

## Principal's Message

Welcome to Westisle. You and your child are about to embark on the final leg of your public school journey. Your years at Westisle will prove to be some of the most exciting and life altering to date and we are pleased to be travelling along with you on this journey. Times are changing and demands put on students today are quite different than those of a few years ago. Careful planning and a good relationship between the home and school can certainly make your child's stay at Westisle an enjoyable one for all. We look forward to getting to know you and your child.

As noted above, times are changing. While a few years ago high school marked the end of formal education for most, today a good high school education is merely a starting point, a springboard into further, more specialized study. Because educational demands have changed so drastically over the past number of years, it is vital that high school courses are chosen carefully, keeping options open while at the same time allowing students to take advantage of all that Westisle has to offer. This balance may seem hard to achieve at times but with some good advice, the process should run smoothly.

Success in high school requires some thoughtful planning and commitment. Hard work and regular attendance are a must. Researchers have noted that the most important thing parents/guardians can do for their child's education is to take an active interest in their child's schooling. When parents are involved in students' education, the children do better in school. When we show interest our children respond in kind.

It is important that parents help students to choose appropriate courses. All high school students must choose their courses with their future in mind. Even courses chosen for the grade 10 year should reflect future goals. We are not saying that students need to know exactly what they want to be in the future but a general idea of this will help to keep options open. You are encouraged to choose courses that will offer a challenge to the students but that will not be so difficult that the student will not have success. Please take into careful consideration the recommendations of the teachers and counsellors. The Grade 9 teachers take their recommendations seriously and want your child to be successful at Westisle. Please consider their suggestions seriously. As well, keep in mind that Westisle is a composite school offering extensive vocational, technical and business courses as well as an academic program.

We know that you will consider this information when helping your child with their course selection. If you are unsure about anything, please feel free to contact your child's school or us here at Westisle. Working together is the key to success so please feel welcome to contact us during this process and during your child's stay at Westisle. Good luck with the course selection process and with the remainder of the school year. We look forward to meeting you in September.

Charles Murphy  
Principal

## STUDENT HANDBOOK

### POLICIES & PROCEDURES

#### SCHOOL SERVICES

**ACCIDENT INSURANCE** - All students in PEI Public schools are now covered under a provincial accident insurance plan. This is paid for by the Department of Education.

**BUS SERVICE** - Students and parents who have questions or concerns about bus service are asked to contact the transportation supervisor at the Elmsdale School Board Office (853-8602). Expectations regarding behavior on the busses will be described and enforced by individual drivers with support from the school administration.

**EXTRACURRICULAR ACTIVITIES** - In addition to the various programs that are offered in the classroom, there is a large variety of activities offered outside the classroom. The following is a list of activities that are usually conducted at Westisle:

Badminton	PEI-Quebec Exchange
Band	Power Lifting
Basketball	Rugby
Commonwealth Conference	SADD
Cross Country	Soccer
Drama	Softball
Games Club	Student Council
Golf	SWITCH
Grad Committee	Track & Field
Interchange on Canadian Studies	Volleyball
Intramurals	Yearbook
Jazz Band	Youth Parliament
Peer Mediation Group	

**FEES** - This year the school, in co-operation with the Parents' Council and the Student Council, has approved an annual fee of \$25.00 which will cover the following costs:

- A Student Daily Planner and Handbook which includes an essay writing style sheet (directions for writing formal papers).
- A combination lock for your locker.
- A graduation fee spread out over three years.
- A technology fee.

**FOOD SERVICE** - Full and partial meal services are available in the cafeteria at noon hour. Students may also bring lunches from home but, in either case, all food is to be consumed in the cafeteria (lower floor area).

Students are expected to clean the table after eating by putting leftovers in the garbage cans

and returning trays to the appropriate places. As well, students are required to sort their garbage according to the Island Waste Watch guidelines which are posted throughout the cafeteria.

**GUIDANCE SERVICES** - Two counsellors are available to help students with personal, vocational and educational concerns. Assistance is available on course selection, university and college information, scholarships and student loan information, student assessment, study skills and emotional support. Students are urged to take advantage of this service as well as the career resources available in the guidance area. CHOICES, the computerized career information system, is also available to students.

**Westisle Teen Parent Support Group** meets weekly at the school on Tuesdays from 11:30 a.m. - 1:00 p.m. The group provides pregnant and parenting young mothers a chance to get together. The group offers education and support regarding healthy choices in nutrition, parenting and lifestyle issues. For more information contact Colleen Parker@ Kids West Inc. - phone 853-3437.

### **EPHY Program Western School Board**

The Educating Pregnant and/or Parenting Youth Program - EPHY Program offers educational and emotional support to pregnant or parenting teens interested in completing high school. The Teacher Coordinator works together with the student, administration, teachers, Student Services, and health professionals to determine how best to meet the educational goals of the student. This support is offered throughout the Western School Board. For additional information please contact:

Elsa Riley  
Teacher Coordinator  
888-8461 (Mon. Wed. Fri.) Three Oaks Office  
853-8602 (Tues. & Thurs.) Western School Board Elmsdale Office  
emriley@edu.pe.ca

**LIBRARY** - Students are urged to use this area and its resources for study, research and quiet reading. This area is closely supervised and students who use it for social purposes (talking, etc.), will be asked to leave. All materials taken from the Resource Centre must be signed out at the main desk. Students are responsible for the care and return of all such materials and will be required to pay for any loss or damage incurred.

**LOCK & LOCKERS** - Lockers are assigned to students so they can keep books and other possessions in a relatively safe place. Everyone must have his/her own locker. Only locks provided by the school can be used and these can be obtained from the homeroom teacher in September upon payment of the annual fee. Students are reminded that the lockers are the property of the school and lockers must never house illegal or prohibited items. *In the interest of safety, the administration of the school may conduct random searches of student lockers from time to time.* Students may or may not be given prior notification of these searches. Students should exercise great caution with respect to what is stored in their lockers. Housing contraband, offensive documents (e.g. hate literature), or any other prohibited items in lockers (whether the items are yours or not) will result in consequences based on the school's Code of Conduct and the RCMP may be notified. Since lockers provide

limited security, personal items such as money, jewelry, etc., should not be left in lockers.

**LOST AND FOUND** - Any items found within the school are brought to the main office where they may be claimed by the owners.

**PARENTS' COUNCIL** - Westisle has an active Parents' Council (School Council) which meets regularly to discuss issues, represent parent concerns and give advice to the principal. The Council is comprised of a parent representative from each of the nine feeder school districts (7 elementaries - 2 junior highs), two teachers, president of the Student Council and the principal. The first meeting will be held on the night of Meet the Teacher. All parents/guardians are welcome to attend the meetings.

**RESOURCE ROOM** - The Resource Room at Westisle helps students build confidence and improve performance in school. Personalized programs and support are available to all students. Our goal is to motivate students to achieve success.

**SCENT REDUCTION POLICY** - Due to the increased sensitivity to environmental odors, we would appreciate your co-operation in helping us provide a scent-reduced environment for our students and staff. Thank you. Students not following this scent-reduction policy will be spoken to first by the teacher and if the problem persists, the office will get involved.

**SCHOOL TRIPS** - Teachers, students and parents are reminded that the Western School Board requires forms to be filled out by the student/parent and teacher/coach/advisor for all co-curricular and extra curricular out of school trips. Parents are also reminded that students taking their own vehicle for any of the above must fill out the appropriate forms. Parents must also be aware that students are **not** allowed to transport other students to any school functions. All forms are available at the main office.

**SPORTS** - Athletics will form a large part of school life at Westisle. We usually have a full schedule of inter-school sports including volleyball, badminton, basketball, cross-country, golf, power-lifting, track and field, softball, soccer and rugby. All students are eligible for interscholastic sports. Watch for the time and place to sign up for the various teams. All team members are subject to the rules and regulations which will be explained when you sign up for a sport.

**Athlete of the Year** - The Male and Female Athlete of the Year Award shall be awarded annually to the student Athlete who best displays the qualities of outstanding athletic ability, sportsmanship, determination, and academic success. All coaches and the principal shall form the selection committee.

**STUDENT STORE** - Basic school supplies and various items of clothing including footwear are available in the school's student store during noon hours.

**STUDENT VEHICLES AND PARKING** - Students are allowed to bring a vehicle to school provided they drive responsibly. **Students must use the designated student parking area only.** Parking in the School Board parking lot is strictly prohibited and may result in a charge under the Trespass Act or the vehicle may be towed. As well, **irresponsible driving or parking violations**

**may result in the student having the privilege of driving to school revoked.** We remind you that the speed limit is 20KM/H maximum at Westisle. We do not encourage students to take other students to and from school because of risks of legal liability.

**TELEPHONES** - Three telephones for student use are available in the school. Please keep conversations brief so as not to inconvenience others. **Calls must be made when classes are not in session.** Phones in the main office may be used in cases of emergency. Secretaries will take messages for students from parents/guardians, or messages which are of an emergency nature only. Parents in the Tyne Valley area can call the school Toll Free (1-800-663-3338).

**TEXTBOOKS** - Text books will be issued to students by subject teachers and are to be properly cared for throughout the year. Any student losing a book during the year or failing to take proper care of any book will be required to pay as determined by the Department of Education prices. Failure to make compensation for lost or damaged books will result in report cards, diplomas, etc... being withheld by the school. Lost or damaged books will be replaced in accordance with the following scale.

New Book or Good Book	Full Value
Fair Condition	Half Value

**SCHOOL CANCELLATIONS**- Notice of school closings due to weather conditions will be broadcast on CFCY 95.1 FM & MAGIC 93, CHTN - OCEAN 100, SPUD FM - 102.1FM, CBC CHARLOTTETOWN - 96.1 FM, CFQM - MONCTON - 103.9, CJXL - XL96.9 - MONCTON, CTV BREAKFAST TV (HALIFAX). You can also check on Stormwatch on the Western School Board Website @ [www.edu.pe.ca/wsb](http://www.edu.pe.ca/wsb). An initial announcement will be made at 7:00 a.m. with a further announcement at 8:00 a.m. indicating whether or not classes will be held that day. When school is closed for a storm, there will be **no** school activities that day.

**REPORT CARDS**- Report cards will be sent home twice each semester. Mid-semester report cards and end-of-semester report cards need not be returned.

**DISTANCE EDUCATION**- The Department of Education is willing to sponsor students wishing to take distance education courses from approved programs in NB and NFLD. Contact guidance counsellors or administration for details. Any student who registers for a correspondence course is responsible for informing administration by May 15 that they have completed the course. **Please note:** There is a fee associated with taking these courses. Courses completed after May 15 may not be counted toward graduation.

### PRINCIPAL'S LIST

Each semester a principal's list of students will be published. This list will consist of all students who have achieved an average of 80% or more in all four courses for that semester, with the condition that no course have a mark of less than 70%. This list includes students of all grades and course levels.

### CODE OF CONDUCT

1. Students are expected at all times to act in a reasonable and responsible manner.

### Rights and Responsibilities

#### I HAVE THE RIGHT TO LEARN IN THIS SCHOOL.

It is my responsibility to arrive on time, to be prepared to work, to be ready to listen to instructions, to work quietly and if I have a question or concern, to ask politely.

#### I HAVE THE RIGHT TO HEAR AND BE HEARD.

It is my responsibility to listen courteously and attentively when others are speaking and to speak politely.

#### I HAVE THE RIGHT TO BE RESPECTED IN THIS SCHOOL.

It is my responsibility to refrain from teasing or annoying other people or hurting their feelings.

#### I HAVE THE RIGHT TO BE SAFE IN THIS SCHOOL.

It is my responsibility to refrain from threatening, punching, kicking or physically harming others and to play safely.

#### I HAVE THE RIGHT TO PRIVACY AND TO MY OWN PERSONAL SPACE.

It is my responsibility to respect school property, the personal property of others and to respect their right to privacy.

#### RESPECT YOURSELF, OTHER PEOPLE AND THE ENVIRONMENT.

2. Students have a responsibility to refrain from:

- ▶ fighting and other forms of physical abuse and intimidation
- ▶ verbal abuse
- ▶ alcohol and drug use on school property, at school functions and/or during school hours
- ▶ vandalism and destruction of school property
- ▶ tampering with fire alarms
- ▶ bringing weapons to school (knives, guns, etc.)
- ▶ profanity
- ▶ wearing clothing displaying indecent wording and/or graphics
- ▶ public displays of affection beyond hand holding (i.e. kissing, etc.)
- ▶ skipping classes
- ▶ stealing
- ▶ driving a vehicle in a reckless manner and/or with excessive speed on school premises
- ▶ parking of vehicles in places other than designated student parking areas

- ▶ smoking on School Board property
- ▶ wearing hats in school
- ▶ littering
- ▶ cheating and plagiarism
- ▶ bringing to school and/or using firecrackers, stink bombs and water pistols/water balloons.

Violations of any of the above will be dealt with according to the severity of the problem with appropriate consequences ranging from warnings and counseling to suspensions. In severe situations the Western School Board reserves the right to expel a student from school. At all times the rules and regulations of the Western School Board as established in the Community for Learning Documents will be applied.

## Suggested Consequences

**Fighting** - minimum 3 - 5 day suspension depending upon the severity of the fight. The aggressor will receive the longer suspension. RCMP may be notified to lay charges.

**Harassment, Verbal Abuse, Intimidation** - minimum 1 - 5 day suspension depending upon the severity of the situation. RCMP may be notified to lay charges.

**Vandalism, Destruction or Theft of School or Personal Property** - minimum 1 - 5 day suspension, restitution, and/or notification of RCMP.

**Alcohol/Drug Use and/or Possession** - minimum 5 day suspension and/or notification of RCMP to lay charges.

**Pulling of Fire Alarms for Mischief** - 3 day suspension and notification of RCMP to lay charges.

**Bomb Scare** - minimum 5 day suspension and notification of RCMP to lay charges.

**Items That Can Be Used As A Weapon** - warning and removal of weapon(s) to Main Office first time; possible suspension and notification of RCMP. Minimum 3 day suspension and notification of RCMP for second offense.

**Prohibited Weapons** - minimum 10 day suspension and notification of RCMP to lay charges.

**Reckless Driving/Speeding** - minimum 1 day suspension and removal of driving privileges on school property for a period of time.

**Persistent Profanity** - minimum 1 day suspension .

**Smoking on School Board property** - Please see Smoking Policy in this handbook.

**Indecent Clothing** - prohibited from wearing again; minimum 1 day suspension for subsequent offenses.

**Persistent Parking in Restricted Areas** - Warning, removal of driving privileges to school for a period of time. Vehicle may be towed at owner's expense.

**Skiping Classes** - warning for first offense, 1 day suspension for 2nd offense, and escalating suspensions for each subsequent offense. Parents notified each time.

**Firecrackers And Stink Bombs** - confiscation and 1 day suspension.

**Water Pistols and Water Devices** - confiscation, cleanup (where necessary) and warning. A one day suspension for 2nd offense.

**Persistent Refusal to Follow Any Teacher's/Staff Member's Instructions** - removal from class for 1 day or suspension from school depending upon the severity of the situation.

**Cheating and Plagiarism** - Cheating is a dishonest act that calls into question one's integrity. If, for example, someone cheats on a test or an assignment, that person has demonstrated a lack of respect of their work, course, teacher and themselves.

It should be noted that if someone knowingly helps another person to cheat they are equally responsible and as a result will be held accountable.

Penalties at Westisle for cheating:

- \* 1<sup>st</sup> offence - 0% for the work in question, administration and parents notified.
- \* repeat offense under another subject teacher will result in 0% for the work in question; administration and parents notified and academic counselling arranged with guidance.
- \* repeat offense for the same subject teacher may result in loss of credit for course.

## **DRESS CODE**

- ▶ Head wear is not permitted in the school
- ▶ Any clothing accessories that are considered a safety hazard are not permitted
- ▶ Any clothing that is considered offensive (for example: racial, sexual or profane) will not be permitted
- ▶ Clothing must meet front and back ( for example: tops must meet pants/skirts)
- ▶ Tops must have shoulder straps
- ▶ Neckline must not be revealing
- ▶ Back must be covered

\*\*\* In addition to the above guidelines, any other clothing that may be considered inappropriate will be addressed on an individual basis.

This policy was made by staff and Parent Council.

## ATTENDANCE POLICY

**Hat Policy** Hats are NOT to be worn inside the school. Hats are to be kept in student lockers. Refusal to follow this Hat Policy will result in consequences ranging from a warning to a suspension for failure to follow the instructions of a staff member.

### **Cell Phone Policy**

**In Schools:** Students may carry cell phones or other digital products which record or transmit messages but these devices must be turned off and stored away from immediate access during instructional periods so as to promote the protection of privacy and confidentiality as well as discourage potential harassment. Cell phones and similar types of electronic devices may not be carried or be in the possession of students during examinations or other major assessments.

**On buses:** Students may carry cell phones or other digital products but, unless an emergency situation (wherein there is a demonstrated possibility of harm or danger) or specifically authorized by a bus driver, devices which record or transmit messages must be turned off and stored away from immediate access during bus travel so as to promote the protection of privacy and confidentiality, discourage potential harassment, and create minimal distraction for the driver.

**NOTE:** Devices such as MP3 Players which are used only for playing music and are limited to the use of the individual student (i.e. used with earphones) may be used while riding on a school bus provided there is no disruptive influence or disturbance created on the bus. For safety reasons, such devices must be turned off when students are boarding or disembarking from the bus.

### **Returning Graduate and Fourth Year Policy**

Students who have already graduated from high school and wish to return to upgrade their skills in order to gain entry to a post-secondary program or to complete a trades program can do so. A flexible program of studies may be set up in consultation with administration and/or guidance which may involve the student taking only the course(s) needed. The student's behavior must be appropriate at all times in order to remain in the program.

Westisle Composite High School operates under the philosophy that all non graduate students must have a full load of courses. However, we do recognize that there are circumstances and situations where it would be in the best interests of all concerned that some returning fourth year students be scheduled with less than a full complement of courses.

Where possible, a student requiring four or fewer courses should have all of these courses scheduled in the same semester.

For the exceptional circumstances students must consult with administration/guidance. Any student not taking a course in any time block must be placed in a structured program designed in consultation with administration, guidance and other relevant staff members. Furthermore, the student must sign a contract outlining the conditions for this study/work program. Parents will be mailed a copy of the contract.

Students not living up to the conditions of the contract may have the privilege withdrawn and face other disciplinary measures.

Regular attendance is one of the primary reasons students are successful in high school. According to the School Act, the responsibility for attending regularly lies with the students and their parents/guardians. It is the aim of Westisle Staff to work with students and parents in maintaining a high level of attendance so that each student may experience success. We encourage parents to inform us if their son/daughter is absent because of injury, sickness, or any other reason. That information will be communicated to the appropriate subject teacher. We, on the other hand, will inform parents as early as possible of unnecessary absences. In addition, we will suggest some strategies that teachers may use to encourage high attendance by all students.

Parents must realize that 1 or 2 days of illness do not constitute an excused absence but are part of the 12 absences allowed according to the Western School Board (See Policy #13 of the Communities for Learning Documents).

**Students should check individual course outlines regarding the above.**

### **Attendance Requirements**

The Western School Board Policy #13 essentially states that a student may not be eligible to obtain a credit in a course if that student has accumulated more than 12 unexcused absences within that course. However, there are situations when an absence can be considered excused.

### **Excused Absences**

- \* extended illness (3 or more consecutive days) and/or recurring medical treatment documented by family physician
- \* death in family
- \* school approved activities (sports, band, art, field trips)
- \* legal and religious obligations

Occasionally special circumstances may arise that will necessitate a student being absent: 4H, AY, registered athletic/artistic/church organizations. These cases will require prior notification of and approval by the school to be considered an excused absence. Under special circumstances work commitments and extended travel must have prior consultation and approval by school authorities in order to be considered excused absences otherwise these absences will be unexcused.

When a student reaches 13 or more unexcused absences, he/she has the opportunity to appeal. Therefore, students should continue to attend regularly and complete all work and at the end of the semester submit an appeal, in writing, to the Appeal Committee. A successful appeal would mean the gaining of the credit assuming the course work has been successfully completed.

### **Daily Attendance/Interventions**

Each subject teacher will be responsible for monitoring and reporting the attendance of students registered in each of his/her classes. Subject teachers will inform parents by phone or by

letter when a student has missed 5 classes in a course or when a student has missed 3 consecutive days. The teacher will also enter this contact with the parents on the school's computer system.

If the student misses 10 classes in a course the subject teacher will again notify/inform the parents by phone or by letter. The teacher will also notify administration to speak with the student.

If a student misses more than 12 classes in a course, the parent/guardian will be informed by phone/letter that the student may have lost eligibility to attain a credit in that course pending an appeal at the end of the semester.

### **Reinstating Unexcused Days**

A student showing chronic absenteeism will be offered, upon request, an opportunity to have classes reinstated. Several conditions must be met by the student in order for this to happen.

a) The student must show a resolve not to accumulate further unexcused absences. Continuous, unbroken attendance and work completion will allow students to buy back or regain missed classes.

b) The student must demonstrate that all missed assignments and tests are completed as required by the subject teacher including any extra work that may be assigned in order to ensure the basic requirements of the course are met.

Final details of the above arrangement will be worked out on an individual basis by the administration, teacher and student.

### **General Notes**

School suspensions will be counted as absences.  
Chronic lateness will affect absences (see late policy)

### **Late Policy**

Avoidable lates are both discourteous and disruptive to fellow students and teachers. If either the reasons for being late or for frequency of lateness becomes a concern, disciplinary action will be taken. Leaving class early without the teacher's permission is not permitted. Again, if either the reasons or the frequency of leaving early becomes a concern, disciplinary action will be taken.

Students are required to be in their classroom before the second buzzer sounds at the beginning of each class. The first buzzer signals the end of the break and/or lunchtime and the second buzzer signals the beginning of the next class. Students not in their classroom/shop/lab/at the second buzzer are late. Teachers/administrators will provide a Westisle late slip when having detained a student and subsequently that student is late for the next time.

### **Procedures For Lates**

- The first unexcused late will receive a warning from the subject teacher and will be noted in the teacher's attendance records
- The second unexcused late will be noted, reported to the office
- With the third unexcused late the student will receive a noon hour detention/notification of parents
- With the fourth unexcused late the student will receive a noon hour detention
- With the fifth unexcused late the student will receive a one day suspension and subsequent lates will receive longer suspensions
- Students not going to detentions will be suspended

### **Procedures for Leaving Class Early Without Permission**

- With the first leaving class without permission the student will receive a warning and it will be noted in the teacher's and the office attendance record
- With the second occurrence the student will receive a noon hour detention and the subject teacher will phone the students's parents
- With the third and subsequent occurrences the student will be suspended

### **Homework & Illness**

When students are absent from class for a day or two, it is up to them to contact someone from their classes to see what they missed (or see their teachers upon their return). If an absence is anticipated to be 3 or more days, parents are encouraged to contact the school to have homework collected to be picked up. Please note that we will need some time to gather this homework so a 24-hour turn around is in place (i.e. call Wednesday and work is ready Thursday).

### **Detention**

Westisle serves students with detentions for chronic lateness, use of profanity and for leaving class early without permission.

### **INTERNET**

The Internet is an electronic highway which connects computers all over the world. The P.E.I. Department of Education promotes access to and use of computers by students, educators and other users. Access to the Internet will provide students with additional learning materials and research opportunities.

While access to the Internet offers many benefits, some material is objectionable. Software and services have been purchased and installed to assist in restricting access to objectionable material. However, a determined user can always discover undesirable material.

### **Student Responsibilities**

Students are required to adhere to the rules established for Internet access and use.

- ▶ Students will be provided with access to the Internet provided that the signed Internet Use

Agreement has been received by the designated school personnel and school rules are followed

- ▶ Students may view, quote from and copy published web pages for their personal use and for research purposes provided that the source of information is acknowledged and that copyrights and school rules are respected
- ▶ Students may not give their passwords to other persons or use passwords of others
- ▶ Students may download software programs only with the approval of the supervising teacher and provided that copyrights are respected
- ▶ Students may access discussion groups and news groups only in accordance with school rules
- ▶ Students who receive obscene information or threatening messages will immediately report the event to the supervising teacher
- ▶ Students will not use the Internet for illegal activities, to harass others or to conduct commercial transactions through their school Internet account

The use of the Internet is a privilege and inappropriate use may result in the cancellation of the privilege and/or other disciplinary measures. Inappropriate use will be determined at the discretion of the supervising teacher. In addition, law enforcement agencies may be contacted.

### **Liability**

The Department of Education and the School Board make no warranties of any kind, whether express or implied, for the service being provided and are not responsible for any damages a student or other user may suffer. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, or service interruptions for any reasons or caused by a user's own errors or omissions. Use of any information obtained via the Internet is at a user's own risk. The Department of Education and the School Board specifically deny any responsibility for the accuracy or quality of information obtained through these services. The Department of Education and the School Board disclaim liability for errors, omissions, damages or actions of any kind resulting from student use of the Internet.

## **WESTISLE'S ATHLETIC & EXTRACURRICULAR POLICY**

Westisle has a large variety of extracurricular activities in which students may participate. These are meant to be fun and growth experiences for the students to help to round out their high school education. It is here that many fond memories of high school are made. There is a certain commitment for students entering into extracurricular activities. The following policy deals with sporting events as well as attending conferences, band, drama, exchange trips, intramurals, SADD, Students Council, yearbook, youth parliament, and any other activities and clubs at the school.

1. Coaches must have Level I Canadian Coaching Course (Theory) or be willing to take it within 2 years (PEISAA will pay the cost.)
2. All teams/groups/clubs (including the band) should operate on the principle that the team is a class away from the school. The conduct of the team/group members must be the same as what is expected of them in school (reasonable and responsible behavior).
3. A participant must be present for the full school day when a game is being played or a performance is being given that day (or if there is a practice being held). If a student is absent from school, they will not be allowed to participate unless there is a very good explanation.
4. Dress for games, home and away, must include dress pants, skirts or dresses. Blue jeans are not permitted. A shirt and tie are to be worn by men.

### **Eligibility**

All those who participate on school Interscholastic teams are referred to as student-athletes. As such, student-athletes are expected to be passing all of their courses, and take an active role in the classroom. Any student-athlete failing more than one out of their four courses are ineligible to participate in extracurricular activities until such time that they have shown they have turned things around (This will be based upon the most recent marking period). A student may be placed on an Academic Contract as well. When the student is on "contract" their complete academic history will be assessed and taken into account when making determination on their eligibility to play or take part in extracurricular activities.

Any student-athlete may appeal the decisions of the Athletic Department before the Extracurricular/Academic Council. Student-athletes are always expected to be trying their hardest and completing the work in the course(s) they are failing. Attendance, attitude and full participation in class will also be considered in any decision made by the Athletic Department or Extracurricular/Academic Council.

Students on "contract" must adhere to the conditions of the contract. It must be turned in daily, and positive feedback is expected. Negative feedback will be addressed immediately and subsequent negative feedback may lead to the dismissal of student-athlete from extracurricular activity.

6. Anyone quitting an extracurricular team or club without a reasonable excuse or who does not show up for the Provincial Championships/major competitions (especially dual and individual sports) must be reported to the Athletic/Extracurricular Director(s). The individual will be liable for suspension from all extracurricular activities for one calendar year.
7. NO SMOKING on the school buses, in or around schools, rinks, and playing fields.

8. There will be NO DRINKING at any school activities including trips. Anyone found drinking will be suspended from the team and from school and possibly all other extracurricular activities for a period of time as per alcohol & drug use policy below.
9. Athletes must pay an athletic fee of \$20.00 to the coach before the first league game. This fee is to be paid only once during the school year. The fee will be used to finance athletic activities (e.g. awards banquet).
10. All students involved in extracurricular activities are to take part in the school fund raiser.

### “A” “AA” Philosophy in Sports

#### “A” Teams

- “A” teams are to be developmental, and as such will be comprised of primarily Grade 10 & 11 students who demonstrate the same commitment as “AA” athletes.
- “A” teams **may** carry one or two Grade 12 athletes who can demonstrate positive leadership **and** can make a significant athletic contribution.
- “A” teams **will** carry an appropriate number of player substitutes. One or two substitutes will **not** be considered appropriate.
- Grade 12 athletes will **not** be used to fill up an “A” team roster.
- “A” teams will expect all athletes to demonstrate a reasonable level of fitness before acceptance on any “A” team.

#### “AA” Teams”

- “AA” teams are to be Elite Athletically Competitive Teams competing at the highest level in the province, in short, our best athletes.
- “AA” teams expect a high level of commitment from their athletes, first academically, second in time and fitness.
- “AA” teams will expect all athletes to demonstrate a reasonable level of fitness before acceptance on any “AA” team.

### **Alcohol & Drug Use Policy**

Westisle has a “Zero Tolerance” policy regarding alcohol and drug use. Students are not to use or be in possession of any illegal drugs and/or alcohol while involved in any school sponsored activity.

#### **Consequences for violation of policy on alcohol and drug use:**

In addition to a school suspension, (length to be decided by the Westisle administration), the student will:

- (1) be removed from the activity in which the violation occurred for 1 calendar year.
- (2) **not** be permitted to participate in overnight travel for a period of 1 calendar year.
- (3) **not** be permitted to participate in any extra-curricular activities for a minimum period of 3 school months. After the 3 month period, students wishing to participate in extra-curricular activities must submit a written request to administration and appear before the extra-curricular appeals committee.
- (4) become involved in counselling with the school’s guidance dept. and/or with the Student Assistance Program coordinator.

Students and parents must be aware that when some students are caught with and/or consuming alcohol/drugs at a school activity in a group setting (i.e. hotel room, locker room, outside an exit, etc.) all students in that group will be considered responsible except when those not indulging can show conclusively that they took concrete steps to disassociate themselves from the unacceptable activity.

An information form is to be signed by both the student and parent/guardian so each can acknowledge the Extra-curricular Activities Policy for Westisle Composite High School. Please return the completed information form to the appropriate coach/advisor at the beginning of each sport/activity.

### **FUNDRAISING**

Fundraising for extracurricular and co-curricular events is strictly regulated. Westisle carries out one major fundraiser per year, usually a sales campaign in the first semester. Otherwise student teams, organizations or groups are not allowed to go out into the community to raise funds. Two exceptions are yearbook ads and graduation prize donations.

Fundraising is permitted within the confines of the school. From time to time a group may be granted permission to fundraise in the community but it must receive prior approval of the Principal. As well, the fundraiser should provide a service to the community and should not in any way be a nuisance to the public.

All funds raised come under the control of the particular team or organization and are not intended for individual consumption in any way.

Funds not spent in a school year by a particular team or organization will be carried over to the next school year to be used by a subsequent team or organization of same or similar purpose.

### **SMOKING POLICY**

Westisle is a smoke free place.

Consequently, the policy of the Western Board specifies that smoking is not permitted in buildings or vehicles owned by the Board or in private vehicles on school property or on any School Board property.

Consequences to students who violate the policy are as follows:

- \* First violation - A one day suspension with a phone contact and letter to the parents and a research study component.
- \* Second violation- A three day suspension with a telephone call and letter to parents indicating the specifics of the suspension including the education and research components and that a further violation will result in a more lengthy suspension.
- \* Third violation - A five day suspension with a letter to parents and a meeting with the student and parents to discuss the specifics of the suspension and the problem. The student will also be given a preventative or rehabilitative consequence so they will better understand the long term effects of smoking.
- \* Fourth violation - A five day suspension with parents notified that they must contact the Director of the school to arrange a meeting before the student will be reinstated. The reinstatement process will include a meeting with the parents to outline the terms under which the student will be permitted to return to school. **NOTE:** At any of the first three violations in the disciplinary process, the school will require students to meet specific other terms in order to return to regular classes or school... for example - writing an essay on smoking; doing research on the harmful effects of smoking; visiting with and talking to health care providers or health victims of smoking. Suspensions administered by the Principal in violations one, two, and three may involve in-school and out-of-school suspensions, at the discretion of the Principal, and in combination with the rehabilitative strategies suggested above.

The school will maintain a record of all smoking violations and associated correspondence.

### COURSE SELECTION PROCESS

#### **Credit System**

Westisle operates on a semester system where the school year is divided into two semesters. The first semester runs from September to January and the second runs from February to June. During each semester the students are required to take four courses with each course being worth one credit. Thus, if the required work is completed at a passing level (50% or better), a student has the possibility to accumulate eight credits each year. In the run of a three year high school program, students have the opportunity to take twenty-four different courses and they are required to have a total of twenty credits for graduation. A more detailed description of the Department of Education graduation requirements may be found in the section entitled "Graduation Requirements". The benefit of the semester system is found in the variety of course offerings and in the flexibility in scheduling. Of concern in this system is the need to be attending class regularly as a significant amount of material is covered in each class. It is important to note that a student who misses more than 12 days in any particular class may lose the credit due to the attendance policy all students must follow at Westisle Composite High School.

#### **Course Coding System**

All courses offered at Westisle Composite High School are assigned unique course identification codes. Each code is composed of seven characters and is accompanied by a course title.

Example:

<u>Code</u>	<u>Title</u>
MAT611B	Advanced Mathematics (Calculus)

1. The first three letters in the code indicate the area of study. Each area of study has its own abbreviation such as ENG for English courses and MAT for mathematics courses.
2. The first numeric character indicates the year in which the course is intended to be taken, as follows:

4 - grade 10	7 - grade 10 or 11
5 - grade 11	8 - grade 11 or 12
6 - grade 12	
3. The second numeric character indicates the level of difficulty of the course, as follows:

0 -	a course open to all students (may not be accepted by some universities or colleges)
1 -	a course at the advanced or enriched level (university preparatory)
2 -	a course at the academic level (university preparatory)
3 -	a course at the general level (not university preparatory)
5 -	a course at the practical level (for students experiencing academic difficulty)
6.	Modified Courses - Specific students may receive "modified" courses as part of their practical program only when there is <u>not</u> a practical course available in the area of study or when one cannot be scheduled. A modified course may be offered in classrooms where the original course is being offered or as a separate class for a similar group of students. Course modification is a process which changes the prescribed curriculum to meet a student's special needs. Modified courses do not provide the same credit as a prescribed course.
4. The third numeric character indicates the credit value of the course as follows:

1 -	1 credit
2 -	2 credits
4 -	4 credits
5. The last letter in the code distinguishes among courses which would otherwise have the same coding: A or B - English language courses  
F or G - French immersion courses, X or Y - local program courses

#### Course Selection

This handbook has been prepared to assist all students in planning their programs of study for the whole school year. It includes a description of all courses offered for the coming academic year, the requirements for graduation, and general information about the school. There is a section entitled "Planning Your Program". Students and parents are asked to study this booklet with care. Teachers, guidance counsellors, and administrators are prepared and willing to assist any students

and parents in the selection of an appropriate program.

**TIMETABLING:** This is done for both semesters prior to the school year. Some changes can be made at the beginning of each semester but frequently requested changes are not possible due to class size or times at which courses are offered. It is, therefore, very important that students' initial course requests indicate definitely what they want for the year; otherwise they may find that later requests for course changes cannot be made. All requests for changes must be made no later than May of the previous year in order to be accommodated.

In the past, some students have registered for a certain course on a trial basis figuring that if they found it too difficult they would change. However, this is rarely possible because classes which have been established rarely have openings for more students.

### **COURSE CHANGE PROCEDURE:**

Students should have a course change request filled in if:

- 1) There is a blank in their schedule.
- 2) They fail a course and need it for graduation in June.
- 3) The student wants to switch from the academic to the general stream (and may have failed a core subject).

Requests can be made only through a student's homeroom teacher. These requests are numbered as they come to the office and are processed in sequence. **Phone calls from home cannot speed up this process.**

If a student fails a core course (ex: MAT421A), that student would only expect to take it again starting in September.

### **PLANNING YOUR PROGRAM**

In selecting courses, the following guidelines should be considered:

1. Decide what your educational goals are (e.g. university entrance, business training, trades training, cosmetology, etc); then select the courses and level of difficulty that will enable you to attain these objectives.
2. It is possible to take some courses at one level of difficulty and others at a higher or lower level depending on your abilities, interests and educational objectives. It is usually to the student's advantage to choose courses at the highest level at which he/she can work effectively.
3. Plan your program as far as it is possible to do so. Many subjects such as languages, mathematics and sciences have to be taken in a sequence; therefore, it is wise to check the requirements or pre-requisites for admission to each course. Several courses can be taken without any pre-requisites.

4. Except for certain cases, school policy requires a student to take a total of eight credits each year. In the final year, **five subjects** must be at the grade twelve level.
5. It is ultimately the student's responsibility to determine the purpose of his/her school career; select your courses sensibly so that they satisfy your needs and objectives. Do your best to be as successful as possible.
6. We, the teaching staff, give you one guarantee: If you do everything you can do to be a successful student, we will do everything we can to help you.

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### **Graduation Requirements**

Westisle Composite High School uses a credit system. A credit course is one consisting of 110/120 hours of instructional time for the school year. Students earn credits for all courses passed, and as they progress through the school, credits are accumulated; students do not repeat grades, but may have to repeat individual core subjects. A student will take eight credits each year for a total of 24 credits in three years. Exceptions may be made for special circumstances, as determined by the administration.

In order to graduate with a provincial high school diploma, students will require:

A minimum of 20 credit courses, including the compulsory **core** courses:

- 5 courses at the grade 12 level;
- 4 language courses (one at the core 600 level; i.e. 621A, 631A or 651A)
- 2 mathematics courses;
- 2 science courses; and
- 2 social studies courses.

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### **GOVERNOR GENERAL MEDAL CRITERIA**

A Governor General's bronze medal will be awarded to the graduating student who achieves the highest average based on all courses taken at the 500, 600, 700 and 800 level regardless of the grade during which the course is attempted. Each student may have a different number of courses used for their average. The winner will be confirmed by a verification committee consisting of the principal, a vice-principal and a guidance counsellor. \_\_\_\_\_

### **HONORS CERTIFICATE**

In order to earn an Honors Certificate, a graduating student must satisfy the following criteria:

- a) Only students taking eight courses in the Grade 12 year will be eligible to receive an Honors diploma, subject to (d).
- b) The graduating student must have an average of at least 80% (a minimum of 640 marks) in

**eight (8) courses** taken in the Grade 12 year, regardless of course level or subject area.

- c) The graduating student cannot have a mark below 70% in **any of the eight (8) courses** taken in the Grade 12 year.
- d) Exceptions to **(a)** will be made in the following circumstances:
- \* for technical pre-apprentice students;
  - \* for the student council president(s); and
  - \* for compassionate reasons, such as illness, as approved by the school administration.

For these cases, the student must have an overall average of at least 80% in courses taken in the grade 12 year, regardless of course level or subject area, and must receive credit in all courses taken in the grade 12 year.

### **SUPPLEMENTARY EXAMS**

Supplementary exams are written for the sole purpose of assisting a student to graduate when the failure of a final exam has disqualified the student from graduation. **These exams are restricted to grade 12 students only.** A student may write only one supplementary exam, the passing of which would allow the student to graduate. Furthermore, the student must have maintained an average of 50% or better in the course work prior to the final exam and have an overall average of 45% or better when the final exam is added to the course work in order to be eligible to write the supplementary exam. The exam will be set by the subject teacher. If the student successfully passes the exam, a mark of 50% only will be awarded for that course.

In case of a failure of a final exam in the first semester the student may write a supplementary exam during final exam week of the next semester in June. If a student fails a final exam during June final exams, then the student has the option of writing a supplementary exam after graduation during the final week of school or during the week preceding school opening the following August.

### **EVALUATION AND REPORTING**

Course evaluation procedures vary depending on the course objectives and teaching strategies used. Major examinations will be written in most subjects at the end of the semester. These major exams will account for approximately 20-40% of the course grade. The remainder of the mark is based on the student's day-to-day performance, quizzes, and assignments. Reports are issued at the middle and end of each semester. The mark achieved for the first report represents a progress mark for the class work completed by the student up to that point and can account for as much as 30% of the final grade. The pass mark in all subjects is 50%. A detailed course outline description with marks, values and evaluation procedures is available for each course and is given out at the start of the course each semester.

Formal interviews are scheduled at mid-semester. This allows performance issues to be addressed before it is too late. All parents are urged to attend. In addition, parents are encouraged to

communicate with teachers when problems arise and not wait for formal interviews.

### **SCHEDULING FOR RETURNING STUDENTS**

All first (gr. 10), second (gr. 11), and third (gr. 12) year students must take a full program of eight courses per year. For fourth year students, courses will be scheduled in one semester where possible. We realize there will be exceptions to this. Fourth year students not in a course in any particular period must be in a structured program designed in consultation with the administration, other staff members and the student. The student must sign a contract outlining the conditions for this study/work period. Some contracts may involve leaving the school. Students have to follow this contract. Behavior for all returning students must be appropriate.

**PLEASE NOTE:** Returning students (4<sup>th</sup> year) are advised that the scheduling of regular students, grades 10-12, takes precedence over scheduling for returning students. In other words, seats will not be given to returning students before regular students are placed.

## ENGLISH

### ENGLISH 421A, (ENG421A-0086)

This course for grade 10 students constitute the beginning of the preparatory program in English. The course contains a language component which emphasizes the writing process and a literature component which consists of novels, essays, short stories, poetry, and drama. The course addresses speaking, listening, reading, viewing, writing, and representing, to allow students to respond with critical awareness to various genres and to express themselves competently. The emphasis in Grade 10 English is on fiction although other genres are covered. **It is strongly recommended that all academic students take both English 421A and Writing 421A (See below).**

### ENGLISH 431A (ENG431A-0087)

This is the first course in the general program in English for grades 10, 11 and 12. Extensive experience in speaking, writing, reading and listening are provided in each course with the emphasis being placed on reading/comprehension and basic writing skills.

### ENGLISH 451A (ENG451A-0122)

This is the first course in the practical program stresses basic competencies in language arts. Many of the reading materials provided for the program deal with topics likely to be of interest to the students. Writing and language activities stress straightforward responses and correct spelling. Both reading and writing requirements place importance on practical forms and procedures.

### WRITING 421A - (WRT421A -0086)

This course is designed to support students as they strive to meeting the writing demands of academic-level high school courses and post-secondary study. Instruction is focused on the writing process (prewriting, drafting, revising, editing, publishing/sharing) and research process (topic selection, researching, note taking, planning, writing, documenting sources): practical strategies are explicitly taught and modeled to support each stage of the above processes. Extended practice with these strategies prepares students to approach any writing task with added confidence and expertise.

Students will receive instruction on how to adapt their writing to suit a variety of audiences and purposes, employing a wide range of formats such as essays, paragraphs, e-mails, reports, personal journals, letters and may others. The essential elements of clear and effective writing ideas, organization, voice, word choice, sentence fluency, and conventions) are emphasized throughout.

## MATHEMATICS

### MAT421A ACADEMIC MATHEMATICS(MAT421A-0084)

This course is the first course in the academic mathematics program. Topics covered include: sequences and series, polynomials, relations and functions, coordinate geometry, statistics and probability, and topics in trigonometry. This course is a prerequisite for MAT521A.

### MAT431A GENERAL MATHEMATICS(MAT431A-0085)

This course is the first course in the general mathematics program. Topics covered include problem solving, data management, number sense & operations, consumer math, trigonometry, geometry, and applied math.

### MAT451A PRACTICAL MATHEMATICS(MAT451A-0125)

This course emphasizes how math may be used in everyday consumer applications and in the workplace. Among the topics covered are your job and your pay, budgeting, buying intelligently, measuring, supermarket math, estimating travel times and costs, automobile math, checking accounts, and the mathematics associated with sports.

## SCIENCE

### SCI421A ACADEMIC SCIENCE(SCI421A-0126)

This course introduces students to topics that are relevant in today's world. It should inspire students to continue their study in the sciences in later years. Topics covered are: Sustaining Ecosystems, Chemical Processes Motion and Weather Dynamics. SCI421A is a prerequisite course for BIO521A, CHM521A and PHY521A.

### SCI431A GENERAL SCIENCE (SCI431A-0127)

In this course, the topics covered include acids and bases, weather, motion and ecology. This course is a prerequisite for other general and 801 science courses. Projects, demonstrations, reading, discussion, and lecture are intricate parts of this program.

### SCI451A PRACTICAL SCIENCE (SCI451A-0129)

The content for this course is drawn from biology, chemistry, and earth science with special emphasis on the application of science in our everyday lives without the use of extensive scientific terminology.

## SOCIAL STUDIES

### HISTORY 421A (HIS421A-0130) ANCIENT AND MEDIEVAL HISTORY

This survey course in Ancient History traces the principal events in the history of man from the Stone Age. Emphasis is placed on the following topics: the transition from the Stone Age cultures to the early civilization of Mesopotamia and Egypt; the cultural achievements of the Greeks and the Romans; the rise of Christianity and other world religions; and the feudal system. Considerable emphasis is placed on relating the historical events to present world conditions and problems.

### GEOGRAPHY 421A (GEO421A-0131)

Students of GEO 421 investigate the major physical and cultural patterns of Canada and thus expand their application of the principles of the discipline of geography from the Maritime Region (grade 9) to the country as a whole. The course is organized into three sections; Section 1: Canadian Studies, Section 2: Canada and the World which contain core units, and Section 3: The Built Environment which has optional units of study.

### **CANADIAN STUDIES 401A (CAS401A-0118)**

This course tends to be sequential to the grade 9 program “Atlantic Canada in a Global Community” where students have explored many of the aspects of interdependence within an Atlantic Canadian and world context. Areas of study in the CAS401 course include geography, history, economics, culture, and citizenship. The course is intended to engage students in a broad overview of historical and contemporary factors that form and continue to influence our identity as a country - Canada.

### **SOCIAL STUDIES 451A (SOC451A-9037)**

This course has been designed to meet the needs of grade ten students who would have difficulty with the academic or general programs. The program content is drawn from a number of social science disciplines with an emphasis on Canadian based topic and materials. Current issues, citizenship topics as well as our legal system are examined along with selected Canadian history and geography topics.

## **FRENCH IMMERSION**

### **FRENCH IMMERSION 421F (FRE421F-9064)**

This grade 10 French course aims at assuring the maintenance and progression of the linguistic acquisitions of the student coming from the Junior High Early Immersion programs. Literature, communicative competence, grammar and writing skills as well as culture are integrated into the program. This course is compulsory for all French Immersion students.

### **MAT421F ACADEMIC MATHEMATICS - FRENCH (MAT421F-0083)**

This is an introductory academic high school French Immersion mathematics course which is a prerequisite for all other academic mathematics courses. Included are such topics as: sequences and series, polynomials, relations and functions, coordinate geometry, trigonometry and data management. It is recommended that students have a good background in Grade 9 mathematics. This course is the French equivalent to Math 421A.

### **HISTORY 421G (HIS421G-9065)**

This is an academic course for French Immersion students in grade 10. It is designed to provide the students with the opportunity to learn about their rights and responsibilities as citizens of Canada and the world. The major themes studied are: the government of Canada, French Canadian/English Canadian relations, Canada at War and Canada's role in world affairs. This course is compulsory for all French Immersion students.

### **SCIENCES - SCI421F - FRENCH IMMERSION SCIENCE**

Science 421F is the French equivalent of the 421A English science course. It serves as a bridge between the intermediate level science program and the specific areas of scientific study offered at the high school level. Focussing on relevant scientific issues, it is designed to further develop concepts and skills already acquired at the intermediate level and provide a stable foundation for students wishing to continue their science education. Areas or themes of study include, sustainability of ecosystems, chemical processes, motion and weather systems. Various teaching strategies, including lab and field research, will be used to enhance the student's learning.

## **BUSINESS DEPARTMENT**

### **ITC 401A - Information Technology Communications (ITC401A-3059)**

In this course students have the opportunity to enhance skills in the following:

- keyboarding
- word processing
- computer literacy/operating systems
- effective Internet and e-mail usage

The above skills are essential for computer integration across the curriculum, computer literacy and today's workplace. Proper keyboarding skills help to reduce injury and strain as a result of increased use of computer technology.

**This course is highly recommended for all students.**

### **BUSINESS 701A (BUS701A-1135)**

This is a program for anyone who wants a chance to explore some of the basic elements related to business. The course deals with understanding the consumer, the organization of business, career opportunities, entrepreneurship issues and basic economics. The course is a very valid course for all levels of students interested in any aspect of business for the future.

## **VOCATIONAL ELECTIVES**

### **CARPENTRY 701A (CAR701A-3148)**

*Introduction to Carpentry Technology* allows the student to explore the trade of carpentry. Students will be introduced to the tools, equipment, and practices common to the trade with a **constant emphasis on safe work habits**. Students will develop their knowledge of solid wood products describing their characteristics and applications in industry. Students will identify, construct and apply various methods of wood joinery; while developing technical skills with various hand and power tools common to the trade. Students will also develop skills in communication through drafting and basic math concepts for trade-related problems. This is a recommended prerequisite course for all other Carpentry Technology courses.

### **SMALL ENGINES 701Y (MEC701Y-3102)**

This introductory course to small engine repair will cover shop and personal safety, hand and power tools, measuring tools, theory and operation, maintenance and service, fuel system, ignition system, lubrication and starter systems. Upon completing this course the student should have a better understanding of the principles of small two and four cycle engines.

### **WOODS AND METALS 701X (WAM701X-3103)**

This is an introductory course covering basic workshop skills. Proper care and use of hand and power tools will be stressed along with safety procedures. Each student will have the opportunity to make various wood and metal projects according to ability.

### **DES701A - Design and Drafting Technology - (DES701A - 3107)**

Every manufactured product and building starts with a design concept, and technical drawings. **Design and Drafting Technology** will introduce the student to the technical design and problem solving process, practicing basic principles and analyzing how products are designed and built. Students will be introduced to technical drawing, the international language of industry, while developing sketching and mechanical drawing skills in orthographic and pictorial drawings. Computer assisted design and drafting (CADD) will also be incorporated to introduce the student to computer assisted drawing techniques commonly used in industry. Throughout the course students will be required to build a drawing portfolio, as a display and record of the skills they have developed.

Design and Drafting Technology will appeal to a wide variety of students, and will provide essential skills for any students considering a career in engineering, technologies, or skilled trades.

### **COSMETOLOGY 701X (COS701X-3110)**

**Prerequisite: Academic or General level students.**

Description: Intended to encourage self-awareness and self-development in preparation for work with the public, this course covers topics such as appearance, communication skills, and personality development. This is not a hairdressing course. Students intending to use COS 701X Cosmetology as the prerequisite for COS 702A/B Cosmetology should be aware they will require (at the academic or general levels only) one each: English, Math, Science, Social Studies, COS701X and one other course.

### **WELDING 701A (WEL701A-3147)**

*Introduction to Welding* introduces students to tools, equipment, theories and practices common to the trade. Welding can be a hazardous occupation if you are an unsafe worker therefore the Welding Program will have a **constant emphasis on safe work habits**. Students will develop attention and concentration skills that will allow them to minimize the hazards of the trade. In addition, they will learn to select and use the proper tools to complete welding tasks. Students will learn to safely handle materials related to welding and they will be introduced to multiple welding techniques and processes. This is a recommended prerequisite course for all other Welding courses.

### **ELECTRONICS/ELECTRICITY 701X (ELE701X-3108)**

The student will develop skills and knowledge in the following: electrical safety; electrical terms and units; electrical diagrams and symbols; wiring techniques (soldering, splicing, printed circuits); electrical measurement and testing; basic electrical theory; circuit design and construction; project design and construction; electronic components; electronic circuits; integrated circuits; trouble shooting techniques; electric motor and small appliance repair and utilize circuit simulation software for circuit design and measurements. Emphasis on teamwork and project work.

### **INTRODUCTION TO AUTO SERVICE (AUT701A-3105)**

*Introduction to Auto Service* introduces students to tools, equipment, theories, and practices common to the trade with a **constant emphasis on safe work habits**. In this course, students will learn how to communicate effectively and present themselves professionally. They will use and identify a variety of measuring tools and assemble components using a variety of fasteners and adhesives. They will perform basic heating, cutting and welding procedures and diagnose and services wheels, tires, and wheel bearings. This is a recommended prerequisite course for all other Auto Service Technician

courses.

## OTHER ELECTIVES

### FRENCH 421A (FRE421A-0138)

The French 421A course is composed of modules organized according to the experience and interests of teenagers. Both oral and written communication is developed in the context of authentic situations and the goal is to have French be the only language of the classroom. For each module studied, the student will be responsible for completing a final project or task and all work in that unit will contribute to the success of that goal. Evaluation will be based on listening, oral production and interaction, reading comprehension and written production.

### ACADEMIC COMPUTER LITERACY (CMP521A-1015)

This is an introductory Computer Science course and is available to students in grades 10, 11 or 12. The skills developed in this course would be extremely useful to students who are planning to attend University or College as many programs of study assume that students already have a high degree of technical competency. CMP521A is an academic level course designed to help students develop problem solving and communication skills using a variety of software applications and QBasic programming techniques. The course will consist of the following modules: Spreadsheets, Databases, Desktop Publishing, Visual Presentations, Internet Research and Programming. In addition, students will be given instruction and the opportunity to use the digital camera and scanner in a variety of assignments. The CMP521A course is a **prerequisite** to the CMP621A course. *Strong math skills are HIGHLY recommended.*

### COMPUTER APPLICATIONS (CMP801-2017)

This course is an open level course intended for those students interested in acquiring computer knowledge and skills to help them function in an increasingly technological society. Emphasis will be placed upon using the computer application software as a tool to make personal tasks easier and to help solve personal problems. The importance of ethics when using computer technology including related issues of data security, usage and copyright will be addressed throughout the course. Topics will include network usage and file management, spreadsheet, database, desktop publishing, Internet research, visual presentations and graphics. In addition, students will be given instruction and the opportunity to use the digital camera and scanner in a variety of assignments.

**\*\*PLEASE NOTE:** Students who are planning to attend University or College are strongly encouraged to enroll in the Academic CMP521 course instead of CMP801. **Students who have obtained a credit in CMP521 are not eligible to take this course.**

### FOODS/NUTRITION 421A (FDS421A-2191)

This course includes both classroom time and time in the kitchen (lab) cooking. Areas include: use of equipment and safety; nutrition; meal planning; the food groups: buying, cooking and storage, including grains, vegetables and fruit, meat and alternates, milk products and many more plus other areas such as world food products and other topics of interest related to foods and nutrition.

### CHILD CARE 701X (CHD701X-2119)

This course is designed to help you prepare for a career in child care. The text, *Working with Young Children*, provides a step-by-step approach to the everyday care and teaching of young children.

Some of the topics to be covered are: Working with Young Children, Types of Early Childhood Programs, Understanding two and three year olds, and Creating a Safe & Healthy Environment. A wide variety of class activities are included in the course such as: poster making, individual assignments, group work, presentations, research in the computer lab, cooking and crafts.

### PHYSICAL EDUCATION 401A (PED401A-0140)

Westisle's Physical Education Program stresses the exposure of students to Lifelong Physical Activity. We combine school activities (such as Badminton, Non-contact Rugby, Fitness, Low Organized Games), with offerings of Curling, Bowling, Tennis, and Broomball. These offerings take our PED classes away from the school and into the Community. These outings give the students a varied exposure to activities that will enlighten them to the many lifelong pursuits that are available to them. These outings are offered at a flat rate cost to the students of \$20.00. This is a voluntary aspect to our course. Any student opting out of the outings will be engaged in any number of academic activities at school while the class is away.

### FAMILY LIFE 421A (FAM421A-0141)

This personal development curriculum has themes on relationships, human sexuality and healthful living. It is intended to help students know and appreciate themselves - their values, interests and abilities - develop a variety of skills, attitudes and behaviors that promote successful relationships, assume responsibility for personal health and well-being and to enhance the central roles played by work and family in daily life. Its main focus is on adolescence. This course is designed to be participatory with emphasis upon effective communicating and decision-making.

### MUSIC 421A (MUS421A-9137)

Westisle music students will continue to develop their instrumental proficiency again in the usual concert band setting – previous instrumental training at the intermediate high level is an absolute must. Concert band repertoire and improvisational jazz techniques will be explored in class. Students will also develop theory and ear training in a performance based environment. Finally, various styles of music from different historical periods will be examined and listened to in class.

### VOCAL MUSIC 421B (MUS421B-9138)

This course is open to all students who can demonstrate an ability to match pitch. Auditions will be held during the first day of classes. Students will learn basic vocal techniques (i.e., warm-ups, diction, vowels, breathing, etc.). Students will learn to use solfege (i.e., do, re, mi, etc.) to sing melodies, scales and harmony. Basic music rudiments will also be explored, leading to a firm knowledge of harmony and chord symbol notation. All styles of popular music will be explored throughout the class and the main goal is to harmonize melodies. Students are expected to sing every day and everybody is encouraged to play an instrument. Note, any student planning to study music at the university level should take at least one vocal music course.

### GRAPHICS 701X (GRA701X-3106)

This is an entry level technical course designed to give students an introduction to various aspects of the graphics and photography industries. Students who successfully complete this course can also use it as a prerequisite for the Graphics 801 and Graphics 802 advanced graphics courses.

In the graphics component of the course students learn about and complete projects in the areas of desktop publishing, screenprinting, animation and webpage design. Each student will design and print an original t-shirt.

The photography component of the course includes study and completion of projects in the areas of photo composition, photo manipulation and restoration. Students use scanners, computers, digital cameras and various other equipment to complete projects and are responsible for planning their work time to meet the deadlines given. Some traditional photography techniques may also be incorporated into the course.

Students receive term marks based on test results, classmarks and the quality of projects completed. A \$10.00 lab fee is required for this course to offset the cost of materials which students keep.

**VISUAL ARTS 701X (VIS701X-3045)**

This is an introductory course for students with little or no drawing experience. Experimentation with media such as pencil, pastels, charcoal, watercolour, and acrylic paints will develop students' technical skills and creativity. Subjects include basic design and colour theory, portraits, landscape, still life, and perspective drawings. Art history from Prehistoric Art to Realism is related to class projects. Each student will pay a \$20 lab fee and receive a package of art materials, including a sketchbook which students keep.

**CRAFTS 701Y (CAR701Y-3046)**

Students will learn about and create many different types of crafts in this course including: folk art, batik, tin punch, papercutting and decorative paint techniques. Basic design and the history of crafts are included as part of the course. Special topics may also include needlework, knitting, pottery or old-fashioned rug hooking. A \$15 lab fee is paid by each student to help cover the cost of special craft projects which could otherwise not be done. The students get to keep these materials.

**FISHERIES 701X (FIS701X -3104)**

An introductory course preparing students for further education in the marine industry. The course will introduce students to marine law, navigation, safety and vessel stability. It will also provide students with an overview of the type of fish and shellfish harvested on PEI and their economic impact on the province. Students will get to explore some marine equipment including electronics, marine engine/transmissions, haulers & winches etc. Students will also be introduced to radio operations and basic fishermen skills (ex. knots, trap building, and net mending). Conservation, enhancement and management of the fisheries resources will also be explored.

**WESTISLE AGRICULTURAL CERTIFICATE**

Westisle is now offering an Agricultural Certificate program in conjunction with Kensington and Kinkora High Schools. This is a recognized program that brings education and the agriculture industry together in offering more opportunities and experiences for students. Through the program students will be involved in a number of infusion activities that focus on agriculture specialization. Activities run parallel to the regular curriculum and provide for students to demonstrate their learning outcomes through both academic and experiential projects that are agriculture-related. Students are required to complete 240 hours of work experience in the agriculture industry including volunteer work, cooperative education, and short courses such as WHMIS, safety, First Aid, etc. Students are expected to complete the regular graduation requirements but also must complete the following courses (some of which are regular graduation requirements):

**Graduation Requirements**

<b>Grade 10</b>	<b>Grade 11</b>	<b>Grade 12</b>
English	English	English
Math	Math	Math
Science	Science	Science
Social Studies	Social Studies	Social Studies

**Additional Requirements**

<b>Grade 10</b>	<b>Grade 11</b>	<b>Grade 12</b>
ITC 401	One of AGR801           or AGS801           or	AGR621 CWS
	One of : CWS	
	One of: ENT521 CMP521	One of: ACC 621/801 ECO621 CMP521

**Suggested Electives:**

<b>Grade 10</b>	<b>Grade 11</b>	<b>Grade 12</b>
CRP 701	CRP 801	BIO 621/801
MEC 701(X or Y)	BIO 521	CHM 621
WEL701	CHM 521	