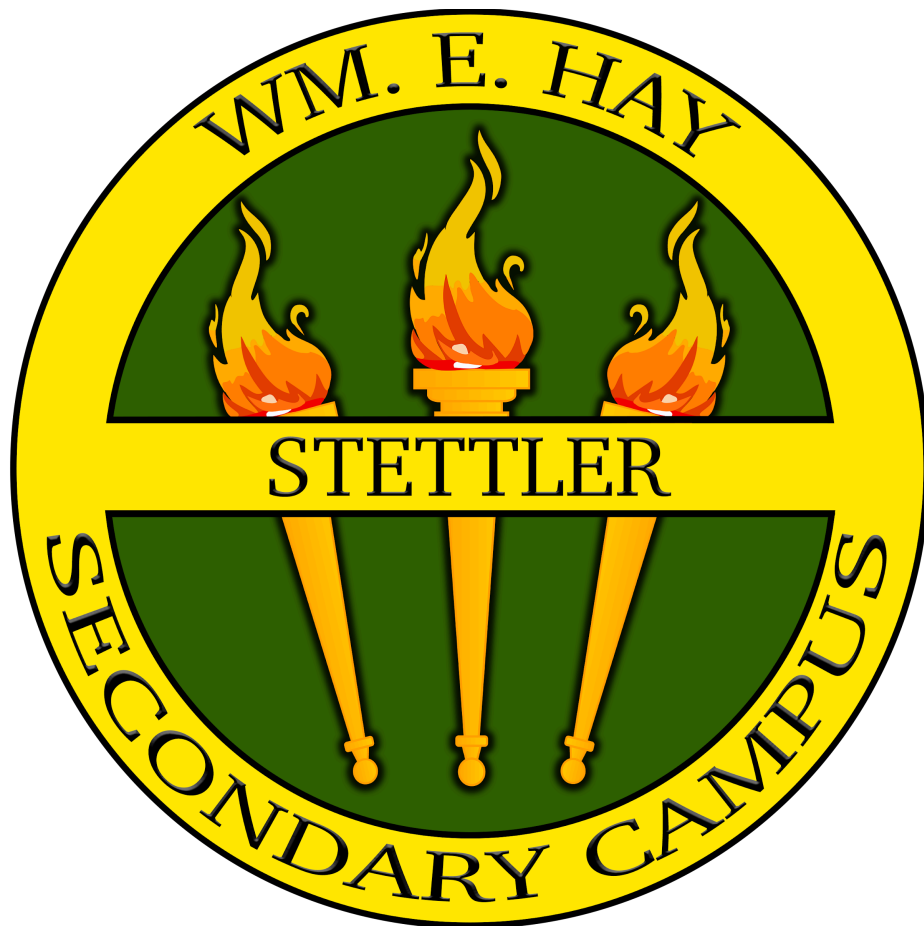


**Wm. E. Hay  
Stettler Secondary Campus  
Student Handbook  
2024-2025**



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## **THE WM. E. HAY STETTLER SECONDARY CAMPUS HANDBOOK:**

### **It's Yours to Know**

This handbook has been designed to provide you with some general information about school programs, as well as our rules and policies. School rules and policies regarding student behavior are based on the Alberta School Act and are supported by the policies of the Clearview Public School Division. Students and parents are responsible to familiarize themselves with this handbook.

## **MESSAGE FROM THE STUDENTS UNION PRESIDENT**

### **Welcome Back!**

On behalf of the Students Union, I would like to send a warm welcome to everyone as the 2024-25 academic year gets underway. Our goal in the council is to build an unbreakable sense of 'togetherness' in our school and promote students in all aspects, from academics, to athletics and to the arts!

This year, I am joined by an incredible team. Our vice president is Amy Aicken, treasurer is Beretta Miller, secretary is Addison Stewart, and communications director is Julia Henderson. To round out our dynamic team, we have the fundraising team of Tayla Bradford and Bella Roberts, the brains behind Spirit Days, Claire Hoopfer and Rory Tanner, and the creative social events crew, Damaris Pelle, Brooklyn Nibourg and Ellie-Mae Levers. These are the specialized teams that make up our Student Council.

As huge believers in teamwork, we hope many of you will join us as general members, to assist us in putting together a lot of our events and activities, and share your voice on new ideas. If this is the case, please get a hold of one of our teacher representatives, or come talk to one of us executives. We would love to have you! We can't wait for this incredible year ahead of us and wish you all the best! Thank You!

Student Council President,  
Mya Prehn

## **PRINCIPAL'S MESSAGE**

On behalf of the administrative team at Wm. E. Hay Stettler Secondary Campus, I would like to welcome all of our students back to the 2024-2025 School Year. I look forward to working with staff and students this year focusing on student learning and growth.

Our mission statement, "Ignite Your Flame" speaks to finding our passion as students and learners. A flame can not ignite without a SPARK and as such, we each have a responsibility for what we bring to the school community, to our learning and to each day at Wm. E. Hay Stettler Secondary Campus

S - Self-Advocacy  
P - Perseverance  
A - Accountability  
R - Responsibility  
K - Kindness

The above characteristics are expectations of every member of our school community. We will be working this year to understand what they mean and how we can ensure that we keep true to our mantra each day.

I look to the year ahead with hope and optimism. As we resume our educational journey together, I would like to thank everyone in advance for your continued support and wish you all a meaningful, memorable and successful school year.

Thank you,

Mrs. Shepherd  
Principal  
Wm. E. Hay Stettler Secondary Campus  
Wm. E. Hay Stettler Outreach Campus

## IGNITE YOUR FLAME

*The following expectations are non-negotiable at Wm. E. Hay and lay the basic principles for how we interact with each other on a daily basis.*

**No Flame Ignites without your SPARK**

# Self Advocacy

Advocating for your needs and your learning.

# Perseverance

Pushing yourself to work through difficult tasks and challenges.

# Accountability

Owning the outcome of your own actions.

# Responsibility

Doing the things you are expected to do in all school spaces.

# Kindness

Being generous, helpful and considerate.



# IGNITE YOUR FLAME

## Wm. E. Hay Stettler Secondary Campus



### Observables - Self Advocacy Advocating for your needs and your learning

What would we see?	What would we not see?
<ul style="list-style-type: none"> <li>• Students with clear understanding of their learning needs</li> <li>• Students with a clear understanding of their learning goals</li> <li>• Students communicating with teachers about their learning, while understanding their accountability and responsibilities</li> <li>• Students communicating with admin, EAs and Office staff when needing support, while understanding their accountability and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Not having conversations with teachers</li> <li>• Avoidance</li> <li>• Exclusively parent conversations</li> <li>• Students who do not have plans or goals</li> </ul>



### Observables - Perseverance Pushing yourself to work through difficult tasks and challenges

What would we see?	What would we not see?
<ul style="list-style-type: none"> <li>• Students with goals for their learning</li> <li>• Staying focused on tasks</li> <li>• Accepting failures as part of learning</li> <li>• Students seeking out help if needed and working with staff to achieve goals</li> <li>• Students not satisfied with the "easier" route</li> </ul>	<ul style="list-style-type: none"> <li>• Students "opting out" of work, assignments, classes</li> <li>• Attendance issues</li> <li>• Giving up</li> </ul>



# Observables - Accountability

## Owning the outcome of your own actions

What would we see?	What would we not see?
<ul style="list-style-type: none"> <li>• Taking ownership for actions</li> <li>• Being honest</li> <li>• Students understanding that there are natural consequences for actions</li> <li>• Understanding there are limitations to accommodations and staff ability to support</li> </ul>	<ul style="list-style-type: none"> <li>• Excuses/lying</li> <li>• Blaming others</li> <li>• Expecting unlimited and/or unreasonable accommodations</li> </ul>



# Observables - Responsibility

## Doing the things you are expected to do in all school spaces

What would we see?	What would we not see?
<ul style="list-style-type: none"> <li>• Coming prepared to class with what you need to be successful (binder, pens etc.)</li> <li>• Being on time for class</li> <li>• Coming to class with the understanding that you are there to learn</li> <li>• Finishing assignments on time</li> <li>• Following school and classroom behaviour expectations</li> <li>• Not interrupting the learning of others</li> <li>• Keeping distractions away (cell phones)</li> </ul>	<ul style="list-style-type: none"> <li>• Students who are unprepared</li> <li>• Late/Missing Assignments</li> <li>• Students who are perpetually late</li> <li>• Students who are disruptive to the learning in the classroom</li> <li>• Students distracted on their devices</li> <li>• Not abusing bathroom breaks</li> </ul>



# Observables - Kindness

Being generous, helpful and considerate

What would we see?	What would we not see?
<ul style="list-style-type: none"><li>• Respecting others personal space</li><li>• Being considerate of the feelings, space and thoughts of others</li><li>• Being empathetic of each other</li><li>• Stepping up to support others</li><li>• Helping out when needed to better the school community</li><li>• Not causing inconvenience or hurt to others</li></ul>	<ul style="list-style-type: none"><li>• Hurtful comments towards other students or groups</li><li>• Intolerant treatment of others</li><li>• Disrespect of personal space or property of others</li><li>• Causing hurt to others</li></ul>



## **TEACHER ADVISOR PROGRAM**

The primary goal of the Teacher Advisor program is to enhance the educational experience of each student during their junior and senior high school career and provide counseling and guidance for a successful transition in life beyond grade twelve. The program builds community and creates connections by engaging students in guided discussions and activities that encourage meaningful, empathetic relationships that support a diverse community. Through the development of trusting relationships, teacher advisors will be able to play a variety of roles that include advocate, counselor, and mentor.

- TO ENHANCE THE STUDENTS AWARENESS OF VARIOUS SOCIAL ISSUES SURROUNDING THEM
- TO ENHANCE A STUDENTS' OVERALL ACADEMIC AND PERSONAL GROWTH
- TO HELP STUDENTS WITH THEIR EDUCATIONAL AND CAREER PLANNING
- TO PROVIDE A STRONG SENSE OF BELONGING AND SECURITY
- TO ENHANCE COMMUNICATION WITHIN THE SCHOOL
- TO BOLSTER SCHOOL SPIRIT
- TO PROMOTE CITIZENSHIP
- TO PROMOTE COMMUNICATION and COORDINATION between HOME and SCHOOL.

Students coming into our school from other schools will be assigned a TA group at the time of registration.

A proven, researched based practice to enhance student wellness, sense of belonging, and success in school is organized mentorship opportunities within the school environment. Mentorship can take place in many different ways, but for us at Wm. E. Hay Stettler Secondary Campus, we will be using our multigraded Teacher Advisor classrooms in grades 9-12.

Alberta Mentorship Partners states that research supports that school-based mentoring impacts positive outcomes for children and youth including:

- increased high school completion rates
- improved attitudes about staying in school
- enhanced academic motivation and achievement
- improved social skills and behaviour
- improved resiliency
- strengthened peer, school and family relationships
- reduced risk of involvement with drugs
- increased sense of belonging in the school community
- increased leadership among teens

## **LUNCH HOUR PROCEDURES**

Our grade 7 and 8 students will remain on campus during lunch times. They will be asked to eat in the cafeteria. If they are wanting to leave campus for lunch they must provide the office with a note from a parent or have a parent contact Mrs. Lavallee if it is going to be a regular occurrence. After students finish eating lunch they will be allowed to stay in the cafeteria, or go to the gyms, Makerspace, learning commons, or the west outside natural space.

The opportunity to leave campus during lunch hours begins in Grade 9. Grade 9 to 12 students are able to leave campus at lunch time and this privilege will remain so long as students are able to demonstrate the ability to return on time prepared for afternoon classes.

## EXTRA CURRICULAR ACTIVITIES

### Inter-school Sports

Volleyball      Football      Archery      Golf      Cross Country      Curling  
Basketball      Badminton      Tennis      Girls Rugby      Track and Field      Boys Rugby Soccer

### Fine Arts

Wildcat Theatre      Jazz Band      Art Club      Cat Corner      Improv Club

### Other

Student Council      Fine Arts Board      Athletic Board      Students Against Destructive Decisions (SADD)  
School Reach      Yearbook      Skills Club      Queer Straight Alliance (QSA)

While Wm. E. Hay Stettler Secondary Campus endeavors to offer our students the broadest range of extracurricular activities possible, programs available in any given year always reflect the changing interests of our students.

## JR HIGH ATHLETIC PARTICIPATION AWARDS

These awards are presented to those students who have earned 8 or more points by participating on athletic teams. Points are awarded as follows:

**3 points** — Volleyball, Basketball, Rugby  
**1 or 2 points** — Cross Country, Badminton, Track & Field, Archery  
**1 point** — Athletic Board, Curling

### Junior High Female and Male Athletes of the Year

In order to be considered for this award, students must display the following:

- a satisfactory scholastic record
- an example to the student body
- significant contributions to the interscholastic athletic program
- a high quality of sportsmanship
- excellent leadership qualities
- participation in a variety of CARA athletic activities
- must be a grade 9 student

## POINTS FOR SR HIGH ATHLETIC AWARDS

Points for the following athletic awards are awarded by the coach at the conclusion of each season. Full points are awarded if athletes attend practices outside regular classes and show dedication and commitment to their sport throughout the season.

### BLOCK “S” AWARDS

These are awarded annually to those students who have contributed most to interscholastic athletes during their high school career. 17 or more points are needed to earn a Block “S”.

**4 points**— Football, Sr. Volleyball, Sr. Basketball  
**3 points**— JV Volleyball, JV Basketball, Track & Field (3, 2, or 1)  
**2 points**— Girls Rugby, Boys Rugby, Badminton (1 or 2), Cross Country (1 or 2), Athletic Board (1 or 2), Archery (1 or 2)  
**1 point**— Golf, Tennis, Curling

### BAR “S” AWARDS

These are awarded annually to students who have already received a Block “S” and have distinguished themselves by attaining 9 or more points in one year.

# WM. E. HAY STETTLER SECONDARY CAMPUS



## Fees for 2024-25 Grade 7-12

· Lock rental	\$ 2.50
· Students' Union Fees	\$ 15.00

### OPTION CLASS FEES

· Foods and Fashions Grade 7-9	\$ 15.00
· Industrial Arts Grade 7-9	\$ 15.00
· Cosmetology Grade 8-9	\$ 15.00
· Fashion Studies Grade 9	\$ 15.00
· Art Grade 7-9	\$ 15.00
· Grade 9 Camp	\$165.00
· Outdoor Ed –Environmental Sciences 8/9	\$ 15.00
· Blended Learning deposit	\$100.00
· Hockey Academy Grade 7-12	\$300.00
· Band rental (optional – only if instrument is rented from school)	\$ 50.00
· Art 10	\$ 15.00
· Art 20-30	\$ 25.00
· Fashion & Sewing Grade 10-12	\$ 25.00
· Foods 10 - 3 cr	\$ 30.00
· Foods 20 or 30	\$ 45.00
· Cosmetology 10 - 3 cr	\$ 15.00
· Cosmetology 20 or 30	\$ 25.00
· Construction Technology 10 - 3 cr	\$ 15.00
· Construction Technology 20 or 30	\$ 25.00
· Design Engineering 10, 20 or 30	\$ 25.00
· Fabrication 10 - 3 cr	\$ 15.00
· Fabrication 20 or 30	\$ 25.00
· Automotive Technology 10 - 3 cr	\$ 15.00
· Automotive Technology 20 or 30	\$ 25.00
· First Aid	\$ 30.00
· Sports Medicine	\$ 15.00
· Dual Credit	\$300.00

Examples of optional items that will cost extra to the students include the following:

- Yearbook
- Outdoor Education trips
- Special Phys. Ed activities such as camping, SCUBA, etc.
- Cost of field trips
- Materials for project work in the CTF and CTS areas (e.g shelving units they take home, or work on personal vehicles in Automotives, fabric projects made in Home Ec, etc.)
- Extracurricular activities

\*Note: Options fees will be added to student accounts on October 1 (Semester 1) and March 1 (semester 2) of each school year. If a course is dropped before this date, fees will not be charged. If a course is dropped between October 1 and October 31 (semester 1) or March 1 and March 31 (semester 2), 50% of the course fee will be charged. If a course is dropped after November 1 (semester 1) or April 1 (semester 2), the full fee will be charged.

\*Any surplus from fees will be used to purchase items/expenses related to that fee in the following year.

\*The ADLC deposit refund will be applied to any outstanding fees before a cheque is issued.

## **STUDENT SERVICES**

The Student Services department at Wm. E. Hay Stettler Secondary Campus has one teacher, Mrs. Belland,, two Family School Liaisons Ms. Gilbertson and Mrs. Fodor and our Career Practitioner: Ms. McMillan. All of these individuals are prepared to help students with career choices, family activities, peer and sibling concerns, study skills, program plans, crisis counseling, and other related school concerns.

The decisions students make regarding their high school program will have important consequences for their future. Therefore, it is important that you choose your programs wisely. Please contact the school's Student Services personnel, if you have any questions or need assistance planning your program. Finally, a plan for success. Consider your past performance, special talents, and future career goals when deciding courses in which to enroll.

If you have any concerns regarding these matters, including school policies, feel free to speak to one of the school's administrators, Mrs. Shepherd (Principal), Mrs. Fankhanel (Vice-Principal), Mrs. Enyedy (Vice-Principal) or Mr. Fleischhacker (Vice-Principal). If you have any personal or family issues that you need help with, please feel free to seek the assistance of our Family School Liaison Ms. Gilbertson and Ms. Fodor.

## **EDUCATIONAL AND CAREER COUNSELING**

To enable students to adopt a perspective that places a high priority on planning their educational futures.

Includes:

- \*Academic advising
- \*Program planning
- \*Post Secondary Choices
- \*Exchange Programs

Assists students by providing information on careers, which assists students with the school to work transition.

Involves:

- Knowledge of the workplace
- Preparation for the world of work
- Monitoring and setting of personal goals
- Student self-assessment

## **LEARNING COMMONS**

The Learning Commons is staffed by Mrs. Baker, a library clerk, who looks forward to helping students with their reading and information requirements.

To borrow materials, each student is assigned a photo ID card with their student number. Students are permitted to borrow textbooks from the library for the duration of the course, usually 1 term. As well, students may borrow up to four other resources at any given time for three-week duration. Three week extensions can be made simply by requesting more time, either in person or via email. Students who have overdue materials must return them before new materials can be borrowed. Fines for overdue materials are only issued when a request has been made for the return of an item(s) or when materials have not been returned at the end of the semester.

The library staff look forward to your visit and helping you with your information needs and as your exam on demand center.

## CAFETERIA

The Wm. E. Hay Stettler Secondary Campus cafeteria is open daily. The cafeteria offers daily lunch specials and a modified menu. Students are discouraged to be in the hallways with cafeteria food and we ask that students cooperate in the cafeteria to maintain the cleanliness of the facility by placing all garbage in the receptacles and by returning trays.

## BREAKFAST FOR LEARNING—START YOUR DAY RIGHT!

The Breakfast program will return this year and will operate every morning from 8:15-8:50 a.m. The program provides students with a nutritious breakfast to start their school day. Each breakfast day, an average of 25-50 students take advantage of the **no-cost** program which offers cereal, toast, milk, waffles (Wednesdays) and juice.

## FIRE BELLS/LOCK DOWNS/HOLD AND SECURE/SHELTER IN PLACE

On a semi-regular basis, we will be having drills as part of our “Hour Zero” emergency preparedness. Every classroom has a sign that indicates the fire route from that class. Each teacher will go over the expected procedures at the beginning of the course, indicating the protocols and the expected Muster point for that class. It is important that each student follows the instructions during these drills so they know the expectations in the case of a real emergency.

These practices also allow emergency personnel as well as the school personnel the opportunity to evaluate and improve practices.

## SCHOOL RESOURCE OFFICER (SRO)

WEHSSC works closely with the Stettler RCMP. A School Resource Officer will be based out of WEHSSC and is responsible for conducting investigations that are criminal in nature, or covered under a provincial statute including the School Act, the Traffic Safety Act and the Prevention of Youth Tobacco Use Act. The SRO is available throughout the school year, on every school day, to any student who may wish to speak to them on any matter. The SRO office is located in the main office near the front reception area. Feel free to visit the office.

## PARKING

Students may park their registered vehicles in the North or East gravel parking lot only. The east (along the church) and west (along Memorial Park) parking stalls are designated as **STAFF PARKING AREAS ONLY**.

Students will be required to register their vehicle(s) with the office in order for it to be parked in the parking lot.

The parking lot is considered a part of the school and as such, student conduct is to be consistent with school policy. Students using the parking lot will do so in a manner that is safe, considerate and with behavior that is in keeping with a professional organization. Students who do not comply with rules and expectations concerning the parking lot may face disciplinary action or other action which may include towing or loss of privilege to park in the lot. Please be considerate of your school, your peers and your community and use the garbage receptacles located in the parking lot. Students caught littering will be disciplined and may lose their privilege of using our parking lot.

***Each Sr. High TA class, paired with a Jr High TA class, will be assigned to clean the parking lot on a rotational bi-monthly basis. Gloves will be provided. This activity instills citizenship, community service and teamwork amongst peers. In holding our students responsible for keeping the parking area clean, we aim to instill accountability in an effort to oppose entitlement.***

The parking lot is considered a “Public Highway” under the Traffic Safety Act and to that end, students driving in the lot are subject to the rules and provisions under the Traffic Safety Act.

## LOCKERS

Combination locks are placed on all lockers and must be used. No other padlocks will be allowed. Lockers are the property of this school. School officials having responsibility for the health, safety, and educational welfare of students in their care have the right to open and search school lockers. This may be done with or without the knowledge, or the presence of the student or the guardian involved.

**The school will accept no responsibility for an individual's valuables.** Report any thefts to the office immediately. **Do not leave money or other valuables in your locker.** Ensure that your lock is locked at all times in order to secure your possessions. Do not give your combination out to anyone. If you forget your combination, please see your TA teacher or the office.

## SCHOOL COMMUNICATION

### Daily Memo

A daily Memo is distributed to all teachers and read aloud to students in the first period of the day. This information includes announcements about meetings, rehearsals, practice times, news about events and guests to our school and recognition of our student's achievements. It also includes daily updates from our Student Services office regarding courses, scholarships, applications, open house at colleges and universities and deadlines for admissions and other miscellaneous items.

### School Website

Access to the School Calendar of events is available online @ [www.clearview.ab.ca](http://www.clearview.ab.ca).

### Social Media

We also utilize **Facebook** and **Instagram** to inform parents of upcoming activities.

### Email/Voice Message/Text Message

Occasionally the office will send group emails, text messages or voice messages to all parents using BrightArrow for information that requires immediate attention.

## CONTACTING STUDENTS

Should students need to be contacted in an emergency, parents are to call the school office @ 403-742-3466 and the school's staff will immediately have the student available for you to speak with. Parents, please try to avoid texting your children while they are in classes.

# CELL PHONES AND DEVICES

## Procedure for Personal Mobile Device Use

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### Purpose

To establish clear procedures for the use of cellphones and other personal electronic devices in classrooms to minimize distractions, enhance learning environments, and address concerns related to mental health and safety.

### Scope

This procedure applies to all students, staff, and visitors within school premises during school hours.

### Guideline Statement

Cellphones and other personal electronic devices can support learning but may also serve as distractions if used inappropriately. This policy aims to strike a balance between leveraging technology for educational purposes and maintaining a focused and respectful learning environment.

Mobile devices definition encompasses a wide range of portable electronic devices designed to be easily carried and used. This includes, but is not limited to, smartphones, tablets, netbooks, digital media players, and wearable technology such as smartwatches, headphones and smart glasses.

Wm. E. Hay and its staff are not responsible for any damage to or theft of a student's mobile device, therefore students must properly secure and take care of their own devices. If students need to place an emergency phone call during class, they should request to use a school phone.

### Procedures

- 1. General Use (minimum requirements)**
  - **Grades 7 to 8:** Personal mobile devices must be kept in lockers during class time. Students may use their devices outside of instructional hours as determined by the Principal.
  - **Grades 9 to 12:** Personal mobile devices must be kept on silent mode or powered off and stored out of sight or in the designated location assigned by the teacher. Students may use their devices outside of instructional hours as determined by the Principal.



- Mobile device use is prohibited in washrooms/change rooms. As such, mobile devices must be left in the classroom or in a designated location when students use the washrooms.
- 2. Limited Use Exceptions**
- Limited use of personal mobile devices must be permitted, as determined by a principal, for health or medical reasons or to support special learning needs. This must be documented within the Ongoing Student Health Support Plan or Individual Program Plan (IPP);
  - Limited use of personal mobile devices may be permitted for educational or other purposes, as determined by a principal.
- 3. Social Media**
- “Social media” is broadly defined as websites and applications that enable users to create and share content or to participate in social networking. Examples include, but are not limited to, Facebook, Instagram, Snapchat, X, Youtube and TikTok.
  - Students may not access social media on school networks or on school devices.
  - Limited access to social media may be permitted, as determined by a principal in consultation with the Deputy Superintendent.
- 4. Teacher and Staff Responsibilities**
- Must have designated locations approved by administration.
  - Staff need to be familiar with Clearview’s AP 145 Procedure for Personal Mobile Device Use.
  - Staff need to be familiar with their School’s Procedure for Personal Mobile Device Use
  - At the beginning of the year staff must go over the school’s Personal Mobile Device Use procedure with students.
  - Staff should remind students of the mobile device procedures regularly and enforce it consistently.
- 5. Student Responsibilities**
- Students need to be familiar with Clearview’s AP 145 Procedure for Personal Mobile Device Use in Classrooms.
  - Students need to be familiar with Wm. E. Hay’s Personal Mobile Device Use in Classrooms.
  - Students should discuss with their parents the responsible use of their personal mobile devices while at school.
- 6. Parent Responsibilities**
- Parents and guardians are encouraged to talk with their children about the potential risks and benefits of technology and the importance of responsible Internet and Social media usage. This includes their online profiles, group chat, and chats on gaming consoles. Discuss the importance of respecting privacy and protecting personal information in age-appropriate ways.
  - In emergency situations, or when time is of the essence, parents should contact the school through the main office phone.
- 7. Progressive Discipline Approach**

- **First offense:** The student's mobile device will be confiscated by a staff member and held in the classroom until the end of class. The student's parent/guardian may be contacted and informed of the student's failure to follow the mobile device procedures.
- **Second offense:** The student's mobile device will be confiscated and held in the school office until the end of the school day. The student's parent/guardian will be contacted and informed of the student's refusal to follow the mobile device procedures.
- **Third & subsequent offenses:** The student's mobile device will be confiscated and held in the school's office until the student's parent/guardian is able to come and pick it up. Repeated violations of the mobile device guideline will result in escalating consequences, including parent-teacher meetings, detention, and potentially restricting the student's ability to bring a device to school.

#### 8. Communication

- Mobile Device Use procedures will be communicated to students, parents, and staff at the beginning of each school year and as needed throughout the year.
- Feedback from the school community will be solicited periodically to ensure the procedure meets the needs of staff and families.

#### Review and Evaluation

This procedure will be reviewed annually by the division administration and adjusted based on feedback from the school community and emerging best practices.

## LAGGARD POLICY

It is the responsibility of the student to be diligent in his/her studies. It is the teacher's responsibility to ensure every effort is made to facilitate maximum student achievement.

Thus, high school students performing below reasonable standards may be denied permission to continue in a course and will be directed to and assisted in finding alternative educational option providers. The School Act provides for appeal when parents believe the administration has acted unfairly. Parents are asked to review the circumstances with an administrator and when deemed necessary to appeal in writing to the superintendent of schools.

## ALBERTA HIGH SCHOOL DIPLOMA REQUIREMENTS

### Definition of Credits

Each high school course is assigned a credit value. Most courses have a 5-credit value (e.g. Social studies 20-1), but some are half courses with a value of 3 credits (e.g. Building 1.1). You must get at least 50% in a course to earn your credits. Career and Technology courses (CTS) give one credit for each successfully completed course.

### CREDIT LOAD-ALBERTA HIGH SCHOOL DIPLOMA

Each high school graduate must earn a total of at least 100 credits including the following:

**COURSES**

**MIN.CREDITS REQUIRED**

English	15 (including English 30-1 or 30-2)
Social Studies	15 (including Social Studies 30-1 or 30-2)
Mathematics (20-1, 20-2 or 20-3)	10
Science 20 or 24, or Biology 20 or Chemistry 20 or Physics 20	10
Career & Life Management (CALM)	3
Physical Education 10	3

*PLUS:*

Career and Technology Studies or Fine Arts or Second Languages or Phys. Ed 20 or 30	10
30 level courses besides English or Social Studies	10

- Grade 10's      You are expected to carry a full program (8/8 blocks).  
                          \***(NO SPARES)**  
                          Note: You may, with permission, take a grade 11 Core course in your grade 10 year. However, this can occur only if space permits.
- Grade 11's      You are expected to carry 7 out of 8 blocks for the year.  
                          Note: You may, with permission, take a grade 12 course in your grade 11 year. However, this can occur only if space permits.
- Grade 12's      You are expected to carry 4 out of 8 blocks for the year. You may take more than 4 blocks if you wish but the minimum is 4.  
                          \***(NO MORE THAN 4 SPARES)**

## THE SCHOOL YEAR

Gr. 7 & 8 Core courses run all year, and option courses are semestered. Our Gr. 9 through 12 programming operates on the semester system with two semesters in a year. Generally, the first semester ends at the end of January; the second ends at the end of June.

## STUDENT APPEAL OF A FINAL MARK

Each teacher will be responsible for setting up a marking system for his or her class. Students will be apprised of this system at the beginning of the semester by receiving a course outline.

If the course does not have a diploma exam, the final exam will not exceed a 20% weighting of the final mark.

In the event a student and or parent/guardian wishes to appeal a final grade the following procedure is to be followed:

1. Within 7 days of receiving the final mark, the student/parent/guardian notifies the Principal in writing stating the reasons why he/she feels the final mark is not justified.
2. The Principal will meet with the student and also with the teacher to assess the basis of the appeal.
3. The Principal will determine if the assigned mark is valid or he/she will order a reassessment.
4. If the student/parent /guardian is still not satisfied, a further appeal in writing can be made to the Superintendent

of Schools.

## DIPLOMA EXAMINATION REWRITES:

(See Mrs. Lovell for any questions regarding Diploma Exams or Rewrite Fees)

Students need to create an account with Alberta Education. Students can log in to myPass to view and print diploma exam result statements, order transcripts, view progress towards a credential, view student personal information, view and print a detailed academic report or order additional copies of a credential.

Go to <https://public.education.alberta.ca/PASI/myPass> to create your account.

All students must be pre-registered and prepaid to rewrite a diploma examination. There is a \$26.25 non-refundable processing fee (\$50.00 for unfunded visiting students) for each diploma examination rewrite registration. This fee applies whether or not the student is retaking the course. A student is considered to be rewriting a diploma examination if they have previously written that diploma examination any time during the current or two previous school years. Note:(If you are taking the course for the first time, the school will register you automatically with their submitted class list to Alberta Education).

**As directed by Alberta Education, THE SCHOOL WILL NO LONGER COLLECT AND SUBMIT REWRITE FEES FOR STUDENTS.**

If a student rewrites a diploma examination but has not paid the fee, results of the examination will NOT appear on the *Results Statement, the Statement of Courses and Marks*, or the official *Transcript* until the rewrite fee is paid.

If a student is unable to rewrite a diploma examination because of illness, accident, inclement weather, or bereavement (supporting documentation from the school is required) and receives approval from the Special Cases and Accommodations team of Exam Administration, the student is eligible to rewrite the diploma examination at the next scheduled session or to have the rewrite fee refunded.

## GRADUATION CEREMONY PARTICIPATION

In order to participate in the Wm. E. Hay Stettler Secondary Campus graduation, all of the following conditions apply:

\*Participation in the graduation ceremony and Grand March is voluntary and considered to be an extracurricular activity. As such, any student under suspension from school at the time of the ceremony will not be allowed to participate.

- In order to participate in Graduation Exercises students must:**
  - Enroll in at least 4 out of 8 blocks during the school year. (Special Projects AND Work Experience are **not** counted as a block)
  - Present their student portfolio as a graduation requirement of Wm. E. Hay.
  - Have a working timetable at Wm. E. Hay for Alberta diploma requirements (see above) and have all requirements on track and passing by June 1st, 2025.
    - For students taking courses through the Outreach Campus/Blended Learning 75% of the course must be completed, handed in and marked with a passing grade by June 1st, 2025.

*\*Please note that the last day to register in a Blended Learning Course through the Outreach Campus is May 1st, 2025.*

*If a student does not meet these requirements they may be removed from participating in the Graduation Ceremony. This decision will be made by the Grad Ceremony committee and will be communicated in a timely manner with the student and parents.*

## **ATTENDANCE**

Basic Premise:

Positive student attendance leads to success in school. The Province of Alberta School Act requires that all students attend school regularly and punctually.

When students are absent without confirmation, parents/guardians will be informed in the following manner:

- a) The auto-dialer will contact each home when an unconfirmed absence is recorded (evening calls).
- b) Parents/guardians of students who have persistent attendance problems will be contacted by our administrators, Student Services department, or TA teacher.
- c) Attendance will be monitored once a month by the student's Teacher Advisor or the school administration.  
-Students with significant unconfirmed absences will be tracked with a Laggard form.

## **STUDENTS TAKING HOLIDAYS DURING THE SCHOOL YEAR**

Increasingly, families are deciding to take holidays during school time. The school discourages this practice as it has a negative impact on student learning. Teachers at Wm. E. Hay Stettler Secondary Campus are not responsible for providing work, tutorial time and support to students whose family chooses to take vacations when school is in session.

## **SCHEDULE OR PROGRAM CHANGES**

Sr. High student course registration is constantly communicated with Alberta Education. When a course is dropped "withdrawn" is indicated on your transcript.

Classes dropped after midterms marks may be assigned a failing grade. All class changes need to go through the Student Services office. If a student quits attending a class this does not constitute a dropped class and the student may be assigned a failing grade.

## **WM. E. HAY STETTLER SECONDARY CAMPUS**

### **ASSESSMENT FRAMEWORK**

WE BELIEVE that all common assessments must be of high quality and standards-based.

WE BELIEVE that all teachers must use high quality, standards-based assignments that prepare students to be successful on common assessments.

WE BELIEVE that all Wm. E. Hay Stettler Secondary Campus grading policies will be reflective of student achievement only. Behaviors will NOT be factored into grades and alternate consequences and supports will be provided to assist students in correcting inappropriate behaviors. The following grading practices are not supported at Wm. E. Hay Stettler Secondary Campus:

- Points added or subtracted for attendance
- Zeroes given for academic dishonesty (unless the work is not resubmitted)
- Points subtracted for late work
- Points added for non-academic activities

**\*Zeroes (NHI - Not Handed In) will be given for failure to turn in work if all opportunities have been exhausted by the end of the learning period - either the end of a unit or the competency as determined by each department.\***

WE BELIEVE that all teachers must use assessments FOR learning (formative assessments) *prior* to giving summative assessments. Formative assessments provide activities and opportunities for students to receive specific feedback for improvement, practice and grow, self-test against an end goal, and to analyze and make adjustments to their learning. Formative assessments can include such instructional strategies as an observation with feedback, practice activities, quizzes, initial drafts/performance, and instruction questions. Formative assessments will NOT be factored into final grades.

- Homework that is used for preparation, practice, and self-testing will be considered formative and will not be factored into final grades.
- Homework designed and *supported* for application and extension of mastery may be considered summative and can be factored into final grades.

WE BELIEVE it is important for all grade-levels and all courses to ensure students master 21<sup>st</sup> Century Skills (such as critical thinking, problem-solving, assessing and analyzing information, collaboration, leadership, and effective oral presentation). Quality evidence tied to rubrics that accurately measure individual mastery of these skills should be incorporated into grade reporting and may be factored summatively.

WE BELIEVE that assessment is most effective if done *with* students rather than *to* students.

All teachers must ensure that students play key roles in:

- Understanding learning targets and summative assessment expectations
- Self-assessment and reflection
- Analysis of learning artifacts
- Goal setting and action plans for increased learning
- Charting progress on learning goals

## **Junior High ACADEMIC HONORS CRITERIA**

Students who achieve an average of 80% or greater in the 3 core subjects, Humanities, Mathematics, Sciences, with 2 of the three marks being greater than 80%, will be eligible for academic honors.

## **Senior High ACADEMIC HONORS CRITERIA**

*Courses at the 10 level will be counted in the Grade 10 honors calculations, 20 level will be counted in the Grade 11 honors calculations and 30 level will be counted in the Grade 12 honors calculations, regardless of the year the course was actually taken. Honors pins may be awarded retroactively if you've waited to take a course at a later year (you must notify the office if you believe this applies to you). Please keep this in mind when deciding to take courses in a year other than which it was intended.*

### **Grade 10 – 79.5% or better**

1. Students must have completed *at least 40 credits* during their grade 10 year.
2. Calculations will include English 10-1, Social 10-1, Math 10C, and Science 10. At least three of these subjects must be 80% or above.

### **Grade 11 – 79.5% or better**

1. Students must have completed *at least 35 credits* during their grade 11 year.
2. Calculations will include final marks in English 20-1, Social 20-1, Math 20-1 or Math 20-2 and the best two Sciences (Bio 20, Chem 20, Phys 20, Sci 20). At least three of these must be 80% or above.

### **Grade 12 – 79.5% or better**

1. Students must have completed *at least 20 credits* during their grade 12 year.
2. Calculations will include English 30-1, Social 30-1, best of Math 30-1, Math 30-2 or Math 31, and the best two Sciences (Bio 30, Chem 30, Phys 30, Sci 30). At least three of these must be 80% or above.

*If you write a diploma in August and would like that final mark included in the calculations you must notify the main office by the first day of school in the fall, otherwise, the final mark from mid-July will be used in the calculations.*

## **SELECTION OF VALEDICTORIAN**

The Valedictorian is selected by the Principal on the basis of academic achievement. Calculations are determined on academic courses as follows:

### **20% at Grade 10 level, 30% at Grade 11 level, and 50% at Grade 12 level**

- 20% of grade 10 marks - (English (5 credits), Social (5 credits), Math (5 credits), Science 10 (5 credits) and CALM (3 credits) - Average taken and divided by 23 credits,
- 30% of grade 11 marks (English (5 credits), Social (5 credits), Math 20 (5 credits), Best Science 1 (5 credits) and Second Best Science 2 (5 credits) - Average taken and divided by 25 credits
- 50% of grade 12 marks (English (5 credits), Social (5 credits), Math 30-1 (5 credits), Best mark of a Science 1, Science 2 or Math 31, and Second Best Mark of a Science 1, Science 2 or Math 31 - Average taken and divided by 25 credits.

Any Alberta Education grade 12 Science can be used.

## **ACADEMIC PLAGIARISM AND INTELLECTUAL DISHONESTY**

“Academic dishonesty involves a student choosing to withhold valuable information for accurate assessment of his/her learning”. It is a serious breach of trust between a student and the teacher. In order to determine if a student has achieved the competencies of a course, academic integrity is an essential expectation. Academic dishonesty can include, but is not limited to the following behaviors:

- Using AI in lieu of your own work
- Cheating on an exam / quiz
- Failing to hand in an exam / quiz during the testing period
- Cutting and pasting from the Internet
- Handing in someone else’s work
- Copying answers from another student
- Neglecting to provide proper citation for all sources

**Plagiarize: verb** take (the work or idea of someone else) and pass it off as one’s own

Source: [http://www.askoxford.com/concise\\_oed/plagiarize?view=uk](http://www.askoxford.com/concise_oed/plagiarize?view=uk)

Plagiarism is dishonest, unacceptable and subject to penalty. Produce your own work and give credit to those whose work you have borrowed.

**Students found to have plagiarized work or being dishonest with their academic work will face disciplinary action that may include receiving a mark of zero on the assignment or test (until the work**

is resubmitted) and/or suspension. The administration of the school will be involved and parents will be notified. Dishonest academic behavior will be tracked by the school to help prevent this behavior from reoccurring.

## **THE SCHOOL'S RESPONSIBILITY**

It is the responsibility of the school to create and maintain an environment that is safe and caring. Teachers and administrators must comply with the provisions of their Code of Professional Conduct in dealing with students, parents, and members of the public.

## **GENDER NEUTRAL WASHROOMS**

We respect the rights of all students in our building. Gender Neutral Washrooms can be found across from the Jr. High Gymnasium.

## **BEHAVIORAL GUIDELINES**

### **DISCIPLINE**

Appropriate behavior is essential to learning and growing and is based upon mutual respect for the rights of others and the property of others. We expect each student to exhibit self-discipline, good judgment, good manners, and to show respect for fellow students, teachers and any school personnel. Students are expected to display responsible behavior and to take responsibility for their actions.

Above all students are to respect the rights of others. As a school, we aim to treat every student as an individual, and as such, inappropriate behavior will be dealt with on a case-by-case basis.

These ideas can only be achieved through agreement on everyone's part. Since schools are expected to act "*in loco parentis*" (in place of parents) parental cooperation is of the utmost importance.

### **Discipline Policy Guidelines**

- 1) Disruptive behavior, general disobedience, defiance of authority, insubordination and/or disrespect will not be tolerated.
- 2) Discriminatory behavior (racial, ethnic, sexual, etc.) is not acceptable.
- 3) Inappropriate, abusive, or obscene language, gestures or confrontational behavior will not be tolerated.
- 4) Possession of obscene material or questionable other objects and materials are not allowed in school. If in doubt concerning what is questionable, leave the item at home.
- 5) Threats and harassment of any kind will not be tolerated.
- 6) Violence of any kind is unacceptable (fighting, threats, bullying, etc.)
- 7) The possession, use, selling or distribution of controlled substances or alcohol or cannabis or tobacco on school premises, school buses or at school functions is prohibited.
- 8) Attending school or school functions under the influence of alcohol or drugs is not acceptable.
- 9) "Zero Tolerance" for guns. Under no circumstances may a gun or other weapons be brought to school. Students who use our parking lot may not have a gun in their vehicle.



## **DRESS AND APPEARANCE CODE**

The dress code is intended to lead to a safe and respectful learning and teaching environment at Wm. E. Hay Stettler Secondary Campus. It is meant to exemplify the appropriate attire in society and the professional workplace. The dress code is based on principles of respect, inclusivity, safety, and cultural diversity; as outlined by Alberta Education and Clearview Public Schools. The dress code does not restrict in any way a student's right to dress in a manner that is prescribed by religious, cultural, ethnic or similar tenets and customs.

### **School Appropriate Dress:**

Students are encouraged to maintain dress and appearance appropriate for the professional atmosphere of the school. In particular, students must:

- wear clothing and jewelry in a manner that does not present either a health or safety risk to the individual wearing it or to others (e.g., jewelry must be removed for dance and physical education classes)
- shorts and sleeveless shirts may be worn as long as they adequately cover the body, underwear and cleavage should not be visible (e.g., shorts that are reasonable in length and tops that cover the midriff and chest);
- maintain good personal hygiene

### **School Inappropriate Dress:**

Inappropriate dress refers to a standard of attire which does not meet the school community standards of decency.

Inappropriate dress at Wm. E. Hay Stettler Secondary School includes the following:

- attire with inappropriate logos or writing that depicts violence, profanity, sexual messages, racial or gender discrimination or discrimination of any kind;
- attire that otherwise demeans an identifiable individual or group;
- attire that fails to adequately cover the individual's body (e.g., underwear is visible)
- appropriate shoes must be worn at all times unless directed otherwise for specific school/classroom activities

The administration has the responsibility of making the final determination as to whether a student is in violation of the dress code. Any inappropriate accessories may be confiscated by the administration.

## **TRESPASSING**

The school is not to be used or entered in the evenings or weekends except for supervised activities. Students entering the school during these unauthorized times may be regarded as trespassers.

All departing students from Wm. E. Hay Stettler Secondary Campus are not to be on the school property unless they have been specifically invited by the school administration or staff member and must check-in at the front office.

Visitors to our school will be required to sign in and sign out and will also be required to wear school identification while in the building.

## **VAPING/SMOKING**

Smoking, smokeless tobacco, electronic smoking devices, and vapes are not permitted in the school, in the school parking lot, or anywhere else on school grounds. The Prevention of Youth Tobacco Use Act states that it is an offense for any person under the age of 18 years old to be in possession of cigarettes, smoke or consume tobacco in a public place. There is a fine for this offense. This section is in reference to both cannabis and tobacco products.

## **EXAMPLES OF DISCIPLINARY ACTION THAT MAY BE TAKEN**

Depending on the circumstances and severity of the situation, a student may receive a(n)-

- a) warning

- b) assignment to make restitution or make an apology
- c) internal suspension
- d) external suspension
- e) use of the student led “Restorative Committee” and Restorative Justice
- f) expulsion

In the event that suspension (internal/external) or expulsion is deemed necessary, parents will be informed and the provisions of the “School Act” (Section #7) will apply.

## Wm. E. Hay Stettler Secondary and Stettler Outreach Important Dates 2024-2025



### Semester 1

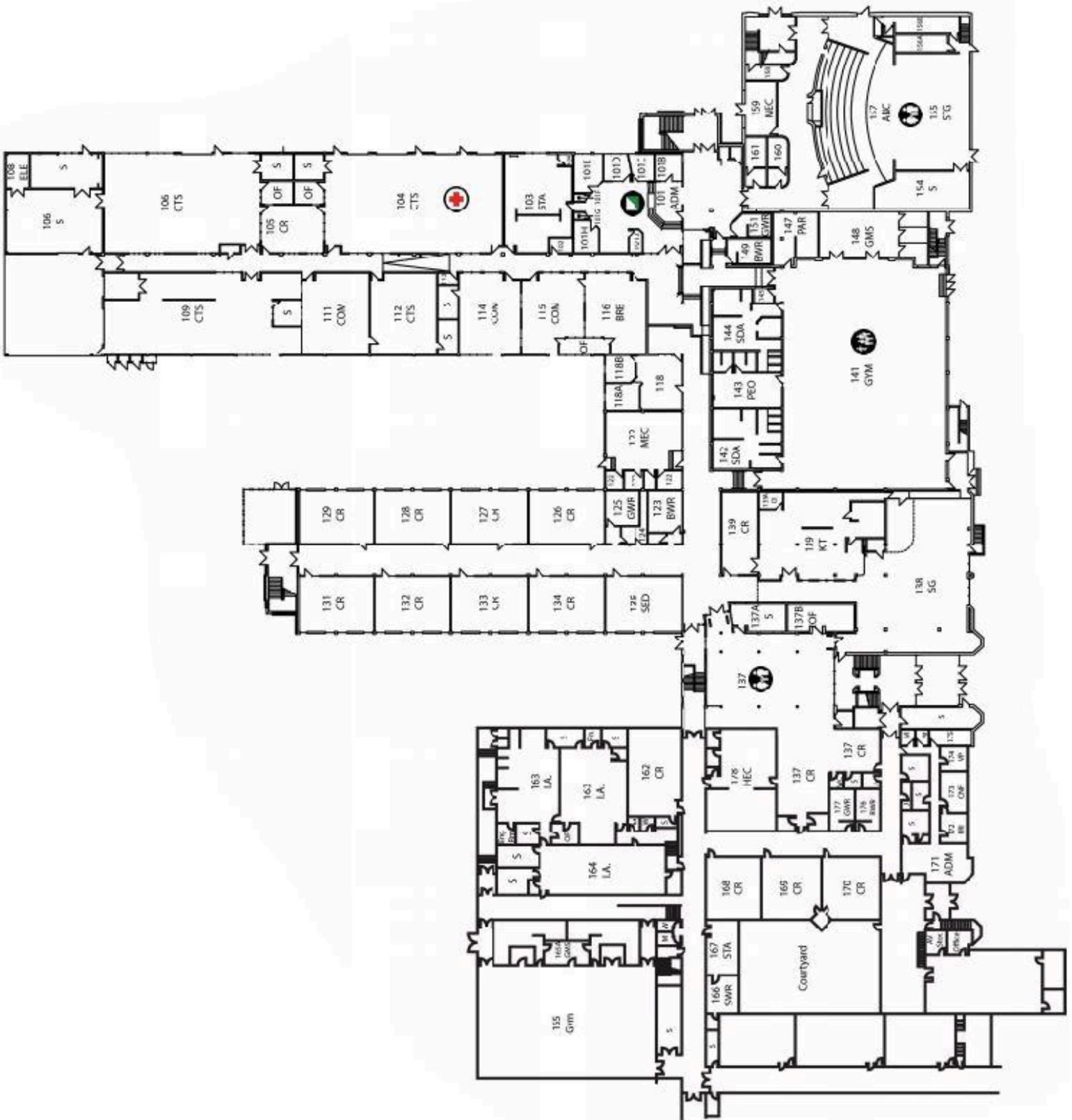
**August 27th** - Professional Learning (Wm. E. Hay Day)  
**August 28th** - Professional Learning (Clearview Day)  
**August 29th** - Professional Learning (Wm. E. Hay/Clearview Day)  
**August 30th** - Professional Learning (Wm. E. Hay)  
**September 2nd** - No School  
**September 3rd** - Grade 9-12 Orientation Day  
**September 4th** - Grade 7-8 Orientation Day  
**September 5th** - First day for all students  
**September 16-26th** - 3T Testing Window  
**September 16th** - First School Council Meeting - 7:00pm  
**September 19th** - Open House 4:00pm  
**September 19th** - Picture Day - Grade 7 and 8  
**September 20th** - Picture Day - Grade 9-12  
**September 26th** - Orange Shirt Day  
**September 27th** - Professional Learning Day  
**September 30th** - National Truth & Reconciliation Day (NO SCHOOL)  
**October 11th** - Professional Learning Day  
**October 14th** - No School - Thanksgiving Long Weekend  
**October 16th** - Jr. High Fall Awards  
**October 18th** - High School Fall Awards  
**October 31st** - High School SLCs Completed - Grade 9, 12 and new students  
**November 1st** - K-9 PD Day (no K-9 students)  
**November 1st** - Career Fair for 10-12

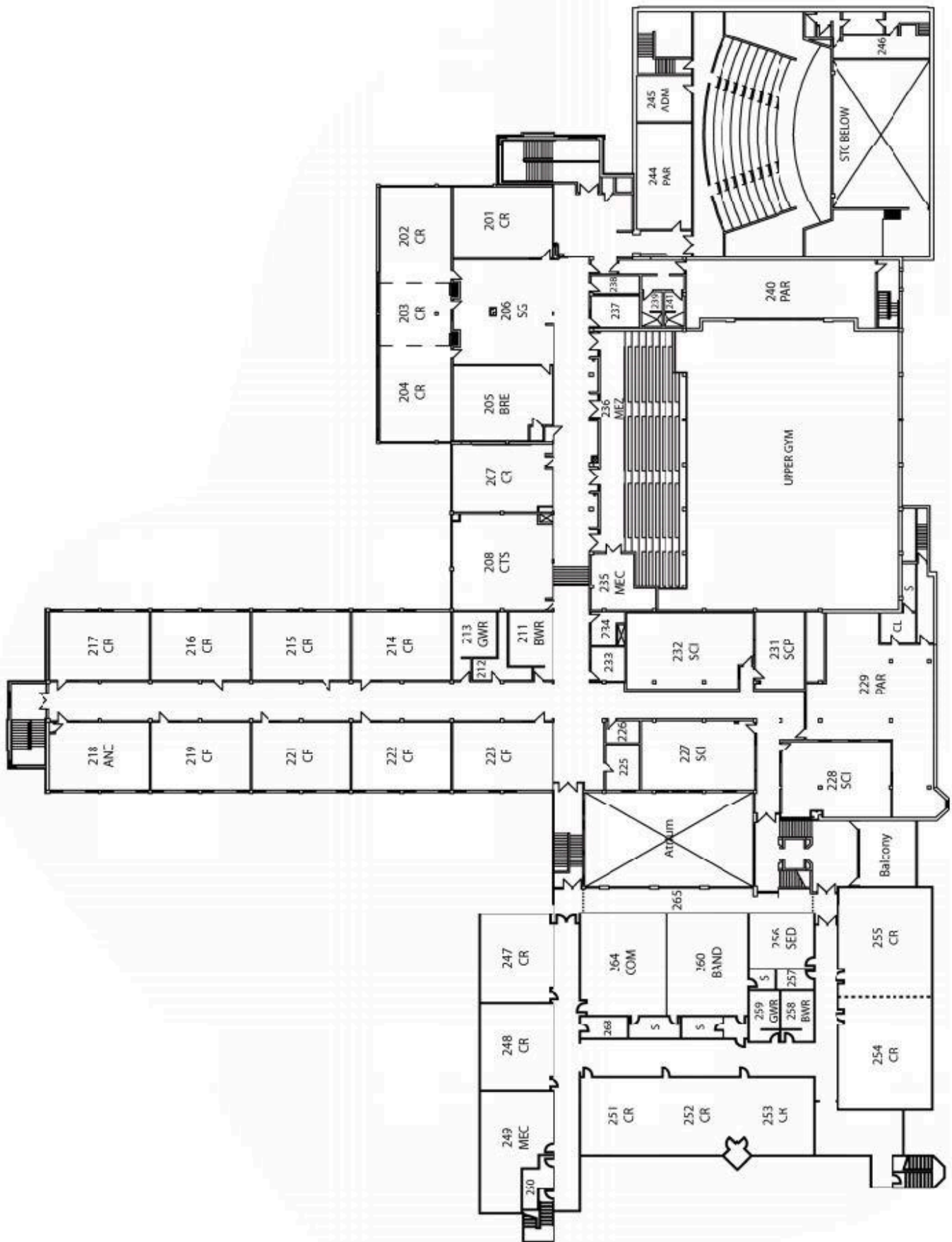
**December 21 - January 5** - NO SCHOOL  
**January 6th** - First Day back after Christmas break  
**January 28th** - Grade 7 and 8 Wellness Day  
**January 29th** - Professional Learning Day  
**January 29th** - Report Cards Emailed Home

### Semester 2

**January 30th** - First Day of Semester 2  
**February 13th & 14th** - Teacher's Convention  
**February 17th** - No School  
**March 21st** - Grade 12 Portfolio marks due  
**March 21st** - SLCs Completed for Grade 10, 11 and new students  
**March 21st** - Professional Learning Day  
**March 22- March 30th** - Spring Break  
**April 9th** - Marks Due  
**April 10th** - Report Cards Emailed Home  
**April 16th** - 4:00pm-6:00pm Parent Teacher Interviews  
**April 18th - 21st** - Easter Break  
**April 22nd** - Professional Learning Day  
**May 1st** - Drop Deadline for Courses Sem 2 Gr. 11 and 12  
**May 1st** - Last Day to Register in a Blended Learning Course  
**May 16th** - Professional Learning Day

# MAP







# COMPUTER NETWORK ACCEPTABLE USE COMMUNICATION - STUDENT AND PARENT FORM

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1. This information is obtained for the purpose of providing access for the named person to Clearview Public Schools computers and network services.
2. Use of Clearview's computer network is a privilege and that, in the event of misuse, the privilege to use the network may be restricted or taken away, and the student may face penalties within Clearview, its school policies or laws of our country. In order to access the network, the student must have proper permission from a teacher or the Principal of my school.
3. Unacceptable use of the computer network includes the following:
  - loading, sending, accessing or filing any material that breaks any laws or regulations, including copyright and trade laws,
  - loading, sending, accessing or filing any obscene or threatening material, in either written or in picture form, including but not limited to information that contains or promotes pornography, \*racial supremacy, hatred of people, or violation of human rights, (\*except as authorized by a teacher within a school course),
  - using the network without permission for commercial or profit reasons, including advertising products for profit or political advertising,
  - loading, downloading or running any software programs or services onto Division computers or onto the Division network without permission from Technology Department
  - loading, downloading or running any software programs or services onto any external or portable device without permission from Technology Department.
  - loading, downloading or running any software programs or services that try to bypass, circumvent, unlock any Clearview web filtering or controls.
  - searching for, downloading or using VPN, proxy, web proxy as apps, software or services.
  - searching for, downloading or using network hacking tools, hacking software or services.
  - searching for, downloading or using social media apps that consume large amounts of bandwidth, or that are inappropriate for a school environment, including but not limited to: Snapchat, VSCO, Dating apps or sites, Netflix
4. Students with their own chromebook, Clearview can request the device be provided to the Technology Services department to install a licence so that the device can be sent all the student apps that Clearview uses on a regular basis. By having Clearview install that licence, the device can also be used for any secure PAT or Diploma exam.
5. Clearview may access or view any material on a student account or files on the network equipment.
6. Students that access unacceptable material, which may happen unintentionally, are to leave that site or file immediately.
8. Students must follow Network Etiquette as follows:
  - use only language that is appropriate to a classroom setting. Do not swear, use vulgarities, or other inappropriate language,
  - do not reveal my password, personal address or phone number, or those of students or staff if they know them,
  - will not attempt to learn the password of another user,
  - network accounts are to be used only by the authorized owner of the account,
  - treat others' data with respect. Do not attempt to modify or harm the data of another user,
  - use electronic communication with care; it is not necessarily private. People who operate the system do have access to server files with appropriate authority
  - use the network to access only authorized networks or computer systems,
  - use the network in such a way that will not disrupt the use of the network by other users, including any intentional waste of supplies or damage to hardware or software.
  - understand that illegal activities are strictly forbidden.

Wm. E. Hay Stettler Secondary Campus

	Monday	Tuesday	Wednesday	Thursday	Friday 1	Friday 2
AM	7:30 8:30	7:30 8:30	7:30 8:30	7:30 8:30	7:30 8:30	7:30 8:30
	<b>WARNING BELL 8:53</b>				<b>WARNING BELL 8:53</b>	
1	8:55 10:10 A	8:55 10:10 B	8:55 10:10 A	8:55 10:10 B	8:55 10:10 A	8:55 10:10 B
	Transition 10:10 to 10:13	Transition 10:10 to 10:15	Transition 10:10 to 10:15	Transition 10:10 to 10:15	Transition 10:10 to 10:15	Transition 10:10 to 10:15
2	10:15 11:30 C	10:15 11:30 D	10:15 11:30 C	10:15 11:30 D	10:15 11:30 C	10:15 11:30 D
	11:30 12:10 LUNCH	11:30 12:10 LUNCH	11:30 12:10 LUNCH	11:30 12:10 LUNCH	11:30 12:10 LUNCH	11:30 12:10 LUNCH
	<b>WARNING BELL 12:08</b>				<b>WARNING BELL 12:08</b>	
3	12:10 1:25 E	12:10 1:25 F	12:10 1:25 E	12:10 1:25 F	12:10 1:25 E	12:10 1:25 F
	1:25 1:55 TA	1:25 1:55 TA	1:25 1:55 TA	1:25 1:55 TA	1:25 1:55 TA	1:25 1:55 TA
	Transition 1:55 to 2:00	Transition 1:55 to 2:00	Transition 1:55 to 2:00	Transition 1:55 to 2:00	Transition 1:55 to 2:00	Transition 1:55 to 2:00
4	2:00 3:18 G	2:00 3:18 H	2:00 3:18 G	2:00 3:18 H	2:00 3:18 G	2:00 3:18 H
PM						



## Timetable - GRADES 7-12

*"Ignite Your Flame"*



Semester 1 2024-2025

September 2024

S	M	T	W	T	F	S
1	2	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					

October 2024

S	M	T	W	T	F	S
		1	2	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		

November 2024

S	M	T	W	T	F	S
					1	2
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

December 2024

S	M	T	W	T	F	S
1	2	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				

January 2025

S	M	T	W	T	F	S
			1	2	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	

☐ - School is open  
 ☐ - School is closed

☐ - First Instructional Day of each semester  
 ☐ - Professional Day (no students)

☐ - General Holiday in Alberta

☐ - Friday 1 - Blocks A, C, E, G

☐ - Friday 2 - Blocks B, D, F, H

Note: November 1st is a K-9 Professional Day. There will be no school for Gr. 7-9 students.

Semester 2 2024-2025

February 2025

S	M	T	W	T	F	S
						1
2	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	

March 2025

S	M	T	W	T	F	S
						1
2	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					

April 2025

S	M	T	W	T	F	S
		1	2	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			

May 2025

S	M	T	W	T	F	S
				1	2	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

June 2025

S	M	T	W	T	F	S
1	2	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					

