



# Archbishop M.C. O'Neill Catholic High School



134 Argyle Street Regina, SK S4R 4C3 Telephone: 306.791.7240

O'Neill E-mail

Regina Catholic Schools Website

O'Neill School Website

Office Hours:

[oneillhighschool@rcsd.ca](mailto:oneillhighschool@rcsd.ca)

[www.rcsd.ca](http://www.rcsd.ca)

<https://archbishopmconeill.rcsd.ca/>

8:00 a.m. - 4:00 p.m.

## Student Handbook

### *Regina Catholic Schools Vision, Mission, Values, and Commitments*

**THE VISION** is to provide a quality Catholic education that is faith based, student-centered, and results-oriented.

**THE MISSION** is to work with the community and the local church to provide a quality Catholic education that fosters academic excellence and the development of informed, responsible citizens.

**THE VALUES** Accountability, Collaboration, Honesty, Integrity, Respect, Wellness.

**Catholic Communities of Faith:** The school community understands, nurtures and supports the value of Catholic Education.

**Literacy/Numeracy:** Students meet or exceed grade level expectations in reading, writing and mathematics.

**Equitable Opportunities & Transitions:** Student diversity, well being and overall development is supported.

**Essential Skills & Practices in 21<sup>st</sup> Century Education:** Students develop and share their skills, gifts and knowledge.



# Archbishop M.C. O'Neill Catholic High School

As a Catholic high school, O'Neill is dedicated to providing a well-rounded education that fosters academic excellence, spiritual growth and social responsibility. O'Neill high school is a faith-filled community where the values and teachings of Jesus Christ infuse all that we do.

## SCHOOL CREST

The O'Neill Coat of Arms was officially adopted on November 16, 1973 and was based on submissions from both students and staff. Sherry Auser of the Class of '74 was commissioned to draw the school crest and thus it came into being and has since represented the hopes, aspirations and motto of future generations of O'Neill students.



### CROSS AND SWORD

- The CROSS represents the Cross of Christ and symbolizes our Christianity.
- The SWORD is the sword of St. Michael, the patron saint of Archbishop M. C. O'Neill for whom the school is named.

### LAUREL WREATH, DIPLOMA AND GOLDEN CHAIN

- The LAUREL WREATH represents excellence in sports achievement.
- The DIPLOMA symbolizes academic excellence.
- The GOLDEN CHAIN represents the unity between academic and extra-curricular aspects of life at O'Neill.

### DEXTER HAND AND WATER

- The DEXTER HAND is taken from the O'Neill family coat of arms and symbolizes our allegiance to church, country and school.
- The WATER is a symbol of life representing the life and spirit of the school.

### "DOMINE DIRIGE NOS"

- The motto is a Latin phrase which when translated means "Lord Direct Us" or "Lord Guide Us."

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# Expectations of Students

## Forward

The registration of students at Archbishop M. C. O'Neill Catholic High School is deemed recognition on their part and on the part of their parents or guardians of compliance with all the rules and regulations of the school and the School Division. It is expected that all students of the school community behave in a manner congruent with the gospel values appropriate to a Catholic community. Students are challenged to live, grow, and internalize morals and values taught to us by Jesus Christ. It is expected that students accept responsibility for their actions and for the consequences arising from their actions.

## Duties of Students

The School Act requires that students who exercise the right of access to a school shall:

- attend regularly and punctually;
- provide themselves with the supplies and materials not furnished by the school and which are considered necessary to their studies;
- observe standards approved by the Board with respect to tidiness of person, proper dress according to Regina Catholic Schools practice, general deportment, obedience, courtesy and the respect of others;
- be diligent in their studies;
- conform to the rules of the school and submit to such discipline as would be exercised by a kind, firm and judicious parent;
- be accountable to the teachers for their conduct on school premises during school hours and while engaged in authorized school activities conducted in out-of-school hours; and
- be accountable to the principal (or designate) for their general deportment while under the supervision of the school and members of the teaching staff. This includes the time spent in travelling between the school and their place of residence.
- be respectful to, tolerant of, and cooperative with all members of our community.

## Attendance Practice

The Education Act states that it is the responsibility of every student to attend regularly and punctually. **With this in mind, our System continues with the current attendance practice in all 4 high schools (specific information is available on the RCSD website under [Administrative Application 9111](#).**

## Regina Catholic Schools Attendance Practice

Students attending any one of our four high schools must keep in mind the following:

1. Students **must** attend a minimum of 85% of classes. 15 missed classes – excused or unexcused – in any class may result in being dismissed from the class.

2. Students **must** be punctual for a minimum of 85% of classes. 15 tardy classes – excused or unexcused – in any class may result in being dismissed from the class.

### **Absences**

If a student must be absent from one or more classes, the parent/guardian is to provide verification of the absence(s) by:

- Entering the date and reason for the absence in [Edsby](#).
- telephoning the school at 306-791-7240 (preferably by 8:30 a.m.) the morning of the absence(s);
- e-mailing the school at OneillHighSchool@rcsd.ca; or
- dialing 306-791-7240 after hours and leaving a message on the answering machine.

**Note** – Students absent from scheduled tests/exams are required to have the absence excused by the parent/guardian to be eligible to reschedule the test/exam.

### **Lates**

- Students are expected to be in their desks ready to receive instruction prior to the ringing of the bell to begin class.
- Consequences will be implemented for repetitive lates, and possibility of removal of class after 15 lates are acquired.

### **Early Leaves**

- Students who wish to be excused from the school during the day must have the parent/guardian contact the office to confirm the time of early release.
- A student who is ill must report to the office for parents to be contacted before the student is allowed to go home.

**Attendance Forms:** Students are responsible for contacting their teachers to stay current with their academic program. Please be aware of the following forms that must be submitted to the office. Students can stop by the office to pick-up a copy or access online using the links below.

#### **a) Secondary Attendance Practices Applications for Exemption – Prior Knowledge Form**

- Purpose: Form is intended for families leaving for extended travel.
- To access this form online, click [here](#).
- Students are required to meet with school administration to ensure a plan is in place to maintain studies in his/her academic program.

- Form is to be submitted to school administration for approval two weeks prior to departure.

#### **b) Secondary Attendance Practices Applications for Exemption – Emergent Issue/Extenuating Circumstances**

- Purpose: Use this form when there is an unforeseen situation which has required the student to be absent. Such absences might include a funeral or emergent medical circumstance.
- To access this form online, click [here](#).
- This form should be submitted as soon as the student returns to school.
- Sick days are not included in our exemption policy unless they are accompanied by the appropriate documentation.

Families should be utilizing the holiday times scheduled each year for any travel or holiday being considered. Such holiday travel **should not** be taken around or during the days established for Course Finalization Days (CFDs)/final exams. Written requests for permission to have students leave the school for extended periods of time should only occur in consultation with O'Neill's administration **prior** to booking. Should permission be granted, students are responsible for accessing their homework or course expectations using Edsby in addition to the online applications used by the specific class for which he/she is enrolled.

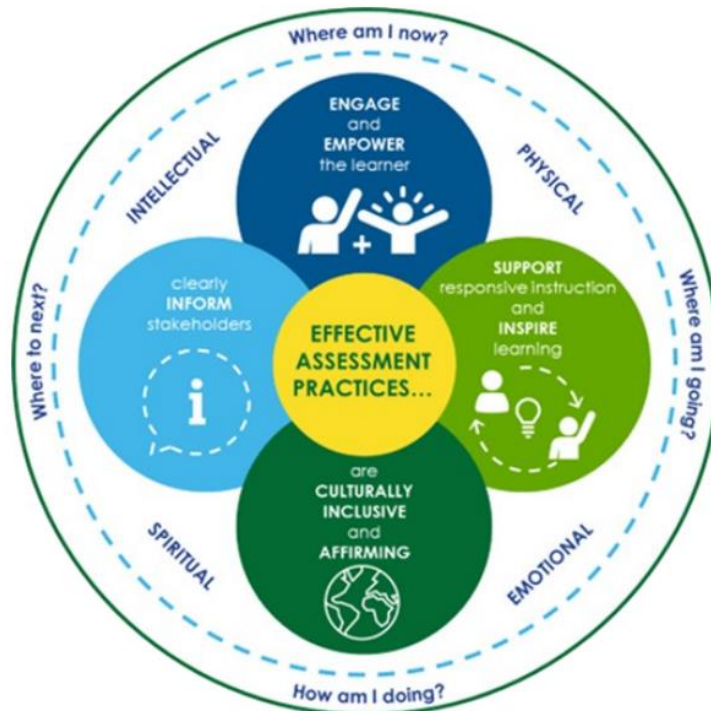
#### **Regina Catholic Schools Assessment Beliefs**

Regina Catholic Schools embraces the Saskatchewan Ministry of Education's Student First approach in which students' strengths, needs, and interests are central to effective instruction and assessment. We believe that the primary purpose of assessment is to enhance and support student learning by communicating consistent, accurate, meaningful, and timely feedback to all stakeholders. This is done by gathering evidence of learning on an on-going basis through the following assessments:

1. Assessment for Learning – collecting evidence about student progress to support and improve learning by informing instructional practices.
2. Assessment as Learning – actively engaging students in self-reflecting and monitoring learning.
3. Assessment of Learning – using evidence of student learning to make professional judgements about student learning.

Regina Catholic Schools supports the Saskatchewan Supporting Student Assessment model which illustrates the interaction among the four guiding principles of assessment in Saskatchewan. Aligned with Inspiring Success: First Nations and Métis PreK-12 Education Policy Framework (2018), Supporting Student Assessment reflects the intellectual (mental), physical, emotional and spiritual dimensions and embraces,

honours, and affirms the diverse cultures and perspectives of all students in Saskatchewan. Four essential questions for effective assessment (Where am I now? Where am I going? How am I doing? and Where to next?) encompass these important dimensions to further engage Saskatchewan teachers and students in the assessment and evaluation process within the learning journey (Saskatchewan Ministry of Education, 2022).



From Supporting Student Assessment in Saskatchewan, 2022

## **Student Evaluation and Reporting Procedures - Edsby**

Edsby is the software application used by RCSD to communicate with students and families. Parents can access instructions on how to access [Edsby on the O'Neill website](#) by clicking on the link.

Edsby allows students and parents the following benefits:

1. Continually monitor attendance and/or submit student absences online.
2. Monitor student academic progress.
3. Communicate with classroom teachers via the internal messaging platform.

We believe that if a student attends school on a regular basis, with a positive attitude and work ethic, completes all of his/her assignments to the best of his/her ability, and studies for tests/exams, then he/she will be successful in any subject/course.

## **Student Behavior and School Regulations** **Code of Conduct**



God has created each one of us as unique and special human beings. In return, God challenges us to always live our lives by the Three R's: RESPECT for self, RESPECT for others, and take RESPONSIBILITY for all of our actions and words. Such a commitment is essential in creating a safe and orderly environment for both staff and students. Any objectionable conduct intended to victimize another because of race, creed, colour, sex, or any other personal quality will not be tolerated. It is the ultimate objective of our school to encourage all members of our community to exemplify the teachings of Christ. Students will behave and speak to the school staff and fellow students with respect, courtesy, and honesty. Negative behaviors such as vulgar, profane, or obscene language or gestures, harassment, bullying, cyber bullying, discrimination, fighting, theft, and vandalism will not be tolerated. Unwanted comments, verbal and/or written abuse, unwelcome gestures, actions that invade privacy or personal property, spreading unfounded rumors or spreading misinformation will not be tolerated. Students have a responsibility to keep the school environment free from harassment.

**The City of Regina has passed a bylaw addressing bullying and public fighting (Bylaw No. 2006-38).** Offenders of this law will be dealt with in accordance with the City of Regina bylaw and Regina Catholic Schools' policy.

Students shall cooperate with, and are accountable to, staff of the School Division for their conduct on school premises, during school hours, and during any school function or activity sponsored or approved by the school and/or School Board. Rules apply to all students going to, attending, and returning from school and/or approved activities.

All students who attend a Catholic school are expected to attend and to participate to the best of their ability in all liturgical events celebrated by the school community.

Students are to adhere to the standard of behavior expected and appropriate in a classroom setting.

## **ACADEMIC INTEGRITY AND STUDENT RESPONSIBILITY**

The Ministry of Education "promotes and encourages a consistent approach to academic integrity and student responsibility" and supports the establishment of effective communication expectations, "including timely submission of schoolwork and avoiding plagiarism" (Ministry of Education, 2011). As outlined by the Ministry of Education, student plagiarism is the "unacknowledged use of someone else's words, ideas or creations as one's own whether deliberate or accidental. It is the process of taking another person's work, ideas or words, and using them as if they were your own. Plagiarism includes copyright infringement, as well as the use of non-copyright materials, such as copying a paper written by a family member or friend and using it as if were your own"; conversely, academic integrity is the "evidence of one's own learning



through demonstration of responsibility, honesty, trust, and respect (Academic Integrity and Student Responsibility: Guidelines, 2011).

Academic integrity is a shared educational value in education. The International Centre for Academic Integrity defines academic integrity as a commitment **to six fundamental values: honesty, trust, fairness, respect, responsibility and courage**. RCSD staff are expected to align assessments with these six values while students are expected to demonstrate academic integrity in their work. Both staff and students have a shared responsibility when it comes to creating a culture of academic integrity. Actions such as cheating, plagiarism, submitting the work of a friend, parent, or a purchased paper (internet) will be addressed in proactive ways. Students are provided education within their courses from their teachers and the teacher-librarian regarding the appropriate referencing of materials (MLA for language courses and APA for social science courses). Referencing tools that support student learning include, but are not limited to Ref Works, Noodle Tools, OWL by Purdue, Citation Machine, and Turnitin. Consequences for this act will be determined by the specific circumstances, exercising progressive discipline; however, a student can expect to receive a verbal or written warning, partial marks for original work with no marks for plagiarized portions, incomplete grade code flags, and/or the expectation to re-do. Artificial Intelligence (AI) tools have presented both opportunities and challenges for educators. AI tools, via programs and algorithms, generate and revise many kinds of products. It is a teacher's responsibility to communicate assessment expectations, and this includes when and if AI tools can be used. Using an AI tool, when not advised, may lead to consequences outlined above.

## **Course Load and Study Hour (Spares)**

### **Study Hour**

Students are encouraged to carry a full timetable. However, in the event that a student has a study hour (a spare) they must go to the Resource Centre or Commons space next to the office. Students who choose not to reside in these designated spaces will be required to leave the building. Students are not to loiter in the classroom corridors during the school day nor are they allowed to interrupt instructional classes for any reason. Students should use this time to their advantage (i.e. class preparation, homework completion, or assignment work).

### **Dropping of Subjects**

Grade 9 and 10 students may not drop classes. Grade 11 students are required to maintain a minimum of 4 classes per semester.

Grade 11 and 12 students may drop a subject only after the proper procedures have been followed and they have checked Graduation eligibility status. The deadline for dropping classes, in each semester, is one week after parent/teacher/student conferences. To drop a class, a Student Timetable Change Request Form must be

picked up from a guidance counsellor and completed. Students must consult with a guidance counsellor to discuss the matter. Students must attend class until the procedure is completed. Students have 3 days to hand in the completed form and to return textbooks.

### **Dress Code**

In Regina Catholic Schools, all staff and students are expected to wear clothing that is appropriate for the learning environment and respectful of our faith-values. Please refer to [RCSD Administration Application 9210](#) which outlines the division guidelines regarding the dress code. Dressing for success and the business of education means wearing school appropriate attire. Clothes that have logos or images that promote racism or discrimination, promote violence, drug and alcohol use, or organizations/values not aligned with our faith are not permitted. Clothing should be respectful to all, fostering an inclusive and safe school environment. Clothing should allow students to move freely and fully participate in all classroom and school activities without risk of exposure or embarrassment. Clothing for the classroom should cover the torso and undergarments should be covered. Work out wear is appropriate for the gym/physical education setting. In the event that a student is in violation of the dress code, students may be asked to change clothes to help them meet the dress code standards.

### **School Spirit Wear/Spirit Wear Store**

Tuesdays at O'Neill are known as "Titan Tuesdays." Students, for this day in particular, are encouraged to wear O'Neill spirit wear or dress in colors of blue and gold. All students are entered into a draw held on Tuesday mornings. The student whose name is drawn is then asked to come to the office where they will be awarded a prize if they are wearing school spirit wear or school colors.

Our Spirit Wear Store is open on select occasions for parent/guardian purchases as well as upon request of our Spirit Wear Advisor. The store is located in the basement of our school.

### **Respect for Property**

Students shall treat school property and the possessions of any individual with respect, care, and consideration. Damage to school property or the private property of members of the school community either through neglect or willful damage will not be tolerated, and in certain cases students may be required to pay the costs of damaged property.

### **Cell Phones/Electronic Communication Devices (ECD's)**

- All students are required to check their cell phones in a cell phone holder and/or bin upon entry into the classroom. Phones are required to be placed in silent mode.
- Students are not permitted to use earbuds while phones are parked.

- Cell phones are not permitted to be kept on their person or in a student's locker during class time.
- Cell phones are permitted to be used for educational use when deemed appropriate by the teacher. Educational use includes learning in relation to curricular outcomes.
- Cell phone use is not permitted in student washrooms to ensure student safety. During breaks between classes, cell phones must remain in a student's pocket and not be visible when using the washroom.
- Students are not permitted to bring their cell phone with them to the washroom during class time.
- Students who require use of their electronic device for medical reasons, must have approval by school administration.
- When a student's cell phone is confiscated and sent to the office, parents will be notified and encouraged to contact the office if the family needs to communicate with their son/daughter.

Students who choose not to follow the cell phone guidelines will be subject to the following sequence of discipline.

- 1st offence: the cell phone/device will be held in the office until the end of the school day.
- 2nd offence: the cell phone/device will be turned into the office. The student will be required drop off the device at 8:30 a.m. and pick it up at 3:30 p.m. for a period of 3 days.
- 3rd offence: the cell phone/device will be turned into the office. The student's parent/guardian will be required to pick the cell phone up from the office and meet with school administration. The student will not be permitted to have a device at school for the remainder of the semester.

At O'Neill Catholic High School it is our belief that technology is to be used in an educational and socially appropriate manner. Based upon this cell phones, laptops, I-Watches, I-Pads and similar electronic devices must be used for instructional use in all deemed instructional areas including classrooms, the library, the music room, and the gymnasiums. The RCSD Acceptable use [Administrative Application 5102](#) for staff and students can be found on the division website.

Please note:

1. Students who need to communicate with their parent/guardian can use the student phone in the office. Students can text their parent/guardian prior to the phone being parked in the office to let them know they will not have access to their phone for the day. Parents can contact the office if there is an emergency, and the office staff will relay the message to the student.
2. Students who choose not to cooperate with school administration with the cell phone policy will result in progressive discipline.

### **Alcohol and Drug Abuse/Well-Being Program**

Students are expected to attend school and school functions free from alcohol or drugs. Possession and/or sale of such substances are prohibited. Parents will be notified immediately and will be requested to pick up their son or daughter if he/she is believed to be under the influence of drugs or alcohol at school or any school-sanctioned function. The parents and student will meet with the school administration prior to the student returning to classes. In addition to any other penalties, the privilege to attend school-sanctioned functions may be suspended for one year from that date.

Each of our Catholic high schools offer a weekly program on drug, alcohol, and psychological well-being. The educator presents weekly on a variety of topics, visits classrooms and provides individual counselling. It is hoped that such education will help support all students and lead to improved overall well-being.

### **Safe Environment**

We strive to keep our school environment a place of wellness and safety for our students and staff. Please note we are an allergen-alert, scent-alert, smoke-free and alcohol/drug-free school. As well, students can expect a safe environment free from any weapon or dangerous object

### **Accidents**

All accidents that occur at school, or any other school and/or Board-approved activities, shall be reported and will be recorded on the appropriate School Division Accident/Incident Report Form.

### **Surveillance Cameras**

Surveillance cameras are in place at the entrances, in the hallways and perimeter of O'Neill Catholic High School for added protection and safety of staff and students.

### **Smoking**

All Regina Catholic Schools are tobacco-free institutions. In this regard, the use of cigarettes, personal vaporizers/e-cigarettes &/or chewing tobacco, or any other tobacco product, will not be allowed anywhere on Archbishop M.C. O'Neill Catholic High School's, St. Peter Catholic Elementary School's or St. Peter Roman Catholic Church's properties.

In compliance with smoking age restrictions and Regina Catholic Schools' policy of smoke-free school grounds environment and the City of Regina by-laws, Archbishop M.C. O'Neill Catholic High School prohibits students from any use of tobacco, smokeless tobacco, personal vaporizers/e-cigarettes or loitering in school ground areas of known tobacco use. The RCSD continues to encourage and promote healthy lifestyles and strives to provide a smoke-free environment for our students, staff, and visitors.

### Students Vaping on School Property

As part of our School Improvement Plan, we are taking a restorative discipline approach to provide more education to our students regarding vaping. We have added an educational component for students found vaping on school property. Students will be required to meet with the drug/addictions counsellor in confidential meeting for additional support.

### Lockers & Padlocks

Students will be provided with a school locker for their personal use. **Students must use school issued locks which are purchased at the school.** School lockers are the property of the school and may be subject to inspection by school administration.

*(Regina Catholic School Division Policy).*

Students shall use only the locker assigned to them and are not allowed to share lockers. **Lockers should be locked at all times and combinations should not be shared.** Thefts from lockers do sometimes occur and usually result from carelessness. The school is not responsible for articles missing from lockers. Money or items of value should never be left in lockers. Report defective locks or lockers to the office.

Lockers remain the property of the school. Each student is responsible for ensuring that his/her locker is kept clean, free of writing and in good condition. Writing on lockers must be removed immediately. Damage to lockers must be reported to the Main Office as soon as noted by the occupant. **Students may be charged for damage to their lockers.**

### Gymnasiums

Students participating in physical education activities must wear appropriate gym attire including gym shorts or sweats, white-soled shoes reserved for the gym and a T-shirt. Unsupervised activities or unauthorized use of equipment is not permitted, nor is food or drink allowed in either gym, or gym change rooms.

### Student Parking

Only authorized vehicles, with a visible parking pass on the rearview mirror, shall be parked on the lot north of the building. Additional parking is available on the street keeping in mind that cars must be parked a minimum of 3 metres from private driveways. Respecting homeowners in the community is an expectation of all our students. The maximum speed in the parking lot shall not exceed 15 km/hr. Any violation of the parking or driving regulations may result in the loss of parking privileges. Any cars parked in unauthorized zones will be ticketed. Students are not to be in their cars during school hours. The school is not responsible for damage to cars or theft from cars in the school parking lot or in off-school parking situations. Parking passes must be visible at all times in authorized cars utilizing student parking. Without permission, parking at St. Peter's Church (South, West & North sides) is strictly prohibited.

We have a very limited number of spaces for student parking on school property. These spots will be assigned to students at the beginning of the school year. Priority for parking passes will be based on seniority and will be given to grade 12 students followed by grade 11 students. SRC students will receive a parking pass if requested. Students must apply through the online link shared with students at the start of the school year. Selected individuals will have the opportunity to receive a designated spot in our north parking lot for a \$30.00 fee. (Students applying for a parking spot must do so with the intention of using the spot themselves and are not allowed to give it to anyone else.) The student parking lot, our teacher lots and St. Peter parking lots, are monitored on a regular basis, and vehicles parked in areas without permission will be ticketed and/or towed at the owner's expense.

### **Student Drop-off & Pick-up**

Be aware that students are typically in a hurry in the morning, during the noon hour, and after school. Unfortunately, these same students may not necessarily be paying close attention to traffic in front of the school or in the parking lot. **Please reduce your speed in the school zone** and pay particular attention to crosswalk areas.

Please note the north parking lot and the front of the school are currently our “drop off zones” and “pick-up zones” for our students. Please drop-off /pick-up your children, our students, at the front of the school, or in the North parking lot, where and when possible.

We ask that you be timely in this zone as there are a number of families doing the same, and space is limited.

### **AS PER TRAFFICE REGULATIONS, NO U-TURNS ARE ALLOWED IN FRONT OF THE SCHOOL.**

Student are not be dropped off in the south parking lot next to St. Peter School.

Safety is our primary concern with the goal of avoiding congestion in our south parking lot. The south door will not be accessible as it will be locked at all times. We hope to keep these areas as clear as possible to help ensure student safety.

It is also important that you avoid parking in the traffic lanes within the parking lots as we need to ensure the optimum flow of traffic at the peak times of the day when there are a number of vehicles trying to move in and out of the parking lots. Please respect the no parking signage; we thank you in advance for your cooperation.

### **Student Fees**

Our School Division supports parents/guardians by covering the cost of **compulsory classes**. Elective course fees and general school registration fees are due once the fee statements have been issued to the students.

All students will be provided with the necessary **textbooks** for their classes. Textbooks will be signed out to students using a barcoding system through the library. It is the responsibility of the student to maintain and return all textbooks issued to them.

Students will be charged the replacement cost of any unreturned or damaged textbooks



or classroom materials they were issued. All issued textbooks or classroom materials must be returned prior to or at the time of course finalization.

Student fees are submitted electronically via [School Cash Online](#). Please click on the link to access instructions.

### **Hallways**

With the exception of five minutes prior to the commencement of a class, hallways are to be free of students. Students who have permission to be in a hallway during a class period must have a **hallway pass** from his/her designated classroom.

### **Posters for Display**

An Administrator must approve (stamp & initial) all posters displayed in the school. It is the responsibility of the individual or group posting to take down the posters immediately following the event.

### **Visitors**

School buildings and property are not open to the public except for specific events. Parents, guardians, and other guests are welcome to visit schools. For the safety of all, visitors are required to report at the main office upon entering the premises.

## **O'Neill Catholic Faith Formation**

### **Chaplaincy**

The Chaplain serves as a resource person for the faith-life of the school and is available to give personal guidance and direction in matters concerning faith. Chaplaincy includes working personally with students as well as coordinating morning prayers, Eucharistic celebrations, liturgies, and retreats. The Chaplain's office is located on the 2nd floor.

### **Liturgical Events**

Liturgical events play an integral part in the mission of Catholic schools, which is to assist students in "the integration of faith and life on a personal and social level". The purposes for liturgical events are:

- to allow students and staff to "step back" and reflect on the spiritual dimension of their lives;
- to help students integrate what they have learned in their Catholic Studies courses into daily life;
- to provide students and staff with a unique opportunity for spiritual growth and nourishment.

### **Liturgical Events include the following**

Archbishop M. C. O'Neill Catholic High School is proud of its strong tradition of offering liturgical events that are creative, and enriching. It is at these times that our school is



most truly a "[community of faith](#)" celebrating God's presence in our midst and is most truly following our school motto, which is "[Domini Dirige Nos](#)" - Lord Guide Us.

- [Retreats](#) - tied to the Catholic Studies curriculum at each grade level.
- [Liturgies of the Word](#) - tied to the liturgical seasons of the church year and to major events in the school year.
- [School Mass](#) - will occur to enable the school community to come together in celebration of the Eucharist.

### **[Liturgical Expectations of Students](#)**

- All students who attend a Catholic school are expected to attend and to participate to the best of their ability in **all** liturgical events celebrated by the school community.
- Students adhere to the same behavioral expectations at liturgical events as they would in the classroom.

### **GOD BLESS THE BLUE AND GOLD**

God Bless the Blue and Gold, the Titans, past and present, teaching, learning and living. May the Blue in their hearts always imitate the great expansive blue of the sea, deep and full of life, calm yet powerful. May the life of each Titan be full of treasure, waiting to be washed into sight by a gentle wave or thrust into greatness by sudden unstoppable force: Your Spirit that dwells in each person.

May the Gold of their lives always reflect the golden light of Christ: brilliantly piercing the darkness, brightening the gloomiest of days, shining with the warmth of love and leading to a better tomorrow. God Bless the Blue and Gold for together we will always be the Titan spirit that makes our world a better place.

Amen

### **Student Services & Supports**

**Guidance Counsellors:** **Mrs. J. Hollinger, Mrs. A. Klippenstein  
Mrs. Ferguson**

**Indigenous High School Student Advisor:** **Ms. Amanda Missens**

**Student Support Specialist:** **Ms. L. Tendler**

**Learning Resource Teacher:** **Ms. B. Smith**

**Grade Nine Mentor:** **Mr. J. Neumann**

## **Counselling and Guidance Services**

Student Services operates on a "drop-in" basis. Appointment times are also available. Counselors provide assistance with the following:

- information regarding scholarships, application requirements and financial aid for post-secondary education. **A scholarship information evening for parents and students will be offered to create awareness of available scholarships and to assist students in the application process;**
- individual counselling about courses, careers and personal matters;
- assistance in acquiring good decision-making and problem-solving skills;
- group presentations about careers and future education;
- printed information about jobs, colleges, universities and other opportunities;
- tours of colleges, universities and various places of employment;
- applications to post-secondary institutions and related decisions;
- interest tests to help you understand yourself;
- a computer program which allows students to explore potential career areas and post-secondary options - **Career/Scholarship/Post-Secondary Information Website:** <http://public.careercruising.com/en/> (Acct #: oneill, Password: titans);
- records of your accumulated credits and transcripts;
- Graduation eligibility;
- information on 'How to Study Effectively', 'Time Management', 'Self-Esteem' and 'Making Responsible Choices';
- preparing for job interviews;
- résumé writing and personal portfolios.

## **Grade Nine Mentorship Program**

The main goal of this program is to help students succeed in their first year at O'Neill Catholic High School. Students are monitored and supported for their attendance, academics, and behavior. Communication with their parents or guardians and teachers is emphasized. Transition from elementary to high school is different for everyone and mentorship tries to make the transition be as smooth as possible!

## **Indigenous High School Student Advisor**

The Indigenous Advisor provides school/home support for teachers, students and families of First Nation, Inuit and Métis students. This person provides instructional, tutorial and program support to our aboriginal students as well as providing support to staff in the area of cultural awareness issues and instruction on how to make the educational process more effective for First Nation, Inuit & Métis students. This person also works to transition students towards appropriate career & post-secondary opportunities and/or the world of employment.

## **High School Student Support Specialist/Social Worker**

The High School Student Support Specialist is an integral member of the school-based team. The High School Student Support Specialist is a professional community worker

with a background in community development, social work and/or education. The Student Support Specialist works with the school administration, staff, parents, parish and community members as a team member in planning, implementing and coordinating all aspects of the School Program which includes: encouraging parent and community involvement, supporting the learning program, facilitating integrated school-linked services, carrying out community development and promoting the Community Programs within the school.

### **High School Resource Officer (SRO)**

A Police Resource Officer is assigned to O'Neill on a part-time basis and is available to assist staff and students with police & some legal matters. The SRO has an office located in the school. Contact with the SRO can be arranged through the school's office.

### **Resource Centre (Open 8:00 a.m. - 4:00 p.m.)**

The library program at O'Neill is designed to:

- teach students research strategies so that they will become independent lifelong learners and informed, critical decision makers;
- assist staff and students in locating resources related to classroom assignments;
- provide books and magazines for leisure enjoyment and literary appreciation; and
- provide a quiet setting where students are welcome to work on assignments and projects.

Library materials have a loan period of two weeks and may be renewed. Reference materials do not circulate and must be used in the library. Borrowers must present their photo identification student card in order to sign out materials (in the event of the loss of a student ID card, the student must purchase a new one).

**Computers** are available in the library for Internet access, research and word processing.

### **Nutrition Program/Canteen**

The nutrition program provides a continental or hot breakfast free of charge for all interested students based on available resources. The Nutrition Program provides students with nutritional lunches in conjunction with the canteen at a reduced cost (\$2 or less). [Home - Archbishop M.C. O'Neill Catholic High School \(rcsd.ca\)](http://rcsd.ca)

The canteen is open at morning break and at lunch and offers nutritious food choices at a minimal cost. A variety of foods are also available from vending machines located in the gymnasium hallway. [Students are \*\*not\*\* allowed to take food or drink to class.](#)

### **Expectations of Students Eating in the School**

- Eat in one of the designated lunch areas
- Clean up after themselves
- Use the facility in such a manner as to show respect for others, for our school and for our community.

## **Student Representative Council (SRC)**

The SRC is a student body whose mandate is to organize and plan student activities. SRC elections are held in the spring for the positions of President and Vice President. All remaining positions are determined by an application and interview process governed by the SRC Advisors.

The SRC offers students the opportunity to purchase an **Activity Card**. The card provides savings that go well beyond your original cost of \$20.00 for the card. For only **\$20.00** students will receive an **Activity Card** that provides many discounts and/or full access to many Archbishop M.C. O'Neill SRC sponsored extra-curricular events. This includes free admission to all regular season home basketball and volleyball games and discounted football games as well as the winter dance. Names will also be entered to win early-bird and monthly spirit wear draws. This card also provides discounts at local businesses including Taco Time, Pizza Hut, A & W, Dairy Queen, plus many more. SRC students will be selling the cards in the Commons Area on the first day of school, beginning Sept 1 and then throughout the first few weeks of school. Temporary cards will be issued at the time of payment and permanent cards will be provided once school pictures have been complete.

**School dances** are open to students of Archbishop M. C. O'Neill and their invited guests. The sponsor and guest must arrive at the dance together. Only those students [currently registered in a high school](#) are eligible for the guest list. A student who signs in a guest is responsible for the behavior of the guest. All O'Neill students and guests are expected to conform to school policies and regulations. If there is any problem with a guest, both the student sponsor and the guest will be asked to leave the dance. Students who leave the dance will not be permitted to re-enter.

## **Clubs, Teams and Other Activities**

### **Creation of a New Club/Team**

Archbishop M.C. O'Neill Catholic High School offers a variety of extracurricular opportunities for students to join as participants throughout each school year. If students are interested in starting a club/team that the school does not currently support, then the students must speak to school administration and receive administrative approval for the club/team. Depending on the activity proposed, the school and school division may or may not be able to provide sanctioning. If a new club/team is approved, a teacher on staff must be associated with this club/team.

## Program Information

### **Subject Selection and Credit Requirements**

The primary responsibility for ensuring that graduation requirements are met lies with the student. In an attempt to assist students and parents in the subject selection process, special informational sessions will be held prior to course registration. Student Services also provides individual counseling to assist students in making wise choices for the future. Students are urged to take advantage of these programs and to consult with their parent/guardian(s) when course registration occurs in the spring. It is imperative that students return their signed course registration booklets by the due date to ensure that their requests can best be honored.

### **Course Registration**

The courses students choose in the spring are the courses they will take in the fall. No semester I schedule changes will be entertained other than for the following reasons:

- failure of prerequisite course
- summer school credit in course

### **Timetable Concerns**

Registration in a course involves a commitment by the student to carry that course through to completion. Requests to alter classes are discouraged and will not be entertained at all beyond the deadline date for withdrawing from classes (this date will be provided to students at the beginning of each semester). Official student transcripts will include all subjects in which a student remains officially registered after the deadline date for withdrawing from classes has passed.

### **Driver Education**

This course consists of a minimum of 30 hours of classroom instruction and six hours behind the wheel in-car instruction and is conducted under the direction of the Ministry of Learning. This program is run by the Royale Driving Academy. Students must be 15 years of age or older in order to enroll in this program. Selection is made based on birthdates – older students get into the program before younger students. Registration forms are available in the office.

## Awards

### **Foreword**

The awards program at Archbishop M. C. O'Neill Catholic High School recognizes students who have achieved excellence in academic and extra-curricular pursuits as well as students whose school spirit has exemplified humanitarian and Christian attitudes.

## **Academic Awards**

A **Curricular Awards Night (Academic Awards)** held in the fall, recognizes academic excellence from Grades 9 to 11. Subject and general proficiency awards are presented at each grade level for highest academic standing. Grade XII academic awards are typically presented at the Graduation Exercises held in the spring.

## **Honour Roll**

Students are granted honour roll certificates if they have attained an overall average of 80% or higher. Students receive certificates commensurate with their grade point average:

- 90% or higher receives *Great Distinction* recognition
- 80 – 89.99% receives *Honours* recognition

## **Extra-Curricular Activities & Awards**

- Students receive a certificate of participation for each extra-curricular activity in which they participate.
- All clubs, teams and other activities that use the name “Titans” and or O’Neill or conduct business using the O’Neill facility, must be approved by the administration of O’Neill Catholic High School.
- If a student or group of students are interested in forming a new club or activity they must first seek permission from administration. Once approved, a teacher on staff must be associated with this club, team or other activity.
- An **Extra-Curricular Awards Night**, held in the spring, recognizes students for participation in extra-curricular programs during the year.

## **Computer Use & Policy**

The computers at O’Neill Catholic High School are intended for student use; however, they are not the personal property of students. The following guidelines have been established for computer use:

- Students are not allowed to download or attempt to download programs of any nature.
- Students are not allowed to access or attempt to access locked or restricted sites or to bypass school proxies (firewall).
- Students are not allowed to access school or private company files when unauthorized or to alter system configurations so that software is disabled or used inappropriately; nor are they allowed to rearrange or change the computer desktop.

- When researching for essays and projects, appropriate credit to the site(s) a student has used must be given. Always be careful not to plagiarize. Ensure that only appropriate websites are accessed.
- At no time should passwords be shared with other individuals.
- Students should not harass other students through blogs or Facebook.
- If a student should happen upon a site (perhaps a link is typed in wrong) and the site has inappropriate content, immediately inform your teacher and then leave the site.
- No downloads of any nature are permitted on the school computers. Exceptions to this rule are permitted only if (1) you have the permission of your classroom teacher, and (2) the teacher is present in the classroom.
- Furthermore, as members of a Catholic educational institution, students are not allowed to access sites that would violate our Christian values, morals and principles.

As in all situations, we appreciate your cooperation. If you choose not to follow these guidelines, School Administration will enforce appropriate consequences.

Internet accessibility, provided by Archbishop M. C. O'Neill Catholic High School, is intended for the acquisition of legitimate educational material.

### Graduation Policy & Eligibility

To participate in the Graduation Mass and Exercises, a student attending a Regina Catholic High School must be deemed graduation eligible. Graduation eligibility will be defined as a student who has the potential to earn a minimum of 24 credits, including Christian Ethics 30 and the compulsory requirements as outlined by the Ministry of Learning, by June 30<sup>th</sup> of the current school year.

A determination of a student's eligibility will be made the first Friday of June and will be dependent upon a student having a passing grade in all required courses including online courses. Summer School courses are not considered when determining graduation eligibility.