



# *St. Mary School*

Saint Mary School  
9916 - 97 Street  
Westlock, Alberta  
T7P 2G2

**Phone:** (780) 349-3644    **Fax:** (780) 349-6126

<http://www.ecsrd.ca/school/smschool/Pages/default.aspx>

## ***Administrators' Message***

Welcome to St. Mary School. This will be a year filled with new experiences for students, staff and parents. At St. Mary School, our goal is to help students grow academically, spiritually, emotionally and socially. Academically, your child can look forward to positive learning experiences based on helping them to develop 21<sup>st</sup> Century Skills.

### **21<sup>st</sup> Century Skills Include:**

- **Ways of thinking.** Creativity, critical thinking, problem-solving, decision-making and learning
- **Ways of working.** Communication and collaboration
- **Tools for working.** Information and communications technology (ICT) and information literacy
- **Skills for living in the world.** Citizenship, life and career, and personal and social responsibility

All of these tools will help our students to become engaged, ethical citizens capable of adapting to and excelling in a world of rapid change.

Spiritually, our school welcomes all faiths and teaches the Catholic Faith. We encourage students to learn about and practice their faith by providing religious instruction and daily opportunities for prayer and service. Students are active participants in morning prayer in their classrooms and during the masses that we regularly attend at St. Mary Parish. Students have opportunities to work with younger students as part of learning to care for others; they often have opportunities to work with others in our community, such as seniors to help them develop into caring and giving citizens.

Emotionally, students and teachers work together to build a safe and caring environment throughout the school. This is achieved by learning about mutual respect and an appreciation for the unique value of each of God's children. Students develop socially as they learn to work and place together under the guidance of a thoughtful and caring staff.

Again, welcome to a new year, full of possibilities!

Sincerely,

Vance Nakonechny – Principal  
Nora McGaughey – Vice Principal

## ***Saint Mary School Council***

The St. Mary School Council wishes to welcome all students and parents to St. Mary School. The School Council is comprised of parents who have children attending St. Mary School, as well as representation from staff and students.

The mission of our school council is to enhance the Christian Educational experience at St. Mary School by actively supporting and advising the staff, students and parents in ***"Sharing the Spirit"***.

Parents are encouraged to become involved in the workings of the council.

### ***Saint Mary Staff***

Mr. Nakonechny	Principal & Sr.High Math	Ms. McGaughey	Vice-Principal/Counsel/Incl. Ed
Mr. Kim	Jr/Sr.High Sciences	Ms. Connery	PreK/Kindergarten
Ms. Bayuk	Grade 2	Mr. Romanuik	Physical Education
Mrs. Gauthier	Grade 1	Mrs. DaCunha	Sr.High English
Mrs. Romanuik	Jr High LA/Religion	Mr. Veldhoen	Jr./Sr. Foods/Math/Science
Ms. Boisvert	Grade 3	Mr. Snell	Sr/Jr. High Math/Science
Mrs. Watamanuik	Grade 4/5	Mr. Krywko	Jr/Sr. High Humanities
Mrs. Flese	Grade 6	Mr. Bures	Jr/Sr High Music/Religion
Mrs. LaBossiere	Jr High Soc.		

### ***Support Staff***

Educational Assistant	Mrs. Belanger	Educational Assistant	Mrs. Howard
Educational Assistant	Ms. Gauthier	Educational Assistant	Mrs. Fallows
Educational Assistant	Mrs. Mortensen		
Librarian/School Secretary	Mrs. Boutin	Administrative Secretary	Mrs. Patrick

## ***SCHOOL HOURS***

The hours for school opening and closing are:

### **Junior & Senior High**

8:54 – 12:00

12:00- 12:43

**LUNCH**

12:43 – 3:20

## ***Student Guidelines***

### **Leaving School Grounds**

Students in kindergarten to grade 9 are to remain on school grounds at all times, unless a note is provided by their parents. Students in kindergarten to grade 6 who take the bus to school, are expected to take the transfer bus from St. Mary School to the transfer station at RF Staples, unless parents provide a note stating otherwise. The transfer bus is in place to help ensure student safety by ensuring that they do not have to cross a busy highway to get to their transfer station.

### **Inclement Weather**

Should severe weather conditions prevent buses from operating, this information will be posted on the school website and will be announced on the radio, **97.9**. Under these conditions, St. Mary School will remain open for students who are able to attend school, unless otherwise announced.

### **Absence Notifications**

If a student is to be away from school, parents are asked to call the school at **349-3644** anytime to let the Secretary know who will be away, why, and for how long. There is also an answering machine on which to leave messages. In cases when parents have not notified the school, the office staff will e-mail home as a way of ensuring student safety.

### **Allergies**

St. Mary School is an allergy aware school. In order to prevent serious allergic reactions of students who suffer from potentially serious allergies, we require that students avoid bringing snacks and lunches containing peanuts, other nuts, and peanut butter in classrooms where a student has this allergy. Should students accidentally nuts into such a classroom, they will be asked to eat in another room and then thoroughly wash their hands.

Should an epipen be used by a student, they are to report immediately to a supervision teacher and an ambulance will be called according to Evergreen Catholic Administrative Procedures.

### **School Security**

All entrance/exit doors at St. Mary School, with the exception of the main entrance, will remain locked during class times. The main entrance will be unlocked throughout the day. Students who come to school after classes begin, or parents who come to the school during the school day, are asked to use the main entrance.

### **Student and Dress Appearance**

Students attending Saint Mary are expected to dress in a neat, tasteful, modest and appropriate manner. Student representatives from grades 7 to 12, developed the following guidelines:  
Dress code committee notes:

1. No cleavage should be visible, either top or bottom.
2. Shorts must reach the halfway point between the top of the hip and the knee.

3. Tank tops
  - a. For girls – the straps must be at least one inch wide and bra straps must not be visible.
  - b. For boys – the straps must be at least two inches wide, and the armpits must not be any lower than an inch below the armpit.
4. No clothing item can be entirely see-through.
5. No strapless tops.
6. Skirts must be no shorter than 3 inches above the knee.
7. No offensive images or logos.
  - a. Offensive images and logos include, according to this committee, the following:
    - i. Images of women that do not meet the dress code.
    - ii. Any image or logo that acts to lower in dignity, honor, or standing any individual or group of people
    - iii. Swearing, words that include asterisks, and swear words spelt incorrectly
    - iv. Sexually explicit images or logos
    - v. No blood, or guts, or gore
    - vi. No references to any alcoholic beverages
8. Gym clothes must follow the dress code.
9. On formal occasions, strapless dresses are ok, but the rest of the dress code still applies to formal wear.

**Consequences of breaking the dress code:**

1. Students who violate the dress code will be asked to change.
2. If they do not have anything to change into, they will have to wear “the outfit”
  - a. The outfit will consist of a large t-shirt, a pair of sweat pants, and/or a pair sweat pants
3. Students who argue with teachers after being told that they have violated the dress code will be sent to the office immediately and their parents will be called. If they change, they will be allowed to return to class. If they refuse, they will remain in the office for the day.

**This committee asks that teachers:**

1. Enforce the dress code equally between grades and genders.
2. That first period teachers state simply: “You’re breaking dress code, please go and change.” to any and all students who are in violation of the dress code.

**Injuries**

Report all injuries to the supervising teacher. Minor accidents will be treated by the supervising teacher while more serious injuries will be examined by a Medical Doctor.

**Fire Drills**

Fire drills are held during the school year. Fire exit diagrams are posted in each classroom. Students must move out in an orderly fashion. When a room is vacated, windows must be closed. Upon exit, students must line up in their designated area outside the building so that they may be counted. This is important as some students may be trapped in the case of a real fire. Teachers must be equipped with their class list to check for missing students.

St. Mary School will practice a lock down drill. This type of drill is intended as practice in case we ever have a dangerous intruder in the school.

## **Cell Phones, Ipods, Ipads, labtops and other devices**

Cell phone use is **permitted** inside St. Mary School. We believe students need to learn to use these devices responsibly as 21<sup>st</sup> century learners. Students are allowed to use these devices as tools in the classroom, for such things as writing and editing, online dictionary access and research and for recording homework and notes.

Should these devices be used inappropriately by a student, they will be confiscated by the teacher on a first offense. Should a second offense occur, the device will go the principal's office where it will remain until the following day. A phone call will be made to home.

Inappropriate use includes but is not limited to:

- Personal texting or phone calls during class time
- Playing video Game During Class Time
- Participating in any form of social media during class time.
- Taking pictures during class time unless it is part of an assignment.

Parents and students are reminded that having signed the appropriate use agreement, they have agreed that teachers and administrators have the right to confiscate personal devices. The principal has the right to search the personal device should it be deemed necessary as a result of inappropriate behavior.

On a third offense, students will lose their rights to bring personal electronic devices to school and their parents will be notified to come and pick those devices up. In the case of a very serious offense, students will have their device removed immediately and for the remainder of the year, even on a first time offense.

## ***Student Code of Conduct***

The staff expects reasonable and appropriate behavior from all students at all times. It is expected that ALL students will:

- Respect the rights of other persons.
- Willingly and peacefully problem solve issues with other students.
- Strive to achieve academic results that reflect their ability
- Get the most out of school by being an active participant in class and extracurricular activities.
- Respect school property and private property of all persons within the school community;

## **Student Evaluation**

Evaluation is an important part of a student's progress in school. Our teachers strive to continually assess student progress to ensure that students are learning everything they need to learn in order to be successful. Marks reflect knowledge of a subject and participation in the class. There are three official reporting periods during the year, however, you child's teacher is always available to let you know how they are doing.

## Homework

Homework is necessary for meeting the academic needs of each individual. Homework is assigned for the following reasons:

1. Unfinished work from the school day.
2. Work missed due to illness.
3. Extra practice to reinforce skills.
4. Studying for exams

## Parent Teacher Conferences

Regular parent-teacher interviews are essential to student progress as well as student guidance. We will be holding formal parent-teacher interviews in October and March. You are also welcome to make an appointment with a specific teacher to discuss any problems your child may be having at any time during the school year.

## Physical Education

All students are required to take and pass Physical Education 10. Upon successful completion of Phys. Ed. 10, students may take Physical Education 20/30.

The dress (clothing) that must be worn in all physical education classes should consist of the following items:

- 1) t-shirt and/or sweatshirt
- 2) sweat pants or shorts
- 3) sweat socks
- 4) white soled, non-marking running shoes

## Locks

All junior and senior high school students are assigned a lock and locker at the beginning of the school year. It is the expectation that students keep their assigned lockers clean and unmarked. All students bringing locks to school from home must tell their home room teacher the combination or run the risk of having the lock cut off. In accordance with our drug-free protocol, students will be asked to sign a locker-use agreement at the beginning of the year.

## HIGH SCHOOL PROGRAM

### High School Registration

Over the years, the staff has observed that students are most likely to be successful if they have a higher grade than the minimum required mark (50%). This experience is expressed in the form of a school recommendation. Our recommendations for Grade 10 are given in the following chart.

### Grade 10 Registration

<u>Grade 9 Course</u>	<u>Grade 9 Mark</u>	<u>Recommended Course</u>
Language Arts	60%+	English L.A. 10-1
	60% -	English L.A. 10-2

Social Studies	60% + 60% -	Social Studies 10-1 Social Studies 10-2
Mathematics	50%+ 50% -	Mathematics 10C Mathematics 10-3
Science	60% + 60% -	Science 10 Science 14

### Retroactive Credits

Students not achieving at least 50% in a high school course may repeat the course or take a course in an alternate sequence. Students who successfully complete the next higher level course in an alternate sequence shall be granted retroactive credits for the prerequisite course.

## High School Diploma Requirements

Subject	Credit
English	15
Social Studies	15
Mathematics	10
Science or Biology or Chemistry or Physics	10
Physical Education 10	3
Career and Life Management	3
30 Level Courses in addition to Social or English	10
10 Credits in any combination from CTS, Fine Arts, Second Languages, Phys Ed., RAP	10
Other Credits	24
Total Credits	100

### Alexander Rutherford Scholarships For High School Achievement

These Scholarships have been named in honour of Alexander Rutherford, Alberta's first Premier and Minister of Education.

The Alexander Rutherford Scholarships for High School Achievement recognize and reward exceptional achievement at the senior high school level and encourage students to continue their studies. The scholarship is based on scholastic achievement in grades 10, 11 and 12. The maximum value is \$2500. (Check AB Ed. Website for most up-to-date-info).

## Course Requirements (Alexander Scholarships continued)

### Grade 10

Average of 75.0% to 79.9% in **five** subjects - \$300

Average of 80.0% or higher in **five** subjects - \$400

- One of: English 10-1, 10-2, Français 10, 13 or 10-2, and
- At least two of the following:
  - Pure Mathematics 10 **or** Applied Mathematics 10
  - Science 10
  - Social Studies 10, 10-1 or 10-2
  - a language other than the one used above at the Grade 10 level, and
- Any two courses with a minimum three credit value at the Grade 10 level (1000 or 4000 series) including those listed above and combined introductory CTS courses.

### Grade 11

Average of 75.0% to 79.9% in five subjects - \$500

Average of 80.0% or higher in five subjects - \$800

- One of: English 20-1, 20-2, Français 20, 23 or 20-2, and
- At least two of the following:
  - Pure Mathematics 20 or Applied Mathematics 20
  - Science 20
  - Biology 20
  - Chemistry 20
  - Physics 20
  - Social Studies 20, 20-1, or 20-2
  - a language other than the one used above at the Grade 11 level, and
- Any two courses with a minimum three credit value at the Grade 11 level (2000 or 5000 series) including those listed above and combined intermediate CTS courses

### Grade 12

Average of 75.0% to 79.9% in five subjects - \$700

Average of 80.0% or higher in five subjects - \$1,300

- One of: English 30-1, 30-2 Français 30, 30-2, and
- At least two of the following:
  - Pure Mathematics 30
  - Applied Mathematics 30
  - Mathematics 31
  - Science 30
  - Biology 30
  - Chemistry 30
  - Physics 30
  - Social Studies 30, 30-1 or 30-2
  - a language other than the one used above at the Grade 12 level, and
- Any two courses with a minimum five credit value at the Grade 12 level (3000, 6000 or 9,000 series) including those listed above and combined advanced CTS courses.

## **SCHOLARSHIP INFORMATION**

Applications for all of the St. Mary School Awards and Scholarships may be made through the

Administration. Please address/mail requests to

The Administrators, St. Mary School, 9916 - 97 Street, Westlock, Alberta T7P 2G2

### ***ATA Evergreen Catholic Sub-local Education Scholarship - \$500.00 (One will be awarded)***

To be presented to a student planning to enter in the Faculty of Education.

All students must be registered in a university or college transfer program.

Has maintained good academic standing

Demonstrates leadership and caring attitude towards fellow students

Displays a Christian attitude

Has been involved in extra-curricular activities

Has done peer tutoring or volunteer work with children

### ***ELKS Community Award - \$1000.00 (Two will be awarded) determined annually by Westlock Elks Club.***

Scholarship is determined on the basis of academic achievement in Grade XII and community involvement.

Students must be enrolled in a post secondary program.

Application should include a cover letter, transcript of marks and proof of acceptance at a post-secondary institution.

### ***Knights of Columbus Scholarship - \$500.00***

Awarded on the basis of academic achievement, involvement in the community, contribution to the parish and financial need.

To be presented to a student entering a post secondary program.

Application should include a cover letter, transcript of marks and proof of acceptance at a post-secondary institution.

### ***The Peter Skitsko Science Achievement Award - \$300.00***

The scholarship will be presented to the student who achieved the highest combined average in two of the following subjects: Biology 30, Chemistry 30, or Physics 30. Students must be enrolled in a post secondary program.

### ***The Roy Ritter Memorial Scholarship - \$500.00***

The scholarship will be presented to a graduating grade 12 student entering a post-secondary institution

Documented involvement in the school and/or community; financial need may be considered

### ***Evergreen C.S.R.D. #2 Academic Scholarship - \$500.00***

This scholarship will be awarded to a graduating grade 12 student who has achieved the highest academic average as per Rutherford Scholarship criteria.

### ***The Sisters of Charity – Halifax – Scholarship - \$500.00***

The scholarship will be presented to a graduating grade 12 student pursuing post-secondary studies in the field of education or health care.

**Other scholarship opportunities will be made known to the students. The school website should provide the most up-to-date information.**

## **JUNIOR HIGH PROGRAM**

### **Description of Courses**

The core subjects of the Junior High School curriculum include Language Arts, Mathematics, Social Studies and Science. Included in the program are the following: Health, Physical Education and Religious Studies. The remainder of the program includes courses such as: Band, French, Computer Literacy and a variety of Social Science and Technology courses. This program is structured to meet the needs of all our students. Modified Programs are structured to meet the needs of students with learning difficulties.

Students in Junior High are exposed to a number of experiences including school athletics, social and cultural experiences, along with a variety of other activities to expand the students' sphere of knowledge.