



"A triple braided cord cannot be broken..."

Saint Thomas Aquinas School

Student Handbook
2022-2023

East Central Catholic Schools

4403 – 52 Ave., Box 390
Provost, AB
T0B 3S0

Website: <https://sta.ecacs.ca/>
Telephone: (780)753-6838
Email: sta.reception@ecacs16.ab.ca

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 (Online Learning)	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: Glen Nowosad, who can be reached at 780-842-3992. Email address is:
superintendent@ecacs16.ab.ca

Trustee for St. Thomas Aquinas School is:
Mrs. Debra Klein, 753-6389

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) cooperate 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.

ECCS #16
ST. THOMAS AQUINAS 2022-2023

Month		Details	Student Days	Teacher Days
August	24, 25, 26, 29	Non-Instructional Days	2	6
August	30	Classes Begin		
September	5	Labor Day	20	20
	30	National Day for Truth and Reconciliation		
October	7	Non-Instructional Day		
	10	Thanksgiving	19	20
November	7, 10	Days-in-Lieu		
	8, 9	Non Instructional Day		
	11	Remembrance Day	17	21
December 24 - Jan. 8		Christmas Vacation	17	17
January	9	Classes Resume		
	30-31	Non-Instructional Day	15	17
February	1	Classes begin		
	16, 17	Teacher's Convention		
	20	Family Day	17	19
March	10	Non-Instructional Day	22	23
April	7-16	Easter Break	14	14
May	5	Non-Instructional Day		
	18	Non-Instructional Day		
	19	Day-In-Lieu		
	22	Victoria Day	19	22
June	27	Last Day for Students		
	28	Non-Instructional Day	19	20

St. Thomas Aquinas School Staff Directory

Cindy Dallyn	Teacher
Melissa Mercer	Teacher
Brittaney Olson	Teacher
Morgan Foley	Teacher
Bev Yeo	Teacher
Jeremy Cairns	Teacher
Jeffrey Cazes	Teacher
Tamara Weyenberg	Teacher
David Stang	Teacher
Julie Bouma	Teacher
Russell Lefley	Teacher
Hilary Mawson	Teacher
Clayton Creasy	Teacher
Cory Mercer	Teacher/Athletic Director
Lee-Ann Coffey	Secretary
Wenona McCormick	Librarian
Cheryl Gramlich	Educational Assistant
Sue Wolkowski	Educational Assistant
Shelly Schug	Educational Assistant
Tracey Biever	Educational Assistant
Stacy Berg-Lloyd	Educational Assistant
Lori Walz	Custodian
Dwayne Coffey	Principal

PROVINCIAL TESTING SCHEDULES 2022-2023

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).

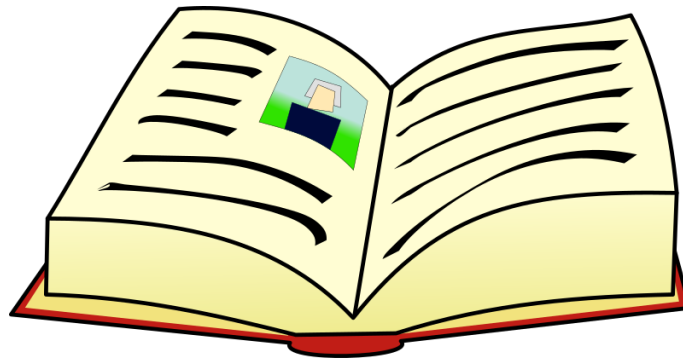
Part A Written Response Tests -- *DRAFT-Tentative*

Monday, May 15	9:00 - 11:00	Grade 9 ELA Part A
Wednesday, May 17	9:00 - 11:00	Grade 6 ELA Part A

Part B and Machine Scored Tests are to be administered between **June 12 and June 23** according to schedules set by school authority superintendents. All students are permitted with up to double the official time noted below, if they require it. No tests are to be scheduled on June 21, National Aboriginal Day.

GRADE 12 DIPLOMA EXAMS SCHEDULE 2022-2023

Thursday, January 12	9:00 – 12:00	ELA 30-1 Part A
Thursday, January 19	9:00 – 12:00	Math 30-1 & 30-2
Friday, January 20	9:00 – 12:00	ELA 30-1 Part B
Tuesday, January 24	9:00 – 12:00	Biology 30
Wednesday, January 25	9:00 – 12:00	Chemistry 30
Friday, January 27	9:00 - 12:00	Science 30
Monday, June 12	9:00 – 12:00	ELA 30-2 Part A
Tuesday, June 13	9:00 – 12:00/11:30	Social 30-1/30-2 Part A
Monday, June 19	9:00 – 12:00	ELA 30-2 Part B
Tuesday, June 20	9:00 – 11:30	Social 30-1/30-2 Part B
Friday, June 23	9:00 - 12:00	Chemistry 30
Monday, June 26	9:00 – 12:00	Physics 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. If your child has to leave during the school day, parents are to notify the office by phone call or email prior to the student leaving for safety purposes. Any students leaving the school without permission will be subject to administrative discipline.

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 a.m, 11:30 a.m. and 1:30 p.m., respectively. We use these assemblies for coming together as a school community, announcements, and presenting citizenship and achievement awards.

Cell Phones & Other Electronics

Grade 1-6: Zero Tolerance for cell phone use during the school day: 8:30 am to 3:30 pm

Grade 7-12: Zero Tolerance for cell phone use during classroom instructional time.

Grade 7-12: Students are able to have quick checks of cell phones during transitional time periods.

Grade 7-12: Students are able to access phones during recess and lunch breaks.

Special requests by teachers for pre-planned classroom projects, that would require cell phone usage, will be cleared with Administration.

Violations of these expectations will result in the following interventions:

1st Violation: Staff warning and/or phone placed in a safe spot within the classroom

2nd Violation: Student takes phone to office - held until end of day by administration

Phone call to parents by teacher - student collects phone at 3:30 pm

3rd Violation: Student takes phone to office - held by administration until parent collects phone.

Phone call to parents by administration

Class Supply Lists

Elementary students and parents can access a copy of the supply list for the following year on the school website and paper copies are available in the school office. 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:	8:55
1st Class:	9:00
2nd Class	9:40
Recess	10:20
Warning Bell	10:30
3rd Class	10:31
4th Class	11:11
Noon starts:	11:51
Warning Bell	12:33
5th Class	12:34
6th Class	1:14
Last recess begins:	1:54
Warning Bell	2:04
7th Class	2:05
8th Class	2:45
Elementary dismissal	3:25

Class Times for Junior/Senior High Students

Period	Times
Warning Bell	8:55
Registration	8:57
1 st class	9:00
2 nd class	9:42
RECESS	10:24
Warning Bell	10:30
3 rd class	10:31
4 th class	11:12
NOON	11:53
Warning Bell	12:33
5 th class	12:34
6 th class	1:16
RECESS	1:58
Warning Bell	2:04
7 th class	2:05
8 th class	2:46
Dismissal	3:27



Counselling Services

A school counsellor is here on a scheduled basis. Our current counsellor is Tammy Thiesen.

If you need to talk to her regarding any concerns, please make an appointment by contacting her at tammy.theisen@ecacs16.ab.ca. When a child is in need of specialized services, a referral can be made by a teacher, the Inclusive Education 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, parents will be notified. Any further incidents will involve the school Administration.

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 consequence.

Teachers need to update the [Discipline Documentation Spreadsheet](#) to help maintain consistent and fair treatment of all students.

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. NO BLANKETS!**
- Students shall wear clothing that:
 - ❑ **Covers undergarments at all times.** Clothing that does not cover undergarments 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 and skirts must be appropriate length, which is typically below the fingertips.
 - ❑ 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 the administration will become involved.
- **Headgear is not permitted during school hours.** Hoods are not permitted to be pulled up.

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 and practice classroom procedures and **MUST** 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 a clean, non-marking pair of indoor runners for Gym/Phys. Ed class. **Indoor shoes are to be worn at all times in the building**, since the building **MUST BE CLEARED IMMEDIATELY IN CASE OF AN EVACUATION**. Also, students are not allowed to wear outside shoes in the gym. A name and grade inserted into footwear of elementary students 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 STA Terry Fox Run (with all proceeds going to cancer research) held in September and the STA 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.

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 leave a message, send an email or 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 December 31 in the current school year. The program is a half-day program, which runs Tuesday mornings from 9:00am – 11:30am 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 at 8:30 a.m. Monday to Thursday with the exception of noon hour. You are informed about overdue books regularly. If a book is lost, you will have to pay to replace it.

Lockers

Lockers and locks are assigned so that your own personal items are stored and protected. Only school locks are permitted to be used on school 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 into 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.

STA Newsletters

- The STA newsletter will be emailed to parents once a month.
- A Grade newsletter is sent out weekly for Grades 1 – 9.

Please ensure that the school has your current 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 available 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 **and** special **celebratory** prayer services during the liturgical year such as Thanksgiving, Advent, Lent, etc. **These services require mandatory attendance.** We also schedule classes so that students are able to attend mass offered at church on a weekly basis.

Failure to consistently attend religious services may result in an ineligibility for awards, an inability to participate on STA sports teams or field trips as well as the possible exclusion from the Graduation Ceremony.

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 **more understanding of the Catholic faith; they will have the ability to 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 out 3 times a year for Kindergarten to grade 6, and 4 times a year for Grade 7 to 12.
- Current marks and attendance are available through the PowerSchool Student/Parent portal. 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 STA 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° C 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.

Inclusive 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.

Inclusive 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 in the office for students' use.
- Students are expected to use this phone only during breaks and with permission from a staff member.

Transportation

Bicycles: We encourage bike riding to school, but bikes must be put in the rack 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.

Parent Drivers: Please pick up/drop off students **behind the signs** in front of the school and **please use the crosswalks**. *Please be aware that the roads along the front (north) and east sides of the school will be an active construction zone for a portion of the school year.

Buses: It is a parent responsibility to let the bus 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 extracurricular activities. (Examples include: Classroom helpers, coaches, chaperones etc.) Volunteer drivers also need to have this paperwork complete, along with insurance and license information.

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

- **5 Credit Course:** If a student has 10 unexcused daily absences, a letter will be sent home to inform parents. Absence dates will be included in the letter. **If or when 15 unexcused absences are reached, a parent meeting will take place.** If 25 unexcused daily absences are missed in a 5 credit course, participation in that course may be terminated, **due to a lack of curricular objectives being met.**
- **3 Credit Course:** 10 unexcused daily absences are allowed before **a parent meeting will be arranged by administration.** If 15 daily absences are reached, participation in that course may be terminated, **due to a lack of curricular objectives being met.**
- 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 meeting.
 - accept your suspension from the course and apply to write the final without further class instruction.
 - accept suspension and withdraw from the course.
- ***Two lates equals one absence.***
- ***Students who are late will be dealt with at the discretion of the teacher; habitual lates will be referred to the administration.***

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.** **Students who have chronic attendance issues, including being late, may not be eligible for school awards.**

ATA Award

A medallion and \$100 is 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 take 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 the [Alexander Rutherford Scholarship homepage](#) for all information regarding this scholarship.

School Service Club Award

- is designated to students who are actively involved in school service clubs.
- some examples of service clubs in our school are Students' Union, Catholicity, Faith Committee 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. 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. If possible, 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

Provost Masonic Lodge

D.R. Technologies

Cadogan Agricultural Society

Yearbook Scholarship

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 major considerations for all recommended 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 recommendations prior to the commencement of final exams.
6. Students must share the recommendation notice with their parents and then get it signed and returned to the school. Together, they will decide if the student will accept the recommend and not write the final exam. The students who do not write finals, and are making CORE choices, must return the signed parental consent by 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. Parents will be notified of the behaviour.

3.1.3. Should the student still continue with minor offenses, after having received incident reports, the matter will be turned over to the administration.

3.1.4. Any further offenses will result in a suspension.

3.1.5. 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. 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: The student will be allowed time to complete the assignment on their own and receive a mark for what they can produce.

3.4.2. Second 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.

3.4.3. Any Further Incidents of Cheating: The student is withdrawn from the class and will lose credits in the course. Students, parents and the superintendent will be notified by administration.

3.4.4 **Any student caught cheating will not be considered for award(s) at the end of the year.**

**Teachers need to update the [Discipline Documentation Spreadsheet](#) to help maintain consistent and fair treatment of all students.

Drugs and Alcohol

- Students who possess drugs and/or alcohol on school premises will be subject to immediate suspension.
- 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 regarding weapons or any other objects that resemble weaponry to the school premises or to school functions. Students who are caught with such objects can be subject to immediate suspension.

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 detrimental 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 exhibit positive behavior

Students **must be passing all classes** in order to participate in extracurricular activities.

Students who have chronic attendance issues, including being late, may not be able to participate in extracurricular activities.

List of Extracurricular Activities Offered:

Jr/Sr High Badminton	Art Club	Faith Committee
Jr/Sr High Basketball	Students' Union	Intramurals
Jr/Sr High Volleyball	Track & Field	Yearbook
Jr/Sr Golf	Jr/Sr Cross Country	Juggling

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 **allowed** to have gum or food and drinks (**except water in a clear bottle**) in the classrooms **during instructional time**.

Exception: Teacher directed special activities that have been cleared with administration.

During lunch, students are also expected to clean up after themselves when finished eating.

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 alternative 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) Exercises

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**

**When possible: All 6 courses must be taken at STA.

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 teachers from discussing concerns about a fellow teacher with anyone except that teacher first, then an 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

- We welcome all visitors to the school and will help them in whichever way possible
- Visitors will be directed to the school office first

Smoking and Vaping

- No smoking or vaping in the 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 their spares to catch up on missed assignments or exams.

Student Parking

Vehicles parked inappropriately will lose parking privileges on school property. Parking is permitted in the Church parking lot but the students are asked to leave the 2 rows nearest to the Church entrance open for parishioners.

Student Postings

Students must obtain approval from the administration before any bulletins, messages or posters are displayed or communicated in the school building or anywhere on school property.

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 contribute and/or 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.