



*"A triple braided cord cannot be broken"*

*Saint Thomas Aquinas School*

Student Handbook  
2017 - 2018

East Central Alberta Catholic Separate Schools  
Regional Division #16

4403 – 52 Ave., Box 390  
Provost, AB  
TOB 3S0

Website: [sta.ecacs16.ab.ca](http://sta.ecacs16.ab.ca)  
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*Welcome to our School*  
*May you have a successful and rewarding year with us!*

St. Thomas Aquinas Catholic school is one of seven schools under the East Central Alberta Catholic Separate Schools Regional Division #16. The following is a list of schools included in the division:

Blessed Sacrament School, Wainwright	K – 12
School of Hope (Home Ed)	1 – 12
St. Jerome’s Catholic School, Vermilion	K – 12
St. Thomas Aquinas Catholic School, Provost	K – 12
Theresetta Catholic School, Castor	1 – 9
Christ King, Stettler	K – 6
Blessed Sacrament Outreach School, Wainwright	

Superintendent: Charlie McCormack, who can be reached at 780-842-3992, fax number is 842-5322.  
Email address is: [superintendent@ecacs16.ab.ca](mailto:superintendent@ecacs16.ab.ca)

Trustees for St. Thomas Aquinas School are:  
Mrs. Debra Klein, 753-6389  
Mr. Greg Ibach, 753-8349

### **Mission Statement**

We, at St. Thomas Aquinas School, in partnership with home and church, will be committed to creating life-long learners in a safe, nurturing environment under the loving hand of God.

### **Duties of a Student**

As outlined in the Province of Alberta School Act:

A student is to reasonably comply with the following code of conduct:

- a) be diligent in pursuing his studies;
- b) attend school regularly;
- c) co-operate fully with everyone authorized by the board to provide education programs and other services;
- d) comply with the rules of the school;
- e) account to his teachers for his conduct;
- f) respect the rights of others.

**ECACSSRD #16**  
**ST. THOMAS AQUINAS 2017 - 2018**

<b>Month</b>		<b>Details</b>	<b>Student Days</b>	<b>Teacher Days</b>
August	28, 29, 30, 31	Non-Instructional Days	0	4
September	1	Organizational Day		
	4	Labor Day		
	5	Classes Begin	19	20
October	6	Day-in-Lieu for Staff Meetings		
	9	Thanksgiving		
	20	Non-Instructional Day	19	21
November	9	ATA Day		
	10	Day-in-Lieu for P/T Interviews		
	24	Non-Instructional Day	19	22
December	23 - Jan. 7	Christmas Vacation	16	16
January	8	Classes Resume		
	31	Organizational Day	17	18
February	1, 2	Non-Instructional Days		
	5	Classes begin		
	19	Family Day	17	19
March	8, 9	Teachers' Convention		
	30	Good Friday	19	21
April	1-8	Easter Break	16	16
May	17	Day-In-Lieu for Staff Meetings		
	18	Day-in-Lieu for P/T Interviews		
	21	Victoria Day	20	22
June	27	Last Day for Students		
	28	Report Card Pick Up	20	21

## **St. Thomas Aquinas School Staff Directory**

Cindy Dallyn	Kindergarten /Junior Kindergarten/Special Education
Brittaney Olson	Grade One
Kerry Drader	Grade Two
Morgan Paulgaard	Grade Three
Bev Yeo	Grade Four
Jeremy Cairns	Grade Five
Jeffrey Cazes	Grade Six
Sheldon Taming	Gr. 7 Homeroom
David Stang	Gr. 8 Homeroom
Julie Bouma	Gr. 9 Homeroom
Dwayne Coffey	Gr. 10 Homeroom
Tylene Appel	Gr. 11 Homeroom
Cory Mercer	Gr. 12 Homeroom
Elaine Willette-Larsen	Junior-Senior High
Lee-Ann Coffey	Secretary
Colleen Vaughan	Librarian
Cheryl Gramlich	Instructional Assistant
Sue Wolkowski	Instructional Assistant
Lori Lee Scheck	Instructional Assistant
Shelly Schug	Instructional Assistant
Tracey Biever	Instructional Assistant
John Sieben	Maintenance
Lori Walz	Custodian
Brent Appel	Vice-Principal
Les Ellchuk	Principal

## PROVINCIAL TESTING SCHEDULES 2017 - 2018

### ACHIEVEMENT EXAM SCHEDULE FOR GRADES 6 AND 9

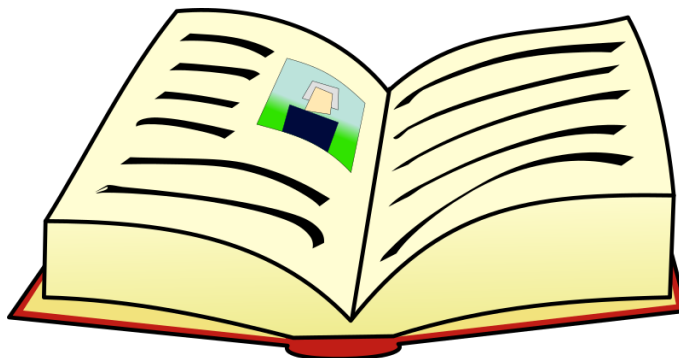
Each year the students in grade 6 and 9 write Alberta Education tests in the four core subject areas (Math, Science, ELA and Social Studies).

**Part A Written Response Tests** (Grade 6 ELA and Grade 9 ELA) are to be administered between **May 7 and 11** according to schedules set by school authority superintendents. All students are permitted an additional one-half hour to complete at test.

**Part B and Machine Scored Tests** are to be administered between **June 11 and June 28** according to schedules set by school authority superintendents. All students are permitted an additional one-half hour to complete a test. No tests are to be scheduled on June 21, National Aboriginal Day.

### GRADE 12 DIPLOMA EXAMS SCHEDULE 2017-2018

Thursday, January 11	9:00 – 12:00	ELA 30-1 Part A
Friday, January 12	9:00 – 11:30	Social 30-2 Part A
Tuesday, January 23	9:00 – 12:00	ELA 30-1 Part B
Wednesday, January 24	9:00 – 11:30	Social 30-2 Part B
Thursday, January 25	9:00 – 12:00	Mathematics 30-1 & 2
Monday, January 29	9:00 – 12:00	Chemistry 30
Wednesday, June 13	9:00 – 12:00	ELA 30-2 Part A
Thursday, June 14	9:00 – 12:00/11:30	Social 30-1/30-2 Part A
Wednesday, June 20	9:00 – 12:00	ELA 30-2 Part B
Friday, June 22	9:00 – 11:30	Social 30-1/30-2 Part B
Wednesday, June 27	9:00 – 12:00	Biology 30



## **STUDENT INFORMATION**

### **Allergy Awareness**

Peanuts and nuts, and foods containing peanuts and nuts are not to be brought into St. Thomas Aquinas School or school functions to ensure the safety of our students with severe allergies.

### **Attendance Policy**

**Parents: please notify the office by phone call or email** if your child will not be attending school for the day. If the student is late at registration, the school will contact a parent for safety purposes. As per the School Act, every student is required to be in attendance every day that school is open unless the student is unable to control the absence due to illness or other circumstances.

### **Accidents**

Accidents still occur despite our best efforts. If it is needed, first aid will be given to a student if they are injured on the premises. If the accident is serious, parents will be notified immediately, and if necessary the student will be taken to the hospital. Accident forms are filled out by the supervising teacher. Accident insurance, which covers curricular and extracurricular activities, is available for purchase in September. Please make sure to fill out all forms in September so that the office has an update of emergency telephone numbers and any student medical concerns.

### **Assemblies**

Monthly assemblies will occur on or near the first school day of each month for elementary students. During the assemblies, citizenship and achievement awards are given. Special readings and announcements are made at this time. Weekly school-wide assemblies occur on the first day of the school week at 9:00, 11:30 and 1:30 p.m. respectively. We use these assemblies for announcements, citizenship and achievement awards.

### **Cell Phones & Other Electronics**

Students are allowed to use personal electronics, appropriately, during recess and lunch break. If phones are brought to the classroom they are expected to be on silent and not used. The first offence will result in a phone call home to inform the parents. The second offence will result in a one day *in school* suspension. The third offence will be a one day *out of school* suspension.

### **Class Supply Lists**

Elementary students are provided with a copy of the supply list for the following year in June Report Cards. Along with supply lists, some grades require items which will be purchased by the school and are added to the school fees.



### **Class Times for Elementary Students:**

Warning Bell:	8:50
Classes begin:	8:55
First recess	<b>10:15</b>
Classes resume:	10:26
Noon starts:	11:47
Noon ends	12:26
Classes resume:	12:28
Last recess begins:	<b>1:48</b>
Classes resume:	1:59
Elementary dismissal	<b>3:20</b>

### **Class Times for Junior/Senior High Students**

<b>Period</b>	<b>Times</b>
Warning Bell	8:50
Registration	8:52
1 <sup>st</sup> class	8:55
2 <sup>nd</sup> class	9:37
RECESS	10:19
Warning Bell	10:25
3 <sup>rd</sup> class	10:26
4 <sup>th</sup> class	11:08
NOON	11:49
Warning Bell	12:26
5 <sup>th</sup> class	12:28
6 <sup>th</sup> class	1:10
RECESS	1:52
Warning Bell	1:58
7 <sup>th</sup> class	1:59
8 <sup>th</sup> class	2:40
Dismissal	3:21

### **Counselling Services**

A school counsellor is here one day a week. Our current counsellor is Stacie Bakken.

If you need to talk to her regarding any concerns, make an appointment by contacting her at [stacie.bakken@btps.ca](mailto:stacie.bakken@btps.ca). When a child is in need of specialized services, referral can be made by the teacher or the parent through the principal.

### **Elementary Discipline Procedures:**

Minor offenses will be dealt with by each staff member in accordance with the classroom management discipline procedure that has been set up in the classroom.

If the misbehavior of the student becomes disruptive to a point that it hinders other students' learning or that the misbehaviors are extremely negative such as:

- Refusing to follow directions
- Swearing or inappropriate body language
- Fighting
- Deliberate destruction of property
- Theft

At this time, each misbehavior will be dealt with on an individual basis reflecting compassion and understanding. The general school rule is “Do what is right”, so it is expected that students will comply or they will have to learn this rule by natural consequences.

During an in-school suspension, the student will be placed in a quiet room. The child may not go to classes, move around the classroom or the school or see friends. The student will be able to bring food to eat, have water to drink, be escorted to the bathroom but is unable to have any privileges that may occur during the day. The student will also be doing school work at that time.

### **Dress Code**

- It is the student’s responsibility to dress appropriately. School dress should reflect good taste and judgment and reflect the moral standards of our Catholic Christian faith. Clothing must not depict slogans or advertising which is controversial, obscene, offensive and/or depicting drugs or alcohol.
- Students shall wear clothing that:
  - ❑ **Covers undergarments at all times.** Clothing that does not cover bra straps, thong straps, boxers, etc. is not appropriate. Clothing that is see-through, showing cleavage, backs or midriffs, is also not permitted.
  - ❑ **Covers the waistline when standing, when bending over and when sitting.** Shorts must have some leg and skirts must be appropriate length.
  - ❑ Students who do not dress appropriately for class will not be allowed into any classroom and will be sent to put on “cover-up” material or will be sent home to dress appropriately. If they continue to show up dressed inappropriately, then administration will become involved.
- Hats are not to be worn and are considered anything worn on the head by either males or females.
- Footwear must be worn at all times for safety reasons. Two pairs of shoes should be available at school - one pair for indoor wear and one pair for outdoor wear.
- Students must have runners for gym class.



## **Emergency Registry**

The school has an emergency registry for each student. This is kept on file so that a parent or other contact person is available in case of an injury or illness. The registry also contains information about allergies and other medical conditions. These lists are updated every September or as soon as a parent finds out that there is a medical problem. Also any changes of address or phone numbers must be submitted to the office as soon as possible.

## **Fire Drills and Emergency Evacuation**

Instructions for evacuation of classrooms are posted on the wall in each room to designate the route to follow. Students will review classroom procedures and are advised to wear shoes at all times since they will not be allowed to stop and put on shoes during a drill or fire.

## **Footwear**

Suitable footwear should be worn for weather conditions. Students are required to have an outdoor pair of shoes and an indoor pair of runners (not black-soled runners). Indoor shoes are to be worn at all times in the building, since the building **MUST BE CLEARED IMMEDIATELY WHEN THE FIRE ALARM RINGS**. Also to preserve our hardwood floor in the gym, students shouldn't wear outside shoes in the gym. Students' indoor footwear need not be expensive. The name and grade inserted into footwear would be beneficial in locating owners.

## **Fundraisers**

Fundraisers are held throughout the year so that we can hold extra-curricular activities for your children. A few major ones are the Terry Fox Run (with all proceeds going to cancer research) held in September and the Bazaar held in February.

## **Homework**

Homework is a topic of concern that is raised by parents at all grade levels. These are some guidelines regarding homework.

1. Homework is work that has been assigned during class time, but has not been completed during the time allotment given.
2. If your child has been absent for any reason, he/she will be expected to complete homework with help from the teacher.
3. From time to time, additional drill or reinforcement on a particular concept is needed or would be helpful. In such cases, your child may be asked to spend some extra time practicing at home for a few evenings.
4. There will be tests for which your child will be required to study. How can you help?
  - a) Provide a quiet, regular place to work.
  - b) Be an "audience" when required, for reading practice, spelling and math drills.
  - c) Do not sit down and do your child's written assignments with him/her. Be a guide. If your child experiences problems with home assignments encourage him/her to do their best and seek necessary help. If you have questions or concerns regarding the assignments, please don't hesitate to contact the teacher at home.

### **Illness**

Children who are sent to school when they are sick usually are unable to work well. Also diseases are spread rapidly to other children and to staff. Your child will get well more quickly at home.

If you send a note requesting that your child be kept inside, please date and indicate the number of days that your child is to be inside. Please note that your child will not be allowed to participate in athletic activities during these dates.

### **Internet**

Use of school computers is monitored consistently. If a student uses the Internet or email in an inappropriate way purposefully, their computer privileges will be removed. School network file storage is open to scrutiny by administration, therefore any information stored, looked at or sent through the school computer system is subject to all school policies. Abuse of computer usage policies will result in termination of privileges and/or disciplinary action.

### **Junior Kindergarten**

St. Thomas Aquinas School is pleased to offer a Junior Kindergarten program for children who will be 4 by February 28 in the current school year. The program is a half-day program, which runs Tuesday mornings from 9:00 – 11:30 in the Kindergarten classroom. The students receive instruction from a certified teacher who is also the Kindergarten teacher. The program provides opportunity for socialization, positive interaction with peers, development of both gross and fine motor skills and a positive introduction to the Catholic school setting. Fees are charged to cover the cost of the program.

### **Leaving School**

- Students in Grade 7 to 12 may leave the school grounds at noon by the signature of parental permission form. Forms are sent out at the beginning of the school year.
- This privilege can be revoked by either staff or parents if circumstances warrant.

Students must remain on school grounds during recesses.

### **Library**

The library is open for you from 8:30 a.m. to 3:30, Tuesday to Thursday, and Monday mornings, with the exception of noon hours. You are informed about overdue books regularly. Grade 3 – 12 students pay fines of \$.10/per school day. If a book is lost, you have to pay to replace it. Barcodes are expensive. If these are missing from a book, a \$2.00 cost will be charged to students.

### **Lockers**

Lockers are given to you so that your own items are stored and protected. It is up to you to request a lock from the school if you wish to keep your locker locked and only school locks are permitted to be used on the lockers.

### **Lost and Found**

Make sure you check the lost and found if you are missing something. If you find something that is not yours, please turn it in to the office. We have 2 lost and found bins by the elementary entrances. If your child is missing something, please come in and check the bin or ask at the office. Students are given the opportunity to look through the items periodically. Unclaimed items are given to Candy Cane Lane.

### **Lost or Damaged Resources**

Students are responsible for the care and return of all books and equipment they use in the school. Invoices will be issued for any books or items that are lost or damaged.

### **Microwave Use**

There are microwaves in most classrooms and in the Common Area. Designated students are in charge of running the microwave for younger students.

**Parents:** Food items need to be placed in microwave safe containers or plastic wrap. The time to be microwaved needs to be written on an attached paper. Please remember the time needed to have the food should be under 2 minutes, since many students use this service during the 20-minute lunch period.

### **Newsletters**

- The newsletter will be emailed to parents once a month.
- Parents: Saint Thomas Aquinas Report – is a monthly newsletter highlighting events of the past month, future events and a monthly calendar.
- A Grade newsletter is sent out weekly or biweekly on the first day of the week for Grades 1 – 9.

All newsletters, memos, etc. are emailed out on the first day of the week.

**Please ensure that the school has your email address.**

### **Parent Meetings**

Occasionally there will be parent meetings held for special education purposes, for field trips or other reasons. It is strongly advised that you attend these meetings to get all pertinent information regarding your child's special activities.

### **Parent Visitations**

Parents are welcome, but **it is a requirement that parents check into the office.** We request that you do not proceed to the classroom yourself. This is implemented for the security of your children.

### **Personal Items**

Personal items beyond those required for normal school use and activities are brought to school at the students' own risk.

### **Planners**

A daily planner is offered to each student from Grade 3 to 12 for the purpose of organizing homework, tests and other activities. Students are encouraged and taught by teachers how to use these efficiently.

**Parents:** Please encourage their use.

### **Religious Activities**

#### **Sacramental Preparation**

Parents - these are your responsibility. The school plays a minor role and information will be given through newsletters to let you know about dates for meetings in which further details will be discussed such as First Communion, First Reconciliation or Confirmation.

#### **Celebrations**

Monthly celebrations are organized on an ongoing basis. Students **MUST** attend these celebrations in keeping with our school faith and values. Parents are invited and encouraged to attend any or all of our celebrations.

## **Religion Program**

**All students are required to participate in our religion program.** As well as our regular program, we have prayers during the day, special prayer services during the liturgical year such as Thanksgiving, Advent, Lent, etc. We also schedule classes so that students are able to attend mass offered at church on a weekly basis. In order to graduate from St. Thomas Aquinas, students must have a 30 level Religious Studies Course. Any student attending St. Thomas Aquinas will have the opportunity to become aware of and understand and commit to Jesus Christ, His Life, His Work, His Church, and to the community of the people of God.

## **Report Cards**

- Reports of student achievement are sent home 3 times a year for Kindergarten to grade 6, and 4 times a year for Grade 7 to 12.
- These reports are to be signed and returned to their homeroom teacher. Reports may be sent out between regular times if warranted.

Time is set aside for Parent-Teacher Interviews each semester. Parents and students are encouraged to take advantage of these.

## **Room Parents**

Any parent is welcome to attend School Council meetings, which are held once a month. Some activities which room parents may become involved in are:

- Helping with parties (Halloween, Christmas, etc.)
- Help to organize field trips
- Help organize transportation
- Hot lunch program
- Run concession at track meet if it is our turn to host
- Help with being a liaison between the school and community
- Attend parent council meetings.

Note: Room Parents are not expected to do all of the work, but are contacted by the teacher to organize and get others to help. Room parents are a great asset and their work is greatly appreciated by teachers and students.

## **School Closure**

School is only closed if there is an emergency evacuation. In the event of inclement weather, the school will be open and bus drivers will be responsible for making decisions regarding the pickup of students.

## **Severe Weather**

Students will not go outside at recess or noon hour if the weather is  $-25^{\circ}$  or lower. This includes the wind chill factor.

## **Skating/Swimming**

These two activities are a part of the Phys. Ed. Program and children are expected to participate.

## **Special Education**

The diverse nature of student needs and abilities often dictates the establishment of special programs and/or teaching strategies. These programs are designed to address both ends of the spectrum from gifted to specific disabilities.

### **Special Education Appeal Procedure:**

For the purpose of ensuring adherence to the principles of fundamental justice, the board supports the provision of an appeal structure for parents disputing placement decisions affecting students with special needs.

### **Telephones**

- A telephone is located by the library for students' use.
- Students are expected to use this phone only during breaks or with permission from a staff member

### **Transportation**

**Bicycles:** We encourage bike riding to school, but bikes must be put in racks provided by the school and left there until home time.

### **Transportation of Students by Private Vehicle**

Students should be transported by school bus or their parents to and from school or school sponsored activities. There may be special circumstances that would permit the transportation of students in privately owned vehicles. All drivers of students who require compensation for transportation services require the possession of a Class 5 license.

**Students and parents are asked to NOT drive through the back alley to the north side of the school because of visibility of students on the sidewalks.** Students parking in the back parking lot are asked to leave using the south exit.

**Parent Drivers:** Please pick up/drop off students **behind the signs** in front of the school and **please use the crosswalks.** **Parking behind cars in the parking lot at the front of the school is not safe and therefore is not permitted.**

**Buses:** It is your job to let the drivers know if your child/children are not planning to be on the bus daily. Routes are designated for rural students only.

### **Volunteers**

A volunteer is someone who assists school staff and/or students in curricular or extra-curricular activities. (Examples include: Classroom helpers, hot lunch helpers, Terry Fox Run, coaches, chaperones etc.) Volunteer drivers also need to have this paperwork complete.

Our first and most important commitment is your child's safety. For that reason, we do require all volunteers to complete the following requirements before any volunteer work is done:

1. Complete a Volunteer Registration Form
2. Provide a Criminal Record Check dated within the past 6 months.
3. Provide an Intervention Record Check
4. Sign a Confidentiality Agreement

When the paperwork is complete, please bring it to the office. It will be kept on file at the school. Volunteers will need to complete all required forms every 3 years.

## INFORMATION FOR JUNIOR/SENIOR HIGH STUDENTS

### Attendance Policy

#### **Senior High**

- If a student misses 10 classes, a letter will be sent home to inform parents. Missing periods and dates will be included in the letter. If 20 periods are missed in a 5 credit course, participation in that course may be terminated. In a 3 credit course, 10 absences are allowed.
- If a student does miss the number of classes in a course, he/she has three options:
  - appeal the decision to the Board in person at their next regularly scheduled meetings. (You may take your parents along.)
  - accept your suspension from the course and apply to write the final without further class instruction.
  - accept suspension and withdraw from the course.
- ***Missing periods includes all absences except for those due to school-related activities and those deemed excusable by administration.***
- ***Two lates equals one absence.***

**Parents:** If suspension from a course occurs, you have the right to appeal (within 5 days) to the principal and the Board as stated in the letter of advice. The school administration team will always review cases before they are referred to the Board.

#### **Awards**

All junior/senior students are eligible for awards. These take hard work, dedication, organization and good study habits. **Students are responsible for being aware of and meeting all deadlines.**

#### ***ATA Award***

Medallion and \$100 given to a graduating student with the highest average (minimum average is 80%).

#### ***Athlete Award***

- Given to males and females in both Junior and Senior High
- Must exhibit:
  - Fair play
  - Sportsmanship
  - Show above average ability in a variety of sports activities
  - Demonstrate leadership by example
  - Courtesy to coaches, officials and others
  - Characteristics of a team player

#### ***Governor General's Medal***

- awarded to the graduate with the highest academic average.

#### ***Merit Award***

- is given to students who have worked consistently hard all year in Grades 7 to 12 and taking a full course load according to their ability.
- The students chosen for this award may be just short of honours or be those who have achieved well relative to their ability.

### ***Rutherford Scholarship:***

Is awarded to students with a 75% average (or higher) in grades 10, 11, and/or 12. Award amounts range from \$400.00-\$2500.00 This scholarship is available on line.

Please refer to: <http://studentaid.alberta.ca/scholarships/rutherford-scholarship/> for all information regarding this scholarship.

### ***School Service Club Award***

- is designated to students who are actively involved in school service clubs.
- service clubs are Student Union and Yearbook
- qualities that would distinguish students for this award are based on dedication, diligence, initiative, leadership, cooperation and courtesy.

### **Honour Roll**

#### **Grade 7 – 9**

The criteria for the Honor Roll are as follows: Student's marks will be averaged together and an average of 80% or higher must be obtained. Students can have one CORE subject (English, Math, Science, Social Studies or Religious Studies) in the 70% range and no subject can be below 70%

#### **Grades 10 – 12**

The Criteria for the Honour Roll is as follows:

Students must attend St. Thomas Aquinas school earning 31 credits in Grade 11 and 28 credits in Grade 12, with the exception of Gr. 11 & 12 students taking Physics 30 from PPS. Grade 10 students must take a full course load.

The courses used to determine a student's average will be consistent with the Rutherford Scholarship courses. These courses must be taken at STA School. In Term I, the average will be based on 3 subjects from the Rutherford Scholarship list. There is a distinction between Rutherford and School Honors for Grade 12 students. School Honors uses the criteria for the Gr. 11 Rutherfords but at the 30 level.

### **Honours with Distinction**

Any student that receives an average of 90% or higher will receive Honors with Distinction.

### **Local Scholarships**

The following Scholarships are available to Grade Twelve graduating students. More information about each can be obtained from the office. These will be awarded at the Graduation ceremonies.

Students' Union Award

Jennifer Lavigne Award

St. Mary's C.W.L. Award

Clean Harbors Diligence Award

Provost Masonic Lodge

D.R. Technologies

Cadogan Agricultural Society

### **Recommendations (Gr. 7 and 8 only) for final exams in June**

To provide ongoing recognition to students for work well done, a recommendation policy has been approved and is in effect at St. Thomas Aquinas School for Grades 7 and 8 students.

The following criteria shall be used as a guideline to determine recommendation:

1. Attitude, conduct, work habits and regular attendance will be a major consideration for all recommend candidates.

2. Candidates must have obtained an 80% average or better in the subject in order to be considered.
3. Students will be reminded of academic standing during each term to encourage greater performance.
4. No student may be fully recommended in all four core subjects (Math, English-Language Arts, Social Studies, Science). If a candidate is eligible to be recommended in all 4, he/she will be given a choice as to which **two exams** he/she wishes to write in June.
5. Candidates will be notified of recommends prior to the commencement of final exams.
6. Students must share the recommendation notice with their parents. Together, they will decide if the student will accept the recommend and not write the final exam. The students who will not be writing finals, and making CORE choices, must return the signed parental consent for the day prior to final exams.

### **Course Load Modification Procedure**

It is imperative that students discuss with the subject teacher and their parents the classes they wish to take to ensure that they are enrolled in classes in which they can successfully complete. If a student wishes to drop a class, administrative and parental permission must be obtained.

### **Credits**

Students in Grade 10 are enrolled in a full course load. It is recommended that Grade 11 students have no more than two period spares per year. It is recommended that students in Grade 12 have no more than 2 period spares per semester. STA students may take classes off campus if those classes are not offered at STA or if there is a scheduling conflict. Classes' off-campus may also be scheduled if beneficial to the student through discussion with parents and administrators.

### **High School Diploma Requirements**

English – 15 credits to 30 level

Social Studies – 15 credits to 30 level

Mathematics – 10 credits to 20 level

Science – 10 credits to 20 level

Phys. Ed – 5 credits in PE 10

CALM – 3 credits

Religious Studies – 9 credits to a 30 level

Additional 30 credits must be obtained of which 10 credits must be 30 level. Credits may be from Fine Arts, CTS or locally developed courses. You must obtain 100 credits in all of the aforementioned courses in order to receive a High School Diploma from Alberta Education.

### **Discipline Procedure:**

Each teacher in accordance with the classroom management discipline procedure that has been set up for that classroom will deal with minor offenses.

If the behavior of the student becomes disruptive to a point that the learning of the rest of the class is affected, then a more serious consequence will occur. All students will be dealt with on an individual basis reflecting compassion and understanding. Our main school rule is “Do what is right”. It is expected that all of our students know what the right things to do are through discussions at assemblies and in class rules. If a student is sent to the office for a behavior that is considered “not right” written statements will be recorded and consequences will be given on an individual basis.



- 3.1. Minor Offenses: any behavior or action, which disrupts normal classroom and school procedures, shall be considered a minor offense and will be subject to the following steps.
- 3.1.1. The teacher will discuss the offense with the student. The student will be given an opportunity to modify his/her behavior.
- 3.1.2. If the student chooses not to correct his/her behavior, an incident report will be satisfactorily completed and submitted to the office. If further offenses take place in the following two-month period, the students will be back to step 3.1.1 after review by the administration.
- 3.1.3. After each incident, students will be required to perform some form of community service within the school.
- 3.1.4. Should the student still continue with minor offenses, after having received incident reports, the matter will be turned over to the administration.
- 3.1.5. Any further offenses will result in an in-school suspension.
- 3.1.6. Any further offense will be subject to Administrative Procedure 310 on Suspension and Expulsion of Students.
- 3.2. Major Offenses: A major offense is defined as those offenses or behavior or actions that would be regarded as extreme to the general moral philosophy or standards of the school.
- 3.2.1. Violation of the following is a major offense:
- Refusing to follow the direct orders of any staff member
  - Using profane language or gestures
  - Fighting or physical abuse
  - Willfully destroying property
  - Stealing
- 3.2.2. A student committing a major offense may not receive the same consideration as a student committing a minor offense.
- 3.2.3. Major offenses will be dealt with as per Administrative Procedure 310 on Suspension and Expulsion of Students.
- 3.3. Anecdotal Records: Teachers should keep anecdotal records of student's behavior both positive and negative. The anecdotal record will record negative behavior that in isolation would not warrant an incident report but cumulatively would be a concern of staff and administration. Students are responsible for their behavior. Staff members are responsible for keeping up to date records.
- 3.4 Cheating. Cheating is defined as students who do not do their own work when required.
- 3.4.1 First Incident of Cheating: A student will receive a mark of 0 for the test or assignment. A letter will be sent home and the parents will be contacted informing them of the "0" and advising that any future cheating in that course will result in losing credits in the course.
- 3.4.2 Second Incident of Cheating: The student is withdrawn from the class and will lose credits in the course. Students, parents and superintendent will be notified by administration.
- 3.4.3 Any student caught cheating will not be considered for award(s) at the end of the year.

### **Drugs and Alcohol**

- Students who possess drugs and/or alcohol on school premises will be subject to immediate suspension or expulsion from school.
- If a student is deemed to be under the influence of drugs or alcohol at school, the same consequence will ensue.

## **Weapons**

- Our school has adopted a “zero tolerance” policy to bringing weapons or any other objects that resemble weaponry to the school premises or school functions. Students who are caught with such objects are subject to immediate suspension or expulsion.

## **Extracurricular Activities**

- are organized by teachers or parents to promote the growth and development of students.
- these activities are privileges and may be forfeited if conduct injurious to the tone of the school is evident.

Students need to:

- conduct themselves with honour and dignity
- respect others and property
- be positive
- cooperate with those in authority
- dress appropriately
- maintain academic standing and exhibiting positive behavior

- Students must be passing all classes in order to participate in extracurricular activities. Participation in practices will still be allowed. Students missing excessive days of classes will not be allowed to participate in extracurricular activities.

## **List of Extracurricular Activities Offered:**

Jr/Sr High Volleyball	Yearbook	
Jr/Sr High Basketball	Students' Union	Intramurals
Jr/Sr High Badminton	Track & Field	
Jr/Sr Golf	Art Club	

## **FOIPP (Freedom of Information, Privacy & Protection Act)**

- Parents: forms will be filled in at time of registration
- These forms will advise parents/guardians of the collection and use of personal information that is not authorized by the school act.

## **Food and Drink**

Students are not to have food/drinks or gum in the classrooms unless directed by a teacher. Students are expected to clean up after themselves when done eating. Foods such as sunflower seeds or unshelled peanuts are not welcome in the school.

## **Grade Twelve Celebration (Graduation)**

The completion of twelve years of schooling is an achievement and a cause for celebration. The Board finds it fitting that the school system encourages a celebration that marks this achievement and makes this statement: The celebration will be a positive public relation exercise for the school and students. The present program is such that students in high school must achieve passing grades; if they attend regularly, work and show an interest. We believe this because there are department course offerings in regular, modified or alternate education programs.

Policy:

The school board will hold a celebration for its senior class as determined by school staff in consultation with the student body, parents, the School Council and the Board.

### Guidelines:

1. A student may participate in the celebration when:
  - (a) The student is a member of the senior class and
  - (b) The student has not previously participated in a celebration and
  - (c) The student has achieved or can achieve 100 credits by the end of their senior year. (At least 20 credits must be at the 30 (Grade 12) level.
  - (d) The student has successfully completed an Individual Education Program (IEP) or
  - (e) The student is a senior exchange student enrolled at St. Thomas Aquinas School
2. The celebration will include:
  - (a) Mass
  - (b) Banquet
  - (c) Exercises
3. In all aspects of the celebration, the dignity of each person as a child of God and the values of our Catholic Christian heritage, virtues and values will be core in word and action.

### Valedictorian

Valedictorian will be selected from the following criteria, based on the highest average of six courses.

1. English 30-1 & R.S. 35
2. **At least three of the following:**  
Biology 30, Chemistry 30, Physics 30, Math 30-1 or Math 30-2, Math 31  
Social 30-1 or 30-2, or any other language at the Grade 12 level
3. Any other course with a minimum five credit value at a 30 level

\*In calculating the average, **only one 30-2 course may be used**

\*\*All 6 courses must be taken at STA, with the exception of Physics from Provost Public School.

### Problem Resolution Procedure

Please follow these lines of communication if you would like to give a positive comment or voice a concern:

Teacher → Principal → Deputy or Superintendent

The following are proper procedures to follow for resolving conflicts or expressing concerns about students, discipline, programs, teaching methods, teacher-student relations or evaluation:

- The parent should first speak to the teacher of their child.
- If it is a general school concern, the parent could contact the vice-principal or principal if the concern does not directly involve a teacher.
- If the parent, teacher and student cannot resolve the problem or issue, any party may request the involvement of the principal.
- If the previous steps have not resolved the problem any of the parties may ask for the superintendent to become involved.
- From the superintendent, the issue could then go to the school board, followed by Alberta Learning and finally to the courts.

The reasons for the importance of following these procedures are many.

The Teachers' Professional Code of Conduct forbids teachers from discussing any student with anyone but his or her parents or guardians. It also forbids us from discussing concerns about a fellow teacher with anyone except that teacher or administrator.

Bringing a concern about a teacher to another teacher will usually not result in a satisfactory solution to a problem. When bringing a teacher problem to the principal or superintendent, the first response will always be "Have you discussed this with the teacher?" If the answer is yes and the problem still exists, the principal or the superintendent will become involved.

Should any employee of the school be asked to operate outside these guidelines, they are operating in contravention to school board policies and Alberta Learning Policies and Guidelines. Please avoid putting them in such a predicament.

### **School Visitors**

- please welcome all visitors to the school and help them in whichever way possible
- direct visitors to the office first

### **Smoking**

- no smoking in school, or on the school grounds
- consequences will be suspension

### **Spares**

- Grade 11 & 12 students may leave the school property provided that permission has been given by their parents/guardians.
- Students who have spares and choose not to leave or are unable to leave must be in the library/assigned study hall.
- Staff may request that students use spares to catch up on missed assignments or exams.

### **Student Parking**

Students who drive to school are asked to park (between white lines) in the lot on the west side of the school, leaving the fire lane open. Vehicles parked inappropriately will lose parking privileges on school property.

### **Student Postings**

Students must obtain approval from the administration before posting any bulletins, messages or posters.

### **Students' Union**

- All students from Grades 7 to 12 are members of the Students' Union.
- Students may attend any or all students' union meetings if they wish to voice their opinions.

### **Yearbook**

If you wish to purchase a yearbook, we prefer that you do so in September when order forms are distributed to students. Each family is encouraged to purchase a yearbook.