – full course load (no spares),
- Grade 11 – maximum of one 5-credit (or two 3-credit spares),

- Grade 12 – all graduation requirements are in place in the student schedule.

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

COURSE CHANGE REQUESTS, DROPPING COURSES OR CHANGES IN REGISTRATION

Course Change Guidelines

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

A course change will be considered or provided if:

- You have failed a prerequisite course.
- You have not met the prerequisite minimum 60% for academic programming, even though you have passed the previous course.
- Due to illness or other medical reasons, you were not or will not be able to complete the requirements of a course.
- To change provides the opportunity to meet Grad requirements.
- You wish to move to another course stream (ie. Social 20-1 to Social 20-2).
- Option courses will not be considered for changes, unless it is necessary to do so to make one of the changes outlined above.

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.

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:
 - 1st students not repeating the course.
 - 2nd students repeating due to failure but not on the basis of early withdrawal or poor attendance.
 - 3rd 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.



SECOND LANGUAGE PROGRAM 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. Some of 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
- Filipino 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 administrator in charge of the Language Challenge program.
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 vary. 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 the counselor, grade coordinator, or grad coach 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:

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.

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

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 Coaches 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 Coaches can provide some school-based student assessments.



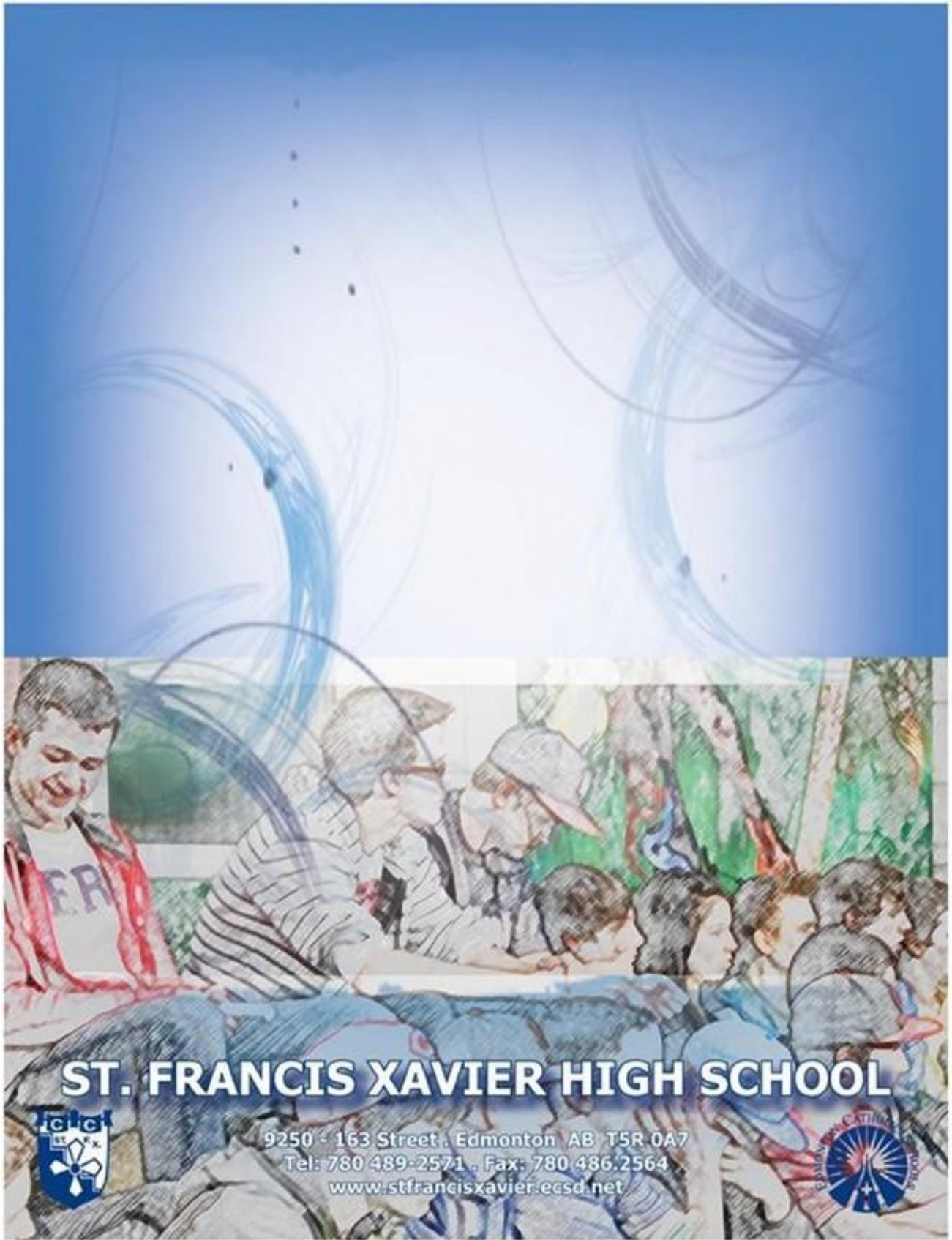
School Council

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 matters (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



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