

# Oromocto High School

## OHS Student Handbook 2022–2023

Mr. Kevin Inch, Principal  
25 Mackenzie Avenue  
Oromocto, NB  
E2V 1K4

Telephone: (506) 357-4015

Fax: (506) 357-4018

OHS website: <http://web1.nbed.nb.ca/sites/ASD-W/Ohs>



**School Building Opens: 7:45 am**  
**Classes begin: 8:40 am**

**School Colours:** Blue and Gold

**Motto:** *Finis Coronat Laborem* (The End Crowns the Work)

**School Population:** Approximately 1140 students

**Grades:** 9-12 (English and French Immersion)

**Vision:** Oromocto High School will be a healthy, resilient community leading in innovation and adapting to a changing world.

**Mission:** Well-Being, Resiliency, Innovation, Adaptation

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### OHS SCHOOL CALENDAR 2022-2023

September 5, 2022	Labour Day (no classes)
September 6, 2022	Grade 9 Orientation
September 7, 2022	Grade 10 Orientation
September 8, 2022	Grade 9, 10, 11, 12 Students
September 9, 2022	All Grades
September 22, 2022	Open House
October 10, 2022	Thanksgiving Day (no classes)
November 11, 2022	Remembrance Day (no classes)
November 14, 2022	Report Cards Issued
November 18, 2022	Parent Teacher/PL (no classes)
December 2, 2022	PL full day (no classes)
December 9, 2022	PL full day (no classes)
December 23, 2022	Last Day of Classes for Holiday Break
January 9, 2023	Students Return
January 23-27, 2023	Semester 1 Assessment Week
January 30, 2023	Turnaround Day (no classes)
January 31, 2023	Turnaround Day (no classes)
February 1, 2023	Semester 2 Begins
February 20, 2023	Family Day (no classes)
March 6-10, 2023	March Break
April 6, 2023	Report Cards Issued
April 7, 2023	Good Friday (no classes)
April 10, 2023	Easter Monday (no classes)
April 14, 2023	Parent Teacher/PL (no classes)
May 5, 2023	NBTA Council Day (No classes)
May 15, 2023	NBTA/AEFNB Branch Meeting Day (No classes)
May 22, 2023	Victoria Day (no classes)
June 9, 2023	Last Day of Classes for Semester 2
June 12-16, 2023	Semester 2 Assessment Week
June 12-23, 2023	Course Recovery Week
June 19-21, 2023	Prom/Graduation Festivities

**Note: The dates above were accurate at time of printing and are subject to change.**

**A detailed calendar is available on our website: <http://ohs.nbed.nb.ca/OHS/Welcome.html>**

**And will include additional dates as they become available.**

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**Principal's Message:**

On behalf of the faculty and staff of Oromocto High School (OHS), I am pleased to welcome you to the 2022 -23 school year at OHS. Oromocto High School serves students in grades 9-12 and has a student population of approximately 1140 students. Our school has a long history of excellence in academics as well as extracurricular activities.

It is a privilege to serve OHS and the Oromocto community as the principal of OHS. I consider it an honor to have the opportunity to lead one of the best schools in this province with an excellent, professional staff dedicated to providing the best education possible every day. Our school's vision is that every student will be a healthy, resilient community leading in innovation and adapting to a changing world. Along with our Mission of Well-Being, Resiliency, Innovation, Adaptation at OHS! Our entire staff will be working on that pursuit over the school year and years ahead.

I would encourage all of you to stay up to date with information and events happening at OHS through the following methods: 1. follow us on Twitter at [OromoctoHSBlues](#). Our Twitter will give you up to date information on activities and school news. 2. Our OHS website ([Http:web1.nbed.nb.ca/sites/ASD-W/Ohs](http://web1.nbed.nb.ca/sites/ASD-W/Ohs)) Be sure to check out the website for additional social media platforms used and monitored by OHS staff. 3. School Messenger that I will be frequently sending out important updates throughout the school year. Please make sure you keep up to date on any information you need by the method most convenient for you.

OHS sincerely appreciates the sustained support provided by our parents, our PSSC, our local community members, and local businesses and organizations. We pledge to continue to work hard to make our academic and extracurricular programs even stronger to ensure our students are successful and prepared for the future. They deserve no less.

Welcome to Oromocto High School! I wish everyone a great school year

Kevin Inch  
Principal

**Administration Team:**

Principal	Mr. Kevin Inch	
Vice Principal	Ms. Lori Bidlake	Letter group: O-Z
Vice Principal	Ms. Molly Nugent	Letter group: Gr-N
Vice Principal	Ms. Maxine MacConnell	Letter group: A-Go

**PSSC Message:**

On behalf of the Parent School Support Committee, I would like to welcome both new and returning students to Oromocto High School. The PSSC is an active committee whose purpose is to advise the Principal in the development of school policies, to review the School Improvement Plan, communicating with the District Education Council and assisting in other various areas according to our mandate.

This committee consists of 12 elected parents/guardians as well as representatives from the school staff and student body. Elections are held in September and all parents/guardians of OHS students are eligible to vote, be nominated and be elected. This position is a three-year term. The PSSC meets 6-8 times a year at OHS. These meetings are also open to the public. The school office has contact details, forms, meeting times and information on how you can become involved.

We hope you have an enjoyable year as part of our Oromocto High School Community.

PSSC Chair

## OHS BELL SCHEDULE

8:40 – 8:45 AM	Warning Bell/Transition
8:45 – 9:45 AM	Period 1
9:45 – 9:55 AM	Homeroom
9:55 – 10:05 AM	Nutrition Break
10:05 – 11:05 AM	Period 2
11:05 – 11:10 AM	Transition Time
11:10 – 12:10 PM	Period 3
12:10 – 1:10 PM	Lunch
1:10 – 1:15 PM	Transition Time
1:15 – 2:15 PM	Period 4
2:15 – 2:25 PM	Transition Time
2:25 – 3:25 PM	Period 5

For security reasons, OHS operates a closed campus. All doors are locked during the school day, and students are not permitted to be outside during breaks or between classes. While off campus, our students are asked to be good citizens and represent their school in a positive manner. All school rules apply during the school day, whether students are on or off the property.

### **Office Hours:**

Oromocto High School's Main Office is open from 8:00 am to 4:30pm, Monday to Friday. The main office phone line is 357-4015 and you are invited to leave a message on the school's message service seven days a week.

### **Office Communication System:**

School Messenger is used by OHS to send messages to parents. This system allows the school to provide information to parents, students and staff about upcoming school events or emergencies. School Messenger sends home daily absence reports should a student be absent at any point during the instructional day. Please ensure that your contact information is up to date with the office.

### **Open House:**

OHS hosts an Open House in September. The Open House is a good opportunity to meet your student's teachers and Administration to discuss communication and how that will occur. PSSC (Parent School Support Committee) elections are held at the September Open House.

### **Arrivals and Departures:**

Students arriving or departing between 8:40 am and 3:25pm must be picked up and dropped off at the Administration doors of the school so they can be signed in or out. **Parents: Please note that students are asked to wait in their scheduled class to be paged by the office when you arrive to sign them out. Please observe the fire lanes and handicap spaces when parking to pick up your student throughout the day.**

**Parents/guardians/family members that are not listed as contacts for students will not be permitted to sign out a student at any time.**

**Visitors:**

All visitors are asked to report to the main office once they are admitted through the security system. It is not permitted for unauthorized persons to be in the building or on the premises. It is expected that all visitors use respectful language and have positive interactions with school personnel while visiting. Visitor parking is available near the main office doors.

**Personal Security:**

The school cannot accept any liability for personal property brought to school such as electronic devices. Bring at your own risk. Students are not permitted to carry prohibited or restricted materials and/or weapons, including all types of knives.

**Video Surveillance:**

A video surveillance system is installed in the school at various public locations to help ensure a safe school environment.

**Student Representative Council (SRC):**

The SRC coordinates and promotes student activities at OHS. It is composed of 14 elected representatives and 5 officers. A yearly student fee of \$45 (maximum \$90 per family) to promote school activities is charged to each student. This fee covers such costs as, but is not limited to:

- An identification card, required for admittance to most school functions, and the borrowing of Library materials.
- School social activities in which students are not charged directly.
- Support all Extra-Curricular activities and SRC Executive projects.

**\*Students will not be permitted to participate in any extra-curricular activities and/or play sports until the Student Council Fee has been paid.**

**School Clothing:**

School clothing may be ordered through the following website: <http://oromoctohighschool.entripyshops.com/>

**EXTRA & CO-CURRICULAR ACTIVITIES:**

We have high standards at Oromocto High School and enjoy an excellent reputation in the community for academics, athletics and other co-curricular activities. Students are encouraged to be active participants in order to develop initiative, executive ability, and leadership. Those who participate must realize that they set an example for others and are expected to conduct themselves accordingly while representing the school. It is important for students to consider a proper balance between schoolwork and extra-curricular activities. The following are some of the activities that were offered at OHS during the previous school year:

Assemblies	Coffee House/Jam Band	Robotics/Engineering Team
Athletic Banquet	GSA	Scholarships
Backpack Program	Grad Class	Shad Valley
Best Buddies	International Student Program	Skills Canada
Blood Donor Clinics	Multicultural Team	Spoken Word
BIPOC Panel	OHS Ambassadors	Student of the Month
Breakfast for Learning	Open Houses	Student Representative Council
Certificate of Academic Excellence	Oratorical Contest	Tech Crew
Disability Walk	Oratory	Terry Fox Walk
Drama/Theater Club	PSSC	Turnaround Achievement Award
Enviro-thon	PRIDE Week	Yearbook
First Aid Service Team (FAST)	Prom	
First Nations Awareness Week	Reach for the Top	Unified Basketball
Club de Francais	Relay for Life	
Chess Club	Recycling	Writing Club

## ATHLETICS

### Athletic Director: Mr. J. Kirkbride

The following varsity sport activities are scheduled to be available to Oromocto High School students during the 2022-2023 school year:

- |                              |                                |                                  |
|------------------------------|--------------------------------|----------------------------------|
| * Badminton (boys and girls) | Cheerleading                   | Field Hockey (girls)             |
| Golf                         | * Soccer (boys & girls)        | * Track and Field (boys & girls) |
| Baseball (boys)              | * Cross-Country (boys & girls) | Football                         |
| Hockey (boys & girls)        | Softball (girls)               | * Volleyball (boys & girls)      |
| * Basketball (boys & girls)  | Curling (boys & girls)         | * Wrestling (boys & girls)       |
| Rugby (boys & girls)         | * Swimming (boys & girls)      |                                  |
- \* These sports are offered at Junior (Grade 9 – 10) and Senior (Grade 11-12) levels.**

### STUDENT ATHLETIC CODE OF CONDUCT:

This **Code of Conduct** shall act as the guide by which all school representatives will conduct themselves in any capacity or endeavor. The code contained herein covers the areas of personal behaviour, attitude, courtesy, appearance, academics, sportsmanship, and commitment to the various programs.

**Any students who participate on a school team or activity must have paid their Student Council Fee (\$45.00) before being eligible to play.**

Each team member and parent is expected to thoroughly review this conduct code on-line and it should be gone over by the coach before the season begins. Each student-athlete should keep a copy at hand, in order to refer to it if necessary.

***Notwithstanding (the Code of Conduct) the administration reserves the right to make decisions that they deem to be in the best interest of the student athlete and/or the overall program.***

#### **A. General Behaviour (Includes Coaches/Supervisors)**

1. **Conduct:** It is expected that all students participating in extra-curricular activities conduct themselves in such a manner that does not embarrass themselves, their coaches, families, school and community -- for they represent all of these groups. Students whose behaviour in class is disruptive or whose behaviour at school functions or in the community proves to be embarrassing to the school could be suspended from extra-curricular activities for a period of time deemed by the Athletic Director and administration to be appropriate. Subsequent offences could result in suspension from all extra-curricular activities for a period of up to six months or permanently.
2. **Player Discipline:** Coaches/Advisors will handle all minor offences related to team and player discipline. Discipline offences of a more severe nature will be handled by the coach/advisor in consultation with the Athletic Director and Administration.
3. **Language:** The use of profane or improper language is not acceptable. Extreme verbal outbursts show a lack of self-control and immaturity; these reflect on the school as a well as the individual.
4. **Attitude:** There is an expectation that **all athletes** be courteous, mature, cooperative and respectful at all times.
5. **Sportsmanship and Fair Play:** In all practice and game situations, athletes are expected to perform to the best of their ability within the context of specific rules of their sport. Sportsmanship and fair play to teammates, opponents, and officials, should be in the forefront of a team's basic philosophy and attitude. Shaking hands with opponents after competition should be a routine procedure.
6. **Team Initiation Intimidation (Bullying Technique):** Team initiation often intimidates new team members by forcing them to perform acts that are deemed offensive, unsafe, humiliating or in poor taste. For these reasons, there shall be **no initiation** of new team members at Oromocto High School. (Coaches should spend time with their players on this very serious matter.)



## B. Guidelines (Athletic Policy)

**1. Academics:** While participating in extra-curricular activities, it is desirable that the first priority of the student is academic achievement. Therefore: When considering academic standing, the reporting periods will be used to determine continuing eligibility. If a student drops out, quits school, or fails drastically, the student-athlete will be deemed ineligible until a successful semester is completed.

**2. Attendance:** When a student is absent from school for at least one class period, morning or afternoon, of **any** school day, that student will not take part as a team member in any activity sponsored by the school during or following classes on that particular day unless the student's absence is excusable under the school's attendance policy. In exceptional circumstances deemed excusable by the Athletic Director, the student will be allowed to participate.

**3. Jobs/Part-time Employment:** Students must realize the difficulty of making a serious commitment to both school activities and part-time employment. Priorities should be established, and if an individual chooses to work at a job which may interfere with practices or games, it is generally understood that this will hinder his/her responsibility as a team member. Players devoting time to jobs in lieu of practice time cannot expect as much playing time or competition involvement. Their roles in that activity may be reduced or abrogated.

**4. Uniforms/Equipment:** All participants have a personal responsibility to properly care for any uniform or equipment item issued to them. This includes a neat and orderly appearance for all games, competitions, and performances, as well as the immediate return of all uniform/equipment items issued. If the uniforms have not been returned to the coach, parents will be given a bill for the missing uniform. No athlete will be permitted to tryout or play with another sport until all accounts are cleared up (fees and/or uniforms)

**5. Smoking and Smokeless Tobacco/Vaping:** Smoking is detrimental to your ability to perform, and therefore hinders both you and your team, in addition to your personal health. Smoking is not an acceptable activity for students who wish to represent OHS. ***Coaches will set their own rules in this area.***

**6. SPECIAL CIRCUMSTANCES:** **Gross misconduct, such as fighting, use of alcohol/drugs, bullying, inappropriate use of social media or any other incident that leads to an out of school suspension, will result in a removal from participation in all sports for that student for a set period of time and perhaps permanently. This period of time away from activity will be determined by the Administration and the Athletic Director.**

**7. Varsity Team Room/Activity Areas:** Team rooms are the responsibility of users. These areas must be kept neat and orderly, and maintained in good condition. Coaches/adult are required to supervise these areas. These designated areas are a privilege to use, and all participants must do their part to care for the team area. Horseplay or fooling around in team locker/shower areas is not allowed. Failure to comply with these rules may result in loss of personal privileges for these areas.

**8. Practices:** Team members must demonstrate a commitment to the program by attending practices. Athletes must realize the importance of game preparation. Failure to attend practices or games, without just cause, may mean loss of player status within the team structure. Regular practice attendance includes being on time and assisting with equipment needs.

**9. Overlapping Sport Seasons:** Individuals who choose to participate in overlapping sports must realize that their prime commitment lies with the team in season. Any participation in the second sport while the first is continuing may only be done with the permission of the Athletic Director. No athlete is permitted to miss a practice or game of the sport they are already participating in so that they may attend another team's tryout. Example: no skipping football practice in order to attend a hockey tryout. If an athlete quits a team from one season to join a team in the second season, he/she must wait until the first sport is completely finished before given permission to participate in the second sport.

**10. Playing Time:** This has become a very contentious issue. Playing time is issued at the discretion of the coach. The coaches make every attempt to ensure that all players get playing time, but there are games (especially playoffs) where some players do not play or get limited playing time. If this is a problem to you, meet with the coach to discuss your concerns. There is no "Fair Play" policy in High School Athletics.

**11. Parent Line of Communication:** Should be Coach and then the Athletic Director for sport related issues.

### C. Other Important Sports Information

#### Fee Structure \*\*\*Important\*\*\*

- **All athletic fees must be paid before the first game of the season. Boys and Girls Hockey will have two set dates due to the nature of the cost. Failure to do so will make the athlete ineligible to play or practice until the fee or arrangements with the Athletic Director have been made.**
- An athletic fee will be charged per team member. This fee goes to the team directly to help offset the tremendous cost of running the team. **There will be no refunds of athletic fees for any athlete that quits a team, leaves a team or is removed from a team.**
- If an athlete quits a team and has not paid their athletic fee, the athlete is deemed ineligible to try out for any other team until the fee is paid.
- **Payment of athletic fees must be paid by cash, money order, online at [schoolcashionline.com](http://schoolcashionline.com), and/or certified cheque. No personal cheques will be accepted.**
- **Payments can be made online at [schoolcashionline.com](http://schoolcashionline.com)**

**Medical** - Medicals are highly recommended before athletes participate in their first practice.

**Mouth Guards** - Mouth guards in contact sports are highly recommended.

**Parent Participation** - Parents who attend their sons/daughters games are encouraged to support our Code of Conduct. This would eliminate possible problems that may occur at rinks, fields, pools and/or gymnasiums especially during home games. While attending games and supporting your children, parent behaviour should be in line with the expectations we have in the code of conduct for our athletes. (Please read the section on playing time as this seems to be a persistent concern every year in our athletic programs.)

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## HIGH SCHOOL GRADUATION REQUIREMENTS

GRADE 9	GRADE 10	GRADE 11	GRADE 12
English (year)	English ( Full year)	English (Full year – 2 Credits)	English (1 Credit)
Math (year)	Math (GMF 10) Math (1 Credit – 1- NRF or 110 Fin Work Math)	Math (1 Credit – Foundational Math 110 or Fin Work Math 110 or Fin Work Math 120)	Elective  Fin Work Math 120 (if needed to complete the Financial Workplace Pathway 1)
Science	Science	A Science Credit	Elective
Social Studies	Social Studies	A Modern History Credit	Elective
Post-Intensive French	Post – Intensive French	Fine Arts / Life Role Development Credit	Elective
Physical Education	Personal Development	Elective	Elective
Visual Arts – 45 Hrs	<b>2 of these 5</b>		
Music – 45 Hrs	Music, BBT, Physical Education Visual Arts – Fee \$10.00 Intro to Applied Tech 110 (1 Credit) Fee - \$35.00	Elective	Elective
Technology – 90Hrs		Elective	Elective
		Elective	Elective

Graduation requirements most likely differ from Post-Secondary entrance requirements. Please consult your Guidance Counselor.

### Course Changes/Course Load:

Students must carry a full complement of courses except when granted special permission by school administration. Course changes must be requested within the first week of each semester. Transcripts will reflect all courses in which a student is enrolled after the second week of classes even if they are a failing mark. Changes are only made that are necessary for graduation requirements.

Transcripts for current students have a cost of \$1.00 each.

### Fees:

Oromocto High School charges a variety of fees for the operation of student council, sports teams, fundraisers and selected courses. For 2020-2021 the process of paying fees has changed. Teachers will not collect fees (cash) or issue receipts. Students and parents have two options to pay fees: Fees can be paid through SchoolCash online (**preferred method**), if this

is not possible, students/parents can pay fees at the main office with cash, debit or Visa/MasterCard. The office will issue a receipt once a week and these receipts will be put in the homeroom teacher's mailbox for distribution to students.

This process applies to the collection of the following fees:

Student Council Fee: \$45 per student or \$90 per family of two or more

Sports team fees

Course fees including those used for purchasing supplies

Extra Curricular Group fees

Co-Curricular fees (bus trips, excursions, etc.)

#### **Course Fees:**

The following courses have course fees: Trades, Arts and Technology. These courses charge a nominal fee for consumables and take with products.

Applied Tech 110 - \$35.00

Metals Fabrication 110 - \$35.00

Art/BBT/Intro to Electronics - Grade 10 - \$10.00

Metals Processing 110 - \$35.00

Culinary Tech 110 - \$35.00

Mill & Cabinet 120 - \$35.00

Culinary Tech 120 - \$35.00

Outdoor Pursuits - \$110.00

Fine Arts 110 - \$10.00

Visual Arts 110 - \$10.00

Graphic Arts 120 - \$10.00

Visual Arts 120 - \$10.00

#### **Graduation Requirements include:**

- Successful completion of the Grade 9/10 program, including French.
- Successful completion of all 7 compulsory Grade 11 and 12 credits, listed above, as well as successful completion of a minimum of 10 elective courses, for a total of 17 out of 20 credits in Grade 11 and 12.
- A minimum of 5 courses must be successfully completed at the Grade 12 level including English. Students must attempt 10 courses in each of their Grade 11 and 12 years.
- Students must have successfully completed the English Language Proficiency Assessment (ELPA).
- Students may take up to 2 Challenge for Credit courses, 1 Independent study course, and 2 Local Option courses for graduation purposes. These courses may not replace a compulsory course.

#### **Student Evaluation and Reporting:**

Reports are sent home 4 times per year. Teachers also send home mark updates periodically. Some classes may have a variety of final assessments. Teachers will provide this info to students at the beginning of the semester. Subject teachers will provide the information about the percentage assigned to each reporting period. **The pass mark for each subject is 60%.**

#### **Parent Portal:**

Parents are invited to sign up for the Power School Parent Portal, an online tool available to all parents of Oromocto High students, which allows parent access to their student(s) daily attendance, grades, and easier access to contacting subject teachers. Sign up to Parent Portal can be done at the main office (with I.D.) and at various times announced throughout the school year.

#### **Grades 9 and 10 Promotion:**

Promotion of a student from Grade 9 will be on the recommendation of the teaching team in consultation with administration. The pass mark is 60% in all subjects and consideration will be given as to where the student is best-served and most likely to meet with success. Grade 10 promotion is subject based.

#### **Homework/ Missed Work:**

If a student is absent, the student is responsible for any missed work. Parents requesting to pick up homework may do so at the office but should note that it may require a minimum of 24 hours' notice. **Teachers are not required to provide homework for students who go on family vacations at times other than those designated vacation times during the school calendar year.**

**Graduation Honour Cords:**

Students who graduate with honours will receive special recognition at the Graduation Ceremony and be given an Honour Cord to wear with their graduation gown. To obtain graduation honours, students must have an 80% average in both their grade 11 and grade 12 years.

**Assemblies:**

Assemblies, when scheduled, are a part of the instructional day and are included as part of the School Improvement Plan. Students are expected to attend scheduled assemblies, follow all school rules, and be on their best behaviour. **Parents are asked not to sign out their student(s) when an assembly is planned.**

**Homeroom:**

Every morning students will attend their assigned homeroom at 9:45 – 9:55 am attached to their period 1 class. Homeroom teachers will deliver important information, distribute report cards at reporting periods, assign lockers, and maintain accurate attendance records of each homeroom student. Homeroom is mandatory for every student.

**Identification:**

Students will receive an identification card after they have their school photo taken and pay their student council fee to their Homeroom teacher. Students require I.D. to sign out learning materials at the library and to attend school functions. Students must identify themselves when requested to do so by any school personnel, which includes teachers, maintenance, cafeteria, cleaning, office, library staff, etc.

**Demonstration of Learning Week Policy:**

All students must write final assessments or complete other assessments as mandated by the course and/or teacher. Assessments are established well in advance for January and June and must be observed. **Students who take vacations during this time will receive a zero grade on any final assessment missed. If a student is unable to write the final assessment due to illness only a professional note will be accepted.** A mark of zero will be given if no professional note is submitted. A final mark may be pro-rated if a student is unable to write an exam due to serious extenuating circumstances. All serious extenuating circumstances will be reviewed by Administration.

**Electronic Devices:**

Personal electronic devices **may** be used at the discretion of the classroom teacher to **enhance curricular outcomes**. Personal electronic devices include cell phones, smart phones, iPods and iPads, laptops, headphones. Students are to comply with the directions of the classroom teacher with regards to personal electronic devices. Failure to do so may result in consequences from the teacher. Major incidents of defiance, or a continued refusal to follow the instructions of the teacher, could result in a referral to the office.

**Lockers:**

Lockers remain school property and the school reserves the right to inspect lockers to ensure a safe and secure learning environment for all students and staff. Students will be issued a lock and locker by their Homeroom teacher and should not share a locker or the combination. Lost or broken locks will be replaced at a cost of \$10.00 to the student. **Students should keep their locker combination confidential and keep it locked at all times.** It is recommended that items of value and/or large sums of money not be left in lockers. Oromocto High School is not responsible for any items lost or stolen from student lockers. Lockers are required to be emptied by students on the last day of classes in June. Items remaining in the locker after that time are left at the owner's expense.

**Lost and Found:**

From time to time, student and staff articles are misplaced. Recovered items are placed in a secure location in the administration office. Unclaimed items will be turned over to a charitable organization in January and June.

**Public Telephones:**

A public pay phone is located under the stairwell by the gymnasium. Students are required to provide their own money to use the phone. Asking to use the office or guidance phones is not permitted unless in an emergency situation.

**Library:**

Whether you are looking for information for an assignment, to print, use the internet, the next great novel to read, a quiet place to sit and relax with a good book, or to use the conference table to study with a group of friends, our Library/Learning Commons is a welcoming space for everyone. The Library/Learning Commons is open before school begins (8:00am), during lunch (12:10 – 1:10pm), and after school (3:20-4:00pm), all other times a teacher must be present.

With a student ID you are able to:

- Borrow up to 3 books at a time;
- Use the printer to print assignments
- Use iPads and Netbooks

Please remember that books are to be returned or renewed by the due date. Any lost or damaged items are to be replaced by the student who borrowed it. Netbooks and iPads are for use in the Library/Learning Commons only and cannot be removed from the space.

**Computer Use Policy:**

At the beginning of each school year, all students and a parent/guardian must read and sign a Computer Use Policy Form. This policy outlines appropriate computer use for any school computer, as well as the provided school network.

**Cafeteria Services:**

Chartwells offer cafeteria services daily. Students have the option of using cash or debit to make purchases. Students are asked to return trays and dishes to the proper area, keep their table clean and place garbage in its proper locations. Shaking and moving vending machines is not permitted. Please speak to cafeteria personnel if you do not receive the product.

**Evacuation/ Fire Drill Procedures:**

During a fire drill or real emergency students should move quickly and promptly out of the building according to the emergency plan and as directed by their teacher. Each classroom has emergency and fire drill plans and directions are posted. Classes should move well away from the building and stay as a class unit so the teacher can account for each student. Teachers will each have visible signs to indicate their location outside the school. Fire alarms are to be regarded as actual situations until notified by school authorities or by the fire department/police. It is very important that students cooperate and follow instructions. There is no smoking/vaping during fire drills or evacuation procedures.

**False Fire Alarms:**

False fire alarms are a criminal offense. They endanger our less able-bodied peers, force the Fire Department to attend to our needs over another subsequent emergency and cost the Town of Oromocto for each false incident. As a result, the law enforcement agencies will be called and an investigation launched. Impending decisions could involve criminal charges and/or suspension from school.

**Crime Stoppers:**

The OHS Student Crime Stoppers program is designed to bring students, the community, and law enforcement together to prevent crimes at school and create a safe learning environment for all. It is a tool that allows students to stand up to crime without fear of reprisal, retaliation, or peer-pressure.

Crime Stoppers keeps your name and your tip anonymous. If your tip solves a crime you could possibly receive a cash reward.

You can contact Crime Stoppers using three methods:

- Call 1-800-222-TIPS (8477)
- Text TIP212 plus your information to CRIMES (274637)
- Fill out your tip online at [www.crimenb.ca](http://www.crimenb.ca)

#### **Dress Code Policy:**

All members of the education community are to dress appropriately when in school and at any school sponsored event. Examples of inappropriate dress are such items that promotes drugs/alcohol, profanity, sex, discrimination or violence.

#### **Lobby/Hallways/Corridor Conduct:**

Students who hang out or eat lunch in the lobby area and/or in the hallways are asked to pick up after themselves, have respectful conversations, refrain from horseplay, playing games (such as hacky sack), and conduct themselves appropriately. The cafeteria lobby is

not a hangout between classes. Tables and benches provided for student use are not to be moved from their location unless granted permission.

#### **Scent Reduced Policy/Peanut Reduced Building:**

Scented products contain chemicals that can cause serious problems for people with asthma, allergies and environmental illness. Please be sensitive to others' health problems and wear *unscented* personal products. Spraying cologne/perfume or other scented products is strictly prohibited. Due to student and/or staff sensitivities, please note that **Oromocto High School promotes a peanut and nut-reduced environment.**

#### **School Closures:**

The Superintendent of Schools makes the decision to open or close schools after district transportation personnel provide current information about weather and road conditions. The ASD-W transportation department has access to current weather and road conditions throughout the district through the Department of Transportation and a contracted weather information service provider. Inclement weather predictions are monitored closely throughout the evening and again from 5:00 a.m. onward.

Announcements can be heard on local radio stations or through a recorded message that can be heard by dialing the ASD-W public information line at 1-888-388-4455 (toll free) or 453-5454 any time after 6:00 a.m., and by checking the district website and twitter feed online at [www.asdw.nbed.nb.ca](http://www.asdw.nbed.nb.ca).

No extracurricular activity will occur if there has been a school closure due to weather unless approved by the administration.

#### **Legal Issues:**

A student is expected to go by the name on their birth certificate. This is a student's legal name. All school records, such as report cards, transcripts, graduation diplomas, etc., are required by law to indicate the student's legal name. By law, schools are required to provide, on request from non-custodial parents, information about a student's education, except when a court order prohibiting access of a parent to a child exists. If there is a current, valid court order prohibiting access to this child, the responsibility rests with the custodial parent to provide the school with a copy of this document.

#### **Grad Class:**

The Grad Executive is responsible for overseeing all graduation related activities and help raise funds for their Graduation activities and ceremony. Events will be held to help celebrate the Graduation year. Rings, photos, and other memorabilia will be available throughout the year. Grad fees are collected at various times throughout the school year. Graduation information will be posted on the school website.

**Student Parking:**

Parking permits are now required by all students intending to park in the student parking lot at Oromocto High School. All students who wish to drive to school must register their vehicle and hang a valid Oromocto High School parking permit from their rear-view mirror.

The following conditions must be adhered to for parking on school property:

- Parking passes are issued by administration to eligible students and are non-transferrable. (No sharing among students.)
- All vehicles need to be registered at the main office. The make and model of the vehicle, proof of driver's license, and proof of valid insurance needs to be provided to the office prior to parking privileges being issued. You can register more than one vehicle in your name and use the same hangtag. A form will be available at the main office and this information will be kept on file.
- All students must have registered and be issued valid parking passes by Friday September 16, 2022 in order to continue parking on school property. Speak with Ms. MacConnell (VP) at the main office if this is not a deadline you can achieve.
- The parking pass hangtag **must be** displayed on the rear-view mirror of the parked car. If you get a different vehicle, please update all the information with the main office.
- Students are not permitted to spend time in their car during the instructional or non-instructional times, including lunch and breaks. Park your car, lock it up, and enter the school.

Parking privileges can be removed for up to an entire school year, depending upon the severity of the incident and at the discretion of school administration. Students parking on school property should:

- Follow the posted speed limit (15 km/h) and drive with care and responsibility. Squealing tires, deliberate fish tailing, or stunting is not permitted.
- Park in designated parking spaces only.
- Always display the hangtag.
- Garbage located around your parked vehicle can result in parking privileges being revoked.

**Parking in the school parking lot is not a student's right – it is a privilege based upon appropriate conduct by the pass holder. Administration reserves the right to revoke parking privileges at any time.**

**Tobacco Free/Vaping Policy:**

Oromocto High School and its property is tobacco/vape free. **Smoking cigarettes, chewing smokeless tobacco and using E-cigarettes or “vapes” are not permitted on school property, this includes smoking inside privately owned vehicles parked on school property.** Parental support in this initiative is appreciated. There is a zero tolerance policy for the use of tobacco or e-cigarettes (vapes) in the school building. Students can expect consequences including police fines (\$175.00) and/or exclusion from school if they choose to violate this policy.

**Plagiarism:**

Plagiarism is the use and representation of other people's words and ideas in whole or in part and saying it is your own work. Plagiarism is a serious academic offense. The best way to avoid being suspected of plagiarism is to remember to always acknowledge where you got your ideas. Students should not 'copy and paste' or download entire texts for assignments.

If a student is involved in copying or providing material to other students for the purpose of copying, or has plagiarized assignments, he/she may receive zero on the assignment/text/exam.



**Bus Transportation:**

In accordance with ASD-W policy, the time spent on a school bus is an extension of the class day for the student. Therefore, all the rules that apply to the school apply to the bus as well. In the interest of the safety of all concerned, it is essential that all students traveling on school buses behave responsibly and follow the rules and regulations. Failure to do so may result in the loss of bus privileges. Administrators may deny transportation to students not attending classes. Students should:

1. **Obey the driver** promptly.
2. Avoid any unnecessary conversation with the driver while the bus is in motion.
3. **Respect the driver and fellow passengers.**
4. Arrive on time and stand away from the roadway while waiting.
5. Wait until the bus comes to a complete stop before moving to get on.
6. When crossing the road, wait for the driver's signal and always cross at least 3 meters in front of the bus. NEVER CROSS BEHIND THE BUS.
7. Always keep a safe distance around the school bus.
8. Go directly to your seat; allow others to sit with you. **Remain seated.**
9. Sit facing forward, with your belongings on your lap or under the seat. **Keep the aisle clear.**
10. Obtain approval of the driver to open windows or emergency door. Nothing must hang out or be thrown out of the windows of the bus.
11. **Talk quietly.** Silence is required when approaching a railway crossing. Eating and drinking are not allowed on the bus.
12. Smoking or use of e-cigarettes/vapors is forbidden. Loud music is also not allowed.
13. Neither pets nor large objects are allowed on the bus.
14. Anyone who intentionally damages the bus will be held responsible.
15. Dress according to weather conditions. For safety reasons, avoid drawstrings or loose objects on clothing and backpacks.

Transportation is provided for middle school and high school students to one stop location, typically home. Transportation for occasional drop-offs (e.g. birthday parties, visiting a friend, sleepovers, or after school activities) will not be provided.

**Letter "O" Award:**

There are three levels of activity awards at OHS. They are the minor level, major level and major level with honors. Points are used to determine the level of award. Students attain points through their participation in school activities.

Graduating students who have been involved in school activities or clubs are strongly encouraged to apply for a Student Council Activity Letter "O" Award. Details on points are posted in all classrooms in the spring and students **MUST APPLY** for these awards which are presented at the graduation.

**STUDENT SERVICES****Guidance:**

Students are assigned to a Guidance Counselor alphabetically, based on surnames:

Ms. E. Chevrier	A-Go
Ms. T. Kokoski	Gr-N
Ms. K. MacLeod	O-Z

The main goal of the school counseling program is to enhance and promote student learning through three broad and inter-related domains: academic, career, and personal/social development. Students are encouraged to drop in to the guidance center for information on careers, post-secondary schools, scholarships and employment opportunities.

**The Guidance Centre is neither a hang out, nor drop in center during instructional time.** Students are required to have an appointment. Students can make an appointment at the main office during non-instructional time.

**Resource:**

The resource team at Oromocto High School assists students with academic programs for success. This includes facilitating alternate academic programs, administering tests to determine academic strengths and challenges, providing support for

student needs, and assisting with transitions for new students. All students are welcome to come to The Learning Center (room 135) for assistance. The resource team works collaboratively with subject teachers, students, parents, other school personnel and outside agencies to provide the best possible learning environment for students at OHS.

Mr. G. Keezer	A-Go, SPR	Mrs. Chase	A – B, T - Z
Mrs. B. White	C- Go	Mrs. Earl	Mo - S
Mrs. K. Breen	Gr – Mi		

#### **Nurse Practitioner:**

Confidential sexual health services (counseling, testing/screening and treatments) are available at OHS provided by Public Health Nurse Practitioner who visits weekly. She can be contacted directly at 444-3126 or referrals can be made through the Public Health Nurse or Guidance Counselors.

#### **Attendance Guidelines 2022 - 23**

Students must provide appropriate excuses for each absence to each of their teachers within 2 days of the absence. A parent/guardian may call the main office at 357-4015 and leave a message at any time, 24 hours a day. Excessive absenteeism will be dealt with as disciplinary matters.

Students are responsible for attending all classes, obtaining any missed work and supplying an excuse to the homeroom teacher within two days of their return.

- Parents are responsible for their son/daughter's attendance and for encouraging students to come to school and providing excuses for all absences within two days of the student's return. The excuse must include: the current date, the date of absences, a valid reason for the absence from school and the parent/guardian signature. A phone call or email with all of the same information included will also be accepted.
- All students must sign out with a written excuse from their parent/guardian or they may be signed out at the office by the parent/guardian.
- All students must sign in at office with a note from their parent/guardian if arriving after first period or they may be signed in by their parent/guardian at the main office.
- Subject teachers are responsible for inputting attendance records on the computer each class.
- Administration will contact home regarding unexcused absences.
- Academic consequences of an unexcused absence will be: teachers will determine and explain their process for assessments/work missed during an unexcused absence. Students must produce verification from the home of the excused absence as required by their subject teacher.
- The auto dialer system for tracking and reporting daily attendance to parent(s)/guardian(s) will be in use for the school year.

When a student is absent from any class without a valid excuse and has not provided proper notification within 2 days to their teachers, they are considered truant. Ensuring the security of that student becomes extremely difficult if his/her whereabouts are unknown. The school has a legal responsibility to ensure that students who left home to go to school are indeed in school. The ultimate goal is to keep students in school. Oromocto High School has implemented a Truancy Clause intended to make students accountable for missing classes.

## Oromocto High School Tardy Policy

The Oromocto High School faculty and staff believe that there is a direct relationship between good attendance and high achievement. Students who attend school regularly and on-time achieve higher grades, enjoy school, realize success, gain the necessary credits for graduation, and learn positive habits that carry over to their personal and occupational achievement.

We see it as the responsibility of each parent/guardian, teacher, administrator, and staff member to promote and stress the value of good attendance. It is also the responsibility of the staff to carry out all attendance policies in a fair, firm, consistent, and timely manner.

**Definition of Being Tardy: A student who is not in their scheduled classroom when the bell rings ready to work.**

Does it make a difference when my child doesn't go to school?

1 or 2 days a week doesn't seem like much but...

If your child misses...	That equals...	Which is...	And over 13 year of schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1.5 school years
1 day per week	40 days per year	8 weeks per year	Over 2.5 school years
2 days per week	80 days per year	16 weeks per year	Over 5 school years
3 days per week	120 days per year	24 weeks per year	Nearly 8 school years

How about 10 minutes late per day? Surely that won't affect my child?

If your child misses...	That equals...	Which is...	And over 13 year of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly .5 of a school year
20 minutes per day	1 hour 40 minutes per week	Over 2.5 weeks per year	Nearly 1 school year
30 minutes per day	Have a day per year	4 weeks per year	Nearly 1.5 school years
1 hour per day	1 day per week	8 weeks per year	Over 2.5 school years

### EVERY DAY COUNTS

If you want your child to be successful at school, then YES, attendance matters every day.

Struggling with attendance? We want to help. Ask any teacher to help or contact your Guidance Counselor or Administrator for support.

## Positive Behaviour Expectations

Oromocto High School has adopted a framework known as positive behaviour interventions and supports (PBIS). The 2018-2019 school year is our first year of implementation of our school wide PBIS model. During the 2017-2018 school year students and teachers gathered to create a set of common expectations for our school. The common expectations can be found on our school behaviour matrix. The common expectations are modeled and reinforced on a regular basis in our building to insure successful implementation.

PBIS is a research based model used to improve school climate and decrease anti-social behaviour. PBIS is a proactive approach that allows students to achieve social, emotional, and academic success. Oromocto High School rewards students who adhere to the expectations by giving out BLUES tickets. Students can place tickets in the BLUES box and names are drawn from the box for prizes to celebrate positive behaviour.

	School-wide Routines/Settings				
	Classroom	Hallways	Cafeteria	Bus Loading Zone	Parking Lot
Be Kind	-Use appropriate language -Be open minded to others' ideas -Treat others with respect	-Use appropriate language -Be mindful this is a shared space -Treat others with respect	-Use appropriate language -Be mindful this is a shared space -Treat others with respect	-Use appropriate language -Treat others with respect	-Use appropriate language -Treat others with respect
Leadership	-Take responsibility for your actions -Help others -Listen to others	-Take responsibility for your actions -Help others -Listen to others	-Take responsibility for your actions -Help others -Listen to others	-Take responsibility for your actions -Help others -Listen to others	-Take responsibility for your actions -Help others -Listen to others
Useful	-Ask questions -Keep the space clean -Be polite to others	-Keep the space clean -Stay to the right hand side of the hallway -Move quickly and quietly to destination -Be polite to others	-Keep the space clean -Use an indoor voice -Be polite to others	-Keep the space clean -Be on time for the bus -Be polite to others	-Keep the space clean -Drive slowly -Be polite to others -Respect property
Engage	-Use class time effectively -Do your best -Be on time for class -Use technology appropriately	-Minimize time outside of the classroom during class time -Be on time for class			
Success	-Ask for help when needed -Be prepared for class -Respect due dates -Use feedback to influence further work				

The rules and policies of the school apply to all students from the time they leave home in the morning for school until the time they return home at the end of the day. It is expected that the student proceeds directly home at the end of the school day. (Authority of the Education Act)

OHS is your school. You share the school with many other students with common goals: to do as well as possible academically and to participate in and enjoy the many extra-curricular activities, which are available. These goals are achieved by maintaining certain expectations and standards. Parents are invited to meet with school personnel about concerns they may have.

### Respect for Self/Others/Property:

As a student at OHS, you will be treated with dignity and respect. You are, in turn, expected to behave responsibly, dress appropriately, speak considerately, and work to the best of your potential. Exhibiting self-respect indicates that you feel good about yourself and have the discipline necessary to be a successful student.

You are expected to be a good school citizen by treating your fellow students, teachers, student teachers, support staff and visitors to the school with courtesy and respect. Please ensure that the language you use is always appropriate and polite.

Students are expected to recognize the authority of the staff with cooperation and respect. In this way, students must identify themselves when asked by a person in authority. Failure to correctly identify themselves will result in firm consequences. Teachers are responsible for conduct of students in their classrooms and have been given the authority to pursue a positive environment at OHS.

**Physical and/or verbal abuse of students or staff will not be tolerated.** Students are expected to take care of our school building and property and all school materials whether they are their own or belong to others.

#### **Severe Behaviour Infractions:**

The Positive Learning Environment Policy (Policy 703) states: **“A pupil whose conduct poses an immediate threat to the safety of others will be removed from the situation at once and will be permitted to return when safety can be reasonably assured.”**

School suspensions are issued in accordance with the Education Act and Anglophone West District guidelines and could result in a long-term suspension for the first offense. Students should expect out of school suspensions for behaviour that does not promote a positive learning environment.

#### **Drugs, Alcohol, Weapons and other Contraband:**

The Positive Learning Environment Policy states: “Infractions in this area are viewed as extreme and unacceptable in the public school system”. They may result in immediate suspension without the normal sequence of interventions. In any case, the local law enforcement agency can be called in to assist in an investigation with criminal charges and a long-term suspension from school is a possible result. Knives of any kind are considered a weapon.

#### **Fighting and/or Assault:**

Fighting or encouraging anyone else to fight is a serious offense and the consequences can be just as serious. For the sake of injury to yourself and others, we strongly encourage students to seek out sources of prior mediation. However:

- Please note that severe first offenses expedite this process as a condition of the Positive Learning Environment Policy and could result in an immediate 5 day out of school suspension.
- Suspensions beyond 5 days or an accumulation beyond 5 days are appealable.
- A Town of Oromocto By-Law 313-B (A By-Law Relating to Noise, Nuisance and Disturbance) carries a fine of \$150 for offenders.

#### **Harassment (Verbal, physical, racial and/or sexual):**

Harassment of any kind is considered a serious offense. Due to the sensitive nature of the problem, each situation will be treated on an individual basis. Severe incidents may be referred to outside law enforcement agencies for advice, consultation and possible legal recourse.

**There is a high expectation for appropriate behaviour at Oromocto High School. Students who do not meet this expectation can expect consequences up to an including long term suspension from school. Students must accept responsibility for their own behaviour and its impact on their learning and the learning and school environment of others. Oromocto high School has resources to support students. Please see your vice principal or guidance counselor for support.**

# Respect

## everyone

This is a place of respect for students, employees and visitors to our school. Bullying, inappropriate language or any threat of violence will not be tolerated. All employees and students deserve to have a positive and safe working environment.

*EECD Policy 703 (Section 5.2) School personnel and students in the public school system have the right to work and to learn in a safe, orderly, productive, respectful and harassment-free environment.*

Oromocto High School  
Home of the Blues

**Certificate of Academic Excellence and Merit:**

To qualify for this recognition, a student must apply for the award by the end of September of their graduating year and then must attain a minimum mark of 80% in at least ten (10) of the following courses. Five (5) courses must be chosen from each category.

**PART A****CATEGORY A**

(Math/Science)

Biology 111

Biology 121

Chemistry 111

Chemistry 121

Pre-calculus A 120

Pre-calculus B 120

Law 120

Physics 111

Physics 121

Science 122

F.I. Biology 110

Any University Math/Science/Humanities course

Canadian Literature 120

**CATEGORY B**

(Humanities)

English 111

English 121

History 111

F.I. History 110

F.I. Language Arts 120

French 122

F.I. Law 120

F.I. World Issues 120

Canadian History 122

Political Science 120

Sociology 120

If a course is not offered in a given year, alternate arrangements will be made. An Approved University Credit or Independent Study may be substituted in the appropriate category.

**PART B**

In addition to the academic component, a student must be an active participant in a creative, an aesthetic or social activity. Applicants must supply documentation for activity in two (2) of the following areas:

1. Community Service/Volunteering (100 hours outside of school activities).
2. Academic Provincial/National Award through High School competition or equivalent.
3. Duke of Edinburgh Award (silver).
4. Music Proficiency – Grade 8 Conservatory.
5. Major Level Awards with Honours – School Award.
6. Any other activity acceptable to the Enrichment Committee.

**\*All applications will be reviewed on an individual basis by the Enrichment Committee, whose decisions will be final.**

**Certificate of Immersion:**

Graduating students who have completed their studies in the French Immersion Program are eligible for this certificate received at Graduation. To complete the FI Program, students must obtain credits in five of the seven courses offered in French at the Grade 11 and 12 levels. These courses are: FI Language Arts 110 and 120, FI Modern History 110, FI Biology 112, FI Law 120\*, FI World Issues 120\* and FI Family Living 120\*. Note: the three courses marked with \* are offered on a rotating basis – two per year. Please see guidance.

**Certificate of Canadian Studies:**

Graduating students who have completed two of three courses are eligible for this certificate received at graduation. Courses include Canadian Literature 120, Canadian History 122 and/or Canadian Geography 120. Must have a mark of 80% or higher.

**Certificate of Excellence in Fine Arts:**

Graduating students who have completed the criteria for the Certificate of Excellence in Fine Arts will receive their certificate at graduation. The requirements for this certificate are as follows:

**Part A: Course work**

Students must complete at least eight of the fourteen Fine Arts courses with an average of at least 85%. These courses are: Visual Arts 9, Visual Arts 10, Visual Arts 110, Visual Arts 120, Graphic Arts 110, Theatre Arts 120, Music 9, Music 10, Music 110, Music 120, Photography 120, Graphic Novel 120, Fine Arts 110, and Independent Study in Fine Art.

**Part B: Public Exhibition and Performance**

Students must participate in public exhibitions and/or performances.

**Part C: Portfolio**

Students must prepare a portfolio of their work spanning grades nine to twelve that demonstrates growth and variety in the Fine Arts. The portfolio should include pictures, programs, recordings of performances, visual art pieces, etc. (ten to twenty samples are encouraged). Please confirm portfolio format and requirements with your Fine Arts teacher.

**Part D: Cover Letter**

Students must include a cover letter describing their growth in Fine Arts, the role of Fine Arts in their lives, and their future plans.

**Part E: Interview Component**

Students must participate in an interview with the Fine Arts team at the end of the grade 12 year.

*Completed applications are due the last Friday in April and may be given to any of the Fine Arts teachers. More detailed information, and application forms can be obtained from any of the Fine Arts teachers or the Guidance Office.*

# OHS @ THE BLUE ZONE

## Announcements Daily

<https://www.youtube.com/user/OHSBlueZone>



**School Cash Online**

Paying school items just got easier!  
Sign up to get started today.

What is School Cash Online?

School Cash Online is an easy to use, safe way to pay your children's school fees.



Get Started Today

Sign Into Your Account





## ANGLOPHONE WEST SCHOOL DISTRICT

### OFFICE OF THE SUPERINTENDENT

1135 Prospect Street • Fredericton, New Brunswick E3B 3B9 • [www.asd-w.nbed.nb.ca](http://www.asd-w.nbed.nb.ca)

September 2022

Dear Parents/Guardians:

Anglophone West School District is committed to creating and maintaining an environment in schools where students, staff, and visitors feel safe. To enhance safety and security, district protocol requires intensive threat assessment training of School Administrators, Education Support Services, Teachers and District Staff. Further to this, partners from policing, Social Development and Mental Health are also trained in this multi-disciplinary approach.

The protocol requires trained school staff, as a team, to complete a Violence Threat Risk Assessment (VTRA) in all cases where students make significant threats to harm themselves or others. The purpose of the VTRA process is to use the best knowledge, skill, and experience available to assess level of concern so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and the community. As noted above, a multi-disciplinary approach is used. Please be assured that the school team will be taking measures to deal with all known threats/high-risk behaviours in a positive and proactive manner. If the school team invites you to a meeting to discuss safety concerns about your own child, please be assured that our protocol is being followed and that the goal is safety.

Anglophone West School District will respond to all serious threats. If there is a need, a school may initiate a state of "lock down" or "hold and secure" within the facility. A principal has the authority to declare either condition and will often do so through collaboration with district office officials and/or emergency responders. Please note...a **"hold and secure"** allows those who are in the building to continue with their normal routines but calls for increased monitoring of entrances and for no one to enter or leave the building. A **"lock down"** requires all who are within the building to immediately stop what they are doing and assume a quiet, hiding position within their current space. Staff and students practice this as a drill each year. In either case, it is important for parents/guardians to know that they will not be able to retrieve their child(ren) until the "all clear" is given. The school and district will do their best to provide communication throughout the situation, although the priority will always be to ensure the safety of individuals first.

To help keep our school communities safe, there is an expectation that parents, students, and community members who have knowledge of a threat or high-risk behaviour will report this information to the principal. It would be helpful if you would discuss this protocol with your child(ren). Our goal is to respond to all threats in a professional manner that provides for a safe, healthy and caring learning environment.

We appreciate your support in helping ensure our schools are safe environments for all children and staff.

Sincerely,

David McTimoney  
Superintendent