St. Thomas Aquinas
Regional Secondary School
(Established 1959)



Parent Handbook
2022-2023

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Parent Handbook
2022 - 2023

This school handbook is supplied by your Regional Education Committee for the purpose of providing you with the information necessary for you and your child to have a successful year at St. Thomas Aquinas Regional Secondary School. This handbook follows the assumption that it takes three to teach - Home, School and Church. ***In order for you (your child) to have a successful year it is imperative that you know, understand and accept the stated expectations.***

Table of Contents

BEING A SAINT……..…. 3

SCHOOL AND OFFICE CALENDAR……. 4

WHO'S WHO AT S.T.A…… 5-6

SECTION A: STRUCTURE, GOVERNANCE AND PHILOSOPHY. 6

SECTION B: ADMISSION POLICIES ……..…. 8

SECTION C: STUDENT SERVICES……..... 9

SECTION D: ACADEMIC POLICIES AND EXPECTATIONS…..… 10

SECTION E: EXTRA-CURRICULAR ACTIVITIES……..... 17

SECTION F: GENERAL SCHOOL POLICIES …… 18

SECTION G: EXPECTATIONS FOR STUDENT BEHAVIOUR….. 26

SECTION H: THE ROLE OF PARENTS/GUARDIANS…… 40

SECTION I: FINANCIAL POLICIES……..…..... 42

SECTION J: INTERNET ACCEPTABLE USE POLICY……..…… 47

Being a SAINT

Re**S**pect: *Our actions demonstrate that we value, and care for our school and every individual.*

- Our words and actions respect and defend the dignity of every person.
- Our uniform is worn with pride.
- Each individual keeps the school clean and tidy (inside and out) by always cleaning up after themselves.

Persever**A**nce: *We always strive to work hard, do our best, and never give up.*

- We do our best.
- We ask for help and use the resources that are available when we struggle.

Respons**I**bility: *We recognize that our actions affect ourselves and others, and that we all have a role in building a positive and safe school environment.*

- We know and meet personal, classroom, school and community expectations.
- We stand up for what is right and make healthy choices.
- We accept the consequences of our actions.

Commu**N**ity: *We work together. We are Aquinas.*

- We acknowledge the unique gifts that each individual brings and appreciate each others' differences.
- We are courteous and committed to making people feel welcome in our school.

Fai**T**h: *Our Catholic faith permeates all that we do and who we are.*

- We are respectful at mass.
- During prayer, we stop, stand and participate reverently wherever you may find yourself.
- We participate fully when our school community comes together to celebrate our faith.

SCHOOL AND OFFICE CALENDAR – 2022-2023

Our School Calendar is updated on an ongoing basis online.
Please visit www.aquinas.org for last minute changes

SEPTEMBER	6	School Opens for Students
	7	First Day of Classes for all students
	21	Grade 8 Meet the Teacher Night
	27	Grade 12 Parent Night
	30	National Day for Truth and Reconciliation (No School)
OCTOBER	5	Walkathon 2022
	10	Thanksgiving Day (No School)
	21	Professional Development Day (No School)
	29	Oktoberfest 2022
NOVEMBER	2	Grade 9 - Take Our Kids to Work
	11	Remembrance Day (No School)
	14	Professional Development Day (No School)
	21	Report Cards sent home
	24 & 28	Parent/Teacher Conf. (No School on Nov 28)
	25	Professional Development Day (No School)
DECEMBER	15	Last Day Before Christmas Break
	16	Staff Retreat Day (No School)
JANUARY	3	School Re-opens
	23-30	Mid-term Exams & Literacy & Numeracy Assessments
FEBRUARY	12-18	Catholic Schools Week
	13	Report Cards sent home
	15	Open House
	16-17	Catholic Educators Conference (No School)
	20	BC Family Day (No School)
	22	Ash Wednesday
	23-24	Parent Teacher Conf. (No School on Feb 24)
MARCH	11	Last Day before Spring Break
	28	School Re-opens after Spring Break
APRIL	7-10	Good Friday & Easter Monday (No School)
MAY	19	Professional Development Day (No School)
	22	Victoria Day (No School)
JUNE	2	International Night
	9	Last Day of Classes
	12-19	School Exams & Provincial Assessments
	22	Grad Mass and Convocation
	24	Graduation Dinner/Dance
	28	Assembly and Report Cards sent home

Thursday Holy Mass – Weekly at 10:00 AM (See online calendar)
Late Start – Every Monday at 9:15 AM
Office Hours: 8:00 AM – 4:00 PM

WHO'S WHO AT S.T.A. 2022-2023

ADMINISTRATION

Mr. John Campbell, Principal
Mr. Joe Galat and Mr. Tim Horton, Vice-Principals

SUPPORT STAFF

OFFICE - Ms. Christina Donovan (Office Manager and Registrar), Mrs. Lisa Harlos (Bookkeeper), Elizabeth Schmidt (Admin Assistant), Ms. Leena Pandit (Receptionist) **LIBRARY** – Ms. Elaheh Iranrad, Technician **TEACHER ASSISTANTS** – Ms. Tisha Bhatta, Mr. Nicholas Cheng, Mr. Jacob Christopher, Mrs. Daniela Cune, Mr. Jay Dear, Mrs. Miriam Esmail, Ms. Sonya Essex, Mr. James Ferry, Ms. Yvonne Halsall, Ms. Elaheh Iranrad, Ms. Emily Jukich, Mrs. Mikaela Kitchener, Mr. Aiden Morris, Mr. Samuel Mok, Mrs. Linda Morrison, Mr. Matthew Purkiss, Mr. Morgan Tapp, Mrs. Gabrielle Young **NETWORK SUPPORT** Mr. Ritchello Regala **CAMPUS MINISTRY** – Miss Elizabeth Hughes **ALUMNI** – Sandie Atkinson

TEACHING STAFF

Mr. Nick Appleton – Science, PE
Mrs. Kate Arkiletian – Art, Library, Fine Arts Department Head
Ms. Angela Armeni – Socials, English
Mr. Scott Barber – Resource Teacher, Business Education
Mr. Chris Campbell – Academic Advisor, Social Studies Department Head
Ms. Julia Chun – Mathematics, IT
Mr. Nicolae Cune – Mathematics, Science
Mr. Tony Domina – Mathematics, French
Ms. Tashya De Silva – School Counsellor
Mr. Mike Field-Learning Resource Centre Coordinator
Mr. JP Flores – Mathematics
Mr. Joseph Galat – ICT Dept. Head, IT
Mr. Felipe Grossling – Christian Education, Department Head, Social Studies
Mr. Tim Horton - Music
Ms. Marianne Hughes-English, Social Studies, Gr. 8 GLA
Mr. Jeremy Keong – Religion, Social Studies
Mrs. Jessica Krajicek -- English
Mr. Paolo Lamasan – Science
Ms. Nicola Liang – Mathematics, Religion, Grade 11 GLA
Mrs. Margaret Martins – Mathematics Department Head, Mathematics
Mrs. Diana Mattia – English, Teacher Librarian
Mr. Gregory McCaffery – Christian Education, Social Studies, Law, Psychology
Mr. Daniel Moric - Robotics
Mrs. Denise Morris - Resource Teacher
Mr. Cos Natola – Fine Arts
Ms. Etienne O'Toole – Mathematics, Religious Education
Mr. John O'Flynn – Career Education, Social Studies
Mr. John Prescott-English Department Head, Physical Education
Mrs. Isabel Price – Robotics, Visual Arts, IT
Mrs. Michelle Purkiss – Physical Education, Department Head, Christian Education
Mrs. Siiri Rebane – Choral Director
Mr. Philip Ryan – Science, Business Education
Mr. Loui Salituro – Academic Advisor, Athletic Director, Social Studies
Mr. Paul Savage --Modern Languages
Ms. Melisa Savino – English, PE, Gr. 9 GLA
Mrs. Carol Sawdon – English
Mr. Thomas Slivinski – English, Social Studies, Transitional English
Mrs. Maria Stagnitta – Modern Language Department Head, Modern Languages
Ms. Colleen Stevenson – Christian Education, Gr. 10 GLA, Resource Teacher
Mrs. Joanne Treacy --Chemistry, Science Dept. Head
Mr. Steve Vachon – PE, Physical Education Dept. Head
Mr. Robert Woitowitsch --Music, Christian Education, IT

SECTION A: STRUCTURE, GOVERNANCE AND PHILOSOPHY

1. Catholic Independent Schools of the Vancouver Archdiocese (CISVA) Structure and Governance

C.I.S.V.A. MISSION STATEMENT

"*The Catholic School shares in the mission of the Church to proclaim and build the "Kingdom of God". The Catholic School, as a faith community, is committed to excellence in Catholicity and in all areas that promote the development of the whole child to his or her full potential. The Catholic School strives to develop Christian leaders, responsible citizens and life-long learners."*

St. Thomas Aquinas High School (STA) is a **Regional Catholic High School** under the auspices of the CISVA. The CISVA is a registered society under the Societies Act and the legal entity under which STA functions. The Society was formed in 1957 by Archbishop James Carney, in response to the then government decision to deal with only one "governing body" for funding purposes, rather than with individual schools. The Society is governed by a body consisting of the Archbishop (President), the Archbishop's Representative to Schools, the Secretary and the Treasurer and four sub-committees. To be elected to the BOD (Board of Directors), the lay members must be members of the society by virtue of their position on the education committee of a CISVA school. Each school is represented in the society by the Pastor, or the Archbishop's representative, in the case of a regional high school, and the Society Delegate on the Education Committee.

STA is governed firstly by the policies and procedures of the CISVA and secondly by local policies. Current C.I.S.V.A. policies can be found at https://cisva.bc.ca/home/policy-manual/

At the local level, STA is governed by the Archbishop's Representative with the assistance of the Regional Education Committee (REC). In the case of a high school, two lay members are elected and/or appointed from each of the regional feeder parishes. STA has seven feeder parishes (St. Anthony's, Christ the Redeemer, St. Edmund's, Holy Trinity, St. Stephen's, St. Paul's, St. Pius X). The mandate of the Committee is to "assist the pastor in the running of the school". The Pastor/Archbishop's representative receives his mandate directly from the Archbishop and as such is directly responsible to him. So too, the election and appointment of members of the REC locally is a mechanism by which to form the committee but each member is directly responsible to and is considered to be acting as a representative of the Archbishop. For more information, please visit www.cisva.bc.ca. The CISVA Vision Statement can be found at:

https://cisva.bc.ca/home/policy-manual/, download Policy Number 003, Vision Statement.

2. Philosophy of Education for Catholic Schools in British Columbia

At the beginning of the third millennium, all those involved in Catholic education are called to build communities of faith and holiness. In partnership with the family and the parish, the Catholic school participates in the saving mission of the Church. By evangelization, catechesis and works of service, the Catholic school builds up both the family of faith and human community. The Catholic school provides religious and moral reference points to help students critically examine the culture around them and build a society enlightened by the values of the Gospel. For the complete policy statement by the Catholic Bishops of British Columbia, please refer to the CISVA website: https://cisva.bc.ca/info/pastoral-letter-on-catholic-schools/

3. STA History - STA is named in honour of the Catholic patron saint of education. Having more influence on human thought than any other man since Aristotle, **St. Thomas Aquinas** is the acknowledged leader in both Catholic philosophy and theology. His great influence is due not only to his great intellectual powers, but also to his simple humility and intense devotion to Christ. The school was founded in 1959 by Archbishop Duke on land leased to the diocese by the Sisters of the Child Jesus. The Sisters had been doing missionary work on the North Shore since 1898 and the new high school was a result of half a century of teaching involvement.

4. STA Motto - Our school motto, "Dirige me in veritate tua", which means "direct me in your truth", reflects the call for our students to come to know Christ who is "the way, the truth and the life" *(John 14:6).* Catholic education is intended to make our faith become "living, conscious and active through the light of instruction" *(The Bishop's Office in the Church, 14)*. As a Catholic school, STA is both unique and contemporary. We are unique in our desire to educate and develop the whole individual for the purpose of knowing, loving and serving our Lord in this world in order to gain the happiness of heaven. We are contemporary because we attempt to enable students to address, with Christian insight, the multiple problems that face individuals and society today. Having accomplished this, we can send our students into today's world able to proclaim supernatural charity, peace, justice and mercy.

At STA we accept the call to teach as Jesus did. We desire to hand on the fullness of divine truth through the teaching of sacred scripture, sacred tradition, catechetics and moral teaching according to Church doctrine. We wish to pass the Catholic Faith intact to the next generation. We strive to create an environment that will enable a young person to develop into all that God wants her/him to be. Our goal is for

students to follow the motto of St. Thomas Aquinas, “Direct me in your truth”.

SECTION B: ADMISSION POLICIES

STA follows the C.I.S.V.A. policies for school admissions that can be found at: https://cisva.bc.ca/home/policy-manual/#tab-id-5 , download Policy Number 401 Admissions
All schools must have a process for admitting students. As part of this process the Pastor/Archbishop’s Representative, the Principal and, when practical, a member of the Education Committee shall meet with each new family. From the interview and the information available to them, the Pastor, along with a member of the Education Committee and the Principal, will decide if the school can meet the needs of the student and if the family and student can meet the requirements of the school. In those cases when it is decided to accept the student, the family shall read and sign the Family Statement of Commitment prior to being accepted into the school. Such families will be accepted according to the established priorities. For purposes of this policy, “practicing Catholics” shall mean those individuals who are registered in a parish and attend Sunday Mass regularly, “active in a parish” shall mean those who support the parish by using envelopes (no minimum amount specified) and participate in the work activities required of them.

Admission Priorities for Regional Secondary Schools shall be:

1. Children presently enrolled in the school if they and their families meet the expectations of the school.
2. Siblings of children already in the school, whose families are practicing Catholics active in one of the parishes of the region.
3. Children whose families are practicing Catholics active in one of the parishes of the region. In cases where a parish is unable to fill its allocated seats with practicing Catholics active in their parish, priority for these seats shall be given to practicing Catholics active in other regional parishes.
4. Siblings of children already in the school, whose families are practicing Catholics active in a parish from outside the region.
5. Children whose families are practicing Catholics active in a parish from outside the region.
6. Children whose families are either not practicing Catholics or not active in their parishes.
7. Non-Catholics. Enrollment of more than 15% non-Catholics in any grade requires the approval of the Board of Directors. Once accepted into the school, non- Catholics need meet only the criteria expected of other students to be re-admitted in subsequent years. Siblings of non-Catholics cannot be given priority over Catholics.

As part of the Admission Policy to STA all families and students have signed and/or agreed to a **Family Statement of Commitment**. It is expected that this commitment will be honoured throughout the student's tenure at STA Failure to do so may result in intervention by school administration and refusal for enrolment. STA reserves the right to refuse admission to any applicant deemed to pose a threat to students, staff, or property.

2. Grade 8 Placement Exam - All students applying for admission to Grade 8 are required to write a Placement Exam. This Placement exam is given to assist the school in providing the best program possible for incoming students.

SECTION C: STUDENT SERVICES

1. Counseling Department - The school has three specific counseling services for students: (1) Grade-Level Academic Advisors, (2) Post-Secondary Counseling and (3) Personal Counseling. Our counseling services attempt to serve the whole student with particular emphasis on academic, vocational and personal matters. Students or families in need of other services will be referred to agencies and services outside of the school.

Senior and Junior Academic, Vocational and Post-Secondary Counseling includes: (1) Course selection at each grade level, (2) Post-secondary advising (including SAT's & financial aid), (3) Assistance with language proficiency testing (TOEFL; ACT; LPI), (4) Referrals to Learning Assistance or English as a Second Language training, (5) Referrals for psycho-educational assessment, (6) Liaison with Planning and Portfolio Coordinators, (7) Career guidance, (8) Career aptitude testing, (9) Liaison with Post-Secondary Institutions, and (10) Providing parents/guardians with information about school policies, course offerings and career opportunities.

Personal Counseling Services include: (1) Individual student counseling on a short-term basis to help a student cope with a specific problem, (2) Referral of students who require more intensive or longer-term support provided by Church, Ministry, First Nations or other community services, (3) provide assistance to parents/guardians or families in forming realistic perceptions of the student's aptitudes, abilities, interests and attitudes as related to academic achievement, personal/social development, (4) provide assessment and referral of families who are in need of long-term family counseling. The CISVA Policy on Responding to Student Abuse and Neglect is found at: https://cisva.bc.ca/home/policy-manual/#tab-id-5, download Policy Number 405, Student Abuse/Neglect. The basis for our policies and procedures in the book entitled, *"Supporting our Students: A Guide for Independent School Personnel Responding to Child Abuse".*

2. Learning Resource Centre (Learning Assistance) - For students who are experiencing academic difficulties, the LRC provides the following: LAC blocks where assistance is given to students, collaborative work with subject teachers to modify or adapt a student's program, in-class support to students and teachers and out-of-class-assistance.

3. Campus Ministry - The Archbishop's Representative, the Chaplain, the Religion Department, Campus Minister and the Administration will assist students in dealing with concerns of a spiritual nature when desired or required. Under their guidance the following services are available: School Masses, Sacrament of Reconciliation, Prayer, Retreats (Grades 8-12), Lenten Fast (ThinkFast), Respect for Life Club, Social Justice Club, and several local and global Outreach Programs.

4. Health Services - Unfortunately, the school does not have a nurse on duty. It is the parent/guardian's responsibility to ensure that the student's general health is attended to through their family physician.

5. Library - The library is able to supply a wealth of information from books and other resources that are selected to meet curriculum needs. The STA library also provides an online database, Electric Library, which students can access on their computers at home. We are also pleased with our steadily growing collection of fiction which encourages reading throughout the grades. The library is available to students from 8:00 am until 4:00 pm. STA's Library Selection Policy follows the guidelines of the Philosophy of Education in Catholic Schools in the Province of British Columbia. A copy of the Library Selection Policy is available in the school library.

SECTION D: ACADEMIC POLICIES AND EXPECTATIONS

1. Philosophy of Assessment and Evaluation - At STA we have established specific beliefs about assessment and evaluation of students' progress.

- Evaluation incorporates the assessment of both the process and the product, and involves a variety of assessment strategies and techniques.
- The ultimate aim of the assessment and evaluation process is to teach the student to take responsibility for his or her own learning.
- Student participation in the evaluation process develops the attitudes, knowledge and skills necessary to become an independent learner.
- Performance criteria for assessment must always be developed and understood by the student and the teacher, with

frequent opportunities for discussion regarding what is to be learned and how it is to be assessed.

2. Assessment and Evaluation Criteria

Each student is evaluated with respect to the Learning Outcomes described in each course curriculum specified by the B.C. Ministry of Education or the Office of Religious Education. S.T.A. follows the B.C. Ministry of Education grading system which appears in the adjacent table. Students who have not yet completed a course and who have not yet attained the learning outcomes before the course is complete are given a standing of I.P. (In Progress).

Percent	Letter Grade	G.P.A.
86+	A	4
73-85	B	3
67-72	C+	2.5
60-66	C	2
50-59	C-	1
0-49	F	0

3. Honour Roll - St. Thomas Aquinas recognizes Honour Roll standing based on a minimum 82% average in all subjects and/or work habits of (E) Excellent or (G) Good in all subject areas. Students with an average of 92% or above attain "First Class Honour Roll' standing.

4. Course Selection in Grades 8 and 9 - Students are required to earn credit in English, Mathematics, Social Studies, Science, Religion, P.E., French, Applied Skills, Fine Arts and Health and Career Education in Grades 8 and 9.

5. The Graduation Program (Grades 10, 11 and 12)

Current Graduation Requirements can be found at:
https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/graduation-requirements

To fulfill these requirements each student normally takes eight courses in Grades 10 and 11 and seven courses in Grade 12. In addition to the Provincial requirements, STA requires that all students successfully complete **Religion 10, Religion 11 and Religion 12** in order to fulfill STA graduation requirements and to participate in school sponsored graduation activities. Only students who have **the possibility of achieving graduation status** may attend commencement exercises. An exception to this may be applied to non-graduating students who display excellent or good work habits in all subjects. The school has a well developed process for Grade 11 and 12 students to apply for a study block and/or a community service block.

6. Report Cards and Parent-Teacher-Student Interviews

Formal Student Progress Reports are provided three times per year (November, February and June), with scheduled Parent-Teacher-Student interviews to follow after the first two Report Cards.

Parents/guardians who wish an interview during these times are asked to register online at www.aquinas.org following the distribution of report cards. An April Interim Report is sent home for all Grade 12 students and those students obtaining 59% or below in each course. Progress Reports are also issued during the year at the discretion of the teacher or the request of a student, parent or administrator. However, as student evaluations take place on a consistent basis, teachers are able to discuss issues with parents as they arise. Parents/Guardians are reminded that teachers are available on an appointment basis throughout the school year to work with you to assist your child.

7. School and Provincial Assessments –School-wide exams and assessments are usually held twice a year (during the last week in January and in June). Each school department has a developed their own examination policy.

8. Homework Policy and Procedures

Characteristics of Effective Homework - When homework is assigned, however, it must be directly related to classroom instruction and prescribed learning outcomes (P.L.O's) and has the following characteristics:

- Homework is an engaging, meaningful and relevant learning activity that can be independently completed by the student
- Homework is purposefully planned to avoid student overload;
- Homework is clearly articulated by the teacher and understood by students;
- Homework is differentiated, as appropriate, to meet student learning needs;
- Homework is inclusive of meaningful and timely teacher feedback
- Homework is sensitive to scheduled holidays and days of significance.

Homework is not necessarily limited to pencil and paper tasks. It may include other tasks such as practicing, observing, rehearsing, interviewing, researching and studying, for example. STA does not require that homework be assigned daily in all areas. However, it would be extremely rare that a student does not have homework for a few days. No extra homework shall be assigned immediately before a holiday that is due immediately following holidays, significant faith days, or lengthier school breaks (December or March Break).

Types of Commonly Assigned Homework - The following types of homework may occur:

a) Completion Homework is any work assigned following instruction that is begun in class and completed at home. The intended outcome is to help students to keep up to date with the instructional program.

b) Practice Homework is any work that reviews and reinforces skills and concepts learned in class. The intended outcome is to help students to develop newly acquired skills and consolidate new concepts.

c) Preparation Homework is any work that prepares students for new learning or for upcoming summative assessments/evaluations. The intended outcome requires students to gather information or artifacts in preparation for learning or requires students to prepare for tests, presentations and performances, etc.

d) Extension/Projects/Major Assignments is any work that explores learning in new contexts or integrates/expands on classroom learning. The intended purpose is to encourage students to problem solve, think creatively and think critically.

Specific Procedures/Expectations

Grade 8 As a guideline, daily homework for all subjects shall be limited to **60 minutes <u>on average</u>**, in total per day. This time may vary for individual students depending on student pace of work.

Grade 9 and 10: As a guideline, homework shall be limited to **20 minutes <u>on average</u>** per day per course. This time may vary for individual students depending on student pace of work.

Grade 11 and 12: As a guideline, homework shall be limited to **30 minutes <u>on average</u>** per day per course. This may vary widely depending on course load and other factors.

Roles and Responsibilities

School staff, teachers, students, and family all have mutually supportive roles and responsibilities. Mutual support will have a positive impact on student success in the homework process. Homework is designed to encourage parent/guardian involvement, where appropriate, in supporting their children's learning but does not require additional teaching outside of the classroom. In instances of group work, sufficient time shall be provided within the instructional day(s) for students to meet the required learning outcomes. In some cases, students may require additional time beyond the instructional day to complete their <u>individual portion</u> of the group work.

1. Role of the Student Regarding Homework - Students have a responsibility to take advantage of practice and homework opportunities, since failure to practice may result in reduced skill levels when outcomes are assessed in the classroom. High school students should take increasing responsibility for completing their homework as they grow and mature. In most cases, school and home intervention should decrease and student ownership and responsibility should increase as students move from Grades 8 to 12.

2. Role of the Teacher Regarding Homework- Teachers have a responsibility to maximize instruction during school hours by using strategies such as differentiated assessment and instruction. When teachers design homework they will make every effort to differentiate assignments, so that homework continues to be engaging and meaningful to the student. Students will be given appropriate time in class to complete group work/projects to eliminate transportation issues for families. Recognizing that many high school students have jobs or are involved in other extracurricular activities teachers will make every effort to design homework to be meaningful and to reflect the students' realities. **A new homework intervention strategy will be implemented to deal with students not keeping up with their homework responsibilities.**

3. Role of the Parent(s)/Guardian(s) Regarding Homework - Parents are the primary educators of their children, and as such have important responsibilities regarding the personal and educational growth of their children. It is recognized that homework is one of the options parents have for inclusion in their child's personal and family time. Parents have a role to play by supporting and encouraging their child, especially in the early years. The following tips may help parents/guardians in supporting your child with homework:

- Set aside a specific time after school each day for your child to do homework.
- Supervise and take an interest in your child's education as they practice skills at home
- Be available to help your child without doing the work for him or her.
- Demonstrate interest in your child's learning by talking about his or her school day.
- Limit television and other "technology time", especially if your child is having difficulty completing school work. Do not let your child go to bed with a cellular telephone or other electronic communication device.
- Supervise, limit and monitor your child's internet and personal electronic device use.

- Parents who have concerns with homework expectations for their child are encouraged to contact their child's teacher.

Extended Absences and Homework – Teachers shall not be expected to provide detailed classroom work and homework assignments for students who are away for extended periods of time as a result of family or parent-initiated (unexcused) absences. Students on extended absences would be missing the necessary direct instruction and learning required to complete the classroom work and homework. For absences due to extended illness, parents / guardians may contact the Grade-Level Academic Advisor to discuss available options.

9. Student Agenda - Student agendas will not be distributed to students this year. Students may purchase agendas from the Learning Resource Centre (LRC) at a cost of $5.00 per agenda.

10. Correspondence/ Night School/ Directed Studies/Online Courses - From time to time students may take external courses that will count toward graduation**. It is important that students communicate with the appropriate Academic Counsellor to ensure appropriate course selection for the purposes of graduation.** It is the student's responsibility to provide the school with appropriate documentation on completion of the course. In almost all circumstances, the cost for these courses will be paid for by the student and their family. Core Courses required for graduation must be taken at STA if prior credit is not granted.

11. Summer School - There are three types of summer school courses: remedial, preview and secondary completion. STA does not offer courses in the summer. Not all courses may be offered or available in North Vancouver. Summer school courses are usually not available in Religion, P.E., Art, Music, or Applied Skills. Students who fail these courses will be required to repeat them the following year. Students are expected to pay for these courses. Any student who fails more than two courses may have difficulty in being scheduled the following year.

12. Extra Help - Extra help given by teachers is a privilege designed for students who, despite their hard work and consistent efforts, are experiencing difficulties in various subjects. Eligibility of students to attend extra help is solely at the discretion of the subject teacher and the administration. However, it is the responsibility of the student to make an appointment with the teacher for extra help and to be punctual. To be eligible for consideration, the student must: (1) Hand in homework as assigned, (2) Be attentive in class, (3) Be punctual and attend classes regularly, and (4) Be polite and respectful of teachers and fellow students.
It is also the responsibility of the student to inform the teacher if an appointment with the teacher cannot be kept and to reschedule the

appointment to a time that is convenient for the teacher. In the case of extended vacations, it is the student's responsibility to keep up with class work. Extra help may not be available upon return due to the varying commitments of the teachers. If a student does not cooperate and continues to have academic difficulties within the extra help sessions, the parent/guardian will be advised to seek assistance from an outside tutor.

13. Course Challenge Policy - Students may request to challenge a course if they meet the following conditions: (1) The student must inform the Academic Counsellor, and Teacher (if applicable) of their intent to challenge a course by the specified deadline, (2) Parental/Guardian consent must be obtained for the challenge, (3) The student must provide evidence that they have mastered the learning outcomes of the course by successfully completing (greater than 80% average) one or more comprehensive assignments and successfully completing (greater than 80% average) one or more comprehensive examinations. This may also include completion of a course challenge exam outside the school (for example, Language Challenge Examinations offered by the Delta School District), and (4) If a Graduation Program Examination is required, the student must pre-register for the exam through the school by the date published by the Ministry of Education. A school-based mark for the course must be submitted to the Ministry of Education before registering for the exam. This is typically at least one month before the exam is to be written.

14. Grade 12 Graduation Program Examinations Scholarship
This program is currently under review and revision at the BC Ministry of Education.

15.St. Thomas Aquinas Graduation Bursaries/Scholarships/Awards
The S.T.A. Graduation Awards Committee administers several awards each year. Academic course load will be taken into consideration for some of these awards. Several awards and scholarships are offered to our Graduates from outside the community as well. We are grateful for the support offered by these groups.

16. Graduation Events - Mindful of the significance of graduation and aware of the different functions involved the STA Regional Education Committee sets forth this policy relating to official school graduation events: (1) Graduation Mass, (2) Commencement Exercises, (3) Graduation Dinner/Dance, and (4) Dry After-Grad (organized and staffed by parents).

Neither the REC nor the school is in any way responsible for any other functions, events or activities that are held in conjunction with graduation by any student(s), family, families or any other persons.

The final date chosen for the graduation dance shall be submitted to the Education Committee by the appointed moderator(s) for approval. The Principal and appointed moderator(s) shall meet in September with the entire Grade 12 class to read the completed policy on graduation activities. By mid October each year the Principal, together with the moderator, will meet with the parents/guardians of the graduating class and read the same, as well as discuss graduation events and the proposed calendar of activities.

The duties of the moderator(s) shall be determined by the Principal and shall include the following: (1) The moderator shall convene the graduation class within one week of the resumption of school in September each year for the class to elect a graduation committee, (2) The moderator shall explain the duties and responsibilities of the graduation committee to the graduating class before the election of the committee.

SECTION E: EXTRA-CURRICULAR ACTIVITIES

1. Philosophy - STA believes that a balanced extra-curricular program is an integral part of the total secondary school education and has as its purpose to provide educational experiences not otherwise in the curriculum. These activities should adhere to Christian values. Participation in these activities will not only help students develop specific skills but will help students develop the important attributes of commitment, responsibility, respect, self-discipline, loyalty, leadership, tolerance and friendship.

2. Eligibility - Participation in extracurricular activities is a privilege. In order to be eligible, students must consistently uphold all school policies and make every effort to achieve a satisfactory academic standing. Any family that owes monies to St. Thomas Aquinas Regional Secondary School will not be permitted to register their child(ren) for any extracurricular activities or classes that require additional cost, including but not limited to, Band Trips, Social Justice Trips, Language Trips, Outdoor Club, etc until a payment plan for all past due amounts and future school fee's for the current school year has been approved by the Regional Education Committee.

3. Student Academic Responsibility - When students are absent from school because of extra-curricular activities, they are responsible for all class work assigned or taught during their absence. Students will be required to complete early dismissal forms when they are required to miss class due to participation in an extracurricular activity.

4. Approved Extra-Curricular Activities - A list of approved extra-

curricular activities will be provided each year and will be found on the school website. An Athletic Program Handbook is available each year and can be found on the school website.

SECTION F: GENERAL SCHOOL POLICIES AND PRACTICES

1. Hours - Please see the school timetable at the end of this handbook.
Students: Tuesday–Friday 8:30 AM – 3:00 PM (9:15 AM late start on Monday)
Office Hours: 8:00 AM – 4:00 PM

2. Visitors - All visitors are asked to report to the school office upon arrival at the school. All visitors are required to wear a visitor tag identifying them as an approved visitor. Student visitors are not permitted on school property during the course of the day. Students who have been asked to leave STA for disciplinary reasons are not permitted on the school grounds at any time. Students are responsible for ensuring that their friends follow this expectation.

3. Communication - Effective communication between home and school is an important aspect of ensuring that we partner together in the education of your child. In a Catholic school, parents/guardians, students, teachers and support staff form an integral part of the Christian school community. These groups must work closely together in the formation of children. To this end, parents/guardians are expected to be familiar with, accept and support the philosophy and policies of the school. Parents/Guardians indicate this by thoroughly reading and signing the **`Statement of Commitment'**.
Good communication between the home and school is enhanced by the following: Daily Announcements, STA Web Page and links, Calendar, Student Progress Reports, Monthly Regional Education Committee Meetings and AGM, Monthly Parent Association Meetings, Grade 8 Parents Meet the Teacher Night, Graduation Information Meetings for Parents, Parent/Teacher Interviews, Course Selection Evenings, New Parent Evening, informal meetings as needed.

The school encourages parents/guardians to make appointments with staff and administration whenever deemed necessary. **In general, the best way to address a concern or question is directly with the person involved.**

(a) Procedure for Addressing Concerns - If concerns arise with respect to a child's education, the following procedures should be followed in order to achieve a satisfactory resolution. In matters regarding **academic instruction**, please contact the teacher involved and arrange a time to discuss your concern. Should the matter remain

unsolved, the Grade-Level Academic Advisor, Principal or Vice-Principal may be contacted. In the **area of discipline**, please contact the teacher involved and arrange to discuss the concern outside school hours. Should the matter remain unresolved, the Principal and/or Vice-Principal may be contacted. In matters relating to non-teaching personnel, please contact the Principal or Chairperson of the Education Committee. Should a confidential matter arise, please contact the Principal. Other matters should be referred to the Education Committee. Should any area of school policy be unclear, please contact the Policy Chairperson of the Education Committee, or send a letter c/o St. Thomas Aquinas High School. If your concern is a major concern, the school follows the CISVA major complaints policy that can be found at: https://cisva.bc.ca/home/policy-manual/#tab-id-4, download Policy Number 302 Major Complaints.

(b) Major Complaints Policy, Procedures and Appeal Procedures
From time to time major issues can arise where the concerned parties differ in their perspectives. In these cases both concerned parties are expected to work toward a resolution of the issue in a Christian manner respecting each other's point of view. To facilitate an amicable resolution to issues of conflict, the concerned parties will abide by the CISVA Policy 302 that is also found at: https://cisva.bc.ca/home/policy-manual/#tab-id-4, download Policy Number 302 Major Complaints. This policy is reprinted below.

Within the CISVA all complaints must be dealt with in a timely manner. Each member of the community is expected to follow the appropriate complaint procedure as described below. All parties involved must maintain confidentiality with respect to all aspects of this procedure.

Procedure for complaints/concerns
1. The issue must be dealt with first by the persons directly involved.

2. If the issue cannot be resolved the matter must be brought to the attention of the Principal of the school.

3. The Principal will clarify the issue of disagreement and document all matters pertaining to the issue and its resolution.

4. Determine what policy/policies of the school or CISVA can be applied to resolve the issue. If necessary, advisers might include the Archbishop's Representative Chairperson and a representative from the Superintendent's Office etc., to help provide a resolution to the issue.

5. The Principal having made a judgment to resolve the issue shall promptly notify both parties of the resolution in writing. In this written notification, the parties must be informed of the available appeal procedures.

6. If the Principal's resolution is not accepted, the matter may be appealed to the Education Committee. The appeal must be submitted in writing no more than seven days after the Principal's decision has been received.

7. Upon receiving the complaint, the Education Committee will form a subcommittee with authority to make a decision regarding the appeal. This committee must always include the school's Pastor/Archbishop Representative. The subcommittee will study the documentation and then call a meeting to hear presentations from the complainant and the Principal. Both parties will be in attendance and be given the opportunity to respond. ***The decision of the principal will be overturned only if school or CISVA policy was not followed.***

8. After this, the subcommittee shall, in camera, present its *decision* to the Education Committee. The Education Committee will ratify the decision and take the steps necessary to implement the decision. If the resolution requires disciplinary action, the Education Committee must consult with the Superintendent before implementing the recommended action. The Education Committee may reject the sub-committees decision only if there is a serious flaw in the procedures of the appeal process. At that time, the Superintendent must be notified and a decision will be delayed until the Education Committee receives direction from the Board of Directors**.**

9. The Education Committee shall notify the appellant, and the principal, of its decision within seven days of the meeting. The decision shall be communicated in written form.

10. When the complaint is about the Principal, the process should start at #1. However, if there is no resolution at the end of this, the process should skip to #6 and following.

11. The Board of Directors may consider an appeal of the Education Committee's decision for reasons that the Board considers valid and appropriate. The Board of Directors reserves the right to resolve the issue through investigation or through the formation of an appeal committee. The appellant must prepare a written submission to the Board detailing the reasons. This submission must be delivered to the Superintendent's Office no later than fourteen days after the Education Committee's decision. ***The decision of the Education Committee will be overturned only if school or CISVA policy was not followed.***

12. If the decision of the Board of Directors is not acceptable, the appellant may request an Independent School Ombudsperson to review the appeal. The names and contact information of the current

Independent School Ombudspersons shall be obtained from the Superintendent of the CISVA.

13. The procedure and scope of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.

14. The outcome of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.

15. The Board of Directors will communicate its final decision to all parties involved.

16. Requests for extensions of the timelines mentioned in the policy, will, for valid reasons, ordinarily be approved.

(c) Personal Information Privacy Act (PIPA)- Provincial Legislation requires St. Thomas Aquinas to adhere to the *Personal Information Privacy Act* (PIPA) For more information regarding the PIPA please refer to: Personal Information Protection Act (gov.bc.ca)

4. Attendance

(a) General - **If a student is absent from school, a parent/guardian must call the office (604-987-4431) before 9:00 am to explain the nature of the absence. A note written by the parent/guardian must be presented to the office upon return to school. This is important for government audit purposes. If a student is absent for medical reasons, the note needs to specify this, i.e. sick, doctor, dentist, orthodontist, etc.**

Students are responsible for making up work that was missed due to absence. They must consult with their teachers within 24 hours to arrange make up tests, quizzes or assignments. Parents/guardians are encouraged to schedule medical and dental appointments outside school time except in an emergency.

Vacation or time off school for non-medical reasons, particularly just prior to the official end of school year in June, may not be taken without one month's notice and approval from the Principal. No **special arrangements for the early writing of final examinations will be made.** If any government income is lost, the family will be charged accordingly. Students are responsible for missed work. Please refer to the *Extra Help Policy* and *Financial Policy*.

Students in Grade 8, 9 and 10 may not leave the school grounds at any time during the school day. If they wish to go home for lunch, they must bring a note signed by the parent/guardian. Permission will be issued for that day only. The student must come to the office and sign out and sign

in upon their return. Students obliged to leave the school before 3:00 pm must present an explanatory note, signed by the parent/guardian, to the office before 8:30 am. They must inform each subject teacher of their absence before they leave. Also, they must sign out at the office and sign in if returning before the end of the school day.

Should the school be closed due to a severe snowstorm or other emergency it will be posted on our website and broadcast on Radio CKNW 980 AM on the morning of the closure. A recorded message will also be available at 604-987-4431. If it snows, assume the school will be OPEN.

(b) Truancy and Tardiness (Revised Sept. 2010) **-** Truancy is defined as unexcused absence from school, either for an entire day or any part of the school day without the knowledge and consent of parent/guardian and the proper school authorities. Tardiness is defined as the arrival in the first class of the day after 8:30 a.m. or arriving in class after the class is scheduled to begin.

Late for the first class of the day: Parent/guardian should call the school before 8:25 am to explain the reason for the tardiness. Students who arrive late for school must report directly to the office and present an explanatory note from their parent/guardian. Students late for class (between classes or after lunch) will be sent to the office by the teacher. Students who are tardy (late) will serve an immediate detention at lunch the day of their tardiness. If the tardiness is after lunch, they will serve a lunch detention the next day. The consequences for truancy or repeated tardiness includes but is not limited to: making up extra time, lunch time detentions, suspension or expulsion.

(c) Test (Major In-Class Assessment) Policy - Students and parents need to be aware that an absence on an assessment day should be avoided whenever possible. When advanced notice is possible for an unavoidable absence, the student must notify the teacher before the absence. Students are accountable for missed tests/major assessments upon their return to class. When an unforeseen and excused absence occurs on an assessment day, students must bring a signed note from a parent specifically excusing the absence from the test with a valid reason clearly stated. A mark of “0” may be entered into the student’s marks until the note has been received. Students who miss an assessment, for less than appropriate reasons on a day in which they are in attendance will be accountable for completion of the missed assessment on the same day. A student who does not fulfill their responsibilities regarding missed tests may face a mark of “0” on that assessment. Any decision to give a student “0” on an assessment must be prefaced by a meeting between the teacher and administration.

(d) Accidents & Illness - All accidents occurring in school or on school grounds must be reported at once to the office. No student is to leave the school because of an illness or accident without notifying the office. A student may be permitted to leave the school upon notification of his/her parent/guardian. Since we do not have a school nurse on site, the school may have a seriously ill or injured student transported to hospital via BC ambulance service. The general health of the student, including immunization, is the parent/guardian responsibility. School Personnel cannot dispense any medication.

(e) Off-Campus Privileges - Students in Grades 8 – 10 are required to remain on campus from the time they arrive at school until the end of the school day. Students in Grades 11 and 12 are granted off-campus privileges during non-instructional times. While off campus, they are subject to all school rules and policies and are expected to conduct themselves in a manner consistent with Christian values. These privileges can be revoked at any time by school administration for academic or disciplinary reasons. Violation of Off-Campus privileges will result in disciplinary action.

5. Field Trips and Student Activities

(a) General - STA recognizes that off-site experiences outside the school classroom are effective learning experiences that enrich the spiritual, intellectual, social, emotional and physical development of students. The school requires that all activities out of the school site be selected, planned, organized and conducted to enhance the development of students and to ensure the safety and security of all participants. Field Trips are to be developed, managed and evaluated with this purpose in mind. When conducted under the name of the school or any class or organization thereof, student activities will be under the general supervision of school authorities and subject to CISVA and school policies/procedures. The C.I.S.V.A. Fieldtrip Policy is found at: https://cisva.bc.ca/home/policy-manual/#tab-id-5, download Policy Number 409 Field Trip/Off-Site Experiences.

Prior to authorizing field trips and off-site experiences, the principal or his/her delegate will make staff aware of all relevant policies and procedures. A completed written off-site proposal experience form is required for each field trip and should provide: field trip goals and objectives, relationship to the curriculum and/or school mission, vision, philosophy a description of how the trip is appropriate for students of the proposed age/grade and level of preparation, a statement of potential risks to participants, and various other information such as pupil/adult ratio required by the school. Sufficient direction and guidance must be provided for all trips to ensure each trip is well planned with safety in mind. All off-site proposal experience forms used meet or exceed the standard of safety and preparation as identified by the *YouthSafe Outdoors* resource manual. All Field Trips deemed to be “High-Risk”

according to *YouthSafe Outdoors* guidelines require principal and REC approval.

(b) School Activities and Field Trips of Less than 24 Hours - The principal or his/her designate must give prior authorization to these activities by signing the appropriate forms designed for this purpose. No REC approval is required.

(c) School Activities and Field Trips of More Than 24 Hours - The sponsor must present a written, detailed plan of the proposed activity/field trip, including required funding from the school's operating budget and/or fundraising plans, to the Principal and REC for approval in principle three months prior to the activity. The request must include travel plans, fundraising plans, financial commitments, contingency plans for emergencies, actions and medical emergencies, etc. For Field-Trips out of the country the request must also include contingency plans for all emergencies, including those caused by political unrest, medical emergencies, and student disciplinary action. All necessary documentation (passports, visas, etc.) must be applied for as soon as approval is given. Each member of the party must have adequate medical coverage for the country/countries to be visited. Student trips should not be planned to countries or regions of countries where there is a possibility of an outbreak of violence. Families applying for all activities and trips must be up to date in their financial obligations to STA before eligibility for participation can be approved. If tuition assistance is being provided by a parish or STA, approval must be obtained from the assisting entity (parish or Regional Education Committee) for the student to apply for the activity or trip.

(d) Considerations Regarding Accessibility
The following considerations apply to the accessibility of students for off-site experiences: the suitability of the activity to the students (ie: age appropriateness, fitness level, skill level), the "voluntary" nature of field-trip participation, the provision of equal opportunity for all students., the cost per student, the provision of meaningful alternative activities for non-participating students

(e) Parent/Guardian Consent and Acknowledgement of Risk Forms
Teachers/Trip Leaders planning an off-site trip are required to provide parents/guardians sufficient information about the trip to make an informed decision about its appropriateness and safety for their child. Teachers/Trip Leaders will inform parents/guardians and students in writing of the details of the proposed activity. A thorough and detailed written explanation of potential risks and hazards will be outlined and students will be required to have written parental authorization (informed consent from) to participate.

(f) Supervision - All supervisors must act "in loco parentis" (in place of parent), making wise and judicious decisions that are in the best interest of the students. When more than one supervisor is on an excursion, one teacher will be designated as "Head Teacher". The Head Teacher's responsibilities are defined as per CISVA policy. Field trips should, whenever possible, have a minimum of one adult supervisor for each 15 students. A higher *supervisor/student* ratio may be required depending on the nature of the trip and the age of the students. An adult supervisor is defined as per CISVA policy. All supervisors are subject to policies, guidelines, and procedures of the CISVA Board of Directors and the school, and the statutes of B.C. and Canada during the time the supervisor is responsible for students. This includes the time from departure to return of extended field trips.

(g) Transportation - In all situations where student transportation is required, transportation provided by the school or by parent volunteer drivers is the preferred means of transportation. All bus travel must comply with Provincial and local regulations. The school's insurance policy applies to all parents and staff driving students to and from school sanctioned activities. This insurance does not apply to student drivers. Students may not drive other students on any school fieldtrips or school-related activity.

Parent volunteer drivers must have a minimum of $2,000,000 liability coverage.

6. School Dances - Dances will be sponsored by the Student Council. Tickets must be presented in order to gain entrance to the dance. These will be made available to students prior to the event. Students must enter the school on arrival and will not be allowed to loiter in the parking lot. Students will not be readmitted and must leave the school grounds. All guests must be approved by Staff and Student Council. Students are to provide guest names one (1) week prior to the dance. All guests will be expected to follow school rules and regulations including dress code. Students will be responsible for their guests' behaviour. Students are expected to dress modestly and in good taste and in keeping with the theme of the evening. The school has a dress code for dances and code of conduct that is distributed to students before every dance.

7. Emergencies: Fire & Earthquake - In the event of emergency, students are expected to follow the direction of the teachers. Students will be evacuated from the building according to the Ministry of Education guidelines and attendance will be taken. Drills will be conducted on a regular basis.

8. Fundraising - The S.T.A. Walkathon and Craft Fair are our annual major fundraisers. All students are expected to participate in both events. Other fundraisers (bake sales, car washes, etc.) may be conducted throughout the year. All fundraising activities must have the approval of the Administration. Students are expected to support these efforts.

9. Sanctity of Life - Given that we are a community of students, teachers and parents who believe in the sanctity of human life from conception onwards, we oppose the destruction of life through abortion or euthanasia. Any student who becomes pregnant will be supported.

SECTION G: EXPECTATIONS FOR STUDENT BEHAVIOUR

1. General – We believe in affirming students for their good work and positive behaviour. Discipline at St. Thomas Aquinas Regional Secondary School is meant to develop an atmosphere of respect throughout our community with a goal towards self-discipline. We encourage students to be accountable for their own actions. High behaviour standards are expected in class, in all areas of the school and in all areas representing the school. Students represent the school at all times, whether school is in session or not, and therefore are expected to behave in a manner consistent with Christian values. Students not adhering to acceptable levels of conduct are subject to school disciplinary action.

We attempt to state guidelines for student behaviour clearly and positively throughout all aspects of school life. It is not our aim to develop regimented obedience but rather to encourage an understanding and acceptance of appropriate social behaviour. Our long term goal is to equip each student with the attitudes and skills needed for self control, social competence and empathy with others, along with leadership opportunities, self confidence and developing a positive self-image. Our objective is to maintain an atmosphere conducive to the safe and effective operation of a Catholic school community as well as to encourage the growth of self discipline in each student. The pursuit of appropriate conduct is a shared responsibility among students, parents/guardians, and the school.

The school attempts to follow natural and logical and fair consequences to help students learn from their errors in judgment. The following standards reflect the expectations of the school community. By signing the Statement of Commitment, students and parent/guardians acknowledge that they have read and understand the school rules and the consequences of any misconduct. The school has the definitive authority to investigate infractions and determine consequences for students who refuse to comply with the school policies and regulations.

Disciplinary action may be imposed on any student who is in the company of a student who commits serious or grave acts of misconduct.

2. Student Responsibilities - All members of our school community have responsibilities. Taking care of our own responsibilities is a sign of mutual respect. Responsibilities include where we should be, respecting school property, how we should act and dress, and what we should do if we make a mistake.

a) Where We Should Be/School Areas

Hallways and Lockers – All students should make room for people to move in the hallways and be responsible by keeping a neat locker. If a student makes a mess, they should please clean up after themselves. Students are not permitted to run in the hallways. No "horseplay" is permitted in the hallways. Students should not be in the hallways during class time.

Cafeteria – Students must display proper behaviour while eating. Each student is expected to do his/her part to keep our school clean and free of trash and debris.

Prayer Tables/ Chapel – Students are to respect prayer tables and sacred symbols throughout the school. The school chapel, located in the Convent, is open during school hours. Students are encouraged to visit the Blessed Sacrament on their own time.

Change Rooms - No valuables should be kept in change rooms. The school will not be responsible for any lost or stolen items.

Evenings, Weekends & School Closures - After school, on weekends and during school closures, students are not permitted into the school building except under staff supervision.

Gymnasium - The school gymnasium serves many functions and students are required to act in accordance with the type of function e.g. sport events, Masses and assemblies. No food or drink is permitted in the gymnasium during regular school hours. Students may not use the gym unless there is a teacher supervising. Students must be courteous and respectful to other spectators, players, officials and coaches both at S.T.A. and while at school sponsored events at other schools.

Classrooms – No students may take any item from a teacher's desk without permission. Students are to avoid being near or sitting at Teacher desks at any time without the teacher's direct consent and presence. **No eating or drinking (other than water) in classrooms is permitted.**

Library - The Library is a teaching and resource centre. Students are expected to work quietly and independently in all areas of the Library. The Library staff is available to assist students with their class work and assignments.

Staff Room - The Staff Room is an area for teachers and is off limits to any student at any time. Students are asked to please respect teacher's privacy, especially during lunch when teachers are eating.

School Office - Students are not allowed in the office areas at any time. The school office and office staff will not accept forgotten lunches or students' personal items of clothing, or gifts and cards for students. Students may not drop off books, projects or assignments for teachers at the office. The office will contact a student only in an emergency. A courtesy telephone is available in the office for student use.

Weight Room - Students are permitted to use the Weight Room only under teacher supervision. Students misusing the weight room will be denied Weight Room privileges.

b) Respecting School and Personal Property

School Equipment and Photocopier - All school equipment should be used only under staff supervision. Students are not allowed in the photocopy room unless approved and trained.

Lockers - Lockers must be treated with respect and should not be marked or damaged in any way. Lockers must be kept locked with a combination lock purchased from the office. This lock must have the serial number and combination registered with the office in case it should be necessary to open the locker during the student's absence. Students must not reveal their locker combination to other students. Students who leave their lockers unlocked may have the contents removed by a member of the administration and may lose locker privileges. Lockers are for the storage of books and daily apparel and should be cleaned out on a regular basis. A student who abuses a locker will lose locker privileges and will be charged for any damage. The administration has the authority to search lockers. As well, random locker checks will be conducted. Large sums of money or valuables should not be brought to school and/or stored in lockers.

School Computers - Computer use is limited to those students who have submitted a signed (by student and parent/guardian) *Internet Acceptable Use Contract* (Section J). Students may use the computers in the labs in rooms 106C, 402 and 403 under teacher supervision only. Students may use the computers in the library during library hours only. Due to the sensitivity of electrical components, neither food nor drink will be allowed in any of the computer rooms.

Textbooks and Library Books - Textbooks and library books are the property of the school and are on loan to students. Teachers keep a record of all textbooks issued to students. At the time of issue, a note of the condition of the book is recorded. At the time of collection of text books the issuing teacher will assess any damage and levy a fine if necessary. Students must return their textbooks and library books before final examinations are written. In the case of lost or damaged textbooks and library books, the replacement cost or repair cost must be paid before the final report card is issued.

Lost and Found - Items of clothing will be stored in the Lost and Found Box until the end of each month. Items that are not claimed will be given to charity.

Valuables - Students are asked not to bring large sums of money or valuables to school. The school does not accept responsibility for lost or stolen property.

Personal Electronic Devices (Cell Phones, Digital Cameras, MP3 Players, ipod,s Laptops, Netbooks, ipads, etc) (**Revised July 2012)**
The CISVA Policy for PED's is found at: https://cisva.bc.ca/home/policy-manual/#tab-id-5, download Policy Number 430 Personal Electronic Devices. Personal Electronic Devices (PED's) have the potential for positive communication and enhanced student learning. Along with these benefits come associated risks and concerns. At STA, PED's must only be used to enhance safety and as a tool to promote student learning and achievement. PED's are limited to authorized educational uses only. Some prohibited uses of PEDs include: academic dishonesty (cheating), interference or disruption of the teaching-learning environment, violations of a person's reasonable expectation of privacy, compromising personal and/or school safety and any other illegal and/or unethical activities. Failure to comply with this policy may result in the confiscation of the PED and/or disciplinary action. The school assumes no responsibility for the loss, recovery, repair or replacement for any PED brought onto school property. When unauthorized for use, PEDs are to be kept out-of-sight, turned off and not used within school premises or during school-sanctioned events. Currently, unauthorized use is defined as within the classroom unless authorized by the teacher, at assemblies, any school gathering, prayer and Masses. This is subject to change during the school year. The

school has the authority to confiscate electronic devices. Violation will result in confiscation of the item. For a first offense the item will be returned to the student. The second time it will be returned to parent/guardian. Further violations will result in confiscation of the item until the end of June.

Bring Your Own Device – BYOD Policy

- Saint Thomas Aquinas Regional Secondary School is proud to offer a technology rich environment for the support of learning and teaching.
- This has never been more evident with the current virtual teaching due to the COVID Pandemic. Individual keyboards will reduce the potential of transmission of germs.
- To facilitate this environment, the school has a required Bring Your Own Keyboard Device (BYOD) policy for its students. This ensures that all students are able to participate equally in technology-enabled educational activities, both at the school and at home.
- The WiFi capabilities at Saint Thomas Aquinas Regional Secondary School are second to none. The school's network supports all operating system platforms. The only requirement is that the device have a full keyboard (and an internet connection.
- Specialized software is not used, and all services are delivered to students using web applications through an internet browser such as Google Chrome.
- A $300-500 computer will meet the students' needs in the same way a $2000+ computer will.
- A strength of the school's BYOD policy is that it gives students and parents the flexibility to buy the devices that they feel best meet their needs (e.g., larger screen versus a more portable device).
- In the case of a family not being able to afford a portable device, the school has several used ChromeBook computers for sale.
- A cellphone will not be permitted to be used as a portable device

c) How We Should Act/ Student Code of Conduct

In order to create an atmosphere conducive to the development of our Christian community, the following is expected of St. Thomas Aquinas Secondary School students:

- to be on time and prepared for all classes;
- to willingly participate in all class and religious activities including retreats;
- to complete assignments on time;
- to ask permission to leave the classroom for any reason;
- to be polite and courteous at all times to all school personnel, fellow students and visitors;
- to support and participate in school activities;

- to adhere to the school uniform code;
- to follow established guidelines as expected of a S.T.A. student on any school trip or function;
- to use language appropriate to a Christian community;
- to care for textbooks and equipment;
- to show respect for our physical environment;
- to show respect for the neighbours and neighbourhood;
- to respect the personal property of others.

3. Dress Code

a) Philosophy of Personal Appearance - A student's personal appearance presents an image of our school to the community, and has an impact on his/her attitude as well as behaviour, and thus the learning process. Respect for both the individual and school is manifested by an attitude of `dressing up' for school. Students are to dress with a sense of decorum befitting an academic environment. The dress code is based on modesty, neatness, cleanliness, good taste and safety. Parents/guardians are requested to put their child's name on all uniform items and other possessions.

b) Uniform (General Regulations) - Students are expected to arrive and depart from school in full uniform, unless specific permission is given not to wear the uniform (e.g. S.T.A. extra-curricular activities). Students out of uniform must submit an explanatory note from their parent/guardian to the office before the first period. Uniform Slips will be issued for one day only. Students who do not have a parental note may be sent home to change and must report to the office upon their return. Any class time missed will be made up after school. At no time will body piercing or tattoos and coloured or patterned T-shirts under S.T.A. shirt or blouse be tolerated at school and/or at school sponsored events throughout the calendar year (12 months). The administration reserves the right to confiscate any article of clothing contrary to the dress code. School sweaters are to be worn at special events such as Masses at the discretion of school administration. If dress code violations are frequent, the student may be asked to withdraw from the school.

c) School Uniform (Specifics) -

Male Students

- Red S.T.A. Sweater (Grade 12 - black)
- Grey Slacks and Grey Socks (Grade 12 – black socks)
- White S.T.A. Shirt (Short or Long Sleeves) - Plain white undershirts only
- Black STA Tie (only permissible option)
- Black Leather Dress Shoes - No boots

Female Students

- Red S.T.A. Sweater (Grade 12 - black)
- Plaid Kilt (Length - no more than 3" above the knee) **or** Grey Slacks and Grey Socks (Grade 12 – black socks)
- White S.T.A. Blouse (Short or Long Sleeve) - Plain white undershirts only
- Grey Knee Socks or Tights - (Grade 12 - black)
- Black Leather Dress Shoes - No ankle boots or sandals. Heels may be no higher than 1".

Hair and Jewelry Exaggerated haircuts and hair dyed to unnatural colors is unacceptable. Jewelry should be consistent with the Philosophy of Personal Appearance

d) Gym Uniform - Girls and Boys - All students are required to wear regulation gym strip: black S.T.A. shorts, Grey S.T.A. T-shirt, white athletic socks, running shoes. Outerwear consists of black P.E. (Physical Education) S.T.A. sweat pants, grey P.E. sweatshirt, or S.T.A. Team sweatshirts and/or pants in any school colors of grey, red or black.

e) Spirit Days (non-dress code days)
On Spirit days which are held periodically, students are expected to dress modestly and in good taste, according to the theme set for the day. The school administration reserves the right to send home students who are not dressed appropriately.

4. Student Misconduct - When students make errors in judgment we expect students to take responsibility for their actions. The consequences for lying will, in most cases, be much more serious than for the misconduct itself. Below is a non-exhaustive list of some common errors. These are defined as either misconduct or a serious misconduct.

Misconduct
a) Gum - The chewing of gum is prohibited on the school premises and around the school property.

b) Loitering in Areas Adjacent to the School - In the interest of good public relations with our neighbours and the community, students are not to congregate on any private property adjacent to the school, before and after school, at recess or at lunchtime. It is objectionable to the neighbours if groups of students loiter in private gardens and on walkways to homes. The Chevron gas station has requested that students not loiter on their property.

c) Smoking/Vaping Students may not smoke/vape in any form or at any time on the school grounds or in the areas in the vicinity of the school. This includes possession of smoking paraphernalia of any kind (eg, vaporizers, cigarettes, etc.) This applies to all school sanctioned events. Any student who violates the above is subject to disciplinary action.

d) Uniform Infractions - Repeat uniform infractions are documented and parents/guardians are contacted. Students accumulating more than three (3) uniform infraction notices will be sent home or will be required to serve a one-day suspension. Persistent uniform infractions will result in progressive disciplinary action and are then classified as a serious misconduct.

e) Relationships - It is only natural in a co-educational school for relationships to develop between the sexes. While the feelings of others must be respected, excessive displays of affection between students is not acceptable.

f) Tardiness - see page 22. Repeated tardiness will result in progressive disciplinary action and is then classified as a serious misconduct.

Serious Misconduct - Consequences for serious misconduct range from suspension to immediate expulsion. The police will be involved if laws have been violated. Any student participating in any activities of an illegal nature will be subject to school discipline and/or police intervention. This applies to activities involving students outside of regular class time.

a) Lack of Respect – Respect is the cornerstone of how we conduct ourselves in a Christian community. Students are to avoid any physical message, gesture or words that are rude, hostile or violent. Any student who shows a lack of respect for authority and/or demonstrates defiant or uncooperative behaviour is subject to disciplinary action.

b) Alcohol and Drugs - Any student found to be under the influence of alcohol or drugs; in possession of associated paraphernalia or in the possession of alcohol or drugs while at school or near school property will be suspended. This policy also applies to all school sponsored events and functions including all fieldtrips, trips, extra-curricular events, etc. The parents/guardians will be notified immediately and the student may face expulsion. Any student found to be dealing or providing drugs will be immediately expelled.

c) Arson - Any student deliberately setting a fire, no matter how small, is subject to extended suspension or expulsion.

d) Bullying - Bullying is defined as behaviour that creates fear of physical, psychological, and/or emotional harm in any individual or group of individuals in the school community or actually causes such harm. Consequences for such behaviour may include one or more of the following: formal apology to the victim, mandatory counseling and/or psychological assessment, restitution to the victim, involvement of the police, suspension, expulsion and any other consequence as deemed necessary by the school principal in order to maintain a safe, orderly and caring school environment. Repeated bullying will result in expulsion. Other aspects of bullying, such as violent behaviour, are covered by other school policies. The school has a well developed procedure (including documentation) for all incidents related to bullying. It is in line with Policy 408 - Harassment and Bullying Prevention

e) Harassment/Immoral Behaviour/ Inappropriate Language - Harassment (physical, verbal, sexual), inappropriate behaviour of an overt sexual nature, or physical violence are deemed as serious misconduct. No student will use crude, vulgar, hostile or violent language or gestures. The school also expects that all its employees, students, and volunteers will be free from harassment of any kind. Harassment is contrary both to Catholic values and to the law. It is also our strong conviction to refuse to tolerate any expression of racial or ethnic bias in any form by our students or staff. It is in line with Policy 408 - Harassment and Bullying Prevention

f) Physical Violence/Fighting - Fighting, bullying, shoving and hitting will not be tolerated and will result in disciplinary action. In most cases, any hostile physical interaction will result in at least a one-day suspension.

g) Misuse of Information Communications Technology Network - Any student misusing the Internet will be disciplined. Please refer to the *Internet Acceptable Use Policy* (Section J).

h) Theft of Ideas/ Academic Dishonesty - Honesty and trust are cornerstone virtues and Gospel values we strive to develop at our school. Students should take pride for their learning and the work that they do in school. Students are expected to respect and foster a culture of academic honesty. When a teacher assigns any type of assignment, the expectation is always that the student will be the author of the work submitted. Theft of ideas includes, but is not limited to: copying, non-existent or improper citation of another person's work, cheating(receiving and supplying unauthorized assistance, materials or other aides in any school work, assignment or test), internet copying and pasting, plagiarism, having another person doing the assignment, submitting previously graded work, getting assistance on school work

from others (such as a tutor or parent) in a manner that goes beyond reasonable limits or limits noted by the teacher, such that the authenticity of the student's work comes into question.

Each department will develop specific expectations of academic honesty that apply to their department that help to define for the student the parameters of academic honesty specific to that discipline. **All cases of academic dishonesty will be reported to the school administration where they will be recorded and tracked.** Students involved in an infraction of academic dishonesty will not be eligible for school-based awards for that year.

The **copying of homework** (either copying or letting your work be copied) will result in zero credit being given for the particular work involved. The student may be required to redo the work if possible or complete an alternative assignment (this may or may not be for credit). Additional consequences may be given by the teacher. Parents/guardians will be notified. Repeated copying will result in further consequences including suspension and possible expulsion.

More serious incidents of academic dishonesty will be dealt with by the school administration. These include, but are not limited to: using unauthorized materials during a quiz, test or exam, handing in an assignment that is not entirely the student's own work (without proper citation), submitting previously graded work, receiving "help" such that someone else is doing the work. In such cases, all students knowingly involved receive zero credit. If possible, all students involved will be asked to redo the work or complete an alternative assignment. In such cases, parents/guardians will be informed. All students involved will be placed on academic probation and may be suspended or not invited to attend the school the following year. Other consequences may also be given. Repeated or flagrant academic dishonesty will result in suspension and, in most cases, expulsion.

i) Pornography - Any student possessing, distributing and/or using pornographic material will be disciplined by school administration and will be suspended. The student may also be expelled. Repeated violations will result in expulsion. This includes all printed and electronic media.

j) Skipping Classes and Detentions - Students who are absent from classes without a written note from the parent/guardian, explaining the nature of the absence, are subject to disciplinary action. Students who fail to appear for school detentions without an acceptable reason will be suspended.

k) Theft and Vandalism/Illegal Acts - Any personal property brought into the school by a student may be subject to a search by administration. This includes, but is not limited to, backpacks and electronic devices. Any student who is caught stealing or is in possession of stolen property may face expulsion. Any student willfully damaging school property or other property,or partaking in any illegal act may face expulsion. Disciplinary action will also be imposed on students who implicitly or explicitly condone damage to school property. In addition to the disciplinary action taken, parent/guardian is expected to reimburse the school for the cost of damages.

l) Vehicles - Parking space on the school grounds is allotted to staff only. Students must use available street parking.

m) Weapons - No student, at any time or for any reason, is to have in his/her possession, locker, school bag, purse or vehicle, any type of weapon (as defined by the Criminal Code of Canada) whether in the school, on school property, at any school function (onsite or at any other facility). Breach of this policy will result in expulsion and Police intervention.

5. Consequences for Student Misconduct - In cases where students violate school expectations STA follows the principles of progressive discipline. In situations of grave misconduct the process may be modified. Below is a non-exhaustive list of possible consequences:

a) Verbal Warning - Verbal warnings may be given for minor infractions of school policy or regulations.

b) Written Warning - Written warnings may be issued (Discipline Notice) for infractions of school policy and/or regulations.

c) Detentions - Detentions are issued for minor infractions of school policy. A school detention must be served within 24 hours at the discretion of the administration. Students who fail to appear for school detention may be subject to suspension.

d) Disciplinary Contract - In the event of significant or repeat violations of school policies or regulations, a teacher may initiate a disciplinary contract and forward a copy to the office. Parent/guardian will be asked to read, sign and return the contract to the office. All disciplinary contracts will be retained in that student's file.

e) Behavioural Probation - Probation is imposed on students who have seriously violated school policy and/or regulations. Students who are placed on probation may not participate in any co-curricular school

activities or events on site or at another facility. They will attend classes and participate in all class work. If they repeat the violation or commit other serious infractions while on probation, they will have committed a grave misconduct subject to suspension or expulsion. Without improvement, it is likely that a student will not be entitled to register for the following school year. Probation is given only by the Principal. The school must contact the parent/guardian by phone and inform the parent/guardian of the impending probation within 24 hours. Prior to a student being placed on probation, the Principal or Vice-Principal must meet with the student's parent/guardian. A memorandum, signed by the Principal or his/her designate, is to be given to the parent/guardian clearly stating the reason for the Probation, the date and time of initial contact made by the school with the parent/guardian, the date and time of the meeting, and when the students probationary period is concluded. Probation is recorded by the school and kept on file. The Archbishop's Representative will be informed of all probations. Probation may not last longer than 3 months.

6. Suspensions and Expulsions - Students can negatively affect the school's learning environment and therefore the ability of all classmates to receive the education to which they are entitled. Both the quality of instruction and the learning process are dually maintained by making it clear to disruptors, through the use of suspensions, that unruly behavior will not be tolerated. Expulsion shall be used when the continued presence of the student at the school is either a threat to the staff and students or an impediment to either the quality of instruction or the learning process. STA's policies and practice with respect to Suspension and Expulsions is congruent with CISVA Policy 426 found at https://cisva.bc.ca/home/policy-manual/#tab-id-5, download Policy Number 426 Suspensions and Expulsions.

a) The following is a joint policy statement from Principals and Pastors of CISVA High Schools.

There will be no tolerance for serious infractions of school or CISVA policy. Any misconduct deemed serious will always result in disciplinary action and may result in suspension or expulsion from the school.

SUSPENSION

Students may be suspended if:

- The misconduct is serious, in and of itself; *and/or*
- The accumulation of minor misconducts warrants further disciplinary action.

Students to be reinstated following a suspension:

- Students must accept responsibility for their misconduct(s).
- Students must accept, and follow through with, consequences established by the school.
- Students must demonstrate firm purpose of amendment.
- Parents/guardians of students must accept and support the disciplinary decision(s) of the Administration.

EXPULSION

Students may be expelled if:

- The misconduct is deemed serious enough, in and of itself, to warrant direct expulsion; *and/or*
- Previous serious misconduct(s) warrant further disciplinary action; *and/or*
- Students do not accept responsibility for their misconduct(s); *and/or*
- Students' parents/guardians do not accept and support the disciplinary decision(s) of the Administration.

Students will always be expelled if:

- They do not accept, and follow through with, consequences established by the Administration; *and/or*
- Their actions place others in moral or physical danger.

Suspension is recognized as an effective tool to encourage and enforce self-discipline and appropriate behavior. Expulsion is used when the continued presence of the student at the school is either a threat to the staff and students or an impediment to either the quality of instruction or the learning process.

b) Procedures for Suspensions and Expulsions - In the normal operation of a school, instances may arise in which a student commits a serious infraction of school or CISVA policy. This serious infraction may lead to the student's being suspended or expelled from the school. When dealing with such matters, STA is required to act for the protection of all members of the school community. Any student who is flagrantly disrespectful to others, or acts in any way that would be considered a *serious misconduct* may be either suspended or expelled,

depending on the circumstances. Expulsion usually follows a suspension.

1. An expulsion is usually preceded by a suspension, during which the student is denied the privilege of attending school and all school-related activities. Suspension from school is considered to be a serious penalty for behaviour which, if continued, would ultimately result in an expulsion.

2. The Principal and/or Vice-Principal is required to investigate fully every serious infraction to the best of his/her ability and is required to maintain documentation that accurately records the incident and the investigation. This documentation would be used to support the school's decision to suspend and/or expel.

3. A **suspension** is decided upon by the Principal or Vice-Principal only after thorough investigation. The length of the suspension must fit the severity of the infraction. Suspension of 1 – 7 days is imposed by the Principal or Vice-Principal when a student has committed a serious misconduct or infraction of school policy or regulation. The student may not attend class, participate in any co-curricular activities of any kind, whether the event is held onsite or at another facility. A student placed on suspension is subject to probation upon his/her return to school.

No student shall be suspended for a period exceeding one school day without prior consultation between the Principal or Vice-Principal and the Pastor/Archbishop's Representative and/or the Chairperson of the Education Committee. A written notification of a suspension must be given to the parents or guardians. The letter must contain the school's expectations of the student if re-admission to the school is granted. For suspensions longer than 1 day, written notice will be issued clearly stating the reason for the suspension, date of incident, conditions for reinstatement and date of possible return to regular classes.

The suspended student will be normally placed on an "in house" suspension (student will be isolated from other students and cannot attend regular classes or participate in any extra curricular activities of any kind) until the parent/guardian is contacted. Prior to re-admission, the Principal or Vice-Principal will meet with the parent/guardian and student. If possible, this meeting should take place within two (2) school days of initial notification of the misconduct. The suspension and all information pertinent to the suspension will be recorded by the school and kept in the student's file. In certain circumstances an "in-house" suspension may be given.

4. If the Principal has determined that the incident is serious enough to warrant **expulsion**, the Principal must immediately consult the Pastor/Archbishop's Representative and the Education Committee

Chairperson. During this consultation period, the student will be suspended. After the consultation, the Principal will make his/her decision about the expulsion and inform the student's parents or guardians, either in person or by telephone.

5. Appropriate arrangements must be made for the student to leave the school. A written notification must be given to the parents or guardians within twenty-four hours of the expulsion.

6. Parents/Guardians may appeal a suspension or expulsion decision. Please see STA Major Complaints Policy on p. 18-19 and CISVA Policy 302.

c) Appeal Procedures - The appeal of an expulsion - When an appeal of an expulsion is brought to the REC, an appeal sub-committee will be appointed to hear the case. The decision to overturn the expulsion must be based on one or more of the following points:

1. Did the student commit the infraction he/she is accused of?
2. Is the infraction covered by policy and does the policy require or allow expulsion?
3. Is the policy being applied properly?
4. Has the school followed its own and Archdiocesan policy regarding the handling of the expulsion?
5. At the appeal the principal and the appellant will present their case addressing items #1-4 above in writing with any necessary documentation.

SECTION H: THE ROLE OF PARENTS/GUARDIANS

1. Parents' Association - The Parents' Association supports the school community consisting of the Administration, the Education Committee, teachers and students. It aims to foster a strong community spirit in parents/guardians by encouraging them to participate in school functions and activities. It serves also as a communication link between parents/guardians and the school. Coordinators meet monthly. Most activities and functions occur in the evening. The coordinators rely on the involvement of all parents/guardians to make these successful. Parent/guardian volunteers assist with fundraising events and a variety of social functions, sponsor education and informational programs, coordinate graduation functions and help whenever a need arises. Please contact the school if you are willing to become involved as a coordinator or helper.

2. Volunteer Opportunities - Opportunities for parents/guardians to volunteer their services include, but are not limited to coaching, sponsoring teams or clubs, assisting with supervision of events or

dances, assisting with Science Fair, Craft Fair, Walkathon, Graduation, Maintenance and other school events, . Parents/guardians with talents in these and other areas are encouraged to contact the school office. All volunteers who work directly with students in an unsupervised capacity must undergo a criminal record check.

3. Support of Attendance and Uniform Policies - This begins at home. Thanks for your support.

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4. Messages - Messages for students will be dealt with on an individual basis, depending upon the degree of urgency and confidentiality.

5. Parking and Traffic- All parking on school property is designated for staff only. Please do not drive into the school parking lots at busy times. Please follow all traffic regulations for students drop-off and pick-up.

7. Change of Address, Phone Number and email address - Correct student addresses, phone numbers and email addresses are crucial, both in everyday and emergency circumstances. Parents/guardians are requested to immediately inform, in writing, the school office of any changes in address, phone number or email address.

8. Parent Code of Conduct – The CISVA Board recognizes parents as the primary educators of their child and, therefore, important role models in the Mission of the Church shared by Catholic Schools. This is demonstrated by parents in proclaiming and building the Kingdom of God, promoting a faith community within the family and community at large, committing to excellence in Catholicity in all areas of a child's development, and supporting the development of Christian leaders, responsible citizens and life-long learners. **POLICY**: All CISVA schools will have a Parent Code of Conduct to inform the school community of expected conduct based on the principles of respect for rights and dignity of all persons in order to promote a safe and respectful environment within the school community. **PROCEDURE**: Parents are expected to (but not limited to): be examples of Catholic witness (those parents who are Catholic) by attending Sunday Mass (proclaiming and building the Kingdom of God; be supportive of the Mission of the Catholic church and supportive of the religious educational programs of the school; respect those in positions of rightful authority; respect the rights and dignity of all persons in the parish/school community at all times; refrain from participation in or promotion any behaviour that would threaten, intimidate, verbally assault (use of abusive language) or cause harm to any person; refrain from using any technology/media device to defame the character or cause harm to the character of a parish/school community member; show an active interest in their child's school work and progress as well as attend required meetings (Sacramental meeting, Human Growth and Development Meetings, student progress interviews/conferences etc.); ensure that their child

attends school regularly, is on time and prepared; work cooperatively with teachers in all areas of their child's school life including disciplinary issues. Work towards the common good of all children; be familiar with their school's codes of conduct and regulations (i.e. uniforms, internet use, traffic safety on school grounds etc.); take concerns to the appropriate person(s). Follow the complaints procedure as provided in the CISVA policy; avoid involvement in rumors and dissemination of rumors; build bridges of acceptance and understand among the different cultures represented in the school community.

The Pastor/Archbishop's Representative has the right and duty to provide for the spiritual welfare of the students and families within the parish and the school. They work towards this end with parental cooperation. The Principal in law has the discretionary right to prohibit or remove any person on school premises and property who is deemed to be an immediate threat (in deed or word) to the safety of students and/or any other member of the school community. The Principal will inform the Education Committee, Pastor and Superintendent's Office when such action is taken.

The Education Committee, in consultation with the principal, reserves the right to determine consequences for non-compliance.

SECTION I: FINANCIAL POLICIES

1. Students Attendance and Financial Implications - Students must maintain attendance for a minimum of 600 hours or approximately 135 days (medical reason excepted, providing a note is sent) in the school year from Sept. 1 to May 15, in order to qualify for full government funding. The parent/guardian is responsible for student attendance at school. Failure to attend the required number of school days per academic year will result in a proportionate loss of government funding for the student. Parents/guardians are responsible to reimburse the school for the amount of the loss in government grant.

2. Payment: Payments to St. Thomas Aquinas Regional Secondary School may be made by monthly preauthorized payment, cheque or cash. Registration payment is due at the time of registration and is non-refundable, tuition is due the first of each month and participation is due on the 15th of each month, or families have the option of paying all in advance.

Should you find yourself having difficulty paying your school fees please contact the school office and you will be put in contact with the Regional Education Committee. At their discretion a payment program may be put in place for you. See delinquent fees, section 8 for further details.

3. Fees: Fees include but are not limited to:(a) Registration, (b)Tuition, (c) Non-Participation, (d) Curriculum/Activity Fee, (e) Graduation, (f) Curricular Fieldtrips, Extra-curricular Programs, and (g) Extended Fieldtrips.

a) Registration Fee: The registration fee must accompany the annual registration package. The registration fee is not refundable. Registration will not be processed until the completed registration package and fees are received. Any family that owes monies to St. Thomas Aquinas Regional Secondary School will not be permitted to register their child(ren) until arrangements have been made to resolve delinquent fees. Registrations may be accepted after all financial arrears have been paid and a payment schedule for future tuition and fees has been approved by the Regional Education Committee.

b) Tuition Fee: Tuition fee may be paid in any of the following ways:

- Monthly preauthorized payment or credit card payment: Parent must provide a void cheque and complete the Preauthorized Payment/Credit Card form. Tuition fees will be withdrawn on the 1st of each month, September to June.
- A cheque for the annual amount dated September 1st.

c) Non-Participation Fees

If you are NOT applying for participation credits:

- Monthly preauthorized payment or credit card payment: Parent must provide a void cheque and complete the Preauthorized Payment/Credit Card form. Parent Participation fees will be withdrawn on the 15th of each month, September to June.
- A cheque for the annual amount dated September 1st.

If you ARE applying for participation credits:

- Monthly preauthorized payment: Parent must provide a void cheque and complete the Preauthorized Payment/Credit Card form. Fees will be withdrawn on the 15th of each month, September to June.

The participation fee will be waived for applicants with confirmed full credit positions. Participants will be notified about positions by letter in the spring. Participants who earn Seasonal/Partial credits during the year will submit time sheets and their fees will be adjusted accordingly.

d) Curriculum/Activity Fee – This fee pays for items such as the Annual Yearbook, Postage, Communication, 100 pages of B&W printing, Some ICT Network expenses, 1 student lock, elective lab fees, Career Education program fees, specialized programs (except for PE 11/12), transportation for some curricular school fieldtrips, some

performances (in school and outside), 1 bible, retreat fees and course workbooks. This fee is standardized for each grade level.

e) Graduation Fee – The Graduation fee applies to all students registered in Grade 12 and is used to pay for gown rental or purchase, cap and tassel, diploma, diploma cover, invitations, flowers, etc.

f) Special Courses - From time to time, the school will offer special courses that have a much greater expense than other courses due to the nature of the course (i.e. - PE 11/12).

g) Curricular Field trips – Some fieldtrips (mostly those which can be pre-planned) will be covered by the Curriculum Fee. Sometimes a valuable educational opportunity presents itself during the school year that cannot be pre-planned. Students will be asked to pay for these trips.

h) Extra-Curricular Program Fee – Depending on the nature of the activity, students may be asked to pay for the major expenses in the program. For example, there is an athletic fee for most athletic teams, etc.

i) Extended Fieldtrips – From time to time, extended fieldtrip opportunities are made available in both the curricular and extra-curricular life of the school. All of these trips must follow the STA and CISVA Fieldtrip policy. These trips are optional for students i.e. All Band Trips, Social Justice Trips, Language Trips etc. Families applying for all extended fieldtrips, must be up to date in their financial obligations to STA before eligibility for participation can be approved. If tuition assistance is being provided by the parish or STA, approval must be obtained from the assisting entity (parish or Regional Education Committee) for the student to apply for extended field trips.

3. Early Withdrawal - Full tuition is due for any calendar month in which the student attends classes. If tuition is prepaid it will be refunded for any calendar months in which the student did not attend classes.

4. International Students - STA allocates and budgets for a specified number of spaces in school enrolment for international students. Students' registration fees will be determined as of the date of registration. This fee will be applicable for that school year. Any change to the student's legal status in Canada, i.e. visa student becomes a landed immigrant, would only influence tuition fees for the ensuing years.

5. Parish Subsidy - A parish subsidy is given to S.T.A. for every Catholic family who is registered and active in a North Shore parish. In order for S.T.A. to receive this subsidy, a Pastor's Authorization form

must be completed and signed by the Pastor prior to registration. The complete Pastor's Authorization form must be submitted to S.T.A. at the time of registration. The parish subsidy is not a deduction from tuition.

6. Participation Program - The Participation Program was developed to assist in fundraising activities or to provide cost saving services for the school in return for a reduction of the participation fee. There are a limited number of participation positions, and there are often more applications than positions. **There are four main areas where participation credits are available:**

a) Cafeteria: The cafeteria is operated by the STA Administration. A paid kitchen manager is employed for day-to-day operations. Participants must be able to commit to the regular hours, as outlined on application form. Duties include assisting with food preparation, serving and clean-up. This position operates from September to June on days when the cafeteria is open to students. You will be provided with a schedule.

b) School Maintenance: (Indoor and outdoor) Jobs include such things as grounds keeping, window washing, painting, plumbing and carpentry. Much of the work is dependent on weather so working on summer weekends or on short notice may be required. The maintenance coordinator schedules the required work and hours. Since outdoor work is weather dependent, it is not possible to distribute hours evenly throughout the year.

c) Traffic Supervision: Participants monitor and supervise the front parking and crosswalk areas of the school during drop-off and pick-up times.

d) Seasonal/Partial: Some of the events eligible for credit include; craft fair, fundraising and maintenance. Full credit will be awarded to selected chairs only (pending application). These positions require previous experience in the particular event. Partial credits may also be available for other projects or events as determined by the committee. Refer to the monthly school newsletter or the Parent Association meeting for partial credit opportunities throughout the year.

FULL CREDIT POSITIONS

- 60–90 hours per year per family is required for full credit (60 hours for $650 fee/one student or 90 hours for $1000 fee/2 or more students).
- There is a maximum of one full credit per family.
- Full credit positions are assigned in the spring. Participants will be informed by mail.

- Participation begins September 1st and ends June 30th, with the exception of the Outdoor Maintenance Team who will be required to work during summer months.

SEASONAL / PARTIAL CREDIT POSITIONS

- The number of available hours varies depending on the position.
- Part-time participants must submit signed time sheets to the office upon completion of their assignment, or after 8/12 hours have been accumulated.
- Credits will be applied to future months' participation fees.
- If fewer than 8 hours has been accumulated over the year, a refund cheque will be issued in June.

7. Tuition Assistance - Through a tuition assistance program, STA endeavors to ensure that no Catholic (Category 1) student is denied a Catholic Education because of financial difficulty. The Tuition Assistance program is designed to help families who have shown strong commitment to their faith and their parish community and have difficulty to financially support the desire for Catholic education for their family. Should the payment of school fees become difficult, parents/guardians should contact their Parish Pastor or the Regional Education Committee Tuition Assistance Designate. All communication will be strictly confidential.

8. Delinquent Fees - At the time of registration, parent/guardian accepts responsibility for the financial obligations related to their student's education at STA. Tuition and School fees are essential to the continued financial viability of the school. Returned N.S.F. cheques are subject to a service charge of $25. Defaults to preauthorized debit are subject to a service charge of $10.

In the event of a family becoming delinquent in payment of fees (without approved alternate arrangements from the Regional Education Committee), the school will notify the family regarding the amount outstanding and the options for payment. Payment must be received within 7 days from the date of notification. If payment is not received within 7 days, alternate payment arrangements must be made with the Regional Education Committee.

If payment is not received nor an approved alternate payment arrangement is not made with the Regional Education Committee, a letter will be sent to the parent/guardian with a copy to the Parish Pastor (IF APPLICABLE), stating that the student will not be admitted in the next term (September or January 31st), until a satisfactory resolution is made. Any family that owes monies to St. Thomas Aquinas Regional Secondary School will not be permitted to register their child(ren) for the

upcoming year until all financial arrears have been paid, and a future payment schedule for the upcoming year has been approved by the Regional Education Committee. The student's seat in the class will not be held beyond the final dates for registration.

In addition, any family that owes monies to St. Thomas Aquinas Regional Secondary School will not be permitted to register their child(ren) for any extracurricular activities or classes that require additional cost for trip expenses, until all financial arrears have been paid, and a future payment schedule for the upcoming year has been approved by the Regional Education Committee.

Any family reaching this stage will be required to prepay in the future, one half of future school tuition and all other school fees in advance, or as otherwise agreed upon by the Regional Education Committee.

SECTION J: INTERNET ACCEPTABLE USE POLICY

1. Introduction - Internet access is available to all students unless other arrangements are made. These services include full unfiltered access to the Internet. Our goal is to promote innovation and educational excellence by using Internet tools for research, worldwide resource sharing, and communication.

2. Issues - With access to computers and people all over the world also comes the availability of material that will not be considered to be of educational value in the context of the school setting. The Internet may contain material that is objectionable from many points of view. There is, however, a wealth of educational material available. Parents/guardians need to decide whether to permit their children to access the Internet. Every year, parents/guardians and students may sign an internet acceptable use policy.

All sites accessed from the STA network are run through a firewall that potentially blocks sites that are not considered educational or are deemed potentially inappropriate. On a global network it is impossible to control access to all materials that are objectionable or inappropriate. In addition, a malicious user may be able to gain access to sites that are supposed to be blocked. The school cannot and does not guarantee that users will not have access to inappropriate or objectionable materials. Parents/guardians must consider this in deciding whether to permit their children access to the Internet.

3. Responsibilities - Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper

conduct of the end-users who must adhere to strict guidelines. These guidelines are provided so that the users are aware of the responsibilities the users are about to acquire. In general, your responsibilities require ethical, efficient, and legal use of the network resources. Each student having Internet access will participate in a discussion with his or her Career Education teacher regarding acceptable behaviour and use of the network. If a student violates any of these terms and conditions, his or her Internet access will be terminated and future access could be denied. Further disciplinary consequences are also possible.

4. Terms and Conditions

a) Acceptable Use - Internet use must be consistent with the educational objectives of the School.

- Internet accounts shall be used only by the authorized owner of the account. No attempt to gain unauthorized access to other accounts on the Internet is permitted.
- Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited. Unauthorized access to other systems (e.g. “cracking”) is prohibited.
- Use of Internet games, MUDs (Multi User Dungeons), and IRCs (Internet Relay Chats), ICQ and other instant messenger services is not allowed.
- Transmission of any material in violation of any law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Personal addresses, phone numbers, and financial information shall not be included in network communication.
- Passwords must be kept private and should be changed, if discovered by others.
- Internet use for commercial purposes, financial gain, personal business, product advertisement, or political lobbying (including student body elections) is prohibited.
- Vandalism is not permitted and will be strictly disciplined. Vandalism is defined as any attempt to harm or destroy data of another use or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses. It also includes attempts to gain unauthorized access to a network that is connected to the Internet.

b) Privileges - Internet use is a privilege, not a right, and inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. The system administrator will close an account when necessary. An administrator or faculty member may request the system administrator to deny, or revoke, or suspend specific user access and/or user accounts. Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: Be polite. Use appropriate language. Do not swear. Do not be abusive in your messages to others. Criminal offenses will be reported to the RCMP.

c) Services - The School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The School will not be responsible for any damages you suffer while on this system. These damages include loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via Internet is at your own risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

d) Security - Security is a high priority on computer networks. If you identify a security problem, you must notify the system administrator immediately. Do not demonstrate the problem to other users. You may not use the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, files, etc.