

# St. Mary's School

"HOME OF THE AURORAS & 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.

## 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.

Principal: Mr. Josh Van Uden

Associate Principal: Mrs. Carolyn Siemens

5427-50 St. Taber, AB T1G 1M2

Phone: 403-223-3165

Fax: 403-223-4233

Email: [smtoffice@holyspirit.ab.ca](mailto:smtoffice@holyspirit.ab.ca)

Website: <https://smt.holyspirit.ab.ca/>



## DIVISION OFFICE—LETHBRIDGE

Superintendent: Ms. Chantel Axani

Deputy Superintendent: Mrs. Anthea Boras

Holy Spirit Catholic Schools (HSCS District #4)

St. Basil Education Centre

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

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

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

# Our Core Commitments to the Value

## All God's Children

- 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.

## Excellence in Learning

- 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.

## Sacramentality

- 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.

## Our Collaborative Community

- 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.

## Ministry

- 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.

## Stewardship

- We communicate in an open and transparent manner.

# Faculty & Staff

Mr. Josh Van Uden	vanudenj@holyspirit.ab.ca	Principal
Mrs. Carolyn Siemens	siemensc@holyspirit.ab.ca	Associate Principal
Cst. Chris Nguyen	cnguyen@taberpolice.ca	School Resource Officer
Mrs. Staci Muller	mullers@holyspirit.ab.ca	Administrative Assistant (Office)
Miss Rosella Goertzen	goertzenr@holyspirit.ab.ca	Administrative Support
Fr. Philip Le	philiple6@gmail.com	Parish Priest
Mr. Dylan Adkins	adkinsd@holyspirit.ab.ca	School Counselor
Mr. Dave Allen	allenda@holyspirit.ab.ca	Teacher
Mr. A.J. Bergen-Henengouwen	bergenhenengouwena@holyspirit.ab.ca	Teacher
Mrs. Deb Brandics	brandicsd@holyspirit.ab.ca	Education Assistant
Ms. Marie Cooney	cooneym@holyspirit.ab.ca	Teacher
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	aglerg@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. Suzanna Sawatzky	sawatzkys@holyspirit.ab.ca	Librarian
Mr. Zach Sproule	sproulez@holyspirit.ab.ca	Teacher
Ms. Melody Vienneau	viennaum@holyspirit.ab.ca	Teacher

# HOLY SPIRIT SMT & SPT 2025-2026 SCHOOL YEAR CALENDAR

**AUGUST '25**

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						

Aug 25 First day for staff  
Aug 29 Opening Mass

O – 5  
I – 0

**SEPTEMBER '25**

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 1 Labour Day  
Sept 2 First day for students  
Sept 24 Div. Board Meeting  
Sept 29 Div. PD Day  
Sept 30 National Day for Truth and Reconciliation

O – 20 (25)  
I – 19 (19)

**OCTOBER '25**

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	

Oct 13 Thanksgiving Day  
Oct 14 Spiritual Dev. Day  
Oct 15 Div. Collaboration Day  
Oct 29 Div. Board Meeting

O – 22 (47)  
I – 20 (39)

**NOVEMBER '25**

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 Wellness Day  
Nov 11 Remembrance Day  
Nov 26 Div. Board Meeting

O – 18 (65)  
I – 18 (57)

**DECEMBER '25**

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			

Dec 17 Div. Board Meeting  
Dec 18 Last day before break  
Dec 19 School PD Day  
Dec 20-31 Christmas break  
Dec 25 Christmas Day  
Dec 26 Boxing Day

O – 15 (80)  
I – 14 (71)

**JANUARY '26**

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 2-4 Christmas break  
Jan 5 First day after break  
Jan 28 Div. Board Meeting

O – 20 (100)  
I – 20 (91)

**FEBRUARY '26**

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

Feb 16 Family Day  
Feb 17 & 18 Non-operational Days  
Feb 19 & 20 SWATCA  
Feb 25 Div. Board Meeting

O – 17 (117)  
I – 15 (106)

**MARCH '26**

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 9 School PD Day  
Mar 13 Div. Collab Day  
Mar 25 Div. Board Meeting

O – 22 (139)  
I – 20 (125)

**APRIL '26**

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		

Apr 2 Last day before Easter break  
Apr 3 Good Friday  
Apr 6 Easter Monday  
Apr 7-10 Easter break  
Apr 13 First day after break  
Apr 22 Div. Board Meeting

O – 16 (155)  
I – 16 (142)

**MAY '26**

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 15 School PD Day  
May 18 Victoria Day  
May 27 Div. Board Meeting

O – 20 (175)  
I – 19 (161)

**JUNE '26**

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				

Jun 24 Div. Board Meeting  
Jun 25 Last day students  
Jun 26 Last day for teachers

O – 20 (195)  
I – 19 (180)

**JULY '26**

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



# 2025-2026 Bell Times

Monday - Thursday			Friday (AM/PM)		
Warning Bell: 8:28 AM			Warning Bell: 8:28 AM		
Per 1:	8:30 AM	9:15 AM	Liturgy:	8:30 AM	9:00 AM
Per 2:	9:15 AM	10:00 AM	Per 1 or 5:	9:00 AM	9:46 AM
Per 3:	10:02 AM	10:47 AM	Per 2 or 6:	9:46 AM	10:32 AM
Per 4:	10:47 AM	11:33 AM	Per 3 or 7:	10:34 AM	11:20 AM
LUNCH	11:33 AM	12:12 PM	Per 4 or 8:	11:20 AM	12:06 PM
Per 5:	12:12 PM	12:57 PM			
Per 6:	12:57 PM	1:42 PM			
Per 7:	1:44 PM	2:29 PM			
Per 8:	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.

St. Mary's is a closed campus and all visitors must report to the office upon entering the school.

# School Supply List – 2025-2026

## Grade 6

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

- 4 Binders (1.5 - 2 inches) (different colours)
- 16 Duotangs, (any colours)
- 1 pkg binder dividers
- 100 pages lined loose-leaf paper (approx)
- 1 pencil case
- 24 pencils
- 2 erasers
- 3 pens
- 2 highlighters
- Pencil crayons
- Sharpener
- Glue stick
- Scissors
- Protractor
- Calculator (basic functions)

## Grade 7-9

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

- 5 binders (1.5 - 2 inches) \*One binder for each core subject OR, 2 large zip-up binders \*If you find this works better for you
- pkg binder dividers
- 100-200 pages lined loose-leaf paper
- 1 pencil case
- 24 pencils
- Scissors
- Protractor
- Calculator:
  - Grade 7: basic functions
  - Grade 8 & 9: needs the square root function
- 2 erasers
- 3 pens
- 2 highlighters
- Pencil crayons
- Sharpener
- Glue stick

## Grades 10-12

- Basic supplies
- Geometry set
- Graphing paper (50 pages to start)
- Calculator:
  - Math 10-3, 20-3, 30-3: scientific calculator (graphing capabilities not needed)
  - Math 10C: graphing calculator is recommended
  - Math 20-1, 20-2, 30-1, 30-2: graphing calculator mandatory

\*See the AB Ed. website for a list of approved calculators for diploma exams. Staff will be using the TI-84



## Student 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:

- Faith in Action
- Fine Arts
- Academic
- Hard Working & Diligent

## 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 & 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.

# HOMework

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

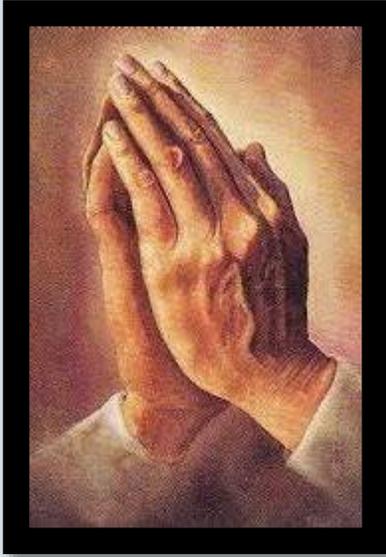
## Verbal Aggression:

- 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





## 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.

### Closed Campus

St. Mary's School is a closed campus. Students in grades 6 are expected to be on campus at all times during the school day. SMS students grades 7 to 9 may be off campus at lunch. Grades 10 to 12 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 west doors by the gym. 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.



## 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 \$10 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. Join the SMS Student Commons. Meetings are in Room 3 on a weekly basis during lunch. Day of the week to be decided at the beginning of the school year.

## 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.



## 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.

# 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.

# 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
- 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.

# POEDs at SMS

## Definitions:

POED: Personally Owned Electronic Devices we are referring to personally owned cell phones, tablets, laptops, and wearable technology such as smartwatches or earbuds.

The following will be the policy followed at SMS:

## Grade 6-9

SMS will be moving to a “no cell phone use during the school day” policy for Grades 6–9. Students may bring phones to school, but they must remain stored in lockers during the day, including morning wait time and lunch breaks. If a student needs to contact home, they may use a classroom phone or receive special permission to use their own device.

### POEDs Not Permitted during the following:

- 8:00-3:15 (12:05 on Fridays)
- No POEDs in the atrium in the morning or at Lunch time

Cell phones may be stored in the locker or in the office, but NOT IN POCKETS

## Grade 10-12

### POEDs Not Permitted during the following:

- 8:30- 11:33 (12:05 on Fridays)
- 12:12- 3:14

It must be more than an arm’s length away from the student, and silenced or powered down and not seen and not heard.

### POEDs Permitted during the following:

- 8:00-8:30: School is open for Breakfast Program
- 11:33-12:12: Lunch
- When they have a spare, they are allowed to have them in the atrium and library. (they are NOT allowed in the hallways)
- Flex Time in the classroom under the teacher’s supervision

If the parent/guardian needs to contact the student, please call our school office at 403-223-3165. We will get your child for you.

## 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 student's 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 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

## 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

## 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 Mrs. Michelle Nevil.

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.

## 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)

## VTRA (Violence Threat Risk Assessment)

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

## 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.

### 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.

## 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
- Field Trips
- Sports teams
- School Clubs
- Performing arts

## 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 examination 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

## 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.

### 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 the above, the classroom teacher may require the student to be assigned to Friday mandatory support sessions

### Extended Absences

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



## 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

## 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



## 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 <sup>1</sup>  
(Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)

PHYSICAL EDUCATION 10 (3 CREDITS) <sup>2</sup>

CAREER AND LIFE MANAGEMENT (3 CREDITS) <sup>3</sup>

10 CREDITS IN ANY COMBINATION FROM:

- Career and Technology Studies (CTS) courses
- Fine Arts courses
- Second Languages <sup>4</sup> 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 <sup>5</sup>

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) <sup>6</sup>

These courses may include:

- 30-level locally developed/acquired and authorized courses
- Advanced level (3000 series) in Career and Technology Studies courses
- 30-level Work Experience courses <sup>7</sup>
- 30-level Knowledge and Employability courses
- 30-level Registered Apprenticeship Program courses
- 30-level Green Certificate Specialization courses
- Special Projects 30

(continued)

- ① The science requirement—Science 20 or 24, Biology 20, Chemistry 20 or Physics 20—may also be met with the 10-credit combination of Science 14 and Science 10.
- ② See information on exemption from the physical education requirement.
- ③ See information on exemption from the CALM requirement.
- ④ Students may earn any number of credits in the study of second languages, but only a maximum of 25 language credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.
- ⑤ Integrated Occupational Program (IOP) occupational courses may be used in place of Knowledge and Employability occupational courses to fulfill this requirement.
- ⑥ 30-level English language arts or 30-level social studies courses from a different course sequence may not be used to meet the 30-level course requirement.
- ⑦ Students may earn a maximum of 30 credits in Work Experience, but only 15 credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.

**Further Notes:**

- For 30-level courses that have a diploma examination, the final course mark consists of a blend of the school-awarded mark (70%) and the diploma examination mark (30%).
- For more information, students in Francophone programs should consult the Alberta High School Diploma Requirements (Francophone).
- Mature students should consult the Mature Students section for applicable requirements.



## 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 Threat Risk Assessment (VTRA) Protocol assists administrators in taking the necessary steps to protect the well-being of students and staff. This protocol ensures that schools can respond promptly to worrisome behaviors or threatening incidents, such as possession of a weapon or replica, bomb threats or plans, verbal, written, or electronic (internet, text) threats to harm oneself or others, as well as other acts of violence, including fire-setting.

The protocol requires trained division staff and community partners to work together as a team to complete an Assessment of Risk to Others (ARTO) whenever a student threatens to harm others. The ARTO process leverages the team's knowledge, skills, and experience to assess the level of concern and identify appropriate interventions to protect individuals from harm and ensure a safe environment in both the school and the community. A multi-disciplinary approach is used to address these concerns. Please be advised that the school team will take positive and proactive measures to address all known threats or high-risk behaviors. If you are invited to a meeting to discuss safety concerns about your child, please be assured that our protocol is being followed and that our primary goal is ensuring safety.

The Southwest Alberta Regional VTRA Protocol outlines how a school should respond immediately to threatening behavior. Principals may first assemble a School Threat Assessment Team, ideally comprising the principal or associate principal, a school-based counselor or jurisdictional lead, and local police. If the situation is serious, the principal may also consult the Superintendent of Schools and involve members of the Community Threat Assessment Team. This team may include representatives from local police, children's mental health organizations, or Child and Family Services, among other community agencies that collaborate with us to enhance school safety. Parents/guardians will be notified as soon as possible during the Stage I - VTRA Process. If parents/guardians cannot be reached, but a safety concern persists, the threat assessment may proceed. Personal information shared during this process will respect and balance each individual's right to privacy with the need to ensure everyone's safety.

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](http://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,

Chantel Axani, Superintendent of Schools



## 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: \_\_\_\_\_