



Parent-Student Handbook

2021-2022



PARENT-STUDENT HANDBOOK 2021-2022

GENERAL SCHOOL INFORMATION

Principal: Ms. Kerry Blum

Assistant Principal: Mr. Bob Ackerman

STEM Innovation Academy
1204 96 Ave SW

Mon, Tue, Wed, Thu		Fridays		Early Dismissal Days	
Period length:	55 min	Period length:	65 min	Period length:	55 min
Warning Bell	8:40	Warning Bell	8:40	Warning Bell	8:40
Stand Up	8:45 - 8:55	Period 1	8:50 - 9:55	Stand Up	8:45 - 8:55
Period 1	8:55 - 9:50	Period 2	9:55 - 11:00	Period 1	8:55 - 9:50
Period 2	9:52 - 10:47	SPARK	11:00 - 11:40	Period 2	9:52 - 10:47
Period 3	10:49 - 11:44	Period 3	11:40 - 12:45	Nutrition Break	10:47 - 11:00
Lunch	11:44 - 12:25			Period 3	11:00 - 11:55
Warning Bell	12:25	Buses Leave	12:55	Period 4	11:57 - 12:52
Period 4	12:30 - 1:25			Buses Leave	1:05
Period 5	1:27 - 2:22				
Period 6	2:24 - 3:19				
Buses Leave	3:30				



2021 – 2022 CALENDAR

Stem Innovation Academy is closed on the dates shaded grey

August 2021							September 2021							October 2021							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
1	2	3	4	5	6	7				1	2	3	4						1	2	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	
														31							
November 2021							December 2021							January 2022							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
	1	2	3	4	5	6				1	2	3	4							1	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
														30	31						
February 2022							March 2022							April 2022							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4	5			1	2	3	4	5							1	2
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
27	28						27	28	29	30	31			24	25	26	27	28	29	30	
May 2022							June 2022							July 2022							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
1	2	3	4	5	6	7				1	2	3	4							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	
														31							

August 23 - 27	Non-instruction days
August 30	First day of school
September 6	Labour Day
October 8	PD Day
October 11	Thanksgiving Day
October 13 - 15	Parent Teacher Interviews
October 14	Early Dismissal - PTI
October 15	PTI – no school
November 11	Remembrance Day
November 12	PD Day
December 17	Last day of classes
January 4	PD Day
February 17, 18	Teachers' Convention
February 21	Family Day
March 9 -11	Parent Teacher Interviews
March 10	Early Dismissal - PTI
March 11	PTI – no school
March 18	Last day of classes
April 4	Classes resume
April 15	Good Friday
April 18	PD Day
May 20	PD Day
May 23	Victoria Day
June 28	Last day of school
June 29	Non-instruction day - Appeals
June 30	Non-instruction day



SCHOOL CALENDAR 2021-2022

Monday - Friday	August 23 - 27	Teacher Organizational/PD Days
Monday	August 30	First day of school for students
Monday – Friday	Aug 30-Sept. 3	SPARKS Spirit Week
Monday	September 6	Labour Day
Monday	September 20	School pictures
Thursday	September 30	Truth and Reconciliation Day – School in session
Friday	October 8	PD day
Monday	October 11	Thanksgiving Day
Wednesday	October 13	Parent Teacher Interviews- regular school day
Thursday	October 14	Parent Teacher Interviews- regular school day
Friday	October 15	Early dismissal/Parent Teacher Interviews
Thursday	November 11	No classes – Parent Teacher Interviews
Friday	December 17	Remembrance Day
Tuesday	January 4	Last day of classes-winter break
Wednesday	January 5	PD Day
Thursday, Friday	February 17, 18	Classes resume
Monday	February 21	Teachers' Convention
Thursday	March 10	Alberta Family Day
Friday	March 11	Early dismissal/Parent Teacher Interviews
Friday	March 18	No classes – Parent Teacher Interviews
Monday	April 4	Last day of classes-spring break
Friday	April 15	Classes resume
Monday	April 18	Good Friday
Friday	May 20	PD Day
Monday	May 23	PD Day
Tuesday	June 28	Victoria Day
Wednesday	June 29	Last day of school for students
Thursday	June 30	Teacher Organizational Day - Appeals
		Teacher Organizational Day



WELCOME

We are excited to welcome to all families to STEM Innovation Academy's inaugural year! As communication between teachers, parents, and students is vital, this handbook has been carefully prepared and is designed to help our families understand the policies, procedures, and expectations of STEM Innovation Academy. You are encouraged to keep this document in a convenient location for reference throughout this school year.

The STEM Innovation Academy embodies a vision for education our province needs more than ever – one that inspires students to be technology creators and innovators, not just technology users. We are a new grade 7-9 (with high school coming soon) public charter school that is unique in Alberta. We believe every student can be successful in STEM and should have the opportunity to learn about cutting edge science and technology topics.

Our Difference:

- ✓ Innovative, forward thinking, and globally-focused
- ✓ Specialized STEM curriculum that is academically rigorous, including leading edge option courses that are not offered elsewhere in the province
- ✓ Interdisciplinary approach to develop real world skills and attitudes (we are far more than just coding!)
- ✓ Graduates develop the knowledge and skills needed to become global innovators and problem solvers
- ✓ Hands on learning for complex real-world problems: maker, digital fabrication, and creative space to allow students access to innovative equipment for rapid prototyping
- ✓ Formal connection with internationally recognized STEM organizations to ensure students develop a global understanding of the STEM world around them
- ✓ Strong connections with post-secondary institutions and industry experts
- ✓ Capstone projects for high school students so they can demonstrate their cumulative skills and knowledge, with industry and academic mentors enriching the experience
- ✓ Our well-rounded education includes robust humanities courses



VISION

We will be recognized as the premier center of innovation in the areas of STEM education and STEM curriculum development in Alberta. Students will be knowledgeable leaders, global thinkers and innovative risk takers who are inspired to solve key challenges in a rapidly changing world.

MISSION



Our school exists to prepare students to be life-long learners, effective global communicators, creative problem solvers, and tomorrow's industry leaders. Students will reach their maximum potential through innovative learning opportunities and an intellectually nurturing environment that emphasizes STEM knowledge and skill. Students, teachers, and parents will work together to demonstrate a commitment to actively serving the community in which we operate, while demonstrating resilience, good judgement, and an understanding and respect of diverse viewpoints. At STEM Innovation Academy, we are focused on building a community based on character and curiosity.

CHARTER GOALS

- ❖ Students will graduate with superior STEM knowledge, skills, and competencies that provide a strong foundation for lifelong learning in a fast paced global environment.
- ❖ Students will have core STEM knowledge and skills needed to become global innovators and problem solvers.
- ❖ Students will be community minded learners who demonstrate courage, resilience, respect, and caring for others.



STEM INNOVATION ACADEMY

STAFF 2021-22

Co-founder, COO, Secretary Treasurer: Lisa Davis

Co-founder, Learning Strategist: Sarah Bieber

Superintendent: Joanne Higgins

Principal: Kerry Blum

Assistant Principal: Bob Ackerman

Admin Secretary: Lisa Cormier

Office Secretary: Monique Wasmann

Grade 7 Core Team

Kelsey Keilback

Megan Shaw

Janessa Bretner

Evan Acheson

Caitlin Gillie

Rebecca Ochitwa

Sydney Suffron

Sarah Davies

Grade 8 Core Team

Bethany Polonenko

AnnaMaria Donaldson

Andrew Campbell

Grade 9 Core Team

Chris Wasmann

Dan McWilliam

Nelson MacDougall

STEM/OPTIONS

Denzil Mackrory

Rod Kennedy

Physical Education

Donna Wong

Stephen Manuel-Jones

Kelly Vergie



GENERAL INFORMATION

ATTENDANCE

Regular attendance and punctuality are an important component of the learning process. All teachers will keep attendance.

Parents must call into the school if a child is going to be late or absent for any reason. Prior to the start of the day, please call 403-259-4211 and press the appropriate number for the attendance line to report the absence.

Students arriving late or leaving school early must report to the main office to sign in or out. Parents will be required to call in to excuse a late or early departure.

Parents are expected to consult with administration regarding any need for regular early departure from class. In addition, if an absence is required for greater than 3 consecutive days, students and parents must complete an extended absence form. Long term absences are not encouraged unless for unavoidable causes. Regular attendance and engagement in learning are critical to student learning and success.

Parents are asked to promptly notify the school when absences or lates are required. This allows the school to account for everyone in case of an emergency. Parents will be notified if his/her child is not in attendance unless the school has been notified of the absence.

SCHOOL UNIFORMS

Appropriate dress is expected of all students throughout the school day. Students are expected to always wear STEM Innovation Academy's uniform tops. Students may wear bottoms of their choosing, keeping in mind they must be appropriate and functional for learning. Hats may be worn however they must not distract students from learning. Hoods must be down while in the school building.

Our uniform and apparel supplier is BEAST Clothing Co., a highly reputable Calgary company. BEAST carries sample sizes for fitting as required. Prior to the start of the school year and periodically during the year, parents will be provided the opportunity to purchase STEM apparel for their child. Parents will be notified via email from the school informing them dates the website will be open and available for online orders. To access the STEM Innovation Academy Apparel Store, please go to: <https://beastinc.ca>



PHYSICAL EDUCATION

All students are required to change clothing and footwear for physical education. Students must wear non-marking running shoes in the gymnasium. Students must also wear STEM Innovation Academy physical education t-shirt from BEAST clothing. Students are free to wear athletic shorts, leggings, or sweat pants as bottoms. Students will be required to change for PE and then change back at the end of the class before returning to their other classes.

ARRIVAL AND DEPARTURE

The safety of our students and managing the morning and afternoon traffic flow is a priority at STEM Innovation Academy. Driver cooperation, common sense, and courtesy to fellow parents, bus drivers, and staff will contribute to a harmonious and safe beginning and ending to your child's day at school. Please remember, safety over convenience.

We ask that all parents and student drivers drive sensibly and with an awareness of the increased traffic flow in the neighbourhood surrounding our school. Please obey all speed limits when driving through the residential streets surrounding our school. Watch for pedestrians, park only in designated areas and refrain from idling in nearby driveways or laneways. School parking lots are for staff parking and not for student pick up and drop off. Visitor parking is available for scheduled visitors to the school in the SE lot.

The area directly in front of the school on 96th Ave is designated for charter busses only. As most of our students take this transportation to school, we must keep this area clear to allow the charter busses to maintain their tight schedules.

To alleviate congestion entering our main doors, grade 7 students only will enter and exit the school through these main doors located on the SE corner of the building. All grade 8 and 9 students are expected to use the SW entrance in the morning and to exit at the end of the day.

Students should not be dropped off at school prior to 8:15 AM unless they are involved in a prearranged activity under the direct supervision of a teacher.

Students should also be picked up no later than 3:45 PM on Monday – Thursday and by 1:00 PM on Fridays. If parents require an earlier drop off due to work commitments, please contact administration.



CHARTER BUS CONDUCT

Students riding the First Student Canada charter buses are responsible to the bus driver and the school staff for their behaviour. We have the same behaviour expectations for students on the bus as we do for any student in or around the school. Safety is paramount on our buses. Bus drivers will report student misconduct to the school staff. Appropriate discipline measures will be taken and may include suspension from the bus. In addition, it is expected students will:

- Sit according to the driver's seating plan
- Remain seated at all times
- Be respectful of other citizens and drivers while on the bus
- Behave in a way that does NOT distract or interfere with the bus driver

MEDICAL CONCERNS

At the beginning of each school year, any health problems or medication requirements must be recorded on the medical form by a parent. Parents are also required to inform the classroom teacher of all health concerns. Parents are expected to keep administration updated regarding any serious medical condition or other circumstances which may significantly impact a child.

Students taking medication on a regular basis must have this documented on their medical form and parents must notify the homeroom teacher. Please ensure that no more than a daily dosage of a prescribed medication is sent with your child. Staff are not allowed to administer any medications to students.

TELEPHONE CALLS

As our office staff is very busy, we ask that phone calls with messages to students be kept to a minimum. Please refrain from messaging or phone your child's personal phone during class hours. If there is an emergency and you are needing to reach your child, please phone the main office.

The phone inside the main office is for students' use before and after school and at lunch. Students must physically distance and utilize the hand sanitizer that is within reach for cleaning before and after each use.

Parents are asked to use email to contact their children's teachers. A phone call may be requested through email.



STUDENT MOBILE DEVICES

If a student chooses to bring a cell phone to school, it is with the understanding that the cell phone is to be used for learning purposes. As a school of technology, we are promoting the responsible use of technology during class time. Students should only be texting and calling before 8:40 AM and after 3:20 PM. In addition, students should not be on any social media during class times unless requested by the teacher.

It is the sole responsibility of each student to care for personal items. The school is NOT responsible for lost or stolen items.

SCHOOL SUPPLIES

All students are responsible for purchasing all school supplies. Student supply lists were emailed to all families in August. Additional supplies may be requested by teachers throughout the year.

COMPUTER/TECHNOLOGY EQUIPMENT USE

All students at STEM Innovation Academy are required to bring their own digital learning device. Ideally these devices are laptops capable of downloading programs such as Microsoft Word along with downloading and storing documents. Students will be responsible to keep this device with them at all times in their backpack. At all times students are to use their technology for educational purposes and demonstrate digital citizenship. **Technology use is a privilege, not a right, and the expectation is that it will be used in a responsible, efficient, ethical, and legal manner.**

STEM Academy will have a small number of student laptops available for sign out daily. These laptops are not guaranteed to be always available to students. The school laptops are not able to be signed out overnight.

All school computers and equipment are used by students and staff for educational purposes and to advance their technology knowledge and skills. Technology in our labs is shared, and all users are asked to follow the user policy for everyone's benefit.

- The school's technology resources should be used for school-related tasks.
- School computers will be used by students under supervision of a staff member.
- Inappropriate computer use will result in loss of computer and/or network privileges, temporary or permanent, depending on the gravity of the offence.



Students are not permitted to:

- Bring food or drinks into any computer lab. Also, there should be no food or drinks around any other school computer or technical equipment.
- Change or alter computer settings without permission of the supervising teacher.
- Access any files, programs, drives, or archives without teacher authorization.
- Access or use another person's account or share their personal login information.
- Trespass in another person's folder, work or files.
- Send or display offensive messages, pictures, or artwork.
- Use or view obscene language.
- Harass, threaten, or insult others. This includes on school networks as well as on social media channels used outside of school.
- Knowingly degrade or disrupt equipment or service, performance, or vandalize the data of another user.
- Violate copyright laws (plagiarism).
- Post or pass on personal communication without the author's prior consent.
- Attempt to bypass computer security.
- Download games, illegal or offensive material.
- Record (photography, audio, video, etc.) another person, unless a student has explicit permission.

FEES

STEM Innovation Academy is a public charter school and as such, all school fees are aligned with Alberta Education. Early in September, parents will receive an electronic fee invoice stating school fees and a separate invoice for transportation fees (if the student rides charter bus). All fees are due prior to September 30. Various methods of payment are accepted. Full fee and payment information will be posted on the website. NSF cheques will be subject to a \$25 administrative fee.

LUNCH

Students eat lunch in assigned areas. Students are encouraged to not share their food with others. Microwaves and refrigerators are not available for student use. STEM Innovation Academy is a nut aware environment in order to create a safe and equal environment for all students. Students are encouraged to bring nut alternatives as snacks and in their lunch. Students choosing to bring nut products should clean surfaces with disinfectant upon finishing their food.



Students will be allowed to leave the campus at lunch time with the understanding they are representing STEM Innovation Academy in the community. Students are expected to be respectful of neighbours, property, and business owners in our community. Students must keep track of time and return to school by 12:25 PM to be ready for their afternoon learning blocks. Leaving the campus at lunch is a privilege and may be revoked if abused.

COMMUNICATION

At STEM Innovation Academy we believe in open and honest communication. Student success is our number one priority. We also believe parents and teachers are key partners in this success.

At any time if you have a question or concern, we encourage you to contact the school. For all questions regarding your child's learning and/or progress, please email your child's teacher directly. Teachers will respond to messages as soon as possible within 24 hours. If the parent and child feel the issue is unresolved after working with the teacher, parents may contact administration. If, after working together with administration, a resolution has still not been reached, families may reach out to the superintendent. For any emergency situations or concerns, please contact the office directly.

Weekly emails will be sent out from administration providing important information about school events and general school news. As we are a new school, it is important for parents to stay connected as our program will continue to evolve and grow. Please ensure the school has your correct email address. We encourage regular checks of the school website to stay informed of updates to our program and important documents and publications.

ACADEMIC INFORMATION

All students in grades 7-9 will receive daily instruction in core classes Humanities (English Language Arts and Social Studies), Mathematics, Science, Social Studies and Physical Education. In addition, students will have the opportunity to explore 2 option classes each term. Our school year is divided into 3 terms. Term 1 (August 30-November 26), Term 2 (November 29-March 10), and Term 3 (March 14-June 28).



LEARNING SUPPORT

Communication between parents and teachers is very important when students are struggling with the curriculum or when student's work ethic and motivation are problematic. STEM Innovation Academy endeavours to support all students. Teachers provide extra help individually or in small groups whenever possible, before and after school and in the classroom during regular school hours. It is important for students to self-advocate with their teachers if they are not feeling confident in their learning.

AGENDA PLANNERS

All students are expected to use a tool (such as calendar in their cell phone or a hard copy of an agenda) as a student planner. This planner is designed to keep track of daily homework, assignments, tests, school events and notices. It is also a communication tool for teachers and parents. All students are encouraged to develop the habit of using the agenda effectively.

ASSESSMENT & REPORTING

We believe:

- The purpose of assessment is to improve each student's learning, growth, and development
- Assessment of work habits, effort, and behavior is to be distinct from assessment of academic achievement
- All students can achieve success albeit at different rates and in different ways
- Assessment is to be fair and transparent
- In outcome-based teaching, learning, assessment, and reporting
- Assessment needs to reflect a balanced body of evidence
- Consistency in assessment within a department is critical to support all learners in our classrooms.
- Reporting needs to be meaningful, timely, and visible to students and parents. It is an ongoing conversation between students, teachers, and parents



HOMEWORK POLICY

Students should expect homework on a regular basis. In grades 7-9, students should be completing on average 30-45 minutes homework each school day. Some days it will be less, and others more depending on what the students are covering. Incomplete assignments will be recorded and form part of student's term assessment. It will be the responsibility of students to make arrangements with their teacher to complete any missed assignments.

TESTS AND EXAMS

Students in Grade 9 will write the Provincial Achievement Tests (PATs). The exam schedules are distributed to students and parents and attendance is crucial at these times. Any students missing an exam must contact their teacher in advance. An exemption from a PAT requires prior approval from Alberta Education. All students will have regular learning checks as well as summative unit exams throughout the year. Students will write final exams in Grade 7, 8, & 9.

Students will receive ongoing and timely feedback from teachers. Schoology will be used by teachers to post all learning materials as well as to give updates and feedback to students. Parents and students are asked to check Schoology regularly to monitor upcoming tasks and student progress. At any time, parents are encouraged to contact teachers regarding their child's progress.

Parent-teacher conferences will be held in October and March. Formal report cards are shared with students and parents in January and June. All subjects will be given a percentage grade reporting on the Alberta Program of Studies outcomes for each subject.



EXPECTATIONS OF STUDENTS

- Students are expected to behave responsibly in and out of school and to consider themselves as representatives of the school from the time they leave their homes in the morning until the time they return home at the end of the day.
- All school property and other student/staff property is to be respected.
- Manners matter. Students are expected to respect and be kind to each other, all staff members, and visitors to the school.
- Students are expected to be punctual and present for all classes.
- The completion of all schoolwork assigned is the responsibility of the student. This means being organized, making good use of class time, completing all assigned homework, asking for help when necessary and completing any missed assignments due to being absent.
- While on school property, students must remain in designated areas, as determined by staff members
- Students are expected to wear the school uniform at all times.
- Students are expected to move in a safe manner in the school. Our hallways are very narrow. Walk, not run, in hallways and classrooms.



STUDENT CODE OF CONDUCT

STEM Innovation Academy is a safe, caring, and inclusive learning environment. By promoting respectful relationships, responsible citizenship, and personal excellence we will ensure a positive school climate and sense of belonging for all.

STEM Innovation Academy's behaviour policies have been developed from the Alberta Education Act and STEM Innovation Academy's Administrative Policies 409 Welcoming, Safe, Caring & Respectful Learning Environment; 411 Student Code of Conduct, and Administrative Procedures 413 Student Discipline, and 414 Suspension.

Alberta Education Act

Section 12 of Part 1 of the School Act of Alberta reads:

"A student shall conduct himself so as to reasonably comply with the following code of conduct:

- be diligent in pursuing the student's studies;
- attend school regularly and punctually;
- co-operate fully with everyone authorized by the board to provide educational programs and other services;
- comply with the rules of the school;
- account to the student's teachers for the student's conduct; and
- respect the rights of others;
- ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- positively contribute to the student's school and community."

Section 27(1) of Part 1 of the Alberta Education Act reads, in part:

"No person shall:

- disturb or interrupt the proceedings of a school;
- loiter or trespass in a school building or on property owned by the Board."



STEM Innovation Academy Student Behaviour Expectations:

Students have a responsibility to respect the rights and dignity of others and to become actively involved in their own learning and growth.

Acceptable behaviour for students includes (but is not limited to):

- Demonstrating behaviours that positively contribute to the school community
- Following school expectations on any school-based activity outside of school and/or school hours including on school bus.
- Using all technology for learning purposes.
- Responsible digital citizenship (including social media both inside and outside of school hours).
- It is the responsibility of all students to ensure that someone else does not use their work. Keep assignments secure and protect work from prying eyes during a test.
- Informing a trusted adult in a timely manner about incidents of bullying, harassment, intimidation or other safety concerns about the school.

Unacceptable behaviour includes (but is not limited to):

- Behaviours that interfere with the learning of others and/or the school environment or that create unsafe conditions.
- Any behaviour that discriminates based on age, national or ethnic origin, religion, gender, sexual orientation, disability, race and/or sources of income or family status.
- Any bullying behaviour (physical, verbal, social, cyber) that intentionally hurts (physically, socially, or emotionally) another person. Bullying is defined as a repeated and hostile or demeaning behaviour intended to cause harm, fear or distress, including psychological harm or harm to a person's reputation. It often involves an imbalance of social or physical power.
- Acts of violence, physical aggression or threatening behaviour.
- Retribution against any person in the school who has intervened to prevent or report bullying, harassment, or stop an incident that might cause harm to others.
- Illegal activity such as: possession or use of weapons, possession or use of alcohol, drugs or other forms of intoxicants on school property or at any other school related activity (i.e. athletics, field trips)
- Theft or damage of school or personal property.



Consequences for Unacceptable Behaviour:

Staff will address unacceptable behaviour we are aware of. We are committed to supporting students impacted by unacceptable behaviour as well as supporting those students who engage in unacceptable behaviour. Two guiding principles will apply to all consequences:

1. Discipline means to teach;
2. Consequences take into consideration age, maturity, and individual circumstances.

Appropriate school response to Tier 1 student behaviours (those behaviours that are responded to by the teacher witnessing the behaviour/reported to by student). Teacher will talk with students:

- Verbal reminders/cues/redirection
- Model expected behaviour
- Re-teach the expected behaviour
- Offer choices and consequences of the choices
- Time out

Appropriate school response to Tier 2 student behaviours (those behaviours that are repetitive and responded to by the teacher/may involve administration). Teacher will talk with parents:

- Home contact
- Peer mentoring/support
- Parent meeting
- Natural consequences
- Loss of privilege
- Restitution

Appropriate school response to Tier 3 student behaviours (those behaviours that are referred to the administration). Admin will talk with students and parents. Include strategies listed for Tier 1&2 behaviours, plus:

- Student incident & 7 Habits Reflection
- Monitor behaviour
- Restorative justice
- Restricted access to facilities/activities/resources (i.e. technology)
- Behaviour contract
- Behaviour support plan
- Referral to FSLC (Family School Liaison Counselor) and/or Division Office personnel
- RCMP involvement
- VTRA (Violence, Threat, Risk Assessment)
- In-school suspension; Out-of-school suspension (or combination thereof)



STAFF RESPONSIBILITIES:

Under the leadership of the principal, staff is responsible for:

- Establishing a positive school climate that is welcoming, caring, respectful and safe
- Building positive relationships
- Encourage, model and reinforce respectful and responsible behaviour

PARENTS/GUARDIANS RESPONSIBILITIES:

Parents/guardians are partners in respect to their child's education. They have a responsibility to take an active role in their child's education success and will support their child in complying with their responsibilities as students.

Parents/guardians are responsible for:

- Ensuring their child attends regularly and punctually
- Encouraging and fostering positive and respectful relationships with teachers, administration and other school staff
- Being aware of, and support, the behavioural expectations from the School Code of Conduct
- Communicating and collaborating in a timely manner with school staff about any concerns regarding the School Code of Conduct.

If you see something, say something. We will do something.