



# STUDENT HANDBOOK

## 2023~2024

### E.D. Feehan Catholic High School

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**Ms. Kari Weiman**  
Principal

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Name: \_\_\_\_\_

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## WHO WE ARE

### Greater Saskatoon Catholic Schools Mission Statement

**Greater Saskatoon Catholic Schools: a welcoming community where we nurture faith, encourage excellence in learning and inspire students to serve others, making the world a better place.**

*We love because He first loved us. 1 John 4:19*

### E.D. Feehan Catholic High School Mission Statement

E.D. Feehan Catholic High School is named in honour of Edward Daniel Feehan, the first Superintendent of Education in the Saskatoon Catholic School Division. Mr. Feehan was the first Principal of St. Mary, the first Catholic elementary school in the division. He devoted his life to fostering the growth of Catholic citizens in the classroom, extra-curricular activities and every aspect of school life. In 2003, the word "Catholic" was officially added to our name as a sign of our distinctive mandate. Just as our namesake did, the Feehan Family has helped to shape and influence the lives of thousands of students. Through our baptismal call, we are rooted in faith, growing in knowledge and reaching out to transform the world.

*"I belong to the Feehan Family; who I am makes a difference."*

#### **At E.D. Feehan we,**

- † have **freedom to believe** in God and strengthen our faith
- † foster **unity to grow** toward our full potential
- † reach out in **charity to transform** the world

#### **The Feehan Crest**



The Feehan crest reminds us of the "Feehan Family," a community that focuses on Catholic Christian values.

The Flame represents the **freedom** that we all have to grow spiritually.

**The Interlocking Rings** represent the need for **unity** for all to grow toward their full potential.

**The Chalice** is a reminder to be giving of oneself and observe **charity** in all things.

## WHAT WE BELIEVE

### **Spiritual Dimension**

The study of our faith is an integral part of each grade level. Through our God-given gifts, the fruits of our faith are revealed in everything we do. Our student Living Liturgy Team guides our celebrations of the foundations of our belief (Rooted in Faith), the seasons of the Church (Growing in Knowledge) and nurtures our call to serve others (Reaching out to Transform the World)

### ***School Prayer***

**God of all creation, we thank you for the opportunity to be members of the Feehan Family. In your Spirit we have freedom to foster our faith, vision to celebrate our unity and courage to reach out in charity. Continue to grace our lives so that together in this Spirit we will make a difference. With Mary, we ask this through Christ, our Lord. Amen**

### **WHAT WE DO**

#### ***Catholic School Community Council***

The provincial government requires every school in our province to establish a school community council; therefore, every school in our division elects a School Community Council. Our division has added the word Catholic to the title. The purpose of this council is to share in the responsibility for the learning, success and well-being of all children and youth.

#### ***Chaplaincy Team***

The Chaplaincy team consists of a teacher chaplain and priest chaplains who foster spiritual development of the Feehan Family by providing opportunities for prayer, liturgical celebration, retreats, fellowship, stewardship, consolation in difficult times, community events and leadership training.

#### ***College of Nursing Partnership***

The University of Saskatchewan, College of Nursing students, as well as students from various health care disciplines (Kinesiology and Dentistry) have partnered to promote a school environment that supports students to experience well-being, learning and life-long success.

#### ***Aboriginal Student Achievement Coordinator***

Working within an integrated team of school administration, staff members, parents, community leaders and organizations, and service providers, the Aboriginal Student Achievement Coordinator (ASAC) will support increased First Nations and Metis (FNM) student wellness, engagement, achievement, retention and graduation.

#### ***Indigenous Education Cultural Leader***

The FNMI Education Cultural acts as a liaison to strengthen the connection between community, school staff and students and to organize school cultural events and activities.

#### ***SRC***

The leadership team meets regularly with members to carry out the objectives of the student government. These objectives are to develop and promote school spirit; create a feeling of unity among all students; encourage student participation and work with Administration. Money collected through student fees will be used to provide financial assistance for school activities.

#### ***Pediatrician Clinic***

E.D. Feehan Catholic High School is very fortunate to have its own pediatrician clinic within the school. Dr. Maryam Mehtar will be at Feehan once a week to provide health care to our students and other children and youth in the community. For more information about the pediatric clinic call 659-7837 or get more information from the main office.

### ***Restorative Action Program (RAP)***

The Restorative Action Program (RAP) is a community-based initiative designed with the premise that while youth need to be accountable for their behavior, they may also require assistance in developing life skills to help them assume a positive role in the community. RAP provides youth in conflict with assistance and support in developing life skills related to conflict resolution, self-awareness and respect for others in the community.

### ***School Counsellor***

The School Counsellor provides academic counselling for course selections, career planning, post-secondary school information and assistance with bursaries and scholarships. The counsellor provides personal counselling where possible and makes referrals when necessary. Students may see the counsellor directly or by appointment.

### ***School Resource Officer***

The Police Liaison Officer acts as a consultant to students, teachers and classes with an attempt to break down stereotypes that many young people have towards the Police and vice versa.

### ***School Social Worker***

The School Social Worker is able to assist students on a confidential basis with issues that are affecting their ability to succeed in school. Appointments should be made through Student Services.

## **SPECIAL PROGRAMS**

### ***Alternate Education***

For students who experience significant difficulty with both the regular and modified programs, Level 18/28/38 credits are available. The curriculum and teaching style is modified to help students achieve success in their studies.

### ***English as an Additional Language***

This program is for students whose first language is not English. English language skills and academic proficiency are assessed in order to provide the student with individualized instruction. Instructional activities include a balance of speaking, listening, reading and writing complimented by computer software programs.

### ***Functionally Integrated Program***

This program is designed for students with special intellectual and physical needs and involves inclusion in mainstream classes, community and world experience as well as tutorial, life skills and social skills programs.

### ***Modified Programs***

This program allows students to succeed in a high school program which is modified to meet the needs of students in relation to reading ability and particular skills. Courses are less rigorous in content; material is taught in a different style and assessment differs accordingly from the regular courses. Modified courses are designed as 91, 11, 21 and 31.

Placement into and transfer out of this program is done by the teacher in consultation with the student, parents, Counsellor and Administration.

## **WHAT YOU NEED TO KNOW ABOUT ACADEMIC**

### ***Academic Integrity***

Our goal is to instill Catholic Christian values in our students. Honesty and integrity are two of these values. Examples of a lack of academic integrity include such things as:

- Using or possessing unauthorized material or information in examinations
- Using someone else's work represented as one's own (plagiarism)
- Making up or changing the results of labs, projects or reports
- Using an unfair mechanical or technological advantage
- Aiding another student's dishonesty

### ***Missed Exam Policy***

- For a legitimate absence on the day of a scheduled exam (parental/guardian contact, note, approved school activity), students will approach the teacher on the day that he/she returns to make arrangements to write the exam
- Students will write the exam (or valid alternate exam) as soon as possible upon returning to school but consideration will be given to a student who must write several exams within a short span of time
- Students who anticipate being absent for a scheduled exam must make arrangements before the scheduled exam day
- Students will write the exam before leaving the school or on the day of return to school (teacher discretion)
- Students intentionally missing an exam may be denied permission to write the exam and may receive a mark of zero (teacher discretion) when situations arise which are not accounted for in this policy, a decision shall be made by the teacher in collaboration with Administration
- Students who intentionally miss a final exam will be dealt with by Administration
- Students are responsible for knowing each classes' expectations

### ***Deferred Final Exam***

A student may be granted a deferred final exam if they:

- Speak to the Counsellor and Administration

### ***Permission to Discontinue a Class***

A student may be granted permission to discontinue a class if they:

- Discuss with the subject teacher  
Meet with the Counsellor or Administrator and complete an application form to drop the class
- Parent/guardian must grant permission and sign the form
- Permission to drop may not be granted with fewer than 30 class days remaining in the semester

### ***Required to Discontinue a Class***

A student may be required to discontinue a class if:

- Attendance becomes irregular and does not improve despite appropriate interventions
- Performance early in the semester is such that obtaining credit appears impossible
- Behaviour continuously interferes with the learning of others

### ***Withdrawal from School***

Students withdrawing from school during the semester must see the Counsellor or an Administrator who will explain the procedures.

### ***Student Assessment/Evaluation and Reports to Parents***

Teachers will provide students with information that describes the policy for each course. Student assessment may include the following: quizzes, tests, reports, essays, portfolio, etc. and in most courses, a final evaluation in the form of an exam or project. Academic updates are periodically prepared for students, as well as at mid-semester and at the end of each semester. Student/Parent/Teacher conferences occur twice during the school year. Report cards are distributed to students two times per semester.

### ***Graduation Eligibility***

- Must have earned at least 19 credits when entering their final semester and be registered in a sufficient number of classes to give them the possibility of 24 credits
- Must receive a final mark in each class
- If a student drops a required class, the student will not be allowed to participate in graduation exercises
- Students must be passing all required courses at midterm of the second semester in the year they plan to graduate and they must meet the Ministry of Education requirements for Secondary Level standing
- Must meet the requirements of Catholic Studies 30 (including Special Olympics), attend the Grade 12 Retreat
- A student is allowed to participate in only one Graduation Exercise
- the cost of the Graduation Mass and Exercises is covered by a fee paid by eligible Grade 12 students at the beginning of the school year
- Graduation Rehearsal is held during final exams of Semester 2 (all grads must attend the rehearsal)
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### ***Academic Awards***

***Principal's Honour Roll*** (final average of at least 80% in the following subjects)

***Grade Nine*** - all Grade 9 credits are used

***Grade Ten*** – Catholic Studies 10, one of Workplace and Apprenticeship Math 10 or Foundations of Math 10, English Language Arts A10, English Language Arts B10, Science 10, Wellness 10, History/Indigenous Studies 10, next Level 10 mark

***Grade Eleven*** – Catholic Studies 20, one of Workplace and Apprenticeship Math 20 or Foundations of Math 20 or Pre-Calculus 20, English Language Arts 20, History/Indigenous Studies 20, One Science Class, the next three highest Level 20 marks

***Grade Twelve*** – Catholic Studies 30, History 30, English Language Arts A30, English Language Arts B30, next four highest Level 30 marks

Modified classes are not used in the calculation for the Principal's Honour Roll. Students may appeal their status to the Principal at any time.

### ***Additional requirements for Grade 12 Honour Roll***

The Grade 12 Honour Roll will be calculated on marks up to and including Second Semester mid-term marks.

Students with an average between 90% - 94.9% will receive the designation of

**Distinction.**

Students with an average of 95% or greater will receive the designation of **Great Distinction**.

**Graduation Subject Area Awards**

- Awards may be presented to graduating students in all subject areas.
- Selection Process for Graduation Awards:
- Selection is made by the appropriate department and names are submitted to the Academic Awards Committee for final selection
- Based on academic average, work habits, attitude, attendance and punctuality
- One award winner per subject
- No individual can win more than two awards (may be subject to change)
- In instances where an individual has been nominated first in more than two
- Subjects, the committee shall refer to second and third choice as necessary

**Valedictorian / Salutatorian**

Students who are eligible to graduate are invited to let their name stand for valedictorian. The Principal will review the names submitted to assure that the criteria is met. The valedictorian is selected by secret ballot by the Grade 12 class. The second place finisher will present the salutatory address at graduation.

**Major Awards**

**A. L. Ehman Christian Leadership Award** In honour of E.D. Feehan's first Principal, this award has been established to recognize a graduating student who best exemplifies the message of Christian values and principles.

**Commitment to Athletics Awards** One award is presented to a male and female student who demonstrates commitment and involvement in numerous athletic activities throughout the year. This award is open to students in all grades.

**The Spirit of Sport** This award is presented to a female student who demonstrates a love of sport and physical activity; a desire to constantly improve; a positive attitude and work ethic; leadership, dedication and enthusiasm.

**SSSAD Spirit of Service Award** This award is presented to a male student who has made a significant contribution to the intramural and athletic program in the spirit of service and volunteerism to make the school and community a better place.

**External Awards**

The following is a list of External Awards that may be presented at the Spring Awards Day or at Graduation:

A.L. Ehman Christian Leadership Award  
Canadian Tire Scholarship  
Grads of 1996 Scholarship  
Grads of 1999 Scholarship  
Kim Sawchuk Memorial Scholarship  
Les & Irene Dubé Christian Service Scholarship  
Rotary Club Scholarship  
Canteen Scholarship  
School Board Award  
The E. D. Feehan Alumni Scholarship

## **EXPECTATIONS**

E.D. Feehan Catholic High School seeks to provide opportunities for students to develop their God-given talents in all ways. We expect that all members of the Feehan Family will:

- Contribute toward a positive educational atmosphere
- Make good judgments
- Act in a responsible manner
- Achieve high standards of performance

**Schools need to be safe, positive places** if teaching and learning are to occur. Students who are experiencing conflict within the school are urged to contact an Administrator, RAP teacher, teacher or Counsellor who will mediate with all parties to attempt to resolve the conflict.

Students are reminded:

- Intimidation and bullying tactics will not be tolerated
- Students who encourage others to fight will be considered responsible and consequences may be forthcoming for all students involved
- School Resource Officer or other Law enforcement officers may be involved if necessary
- Students involved in a fight and who have not done everything within their ability to avoid the fight may be required to leave E. D. Feehan Catholic High School
- Students should be aware that they are accountable to the Principal for their actions at school or at school activities from the time they leave for school in the morning until the time they return home in the evening

### ***Bullying Policy***

#### ***a. What is it?***

- Bullying occurs when a person is the target, of repeated hurtful actions.
- Bullying occurs when there is an imbalance of power so that the victim has difficulty defending himself or herself.
- Bullying may include verbal or physical attacks designed to provoke or hurt another person.

Research shows that the vast majority of students do not engage in bullying but that most children experience bullying – either as bystanders, targets or aggressors. Some students miss school because of perceived threats or because they are worried about what may happen to them at school. Surprisingly, adults at school are often unaware of bullying because the bullying is often done in insidious ways. Cyber bullying is on the rise and students are advised to refrain from this form of bullying. Please report all forms of bullying to an administrator.

#### ***b. What Do We Do?***

When reports of bullying do occur, our school has a number of processes that assist students and parents. Typically, the first report of bullying is made to a classroom teacher. The teacher will attempt to understand the situation and deal with it directly with the students involved. Teachers, counsellors or administrators may take several courses of action:

- Have discussions in the classrooms about the effects of bullying and what students can do to prevent bullying (ie. Do not provide an audience for abuse, report the abuser etc.).
- Remind students about our school's Code of Conduct, the reasons for this code and the consequences for breaking the code.
- Seek a guidance counsellor's or RAP Workers advice.
- Refer the students directly to a guidance counsellor or school social worker.



- Seek counsellor-led mediation by contacting the Counselling Office in our school.
- Involve parents in the process to support our students.
- Seek direct administrative intervention for serious or repeat occurrences.

Our school's Code of Conduct is our guide in how we treat each other at E.D. Feehan High School. In this code, our E.D. Feehan Catholic School Community Council, our students and our staff have agreed to "dedicate ourselves to treating each other with Christian dignity and respect."

### **c. Intervention Process**

Students who bully other students will usually be dealt with in the following manner, depending on the severity of the incident:

**1<sup>st</sup> Incident** – Student will receive a warning, a phone call home and a connection to a counsellor.

**2<sup>nd</sup> Incident** – Student will receive a one-day suspension, a phone call home and must see a school counsellor.

**3<sup>rd</sup> Incident** – Student will be suspended from school for three days and may be referred to an alternate school.

Much is done to promote our Catholic Christian Values at E.D. Feehan School and we are blessed with tremendous support for parents. We ask that parents treat bullying as a serious issue. We ask that parents get involved with their teens and talk with them about the situation. It may be helpful for the student to write out what happened and how they feel about the situation. Encourage your children to report bullying to their classroom teachers, counsellors, administrators or any adult in the building. We encourage parents to talk to a teacher, counsellor or administrator about the situation and ask for help at (306)659-7550. Often administrators, teachers and other adults are not aware of the situation and need to know this information in order to help.

The Greater Saskatoon Catholic Schools' Anti Bullying Policy can be found online at [http://www.scs.sk.ca/board\\_information/administrative\\_manual/IDD.PDF](http://www.scs.sk.ca/board_information/administrative_manual/IDD.PDF)

The administrative team will review the policy yearly.

### **Mobile Device Acceptable Use Policy**

- Mobile devices must be on "silent" mode while students are at school.
- Mobile devices may not be used during class time, unless directed by a staff member.

Students who inappropriately use their mobile device during class time will have it taken to the Main Office and have to retrieve it after Period 5. For a second infraction, students will only retrieve their mobile device when their parent or guardian has come to the school to obtain it. The office is open until 4:05 for mobile device pick-up.

- Mobile devices shall not be used to bully. This is a criminal offence. In these instances, the school's processes for dealing with incidents of bullying may be put into effect. Other consequences will be considered as necessary.
- Video & Audio recording are not allowed in the classrooms unless approved by the teacher.
- Mobile devices may not be used in washrooms or change rooms or the gymnasium.

## ***Alcohol and Drug Use***

We believe that the use of alcohol and illegal drugs interferes with the learning process and can have life long, negative effects upon students. The school policy and practice concerning the use of alcohol and illegal drugs is as follows:

- Through our instructional program, students will obtain basic knowledge of the consequences of alcohol and other drug use
- Students will be actively encouraged to develop a positive lifestyle through curricular, extracurricular and special programs
- The possession, use or trafficking of alcohol or drugs is illegal
- Evidence that a student is or has been using alcohol or drugs during the school day or at school activities will be considered a serious violation of school policy
- Students who appear to be under the influence of alcohol or drugs may be suspended until the school completes its investigation of the incident
- Students involved in situations that violate this policy will be subject to one or more of the following consequences: parent/guardian involvement, suspension, referral to rehabilitative agency or relocation to an alternate educational setting

## ***Crime Stoppers (931-TIPS/931-8477)***

Students are encouraged to assist in solving school related crimes by participating in the anonymous tips program.

- A crime is committed in or near E.D. Feehan Catholic High School (you know who is responsible)
- Call Crime Stoppers at 931-TIPS/931-8477 - information will be taken in strict Confidence (anonymity is guaranteed)
- You will be given a tip number (keep the number secret), you check the status of your tip by contacting Crime Stoppers and referencing your tip number
- if your tip leads to an arrest, you qualify for a cash award

## ***Appropriate Dress Guidelines***

Catholic Schools are 'Places of Welcome' where God can be encountered. We strive to create conditions where everyone feels valued, safe, and has a sense of belonging. The intent of developing dress guidelines is to support a respectful and safe environment; it is not meant to be prescriptive or punitive. Teaching dignity and respect to children and adolescents means awakening in them respect for the human person. Therefore, it is important that dress guidelines be consistent with the inner character qualities that we endeavor to nurture within our students.

We recognize that decisions about dress reflect individual expression, socio-cultural norms, and economic factors, and that they are personal and important elements of a person's well-being. Students have the right to express themselves, feel comfortable and have the freedom to make dress choices. Students have the responsibility to make dress choices that ensure dignity and respect for themselves and for others.

Certain requirements for student dress may be outlined for safety purposes or specialized activities. Examples of such activities include field trips, play days, PAA courses, art activities and Physical Education. Where students are engaged in Work Experiences, then dress requirements at these locations must be respected.

Criteria to be used in discussing Student Dress Guidelines include: - dignity and respect for all - age of the students - ability to identify students (i.e., any coverings that obscure the face) - safety considerations. School Dress Guidelines include the following examples of what is inappropriate: - clothing or other accessories that

promote or symbolize drugs, alcohol, tobacco, illegal activity, racism, violence, sexualized slogans or images, pornography, obscene designs or words - wearing undergarments as outer wear - gang-related styles or symbols.

When there are differences in opinions in terms of student dress appropriateness, all involved have a duty to ensure dignity and respect is maintained. In the case where a student is required to remedy inappropriate dress, a variety of options will be presented that maintains the dignity of the student.

### **Lockers**

School Board Policy states “Principals and/or teachers are authorized to search school property in order to maintain safety or discipline.” We remind students:

- Do not reveal your lock combination to anyone
- Ensure that your locker is closed and locked at all times
- Students are responsible for keeping their lockers tidy
- The school cannot assume responsibility for articles missing from lockers; therefore, do not place valuables or money in your lockers
- Vandalism to your locker should be reported to Administration immediately
- When deemed necessary, a parent/guardian, teacher or school administrator may open a locker
- During Physical Education classes and athletic events, ensure that all personal belongings are locked in a gym locker; if possible, mark all personal belongings

### ***Smoking / Vaping***

E.D. Feehan Catholic High School is a smoke-free school. Students are not allowed to smoke in or around school property. Students are not allowed to smoke in their cars on school property or in front of our neighbours' homes. Students who violate these expectations will be subject to detention and or suspension. No Grade 9's are allowed to smoke anywhere around the school.

### ***South Entrance***

This entrance may be used first thing in the morning and immediately after school. Students are reminded not to congregate on the steps during school hours or inside the waiting area. All doors, except the Main Entrance will be locked during the day.

### ***Student Security***

- Valuables such as purses and electronic devices should not be left visible in a parked car
- Students are responsible to report all acts of theft, vandalism, violence and alcohol or drug use
- Avoid bringing large sums of money to school, expensive outer wear, jewelry and electronic equipment should be left at home
- Students are encouraged to use their hallway and gym lockers. These lockers must be locked when the owner of the locker is not around

### ***Unassigned Time***

Students are expected to use unassigned time constructively and to adhere to the following guidelines:

- Use the cafeteria for quiet study, group work, relaxing or socializing
- Use the library for quiet, individual study and research
- Students should not be in hallways while classes are in session
- Students should not be in front of our neighbors' homes

## ***Visitors***

The school is considered private property. Visitors are to report to the Main Office. In emergency situations, visitors may page students to the Main Office. Under no circumstances are visitors permitted to loiter or wander through the school or on school property.

## **ATTENDANCE POLICY**

Regular attendance is necessary for students to achieve to the best of their ability. Students at E.D. Feehan Catholic High School are required to attend all scheduled classes.

Parents/ Guardians are asked to contact the school before an absence occurs. If this is not possible, contact with the school must be made the day of absence. The attendance line number is **659-7556** and is available 24 hours a day.

Students and Parents/Guardians are strongly encouraged to schedule medical, dental and other such appointments outside regular school hours.

### ***Definitions***

**Absence** occurs when the school is open but the student does not attend a scheduled class.

**Acknowledged Absence** occurs when the school is open but the student is unable to attend due to sickness or other unavoidable cause and with Parent/ Guardian permission.

**Absence for School Event** occurs when students attend a school-sanctioned event during their regularly scheduled class time. This absence will be acknowledged through the Main Office as a School Event.

**Lates** occurs once the tone for that class period has been sounded. Teachers will mark students late for that class period by indicating how many minutes late a student enters the class. The same will be entered for students leaving class early

### ***EXPECTATIONS***

We believe the Attendance Policy will encourage regular attendance while at the same time protect the integrity of the courses as set out by the Ministry of Education. This policy will provide enough flexibility for those inevitable sick days or unavoidable family events that may arise.

We encourage students to get involved in both curricular and extracurricular activities. School events are not counted against students in their attendance total; however, if absences for school-related activities in conjunction with other absences become excessive, regular attendance in scheduled classes will take priority.

### ***Late Policy***

Students are expected to be in their assigned location with all necessary materials when the tone sounds to signal the beginning of a class period. Students who are not in their assigned location on time are considered to be late. If a student accumulates an excessive number of lates, the following will occur:

- Students will be required to pick up a late slip at the office
- The teacher will speak to the student about the importance of being on time for class.
- If lates continue, the student will be sent to an Administrator.

### ***Summary of Roles***

#### **Students**

- Attend all scheduled classes
- Inform parents/guardians of all absences
- Advise their teachers when they know in advance that they will be absent from class
- Keep the number of total absences low to remain in the class

- complete any required tutorials related to excessive absences

#### **Teachers**

- Encourage students to attend all scheduled classes
- Discuss attendance and achievement concerns with the student.
- Contact with parent/guardian regarding student attendance will be done at the discretion of the classroom teacher

#### **Parents/Guardians**

- Support and encourage their son/daughter to accept responsibility for maintaining daily attendance at the school
- Contact the school before the absence occurs. If this is not possible, contact with the school must be made the day of the absence. The attendance line number is **659-7550** and is available 24 hours a day.
- If school has not received a phone call acknowledging a student absence, the home will be contacted by the school's automated calling system
- Attempt to schedule appointments during non- instructional time
- Support the school in administering consequences for non-attendance

#### **Administration**

- Establish expectations and monitor student attendance as stated
- Administer consequences for excessive absences
- Contact parents/guardians to inform them of consequences
- Celebrate excellent student attendance throughout the year

### **WHAT YOU NEED TO DO IN AN EMERGENCY**

#### **Emergency Evacuation**

- When the fire alarm sounds or an emergency evacuation is required, all students and staff must evacuate the school immediately
- During class time, students are to exit the school by the routes indicated on the signs near the classroom doors
- Students are not to take their books with them or go to their lockers
- Once outside, students must move well away from the exits and the building and report to their classroom teacher for attendance purposes
- Students are not allowed to re-enter the school until instructed to do so by their classroom teacher
- When the fire alarm rings at noon or after school, all students and staff must evacuate the school using the nearest exit and move well away from the building
- Students cannot re-enter the building until instructed to do so by a member of the staff
- In the event that the evacuation of the building is necessary for a prolonged period of time, students will be directed to Westmount Elementary School

#### **Lockdown Procedures**

**Perimeter Lockdown announcement**- "A perimeter lockdown is in effect. No students or other individuals are permitted to enter or leave the building.

#### **Student Responsibilities:**

- Stay in classrooms or other designated locations away from the danger be accounted for and under supervision of a teacher
- NOT LEAVE the school without permission
- Remain in the school if the Perimeter Lockdown is in effect during the break or noon hour

#### **Teacher Responsibilities:**

- Resume teaching unless otherwise instructed by Administration
- permit exit and entry only via the front doors

**Shelter in Place announcement** – “A Shelter in Place Lockdown is in effect. No one is permitted to leave the building.”

**Student Responsibilities:**

- not enter or leave the school until the appropriate public safety agencies declare it safe to do so (Police or Fire and Protective Services)

**Teacher Responsibilities:**

- Secure the school including classroom windows and ventilation system
- Resume classroom instruction unless directed otherwise by Administration
- Instruct students to duck, cover and hold
- Non-teaching classroom staff should remain in the classroom and wait for Direction from the classroom teacher

**Full Lockdown announcement** – “Full Lockdown is in effect.”

**Student Responsibilities:**

- Turn off cell phones and give them to the teacher
- Move beyond the view from windows and doors (close curtains and cover door Windows, if possible)
- Duck, cover and hold as instructed by the teacher

**Teacher Responsibilities:**

- Lock classroom doors and windows (exterior doors may also be locked if appropriate)
- Turn out classroom lights
- Instruct students to turn off cell phones and give them to the teacher
- Move students and staff beyond the view from windows and doors (close curtains and cover door windows, if possible)

**Bus Passes**

Students are eligible to purchase subsidized bus passes from the school.

**Cafeteria**

The cafeteria serves as a meeting place and a food centre. Items may be purchased between 8:00 AM and 1:00 PM. Lunch, drinks and snacks may be purchased at noon. Students are also welcome to use the Cafeteria to eat their own lunch.

**Driver Education**

Driver Education is available through Klassen Driving School, with 30 hours of in-class instruction during a 4-week period. The 6 hour in-car instruction must be completed prior to a student’s sixteenth birthday.

**Lost and Found**

Report all lost and found items to the Main Office. Any lost or found items will be stored in the main office.

**School Elevator**

The elevator may be used by students requiring a wheelchair or by students with physical injuries or impairments that make walking difficult. The elevator may also be used to move heavy items from one floor to another. Anyone requiring use of the elevator must check with the main office.

**Student Cards**

Student cards are necessary for borrowing materials from the school library, qualifying for student rates on the transit system and admission to school events. Student cards

are issued in September. All students must be in possession of a student card while attending E.D. Feehan Catholic High School.

**Student Parking**

Please respect the rights of residents in our neighborhood when parking your vehicles. Avoid parking on school property including stalls that are designated for staff or handicap parking; behind the school or in the drive through at the front of the school.

**Weight Room Use**

At the discretion of staff, students may use the facility before, during and after school

**EXTRA CURRICULAR PROGRAMS**

Students are encouraged to develop their God given talents by participating as fully as possible in the spiritual, academic, social and athletic life of the school. The staff devotes many extra hours to make opportunities possible for all students.

**Regular Daily Schedule 2023 – 2024**

<b>WARNING TONE</b>	<b>8:35</b>
<b>PERIOD 1</b>	<b>8:40 – 9:42</b>
<b>PERIOD 2</b>	<b>9:47 – 10:54 (MORNING PRAYER)</b>
<b>BREAK</b>	<b>10:54 – 11:04</b>
<b>PERIOD 3</b>	<b>11:04 – 12:11 (DAILY NOTICES)</b>
<b>LUNCH</b>	<b>12:11 – 1:01</b>
<b>PERIOD 4</b>	<b>1:01 -2:03</b>
<b>PERIOD 5</b>	<b>2:08 – 3:10</b>

**Shortened Day Schedule 2023- 2024**

<b>WARNING TONE</b>	<b>8:35</b>
<b>PERIOD 1</b>	<b>8:40 – 9:20</b>
<b>PERIOD 2</b>	<b>9:25 – 10:10 (MORNING PRAYER)</b>
<b>PERIOD 3</b>	<b>10:15 – 11:00</b>
<b>BREAK</b>	<b>11:00 – 11:10</b>
<b>PERIOD 4</b>	<b>11:10 -11:50</b>
<b>PERIOD 5</b>	<b>11:55 – 12:35</b>