

**St. Mary's Catholic School**  
(Grades 7 to 12)

*STUDENT HANDBOOK*



4434 – 53 Street  
Vegreville, Alberta  
T9C 1A1

Phone Number: 780-632-3934  
Fax Number: 780-632-2958  
Website: <http://stmarys.eics.ab.ca>



*Pride Inspired By Faith, Knowledge And Honour*



**Property of ...**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Student I.D.: \_\_\_\_\_

Homeroom: \_\_\_\_\_

## **I. Welcome to St. Mary's Catholic School**

You have selected an excellent school with strong traditions and an environment that reflects **"Saints Pride."**

Students at St. Mary's have the opportunity to develop and learn in a vibrant school community. The school staff is enthusiastic and dedicated to the well being of each student. Our goal regarding student achievement is to do whatever we can to assist the student in being successful. Students have the advantage at St. Mary's of belonging to a school environment where they will be known personally and where their talents and potential are not only recognized but are also fully needed and encouraged.

Students are encouraged to participate in the spiritual, academic, leadership, social and athletic life of the school. In so doing they will do their part in creating a positive school community that will help them become outstanding members of our society and faith communities of tomorrow.

**To all new students:**

**Welcome to St. Mary's Catholic School!**

**To all our returning students:**

**It's great to have you back!**



## Student Timetable

<u>Block</u>	<u>Period</u>	Semester 1	Semester 2
	<b>Homeroom</b> <i>8:34 a.m. – 8:36 a.m.</i>		
<b><u>1</u></b>	<b><u>1</u></b> <i>8:36 a.m. – 9:18 a.m.</i>		
	<b><u>2</u></b> <i>9:18 a.m. – 10:00 a.m.</i>		
	<b>Break</b> <i>10:00 a.m. – 10:05 a.m.</i>		
<b><u>2</u></b>	<b><u>3</u></b> <i>10:05 a.m. – 10:47 a.m.</i>		
	<b><u>4</u></b> <i>10:47 a.m. – 11:29 a.m.</i>		
	<b>Lunch</b> <i>11:29 a.m. – 12:09 p.m.</i>		
<b><u>3</u></b>	<b><u>5</u></b> <i>12:09 p.m. – 12:51 p.m.</i>		
	<b><u>6</u></b> <i>12:51 p.m. – 1:33 p.m.</i>		
	<b>Break</b> <i>1:33 p.m. – 1:38 p.m.</i>		
<b><u>4</u></b>	<b><u>7</u></b> <i>1:38 p.m. – 2:20 p.m.</i>		
	<b><u>8</u></b> <i>2:20 p.m. – 3:02 p.m.</i>		



## **Bell Schedule**

	<b><u>Regular</u></b>	<b><u>Early Dismissal</u></b>
<b><u>Home Room</u></b>	<u>8:34 am – 8:36am</u>	<u>8:34am – 8:36am</u>
<b>Period 1</b>	8:36am – 9:18am	8:36am – 9:11am
<b>Period 2</b>	9:18am – 10:00am	9:11am – 9:46am
<b><u>Break</u></b>	<u>10:00am – 10:05am</u>	<u>9:46am – 9:51am</u>
<b>Period 3</b>	10:05am – 10:47am	9:51am – 10:26am
<b>Period 4</b>	10:47am – 11:29am	10:26am – 11:01am
<b><u>Lunch</u></b>	<u>11:29am – 12:09pm</u>	<u>11:01am – 11:36am</u>
<b>Period 5</b>	12:09pm – 12:51pm	11:36am – 12:11pm
<b>Period 6</b>	12:51pm – 1:33pm	12:11pm – 12:46pm
<b><u>Break</u></b>	<u>1:33pm – 1:38pm</u>	<u>12:46pm – 12:51pm</u>
<b>Period 7</b>	1:38pm – 2:20pm	12:51pm – 1:26pm
<b>Period 8</b>	2:20pm – 3:02pm	1:26pm – 2:01pm

## **Early Dismissal – Bell Schedule**

➤ Staff meetings are held on the first Wednesday of every month. Students are dismissed one hour earlier on that day - With an early dismissal bell schedule (as shown above). Notices will be sent from school if any changes or cancellations are made.



## II. SCHOOL PROCEDURES

### Attendance

- Regular and punctual attendance is the key to academic success. *It is very important for students to be present on all instructional days.*
- If your child is going to be absent from school for any reason, *please phone the school* at 780-632-3934 before 8:25 a.m. An answering machine is operational after 4:00 p.m. and before 8:00 a.m.
- If you get the answering machine when you phone, please state your child's name, grade, expected duration of the absence and if the absence is flu related.
- Parents of students *unaccounted for* will be contacted by our automatic phone system. A phone call or note to the school in advance of or on the day of an absence is greatly appreciated.

### Class Entry Slip

- Students arriving late are required to report to the office so their name can be removed from the absence list, **please sign in and pick up a class entry slip before** entering class. Arriving on time assists learning and prevents disruptions to learning of the other students. (*Three unexcused lates may result in a detention*)
- Please help to ensure that your child is at school for the commencement of the day.



### **Visitors / Class Volunteers**

- St. Mary's welcomes all guests, visitors and parents. In order to ensure the safety of the students and staff we would like to please ask...**all visitors to stop and check in at the office.** (Everyone except students and staff are visitors) *This includes parents bringing forgotten materials or picking up students for appointments.*
- All visitors will be required to check in at the office and wear a "Visitor" lanyard. Checking in helps us reduce interruptions to instruction and prevent unauthorized people from speaking with students.

### **School/Student Fees**

- School/Student fees are due at the beginning of each school year. Failure to pay your fees or to speak to the Principal may result in your child not taking part in extra-curricular activities or events.

### **Lunch Hour Procedures**

- All junior high students are expected to remain on the school grounds for the entire noon break. ***Unless a note is provided to the office by a parent.***
- Lunch hour supervisors will be visible.

### **Parking**

- Paved parking north of the school is reserved for staff and visitors to St. Mary's.
- Student parking is available on the east side (gravel area only) of the school, please park in an organized manner facing the school.



## **Allergy Awareness**

➤ Because foods such as nuts can cause **SEVERE**, life-threatening reactions in some people, as a courtesy, we ask that you:

1. Plan to not send food items that contain nuts (peanut oil) and/or food items that may cause an allergic reaction in others.
2. Wash your hands if you eat food that may cause an allergic reaction before coming to school and throughout the day.

**Thank you for helping us provide a safe environment for all students and staff.**

## **Dress Code**

- The school is a workplace for staff and students. As such, it is expected that a professional and respectful working atmosphere be maintained on school property and at school related events.
- As a Catholic School, it is expected that students clothing be appropriate to our setting. We recognize the value of dressing in a prudent manner as this reflects the respect shown to ourselves and to others. Acceptable dress and appearance are related to neatness, cleanliness and appropriateness.
- Students are asked to show good judgment by wearing suitable clothing in accordance with the policy. Clothing with objectionable lettering, cresting or revealing will not be tolerated anywhere on school property or at school sponsored events and functions.



The **following are NOT appropriate** to the professional atmosphere of our school workplace:

1. Clothing that exposes excessive amounts of midriff, shoulders, back, chest or undergarments and pants below waist level exposing undergarments.
2. Shorts or skirts that are revealing or are of inappropriate length.
3. Clothing with inappropriate, illegal or offensive messages, images or symbols.
4. Hats, hoods or headwear of any type are not to be worn in the school at any time.
5. Student backpacks in classrooms.

➤ *Students arriving at school dressed inappropriately will be asked to change into something more suitable; or alternative "lost and found" clothing will be provided for them and/or parents will be contacted.*

### **Electronics (i-pod, MP3 Player, cell phone, etc.)**

- With the evolution of technology, St. Mary's recognizes the importance of the integration of technology for educational purposes dedicated to learning and instruction.
- Students are expected to follow proper etiquette in using cell phones and other electronic devices. The uses of electronic devices that may disrupt the learning environment are prohibited.
- Cell phones and electronic devices are not to be used during class time to:
- make or receive phone-calls;
  - use messaging and social networking services;





- play games;
- use video or voice recording features;
- take pictures;
- use other non educational applications;

*(unless designated by the teacher and should be turned off upon entering the classroom or left in the locker.)*

- Talking on a cell phone in the school is limited to the entrance areas only. Using a cell phone in the school hallways and washrooms during class time is strictly prohibited.
- Under the Freedom of Information and Privacy Act, it is **against the law** for all persons to take pictures, record or video other individuals without their consent.
- Students who violate the policy will have their electronic devices confiscated, and be subject to the disciplinary policies of the school.
- Electronic devices, of any type, are prohibited in all examinations.
- All students and parents/guardians have signed the EICS technology use agreement. This policy is in effect for all technology use within the school. **Be RESPONSIBLE or lose your privilege!**

### **Discipline With Dignity**

- At St. Mary's Catholic School, maintaining the dignity of each person, in all situations, is crucial in managing behavior. Effective discipline comes from the belief that teaching individuals to take responsibility for their behavior is more motivating in

creating behavioral changes than teaching individuals to be obedient in order to avoid punishment.

➤ At St. Mary's Catholic School we believe in the responsibility model of discipline. By implementing logical and consistent consequences, and by providing individuals with opportunities to become responsible and caring members of the community, they will learn about their behavior, their choices, and their impact on others while still maintaining their dignity.

**Our MISSION:**

To ensure quality teaching and learning within a safe and caring environment.

**Our GOAL:**

To continue to build a caring culture within our school community, where students, staff, and parents encourage, value, support one another, and feel safe; and where abuse, bullying, and discrimination are unacceptable.

**Our PLAN:**

To value **Respect, Safety, Vigilance and Praise (R.S.V.P.)**

**Bullying is:**

- When a person is the target, over time, of repeated negative actions.
- When one person has more power, so the person being victimized feels that they can't defend him/herself.
- When a person, who is the target, may feel embarrassed, hurt, scared, and/or angry.

## **Smoking**

- Smoking or use of any tobacco products is not permitted in the school, on the school grounds, in the vicinity of the school, or at school sponsored events.
- Tobacco products will be confiscated and parents notified.
- Any subsequent violation will result in a three day out of school suspension and/or the local authorities notified.

## **Illegal possession/use of drugs or alcohol**

- The Board considers the non-medical use, possession and /or trafficking of drugs and/or alcohol beverages by students on school property or at school related activities, illegal. *Suspension will be automatic. And the local authorities notified.*

## **Lockers and School Lock**

- Lockers are allocated to each student. Each student is responsible for the condition of the inside and outside of his or her locker. Students are responsible to purchase a school lock with registration; this lock is the property of the student and will not be turned in at the end of the school year. Students will be expected to use the same “authorized” lock from year to year at St. Mary’s. If lost a new “authorized” lock must be purchased at the office.
- ***Authorized school personnel have the right to examine the contents of a locker at any time.***



## **Achievement Recognition**

• Staff and students at St. Mary's believe in celebrating and highlighting our student's academic achievements. The following criteria is used to determine the specified categories:

### **Honor Roll:** **Gold Standing**

- Average of 80% or better in Language Arts plus four other core subjects which can include: Mathematics, Science(s), Social Studies and Religious Studies.
- No subject below 60% (C.T.S. courses – average of all modules completed in a parent course with no mark under 50%.)

### **Silver Standing**

- Average of 75% to 79% in Language Arts plus four other core subjects which can include: Mathematics, Science(s), Social Studies and Religious Studies.
- No subject below 60% (C.T.S. courses – average of all modules completed in a parent course with no mark under 50%.)

### **Honour Award**

• Students final (five core) marks will be used to determine a student's year end honour award standing as presented annually at the schools awards ceremony.



### **III. PROGRAMS, EXTRACURRICULAR AND SERVICES**

- All St. Mary's program information is available in the registration guide or <http://stmarys.eics.ab.ca>

#### **Athletics**

##### **Faith and Athletics at St. Mary's**

##### **Mission Statement**

- Our mission is to develop a successful program based on strong values and principles. In addition to enhancing sport specific fundamental skills, life-long values such as commitment, respect, communication, leadership, team work, accountability, faith and service will be threaded throughout the moral fibre of each team. ***We are striving to develop champions on and off the field of play.***

- Further details can be found in our athletic handbook, given to each team member at the beginning of each season.

#### **Junior High Athletics**

St. Mary's supports all East - West athletics governed by the E.I.C.S. and E.I.P.S. Sports Councils. The teams supported by the councils are:



***Cross Country*** (September to October)  
***Volleyball*** (September to November)  
***Basketball*** (November to March)  
***Curling*** (November to March)  
***Badminton*** (March to May)  
***Track and Field*** (May to June)

## **Senior High Athletics**

St. Mary's supports the following ASAA events:

<b>Football</b>	(August to December)
<b>Golf</b>	(September to October)
<b>Volleyball</b>	(September to November)
<b>Basketball</b>	(November to March)
<b>Curling</b>	(December to March)
<b>Badminton</b>	(March to May)
<b>Track and Field</b>	(May to June)

## **Other Junior and Senior High Activities:**

Band, Drama Club/Theatre, Intramurals, Kananaskis Trips, Knights of Columbus Free Throw Competition, Leadership, Run For The Cure, SADD, Ski Trips, Spirit Leaders, Think-Fast, World Travel Tours, Yearbook, Young Authors, Young Scientists, Floor Hockey Challenge, other events to be announced as per student/staff interest...

## **Student and Counseling Services**

Student Services assists students with their spiritual, academic, social and psychological needs by providing:

- ✓ Learning accommodations for exams and coursework
- ✓ Information on:
  - Scholarships and post Secondary information
  - Problem solving, decision making and goal setting
  - Career Planning academic planning and course path options
- ✓ Assisting you with
  - Counseling and help with difficult issues such as personal and family relationships
  - Test anxiety and Study Skills



- Remedial reading, writing or math
- Enrichment programming
- Course and exam modifications
- Spiritual issues and struggles

### **St. Mary's Graduation Ceremony and Activities**

- St. Mary's Graduation Ceremony and activities are held towards the end of the school year and to participate in the ceremony and activities students must be **eligible** to obtain an **Alberta High School Diploma, Certificate of High School Achievement, or Certificate of High School Completion.**
- Therefore, Grade 12 students who wish to participate must meet the following requirements:
  - Meet the High School Diploma requirements established by Alberta Education.
  - Religious Studies 25 (Grade 12 religion course).
  - Must be in attendance at the school for the full year (or agreed upon by the school).
  - Must have the **possibility** of obtaining 100 credits by June of the graduation year.
  - Are **passing** the required courses stated above as of the midterm reporting period (students who are working on courses required for their High School Diploma through Alberta Distance Learning must have *half of the total possible number of modules completed and submitted by the midterm reporting period*).
  - Off-campus education materials updated to determine hours and therefore credits.
  - All school fees must be paid.
- Students who are failing required courses **may not be eligible** to participate in the ceremony and activities. **Students are responsible** to make sure that they meet the requirements for graduating.



### **Timetabling**

- Grade 10 and 11 students are expected to be registered in a minimum of 40 Credits per year. (This can include Off-campus Education programs)

### **School Liason Officer**

- The School Liason Officer Program is a cooperative program between our school division and the R.C.M.P. The Constable works as a liason to students, staff and parents in solving problems that may arise at school, at home, or elsewhere. They can be contacted through the school or by contacting **Constable Harsulla at 780-632-2223**.

