



# **Parent-Student Handbook**

**2022-2023**



# PARENT-STUDENT HANDBOOK 2022-2023

## GENERAL SCHOOL INFORMATION

**Superintendent:** Mrs. Joanne Higgins

**Principal:** Mrs. Kerry Blum

**Assistant Principals:**

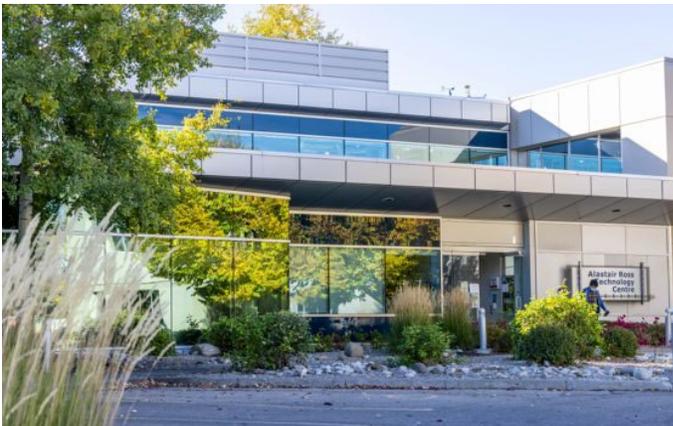
**Jr. High:** Mr. Bob Ackerman

**Sr. High:** Mr. Jeff Crane

### STEM Innovation Academy

Jr High Campus: 1204 96 Ave SW

Sr. High Campus: Unit 150, 3553 31 St NW





## **WELCOME**

We are excited to welcome to all families to STEM Innovation Academy. 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 welcomed 415 jr high students in August 2021 to start an exciting and successful inaugural year. This fall, we are thrilled to continue to build our jr high with 450 students as well as welcoming 120 Grade 10's to our high school site at Alistair Ross Technology Centre in NW Calgary. We are a 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



## Mission & Vision of STEM Innovation Academy

### ***Our Mission***

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Inspiring the next generation to be knowledgeable creators, innovators, and responsible leaders.

### ***Our Vision***

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STEM Innovation Academy will be the premier learning community for the design and advancement of innovative Science, Technology, Engineering, and Mathematics education.

### ***Key Foundations***

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#### **Preparing Future Ready Leaders**

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Our ever-evolving future will require innovative and adaptable leaders. Students at STEM Innovation Academy are inspired to be technology creators and innovators, not just technology users. We engage students with real-world problems, expose them to possibilities for post-secondary and future careers, and develop them as critical thinkers and responsible citizens.

#### **Excellence in Teaching and Learning**

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We believe a student's education should be well rounded. We use evidence-based, research informed instructional practices. Knowledge is the core foundation for the skills and mindsets we seek to develop in students. Students make connections between the knowledge they are learning and real-world experiences, current events, and/or their daily lives. Students are engaged and active participants in their learning. Our students are resilient - we challenge them to persevere and to not give up.

#### **Design Teaching, Thinking and Learning**

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Creative and critical thinking occurs in a meaningful way with a strong foundation built on knowledge and skills outlined in the Alberta Program of Studies. On top of this foundational learning, students use a design process to meaningfully and intentionally strive to develop creative solutions to unique problems in all subject areas. Teachers collaboratively create the conditions for student curiosity, creativity, leadership, and critical thinking.



## **Data to Inform and Drive Instruction**

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We ensure all students are supported to have a strong academic experience in ALL subject areas at our school. Teachers use best educational practices, including direct instruction through explanation and modelling, to ensure a rigorous and engaging program. Formal and informal assessments inform teachers, students, and parents about student progress and determine next steps in learning.

## **Industry Partnerships and Global Focus**

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STEM Innovation Academy is part of a local and global innovation ecosystem. Collaborative partnerships with post-secondary institutions and industry experts enrich and inspire powerful life-long learning for students and faculty. Through connections with internationally recognized STEM organizations, we ensure students develop an awareness of global challenges and solutions while acquiring the knowledge and skills necessary for future success.

## **Parents as Partners in Learning**

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Parents are the primary educators of their children and important stakeholders in their education. Through collaborative relationships and open communication, we work together with families to support success for all students.

## **Character, Community and Curiosity**

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Staff at STEM IA facilitate a positive social and emotional learning environment. Respect is an integral part of our culture. We honor the uniqueness of each individual and embrace diverse backgrounds, values, and points of view to build a strong, inclusive community. Members of our learning community treat each other with mutual respect, kindness and empathy. Students are inspired to be curious about each other and the world around them.



## **STEM INNOVATION ACADEMY**

### **STAFF 2022-23**

**Co-founder, COO, Secretary Treasurer:** Lisa Davis  
**Co-founder:** Sarah Bieber

**Superintendent:** Joanne Higgins

**Principal:** Kerry Blum

**Assistant Principals:** Bob Ackerman (Jr. High), Jeff Crane (High School)

**Administrative Secretary:** Lisa Cormier

**Office Secretaries:** Cindy Kurucz (JH), July Campbell (HS)

#### **Grade 7 Core Team**

Sarah Davies  
Amanda Jackson  
Kelsey Keilback  
Megan Shaw  
Sydney Suffron

#### **Grade 8 Core Team**

Evan Acheson  
Janessa Bretner.  
Connor Butler  
AnnaMaria Donaldson  
Caitlin Gillie  
Ken Hoffman  
Rebecca Ochitwa

#### **Grade 9 Core Team**

Andrew Campbell  
Lisa Hood  
Dan McWilliam  
Bethany Polonenko  
Ben Wood

#### **Grade 10 Core Team**

Matt Honeywood  
Lindsay Spence  
Mark Milner  
Keira Nelson

#### **Learning Supports:**

Stacey Shyiak

#### **STEM/Complementary Courses**

Rod Kennedy (JH)  
Jaime Kochan (HS)  
Nelson MacDougall (JH)  
Denzil Mackrory (HS)  
Laura Roa (HS)

#### **Physical Education/Health/CALM**

Hannah Edlund (HS)  
Stephen Manuel-Jones (JH)  
Kelly Vergie (JH)  
Donna Wong (JH)



## JR. & SR. HIGH SCHOOL CALENDAR – 2022-2023

STEM Innovation Academy is closed on the days shaded in grey	
August 23-26	Non-instructional days
August 29	First day of classes
September 5	Labour Day
September 23	Non-instructional day
September 30	Truth and Reconciliation Day
October 10	Thanksgiving Day
October 20,21	Parent Teacher Conferences
October 28	Non-instructional day
November 10	Non-instructional day
November 11	Remembrance Day
November 14	Fall Break
December 2	Non-instructional day
December 22	Last day of classes
January 9	Classes resume
January 30	Non-instructional day
January 31	Non-instructional day
February 16,17	Teachers' Convention
February 20	Family Day
March 3	Non-instructional day
March 9,10	Parent Teacher Conferences
March 24	Last day of classes
April 11	Classes resume
April 28	Non-instructional day
May 19	Non-instructional day
May 22	Victoria Day
June 2	Non-instructional day
June 28	Last day of school
June 29,30	Non-instructional days

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**DAY A**

**DAY B**



## JUNIOR HIGH BELL SCHEDULE

<b>Monday - Thursday</b>	
Period length: 57 mins	
Warning Bell	8:38 AM
STAND UP	8:40 - 8:48
Period 1	8:50 - 9:47
Period 2	9:49 - 10:46
Period 3	10:48 - 11:45
Lunch	11:45 - 12:20
Warning Bell	12:20 PM
Period 4	12:23 - 1:20
Period 5	1:22-2:19
Period 6	2:21-3:18
Buses Leave	3:30 PM

<b>Friday</b>	
Period length: 40 mins	
Warning Bell	8:38 AM
STAND UP	8:40-8:45
Period 1	8:45-9:25
Period 2	9:27-10:07
Period 3	10:09-10:49
BREAK	10:49-11:14
Warning Bell	11:14 AM
Period 4	11:15-11:55
Period 5	11:57-12:37
Period 6	12:39-1:19
Buses Leave	1:30 PM

## HIGH SCHOOL BELL SCHEDULE



<b>Monday - Thursday</b>	
Period length: 80 mins	
Warning Bell	8:25 AM
AM SPARK	8:30-8:55
Period 1	9:00-10:20
Period 2	10:25-11:45
Lunch	11:45-12:25
Warning Bell	12:25 PM
Period 3	12:30-1:50
Period 4	1:55 - 3:15
PM SPARK	3:15-3:40

<b>Friday</b>	
Period length: 55 mins	
Warning Bell	8:25 AM
Period 1	8:30-9:25
Period 2	9:30-10:25
Fri SPARK	10:35 - 11:20
Period 3	11:25-12:20
Period 4	12:25 - 1:20



## **GENERAL INFORMATION**

### **ATTENDANCE**

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

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 (Jr High) 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.

**Extended Absence:** 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**

At STEM Innovation Academy, we have a "light" dress code that treats all genders and students the same. In general, "Modest and Positive" is what we expect. Students are expected to always have STEM Innovation Academy's uniform tops (STEM Gear) visible. In addition, all shirts for all genders need to touch the waistband of their pants/shorts. Students may wear bottoms of their choosing, keeping in mind they must be appropriate and functional for learning. All under-garments for all genders must be covered. At any point based on safety demands, administration may alter the dress code.

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/parking lots 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 at the Jr High. Visitors for the high school must use pay lots adjacent to the school.

**Junior High:** The area directly in front of the Jr. High school on 96<sup>th</sup> 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. Pick up and drop off should take place along 12 St SW or Haddock Road SW.

**Senior High:** Parking lots surrounding Alistair Ross Technology Centre are U of C pay lots. All visitors must pay to park in these lots. The traffic circle in front of the main entrance of the school is for immediate drop off and pick up only. Please do not park and wait in this traffic circle.

**Students should not be dropped off at school prior to 8:00 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 1:30 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 cell 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 not be texting or calling during class time unless authorized to do so by the teacher. In addition, students should not be on any social media during class times unless requested by the teacher. Wearable technology, such as smart watches, must be used in accordance with our responsible use of technology policy, teachers reserve the right to ask students to store wearable tech in their backpacks.

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 personal school supplies. Student supply lists were emailed to all families in August and requested by individual teachers. 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 Innovation 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 and are for temporary usage.

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 labs. 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 of the current school year. 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 at the Jr. High. STEM Innovation Academy is a nut aware environment, 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 12:20 PM to be ready for their afternoon learning blocks. Leaving the campus at lunch is a privilege and may be revoked if abused.

Students at the high school will be sharing common areas with office tenants at ARTC. Students are expected to behave in a respectful manner representing the STEM IA community in a positive way.

## **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. Parents should read email updates and check Schoology regularly to keep in tune with what is happening at the school and in their child's classes.

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 during school days. 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 for the entirety of the school year. In addition, students will have the opportunity to explore 2 complementary STEM courses each semester. High school students will have 4 courses per semester, a mixture of core academic and complementary STEM courses.

Our school year is divided into 2 semesters. Semester 1 (August 30-January 31) and Semester 2 (February 1 – June 29). Students will have midterm and final evaluations in academic core courses.

## **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. In Grade 10, students should be completing 60 minutes of homework/studying on average per school. Some days it will 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 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.



Students in all grades will write midterm and final assessments in courses. Parents are asked to plan vacations around these exams. In addition, Grade 9 will write the Provincial Achievement Tests (PATs) in May and June. The exam schedules will be distributed to students and parents well in advance; attendance is crucial at these times. Any students missing an exam must contact their teacher in advance. All students will have regular learning checks as well as common, summative unit exams throughout the year.

## **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. Student personal property is their own responsibility. Please ensure personal belongings including laptops and valuables are attended at all times or locked up for safe keeping.
- 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 meaning STEM gear must be visible 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
- 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 2 student behaviours (those behaviours that are referred to the administration). Administration 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 Community Support Services
- Calgary Police 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.*