

St. Mary's School

"HOME OF THE AURORAS AND CELTICS"

VISION

The Vision for St. Mary's School is for students to know and respond to God's Vocational Call in their lives. "ECCE EGO SUM MITTE ME" - "Here I am Send me"

MISSION

Our mission is to provide the intellectual, spiritual, emotional, social growth of our students, rooted in the Gospel Message of Christ.

Principal: Mr. Mark DeJong

Associate Principal: Mr. Josh Van Uden

5427-50 St. Taber, AB T1G 1M2

Phone: 403-223-3165

Fax: 403-223-4233

www.smt.holyspirit.ab.ca



DIVISION OFFICE—LETHBRIDGE

Superintendent: Mr. Ken Sampson

Deputy Superintendent: Mrs. Michelle Mackinnon

Holy Spirit Catholic Schools (HSRCS District #4)

St. Basil Education Centre

620-12 St. `B`North Lethbridge AB T1H 2L7

Phone: 403-327-9555 Fax: 403-327-9595

Website: <http://www.holyspirit.ab.ca>

PHILOSOPHY

A Catholic School exists for essentially one purpose, to provide effective Christian character formation. Everything in the school and home must combine to gain this essential objective of Catholic education. Classroom instruction in religion must be supported by the development of the Christian way of life. Every subject in the curriculum and all student activities serve to aid in the development of the true and complete Christian character.

Our Core Commitments to the Value

All God's Children

Excellence in Learning

Sacramentality

Our Collaborative Community

Ministry

Stewardship

- We nurture the inherent spiritual, moral, intellectual, social, creative, physical, and emotional giftedness of everyone in our communities.
- Our schools provide a welcoming, safe and caring place to learn.
- We provide opportunities for each and every student to discover and become the person God created him/her to be.
- We support and encourage the continued professional growth of all staff.
- We see God and the wonder of His work in everything we do and in all the people we encounter.
- As disciples of Jesus, we model his teachings.
- We celebrate the presence of God through prayer, liturgy and symbols of our faith.
- We practice Christian Fellowship.
- We promote and practice social justice.
- We share the responsibility of education with our students, parents, teachers and the parish community.
- We encourage and appreciate the active involvement of all who share in the mission of educating students in our schools.
- We employ people who share our commitment to our Catholic faith and the promotion of Gospel values so that our schools provide living witness to Jesus Christ.
- We actively participate in the mission of the Church.
- We provide opportunities for faith development.
- We encourage and support the constitutional right to Catholic education.
- We respect and protect God's creation.
- We ensure that our resources and efforts best serve the educational needs of all our students.
- We support and provide processes which promote fair and objective decision-making.
- We communicate in an open and transparent manner.

Faculty and Staff

Mr. Mark DeJong	dejongm@holyspirit.ab.ca	Principal
Mr. Josh Van Uden	vanudenj@holyspirit.ab.ca	Associate Principal
Cst. Chris Nguyen	cnguyen@taberpolice.ca	School Resource Officer
Fr. Philip Le	philiple6@gmail.com	Parish Priest
Mr. Dylan Adkins	adkinsd@holyspirit.ab.ca	School Counselor
Mrs. Kristy Bell	bellk@holyspirit.ab.ca	Office Assistant
Mr. A.J. Bergen-Henengouwen	bergenhenengouwena@holyspirit.ab.ca	Teacher
Mrs. Deb Brandics	brandicsd@holyspirit.ab.ca	Education Assistant
Mr. Jay Doolittle	doolittlej@holyspirit.ab.ca	Teacher
Mrs. Tasha Hanke	lunchboxcafe@hotmail.com	Food Services
Mrs. Noreen Klok	klokn@holyspirit.ab.ca	Education Assistant
Mrs. Gay Lagler	laglerg@holyspirit.ab.ca	Teacher
Mrs. Hawley Lequiere	lequiereh@holyspirit.ab.ca	Teacher
Mr. Alan Makarchuk	makarchuka@holyspirit.ab.ca	Teacher
Mr. Matt Marchesin	marchesinm@holyspirit.ab.ca	Teacher
Mrs. Krislin Meier	meierk@holyspirit.ab.ca	Teacher
Mrs. Staci Muller	mullers@holyspirit.ab.ca	Office
Mrs. Carolyn Siemens	siemensc@holyspirit.ab.ca	Teacher
Mrs. Michele Smith	smithv@holyspirit.ab.ca	Teacher
Mrs. Danelle Ulrick	ulrickd@holyspirit.ab.ca	Librarian
Ms. Melody Vienneau	vienneaum@holyspirit.ab.ca	Teacher
Mr. Rick Vornbrock	vornbrockr@holyspirit.ab.ca	Teacher
Mrs. Pam DeJong	dejongp@holyspirit.ab.ca	Teacher

HOLY SPIRIT SMT & SPT 2023-2024 SCHOOL YEAR CALENDAR

Aug 30 First day for staff
Aug 30 Opening Mass

O – 2
I – 0

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sept 4 Labour Day
Sept 5 First day for students
Sept 21 No busses
Sept 22 School PD Day
Sept 27 Div. Board Meeting
Sept 30 National Day for Truth and Reconciliation

O – 20 (22)
I – 18

Oct 9 Thanksgiving Day
Oct 20 No busses
Oct 23 Div. PD Day
Oct 25 Div. Board Meeting

O – 21 (43)
I – 20 (38)

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Nov 10 Day in lieu of Nov 11
Nov 11 Remembrance Day
Nov 13 Non-operational day
Nov 20 No busses
Nov 22 Div. Board Meeting

O – 20 (63)
I – 20 (58)

Dec 20 Div. Board Meeting
Dec 21 Last day before break
Dec 22 School PD Day
Dec 23-31 Christmas break
Dec 25 Christmas Day
Dec 26 Boxing Day

O – 16 (79)
I – 15 (71)

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 1 New Year's Day
Jan 2-7 Christmas break
Jan 8 First day after break
Jan 24 Div. Board Meeting

O – 18 (97)
I – 18 (91)

Feb 1 Semester 2 begins
Feb 16 School PD Day
Feb 19 Family Day
Feb 20 Day in lieu of Sept 30 for support staff
Feb 20 & 21 Unassigned time for teachers
Feb 22 & 23 SWATCA
Feb 28 Div. Board Meeting

O – 20 (117)
I – 15 (106)

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar 8 School PD Day
Mar 11 Div. Collab. Day
Mar 27 Div. Board Meeting
Mar 28 Last day before Easter break
Mar 29 Good Friday
Mar 31 Easter Sunday

O – 20 (137)
I – 18 (124)

Apr 1-7 Easter break
Apr 8 First day after break
Apr 24 Div. Board Meeting

O – 17 (154)
I – 17 (141)

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 17 School PD Day
May 20 Victoria Day
May 22 Div. Board Meeting
May 27 Spiritual Dev. Day

O – 22 (176)
I – 20 (161)

Jun 26 Div. Board Meeting
Jun 27 Last day students
Jun 28 Last day for teachers

O – 20 (196)
I – 19 (180)

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

No students
Stat Holidays
School PD/Div. PD/Spiritual Dev./Collab. Days
Div. Board Meetings
First and last days for students
First and last days for teachers

Bell Times 2023-2024



Monday - Thursday		Fridays	
8:28 Warning Bell		8:28 Warning Bell	
8:30 AM	9:15 AM	8:30 AM	9:00 AM
9:15 AM	10:00 AM	9:00AM	9:46 AM
10:02 AM	10:47 AM	9:46 AM	10:32 AM
10:47 AM	11:33 AM	10:34 AM	11:20 AM
Lunch 11:33	12:12	11:20 AM	12:06 PM
12:12 PM	12:57 PM		
12:57 PM	1:42 PM		
1:44 PM	2:29 PM		
2:29 PM	3:14 PM		

School Hours

No lunch hour is scheduled for Fridays. Fridays are designated as odd or even and students will attend A.M. classes one Friday and P.M. the next. Students can check the calendar posted on the office door if they are unsure if a Friday is A.M. or P.M.

Students in grades 6, 7, and 8 must sign out at the office and have parent/guardian permission to leave the school grounds at lunchtime. St. Mary's is a closed campus and all visitors must report to the office upon entering the school.

St. Mary's School Initial Supplies List

Grade 6-9

We recommend storing half of your pens, pencils, highlighters and erasers at home until Semester 2

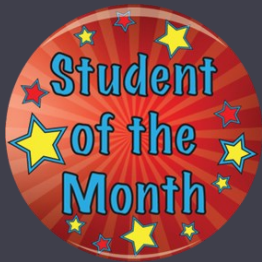
- **Water Bottle:** Students need water bottles as only our bottle filling stations are available rather than our regular fountains.
- 1 Pencil Case
- 24 - Pencils
- 2- Erasers
- 3 - Pens
- Pencil Crayons
- Sharpener
- Ruler
- Glue stick
- 1-2 Highlighters
- 1 Scribbler
- 1-2 packages of lined loose-leaf paper
- Graphing paper: 50 pages to start
- 1 package of binder dividers
- Binders: Grade 6: Five 1 ½ - 2" binders (one for each core subject, different colors if possible)

Grades 7-9: Either 2 large zip-up binders (divided into subjects) or separate 1 ½ - 2" binders for each subject

- General Math Basic Function Calculator (Grade 8 & 9 need the square root function)

Grade 10-12

- **Water Bottle:** Students need water bottles as only our bottle filling stations are available rather than our regular fountains.
- Pencil Case
- 24 - Pencils
- 2- Erasers
- 3 - Pens
- Pencil Crayons
- Sharpener
- Ruler
- Glue stick
- 1 Highlighter
- 1 Scribbler
- 2 Binders (with 1½ inch rings is recommended)
- Lined paper (loose-leaf)
- Graphing Paper: 50 pages to start
- Dividers for binder
- **A Scientific calculator/graphing calculator TI-83 or TI-84:** depending on course stream, students will need one or the other. Students taking 10C courses will need a graphing calculator. Students taking -3 courses will need a Scientific calculator.
- Geometry Set



Students of the Month

Each month, teachers choose students to be recognized as students of the month. These students will be recognized in the following areas:

Citizenship
Academics
Performance

Library

The library is a place to do traditional research, utilize technology and to study or complete homework. The librarian will assist students who wish to borrow books, cameras or laptops. Students are allowed to check out all necessary textbooks as well as three novels for class/personal reading. Students are requested to return the materials as soon as they are finished with them. Students who have overdue items that appear to be lost will be charged for that item. Library privileges may be withdrawn from students who habitually have overdue items. All textbooks must be returned to the library in CLEAN CONDITION at the end of the school year.

Lost and Found

Any items found will be placed in the lost and found container by the north entry doors. Items not claimed will be donated to Goodwill. Students need to be responsible for their property, school property that is lent to them, and for claiming lost items.

Cafeteria

Food services are provided to students through an independently run cafeteria. Students who utilize this privilege must not be late for class. Students may not bring food to class. Parents/guardians may set up accounts with food services personnel.

Lockers

Lockers are provided as a convenience. Students are responsible for keeping their lockers clean and orderly. No decorations are allowed on the outside of the locker. Students are advised not to share their locker combinations with others. It is suggested that students use school locks. Locker assignments, combinations, and changes will be handled through the office.

Newsletters

Newsletters are published on our website at the beginning of each month.

School Building & Grounds

The appearance of the school building and grounds are a reflection of our students. Please respect all school property and treat it as your own. Students who deliberately damage school property will be charged. Use the garbage cans located throughout the area surrounding the school. Please note that parent/guardians are ultimately held responsible for damage by their children. Please be respectful of our neighbors when outside the school building.



Athletics

Co-Curricular & Extra Curricular Activities

Co-curricular and extra-curricular activities are an important part of student life at SMS; Athletics, leadership, fine arts, clubs, assemblies, etc. In order to continue the great tradition of school spirit at SMS, students are encouraged to participate in order for activities to continue and to be successful. Students may be suspended from participating in extra or co-curricular activities if they have ignored their responsibility to attend school regularly and on time, and/or are achieving at an unacceptable level.

Physical Education Attire

Attire appropriate to the activity must be worn when participating in any athletic or recreational activity. This attire must be consistent with our Student Dress Code. This may include hats, safety glasses and helmets. Phys Ed students are required to change into gym strip for class School personnel reserve the right to make any required judgements in the above area.

Athletics

Athletes, spectators, and coaches are representatives of St. Mary's School and as such are expected to act in an appropriate and respectful manner. Coaches of each team will hold a parent/guardian/athlete meeting at the beginning of the season. For more information, please see the ATHLETICS HANDBOOK on our website.



Teachers strive to maximize the potential of each student. In order to achieve this goal, homework is assigned. Homework is an extension of classroom work. It is not considered optional, but vital and essential to fulfilling the requirements of each course. Supervision of daily homework is the responsibility of parents, completion is the obligation of the student. Home study or work time should be spent on:

- Preparation of projects & assignments
- Reading and reviewing notes and texts
- Reading and reviewing assignments
- Studying vocabulary and terms
- Studying for examinations and quizzes
- Research/supplemental reading



Respect and Tolerance

Harassment and bullying is any behavior; verbal, non-verbal or sexual, that causes another to feel intimidated, offended, embarrassed and/or humiliated. Harassment denies the dignity and respect of individuals. It hampers efforts to create a caring Christian community and interferes with a student's rights to feel safe and secure within the school environment. Each report of harassment and bullying will be investigated thoroughly by administration and the School Resource Officer.

Examples of Unacceptable Behaviors:

Physical Aggression:

- Pushing, shoving, spitting, kicking, hitting
- Defacing property, stealing, demeaning or humiliating acts, confining another
- Physical violence, threatening with a weapon, inflicting bodily harm

Social Alienation:

- Gossiping, spreading rumors, embarrassing another member of our school community
- Ethnic slurs, public humiliation, social rejection or social manipulation

Verbal Aggression:

- Mocking, taunting, name calling, sarcasm, inappropriate humor, dirty looks
- Teasing about clothing, possessions, or appearance
- Intimidating phone calls
- Verbal threats against family, friends, property or possessions
- Verbal threats of violence or of inflicting bodily harm

Intimidation

- Threatening to reveal personal information, publicly challenging someone to do something, defacing property, or clothing, taking possessions, extortion, blackmail
- Threats of using coercion (to compel or force) against family or friends
- Threatening harm with a weapon





Closed Campus

St. Mary's School is a closed campus. Students in grades 6 to 8 are expected to be on campus at all times during the school day. SMS students grades 9 to 12 may be off campus at lunch and during study breaks. Students from other schools must check in at the office. Trespassers will be asked to leave immediately and could be charged. St. Mary's students are not to visit other school campuses during the school day without special permission. Students and visitors are required to enter through the east or north doors. All other doors will be locked during the day to ensure the safety of our students.

Lockdowns and Evacuations

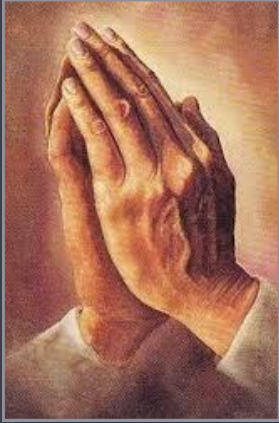
In the event of a lockdown, students and staff will follow directions which appear in the staff handbook. Students may not use cell phones to contact persons outside the school. Taber Police Services will be contacted immediately and will direct the evacuation of the building.

Fire Alarms and Evacuations

In the event of an alarm, students and staff will follow directions posted in each room and outlined in the safety procedures manual. All personnel will move quickly and quietly to designated areas outside the school and then meet in the west parking lot. Fire alarms and evacuation procedures will be practiced.

Personal Belongings

St. Mary's school cannot be responsible for valuables lost, stolen or damaged on school property. SMS recognized that lockers are the most secure place on campus, as long as students do not share their locker combinations with others. Please leave valuables at home or in your locker. Do not take valuables to class or leave them in change rooms.



Prayer and Religious Celebrations

Each day at SMS begins with a prayer for staff and students. Our community comes together for weekly liturgies which are celebrated at the school, while Masses are celebrated both at St. Augustine’s Church as well as at the school. Parents are always welcome to attend Masses or liturgies. All students are expected to attend these celebrations and show respect for the opportunity to come together as a community and praise God. Each class joins our parish community to celebrate Mass at St. Augustine’s twice during the school year.

Career Counsellor

Student and parent teams are encouraged to meet with the career counselor for information on grades, study help and career information.

Liaison Counsellor

The School Liaison counselor is available to discuss any home, school, or social concerns

Inclusive Education Liaison

The Inclusive Education Liaison is available to discuss individual student programs and educational testing.

School Fees

St. Mary’s School supplies textbooks to students on a rental basis with the requirement to pay a textbook rental fee. Classes such as CTS, Shop, Home Ec., Art and Phys Ed, etc., have user fees. Parents will receive the fees list in September. Parents are asked to either pay school fees, or make arrangements through the office to pay school fees by the end of September. School fees includes a \$10 caution fee which will be returned to the student upon completing a reconciliation form at the end of June. If the Student does not do this by the end of June, they forfeit the \$20 as it is not carried over to the next year.

Student Leadership

The purpose of the student leadership team is to assist in maintaining a positive school spirit, to liaison between the student body and the staff, to promote leadership in students and to organize a wide



Flexible Dismissal Strategy

Flexible Dismissal is a program designed to improve learning for all students. We understand that all students learn at different rates. We will provide a flexible learning environment where students get the supports they need and take ownership for their learning. When students have demonstrated learning at a level of proficiency, they may be dismissed to work on other projects. This allows for more individualized support for students remaining in the classroom

Student Dress Code

Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your bodies.

-1 Cor. 6: 19-20

The St. Mary's School dress code reflects the social teachings of the Catholic Church in which the dignity of the human person, as a creation of God, is a primary consideration for Christian moral behavior. As such, parents, teachers and students drafted this policy keeping in mind the unique love that God has for each of us in creating us and saving us upon the cross. The dress code therefore promotes the virtue of modesty in students and staff members and demonstrates respect for the sacredness of the human body.

Students, staff, and school community representatives are expected to meet the dress code requirements. Though not an exhaustive list, general guidelines include:

- Slogans or images that contravene the student code of conduct such as those that refer to smoking, alcohol consumption, drugs, violence or sex are not to be worn.
- Slogans or images that are contrary to St. Mary's School culture including those that reference anything demeaning, immoral, or irreligious are not to be worn.
- No underwear of any kind is to be exposed.
- T-shirt neckline is the standard for coverage of the upper body.
- No midriff or back is to be exposed when standing upright.
- Skirts and shorts must be long enough to reach the mid-thigh region.

In the event of a dress code violation, students will be asked to change into an alternative set of clothing. The school may provide an alternative set of clothing if the student is unable to provide his or her own. In the case of repeated infractions parents will be notified and disciplinary action may follow.

Electronic Devices

In the age of digital technology, we recognize that many of our students have cell phones and this technology can enhance learning environments. Many teachers encourage students to "BYOD: (Bring Your Own Device) to provide for greater learning opportunities. However, cell phones must not interfere, disrupt or be used without the teacher's permission.

St. Mary's School has a student phone available to students for emergency use. Personal messages for students will not be accepted by school personnel. Only family emergency messages will be relayed to students.

Parents: Please do not text or phone students on their cell phones during class time.

Should a student utilize a personal electronic device during class time for reasons other than permitted, the following protocols will be followed:

First Offense

Consequence is at the teacher's discretion

Second Offense

The student's electronic device will be brought to the office. The teacher will then notify the parent of the second offence.

Third Offense

The student's electronic device will be brought to the office and can only be picked up by the parent at their discretion. No exceptions.



Course Outline

Within the first two weeks of the beginning of a course, teachers will provide students with a course outline. The course outline includes a description of the course, evaluation procedures, a timeline, a list of important dates, and the specific behavior/attendance policy for the course. Staff will deal with attendance and behavior initially. If the situation is not rectified it will be referred to the administration

Plagiarism Policy

Plagiarism is a form of theft. It is the use of another's ideas without giving credit to the original creator, including AI generated products. In high school, it most often takes the form of copying another student's work or cutting and pasting off the internet and presenting it as something the student has written. Plagiarism at the post-secondary level often results in the student being dismissed from the institution. It is important that students understand the ethical and legal implications of plagiarism. Therefore, at SMS, the following steps will be taken to ensure that students understand the seriousness of the act of plagiarizing:

- After the first offense, parents will be contacted by the teacher and administration will be notified. After discussions with all parties, the teacher will determine the appropriate consequence

ranging from having to do an alternate assignment to receiving an incomplete grade for the plagiarized assignment. The plagiarism will be recorded as a discipline procedure on the students file.

- After the second offense, the student will receive a zero grade for the assignment. Note: Although a "0" is not normally considered appropriate assessment, since plagiarism is a disciplinary event, the awarding of a "0" may serve as an appropriate consequence and deterrent.

- Repeat incidences of plagiarism may result in the student being withdrawn from the course, or remaining in the course, but not receiving a final grade.

Student Behavior

Students at St. Mary's School have rights and responsibilities. It is the obligation of the school to protect these rights and insist upon the responsibilities. Students are expected to exhibit a high degree of self-discipline and accountability.

It is expected that St. Mary's students will:

- Behave in a Christian and courteous manner that reflects an attitude which respects and values others
- Respect the rights of others to learn, study and work in a safe and disciplined environment
- Respect the rights of others to study and work in a clean and attractive environment
- Avoid the use of profane, foul or abusive language
- Be accountable to the administration, teachers, support staff and coaches for their conduct on school premises, during classes, at sporting events, on field trips and in the school community

CONTINUED ON NEXT PAGE.....

Student Behavior

- Be mindful of the physical appearance of the building and intolerant of vandalism
- SMS students are reminded that at all times they are ambassadors and representatives of St. Mary's School.



Discipline

Discipline is a shared responsibility. It is only by working together that we can solve

Consequences of Unacceptable Behaviors and Bullying

STUDENT RESPONSIBILITY

It is the responsibility of the student, according to section 7 of the school act to comply with the following code of conduct:

- Be diligent in pursuing his/her studies
- Attend school regularly and punctually
- Co-operate fully with everyone authorized by the board to provide education programs and services
- Account to his/her teachers for his/her conduct
- Respect the rights of others

PARENT RESPONSIBILITY

It is the responsibility of the parent/guardian to:

- Review school rules and regulations with students to ensure they are familiar with and understand the standards of conduct expected at the school
- Work with the classroom teachers and the administrative team in carrying out appropriate disciplinary action if deemed necessary
- Communicate and provide feedback to staff and the administrative team

ADMINISTRATIVE RESPONSIBILITY

It is the responsibility of the administration to:

- Interpret rules, expectations and responsibilities
- Support students, staff and parents
- Enforce the school suspensions in order to allow students to take responsibility for their actions

Sexual Harassment

Display of objects or pictures of a sexual nature, derogatory or demeaning poster, cartoons, graffiti or gestures

Unwelcome remarks, jokes, derogatory or degrading comments, innuendos or taunting of a sexual nature including those regarding sexual orientation, or another's attire

Unwelcome or intimidating request of a sexual nature

Unnecessary touching, impeding or blocking physical movement, physical interference with movement. (Adapted from "Bully Proofing your School" Garrity, et al, 1994)



Social Media & Cyber Bullying

Intimidating, threatening, demeaning or defacing comments or communication through any form of social media (Facebook Twitter, Instagram, Email, etc.)

CONSEQUENCES: Incidents of bullying will be addressed through the St. Mary's School Anti-Bullying Policy. Below is a summary of the policy. Please note, students may be placed at any step in the process. For full details please contact Mr. DeJong

STEP 1: Discussion with the school administration concerning the incident-no contact with the victim. A written assignment on bullying will be completed. Apology to victim if appropriate, and/or community service if appropriate.

STEP 2: Two day suspension and the parents/guardians are contacted. Upon completion of suspension, students will be expected to perform community service and meet with a school counselor. Apology to the victim if appropriate.

STEP 3: Three day suspension and the school resource officer is contacted. Parents/guardians and student will meet with school administration. Upon return the student will meet with a school counselor. Apology to victim if appropriate.

STEP 4: Five day suspension. School Resource Officer, parents/guardians all meet with administration. Upon return, the student will meet with a school counselor. Apology to victim if appropriate.

STEP 5: Possible withdrawal from classes, alternative placement, possible recommendation for expulsion. Account to higher teacher for his/her contact. Respect the rights of others.

VTRA (Violence Threat Risk Assessment)

In the event of any high-risk behavior, VTRA policy and procedure will be in effect immediately.

STUDENT USE OF ALCOHOL, DRUGS, (Restricted or illegal), TOBACCO & ELECTRONIC SMOKING PRODUCTS

The possession and/or use of alcohol, restricted or illegal drugs and tobacco or electronic smoking products, or any item or paraphernalia that promotes these products, in school, on school property, or during school related activities is prohibited.

LEVEL 1

Being under the influence of alcohol and drugs at school

LEVEL 2

Possession, at school, of alcohol or drugs and/or paraphernalia associated with alcohol or drugs

LEVEL 3

Selling or distributing drugs at school or possession of alcohol or drugs and/or paraphernalia associated with alcohol or drugs deemed to be not for personal use at school or possession of proceeds deemed to be from the selling or distributing of drugs or alcohol at school.

Drug Policy Philosophy

St. Mary's High School recognizes the hardship created by drugs and alcohol at the individual and community levels. In so doing we unite to provide a drug free environment, safe for student growth and learning.

While we recognize the need for compassionate treatment of those addicted and seeking help, we also uphold the policy of not using drugs/alcohol any time while on campus or at any off-campus St.

Mary's event nor being in the possession of any drug related paraphernalia. In accordance with this, we will maintain a NO TOLERANCE policy toward drug and alcohol use.

The policy relating to such abuses is designed to be preventative in nature and is intended to help any student having problems with alcohol or drugs.

General Protocols:

1. Student is suspended for one to five days (Determined by situation)
2. Parents are contacted and informed of situation
3. Police are notified of the situation
4. Parents are asked to come in to pick up the student from school. Student will not be sent home until dismissal time if parents are not able to pick up unless requested by the parents that the student be sent from school unescorted
5. Letter is sent to parents outlining situation, date of reinstatement and reinstatement parent meeting as well as conditions of reinstatement and notification of police
6. Every student committing a drug or alcohol offence will be required to meet with counseling services, as a condition of reinstatement
7. Students will lose off-campus privileges as well as extra-curricular opportunities
8. If student fails to comply with drug policy after initial supports provided, school may make recommendation to the Board for expulsion
9. The school reserves the right to search lockers, bags, etc...of any student suspected of ANY drug possession and/or use.

Attendance Protocol

Out of class without permission carry the following consequences:

- Teacher shall take daily attendance for each period
- When a student has one or two absences, the teacher shall make contact with the parents or guardians via a phone call or email (a minimum of 3 contact attempts will be made).
- After documenting four absences, the teacher will refer the student to Administration. A letter informing the parent/guardian of their son/daughters four absences and potential future consequences will be sent home. Administration will interview the student, review the student's attendance profile, and take appropriate action. Placing the student on an Attendance Contract.
- A phone call home by Administration at ten absences will occur, outlining potential future student removal from class.
- When the student accumulates eight more absences, the teacher will refer the student to Administration and the student may lose credit for the class.
- At twenty absences, a review with administration, parents/guardians, and student will occur and the student can be removed from the course.

In each and all of the above, the classroom teacher may require the student to be assigned to Friday mandatory support sessions

Attendance

Student success in school is directly tied to attendance. Responsibility for attending class lies with the student. Students are expected to attend regularly scheduled masses, liturgies and assemblies. High school students who have a study block during these times are encouraged to attend these functions. All other students, who have regularly scheduled classes, and are not in attendance will be dealt with as truant.



Extended Absences

Submission must be made to the administration in advance of an extended absence.
(Extended Family Holiday)



NOTICE TO PARENT OR GUARDIAN OF RELIGIOUS PERMEATION

Section 58.1 of the *Education Act* requires a school board to give notice to a parent or guardian when courses of study, education programs, institutional materials, instruction or exercises include subject matter that deals primarily and explicitly with religion. All of the schools in this division are Catholic Separate Schools, the essential purpose of which is to fully permeate Catholic theology, philosophy, practices and beliefs, the principles of the Gospel and teachings of the Catholic Church, in all aspects of school life, including in the curriculum of every subject taught, both in and outside of formal religion classes, celebrations and exercises. Every course of study and educational program, all institutional materials, instruction and exercises will at all times include subject matter that deals primarily and explicitly with religion.



FAIR NOTICE LETTER

Dear Parents / Guardians,

The Holy Spirit Catholic School Division is committed to providing safe learning environments for all students, staff, school visitors and community members. When a student behaves inappropriately, principals use progressive discipline to help a student take responsibility for their actions, change their behavior and learn from their mistakes.

When students' behaviors pose a potential threat to safety or serious harm, the Southwest Alberta Regional Violence Risk Threat Assessment Protocol (VTRA) helps principals take further steps to protect the well-being of students and staff. The protocol helps schools respond quickly to threatening incidents such as: possession of a weapon or a replica weapon, bomb threats or plans, verbal, written or electronic (internet, text) threats to kill or injure oneself or others or other threats of violence, fire setting.

The Southwest Alberta Regional VTRA Protocol outlines how a school responds immediately to threatening behavior. Principals may first bring together a School Threat Assessment Team, which ideally includes the principal / associate principal, a school based counsellor / jurisdictional lead and police of jurisdiction. If the situation is serious the principal may also consult the Superintendent of Schools and call in members of the Community Threat Assessment Team. This community team may include representatives of community agencies who work with us to keep our schools safer such as, but not limited to, local police, children's mental health organizations or Child and Family Services. Parents / guardians will be notified as soon as possible in the Stage I - VTRA Process. If parents / guardians cannot be reached, but a concern for safety still exists due to threatening behavior, the threat assessment may still proceed. Personal information shared throughout this process will respect and balance each individual's right to privacy with the need to ensure the safety of all.

This letter complies with procedure 2 of *Administrative Procedure 322: Violence Threat / Risk Assessment (V-TRA) Protocol*, which states that parents / guardians will be provided with "fair notice" that each threat will be taken seriously. Should you wish to further review this Administrative Procedure, please visit our website at www.holyspirit.ab.ca.

If you have any questions regarding the Holy Spirit Catholic School Division's use of the Southwest Alberta Regional V-TRA Protocol, please contact the Director of Support Services at the St. Basil Catholic Education Centre. We appreciate your support in ensuring our schools are safe environments for our students, staff and community partners.

Sincerely,
Ken Sampson, Superintendent of Schools

Attendance Policy

Guidelines

Classroom attendance is crucial to academic success and the pursuit of excellence.

Regular attendance is the responsibility of the parent/guardian and the student.

The teacher's role is to encourage full attendance and support this by maintaining accurate records and sharing concerns with students, parents, and reporting these concerns to administration.

The administration with support from teachers, counselors, parent/guardians are responsible for collaborating with students to resolve critical attendance problems.

Satisfactory attendance is required in ALL courses at S. Mary's School in order to fully participate in:

- Graduation cap and gown ceremonies
- Sports teams
- Performing arts
- Field trips
- School Clubs

Late Policy

Students are expected to be on time for class regularly. There are two types of lates:

1. An excused late (Appointments, parent cleared, etc.)
2. Is an unexcused late

More than 15 minutes is an absence not a late.

Absences from Examinations and Major Assignments

Students are expected to complete all assignments and examinations. Exceptions may be made if a final examinations is not written for the following reasons:

1. Medical-Family illness
2. Family funeral
3. Family Crisis

Diploma examination concerns must be appealed directly to Alberta Learning. Forms are available through the office.

Absences

If a student is absent from class, and the parent or guardian has not already informed the office of the absence, the student should do one of the following upon returning to school:

- Bring a note to the office from a parent or guardian stating the date(s) for the absence and the reason for the absence.
- Have his or her parent or guardian call the office and give the date(s) of the absence and the reason for the absence.
- Parents, guardians and students can review detailed attendance via Power School



Graduation Requirements

Grade 12 students receiving a St. Mary's School graduation certificate and participating in graduation ceremonies / banquet must:

- Be enrolled in and anticipate receiving the minimum course and credit requirements to qualify for an Alberta High School Diploma or Certificate of Achievement
- Must be enrolled in a minimum of 10 credits per semester in Grade 12.
- Have completed or be enrolled in and passing Religion 35.
- Must be in regular attendance. SMS students who ignore their responsibilities to attend regularly, and on time, may lose the opportunity to participate in graduation ceremonies. Students who accumulate more than a 25% absent rate in a course or a 25% absent rate overall (excused OR unexcused) will be removed from the Graduation list. Any 3 lates constitute an absence for recording purposes.
- Must be achieving a passing grade in all subjects required for graduation when the final check for graduation requirements takes place in May.
- Grads must pay their graduation fees by the dates required.
- The Valedictorian is determined using the Alexander Rutherford Scholarship requirements and including a mark of 80% or higher in Religion 35.
- Dash one courses take precedence over other courses when determining Valedictorian

ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS (ENGLISH)

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

100 CREDITS including the following:
ENGLISH LANGUAGE ARTS – 30 LEVEL (English Language Arts 30-1 or 30-2)
SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2)
MATHEMATICS – 20 LEVEL (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)
SCIENCE – 20 LEVEL ¹ (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)
PHYSICAL EDUCATION 10 (3 CREDITS) ²
CAREER AND LIFE MANAGEMENT (3 CREDITS) ³
10 CREDITS IN ANY COMBINATION FROM: <ul style="list-style-type: none"> • Career and Technology Studies (CTS) courses • Fine Arts courses • Second Languages ⁴ courses • Physical Education 20 and/or 30 • Knowledge and Employability courses • Registered Apprenticeship Program courses • Locally developed/acquired and authorized courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses ⁵
10 CREDITS IN ANY 30-LEVEL COURSE (IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE) ⁶
These courses may include: <ul style="list-style-type: none"> • 30-level locally developed/acquired and authorized courses • Advanced level (3000 series) in Career and Technology Studies courses • 30-level Work Experience courses ⁷ • 30-level Knowledge and Employability courses • 30-level Registered Apprenticeship Program courses • 30-level Green Certificate Specialization courses • Special Projects 30

SMS HONOR ROLL CRITERIA

Junior High Honor Roll

- Based on average of 4 core subjects plus 80% + in Religion
- 80.0% - 89.9% Honors
- 90.0% - 100% Honors with Distinction

Senior High Honor Roll

- Based on Alexander Rutherford criteria
- 80.0% - 89.9% Honors
- 90.0% - 100% Honors with Distinction

Principals List Criteria

ELA 10-2/20-2/30-2
 Soc 10-2/20-2/30-2
 Religion 15/25/35
 Two highest 10/20/30 subjects or 3 credit combination of CTS





JUNIOR/SENIOR HIGH SCHOOL STUDENT RESPONSIBLE USE AGREEMENT

The Holy Spirit Roman Catholic Separate Regional Division provides supervised access to technology and the Internet for students in order to enhance teaching and learning.

The Holy Spirit Roman Catholic Separate Regional Division provides ongoing student instruction that develops digital citizenship over time. <http://hs4digitalcitizenship.weebly.com/> Technology is one of the tools that students will use to develop the competencies they will need to be successful in life and work. Information and Communication Technology is an integral part of the curriculum across subjects and grades to varying degrees.

Each student is assigned a personal network login and Google Suite account. G Suite for Education is a suite of applications that includes, but is not limited to: Docs, Calendar, Sheets, Slides, Sites and Google Classroom. Through a combination of these products and tools, students may do class work, collaborate with one another and teachers, and work beyond the walls of a traditional classroom. Holy Spirit Google accounts and services are managed and monitored by school division personnel.

This Responsible Use Agreement is required for student use of any digital device in any Holy Spirit Roman Catholic Separate Regional Division school. The Agreement will be reviewed each school year with students and teachers together and will provide a springboard for teaching and learning around topics such as Internet safety, digital citizenship and ethical use of technology.

I agree to the following:

- I will use digital devices in school for learning.
- I will use technology/Internet only with permission.
- I will use only my own personal login and keep my password private.
- I will use all technology resources in school responsibly, respecting the learning environment.
- I will use my Holy Spirit Account for school related activities.
- I will demonstrate digital citizenship in all online communication, including social networking.
- I will keep my personal information private.

I understand that the Holy Spirit Catholic School Division has access to information about every web page I visit, electronic communication I send and file I create using the school network. I am aware that this information may be monitored and viewed by my teachers or other Division personnel.

Student Name (please print): _____

Signature (may be printed): _____ Date: _____

As a **parent or guardian** of this student, I have read the Responsible Use Agreement and I understand that technology at school is for educational purposes only. I understand that student access to the Internet is supervised and that the staff and students will do their utmost to ensure students arrive at appropriate sites.

I have reviewed this Responsible Use Policy with my child. I agree to support the school in ensuring my child uses technology responsibly as outlined above.

Parent/Guardian Name: _____

Signature: _____ Date: _____



PERSONAL DIGITAL DEVICE RESPONSIBLE USE AGREEMENT

The Holy Spirit Roman Catholic Separate Regional Division believes that technology can be a powerful tool to enhance learning. While there are potential issues associated with the use of technology, the benefits far outweigh these issues. With acceptance of this agreement and and permission from school personnel, students may bring personal digital devices into the school and may access the Holy Spirit Wireless network.

The Holy Spirit Roman Catholic Separate Regional Division provides a safe and secure wireless network for all users within the Division. Accessing networks other than the Holy Spirit wireless network could risk the safety and security of the user and the personal digital device.

In addition to responsibilities agreed to in the Holy Spirit Student Responsible Use Agreement, students will agree to the following:

- **I am responsible for the security of my personal device.**
- **I assume full responsibility for sharing or lending my personal device to others.**
- **I understand that devices may be used in many areas of the building. However, I must always abide by the school rules and contribute to an atmosphere that supports class work and individual study.**

Inappropriate use could result in cancellation of network privileges and may result in additional disciplinary or legal actions.

I have read, understand, and will abide by these user expectations.

Student Name (please print): _____

Signature (may be printed): _____ **Date:** _____

As a **parent or guardian** of this student, I have read and understand the Personal Digital Device Responsible Use Agreement. The intended use of Digital Devices in the School is for educational purposes. I understand that responsible use of personal digital devices is a shared responsibility with the student, parent and the school.

I have reviewed this Responsible Use Policy with my child. I agree to support the school in ensuring my child uses technology responsibly as outlined above.

Parent Name: _____

Signature: _____ **Date:** _____