



Thorhild Central School

TCS HANDBOOK



MISSION

We envision TCS as a connected diverse community that fosters learning, wellness, joy and celebration. TCS is a positive place where everyone has a voice and realizes their potential.

VISION

At Thorhild Central School, we value learning for all and are dedicated to creating a community built on mutual respect and open communication. We foster collaboration and teamwork, are guided by empathy and compassion, and encourage each other to live our core values, which include integrity, honesty, trust, creativity and innovation.

Thorhild Central School
21410 Highway 18
Postal Bag 30
Thorhild, AB T0A 3J0

Phone: 780-398-3610

Fax: 780-398-3838

Email: tcs@aspenschools.org

Website: www.aspenschools.org/tcs

Office Hours:

8:00 am—4:00 pm

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GENERAL INFORMATION

School Staff

Administrators:

Ms. Lenore Lamouche	Principal
Mr. Matt Kolotyluk	Assistant Principal
Mr. Murray Lalonde	Assistant Principal

Teachers:

Ms. Jay-Lynn Cozicar	Kindergarten, Elementary Music
Mrs. Hannah Provost	Grade 1
Mrs. Haleigh Melnyk	Grade 2
Mrs. Darlene Kuzik	Grade 3
Ms. Erin Halonen	Grade 4
Mrs. Charlotte Williams	Grade 5
Mr. Alex Purin	Grade 6 & Jr/Sr Athletics
Mrs. Alysha Dyck	HUM 8/9 & SS 7/8, English 10 1/2, PE 7, Health 7, Junior High Options
Mrs. Emily MacLellan	Jr K& E Math, Science 7, Chem 20/30, Grade 6 Math
Mr. Haden Klein-Fraser	Social Studies 9-12, Foods, PE 8/9, In reach
Mrs. Taylor Carlson	Math 8 & 20 ½ & 30 ½, Science 8/10/14/24, Sr. STEM
Ms. Lindsay Gross	HUM 7, ELA 20/30, CALM, Health 8/9, Tech 7, Jr High Options
Mr. Shaun Kiselyk	Math 9, Math 10, Science 9, JH Sports, Sr High Drama, Biology 30
Mrs. Kelly Feledichuk	HS Success and Careers, PE 10, HS Cosmo, Calm 20
Mrs. Rhonda Pawlik	Careers, Success, IEL, DIV
Mrs. Karen Potts	LIT/NUM Intervention
Mrs. Serena Flese	In reach, Social Studies 10-1, HUM 9, Gr. 9 STEM, Jr. Options, Tech 9

Support Staff:

Mrs. Carla Gawluk	Administrative Assistant
Mrs. Shannon Barnes	Business Manager

Educational Assistants:

Ms. Christine Desautels	Educational Assistant
Ms. Dorrie Rechner	Educational Assistant
Mrs. Cheryl Gargus	Educational Assistant/Librarian
Mrs. Connie Kassian	Educational Assistant
Mrs. Joyce Binetruy	Educational Assistant
Mrs. Tracy Gulinsky	Educational Assistant/Virtual Coordinator
Mrs. Melodie Auger	Educational Assistant
Mrs. Mandy Stanton	Educational Assistant
Mrs. Dana DesRoches	Educational Assistant
Mrs. Olena Quaghebeur	Educational Assistant

Bell Schedule:

	JH/SH		Elementary	
BLOCK 1	Period 1	8:45 to 9:27	Period 1	8:45 to 9:25
	Period 2	9:27 to 10:09	Period 2	9:25 to 10:05
	5 min break	10:09 to 10:14	Period 3	10:05 to 10:45
BLOCK 2	Period 3	10:14 to 10:56	Period 4	10:45 to 11:25
	Period 4	10:56 to 11:38	RECESS	11:25 to 11:55
	LUNCH	11:38 to 12:18	LUNCH	11:55 to 12:15
BLOCK 3	Period 5	12:18 to 1:00	Period 5	12:15 to 12:55
	Period 6	1:00 to 1:42	Period 6	12:55 to 1:35
	5 min break	1:42 to 1:47	RECESS	1:35 to 1:50
BLOCK 4	Period 7	1:47 to 2:29	Period 7	1:50 to 2:30
	Period 8	2:29 to 3:11	Period 8	2:30 to 3:11



Aspen View Public Schools Calendar 2025-2026

Approved December 2024

August Organizational Day –25-27 Staggered Entry –28/29 First Day for Students – 28	September Labor Day – 2 School PD - 29 Truth and Reconciliation – 30	October Thanksgiving – 13 Division PD -14	November Remembrance Day – 11 Days in Lieu – 10/12 November Break 10-14 Collaboration Day - 28
December Christmas Break – 22-31	January Christmas Break – 1-2 Diploma Exams 12-27 School Based PD – 28 First day Semester 2 - 29	February Teachers Convention – 12/13 Family Day – 16	March Collaboration Day - 9 Spring Break – 30/31
April Spring Break – 1-7 Good Friday – 3 Easter Monday – 6	May Collaboration Day – 15 Victoria Day – 18	June Diploma Exams – 8-23 Last day for Students – 25 Last Day for Staff – 26	

August 2025						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
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October 2025						
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26	27	28	29	30	31	

School Based PD - 7

November 2025						
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23	24	25	26	27	28	29
30						

December 2025						
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January 2026						
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February 2026						
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March 2026						
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April 2026						
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26	27	28	29	30		

May 2026						
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

	School PD/Staff Work Day
	Collaboration Day
	Diploma Exam Start/Finish
	Day in Lieu
	First Day of Classes
	Stat Holiday/Breaks/Closures

Parents:

Parents and guardians are an integral part of their child's education. Parents and guardians are welcome to contact the school during regular school hours to arrange appointments, or to leave a message for a teacher to contact them. Open communication is essential for student success.

To ensure the safety and best learning environment for our students and staff, we are asking for your support as we try to be consistent with having all visitors follow the following procedures:

- In order to volunteer within our school, a Criminal Record/Vulnerable Sector Check, Intervention Check and Volunteer registration is required. Contact TCS@asperview.org for the package.
- All visitors are required to sign in and out at the General Office.
- If you are dropping your children off, please make every attempt to have them at the school by 8:35 so they are on time for class and morning announcements.
- We understand that situations arise when families are late. If this happens, please drop them off at the main doors.
- If you require your children before the scheduled dismissal time, please contact the office and the staff will be happy to call the classroom to have your child meet you in the office. This allows the office staff to update their attendance.

Allergy Aware School:

We are an "Allergy Aware" school, which means that we work to have effective practices in our school to reduce risks for students with allergies. Although we cannot guarantee an allergen-free environment, we will take reasonable steps to ensure a safe environment for those with life-threatening allergies.

Student Resource/School Fees

Any school resource fees will appear on the PowerSchool Parent Portal. If there is difficulty in paying the fees assessed, parents/ guardians are asked to contact school administration to make alternative arrangements. Monthly installments are welcome. Students are responsible for their textbooks and will be charged for any damage or loss incurred to these books during the school year.

THORHILD CENTRAL SCHOOL	
OPTIONAL PROGRAMS	
2025/2026	
JUNIOR HIGH	
SHOP	\$ 50
COSMOTOLOGY	\$ 50
ART	\$ 25
CRAFTS	\$ 25
GAMES & STRATEGY	\$ 25
FITNESS	\$ 25
DRAMA	\$ 25
STEM	\$ 25
FILM STUDIES	\$ 25
MUSIC	\$ 25
HORTICULTURE	\$ 25
BADMINTON	\$ 50
VOLLEYBALL	\$ 50
BASKETBALL	\$ 50
FOODS	\$50
SENIOR HIGH	
STEM	\$100
SHOP	\$100
COSMOTOLOGY	\$100
DRAMA	\$100
MUSIC	\$100
FOODS	\$100
FILM STUDIES	\$25
ART	\$50
TCS@ASPENVIEW.ORG	
780-398-3610	

Great Beginnings-A Learning Centre for Young Children

Thorhild Central School offers a wide variety of programs and activities for students in kindergarten through twelve. Great Beginnings is an early learning opportunity for children ages 3-5 and is a play-based program based on individual needs. The program is overseen by an Early Education teacher.

Report Cards

Formalized report cards and comments will be available on PowerSchool in January and June.

All parents have real-time access to students' programs by logging onto the PowerSchool Parent Portal. You may also access your child's information by using a mobile app for PowerSchool. Any parents or students requiring a login, please contact the school office.

Spares

- All Grade 10 students are to be enrolled in a full timetable. **THERE ARE NO SPARES AT THE GRADE 10 LEVEL.** The student goal is to obtain a minimum of 40 credits.
- All Grade 11 students are to be enrolled in a full timetable. **SPARES MUST BE APPROVED BY ADMIN.** The student's goal is to obtain a minimum of 40 credits.
- All Grade 12 students are to carry sufficient credits to ensure a High School Diploma.
- Grade 12 students may take their spares only in designated areas and must not disrupt the learning of other students (gymnasium is out-of-bounds). This privilege may be revoked if a student displays disruptive behavior, or if the students' marks and work habits deteriorate. Grade 12 students may leave the school premises during their spares. However, **STUDENTS MUST SIGN OUT AT THE OFFICE PRIOR TO LEAVING THE SCHOOL.**

Senior High School Diploma Requirements

To earn an Alberta High School Diploma, a student must satisfy the following conditions:

Earn a minimum of 100 credits.

Complete and meet the standards of the following courses:

- ♦ English Language Arts 30-1 or 30-2
- ♦ Social Studies 30-1 or 30-2
- ♦ Mathematics 20-1, 20-2 or 20-3
- ♦ Science 20, Science 24, Biology 20, Chemistry 20, or Physics 20
- ♦ Physical Education 10 (3 credits)

- ♦ Career and Life Management (3 credits)
- ♦ 10 credits in any combination from:
 - Career and Technology Studies (CTS)
 - Fine Arts Second Languages
 - Physical Education 20 and/ or 30
 - Knowledge and Employability Courses
 - Locally developed/acquired and authorized courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses

10 credits in and 30-level courses (in addition to a 30-level English Language Arts and a 30-level Social Studies as specified above).

These courses may include:

- 30-level locally developed/acquired and authorized courses
- Advanced level (3000 series) in Career and Technology Studies course
- 30-level Work Experience courses
- 30-level Knowledge and Employability courses
- 30-level Registered Apprenticeship Program courses
- 30-level Green Certificate Specialization courses
- Special Projects 30

Diploma Exams:

Students enrolled in specific Grade 12 academic courses will be required to write a Diploma Examination. 30% of this mark will be used towards the final mark in the course. Also, a combined mark of 50% must be achieved in order to receive credits in the course.

Provincial Achievement Tests (PAT)

Grade 6 and 9 students are required to write Provincial Achievement Tests (PAT). PATs will be used for the students' final exam mark. If a request is made for a PAT writing exemption, the student will be required to write a teacher prepared final exam.

SCHOOL POLICIES & GUIDELINES

Dress Code

It is appropriate for students to wear items that will enable them to feel comfortable throughout the course of the day; however, it is equally important for them to dress in a respectful and dignified manner. We are asking families to monitor the clothing selection to ensure that it is appropriate for school wear. Students deemed to be wearing inappropriate apparel will be asked to change, add layers of clothing, or arrange for replacement clothing. No undergarments will be showing. Clothing and accessories with wording or graphics, which are vulgar or clothing with the symbol or name of a substance deemed hazardous to one's health, are unwelcome. Breaches of any component of the dress code may result in the student being asked to change their clothes. Parents may be contacted to bring in appropriate clothing.

Cellular Phones, Wireless & Electronic Devices

- Our school has put this into place as required by the Alberta Government.
- Aspen View Public Schools has finalized
- [Administrative Procedure 618 - Personal Mobile Devices and Social Media](#).

This administrative procedure formalizes rules and guidelines that have been in place since the beginning of the school year regarding the use of cell phones and other personal mobile devices in learning environments.

Government of Alberta Ministerial Order (#014/2024) requires that school authorities have administrative procedures regarding the use of cell phones in learning environments posted by January 1, 2025.

We acknowledge our students and staff for their diligence in following these new guidelines, and trust that this administrative procedure will guide our divisions and schools' practices moving forward.

- Students in grades K-6 are not allowed to have their phones during the day. They will be put in backpacks and lockers with a lock as soon as they enter school.
- Grades 7-12 will put their devices including smart watches in backpacks and lockers with a lock as soon as they enter.
 - They may only have their devices at lunch.
- We ask volunteers to have their phones out of sight and silenced

- Teams may not have phones in the gym while practicing, playing, or at other schools
- Headphones or ear buds can only be connected to a school/personal computer with teacher approval.
- Smartwatches are included in this ban.
- Consequences
 - 1st offence – The phone is taken to the office by an adult and will stay there for the day.
 - 2nd offence – The phone is taken to the office by an adult and will stay there for the day and parents are required to pick it up.
 - Further offenses – Will be considered defiant behavior and further consequences will be required.
- The school is not responsible for lost or stolen devices.

School Guests

Parents are welcome to visit the school. Due to student and staff safety, students are not permitted to bring guests to school. **All guests must report and sign in at the office.**

After School Hours

All students are expected to leave the building as soon as possible at the end of the day unless a teacher directly supervises them.

Student Conduct

Please access the link shown below:

[Student Code of Conduct and Discipline - AP 355](#)

Substance Abuse by Students

Please access the link shown below:

[Substance Abuse by Students - AP 353](#)

Emergency Procedures- AP311

The Division recognizes its responsibility to take reasonable measures to ensure the safety and welfare of students. Procedures to ensure that schools will evacuate with dispatch or safely locked down in the event of an emergency are essential. Evacuation drills and lock-down drills are an essential component of the school safety program.

[Emergency Procedures- AP 311](#)

Lockers and Locks

Students will be assigned hallway lockers and given school locks. Students should keep their lockers locked at all times. NEVER leave valuables unlocked in the locker. The fire safety code does not allow obstruction in the hallways. All book bags are to be placed in lockers. Locks have a rental fee of \$10.

Students are responsible for all damage to their lockers and will be held accountable for any damage. Lockers are to be kept clean and tidy. The school is not responsible for lost/stolen items.

While the student does have a degree of privacy with the locker, impromptu locker searches may be conducted to maintain the integrity and safety of the school environment.

Change rooms in the school are not secured and students should NEVER leave valuables unlocked in the locker rooms at any time.

Student Searches

1. Since lockers are school property, the school reserves the right to search and repossess the locker at any time without notice, under the direction of Thorhild Central School administration (AP 352). It is desirable that students be present when their lockers are searched.
2. If suspected of wrongdoing, a student may be directed to empty his or her pockets, knapsack, purse, etc.
3. Physical searches of students are **not** to be undertaken by school personnel. If, in the opinion of the principal or designate, a physical search should be conducted, the police shall be contacted.

Video Surveillance

All students, staff, and parents should be aware that Thorhild Central School is equipped with security surveillance cameras around the outside and inside of the building, and the parking lots. This security further enhances our ability to maintain a safe and caring environment.

Student Conduct and Discipline on School Buses

Please access the link shown below:

[Student Conduct and Discipline on School Buses](#)

Attendance Policy

Automated phone calls notify parents and guardians when their child is late or has an unexcused absence.

Leaving School Early

Students leaving school earlier than 3:11pm must check out at the office. A phone call or note from a parent/guardian must confirm they need to leave early.

Technology Code of Conduct Agreement

Students must sign and return the agreement before they can use our computers, have access to the Internet and cloud-based services for documents and other educational activities. The use of technology in school, whether it is student or TCS owned, is a privilege and students who abuse this right may lose permission to use our technology.

Student and Visitor Parking

Students are permitted to park their vehicles in the west parking lot. We ask that students always drive responsibly. Parking privileges may be revoked at any time and the RCMP may be contacted if a student demonstrates dangerous driving habits on school property.

Parents and visitors are to use the west parking lot as well. If parents are picking up their children at dismissal, they may meet them at the west entrance to the school.

The lane directly in front of TCS is reserved for school buses only during arrival and departure times.

Specific entrances and exits are clearly displayed on signage.

Accidents:

In the event of a serious accident happening to a student, the school will contact the parent/guardian immediately. If the school is unable to reach the parent/guardian, and it is deemed necessary to obtain medical assistance, the student will be transported to the hospital by ambulance. It is extremely important that we have the following information for each student:

- Home, cell, and work telephone numbers for parents/ guardians.
- The telephone numbers of two emergency contact persons ex: babysitter who can be contacted in the event that parents cannot be reached.
- Specific and/or serious medical problems (allergies etc.).

AWARDS

Each year Thorhild Central School has an Awards Ceremony in the fall.

Elementary Awards

Students in grade 1-6 will be recognized for the following awards at our annual Award Ceremony:

- Citizenship Award
- Pursuit of Learning Award
- Academic Excellence Award
- Bulldog Award

Junior & Senior High Awards

All junior and senior high students who earn an academic average of 80% or better during a school year, using all their core school courses, will be acknowledged at our annual Awards Ceremony. All high school students are encouraged to find out about the many school, division, and provincial bursaries and scholarships available when pursuing post-secondary opportunities past high school.

Graduation Ceremony Participation Requirements

It is important to note that these requirements are also designed to get kids to achieve a high school diploma first and foremost. That is the ultimate goal.

In order to participate in the Thorhild Central School graduation ceremony, all of the following criteria must be met:

1. Students must be on track to complete, by the end of the second semester of graduating year, all course requirements for an Alberta General High School Diploma. Requirements are listed below.
2. Students registered in Knowledge and Employability must meet the requirements
3. Students must have a minimum mark of 50% in all courses required to achieve Alberta High School Diploma by May 10th of graduating year. If a student does not have a passing mark they may not participate in the graduation ceremony.
4. Students must have no more than 20% unexcused absences in their grade 12 year in order to participate in the graduation ceremony. This includes semesters 1 and 2.
5. Students must be on track to graduate by mid-April of graduating year in order to take part in the graduation ceremony.
6. Students must abide by all TCS rules and behavior expectations.

7. Participation in the graduation ceremony is considered an extracurricular activity. If a student has been suspended from school during the date of graduation they may not be eligible to take part in the graduation ceremony.
8. Administration of TCS, in extreme circumstances, can forgive a student from achieving one or more of the criteria listed above. Once administration is aware of the circumstances they will discuss and give a decision to allow the student to take part or uphold the lack of proper criteria being met and not allow the student to take part. Parents will be notified by phone or email if a student is not eligible to take part in the graduation ceremony,

Selection of Valedictorian

In May, the valedictorian will be selected. This decision is based on the average of the following courses: English 30-1, Social 30-1, Math 30-1, and one 30 level Science course (Biology, Chemistry, or Physics). For the courses that the student is enrolled in for the second semester, the mark on the April progress report in conjunction with the final marks from the first semester will be averaged. The student with the highest average will be selected as the valedictorian.

School Council & Together Enriching Academic Minds (TEAM) Fundraising Society

Regular meetings are held on a monthly basis. Meeting dates and times will be determined at the first meeting of each school year. TCS School Council is established at the beginning of each school year.

Participate in the opportunity to be involved in your child's education at the ground level. By working together with representatives from the school and community we can promote well-being and effectiveness of the entire school community and enhance student learning. Parent involvement is ESSENTIAL for the development of policy, budgeting and consultation. PLEASE ATTEND IF POSSIBLE.

***TEAM is the primary fundraising body for the school and is responsible for funding many of the activities and purchasing equipment used by all students in the school. Without parental involvement, these opportunities would NOT be available for the students. ***

A little bit of your time will really impact your child's experience at TCS!

Family School Liaison Program

The County of Thorhild Family and Community Support Services provides a Family School Liaison program for its community. With complete consent forms, Mrs. Corinne Arsenault is available to students and families.

Cafeteria

The cafeteria at TCS is currently operated by a private contractor. It will be open in the morning and until 2:00pm. Kindergarten to grade 6 students can access the cafeteria by pre-ordering items which are delivered to their classroom. Junior and senior high students wanting to make a purchase during break times are welcome to do so. However, food may not be permitted in classrooms and will not be available for purchase during class times.