

School Handbook



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Table of Contents

Welcome Message & Faith Theme	2
Blessed Carlo Acutis & School Logos.	3
School Calendar	4
Bell Times	5
School Map	5
Student Support Team	6
Attendance	7
Technology Requirements and Use	8
Personal Communication Device Policy (PCD)	9
Diploma Exams & Provincial Achievement Exams	10
Student & Parent Tools	14
Student Policies	15
Athletics	19
Student Council & School/Parent Council	20
High School Programming (grades 9-12)	21
Graduation	25
Student Awards	26
Enrichment Activities	29

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Welcome to STCA!

Welcome to the first year at Blessed Carlo Acutis Catholic School. We are very excited for this great opportunity to build a culture of faith, academic excellence, and athletic achievement at Blessed Carlo Acutis Catholic High School. We are built from a foundation of being a student centred community focusing on faith, relationship building, and student growth. Our dedicated staff work hard to create a quality learning environment for all students that allows them to become the best they can be. We are thrilled you have chosen to become part of our Catholic learning community.

Welcome to the family!

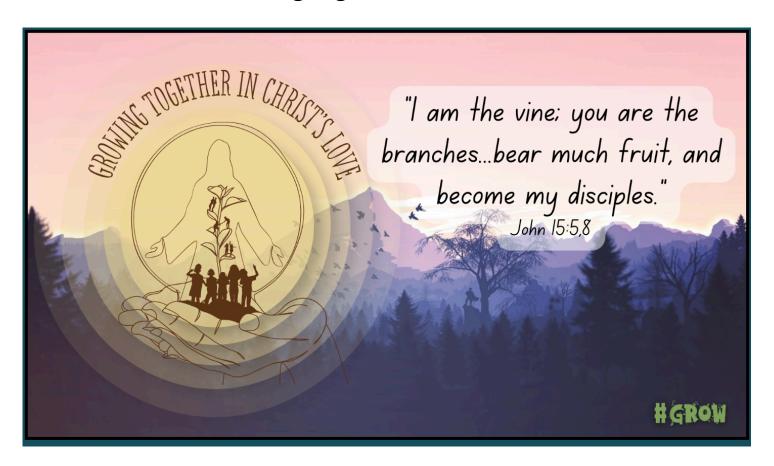
-STCA Administration

Principal: Mr. Bob Charchun bobc@eics.ab.ca

Assistant Principal: Mrs. Jaymie Reinhart jaymier@eics.ab.ca

Faith Theme for 2025-2026

"Growing Together in Christ's Love"



Growing Together in Christ's Love challenges us to take our strong foundations in Jesus and extend that faith outward. In this phase, the emphasis is on connection to one another and living out our mission in community. Strong roots in Christ through prayer, scripture, and the sacraments provide the structure that supports our growth and the results of that growth which are community.

Our Patron Saint - Blessed Carlo Acutis





Blessed Carlo Acutis (1991-2006) is known for his Catholic faith, devotion to the Eucharist, and early use of technology to share religious messages.

Born in London and raised in Milan, he began attending daily Mass and praying the Rosary at a young age. A kind and compassionate soul, he defended bullied classmates and helped the poor. He also created a website to track Eucharistic miracles to help others see the importance of the Eucharist.

Carlo was diagnosed with leukemia at age 15 and offered his suffering for the Pope and the Church. In 2020, he was beatified by Pope Francis after the Church attributed a miracle to his intercession: a boy was healed from

a rare pancreatic disease after praying to Blessed Carlo. A second miracle in 2022 was attributed to him following a mother's prayer for her daughter at Blessed Carlo's tomb in Assisi. The daughter had sustained a life-threatening head injury with a low chance of survival. On the day her mom prayed at Blessed Carlo's tomb, her daughter began to make a full recovery.

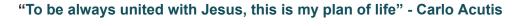
Blessed Carlo is due to become the first millennial saint on September 7, 2025. At time, we will officially change our name to St. Carlo Acutis High School.

Our School Logo



Our school logo was designed with our Catholic foundation, local Camrose community and our Patron Saint at the forefront.

The shield symbolizes protection, strength and security in the form of stained glass, symbolic of our Catholic identity. The crop field and rolling hills with the sunset pays homage to the farming community of Camrose. It is a tribute to the farmers and pioneers that settled in the region. The book represents academic excellence and the pursuit of knowledge. Written in the book is binary code, symbolic of St. Carlo Acutis's passion for software development is a reflection of the evolution of modern education from a traditional ink pen and scripture. Our cross is front and center, symbolic of our greater purpose of uniting with our Lord.





The athletic symbol uses a crown to represent embodies honor, leadership, victory, and achievement. It also signifies in a Christian sense the Divine Authority or protection of a higher power. Also, like the colour "blue", the crown ties us to the school team we were birthed out of: the OLMP Royals. Given that this is representing athletics, an aggressive bear expression was created to embody sports and competition. #BLEEDBLUE



School Calendar

August 2025				
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September 2025					
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29	30				

l	October 2025					
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November 2025				
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December 2025					
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January 2026				
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February 2026					
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23	24	25	26	27	

March 2026				
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30	31			

	A	pril 202	26		
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27	28	29	30		

SCHOOL CLOSURES

	May 2026					
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18	19	20	21	22		
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	Ju	ıne 20	26	
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15	16	17	18	19
22	23	24	25	26
29	30			

Legend	
First Instruction DaySemester 1 & 2	
PD Days/Operational – School closed to students	
Early Dismissal/Staff Meeting	
Holiday/Vacation/School Closure	
Day in Lieu Interviews Operation Day -no students/staff	
Last Student Day	

Labour Day	September 1	August
Truth and Reconciliation Day	September 30	Septembe
Thanksgiving Day	October 13	October
Day in Lieu for Interviews	November 10	Novembe
		Decembe
Remembrance Day	November 11	January
Fall Break	November 10 - 14	February
Christmas Vacation	December 22 - January 2	March
Semester 2 Starts	January 29	April
Teachers' Convention	February 5 - 6	May
Family Day	February 16	June
Day in Lieu for Interviews	March 30	
Spring Break	March 30 - April 3	
Good Friday	April 3	
Easter Monday	April 6	
Victoria Day	May 18	Semester
		Semester
OPENING AND CLOSING DA	TES	
First day for Teachers	August 27	
First day for Students	September 2	

	OPERATIONAL DAYS	STUDENT DAYS
August	3	0
September	1	17
•	1	20
October	1	
November	1	13
December	1	13
January	1	18
February	3	15
March	3	16
April	0	16
May	1	16
June	2	16
	17	160
Semester 1	8	79
Semester 2	9	81

MISSION STATEMENT

Last day for Students June 23 Last day for Teachers June 24

"We are a Catholic community committed to developing educational opportunities in the context of Gospel values, where students' gifts and talents are celebrated and nurtured through lifelong spiritual and personal experiences"

Fall Parent - Teacher interviews:

- Nov 3rd: PT Interviews #1 (4-8:30pm)
- Nov. 5th PT Interviews #2 (4-6pm)

Spring Parent - Teacher interviews:

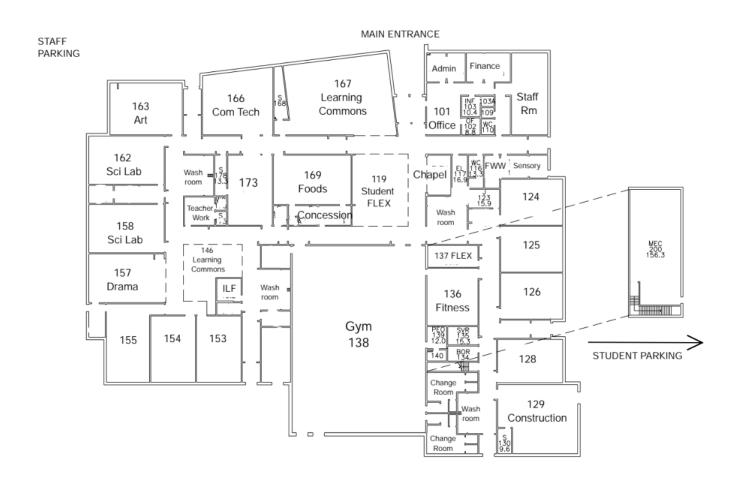
- March 23rd, 2026 (4-8:30pm)
- March 25th, 2026 (4-6pm)

Bell Times



SCHOOL OPENS: 8:00am		
Block 1	8:30- 10:04am	
AM BREAK: 10:04 - 10:09		
Block 2	10:09 - 11:43am	
LUNCH BREAK 11:43 - 12:23pm		
Block 3	12:23 - 1:57	
AM BREAK: 1:57 - 2:02 pm		
Block 4	2:02 - 3:36pm	
SCHOOL CLOSES: 4:00pm		

School Map





Student Support Team

In our school we follow an inclusive model where all students participate in the classroom and broader school setting. Our students are encouraged to foster an understanding of their strengths so that they can develop a strong sense of self-worth. In addition, we provide support for students, so that they can grow in their faith, academia and socially within the school community.

Academic Advisor Mrs. Jaymie Reinhart jaymier@eics.ab.ca

Our school's academic advisor assists students in grades 9 to 12 with selection of the appropriate high school courses, exploring career paths, discussion of post-secondary admission requirements and procedures and educating students about scholarships, grants and bursaries. There will be class presentations as well as individual meetings at various points throughout a student's time in high school at STCA. Students should register in the appropriate academic advising Google classroom to stay up to date:

Grads of 2025-26:	nqmibz6	Grads of 2027-28:	n3kieiu
Grads of 2026-27:	yd3a4vt	Grads of 2028-29:	37eblz7f

<u>Chaplain</u> Mr. Stang <u>josh.stang@eics.ab.ca</u>

The Chaplaincy program at STCA supports the creation of an atmosphere in which each and every student understands that God "abandons no one" and one that encourages staff and students to place their lives in the hands of their loving Creator. The Chaplain supports the infusion of the Catholic faith into the ethos of STCA School through the organisation of school Masses, religious education, retreats and faith formation opportunities for staff and students.

English as Additional Language Programing (EAL) Ms. Desiree de Kock desiree.dekock@@eics.ab.ca

Language acquisition is monitored through periodic formal and informal assessments. These findings are used to deliver EAL programming that addresses the linguistic, cultural, spiritual, and academic needs of these students. This may be in the form of in-class support, small group lessons, or community groups for English Language Learners. Our EAL lead also can work hand-in-hand with community support

Family Wellness Workers (FWW) Mrs. Kelsy Bradford kelsy.bradford@eics.ab.ca

The Family Wellness Workers supports students and families with emotional, social and behavioural challenges. Our FWW are in our building a few times a week connecting with students and their families to support a positive learning environment and supportive community agencies.

Inclusive Learning Facilitator Mrs. Kassidy Throndson k.dmytriw@eics.ab.ca

Our school Inclusive Learning Facilitators ensures that ALL students are provided with an appropriate educational program. The Inclusive Learning Facilitator plays a key role in working with teachers, students, parents, support staff and other community members to ensure success for students with their various learning needs. In collaboration with the school learning team, the Inclusive Learning Facilitator works to support student inclusion, regulation support plans (RSPs) and individual support plans (ISPs).

School Resource Officer School Resource Officer: Cst. Fernhout

Our School Resource Officer is provided in collaboration with the City of Camrose Police. Our designated Constable works as a liaison to students, staff, and parents in solving problems that may arise at school, at home, or elsewhere. They work to educate our school community on bullying, harassment, drug use, and questions about anything criminal in nature.



Attendance

Achievement in school is dependent on regular and punctual attendance, and this is supported by ample research. We know that students who attend school regularly have the opportunity to participate more fully in learning activities which increases the likelihood of successfully completing high school. Section 7 of the Education Act, "requires students to attend school regularly and punctually".

How Parents Can Help Support Good Attendance

- Communicate the importance of regular school attendance to your child
- Report absences and early dismissals in the Powerschool Parent portal.
- If there is a planned extended absence for medical reasons or for vacation, please inform the school
- Whenever possible, schedule appointments or family events during non-school hours
- Support STCA's requirement of attendance at school functions (such as masses and assemblies)
- If your child does not want to attend school, find out why and work with us to address these concerns.
- Monitor your child's attendance regularly through the PowerSchool Parent Portal.
- Review "excusable" absences with your child (Illness and/or medical appointments, family emergencies)

Attendance Guidelines for Students-Continuum of Supports

Total absences generally in a one-month window (excused <u>and</u> unexcused). Noticing initial absences may require grade-level teachers to communicate with one another to discern patterns.

	Absences per month	Strategies
Tier Four: Specialized Interventions >20% Absences	+5	 Engagement with Division director Referral to Attendance Board Referral to Office of Student Re-Engagement (OSAR) Community conference Potential of removal from course(s)*
Tier Three: Targeted Interventions >10% Absences	3-4	 Meeting with student/family (admin and/or FWW) Re-engagement opportunities Possible attendance contract, attendance letter or intervention plan Family notification of attendance concerns
Tier One & Two: School culture & Classroom Supports <10% Absences	1-2	 Teacher will contact family to seek understanding Determine if absences are situation-specific Analysis of patterns (timing or classes) CTM Discussion Monitor attendance Educate families on the importance of attendance; review Attendance Procedure with student and family.

Please Note:

- Students must attend scheduled classes and school planned events on the day of extra-curricular activities (ie. practices, games, school dances) in order to participate
- Students who are chronically absent or late for school will be considered for permanent removal from extracurricular teams and/or clubs until attendance improves.
- Attendance at school-based activities and/or faith based activities is expected.
- When a student is absent, it is his/her responsibility to check Google Classroom, then with the teacher to find
 out what work was missed. It is recommended that students and parents access Powerschool and/or Google
 Classroom (where applicable) to monitor homework and marks.

Technology Requirements and Use



As an EICS school, STCA has a One to One Technology Initiative. Students are expected to bring their own technology daily, with the ultimate goal of supporting and engaging all students in a 21st century learning environment. Students that do not have their own device will be provided an alternative means (ie. paper copies).

Students should bring their devices to class with the following criteria:

- 6 hours of battery life
- Internet access (chrome browser preferred)
- Minimum screen size of 7 inches and physical keyboard
- Easily labelled for identification
- 802.11ac Wi-Fi support (this info can be found on the box the device came in)
- Able to operate G Suite applications by Google

Students are expected to use devices responsibly, and only with the permission and direction of the teacher or other staff member. All students and parents/guardians are required to sign the <u>EICS technology use agreement</u> on PowerSchool annually. This policy is in effect for <u>all technology use (including cell phones)</u> within the school. Highlights of this agreement include (not limited to):

- Personal devices shall be charged and capable of running off their own battery while at school
- Students may not use the device to record, transmit or post photos or videos of a person or persons without the express permission of a teacher and filmed subject(s).
- Do not plagiarize
- Personal devices are not to be taken into test or examinations
- Do not use the Division's technology systems to harass or discriminate against other students or any
 individuals (such as gossiping about or embarrassing another, publicly humiliating, racism, negative
 comments about the person's appearance, clothing, etc.)

Students will be responsible for adhering to regular rules of respect and courtesy as well as rules related to digital citizenship. Under the Freedom of Information and Privacy Act, *it is against the law* to take pictures, record or video other individuals without their consent. *It is also against the law to take, possess, show or distribute inappropriate media of yourself or others at any time*. The local police may be contacted if this occurs.

Failing to use technology appropriately will result in progressive consequences. This includes a warning, removal for a class, removal for the day and/or being picked up by the parent should misuse continue. Consequences are on a case-by-case basis.



Personal Communication Devices (PCDs)

Student learning, mental health and positive relationships are important to maintaining a healthy school environment. Research across Canada shows a direct link between cell phone use and poor mental health, disrupted learning, a decrease in social interactions and are often linked to cyber bullying issues. In order to maintain a safe and caring environment for all students, and in alignment with Ministerial Order #14/24, STCA will implement the following:

Definition of PCD - Any personal electronic device that can be used to communicate with or access the internet, including, *but not limited to cell phones, tablets, smartwatches, earbuds.*

- All students must adhere to the <u>technology agreement</u> signed by parents at the beginning of the year.
- Students in grades 9-12, are expected to keep cell phones/PCDs in their locker during school instructional time including school events (mass, guest speaker, etc). Students may have access to their PCDs during lunch and scheduled class breaks.
- PCDs may not be present during examinations, except as directed by a teacher and outlined in a student's medical or individual learning plan.
- Cell phones are never to be present in a counseling space, bathroom or locker room at any time.
- If parents need to reach their child, please contact the school at **587-769-1500**. Students will be allowed access to either the classroom phone or the front office phone, with permission from their classroom teacher.
- As per divisional stipulations, social media use is not permitted on school grounds.

The following will apply if your child decides to take or use their cell phone/PCD in the classroom:

- 1. First Time: Student's cell phone/PCD will be confiscated and taken to the office. Students can pick it up at the end of the day.
- 2. Second Time: Student's cell phone/PCD will be confiscated and taken to the office to be picked up at the end of the day. A phone call will be made to parents from administration.
- 3. Third Time: Student's cell phone/PCD will be confiscated and parents will be required to pick it up at the office.

In order to ensure STCA remains a safe and caring school for all, students must adhere to <u>AP 350 student code of conduct</u> as well as <u>AP 145 Use of Personal Communication Devices</u>. At STCA, we strive to maintain an optimum learning environment for your child and a place where all students can learn and grow.



Diploma Exams

Diploma exams will be written digitally on the VRETTA platform for January 2026 moving onward and are worth 30% of the final course mark for 30-level courses. **Students must be present on the date of the exam to receive a mark for the course.** Students will require a personal laptop or Chromebook or may borrow a school laptop for diploma exams. Students can practice navigating the new platform by visiting:

https://abed.vretta.com/#/en/public-practice . For more information regarding diploma exams, please visit: https://www.alberta.ca/diploma-exams-overview. Results for the diploma exams will be posted on student MyPass accounts mid-February and mid-July.

Parents and students wanting more information regarding diploma exams should visit: https://www.alberta.ca/writing-diploma-exams

January 2026

Diploma exams must be administered in accordance with the scheduled dates and times.

All diploma exams must remain SECURED before and during the administration. Teacher perusals are permitted (see Diploma Exam Rules and Policies for rules).

All diploma exams, except those that are asterisked (*), must remain SECURED after the administration and be returned to Alberta Education.

Monday, Jan. 12	9 AM-12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Tuesday, Jan. 13	9 AM-12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Wednesday, Jan. 14	9 AM-12 PM 9 AM-11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Thursday, Jan. 15	9 AM-12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Monday, Jan. 19	9 AM-12 PM	Mathematics 30–1 Mathematics 30–2
Tuesday, Jan. 20	9 AM-12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, Jan. 21	9 AM-11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, Jan. 22	9 AM-12 PM	Biology 30
Friday, Jan. 23	9 AM-12 PM	Chemistry 30
Monday, Jan. 26	9 AM-12 PM	Physics 30
Tuesday, Jan. 27	9 AM-12 PM	Science 30

The diploma exam schedules for 2025/26 are considered draft until confirmed in the November 2024 update.

All students are provided with up to double the official time noted above if they require it.



June 2026

Diploma exams must be administered in accordance with the scheduled dates and times.

All diploma exams must remain SECURED before and during the administration. Teacher perusals are permitted (see Diploma Exam Rules and Policies for rules).

All diploma exams, except those that are asterisked (*), must remain SECURED after the administration and be returned to Alberta Education.

Monday, June 8	9 AM-12 PM	Français 30–1 Partie A* French Language Arts 30–1 Partie A*
Tuesday, June 9	9 AM-12 PM	Français 30–1 Partie B French Language Arts 30–1 Partie B
Wednesday, June 10	9 AM-12 PM	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Thursday, June 11	9 AM-12 PM 9 AM-11:30 AM	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Friday, June 12	9 AM-12 PM	Mathematics 30–1 Mathematics 30–2
Monday, June 15	9 AM-12 PM	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Tuesday, June 16	9 AM-11:30 AM	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, June 18	9 AM-12 PM	Biology 30
Friday, June 19	9 AM-12 PM	Chemistry 30
Monday, June 22	9 AM-12 PM	Physics 30
Tuesday, June 23	9 AM-12 PM	Science 30

The diploma exam schedules for 2025/26 are considered draft until confirmed in the November 2024 update.

All students are provided with up to double the official time noted above if they require it.

Provincial Achievement Exams (PATs)



Grade 9's will write provincial achievement exams (PATs) in January and June. These exams will be written digitally on the VRETTA platform. Check individual teacher course outlines for details on weighting. Students absent on the date of their exam are expected to write the exam on an alternative date. Students will require a personal laptop or Chromebook or may borrow a school laptop for diploma exams. Students can practice navigating the new platform by visiting: https://abed.vretta.com/#/en/public-practice. For more information regarding provincial exams, please visit https://www.alberta.ca/provincial-achievement-tests.

Jan 2026

All students are provided with up to double the official scheduled time allotted as noted below if they require it.

Thursday, Jan. 15	9 AM–11 AM	Grade 9 Français/French Language Arts Partie A
Monday, Jan. 19	9 AM-10:15 AM	Grade 9 Français/French Language Arts Partie B
Tuesday, Jan. 20	9 AM-11 AM 9 AM-10:20 AM	Grade 9 English Language Arts Part A Grade 9 K&E English Language Arts Part A
Wednesday, Jan. 21	9 AM-10:15 AM	Grade 9 English Language Arts Part B Grade 9 K&E English Language Arts Part B
Thursday, Jan. 22	9 AM-9:30 AM	Grade 9 Mathematics Part(ie) A
Friday, Jan. 23	9 AM-10:20 AM	Grade 9 Mathematics Part(ie) B Grade 9 K&E Mathematics
Monday, Jan. 26	9 AM-10:15 AM	Grade 9 Science Grade 9 K&E Science
Tuesday, Jan. 27	9 AM-10:20 AM 9 AM-10:15 AM	Grade 9 Social Studies Grade 9 K&E Social Studies

For Language Arts Part A: Writing Provincial Achievement Tests, teacher supervisors, under the direction of the principal, are expected to uphold PAT security by maintaining a continuous writing time. If it is required, based on individual student needs or that of the entire class, to administer a short, supervised break, the teacher supervisor must receive approval from the principal. All PAT administration rules and policies must be maintained. The amount of time consumed by a break is not included in the total provincial achievement test-taking time.



May and June 2026

All students are provided with up to double the official time noted below if they require it.

	Ma	ay 2026
Tuesday, May 19	9 AM-11 AM	Grade 6 Français Langue Premier et Litérature /French Immersion Language Arts and Literature Partie A
Wednesday, May 20	9 AM-11 AM	Grade 9 Français/French Language Arts Partie A
Thursday, May 21	9 AM -11 AM 9 AM–10:20 AM9 AM–11 AM	Grade 9 English Language Arts Part A Grade 9 K&E English Language Arts Part A
Friday, May 22		Grade 6 English Language Arts and Literature Part A
	Ju	ine 2026
Wednesday, June 3	9 AM-10 AM	Grade 6 Français Langue Premier et Litérature /French Immersion Language Arts and Literature Partie B
Thursday, June 4	9 AM-10 AM	Grade 6 English Language Arts and Literature Part B
Monday, June 8	9 AM-10:15 AM	Grade 9 Français/French Language Arts Partie B
Tuesday, June 9	9 AM-10:15 AM	Grade 9 English Language Arts Part B Grade 9 K&E English Language Arts Part B
Thursday, June 11	9 AM-10 AM	Grade 6 Social Studies
Friday, June 12	9 AM-10 AM	Grade 6 Science
Monday, June 15	9 AM-9:30 AM	Grade 6 Mathematics Part(ie) A
Tuesday, June 16	9 AM-9:30 AM	Grade 9 Mathematics Part(ie) A
Thursday, June 18	9 AM-10:15 AM	Grade 6 Mathematics Part(ie) B
Friday, June 19	9 AM-10:20 AM	Grade 9 Mathematics Part(ie) B Grade 9 K&E Mathematics
Monday, June 22	9 AM-10:20 AM 9 AM-10:15 AM	Grade 9 Social Studies Grade 9 K&E Social Studies
Tuesday, June 23	9 AM-10:15 AM	Grade 9 Science Grade 9 K&E Science

For Language Arts Part A: Writing Provincial Achievement Tests, teacher supervisors, under the direction of the principal, are expected to uphold PAT security by maintaining a continuous writing time. If it is required, based on individual student needs or that of the entire class, to administer a short, supervised break, the teacher supervisor must receive approval from the principal. All PAT administration rules and policies must be maintained. The amount of time consumed by a break is not included in the total provincial achievement test-taking time.



Student & Parent Tools

Powerschool: Use Powerschool to check your timetable and get detailed grades/comments on assignments. Parents will use Powerschool to report absences, acknowledge support plans, pay student fees, order hot lunch, complete consent forms, sign up for summer school courses and more. Login at https://eics.powerschool.com/public, using your school username/ password. Parents can reference the Powerschool Technology Handbook for support.

S'more: Each Sunday evening, parents and students will receive a copy of our newsletter to their email. This will provide the most comprehensive information regarding upcoming school events and details.

MyPass: Students at the end of grade 10 should be signed up for a MyPass account, using a personal (non-school) email address. This will provide them access to accurate credential information, including a high school diploma checklist, diploma exam marks and a detailed academic report used when applying to post-secondary. See the academic advisor if you do not have access to your account.

MyBlueprint: Students can access this tool using their Gmail account at https://myblueprint.ca/. This application provides students the opportunity to complete assessments to help narrow career choices, as well as plan out their entire high school academic journey. This tool will be explored in CALM 20.

MyStop App: EICS bussing will use the MyStop App, which tracks students on the bus. All students need to do is scan on and off the bus each time. More information can be found at https://www.eics.ab.ca/transportation/bus-pass-and-app-information



Student Policies

As a Catholic School, we work to create an atmosphere of mutual respect between everyone in our school community. Student policies are created to provide guidance on basic expectations and rules for students at STCA. They are all found below in alphabetical order.

Academic Dishonesty:

According to EICS Admin Procedure 360 - Assessment, Evaluation and Reporting, actions such as academic dishonesty distort student achievement. The purpose of assessment is to improve student learning, inform instructional decisions and promote student engagement.

Academic dishonesty interferes with student growth and includes:

- copying another student's work or assessments
- providing your work to another student
- possession of materials (notes, reference material, technology) not allowed during an assessment
- talking or copying from another student during an exam or independent assignment
- accessing assessments in advance from another student
- using technology that is not permitted such as a phone or smart watch
- hiding notes in a calculator, dictionary, thesaurus, etc.
- plagiarism using others words or ideas and representing them as your own
- collaborating on an assignment that is intended to be independent
- receiving support to the extent that submitted work is no longer your own

Teachers who suspect academic dishonesty will investigate and include administration as required. Consequences may include (but are not limited to) receiving an invalidated mark, in-school suspension, phone call or meeting with parents and will be dealt with on a case by case basis. Teachers <u>may</u> provide an additional chance to complete the assessment, should the student demonstrate commitment to improve academic integrity and class expectations. This will be visited on a case by case basis. Final exams are not eligible for second chances.

Accidents & Illness Policy

If a student is ill or injured at school, the school may telephone and request that a parent come and pick up the child. The school does not have any medications nor are we allowed to administer medication.

In an emergency situation, a student will be taken to St. Mary's Hospital or an ambulance will be called at the cost of the parent. Parents will then be notified. Parents should also be sure to have their medical information up to date in PowerSchool and communicate serious health needs to the child's teachers.

It is imperative that the school has an emergency phone number of someone local where a responsible adult may be reached in the event that neither parent nor guardian can be contacted.

Discipline Policy

We believe in the responsibility model of discipline. By implementing appropriate and progressive consequences, students will learn about their behaviours, their choices, and their impact on others while still maintaining their dignity. Discipline matters will be handled on a case by case basis.

Discipline issues that are referred to the office will be tracked through the office and recorded. If necessary, a student may serve a detention or in school suspension, in which case the student will not have access to any technological devices. A suspension is followed up with a re-entry meeting prior to the student returning to school.



Dress Code Policy

As a Catholic School, it is expected that students' clothing be appropriate to our setting. Students are asked to show good judgement by wearing suitable clothing in accordance with the policy.

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

- Clothing that exposes undergarments, back, chest, and stomach.
- Shorts or skirts that are revealing or are of inappropriate length.
- Clothing with inappropriate, illegal or offensive messages, images or symbols.

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

Gym Use and Fitness Centre Policy

Students should be using the gym only with teacher approval and supervision. The gym is not available for student use after school. Equipment use will be under the discretion of the athletic director, teacher or supervisor in the gym at the time, but all equipment should be returned properly.

Homework Policy

Homework is an opportunity to reinforce, practice and review concepts learned in class. Students should use class time to access teachers for guidance, support, and feedback.

Learning Commons (Library)

The learning commons can be used by students to complete independent work, group work or enjoy a quiet space. Please avoid eating in this space. Books can be signed out on Monday and Wednesdays.

Lockers and School Lock Policy

Lockers are allocated to each student at the beginning of the school year and will be assigned a lock for their duration at STCA for a cost of \$12, charged to the student Powerschool account. Only school locks will be permitted.

Each student is responsible for the condition of the inside and outside of his or her locker and the contents must be school appropriate. Authorised school personnel have the right to examine the contents of a locker at any time.

Lost and Found Policy

Students are responsible for all personal property. Students should keep valuable items locked up in their assigned locker. The school is not responsible for loss or damage to personal property. All unclaimed lost and found items may be donated to local charity during the Fall Break, Christmas Break, Spring Break, and at the end of the school year. Valuable items found in the school can be brought to the front office.

Medication Administration Policy

The school is unable to administer any medication without an approval. Over the counter medications should not be kept in student lockers nor dispensed by other students. Staff is not able to administer any medication to students unless the parents complete the appropriate forms on Powerschool and notify school administration of the circumstances.



Missing School Work (NHI) Policy:

Student work in grades 9-12 is considered missing or incomplete if it is not handed in on the due date. In the case of missing work, the following will occur:

- An "**NHI**" will be recorded in PowerSchool for missing work which is a *placeholder* zero until work is received. Parents will receive an automatic email notification through Powerschool.
- Upon receiving the completed work, a mark indicating achievement earned (without penalty) will be recorded. Work still not handed in by the arranged "second date" may receive a permanent mark of zero.

Expectations with Assigning NHI (Not Handed In)

- Teachers will follow up with the students regarding successful completion of the assignment including expectations from students, support needed from teacher and a new date for completion of assignment.
- An alternative assignment of the same outcomes may be given to ensure academic integrity.
- Teachers will contact parents regarding chronic NHIs through email and/or phone.

Last chance Tuesday is run by teachers within the humanities department. As some assessments require locked Chromebooks (ie. essays) students must attend at 7:00am on the last Tuesday of the month. Failure to attend will be a forfeit to remove an NHI.

Parking Policy

Students need to register their vehicle using the <u>Parking Pass Registration</u> within the first two weeks of September (and any time after a new driver parks at STCA). After completing the form, please see the front office to obtain your pass. To continue to have parking privileges, ensure you are driving safely both in the parking lot and the surrounding neighborhood.

The lane at the front of the school is for buses only from 8:00am-8:45am and 3:00pm-4:00pm.

School Access Policy

The school is open from 8:00am - 4:00pm each school day. Any students in the building for extra-curricular activities outside of these hours must be under the direction of the assigned teacher.

Second Chance Policy

Based upon the teacher's professional judgement, students may be provided the opportunity to have a second chance at a summative assessment, with sufficient time for learning opportunities between assessments. To be given a second chance, students can expect remedial instruction and/or practice which will likely include time arranged at the teacher's discretion (before school, after school, lunch). Final exams are exempt from second chances.

Substance Abuse Policy

To create a safe and caring school environment, the following are prohibited while on school property, buses, or during school related activities:

- possession or consumption of alcohol
- possession or use of illicit or restricted drugs
- smoking, e-cigarettes; vaping products
- weapons, which are defined as objects designed or intended to threaten or intimidate or inflict bodily harm and includes firearms and replicas
- use or possession of drug related equipment (syringes, bongs, pipes, vaping tools, etc.)
- gambling for money or items of value
- being under the influence

In addition, being in the presence of other individuals while those individuals are violating the school policy as above is prohibited.



If a student violates Blessed Carlo Acutis substance abuse policies, the following actions will be taken:

- A school staff member will respond to the students' immediate safety and medical needs.
- Administration will validate the facts of the incident by interviewing relevant staff and students.
- Any alcohol, drugs or tobacco involved will be confiscated and properly managed until it can be disposed of or turned over to the police.
- Parents or guardians will be contacted and informed of the situation. If appropriate, parents or guardians will be asked to pick their child up from the school. If the parent or guardian is unavailable, a school staff member will phone an emergency contact, local law enforcement or Children's services.
- The School Principal or Administrator Designate can search the student's locker if deemed necessary.

Textbook & Library Book Policy

Students are expected to take normal care of their textbooks and library books. When textbooks are misused or lost, students will be charged a replacement fee on their Powerschool account. A new textbook will not be issued until the lost one is paid for.

Transportation:

Transportation requests are made on Powerschool. Any questions regarding transportation can be directed to the EICS Transportation Office via phone at 780-449-6480 or via email to transportation@eics.ab.ca.

Students need to scan on/off the bus using their bus cards.

Visitors/Guest Policy

STCA is a closed campus which means students from other schools are not permitted during school hours on school grounds. All guests and visitors must sign in at the office to ensure the safety of our staff and students. Parents bringing forgotten materials or picking up students for appointments should wait at the front office for students to be paged down. All visitors will be required to check in at the office and wear a "Visitor" lanyard.

Visitors can park in the angle parking in front of the school and/or use the north lane in front of the school for drop off and pick-up.



Athletics

STCA builds upon our historical foundation of athletic excellence at OLMP school. Our grade 9 students will compete in the BRJHAA west league, with league games during the week and tournaments on the weekend. Senior high teams participate competitively in the 2A ASAA league with weekend tournaments, while any JV teams will practice and participate in weekend tournaments.

Student athletes are expected to be in good standing in **all their subjects and attendance** as specified by their teacher. **Poor grades and attendance may result in an athlete not being able to participate**. Academics must be the primary focus of all students.

Depending on the interest and number of athletes trying out for our teams, we offer the following:

Sport Team	Seasons of Play	
6 Man Football	End of August - November	
Volleyball	Grade 9: End of August - Start of November Grade 10-12: End of August - End of November	
Cross Country Running	Sept - October	
Basketball	Grade 9 : End of Nov - End of Feb Grade 10-12 : Mid Nov - End of March	
Curling	November - March	
Handball	April	
Track and Field	May - June	
Badminton	End of March - April	
Golf	Grade 9: June Grade 10-12: September	

Please email or visit Mr. Popowich (<u>ryan.popowich@eics.ab.ca</u>) for interest in either supporting or participating in STCA athletics.



"The Council" - Student Council

Student voice is important at STCA. We have opportunities for students to participate in how our school operates and what activities we do throughout the year through various school leadership activities. Members will meet to organize activities intended to build school spirit and sense of community, do service work and run various fundraising efforts over the course of a school year.

Student Council

The Student Council is a group of dynamic students organised to represent the interests of the entire student body. This group's main objectives are to demonstrate and promote student leadership, and foster good relations between students, staff, and the community. Meetings are held on a monthly basis to help facilitate these objectives. Through a large number of student activities and projects, students build school spirit and raise awareness on various topics. Committees are struck from within the group to carry out the objectives and goals of the Council when needed.

Activities run by our student leaders include, but are not limited to: school assemblies, holiday activities (Halloween, Christmas, Easter, etc.), school dances, lent fundraisers, service trips, wake-a-thons, etc..

Parent Advisory Council

School councils were legislated in 1995 under Alberta's School Act and are mandatory for all schools in the public education system. The Government of Alberta recognizes the value of parents and the community to be engaged in the education of children. It is through the school council that parents, community members and school staff have a means of participating in decisions that impact student learning success.

STCA School Parent Association would like to ask you to consider joining them as they meet throughout the year to support the various programs and activities at STCA School. This school council is composed of students, parents, teachers and school administrators. The purpose of this council is to advise the Principal and the Board with respect to matters relating to the school. We encourage parents to become involved in helping set directions for the school through active participation in this council. Current School Council information can be found on our website or by contacting the school office.

The first school council meeting (AGM) will be held on Tuesday, Sept 23rd at 7pm.

Chairperson: x
Vice-Chairperson: x
Treasurer: x
Secretary: x
Communications: x

For more information on School Councils visit:

https://www.albertaschoolcouncils.ca/public/download/documents/40732



High School Programming

STCA is focussed on providing high quality in-person learning.

When planning your semester/school year remember that the choices you make will determine your future selection of courses as well as entrance to post-secondary institutions. Seek advice about course selection from the academic counsellor, administration, teachers and parents. Students are responsible for their credit count, for satisfying the diploma requirements as outlined by Alberta Education, and for planning for their future careers. The academic advisor and administration are here to review and advise you in these matters.

Religious Education

We believe our students benefit from a Christ-centered learning environment. They will explore religious thought, develop their faith and grow in their relationship with Christ Jesus in an atmosphere of gospel values and Catholic heritage. Students are invited to openly discuss their faith and to learn about the history, tradition and issues related to the Catholic Church. It is through this atmosphere of openness, honesty and mutual respect that we believe our students will become responsible citizens capable of making intelligent decisions in an increasingly complex world.

Students at STCA are expected to complete Religious Studies 9, 15, 25 and 35, as well as fully participate in religious ceremonies and activities.

French as a Second Language (FSL-9Y) Programming

French as a Second Language (FSL) refers to a course sequence in which the French language is taught as a subject. French as a Second Language (FSL) courses provide students with definite benefits. Being able to understand and use French is an important aspect of being a Canadian and a global citizen. By learning French, students are able to develop the necessary knowledge, skills and attitudes needed to communicate in a variety of real-life contexts.

French 30-9Y can be used for entrance into post-secondary. Please see the Academic Advisor for more details.

St. Isidore Campus

Elk Island Catholic Schools has an online platform called St. Isidore Campus, which strives for academic excellence, but also seeks spiritual growth in alignment with our Catholic faith.

Students who are unable to obtain a class <u>due to a clear scheduling conflict</u> may be registered in a SILC course, after approval of the Assistant Principal or Academic Advisor. These courses are self-directed studies and for successful completion students should be motivated and organised. Enrollment is a case by case basis.

Off Campus Programs

Off Campus programs include RAP and Work Experience programs that aid our students in transitioning to life after high school. In order to do their programs students need to *complete an HCS 3000 module* (1 credit) prior to earning hours and must be 15 years of age or older.

Work Experience students will participate in meaningful work following placement at one of a wide range of stations in Camrose. Students can explore a variety of trades such as: mechanics, carpentry, parts, plumbing and electrical or other careers in business, education, and health careers. Interested students shall meet with the Off Campus Teacher early in the semester to determine placement potential.



The Registered Apprenticeship Program (RAP) provides an exciting opportunity for students to explore the world of trades. Students who have a keen interest in trades related may be placed at a work site for half of their grade 11 and grade 12 year. High school credit and apprenticeship hours can be earned while earning a wage in one of the over 50 available trades in Alberta. Interested students should contact the Off Campus Teacher.

For more information on this programming contact Mr. Wispinski (danw@eics.ab.ca).

Grade 9 Programming

Grade 9 students complete 2 core classes each semester (Sept-Jan; Feb-June). Grade 9's write Provincial Achievement Tests (PAT's) at the end of each semester. Teachers will keep students updated with dates, times and expectations.

A student's final marks in their grade 9 compulsory subjects will determine which courses the student can register for in grade 10. Review the chart below for details.

Grade 9 Courses	*Recommended %	Grade 10 Course
Language Arts	> 65%	English 10-1
	40 - 60%	English 10-2
Social Studies	> 60%	Social Studies 10-1
	40 - 60%	Social Studies 10-2
Science	> 50%	Science 10
	< 50%	Science 14
Mathematics	> 70%	Math 10C
	50-70%	Math 15 prior to Math 10C
	<50%	Math 10-3

^{*}These are recommended percentages based on the ability to successfully complete the grade 10 level courses.

Grade 10 - 12 Programming

Grade 10s must register for a minimum of 40 credits, with no spares. Grade 11 schedules may include up to a 5 credit spare while Grade 12 schedules must satisfy graduation requirements. All returning grade 12's and mature students are required to register for a minimum of 10 credits per semester or as approved by administration.

All students will have final exams in each core subject except for Health and Physical Education at the end of each semester. Students enrolled in 30-level core classes, will write a Diploma Exam. Teachers will keep students updated with dates, times and expectations.

<u>Alberta High School Diploma Requirements</u>

To earn an Alberta High School Diploma a student must meet the requirements set forth by Alberta Education and listed in the table below.

ALBERTA HIGH SCHOOL DIPLOMA GRADUATION REQUIREMENTS (Alberta Education)

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

100 credits including the following:	
ENGLISH LANGUAGE ARTS - 30 LEVEL (English Language Arts 30-1, 30-2)	SOCIAL STUDIES - 30 LEVEL (Social Studies 30 or 30-2)
MATHEMATICS - 20 LEVEL (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)	SCIENCE - 20 LEVEL (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)
Physical Education 10	CALM 20
 Career and Technology Studies (CTS) Fine Arts Second Languages Physical Education 20 and/or 30 Locally developed/acquired and locally authorized courses in CTS, fine arts, second languages, Knowledge and Employability courses Registered Apprenticeship Program 	 10 credits any 30-level course (other than SS 30 and ELA 30): These courses may include: 35-level Locally developed/acquired and locally authorized courses 3000 Series; Advanced Level in Career and Technology Studies Courses 35-level Work Experience 30-4 level Knowledge and Employability course 35-level Registered Apprenticeship Program 30-level Green Certificate Specialization



<u>Certificate of High School Achievement</u>

To earn a Certificate of High School Achievement, a student must be registered in the Knowledge and Employability Program. The Knowledge and Employability courses are designed for students who meet the criteria and learn best through experiences that integrate essential and employability skills in occupational contexts. The courses provide students opportunities to enter into employment or continue their education. Students who are enrolled in Knowledge and Employability courses and who satisfy the requirements as outlined in the chart below are awarded a Certificate of High School Achievement.

Certificate of High School Achievement

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

80 credits including the following:	
Social 10-2 or 20-4	Mathematics 10-3 OR 20-4
Physical Education 10	CALM
 5 credits in: 30-level Knowledge and Employability occupational course, or Advanced level (3000 series) in Career and Technology Studies courses, or 30-level locally developed course with an occupational focus 	OR 5 credits in: • 30-level Registered Apprenticeship Program (RAP) course
 AND 5 credits in: 30-level Knowledge and Employability Workplace Practicum course, or 30-level Work Experience course, or 30-level Green Certificate course, or Special Projects 30 	

Graduation



STCA graduation ceremony is composed of a Liturgy of the Word and a Cap and Gown ceremony at 6pm on Friday, May 29th 2026 at St. Francis Xavier Church. Graduation photos are booked for February 27, 2026.

To participate in the Cap and Gown ceremony, students must meet the following requirements:

- Be eligible to obtain requirements of an Alberta High School Diploma, Certificate of High School Achievement, or Certificate of High School Completion
- Be completing courses at STCA in their graduation year.
- Successful completion of Religion 15, 25 & 35
- All outstanding school fees are paid.

These requirements will be reviewed:

- February: An email will be sent home to parents and/or students at-risk of not graduating.
- April 30th: Required courses must be at a minimum of 50% at this time in order to receive Cap and Gown tickets.

Students who are failing to meet requirements <u>may not be eligible</u> to participate in the Cap and Gown ceremony. **Students are responsible** to make sure that they meet the graduation requirements using their Powerschool and <u>MyPass</u> accounts.

Grad fees, which must be paid prior to booking a grad photo session, include the following:

- Grad photo sitting fee
- Rental donation for St. Francis Xavier church
- Gown/stole rental fee and graduation cap purchase
- Decorations for Cap and Gown ceremony

Students should enroll in the Graduation Google Classroom (Code: **bocws76w**) in order to stay up to date with grad information. Students wanting input on ceremony decisions or to help plan and organize student initiatives at graduation, should join the Grad committee.

Families of graduates may organize a graduation banquet on **Saturday, May 30, 2026.** A Grad Parent Committee will be formed in the first few weeks of September to organize, plan and fundraise, if applicable at the initial grad meeting. Volunteers for the Grad Parent Committee will be determined at the initial grad meeting in September.

Student Awards



Student Awards Night is held annually in the fall to celebrate the previous year's academic achievement of our students while Colors Night in June celebrates our student athletic extra-curricular accomplishments.

Scholarship and Awards Process

We give out many honourable scholarships through our own school. Students should complete the Academic Awards Google Form posted on their Academic Advising Google Classroom, in April. Teachers may also nominate recipients of awards.

Helpful information includes:

- Volunteer activities within the school community
- Participation in any enrichment, clubs, sports or leadership completed at STCA
- Participation in clubs, activities or community organisations
- Participation within your parish (please specify parish)
- Future post-secondary plans(college, university, polytechnic training) including status of acceptance

STCA Catholic School has a comprehensive Awards Program that is both school based and community supported. Students earn awards in many categories, all of which are explained below.

Honors Certificates

The Honors certificate is available to the students in grade 9 who obtain an average of 80.0% or higher in all 4 core subjects plus religion and satisfactory achievements in other courses.

Students in grades 10-12 earn Honors through a calculation <u>similar</u> to the Rutherford Scholarship. An average of 80.0% in the student's grade level English, 2 highest core classes, religion and the next highest 5 credits (or 2-3 credits) are calculated. Only courses of that grade are used in the calculation (ie. modules of Foods 10 are used in the grade 10 calculation).

Scholastic Awards

The Scholastic Award is available to one outstanding academic student at each grade level from 9-12 who obtains an average of 80% or higher in core subjects and satisfactory achievements in other courses (not eligible for Honors Award). This award is given to the student with the highest academic standing per grade level.

Citizenship Awards

The citizenship award is available to all students at STCA and is presented to at least one student at each grade level (9-12). It is based upon the following criteria demonstrated by the student:

- has a spirit of cooperation
- exhibits positive and supportive attitudes
- demonstrates concern and respect for others
- is an active participant in school and class activities
- demonstrates Catholic values with the ability to achieve to potential in all subjects

Career & Technology Studies (CTS) Award

To qualify for the CTS award a student must:

- Achieve top standing in a 30-level CTS class (preference given to grade 12 student)
- Demonstrate a high interest in CTS courses
- Demonstrate leadership qualities in the classroom
- Demonstrate a cooperative attitude with fellow students and teachers.

The winner will receive a certificate of achievement as the top CTS student .

Fine Arts Award

The criteria for this award involves active participation and dedication to advancement in either the Performing Arts (Drama) or Visual Arts program (Stained Glass, Art) at STCA.

Knights of Columbus Scholarship Awards

This award is sponsored by the Knights of Columbus. This scholarship is available to any STCA student in grades 10-12. Selection is based on promotion and practice of their Christian Faith in the home, parish, school and community. This is evident in their involvement in community work, volunteerism and demonstration of leadership and responsibility in their school, parish and community activities. This is presented to two students who receive a \$50.00 cash award.

Mustard Seed Award

This scholarship is available to any STCA student in grades 10-12. This award is intended to recognize someone who would not necessarily seek to be recognized, but who goes about living their life with caring, compassion and commitment to the example of Jesus Christ through their everyday attitudes and actions. This student demonstrated how they incorporate the Christian message in their daily lives and is awarded \$50.00.

Augustana Awards for Excellence in the Study of Science

This award goes to one high school student in grades 11-12 that meets the following criteria:

- Will have completed a minimum of 2 core science classes. (Biology 20/30, Chemistry 20/30, Physics 20/30, Science 20/30)
- Will have achieved honors (80%+) in both classes.
- Shows an exemplary level of interest and enthusiasm, not only in the subject matter, but in all lab exercises as well.

The recipient of this distinction will receive a \$100 award, a certificate of this achievement, and their name will be added to the permanent plaque that will be displayed in our halls at STCA.

Class of 2020 Legacy Scholarship

This award goes to a graduating student that will be attending post-secondary school in the fields of health care or education. This award was created by the Grad class of 2020 to honor the efforts of teachers and health care professionals in getting them through their school year during the start of the covid-19 pandemic. In the event that there are multiple students, the scholarship would be awarded to the student with the highest overall core graduating average. The award recipient receives \$250.

Tanya Thiessen award for "Excellence in Service for Leadership"

This \$100 scholarship will be awarded to a graduating student that has contributed to the overall positive culture of STCA. Through service work and leadership the recipient will have shared their gifts and talents with the school in a meaningful way.

Principal's Award

This award is presented to the student who fits the criteria below and is awarded \$50:

- has been a consistent promoter of STCA School
- has been a member of 2 or more school clubs, teams or councils
- demonstrates care, concern and a Christian attitude toward the student body
- is dedicated to academic success
- shows leadership by example

REAL Foundation Christian Leadership Scholarship

This scholarship is available to a Grade 12 student from STCA School. Selection is based on an individual who demonstrates the criteria below and is awarded \$1000.

- leads by example,
- has a Christian presence in the school, community and parish,
- an individual who regularly attends mass and parish activities,
- is identified as a school leader,
- and an individual who has aspirations for post secondary education.

Enrichment Programming



STCA has a variety of additional school enrichment activities that contribute to the climate of our school community. These activities are offered throughout the school year and student interest and school/district priorities for the school year. We highly encourage students to start their own clubs and activities. Please see administration if you are interested. Enrichment activities may include, but are not limited to:

- Yearbook Club
- Intramurals
- International Travel Club
- Terry Fox Run
- School Choir
- Outdoor Education camping trip
- Turkey Christmas Dinner
- Leadership Club
- Young Scientist Conference
- WISEST conference
- Graduation Committee
- Gaming club
- Robotics club
- "The Council"