



St. Theresa

CATHOLIC SCHOOL

engage

minds

embrace

faith



empower



community

School Handbook



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Welcome to St. Theresa of EICS, a thriving community that provides a nurturing, faith-filled environment that supports each student's learning journey.

We are glad to have you as part of our community.

Message from the Principal

**Mrs. Kristine Willis
Dengler**



Welcome to a new school year at St. Theresa Catholic Middle School. It is a joy and a privilege to serve as your principal. Our school is a Christ-centred community where faith, learning, and relationships guide everything we do. Together, we strive to create a safe, caring, and inclusive environment where every student is known, supported, and encouraged to grow in both character and achievement.

At St. Theresa, we believe learning is most powerful when it challenges the mind, nurtures the heart, and inspires service. Rooted in our Catholic faith, we are committed to upholding the dignity of every person and to building a culture of respect, responsibility, and belonging. Students are called to develop their gifts, strengthen their faith, and contribute positively to the world around them.

Our handbook outlines the expectations, policies, and opportunities that support the success of all students. I encourage families to review it together, as it serves as a guide to help us work in partnership. When home and school walk together, students are best equipped to thrive.

I look forward to an exciting year of learning, growth, and faith-filled community. Thank you for entrusting us with your children. It is truly an honour to walk with them on this journey.

Blessings,
Kristine Willis Dengler

Student Support Team



Mrs. Kristine Willis Dengler
Principal



Mrs. Gau
Asst. Principal



Mrs. Lindbeck
Asst. Principal



Ms. Norrie
Family Wellness Worker



Ms. Billingsley
Collaborative Response
Coordinator

FWW Program provides short-term supportive assistance to students and their parents/guardians. Services are provided free of charge and may take place at school and in-home and community settings.

The CRC in collaboration with the School Leadership team, provides leadership, assistance, and support in meeting the needs of all students.



OUR CATHOLIC FAITH

St. Theresa is partnered with two parishes in Sherwood Park. We endeavour to maintain a close, supportive relationship with parishes and their priests. St. Theresa holds liturgies and celebrations in Roman Catholic and Ukrainian Catholic rites.

Our Lady of Perpetual Help Church

13 Brower Dr, Sherwood Park, AB T8H 1Y7

(780) 467-5470

www.olph.ca



Our Lady of Perpetual Help is a vibrant community of strong faith which welcomes, worships, works and celebrates life together in Jesus Christ. From our beginnings in 1958, to the present, OLPH has been blessed with wonderful leaders, with vision and tremendous dedication, and also with an active compassionate parish family of now over 14,000 strong.

St. Sophia's Ukrainian Catholic Parish

Baseline Road and Range Road 224,

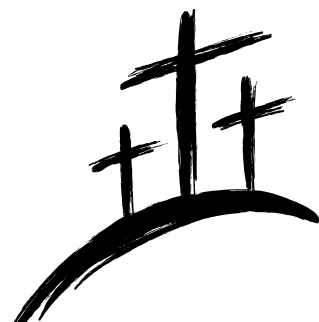
Sherwood Park, Alberta

780-464-4177

<http://stsophiaparish.com/>



St. Sophia Parish endeavors to practice the rich traditions of the Byzantine Rite within a modern contemporary context. The parish consists primarily of young families with a healthy representation of all generations. It offers programs and activities that promote the Spiritual, Educational, Cultural and Social needs of the Parish.





OUR PATRON SAINT



St. Therese of Lisieux, often referred to as the "Little Flower of Jesus," underwent a life-altering spiritual conversion at 14 and dedicated her life to God by joining the Carmelite convent at 15. Despite facing serious illness and periods of doubt, she remained steadfast in her faith and prayer life until her death from tuberculosis at 24. Known for her "little way of spiritual childhood," Therese emphasized the importance of great love over great deeds. She expressed this through her approach to life - attending to every task, no matter how ordinary, with extraordinary love. Remembered as the "little flower of Jesus," she was swiftly canonized as a saint due to the remarkable impact of her life and teachings on many around the world.

"Love proves itself by deeds, so how am I to show my love? Great deeds are forbidden me.

The only way I can prove my love is by scattering flowers and these flowers are every little sacrifice, every glance and word, and the doing of the least actions for love."

St. Thérèse of Lisieux



OUR Mission & Vision

At St. Theresa Catholic School, we:

ENGAGE Minds, EMBRACE Faith & EMPOWER Community
by:

- fostering the spiritual, physical, and emotional wellness of all students and staff
- providing faith-filled learning experiences that promote student voice and choice in becoming lifelong learners and problem solvers
- developing independent, involved, and empathetic citizens whose faith permeates the community at large



BELL SCHEDULE

8:30	Buses Arrive & Doors Open	
8:30	Warning Bell	
8:36	Homeroom	
8:41 – 9:28	Block 1	47 min.
9:28 – 10:15	Block 2	47 min.
10:15 – 10:21	Nutrition Break	6 min.
10:21 – 11:08	Block 3	47 min.
11:08 – 11:55	Block 4	47 min.
11:55– 12:55	Lunch/Recess	60 min.
12:55 – 1:42	Block 5	47 min.
1:42 – 2:29	Block 6	47 min.
2:29 – 3:15	Block 7	46 min.
3:15	Dismissal	



EARLY OUT

BELL SCHEDULE

8:30	Buses Arrive & Doors Open	
8:30	Warning Bell	
8:38	Homeroom	
8:41 – 9:19	Block 1	38 min.
9:19 – 9:57	Block 2	38 min.
9:57 – 10:03	Nutrition Break	6 min.
10:03 – 10:41	Block 3	38 min.
10:41 – 11:19	Block 4	38 min
11:19– 12:19	Lunch/Recess	60 min
12:19 – 12:58	Block 5	39 min.
12:58– 1:37	Block 6	39 min.
1:37 – 2:15	Block 7	39 min.
2:15	Dismissal	

PARENT-SCHOOL CONNECTION

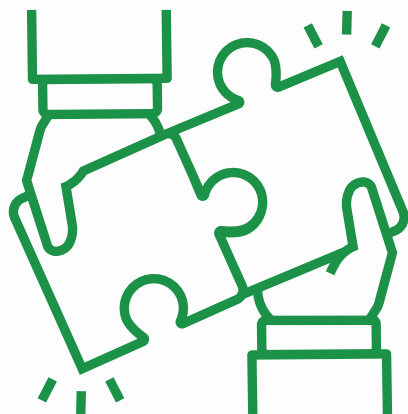
Parents are encouraged to take an active role in our school community. Parent engagement matters, as studies have shown that student achievement improves when parents play an active role in their education.

Parent involvement can take on many forms:

- attending School Council meetings
- volunteering for field trips and school activities
- ensuring a quiet space for students to work at home
- meeting with teachers
- being in regular communication with teachers
- talking to your child(ren) about their day at school

School Council

Parent involvement is an integral part of the success of any school. The St. Theresa School Council meets five or six times through the school year and provides an excellent opportunity to stay informed and have a voice in school matters. Parents and guardians are encouraged to join us for our first School Council meeting in the latter part of September.



SCHOOL POLICIES

Academic and Assessment



Elk Island Catholic Schools emphasizes creating quality learning environments where students understand their progress and learning goals. The assessment and academic policy is based on the Alberta Program of Studies.

Formative assessments are used daily to monitor student learning, with a focus on clear learning targets and timely descriptive feedback. Students are involved in their own assessment through self and peer evaluation.

Summative assessments occur at the end of a learning period and should reflect the most recent demonstration of learning. Non-academic factors are reported separately, and group participation is assessed individually. Teachers gather assessment information through observations, conversations, and student products.

Academic Dishonesty

Students may be given a second chance at a summative assessment based on teacher judgment. Missing or incomplete work is addressed through communication, support, and possible consequences. Homework serves as practice, and academic dishonesty is dealt with through supervision, redoing assignments, and behavioural consequences.

Overall, the policy promotes student-centred assessment, continuous feedback, and opportunities for improvement while ensuring academic integrity and accountability.

SCHOOL POLICIES



Personal Communication Devices (PCD)

At St. Theresa, student learning, mental health and positive relationships are key. Research is showing a link between the use of personal communication devices (PCD's) and poor mental health, learning disruption, decreased healthy social interaction, and bullying via social media platforms. Additionally, there is now a Ministerial Order and EICS Administrative Procedure related to the use of PCD's in schools.

Grade 5 and Grade 6 guidelines: A PCD includes, but is not limited to cell phones, tablets, smart watches, and earbuds. During instructional and non-instructional time (lunch, recess, and breaks) students in Grades 5 and 6 are not permitted to use their PCDs. If a student brings a PCD to school, it must remain in their locker for the entire school day.

Grade 7 and Grade 8 guidelines: A PCD includes, but is not limited to cell phones, tablets, smart watches, and earbuds. During instructional time, students in Grades 7 and 8 are not permitted to use their PCDs. If a student brings a PCD to school, it must remain in their locker. PCDs may be used during breaks, recess, and lunch periods.

What if I need to contact my child or send them a message?

Please contact the school office at (780) 464-4001 in any instance where you need to get a message to your child.

Will a PCD ever be used in class?

In the event that cell phone or another PCD is needed for a school based activity, teachers will communicate this in advance. The device would then be used for the purpose and duration of this activity as directed by the teacher.

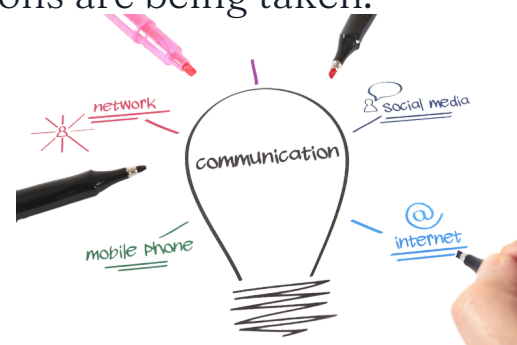
If your child's use of a PCD becomes a distraction to their learning or to the learning and/or well being of others, the device might be confiscated for a period of time. Parents/guardians will be contacted to help find a solution to the problem.

SCHOOL POLICIES

Communication

Effective communication between parents and the school fosters a strong partnership that positively impacts a child's educational journey.

- 1. Be Proactive:** Initiate communication with the school proactively. Attend parent-teacher meetings, open houses, and other school events to establish relationships with teachers and staff.
- 2. Channels:** Utilize the school's official communication channels, such as email, Weekly S'More and PowerSchool Portal. We strongly encourage Parents/Guardians to contact the classroom teacher first. Email addresses can be found on our school website.
- 3. Maintain a Respectful Tone:** Communicate with teachers and staff respectfully and professionally. Maintaining a positive relationship is essential for your child's education.
- 4. Collaborate and Problem-Solve:** Approach communication with a collaborative mindset. Work together with teachers and staff to address any concerns or challenges that may arise.
- 5. Respect Confidentiality:** Respect the privacy and confidentiality of students, teachers, and staff. Please don't share sensitive information or talk about specific cases with unauthorized individuals.
- 6. Follow Up:** After a communication exchange, follow up as necessary to ensure that any agreed-upon actions are being taken.



Student Code of Conduct

Faith in Action: Guidelines for Behaviour and Responsibility 2025 - 2026

At St. Theresa Catholic Middle School, we are called to live out our faith by upholding the dignity of every person. As members of a Christ-centred learning community, we strive to be responsible, caring, and respectful citizens who contribute positively to our school and the world around us.

Our Code of Conduct reflects the School Act, Catholic Social Teachings, and our commitment to fostering a faith-filled, safe, and inclusive environment for all. By putting respect, responsibility, and care into practice each day, we create a school where students can grow in character, learning, and faith.

Student Rights & Responsibilities

Every student at St. Theresa has both rights and responsibilities. These guide our daily actions and interactions as we learn, grow, and live in community with others.

I Have the RIGHT To...	I Have the RESPONSIBILITY To...
A quality Catholic education	Achieve my personal best by attending regularly, being on time, completing assignments, and engaging respectfully in learning
Be treated with dignity and respect	Treat others with kindness, respect, and fairness, regardless of differences
Feel safe and secure	Act in ways that promote safety for all and speak up if someone is being harmed
Be heard and express myself appropriately	Listen to others, use respectful language, and resolve conflicts peacefully
Use and protect my personal property	Respect school property, ask before borrowing, and care for shared spaces
A clean, welcoming environment	Help keep our school tidy, even if I didn't make the mess
Make my own choices	Make thoughtful decisions and accept the consequences of my actions



SCHOOL POLICIES

Learning Behaviors & Expectations

At St. Theresa Catholic Middle School, we are called to create a welcoming, caring, respectful, and safe environment where all students can learn and grow. Rooted in our Catholic faith, we recognize the dignity of every person as a unique creation of God. A positive learning environment is one that:

- Upholds each person's worth and dignity through kindness, respect, and fairness
- Promotes order, purpose, and responsibility in both learning and behaviour
- Fosters caring and peaceful relationships built on empathy and understanding
- Recognizes and responds to individual differences, gifts, and needs
- Ensures freedom from physical, emotional, or psychological harm so that all may feel safe and supported

Together, staff, students, and families share responsibility for living these expectations each day, ensuring that our school is a place where faith, learning, and community flourish

Minor Offences

Minor behaviours can usually be addressed immediately by the teacher. They include:

- Late to class
- Rough play
- Disruptive classroom behaviour
- Hallway or washroom loitering
- Talking back, making faces, unkind words
- Minor physical contact (pushing, tripping, hitting in play)
- Petty theft (with item returned)
- Misuse of property or technology (cell phone without permission, throwing objects)

Possible Responses:

1. Formal warning and reteaching – reminder of expectations, reteach appropriate behaviour.
2. Reteach and connect – private conversation, Tier 1 strategies, parent contact if needed.
3. Time out and reflection – removal from activity/class, completion of reflection activity.
4. School community service – helping with classroom or school clean-up.
5. Loss of privileges – such as break time or participation in activities.

Note: Repeated minor offences, despite intervention, may be treated as major offences and referred to administration.



SCHOOL POLICIES

Learning Behaviors & Expectations

Major Offences

Major behaviours are serious and may require suspension. They include:

- Sustained defiance or disruption (5 minutes or more)
- Bullying or repeated harassment
- Verbal threats or abusive language (hateful, racist, or sexual)
- Intentional physical aggression or assault
- Theft of significant value or items not returned
- Vandalism of personal or school property
- Possession of illegal items (drugs, alcohol, vape, lighter, weapons)
- Cyberbullying or inappropriate technology use
- Willful disobedience, open defiance, or interference with the orderly conduct of the school
- Contravention of the School Act or Code of Conduct

Possible Responses:

- Referral to administration with parent contact
- Loss of privileges or detention
- Class suspension (teacher and admin coordinated, parents contacted within 24 hours)
- In-school or out-of-school suspension (up to 5 days)
- Restitution for property damage
- Community service
- Police involvement (if necessary)

School Bus Behaviour Expectations

Students are expected to follow all bus rules and directions of the driver. The bus driver has full authority to ensure safety. Behaviours that compromise safety (defiance, bullying, disruptive behaviour, vandalism, inappropriate language, etc.) may result in suspension from bus privileges.



SCHOOL POLICIES

Attendance

Regular Attendance is critical for student success. Excused absences are when students are absent from school with a valid excuse and parental approval. Examples of excused absences include:

- Illness
- Medical/Dental Appointments
- Family Emergencies
- Other reasons deemed acceptable by the school administration

Unexcused Absences are when students are absent from school without a valid excuse, with/without approval parental approval. Examples of unexcused absences include:

- Babysitting
- Shopping
- Skipping Class
- Sleeping in
- Out-of-town
- Missing the school bus
- Hair Appointments

A parent must notify the office of an absence. There are multiple ways to report an absence:

1. Call the school office 1-780-464-4001
2. Email stt@eics.ab.ca

Late Arrival

If arriving late the student must report to the office before going to class.

Leaving Early

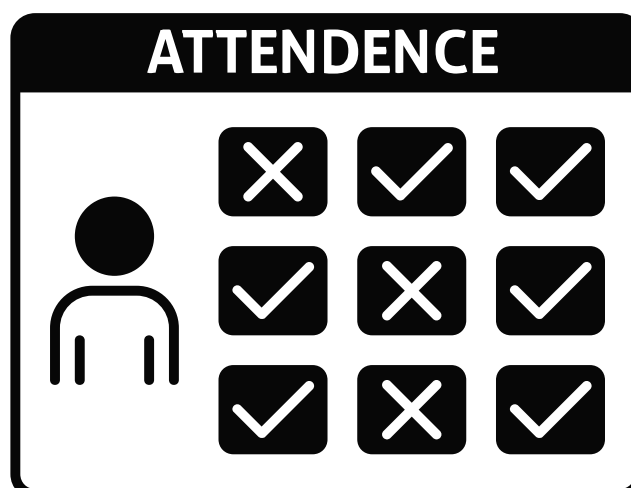
If leaving before the end of the school day, a parent must notify the office and the student must report to the office before leaving.

SCHOOL POLICIES

Attendance

Vacation/Extended Absences

Today's classrooms are dynamic learning environments that are fluid and constantly changing in order to keep students engaged in their learning. Work assigned is often project-based and is designed to promote critical thinking and a deeper level of student engagement. Because our learning environments are so dynamic, it can be very difficult for teachers to put together packages for students who will be away for an extended period. Consequently, we recommend that families avoid booking vacation time during the school year. If that is not possible, or if a student must be away for truly important events or family emergencies, then parents are asked to contact the teacher to find out what general topics of study will be examined while the student is away. The student will be expected to read applicable textbook chapters and monitor work and material being posted in Google Classroom, with the understanding that the student will likely have work to make up when he or she returns to school. Note: While it is the goal of St. Theresa teachers to support all students, it is the responsibility of the student to see each of his or her teachers to find out what work was missed during an absence and to complete all missed work, assignments and exams.



SCHOOL POLICIES

Student Drop Off/Pick Up Procedures

Student drop off and pick up is on Brentwood Blvd. (west side of the school) or in the pull over lane on Festival Way (south side of school).

Due to safety and congestion issues, there is NO drop off or pick up permitted on the East side of school. For safety reasons, do not enter the bus lane.



SCHOOL POLICIES



Closed Campus

St. Theresa is a closed campus, which means that students are not allowed to leave the school grounds during the school day without permission from a school administrator. This policy is in place to ensure the safety of students and to help maintain a secure learning environment.

Food Delivery Services

Food delivery services such as Skip The Dishes and Uber Eats are not permitted.

Allergy Awareness

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

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

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

Medications

All medications at the school must be managed in accordance with the guidelines of the Medication Management Plan. Please ensure the Medication Management Plan has been completed for your son/daughter if they need to take medication while at school. All medications must be stored in the office.

DRESS & ATTIRE

St Theresa Catholic School is a respectful, faith-based learning environment. We ask that students dress appropriately for the various school functions and activities that they will participate in.

Please ensure that your child is dressed appropriately to be outdoors for up to 30 minutes for recess every day (weather permitting).

If students are deemed to be dressed inappropriately we will start with a conversation with the student. Parents may receive a phone call as a follow up.





PROGRAMMING

Core Curriculum - Academic Excellence

Our academic philosophy is to foster a culture of academic excellence within a Catholic, faith-centered environment and to ensure that all students have an equal chance to reach their potential. Our goal is to create a learning environment where students are motivated, engaged, and excited about their learning.

Our students will be challenged to think critically and become problem solvers in mathematics, science, social studies, and the arts. We will provide our students with the tools, resources, and guidance needed to be successful in the 21st century.

Grade 5 and 6 - Mandatory Complementary Courses

Fine Arts – Consists of Music and Art - Throughout the grades, an articulated Fine Arts program involves students as creators, performers, historians, critics and consumers. The Fine Arts enable students to enhance the depth and breadth of their expression and intuitive response to fine art.

French as a Second Language - Students learn basic vocabulary and grammar in a variety of themes related to their daily lives. 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.

Career & Technology Foundations - Complementary Courses for Grades 5 - 8

Career & Technology Foundations (CTF) focuses on outcomes that align with the cross-curricular competencies identified through Inspiring Education necessary for the educated Albertan of 2030. CTF brings to life the vision of Inspiring Education: students as engaged thinkers and ethical citizens with an entrepreneurial spirit.

CTF courses create learning environments that explore occupational areas through an inquiry-based approach. This supports meaningful learning and meets the diverse needs of the students and the community. The middle school philosophy encourages exposure for middle school students; therefore students will take complimentary courses within the Career and Technology Foundations (CTF) streams.

Career & Technology Foundations courses that may be offered include:

- Art
- Construction
- Drama
- Musical Theatre
- Foods
- Fashion
- Leadership
- Robotics
- Sports Performance
- Style & Self-Care

Please note students that enrol in the Sport For Life Program or the Performing Arts Program will not have room in their schedules for additional complementary courses.



PROGRAMMING

Sport For Life Program

The mission of the Sport for Life Program is to provide students exposure to a variety of sport and recreation activities in a Catholic environment with the focus on creating life-long active and healthy lifestyles. Students will have the benefit of building athletic skill, along with leadership qualities in a faith-filled setting. This program is offered in grades 5-8.

The program is based on the Canadian Sport for Life (CS4L) model, which is a movement to improve the quality of sport and physical activity in Canada through improved athlete training and better integration between all stakeholders in the sport system, including sport organizations, education, recreation and health.

Performing Arts Program

The mission of the Performing Arts Program is to provide students exposure to a variety of performing arts in a Catholic environment with a focus on developing creativity, ingenuity, empathy, leadership, and innovation. The program focuses on drama, dance, music/voice, and some media/set design. Students have the opportunity to explore their God-given talents, build community partnerships, and work with experts in the field. Program Description: The program is open to all students in grades 5-8. The program reflects current trends in the industry and will culminate in a major "Broadway type" production performed in the St. Theresa Theatre in front of live audiences.

Ukrainian-Bilingual Program

The Ukrainian Bilingual Program in Sherwood Park began in 1980 and has seen decades of success in academic achievement, global learning, and celebration of the rich Ukrainian heritage. From pre-school to grade 12, the Ukrainian Bilingual Program offers a highly academic program in a faith-filled cultural environment and provides children with a wealth of experiences and advantages that benefit them within the classroom walls and beyond.

The elementary school component is taught at St. Nicholas Catholic School and continues through the middle school years (grades 5-8) at St. Theresa Catholic School. The language is primarily taught through Ukrainian Language Arts and is integrated into other subject areas as well such as religion, music, health, and art. Students participate in different religious and cultural celebrations/activities which help them gain an understanding of the Ukrainian Catholic faith, with special emphasis on the Byzantine Rite. Students who have progressed through the program have developed life-long friendships as well as valuable global learning skills associated with second language study. From diversified thinking to effective communication skills in both English and Ukrainian, the program offers students a distinct advantage when entering post-secondary studies and future careers.

PROGRAMMING

Flexible Pathways Program

For all students, educational practices should be flexible and responsive to their strengths, needs, and learning preferences. Flexible Pathways helps create learning experiences to ensure students with complex learning needs are successful (i.e., students with a diagnosed developmental disability). This program strives to balance our vision and values of inclusive education with interventions and strategies of targeted instruction for our most complex learners.

Our Flexible Pathways program provides a half-day of targeted instruction focused on Literacy, Numeracy, Communication, and Social skills in a structured, yet flexible environment, with experienced teachers giving students the attention and support they need to succeed. Targeted instruction is complemented by inclusive and authentic learning opportunities that allow students to further explore and develop their interests in school environments with peers and appropriate supports.



AWARDS

Junior High Awards and Recognition (Grade 7 & 8)

Each spring, St. Theresa will host an evening awards ceremony where students will be recognized for the following awards:

Honours

Awarded to each student achieving an average of 80% -89.4% in their 5 core subjects* and no marks lower than 3 in PE and other complementary courses.

Honours with Distinction

Awarded to each student achieving an average of 89.5+% in their 5 core subjects* and no marks lower than 3 in PE and other complementary courses.

*Core subjects include Language Arts, Mathematics, Religion, Science and Social Studies

Principal's Award

Awarded to students who meet the criteria: Engaged Thinker, Caring Citizen, Resilient Learner. The award has little to do with academic achievement; rather, it looks to recognize work ethic, leadership, faith, kindness, service, and other attributes that are not easily quantified.

Athletics

Recognizing one Grade 8 Male and one Grade 8 Female Athlete of the Year

George Miok Award

George was a former Archbishop Jordan student, a teacher, and a resident of Sherwood Park. He joined the armed forces right out of high school and served in Bosnia and Afghanistan. George lost his life during his second tour in Afghanistan on December 30, 2009. His family has established a scholarship in George's memory that is supported by Jacek Chocolates here in Sherwood Park.

St. Theresa has created a program called MIOK Moments, where students are recognized throughout the year for acts of kindness, empathy, strong character, and/or service. One or two grand prize winners from our MOIK moments program are recognized during our awards ceremony.