



“A triple braided cord cannot be broken...”

Saint Thomas Aquinas School

Student Handbook
2026-2027

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: Jim Taplin, who can be reached at 780-842-3992.

Trustees for St. Thomas Aquinas School are:

Mrs. Rebecca Scherger

Mr. Noel Wirachowsky

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 Section 31 of the Province of Alberta Education 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 2026-2027

Month		Details	Student Days	Teacher Days
August	26-Sept 1	Non-Instructional Days	0	5
September	2	Classes Begin		
	7	Labor Day	19	20
	30	National Day for Truth and Reconciliation		
October	12	Thanksgiving	21	21
November	9-10	Day-in-Lieu		
	11	Remembrance Day		
	12	PD Day	16	20
	13	Non Instructional Days		
December 21 - Jan. 1		Christmas Vacation	14	14
January	4	Classes Resume		
	29	Non-Instructional Days	19	20
February	1	PD Day		
	2	2nd Semester Begins		
	11, 12	Teacher's Convention	16	19
	15	Family Day		
March	12	PD Day	18	19
	26-April 2	Easter Break		
April	23	PD Day	19	20
May	20-21	Days-in-Lieu		
	24	Victoria Day	18	20
June	28	Last Day for Students		
	29	PD Day	20	21

St. Thomas Aquinas School Staff Directory

Cindy Dallyn	Teacher
Melissa Mercer	Teacher
Brittaney Olson	Teacher
Shaylyn Angelvedt	Teacher
Bev Yeo	Teacher
Bryanne Thudium	Teacher
Jeffrey Cazes	Teacher
Tamara Weyenberg	Teacher
Wyatt Watson	Teacher
David Stang	Teacher
Larenn Watson	Teacher
Hilary Mawson	Teacher
Lee-Ann Coffey	Secretary
Wenona McCormick	Librarian
Heather Paulgaard	Educational Assistant
Shelly Schug	Educational Assistant
Tracey Biever	Educational Assistant
Katrina Lumayko	Educational Assistant
Lori Walz	Custodian
Cory Mercer	Vice-Principal
Morgan Foley	Principal

PROVINCIAL TESTING SCHEDULES 2026-2027

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).

Wednesday, June 2	9:00 - 11:00	Grade 6 ELA Part A
Thursday, June 3	9:00 - 11:00	Grade 9 ELA Part A
Friday, June 4	9:00 - 10:00	Grade 6 ELA Part B
Tuesday, June 8	9:00 - 10:15	Grade 9 ELA Part B
Thursday, June 10	9:00 - 10:00	Grade 6 Social Studies
Friday, June 11	9:00 - 10:00	Grade 6 Science
Monday, June 14	9:00 - 9:30	Grade 6 Math Part A
Tuesday, June 15	9:00 - 9:30	Grade 9 Math Part A
Wednesday, June 16	9:00 - 10:15	Grade 6 Math Part B
Thursday, June 17	9:00 - 10:20	Grade 9 Math Part B
Friday, June 18	9:00 - 10:20	Grade 9 Social Studies
Tuesday, June 22	9:00 - 10:15	Grade 9 Science

GRADE 12 DIPLOMA EXAM SCHEDULE 2026-2027

Monday, January 18	9:00 – 12:00	ELA 30-1/-2 Part A
Tuesday, January 19	9:00 - 12:00/11:30	Social 30-1/-2 Part A
Wednesday, January 20	9:00 – 12:00	Math 30-1/-2
Thursday, January 21	9:00 – 12:00	ELA 30-1/-2 Part B
Friday, January 22	9:00 - 12:00	Social 30-1/-2 Part B
Tuesday, June 15	9:00 – 12:00	ELA 30-1/-2 Part A
Wednesday, June 16	9:00 – 12:00	Social 30-1/-2 Part A
Thursday, June 17	9:00 – 11:30	Math 30-1/-2
Friday, June 18	9:00 – 12:00	ELA 30-1/-2 Part B
Tuesday, June 22	9:00-12:00	Social 30-1/-2 Part B
Wednesday, June 23	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.

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 approximately 10:10 a.m, 11:45 a.m. and 1:45 p.m., respectively. We use these assemblies for coming together as a school community, announcements, and presenting citizenship and achievement awards.

Personal Mobile Devices (PMD) - Ministerial Order - AP 324

Defined as “. . . any . . . electronic device that can . . . communicate with or access the internet.”

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

Grade 7-12: Zero Tolerance during classroom instructional time. Cell phones should not be visible.

Grade 7-12: Students are able to have quick checks of PMD's during transitional time periods.

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

As there are plenty of chromebooks in the school - there is no need for students to access any personal mobile devices for educational purposes. Therefore, violations of these expectations will result in the following interventions:

1st Violation: Personal mobile devices will be placed in the teacher's care **until the end of the day.**

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

- Phone call / email 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.

Bell Times for Elementary Students:

Warning Bell: 8:50
Announcements: 8:52
Classes begin: 8:55
Period 2: 9:36
RECESS: 10:17
Period 3: 10:27
Period 4: 11:09
NOON: 11:50
Go Outside Bell: 12:05
End Outside: 12:28
Period 5: 12:31
Period 6: 1:12
RECESS: 1:53
Period 7: 2:03
Period 8: 2:45
Dismissal: 3:27

Bell Times for Junior/Senior High Students

Warning Bell: 8:50
Announcements: 8:52
Period 1: 8:55
Period 2: 9:37
RECESS: 10:19
Period 3: 10:25
Period 4: 11:08
NOON: 11:50
Go Outside Bell: 12:05
End Outside: 12:28
Warning Bell: 12:30
Period 5: 12:31
Period 6: 1:13
RECESS: 1:55
Period 7: 2:01
Period 8: 2:44
Dismissal 3:27

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 Education 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.

Grade 1 - 9:

The Education Act requires children and youth between the ages of 6 and 16 to attend school. Whenever possible, families will be notified by the school authority if student attendance falls into the following percentages:

1. Teacher sends email or calls parents at 15% absent rate
2. Admin sends letter to parents at 25% absent rate

Continued absenteeism may result in the following:

1. A referral to the Office of Student Attendance and Re-engagement (OSAR).
2. A recommendation that grade advancement **not occur** as a result of curricular objectives not being successfully completed.

*Parents are encouraged to track their child's attendance rates.

Senior High:

Whenever possible, families will be notified by the school authority if student attendance falls into the following percentages:

1. Teacher sends email or calls parents at 15% absent rate
2. Admin sends letter to parents at 25% absent rate

Continued absenteeism may result in the following:

1. Course withdrawals, as curricular objectives may not have been successfully completed.

*Parents are encouraged to track their child's attendance rates.

Notes:

- ***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.***

General Attendance Protocols:

Chronic absenteeism, which is defined as missing at least **10%** of the school year or 2 full days a month due to any reason - excused or unexcused - has become a problem in education. This behaviour usually results in increased anxiety for students and an erosion of fundamental knowledge needed to succeed in school.

Therefore, to facilitate more responsibility on the part of students to attend school, STA has put the following **general guidelines** for students in place.

1. No make-up work or tests will be given in advance of an absence due to a vacation.
2. Teachers are not required to provide assignments for extended non-medical absences.
3. Missed exams will be written on the **first day of a student's return** to school and **will occur outside of the regular class time** to avoid further loss of subject area knowledge.
4. When absent, students are independently responsible for acquiring, completing and submitting missed assignments.
5. Parents are encouraged to stay updated on student progress through Powerschool.

Family School Liaison Worker

A school Family School Liaison Worker is accessible at the school a few times per week. Our current FSLW is Tanya Laye. If you need to talk to her regarding any concerns, please make an appointment by contacting her at tanya.laye@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.

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 inappropriate, controversial, obscene, offensive and/or depicting drugs or alcohol.**
- 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 midribs 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 annually.

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 record the 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 runs full days on Tuesdays and Thursdays 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, which is included in the online registration.
- 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. Students 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 in the school. 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 Second Hand Treasures.

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. Students are expected to clean up after themselves.

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 or bi-weekly for Grades Pre K – 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 - First Communion, First Reconciliation or Confirmation 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.

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 2 times a year for Kindergarten to Grade 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.

Transportation

Bicycles and Scooters: 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**.

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

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.

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 online.

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, with the added requirement of Religion class. **If possible, these courses must be taken at STA School unless there is a scheduling conflict. Any courses taken outside of STA with no scheduling conflict will not be used to determine school awards, which may void eligibility for these awards.**

In Term I, the average will be based on a minimum of 3 subjects from the Rutherford Scholarship list. There is a distinction between Rutherford and School Honors for Grade 11 & 12 students. School Honors uses the criteria for the Gr. 11 Rutherfords but at the 30 level. **Courses taken outside of STA will not be used to determine school awards, which may void eligibility for these awards as well as school scholarships.**

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

Parent Council Award

Chamber of Commerce

Provost Daycare Society

Cadogan Agricultural Society

Metiskow 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 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, they will be given a choice between Social / ELA or Math / Science and be able to choose the two exams they wish 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 recommendation 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 only if those classes are not offered at STA or if there is a scheduling conflict.**

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.

Minor Offenses: Any behavior or action that disrupts normal classroom or school procedures will be considered a minor offense and will be addressed through the following progressive steps:

- The teacher will discuss the behavior with the student and provide an opportunity for the student to correct it.
- If the behavior continues, the teacher will communicate with the student's parents/guardians and document the concern.
- Continued minor offenses will result in the matter being referred to administration.
- Further offenses may result in suspension.
- Any additional offenses will be addressed in accordance with Administrative Procedure 310: Suspension and Expulsion of Students.

Major Offenses: A major offense is defined as behavior or actions that are considered serious violations of the school's expectations and values. Examples include, but are not limited to:

- Refusing to follow the direct requests of a staff member
- Using profane language or gestures
- Fighting or physical aggression
- Willfully damaging property
- Theft

Major offenses will be addressed in accordance with Administrative Procedure 310: Suspension and Expulsion of Students.

Anecdotal Records: Teachers will maintain anecdotal records of student behavior, both positive and negative. These records may document behaviors that, on their own, do not require administrative involvement but may indicate a pattern of concern when viewed cumulatively. Students are responsible for their behavior, and staff members are responsible for maintaining accurate and up-to-date records.

3.4 Academic Dishonesty. Any student caught cheating will have their parents/guardians notified and will be required to complete an alternate assessment. The student will also be required to give up one hour of their own time as a consequence for the incident. Following this consequence, the student will complete the assessment on a rescheduled date and will receive a mark based on the work they can independently produce. **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.
- 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	
Jr/Sr High Basketball	Students' Union	Intramurals
Jr/Sr High Volleyball	Track & Field	Yearbook
Jr/Sr Golf	Cross Country	

FOIPP (Freedom of Information, Privacy & Protection Act)

- 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 education act.

Food and Drink

Students are not allowed to have gum, food or drinks (except water) 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.

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

In consultation with STA's staff & parent council the Valedictorian will be selected from the following criteria, based on the highest average of six courses.

1. English 30-1 & Religious Studies 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
4. In calculating the average, only **one 30-2 course** may be used
5. **When possible: All 6 courses must be taken at STA.**

Notes:

1. Failure to consistently attend school religious services may result in an ineligibility for this honour.
2. Administration will also consider consistent attendance in determining this honor.

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 Education 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. 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.
- Doors are locked all day. Visitors will need to ring the door bell at the main entrance to gain admittance.

Smoking and Vaping

- No smoking, vaping, or usage of nicotine products 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

A student parking lot is available for students. 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.

*The Town of Provost and The Provost & District Agricultural Society have both asked that students do not park in their respective parking lots.

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 online when orders are posted. Each family is encouraged to purchase a yearbook.

