

*Inspired by Christ on a Journey to Encounter, Nurture, and Serve*



## **STUDENT HANDBOOK 2023/24**

**Mr. Lauren MacKenzie**  
Principal

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Rocky Mountain House, AB  
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<http://stdominicschool.ca/>

### **Office Hours**

The school office is open from 8:00 AM – 4:00 PM. When the office staff is unavailable, a telephone answering service will be available.

### ***Mission Statement***

*Through Christ's guidance, we prepare students to become responsible citizens by embracing continual spiritual, academic and social growth within a community.*

### ***Vision Statement***

*St. Dominic is committed to serving students in a Catholic-centered, academic and healthy environment filled with opportunities to grow. We offer a noticeably different learning community with dedicated role models who strive to build positive personal and spiritual success for all our students.*

*"The human spirit is the lamp of the Lord." – Proverbs 20.27*

## **CATHOLIC RELIGIOUS EDUCATION**

St. Dominic is a Catholic High School. First and foremost, we exist to provide Catholic education to Rocky Mountain House and area students who are Catholic or students who have made an informed choice to belong to a community of Christian learners. Non-Catholic students are welcome, provided room exists in the school and they are committed to supporting the Catholic mission of the district and the policies and expectations of the school on matters of Catholic faith.

All students in the school are expected to:

- respect one another and do their best to model and live Catholic values
- support the teachings of the Catholic church
- participate in daily prayer
- participate in all religious education activities including school celebrations, masses and Catholic youth activities
- complete successfully (obtain passing grades) Religious Education program requirements (Each grade has one religious studies course)

*Note: In order to participate in Grade 12 graduation ceremonies, students must have completed compulsory Religious Studies courses.*

## **LIFE Framework**

Red Deer Catholic Regional School Division is committed to using the LIFE Framework as a guideline for the creation and operation of student groups that are comprehensive in their approach to inclusion and open to the exploration, in a Catholic context, of a variety of issues including bullying, sexual harassment, sexual orientation, gender identity, discrimination, justice, and respectful relationships and language. The LIFE Framework is the result of a provincial collaboration of Catholic school jurisdictions. Each of our schools may be organizing LIFE Framework/Diversity groups. They will keep their communities informed as these groups are established by placing notices in their newsletters/websites.

## **DAILY PRAYER**

Each school day begins with a prayer which is led by a student or staff member. While prayer is being said, everyone is expected to stand still and reverently listen. The prayer begins and ends with the sign of the cross. It is also our expectation that prayer will begin each assembly and activity such as sporting events, meetings and grace at any public meal. Teams begin competition with prayer as a reflection of the importance of prayer in our daily lives. Students are encouraged to use the prayer time for moments of reflection and to focus on various faith journey themes presented in prayer activities. Classroom teachers incorporate additional prayer opportunities throughout the day.

## **SCHOOL CHAPEL**

The Chapel is a special place in the school, designed to encourage an atmosphere for prayer, celebration and meditation. Students are welcome to visit the chapel and are encouraged to use it as a quiet place to reflect and pray.

## **YOUTH MINISTRY**

As a Division spiritual position, the Youth Minister works in our school to support the faith development of students and staff. The above supports events in the diocese, parish and jointly with Catholic High Schools in Red Deer.

## ST. DOMINIC SCHOOL CALENDAR 2023/24

Professional Development Day	<b>Teachers Only</b> August 28, 2023
Organizational Day	<b>Teachers Only</b> August 29, 2023
Professional Development Day	<b>Teachers Only</b> August 30, 2023
<b>First Day of Classes Gr 9 ONLY</b>	<b>August 31, 2023</b>
First Day of Classes gr 10-12	September 1, 2023
Labour Day	<b>No School</b> September 4, 2023
Meet the Teacher Night 6:30 PM	September 13, 2023
<b>Picture Day</b>	September 22, 2023
Professional Development Day	<b>Teachers Only</b> September 25, 2023
Professional Development Day	<b>Teachers Only</b> October 6, 2023
Thanksgiving	<b>No School</b> October 9, 2023
Professional Development Day	<b>Teachers Only</b> October 27, 2023
<b>Parent/Teacher Interviews</b>	November 7 & 8, 2023
Day in Lieu Re: P/T Interviews	<b>No School</b> November 9, 2023
Holiday	<b>No School</b> November 10, 2023
Professional Development Day	<b>Teachers Only</b> November 24, 2023
Faith Day	<b>Teachers Only</b> December 8, 2023
Christmas Break	<b>No School</b> December 25 - January 7, 2024
<b>Second Semester Start Day</b>	<b>Jan 31, 2024</b>
Professional Development Day	<b>Teachers Only</b> February 2, 2024
Family Day & Holiday	<b>No School</b> February 19 & 20, 2024
Professional Development Day	<b>Teachers Only</b> February 21, 2024
Teachers' Convention	<b>Teachers Only</b> February 22 & 23, 2024
Professional Development Day	<b>Teachers Only</b> March 8, 2024
<b>Parent/Teacher Interviews</b>	March 20 & 21, 2024
Day in Lieu Re: P/T Interviews	<b>No School</b> March 22, 2024
Easter Break	<b>No School</b> March 25 - Apr 1, 2024
Professional Development Day	<b>Teachers Only</b> April 26, 2024
Professional Development Day	<b>Teachers Only</b> May 17, 2024
Victoria Day	<b>No School</b> May 20, 2024
Professional Development Day	<b>Teachers Only</b> June 7, 2024
<b>Students' Last Day</b>	<b>June 26, 2024</b>
Organizational Day	<b>No School</b> June 27, 2024

## **INSTRUCTIONAL AREAS AND PROGRAMS**

St. Dominic Catholic High School offers a wide variety of facility and program offerings. These include:

- Full course offering in core courses and Religious Studies
- Complementary Courses include: Art, Communication Technology, Construction Technology, Cosmetology, Drama, Esthetics, Foods, Film Studies, Fit for Life, Instrumental Music, Mechanics, Medical Studies, Outdoor Education, Robotics, Leadership, and Learning Strategies.
- Student Gathering Area
- Gymnasium and weight facility
- Cafeteria Service
- Laptops and Chromebooks for student use
- Two Science Labs
- Access to Red Deer College Library including university research
- College recognition in mechanics, fabrication, cosmetology, and construction
- Knowledge & Employability Program (K&E)
- R.A.P. – Trade Apprenticeship
- Green Certificate
- Additional courses available through AB Distance Learning, John Paul II Outreach.

## **HONOR ROLL**

- Uses exact grades submitted by teachers in Powerschool (not rounded marks).
- There are two levels of honor roll recognition:  
Honor Roll (80%-89%) and Principal's List (90% - 100%)

### **High School Honour Roll**

- Following Rutherford Requirements; 80% average
- Students must be enrolled with a minimum of 15 credits in the reporting term and 5 of these must be core credits.

### **Grade 9 Honour Roll**

- Core courses and Religion to average 80% with a 70% minimum mark in all courses
- Course standard as set by Red Deer Catholic Middle Schools

## **REGISTERED APPRENTICESHIP PROGRAM (RAP)**

RAP is a two-year program in which students spend part of their time in school and part in industry as a registered apprentice. It allows students to complete their credits for a diploma and gain work experience toward journeyman qualification.

**REQUIREMENTS:** Students must be 16 years of age and meet entrance requirements of the trade.

## **COUNSELLING & CAREER PRACTITIONER**

### **Assistance provided for Personal**

#### **Counselling:**

Mediation  
Student/teacher relationships  
Peer relationships and developmental guidance  
Mentorship program for new students  
Family School Wellness  
Child Protective Services  
David Thompson Health Region

### **Assistance provided for Career**

#### **Counselling:**

Registrations  
Program planning  
Post-secondary applications and advising  
Course advising – three-year plans for high school students  
Scholarship/financial assistance for post-secondary education  
Computer Assisted Career Exploration  
Portfolio and Resume

## KNOWLEDGE AND EMPLOYABILITY PROGRAM

The Knowledge and Employability Program is a program developed for grades 10-12 students and is specifically designed to meet the needs of students who have experienced difficulty learning in the regular elementary and secondary program. The purpose of the Knowledge and Employability Program is to enable these students to:

- develop essential concepts, skills and attitudes in preparation for their roles in the home, community and workplace.
- obtain a sense of success and achievement in their learning experiences, thereby enhancing their self-esteem.
- develop entry-level job skills.
- recognize the need for lifelong learning.
- become responsible members of society.

Requirements	
English	<b>20-2 or 30-4</b>
Social Studies	<b>10-2 or 20-4</b>
Mathematics	<b>10-3 or 20-4</b>
Science	<b>10-3 or 20-4</b>
Physical Education	<b>10 (3 Cr.)</b>
Career And Life Management	<b>(3 Cr.)</b>
30 Level K & E Occupational Course or 30 Level Career and Technology Studies or 30 Level Locally Developed Course with an occupational fo	<b>(5 Cr.)</b>
30 Level K & E Workplace Practicum Course or 30 Level Work Experience Course or 30 Level Green Certificate Course	<b>(5 Cr.)</b>
<b>or</b>	
30 Level Registered Apprenticeship Program (RAP) Course	<b>(5 Cr.)</b>

## SCHOOL COMMUNICATIONS

We attempt to properly inform our stakeholders of school activities through morning announcements each day at 8:40 AM as well as frequent website updates (<http://stdominicschool.ca/>). In addition, we occasionally provide inserts into the parish bulletin. To access student information through PowerSchool, a parent portal is available.

### \*NEW\*ONLINE COURSE DELIVERY

This course delivery model allows some students to work on teacher-directed lessons which are delivered online through our school division or locally. Students are only permitted to register for online courses if;

- the requested course is not offered or does not fit into their timetable
- they have a minimum 65% average in pre-requisite or related courses.
- they have previously demonstrated success in working in a self-directed independent environment.

## LOCKERS

Students are provided with the use of a locker. Students are expected to keep their lockers in a tidy manner. The school issues combination locks for every locker. If students lose the lock, they will be required to cover the cost for replacement purchase. No one is to change locks or lockers without the consent of the office.

Student lockers belong to the school, not to the student. The locker is subject to search at any time without notification by any personnel associated with the school or by persons representing other authorities, including the police.

### **COMPUTER USE**

To assist students at St. Dominic Catholic High School, many computers, peripherals and other technology items are available for student use.

Each student will be required to sign a computer use form that ensures that they will use the computer network appropriately and abide by both school district and school policies on appropriate use of technology. Students can have all computer privileges revoked for misuse of the technology.

Students are allowed 100 pages printed each semester. Additional printing may be available and must be approved through the network administrator.

### **SCHOOL PARKING**

Students may use our south parking lot **only after paying a fee of \$25/semester** and have received a stall number. Students must park in their designated stall. A prorated fee will be charged for students that decide to use school parking after September 30th or February 28th.

For any unsafe driving and/or inappropriate behavior inside a vehicle, the principal may revoke the student's parking pass up to the end of the semester or end of the school year without remuneration.

### **EXTRA-CURRICULAR ACTIVITIES AT ST. DOMINIC CATHOLIC HIGH SCHOOL**

As a student, you are invited to participate in the school's diverse offering of extra-curricular activities. Participation yields the opportunity for new friendships.

Badminton	Golf
Boys' Basketball	Girls' Basketball
Boys' Volleyball	Girls' Volleyball
Track and Field	Travel Club
Curling	Drama Club
Joint Football and Rugby	Cross country running (Boys & Girls)
Student Council	Yearbook
Peer Ministry	Youth Choir

Graduation (several different committees)

Other activities based on student interest

### **CODE OF CONDUCT FOR STUDENTS**

A student shall conduct him/herself so as to conform with the following code of conduct:

- We are an anti-bullying institution: we honour all students
- Be diligent in pursuing his/her studies.
- Attend school regularly and punctually.
- Cooperate fully with everyone authorized by the board to provide education programs, supervision, and other services.
- Comply with school/division policy.
- Be accountable for his/her conduct in school and conduct out of the school that may impact the reputation of St. Dominic School in any way.

## **BUS RULES**

- The driver is in full charge of the school bus at all times and students shall obey him/her promptly and respectfully.
- The driver shall assign a seat for which the student shall be held responsible and he/she shall retain this seat until directed otherwise by the driver.
- Students are responsible to be on time at the bus stop.
- Unnecessary conversation with the driver is prohibited.
- Classroom conduct is to be observed on the bus and any disturbance, which may take the driver's attention and endanger the safe operation of the bus, is prohibited.
- There shall be no tobacco products, drugs/controlled substances, contraband or weapons on any school bus.
- Students shall not litter the bus or throw anything out of the bus windows.
- Students shall not extend any part of their body out the windows.
- Students shall remain seated while the bus is in motion.
- Students shall leave the bus at their regular stops unless a note from the parent is presented to the driver requesting a drop-off at another regular stop.
- When leaving the bus, students shall observe the directions of the driver and watch for traffic before crossing the road.

**Students violating these rules may be reported to the School Principal and may be suspended from riding the bus.**

## **SAFE AND CARING SCHOOLS**

In the Red Deer Catholic Regional Division we are proud to proclaim that our principles of practice underline everything we do. The first two statements in our Principles of Practice support our commitment to Safe and Caring Schools:

*We honor our children.*

*We provide a safe & secure environment.*

Our schools are places where all students, staff and parents feel welcome. Our motto, "Inspired by Christ, Aspiring to Excellence" and our Principles of Practice, proudly proclaim that our schools are Christ-filled centres that ensure a satisfactory climate for learning and that we respect each student as a person, unique in God's creation.

Our division has clear administrative procedures outlining the division's policy on student behaviour and staff discipline procedures. These are located in Administrative Procedures #310-314 and can be found on the division's web site.

Our division Education Plan further outlines our commitment in Goal 2 Outcome 2.2 "Schools are safe and caring" and Outcome 2.3 "Children at risk have their needs addressed through effective programs and supports." We are serious about ensuring our students feel safe at school and are in a Catholic Christian environment conducive to learning.

Each school has student behaviour expectations specific to the needs of that school to ensure a safe and caring environment. These expectations are listed on the school's web site, in the school handbook or are posted in classrooms. Expectations are shared with students at the beginning of each year and are also shared with parents so we can work together to provide all students with the best possible educational experience while in our schools.

## **Visitors & Volunteers**

All visitors to the school are welcomed guests and assisted by everyone to find their way about their business. Guests must obtain permission to be on the premises from office personnel. Students will not be permitted visitors in the classes unless previous permission has been given by classroom teachers and administration.

*All volunteers are required to sign in at the front office upon arrival, supply a criminal check and, if driving, a current copy of insurance.*

For further information, please contact the school principal.

## **ALLERGIES/MEDICAL**

Parents/guardians are asked to notify the school regarding their child's medical conditions and/or allergies.

If a student has a known allergy, his/her parents/guardians will be notified if there is a cause for concern with any substance being used in the classroom. Precaution will be taken regarding those students with specific food allergies; i.e. – classroom celebrations where food is served.

## **STUDENT BEHAVIORAL GUIDELINES**

- Respectful Christian attitude.
- Respect for self.
- Respect for your fellow students, teachers, support staff, and visitors to the school.
- Respectful language.
- Respect for your school and others' property.

### **1. Hallways & Spares**

Students are expected to demonstrate proper Christian behavior in class, between class, before and after class, in all school activities-both while attending class and during times of the day when classes are not in session. Students are not to be in the hallways during class time and are expected to move promptly from class to class. When St. Dominic students are not in class, they must be either in the library, student gathering area, or off school grounds but **MUST NOT BE LOITERING ON SCHOOL PROPERTY.**

Students registering in grade 12 for a second year are expected to leave the school grounds once their daily classes are finished, with the exception of those who are studying / working on school work..

### **2. Smoking, Vaping, and Smokeless Tobacco**

Smoking is not permitted on Confluence Campus including the parking lot. Due to the hazards of smoking to health, and government regulations on the sale of tobacco to minors, St. Dominic Catholic School is a smoke-free environment. Underage students found in possession of tobacco or vaping products will have them seized, destroyed and charged under the Youth Tobacco Reduction Act. This is in conjunction with the Town of R.M.H. and R.C.M.P. with fines to \$1000.00.

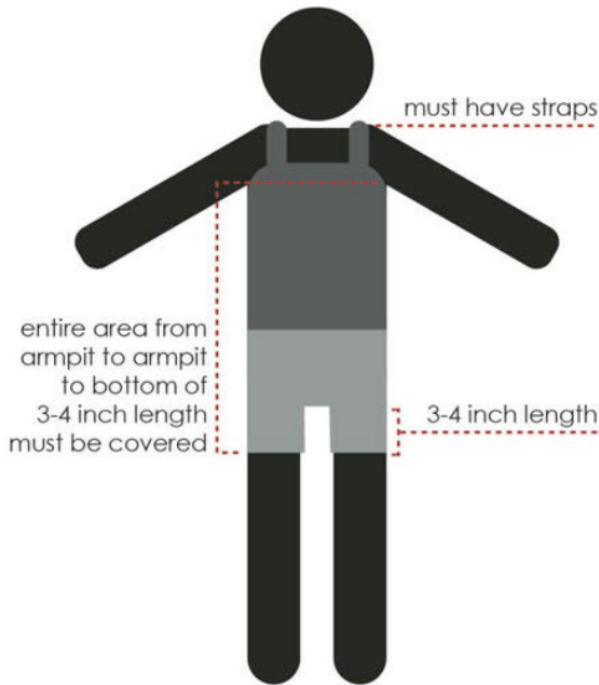
### **3. Alcohol and Drugs**

Students under the influence and/or in the possession of drugs or alcohol at school, on school property or at any school related activity will be suspended. Provincial and Federal regulations will be enforced.



#### 4. Dress Code

As a learning community, part of our responsibility is to prepare students for life after school, where dress codes are commonplace. **Students are expected to dress in a clean, neat, modest and appropriate manner.**



During school hours, the following applies:

- No headwear
  - No “short” shorts / skirts (using mid-thigh guideline)
  - Undergarments must NOT be visible
  - No cleavage or midriff showing
  - No open sided or backless shirts
  - No clothing with inappropriate or offensive slogans or pictures
  - Proper footwear required
- Failure to abide by these regulations may result in the student being asked to change or cover-up, or being sent home to change into appropriate clothes by a staff member. School administrators will retain the final say over what is inappropriate, unsuitable or offensive, if required.

#### 5. Lates

Students are expected to be in class when the bell rings for the class to begin. Your mature cooperation in this matter is greatly appreciated. Continued tardiness will be treated as an attendance problem. Students are to sign in at the office upon arrival if they come in after the bell.

#### 6. Attendance Policy

All students are encouraged and expected to attend school on a daily basis.

If a student must be absent or late, his or her parent/guardian should contact the school before 8:37 AM. We do have an answering machine on which you can leave messages for absent or lates, which is checked during regular business hours. For medical absences, a doctor’s appointment card is required. Students with unexplained or continual lateness, both at school opening or after lunch, may be considered truant and will be referred to a school administrator.

During school hours, students are required to notify the school office by signing out and have a parent or guardian call in before leaving the school. Permission will be given to leave the school provided that the student presents a parental note or if the parent/guardian is present or can be reached by telephone. Alberta Education School Act in effect; monitoring can occur and Administration has the final decision. It is the student’s responsibility to contact the teacher and make arrangements to get missed work.

Letters to parents/guardians will be sent after 2, 5, and 7 unexcused absences. A parent meeting is required after the 5<sup>th</sup> unexcused absence in order for the student to be reinstated into class. Three unexcused lates will equal one unexcused class. After ten minutes into each class, an unexcused late will result in an unexcused absence. A student may be withdrawn from a class when he/she reaches 10 unexcused absences in any one semester. **THIS POLICY TO BE UPDATED SHORTLY**

Nutritional Choices (as per Administration Procedure #105) are encouraged to be “Healthy and will be promoted as such. Our Breakfast Program will provide daily breakfasts from 8:15 AM – 8:35 AM. Otherwise, food/beverage (except water) consumption is limited to breaks, lunch hour, and special activities. Students requiring special consideration will be addressed.

#### 7. Homework

Homework is an essential part of the school program at St. Dominic’s Catholic High School. The quality and quantity of the homework assignment will vary and relate to the content of classroom

instruction and shall supplement its purpose and objectives. We do not believe in allowing students the choice to fail.

**Guidelines for Students:**

Assignments should be clearly understood before leaving class.  
Students are required to hand in assignments at the assigned deadline.  
Students are to assume responsibility for obtaining the proper resources and materials.

**Guidelines for Parents:  
Some helpful hints:**

Be familiar with and support the philosophy and guidelines of our homework policy.  
Provide the child with a time and place to carry out the homework assignments.  
Contact the teacher/school in the event of questions or concerns.  
Take an active part in the supervision of the student completing the assignment.  
When homework is not turned in on its appropriate due date, grades will reflect the difference.

**8. Late Assignment Policy/ Course Withdrawal/ Course Change**

- Homework is due (on the deadline day) at the start of class unless otherwise stated by that given teacher. If homework/assignment is not received at the start of this class, then the student will be required to attend student support that day and everyday thereafter until the assignment is completed to a satisfactory level. Administration will become involved for students not attending. Consideration will be given based on extenuating circumstances.
- In order to allow time for teachers to assess student work properly, all outstanding assignments will only be accepted for grading up to 3 school days past the assignment's due date, with no late penalty assigned. Late assignments submitted after this 3 day late period will be assessed a zero grade and included in the final course grade.
- November 15th for semester one and April 19th for semester two are the deadlines for student course withdrawal.
- Students have two weeks after the start of a semester to request course changes.
- Students that enroll in a core class with a prerequisite course mark below 65% will be required to complete an academic course contract.
- Students enrolled in diploma courses must maintain a satisfactory grade (50% +) after each semester's course withdrawal date or administration will unenroll the student in that course and enroll the student in course recovery.

**9. Grade 9 course fast-tracking \*Updated\***

Grade nine students may enroll in either Science 10 or Social 10 at the beginning of semester two if they have achieved 85% or higher grade 9 Science / Social, and are currently above 85% in Mathematics 9 (required for Science 10 only). Fast tracking requires some manipulation of the timetable and will only be considered if there is room in the course, and other grade 9 requirements can be reasonably met.

**10. Personal Electronic Device Policy**

To use electronic devices in the school, all students must complete a digital citizenship course. Devices may be used under the direction of a teacher, at student lockers or in the student gathering area. Administrative Procedure #114 guides this policy. Misuse of any devices will result in loss of privileges and other consequences. Student Cell phones are to be left in lockers or collected in the classroom cell phone basket at all times unless specifically required for educational purposes under the direction of a teacher.

## 11. Required Consent for Photo or Video

SDCHS works very hard to promote a safe and caring school community, where everyone is free to learn without unnecessary distractions and/or scrutiny. Taking or sharing (in person or online) photos or videos of students or staff without their knowledge or explicit permission and/or consent is strictly forbidden. **It is important for students to recognize that there are potential legal consequences for failing to abide by this policy.**

### **\*NEW\*SCHOOL CAMERAS**

School surveillance equipment and recordings are the property of the school division, and will not be shared publicly. In accordance with division policy, school devices are limited to the exterior of the building, hallways, and gathering areas; individual classrooms and private spaces such as bathrooms and change rooms are not monitored. Recordings from the equipment are used in several ways such as;

- To determine the cause of any damage to our facility
- To review the behaviour of individuals after a complaint or concern has been fielded
- To monitor potential hazards to school safety

Access to recorded footage is limited to school administrators. This access may be released, at the sole discretion of administrators, to staff, parents, or students as needed and if required.

### **ACADEMIC HONESTY & INTEGRITY**

Definition of Inappropriate Academic Behavior/Academic Misconduct

#### **PLAGIARISM:**

Submitting the words, ideas, images or data of another person as one's own in any academic writing or other project. Parental contact will be made.

#### **CHEATING:**

Possession of unauthorized material.

Substantial editorial or compositional assistance.

Resubmission of material already graded for credit.

False Claims or fabricated references.

Copying off of someone else's exam and/or quiz: or passing answers from a quiz or exam to another student.

#### **POSSIBLE SANCTIONS:**

A student's academic misconduct will be confidentially communicated to all of his/her teachers and to administration. The teacher, whose class the offence occurred, has the authority to impose one or more of the following sanctions:

- A zero may be awarded for that particular assignment/exam. \*\* In this instance, parents must be informed that the zero is being assigned for inappropriate academic conduct.
- At the teacher's discretion, the student may be required to do another assignment/exam submitting their own original work for grading purposes. The student must complete the exam/assignment on their own time (outside regular class time).

### **INCLEMENT WEATHER**

Except for days in which the weather endangers the health and safety of students and employees, the school will remain open. **It is the responsibility of parents/guardians to decide whether or not it is safe to send their children to school on any given day.** Parents/guardians are asked to listen to 94.5 REWIND (844-9450) or CKGY radio stations during inclement weather to confirm bus operation.

## **STUDENT ILLNESS/INJURY**

No student will be sent home due to illness or injury unless a staff member has contacted a parent or guardian. If the staff member judges that the student needs immediate medical attention, the staff member will:

- Contact the parent/guardian for transportation;
- Arrange for transportation if time is of the essence and/or the parent/guardian cannot be contacted;
- Stay with the student until a parent/guardian relieves him/her or the doctor feels that there is no need for the staff member to remain.

No staff member is permitted to administer medicine to a student unless an appropriate form, available through the school office, is completed by the parent/guardian and doctor, and is on file at the school office.

## **ALBERTA HIGH SCHOOL DIPLOMA REQUIREMENTS**

The minimum graduation requirements for the Alberta High School Diploma are outlined below. These diploma requirements are not always the same as those needed to enter post-secondary institutions. All students and parents are asked to attend the Transition Meeting or see a counsellor prior to registering for Grade 10 year. Students should continue to consult administration or a counsellor as the need arises.

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

- 1) Earn a minimum of 100 credits.
- 2) Complete and meet the standards of the following courses:
  - English 30-1 or 30-2 or Français 30
  - Social Studies 30-1 or 30-2
  - Mathematics 20 -1 or 20-2, or Math 20-3
  - Science 20 or 20-3 or Biology 20 or Chemistry 20 or Physics 20 (or Science 10 and any other 5-credit science course)
- 3) Complete and meet the standards of the following:
  - Physical Education 10 (3 credits)
  - Career and Life Management (CALM) 20 (3 credits)
  - 10 credits in any 30-level courses (including locally developed) in addition to English 30-1 or 30-2 and Social Studies 30-1 or 30-2
  - 10 credits from Career and Technology Studies (CTS), Fine Arts, Second Languages or Physical Education 20 or 30.

## **GRADUATION CREDIT LOAD**

To participate in Graduation Ceremonies at St. Dominic Catholic High School:

ALL students must meet the graduation requirements of Alberta Education, pass Religion 15, 25, and 35 and earn at least 115 credits.

Students may only register into a course if they meet the prerequisites for that course. Students that register for a course with a required prerequisite grade below 65% must complete a "Course Entry" form within 5 school days after course registration or administration will unregister the student from that course.

The credit expectations are:

Grade 10's & 11's:

Students are required to take a full course load (no spares) at St. Dominic School (minimum 40 credits).

Grade 12:

Students are expected to take at least 35 credits at St. Dominic School totaling 115 credits by the end of June. Students that enter into a 30 level Science or Mathematics course with a prerequisite grade above 50% grade but below 65% must register into a learning strategies course that semester.

**Class Valedictorian requirements:**

- Meet all the graduation requirements.
- Be a graduate of the current St. Dominic Class.
- Achieve 80% or higher average in the required course selection criteria.
- The Courses within the selection criteria are: ELA 30-1, Soc. 30-1, Math 30-1, two 30 level Sciences and a 30 level Religion.
- The final selection process will involve both grade point average and input from the grade twelve class and Staff.
- The school's principal must approve the successful candidate.

**Graduation Honour Cord qualification:**

- Alberta Education's Rutherford Scholarship honour criteria will be used to determine if a graduate qualifies for obtaining an "honour cord" during graduation ceremony.

**CREDIT GRANTING POLICIES**

Rules governing awarding of credits:

- Students incurring 10 or more unexcused absences in a course may be withdrawn from that course.
- To earn the credits attached to all high school courses, a student shall achieve at least 50% in each course.
- For Religion 15, 25, 35, the required service hours must be completed before a course final passing grade is recorded.
- Credits will not be granted for courses that a student has previously passed and been awarded credits. In the case of a student repeating a course, the higher mark will be recorded on the student's record and transcript.
- Students that do not pass a course, but achieve 45% or higher in that course qualify to enroll in **Course Recovery** to complete the course. If a mark below 45% is recorded as the student's final grade, then the student must re-enroll in that course and attempt the course again if he/she is wanting credits for the course.

**RETROACTIVE CREDITS**

Enrollment in certain courses may result in the granting of retroactive credits. Students not achieving at least 50% in a course may choose to repeat the course or choose to continue in an alternative course sequence. In some instances, students who successfully complete the next higher level in an alternative course sequence can be granted credit for the prerequisite course.

**COURSE CHALLENGE**

**Background**

Course challenge is a provision that allows senior high school students to challenge the expectations for a course by participating in a formal assessment process, rather than taking the course. Alberta Education's, *Guide to Education*, outlines the conditions and procedures under which this may take place.

**Procedures**

1. The principal shall ensure that the student and school handbooks provide information explaining and outlining the availability and the procedures for students to follow in order to challenge a course.
2. The principal shall review the course challenge process with the student and direct the student to a specific teacher of the course being challenged.

3. A student must demonstrate readiness (understanding the depth and breadth of a course) by completing a course review in the subject that they wish to challenge. If the principal requires an on-site meeting(s), this will be at their discretion in terms of the readiness assessment. The student needs to demonstrate that they have a proficient knowledge of the general and specific learner outcomes as prescribed by the Alberta Education's *Program of Studies* through a pre-assessment. Readiness can be demonstrated through any of the following means as agreed upon by the school principal:

- Portfolio
- Documentation of work and/or experience
- Teacher recommendations
- Review package completion
- Unit and mid-term exam assessments
- Other collections of work that reflect the student's abilities

4. The principal shall make the final decision on the student's readiness for the course challenge. The principal shall base this decision on the consultation with the student, parent(s) and the teacher of the course.

5. A reasonable time allotment for the challenge to a course must be given. Generally, this will be 6 weeks prior to the completion of a course in any given semester.

6. If a student wishes to challenge a course but is not registered in that school or school district, they must make sure that the associated fees (the school's registration fees) have been paid.

7. As stated in Alberta Education's *Guide to Education*, a student shall attempt a particular course challenge no more than one time.

8. Students may only challenge courses that have specifically defined content in Alberta Education's *Programs of Studies*. Students are **not** permitted to challenge the following courses:

- Agriculture Safety (AGR3000)
- All Green Certificate Program courses
- All Registered Apprenticeship Program (RAP) courses
- Career and Technology Foundations (CTF) courses completed in grades 6, 7, 8 and 9
- Career Internship 10
- Locally developed/acquired and authorized courses, with the exception of locally developed language courses
- Special Projects 10, 20 and 30
- Work Experience 15, 25 and 35
- Workplace Practicum 20-4 and 30-4
- Workplace Readiness 10-4
- Workplace Safety Systems (HCS3000).

#### **Completion of a Course Challenge**

1. A student may attempt a particular course challenge only once. If the student is unsuccessful in the course challenge, but wants credit in the course or wishes to raise his/her mark, the student is required to take the course.

2. Upon successful completion of a course challenge, waived prerequisite credits and a "P" for "Pass" for courses lower in the course sequence shall be awarded. For example, a student who has earned credits for Science 30 may not challenge Science 24. High school mathematics course sequences are an exception, as they are designed based on content rather than the level of difficulty. A student may challenge Mathematics 20-3 or Mathematics 20-2 after being awarded credits in Mathematics 20-1, as Mathematics 20-1 is not considered part of a higher-level course sequence in this instance. The same exception applies to 30-level mathematics courses. A student who has been waived into a higher-level course in a sequence may challenge the lower-level course(s) in that

sequence. For example, a student who is waived into Science 30 may challenge Science 20. A student who challenges a course, either successfully or unsuccessfully, may subsequently choose to take the course.

3. In the case of diploma exam courses, the mark obtained on the course challenge is to be combined with the mark obtained on the diploma exam before a final course mark or credits are awarded.

### **RUTHERFORD SCHOLARSHIPS**

The Alberta Heritage Scholarship Fund is available to all graduating students entering a post-secondary institution. Applications are made in June of the Grade 12 year and scholarship money is paid in December after verification of registration at a post-secondary institution.

#### **GRADE 10**

Average of 75% to 79.9% in 5 subjects - \$300

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

#### **GRADE 11**

Average of 75% to 79.9% in 5 subjects - \$500

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

#### **GRADE 12**

Average of 75% to 79.9% in 5 subjects - \$700

Average of 80% or higher in 5 subjects - \$1300

Additional Information: Visit [www.alis.alberta.ca/scholarships](http://www.alis.alberta.ca/scholarships) for a list of Frequently Asked Questions regarding courses or see our Careers Office at St. Dominic.

### **FEES 2023-24**

Art (3 credits)	\$30.00
Art (5 credits)	\$50.00
Band	\$82.00
Drama (3 credits)	\$30.00
Drama (5 credits)	\$50.00
Food Studies (3 credits)	\$50.00
Food Studies (5 credits)	\$87.00
Grad	\$100.00
Media Visual	\$50.00
Parking Pass/ semester	\$25.00
Phys. Ed. 20/30	\$50.00

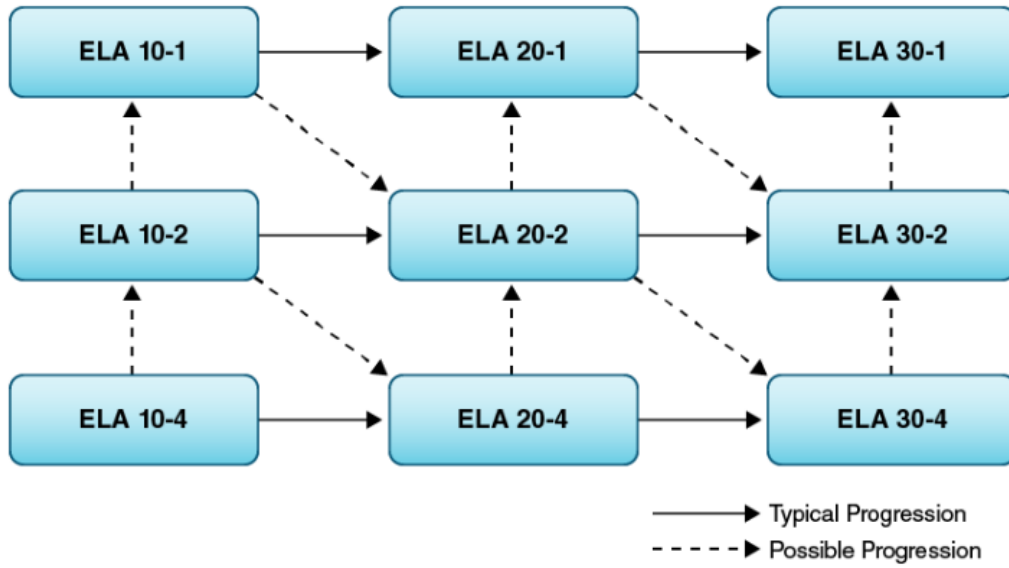
CTS registration fee covers course consumables. Please note – if you have difficulty in paying these fees immediately, we will accept arrangements such as post-dated cheques or monthly/quarterly payments.

**First Semester due by: September 29, 2023**

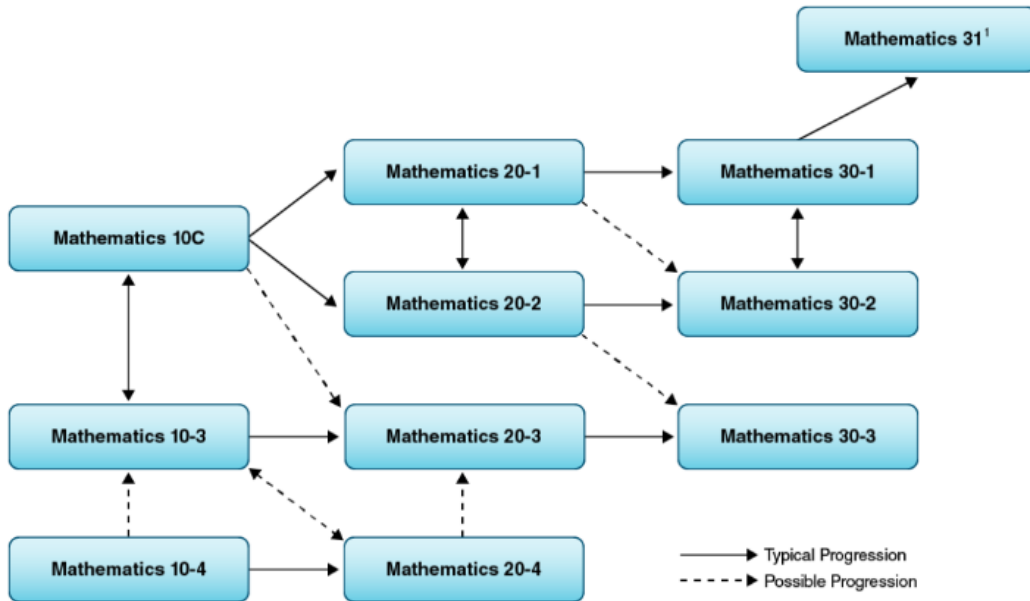
**Second Semester due by: March 1, 2024**

COURSE SEQUENCE FLOW CHARTS

## English Language Arts (ELA) Program



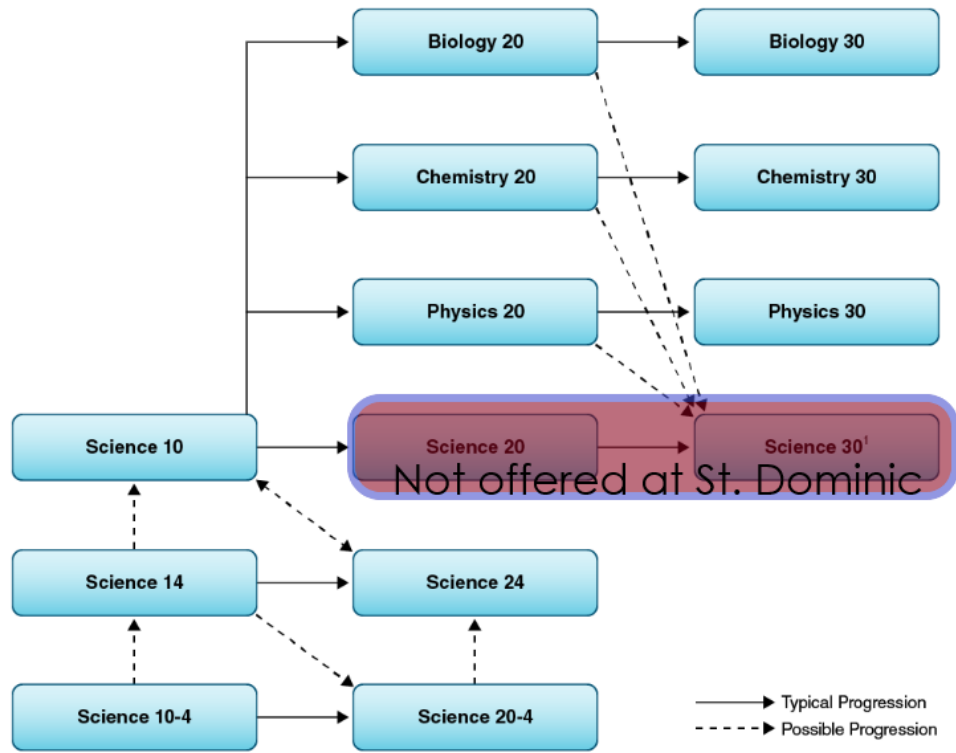
## Mathematics Program



1. Mathematics 30-1 is a prerequisite or corequisite for Mathematics 31.



## Science Program



## Social Studies Program

