STEMCOLLEGIATE
EDMONTON

STUDENT HANDBOOK

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STEMCOLLEGIATE
EDMONTON
SECONDARY PUBLIC CHARTER SCHOOL
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ABOUT THIS HANDBOOK

The STEM Collegiate Student Handbook is a guide to help you understand the expectations, values, and opportunities that shape life at our school. It outlines important information about our rules, policies, programs, and procedures so that all students can learn and succeed in a safe, respectful, and engaging environment.

This handbook contains enduring school expectations and procedures. School-year-specific schedules, dates, and other operational information are contained in the Annual Information Appendix. The handbook may be updated when legislation, school authority policies, or school procedures change.

The handbook is reviewed annually, provided to staff, students, and parents or guardians, and made publicly available. When updates are made, students and families will be notified. The most recent version posted by STEM Collegiate is the current version.

Students are responsible for reviewing updates and following the expectations in the current handbook. Where this handbook conflicts with legislation or school authority policy, the higher governing authority applies. Questions should be directed to a teacher or administrator.

ABOUT STEM COLLEGIATE

We are excited to welcome our families to STEM Collegiate. As communication between teachers, parents, and students is vital, this handbook has been carefully prepared and is designed to help our students understand the policies, procedures, and expectations of STEM Collegiate. Families are encouraged to go through this handbook with their child and keep this document in a convenient location for reference throughout the year.

STEM Collegiate 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.

As a proud public charter school, we believe every student can be successful in STEM and should have the opportunity to learn 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.
- Interdisciplinary approach to develop real-world skills. STEM Collegiate is far more than coding.
- Graduates develop the knowledge and skills needed to become global innovators and problem solvers.
- Hands-on learning for complex real-world problems, with maker, digital fabrication, and creative spaces that provide access to innovative equipment for rapid prototyping.
- Ensure students develop a global understanding of the STEM world around them.
- Strong connections with post-secondary institutions and industry experts.
- Capstone projects for high school students so they can demonstrate their cumulative skills and knowledge, with industry and academic mentors enriching the experience.
- Our well-rounded education includes robust humanities courses.

Vision

We will be recognized as the premier centre of Grade 7 to 12 innovation in STEM education and curriculum development in Edmonton, Alberta. Students will be knowledgeable leaders, global thinkers, and innovative risk-takers who are inspired to solve key challenges in a rapidly changing world.

Mission

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

Goals

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

Key Foundations

Preparing Future Leaders

Our ever-evolving future will require innovative and adaptable leaders. Students at STEM Collegiate 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

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 their daily lives. Students are engaged and active participants in their learning. Our students are resilient, and we challenge them to persevere and not give up.

Design Teaching, Thinking and Learning

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

Data to Inform and Drive Instruction

All students are supported to have a strong academic experience across 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

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

Parents as Partners in Learning

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

Staff facilitate a positive social and emotional learning environment. Respect is integral to our culture. We honour 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.

STUDENT CODE OF CONDUCT

The purpose of this Code of Conduct is to support a safe and caring environment that fosters and maintains respectful and responsible behaviours. The Code is educative, preventative, restorative, and, when necessary, disciplinary.

It applies to conduct at school, on school transportation, during school-related activities, through electronic means, and outside school when the conduct has a material connection to the safety, well-being, or learning environment of STEM Collegiate. The 3 Rs describe the behaviour expected of students.

- **Responsible**
  - Engage actively in learning and accept responsibility for your academic progress.
  - Attend classes regularly, arrive on time, and communicate with teachers following an absence.
  - Follow reasonable instructions from staff and conduct yourself in a manner that reflects positively on you and STEM Collegiate.
  - Use digital platforms, school networks, and technology safely, ethically, and only as authorized.
  - Report bullying, harassment, discrimination, threats, or violence promptly to a staff member.
  - Keep cell phones, smartwatches, backpacks, and jackets in your locker during the school day unless a staff member authorizes an instructional, medical, or accessibility exception.
- **Respectful**
  - Treat students, staff, volunteers, visitors, opponents, and community members with dignity, kindness, and respect.
  - Respect diverse backgrounds, identities, beliefs, experiences, and viewpoints.
  - Follow classroom, school, transportation, extracurricular, technology, and academic-integrity expectations.
  - Respect personal, school, community, and digital property and do not retaliate against anyone who reports a concern.
- **Ready to Learn**
  - Arrive prepared with a charged laptop, required materials, and a willingness to participate.
  - Use class time productively, complete assigned work, and seek support when needed.
  - Take reasonable care of your physical and mental well-being and contribute to a positive learning environment.
  - Build healthy relationships with peers and at least one trusted staff member.
  - Communicate concerns early so that support can be provided.
  - Complete assigned work to the best of your ability and meet established deadlines.
  - Ask for help early and participate in approved supports or recovery plans.
  - Contribute safely and positively to classroom, school, and extracurricular activities.

BULLYING, HARASSMENT, DISCRIMINATION, AND VIOLENCE

Bullying, harassment, and discrimination are prohibited. Discrimination includes conduct based on race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation. Students affected by these behaviours should report the concern to a trusted adult so support can be provided.

INAPPROPRIATE STUDENT CONDUCT

Inappropriate conduct is behaviour that interferes with the safety, well-being, or education of a student, staff member, or the learning environment. Violence includes actual, attempted, or threatened physical, sexual, verbal, psychological, or online conduct that causes, or could reasonably cause, harm.

Students must refrain from violence of any kind. Without putting their own safety or well-being at risk, students must assist in preventing violence by reporting concerns promptly, following school safety procedures, and cooperating with reasonable staff directions. Students are not expected to intervene physically.

Students must not:

- Interfere with their own or another student's learning or disrupt the orderly operation of the school.
- Engage in bullying, harassment, intimidation, or discrimination.
- Use discriminatory, threatening, degrading, or abusive language or gestures.
- Engage in violence, threats, fighting, sexual harassment, or other conduct that causes or risks harm.
- Encourage, record, share, or knowingly facilitate violence, bullying, harassment, or other harmful conduct.
- Possess, use, or distribute alcohol, cannabis, illegal drugs, tobacco or vaping products, or related devices.
- Possess, display, or use a weapon or replica weapon.
- Vandalize, steal, damage, or misuse personal, school, or community property.
- Retaliate against a person who reports or participates in the review of a concern.
- Willfully disobey reasonable directions from staff, coaches, volunteers, or bus drivers.
- Engage in cyberbullying, inappropriate online conduct, or unauthorized recording or distribution of images, audio, or video.
- Use school networks, Wi-Fi, devices, or accounts without authorization or in a way that disrupts safety, learning, privacy, or operations.
- Engage in academic misconduct, including cheating, plagiarism, or unauthorized use of artificial intelligence.
- Engage in illegal acts or conduct that materially harms the safety or orderly operation of the school.
- Engage in any other conduct that interferes with the safety, well-being, or education of students or staff.

RESPONSES TO INAPPROPRIATE CONDUCT

Responses to inappropriate conduct are not automatic or based on a fixed sequence. The school will consider the student's age, maturity, individual circumstances, the nature and severity of the conduct, its frequency and impact, prior interventions, safety needs, and any relevant accommodation or Individual Program Plan.

PRINCIPLES FOR RESPONSES

- Responses will be educative, preventative, restorative, and, when required, disciplinary.
- A serious or unsafe incident may require an immediate significant response even if it is a first incident.

POSSIBLE INTERVENTIONS AND CONSEQUENCES

- Verbal correction, redirection, reteaching expectations, or a conference with the student.
- Reflection, restitution, restorative processes, skill-building, or a support plan.

OTHER POSSIBLE RESPONSES

- Parent or guardian contact, a behaviour or attendance plan, or increased supervision.
- Loss of privileges, detention, removal from an activity, or in-school intervention.
- Suspension or a recommendation for expulsion where authorized by the Education Act and school authority policy.
- Administration may involve law enforcement, child intervention, health services, or other authorities when required for safety or by law. Relevant incidents and interventions may be documented in accordance with school authority procedures.

SUPPORT FOR STUDENTS

- Students affected by inappropriate conduct will be offered or connected with appropriate safety, counselling, academic, or other supports.
- Students who engage in inappropriate conduct will also be offered or connected with supports intended to address underlying needs, reduce recurrence, and restore successful participation in the school community.

REVIEW AND APPEALS

- A student or parent or guardian may request that the Principal or designate review a school-level disciplinary decision.
- Where a decision is appealable under the Education Act or school authority policy, the formal appeal process in the applicable policy will apply.

RESTORATIVE PRACTICES

- Where safe and appropriate, restorative practices may include facilitated dialogue, mediation, conflict resolution, restitution, or school community service.
- Participation in a restorative process will consider safety, readiness, and the needs of those affected. A student who has been harmed will not be required to participate.

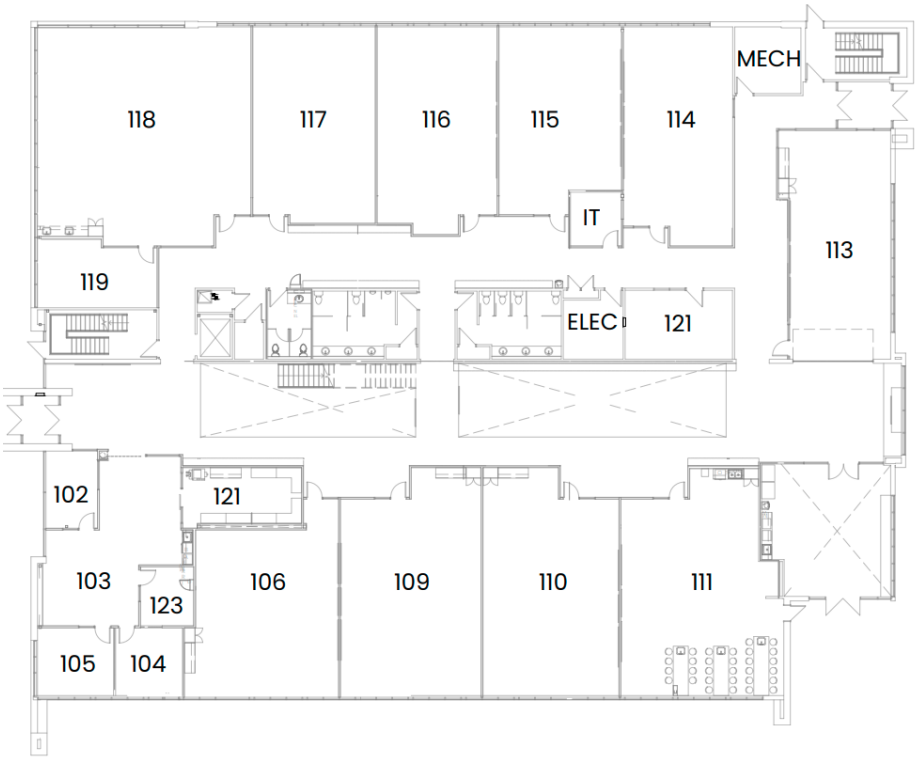
ANNUAL REVIEW AND AVAILABILITY

- This Code of Conduct is reviewed annually, provided to staff, students, and parents or guardians, and made publicly available through STEM Collegiate.
- Updates will be communicated to the school community, and the most recent published version will apply.

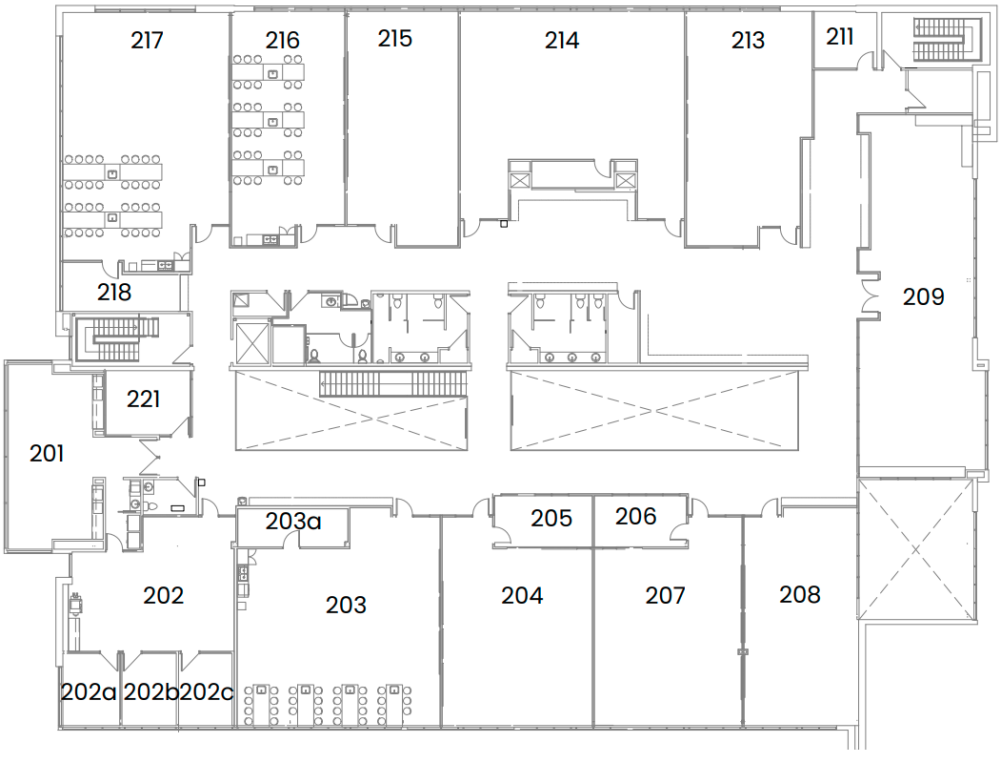
These expectations support a school culture in which every student can learn in a safe and caring environment that fosters and maintains respectful and responsible behaviours.

STEM COLLEGIATE SCHOOL MAP

First Floor



Second Floor



ACADEMIC INFORMATION

Assessment at STEM Collegiate is designed to be fair, transparent, and meaningful for all learners. The purpose of assessment is to help students understand their progress, identify areas for growth, and demonstrate achievement based on the Alberta Program of Studies.

COURSE OUTLINES

Within the first week of each course, the teacher will provide and post an approved course outline. The course outline will include:

- a student- and family-friendly course overview;
- the actual unit or module titles and the major learning addressed in each;
- approximate unit or module timing;
- assessment categories and weightings;
- a concise summary of the major ways students will demonstrate learning;
- required materials and technology;
- course-specific expectations, including safety, attire, footwear, fieldwork, presentations, collaboration, or specialized equipment where applicable; and
- teacher support and contact information.

Major assessment summaries identify major assessment evidence only. They do not list every routine assignment, quiz, or exact assessment date.

Approximate timing may change in response to student learning needs, school events, or operational circumstances. Significant changes will be communicated to students and families.

Sections of the same course use consistent categories, weightings, gradebook setup, common or equivalent assessments, rubrics, and grading standards.-directed methods.

ASSESSMENT PRINCIPLES

Assessment at STEM Collegiate:

- is fair, transparent, and responsive to all learners.
- provides ongoing, timely, and specific feedback.
- is embedded in daily instruction and aligned with learning outcomes.
- offers multiple and varied opportunities to demonstrate understanding.
- promotes reflection and self-assessment.
- uses a variety of evidence collected over time to show growth and achievement.
- clearly communicates progress to students and parents or guardians.

SUMMATIVE ASSESSMENTS (QUIZZES, TESTS, AND EXAMS)

Summative assessments, such as quizzes, unit exams, mid-year exams, and final exams, measure how well students have met the learning outcomes for each course. These assessments are designed to be fair, balanced, and consistent across all classes of the same course and grade level.

Teachers will clearly explain the format, purpose, and expectations of each assessment before it takes place. Only outcomes from the Alberta Program of Studies are evaluated, and all major assessments are developed collaboratively within departments to ensure consistency and fairness.

ASSESSMENT CONSISTENCY

- Students in the same subject and grade level will complete common or equivalent summative assessments aligned to a common assessment blueprint.
- Assessment weightings and gradebook categories are consistent within the same course. Unit-end, mid-year, and final assessment weightings are consistent across the grade level.
- Sections of the same course complete a similar number and range of summative assessments. Assessments are designed to balance curriculum coverage and levels of question difficulty.

MISSED ASSESSMENTS

A student who misses a summative assessment must complete common or equivalent assessment evidence, normally within one week of returning to school. The alternate assessment will evaluate the same learning outcomes at a comparable level of difficulty.

MAJOR SUMMATIVE ASSESSMENTS

Common unit exams, mid-year assessments, final exams, and other designated major summative assessments are not normally reassessed unless administration approves an exception. Approved accommodations and documented exceptional circumstances continue to apply.

IPP ACCOMMODATIONS

Students with an Individual Program Plan (IPP) may receive accommodations such as extra time, alternate formats, or other supports as outlined in their plan. Questions about accommodations should be directed to Student Support Services or administration.

ASSIGNMENT COMPLETION, LATE WORK, AND REASSESSMENT

Students are responsible for completing all required learning and assessment tasks by the established deadlines. Academic grades reflect demonstrated achievement of learning outcomes. Percentage deductions are not applied solely because work is late.

GRADEBOOK STATUS CODES

PowerSchool uses the following status codes to communicate whether required assessment evidence is still outstanding:

- **MIS**: A required assignment, test, exam, or other assessment has not been completed, but the opportunity to complete it remains open. MIS is temporary. The teacher will establish a completion plan and a clear deadline, normally within one week of the original due date or within one week of the student returning from an absence.
- **NHI**: The established completion window has closed and the required assignment or assessment was not completed. NHI means that the opportunity to complete the task has ended. Work coded NHI will not normally be accepted unless administration approves an exception because of documented exceptional circumstances or an approved accommodation.
- **Excused**: The student is not required to provide the assessment evidence. This status is used only following consultation with Student Support Services or administration.

When required evidence is submitted within the completion window, MIS will be replaced promptly with the assessed mark or another appropriate status. MIS will not remain in PowerSchool indefinitely.

The effect of MIS, NHI, or Excused on the calculated course grade follows the school-approved PowerSchool configuration. Teachers will not add a separate percentage deduction or other academic penalty solely because work is late.

COMPLETION PLANS AND SUPPORT

- A student with work coded MIS must follow the completion plan and submit the work through the method and at the time established by the teacher. Supervised completion time, an academic recovery plan, or another intervention may be assigned.
- If the work is not completed by the established deadline, the parent or guardian will be notified, the communication will be documented, and the status will change from MIS to NHI.
- Students with multiple significant tasks coded MIS or NHI may receive additional parent contact and a documented academic recovery plan. Three or more significant outstanding tasks, or a course average of 45% or below, will result in administration or Student Support Services follow-up.
- Approved accommodations and documented exceptional circumstances may result in alternate timelines, formats, status codes, or other supports.

REASSESSMENT

For each eligible assignment, a student may request one reassessment opportunity after completing the original task and any corrective learning required by the teacher.

- The request must normally be made within five school days of receiving feedback on the original task.
- The teacher will determine the reassessment format, conditions, and completion timeline.
- The most current valid evidence of achievement will be used when determining the final mark, and reassessment conditions will be applied consistently within the same course.
- Work coded NHI is not eligible for reassessment unless administration reopens the original completion opportunity because of documented exceptional circumstances or an approved accommodation.

GRADING AND REPORTING

Grades at STEM Collegiate reflect a student's achievement of the learning outcomes set by the Alberta Program of Studies. Teachers use a variety of assessments, including assignments, projects, quizzes, and exams, to evaluate student learning. Marks are determined using professional judgement and are based on evidence gathered throughout the course.

Reporting Grades

- Current grades are maintained in PowerSchool and are visible to students and parents or guardians.
- Routine assessments should normally be returned and entered within seven calendar days. Major projects or extended written work should normally be returned and entered within ten school days. When these timelines cannot be met, the teacher will communicate with students.
- Teachers use percentages to report progress and ensure that students and families are aware of current standing in each course.
- Schoology is used for course materials, calendars, assignments, and feedback. Additional written or verbal feedback and class discussions help students monitor and improve their performance.
- Final semester grades are cumulative and represent a student's overall achievement in the course.

Final course marks are reported according to current Alberta Education and school authority requirements. Arbitrary threshold adjustments are not permitted.

Fair and Consistent Assessment

Grades are based solely on academic achievement. Effort, behaviour, and attendance are not included in marks unless they are directly connected to curriculum outcomes.

All teachers in the same subject area use consistent grading methods, rubrics, and standards to ensure fairness and accuracy.

When group work is assessed, each student is evaluated independently for a portion of the assignment or project mark.

Report Cards

Formal report cards are issued at the end of each semester. These grades are final and reflect the cumulative performance in the course.

Grade Appeal Process

If a student or parent is concerned about a grade, the following process must be followed:

- The student discusses the concern directly with the teacher.
- If the concern remains unresolved, a meeting with the teacher, student, and parent or guardian will be arranged.
- If further discussion is needed, the teacher will consult with administration to schedule a review meeting.
- If the matter remains unresolved, a parent or guardian may use the formal appeal process established by the school authority and the Education Act.

ARTIFICIAL INTELLIGENCE (AI) AND ACADEMIC INTEGRITY

PURPOSE

STEM Collegiate recognizes that artificial intelligence can support learning, creativity, coding, analysis, and digital literacy when it is used transparently and under teacher direction. Submitted work must accurately represent the student's own learning and understanding.

ASSIGNMENT-SPECIFIC PERMISSION

For each assignment or assessment, the teacher will identify whether AI use is prohibited, permitted for limited support, or permitted with disclosure.

- Prohibited: AI may not be used in any part of the task.
- Limited support: The teacher will identify specific permitted uses, such as brainstorming, feedback, coding assistance, or language support.
- Permitted with disclosure: AI may be used within the stated requirements, but the student remains responsible for the final product and must acknowledge the assistance received.

Students who are unsure whether a tool or use is permitted must ask the teacher before using it.

STUDENT RESPONSIBILITIES

When AI or other external assistance is permitted, students must:

- Remain the primary author, designer, problem-solver, or decision-maker and be able to explain the submitted work.
- Verify facts, calculations, code, sources, quotations, and citations. Students remain responsible for errors or fabricated information.
- Retain drafts, notes, prompts, source records, and version history when requested by the teacher.

Never enter personal, confidential, student-identifiable, copyrighted, or restricted school information into an external AI system unless specifically authorized.

PROHIBITED CONDUCT

Academic misconduct includes, but is not limited to:

- UNAUTHORIZED ASSISTANCE
    - Copying another student's work or allowing another student to copy yours.
    - Using unauthorized materials, devices, communication, or assistance during an assessment.
- MISREPRESENTATION AND FALSIFICATION
    - Submitting another person's work as though it were your own.
    - Altering or falsifying data, results, sources, citations, or teacher feedback.
    - Sharing accounts, impersonating another person, or helping another student evade assessment expectations.
- UNAUTHORIZED AI USE AND DISCLOSURE
    - Submitting AI-generated work as the student's own work.
    - Using AI to complete major portions of an assignment or assessment without teacher permission.
    - Using AI in a manner that violates the assignment or assessment instructions.
    - Failing to acknowledge sources, collaboration, or AI assistance when acknowledgement or disclosure is required.

These examples are not exhaustive. Other conduct that misrepresents authorship, evidence, or achievement may also constitute academic misconduct.

EVIDENCE, REVIEW, AND RESPONSIBILITIES

An AI-detection result will not, on its own, establish misconduct. Teachers and administration may consider drafts, version history, source records, teacher observations, oral explanations, technical evidence, and the student's response.

When a concern arises, the student will have an opportunity to explain the process used and provide relevant evidence before a final decision is made.

TEACHER RESPONSIBILITIES

Teachers will establish clear expectations and use fair, evidence-based processes when reviewing academic integrity concerns.

- Communicate permitted collaboration, source, technology, and AI use for each task.
- Design reasonable opportunities for students to demonstrate their own understanding.
- Review available drafts, sources, version history, observations, and technical evidence.
- Provide the student an opportunity to explain the work and respond to the concern.
- Apply approved accommodations and consider the student's age, maturity, and circumstances.
- Document every formal AI incident and communicate with parents or guardians in accordance with the schoolwide progression below.

SCHOOLWIDE RESPONSES TO INAPPROPRIATE AI USE

Minor or genuinely unintentional misuse may be addressed through clarification, reteaching, correction, or another instructional response without being recorded as a formal incident. Once a teacher determines that a formal incident has occurred, the schoolwide progression below applies.

Formal AI incidents are cumulative across all courses during the current school year. The progression follows the student rather than the individual course or teacher. Every formal incident is documented in PowerSchool.

FIRST INCIDENT

- The teacher will address the issue with the student and explain why the AI use was inappropriate.
- The parent or guardian will be contacted by phone or email.
- The student will be required to redo the assignment or complete an alternate version under the conditions and timeline established by the teacher.

SECOND INCIDENT

- The student will receive a grade of zero for the affected assignment or assessment.
- The parent or guardian will be contacted by phone or email.
- The assignment or assessment is not eligible for a redo, replacement, or reassessment unless administration approves an exception.

THIRD INCIDENT

- The student will receive a grade of zero for the affected assignment or assessment.
- Administration will be notified immediately, and a meeting will be scheduled with the student, parent or guardian, teacher, and the Principal, Assistant Principal, or designate.
- The assignment or assessment is not eligible for a redo, replacement, or reassessment unless administration approves an exception.

SUBSEQUENT INCIDENTS

- Any incident following the third incident will be referred immediately to administration.
- The student will receive a grade of zero for the affected assignment or assessment unless administration determines that an exception is required.
- Administration will determine any additional response in accordance with the Student Code of Conduct and school authority procedures.

Administration may modify the progression when required by the student's age, maturity, approved accommodations, or documented individual circumstances. The required redo following a first AI incident does not create an entitlement to an additional reassessment of the same task. A zero assigned for a second, third, or subsequent AI incident is not eligible for reassessment, replacement, late completion, or another attempt unless administration approves an exception.

OTHER ACADEMIC MISCONDUCT

Other forms of academic misconduct will be addressed in accordance with the Student Code of Conduct and school authority procedures, taking into account the available evidence, the nature of the conduct, the student's circumstances, and the need to obtain valid evidence of learning.

ATHLETICS

PHILOSOPHY

STEM Collegiate Athletics provides students with opportunities to develop physical literacy, teamwork, and leadership. Participation in school sports encourages students to build positive relationships, demonstrate responsibility, and contribute to their school and community.

Athletes at STEM Collegiate are expected to uphold four core values both on and off the field: fairness, integrity, teamwork, and respect.

STUDENT-ATHLETE CODE OF CONDUCT

Participation on a STEM Collegiate sports team is a privilege, not a right. By joining a team, student-athletes commit to representing themselves, their teammates, and the school with pride and sportsmanship.

Student-athletes are expected to:

- Attend all practices, games, and team events.
- Maintain regular classroom attendance and appropriate behaviour in and out of school.
- Demonstrate a positive attitude and cooperate with coaches, teammates, officials, and opponents.
- Treat uniforms, equipment, and facilities with care and respect.
- Follow applicable league, competition, host-site, and STEM Collegiate codes of conduct and rules.

Athletes are ambassadors of STEM Collegiate and must always demonstrate respect for others, whether at home, away, or online. Be proud to be part of the STEM Storm!

COMPETITIVE ATHLETICS AND CLUB ELIGIBILITY

Academic Eligibility

- Students must maintain a current standing of at least 65% in every course in which they are enrolled to remain eligible for competitive participation.
- This requirement applies to school athletics and to competitive extracurricular activities in which students represent STEM Collegiate in an adjudicated, ranked, league, tournament, or comparable event. Examples include Robotics, Model United Nations, Debate, and other activities designated by administration.
- Eligibility will be reviewed weekly using the official current course standing in PowerSchool. A student below 65% in any course will be placed on academic probation and will not participate in games, tournaments, competitions, presentations, school-time travel, or other competitive events.

Students on academic probation may attend practices or club meetings unless otherwise restricted. They regain eligibility at the next weekly review after reaching at least 65% in every course. For events during instructional time, an ineligible student remains at school and attends regular classes. Administration will review insufficient assessment evidence, approved accommodations, and documented exceptional circumstances.

Respect for Coaches, Sponsors, Teammates, and Opponents

- Participants must show respect to coaches, sponsors, teammates, club members, officials, opponents, and support staff.
- Follow reasonable instructions, maintain positive communication, and demonstrate teamwork in both success and disappointment.

Uniform and Equipment Care

- Athletes are responsible for the proper care and maintenance of all team-issued uniforms and equipment.
- Items borrowed from STEM Collegiate or host schools must be returned in good condition.
- Any damage or loss should be reported immediately to the coach.

Representing STEM Collegiate

When participating in athletics, student-athletes represent both themselves and their school community. Athletes must conduct themselves with integrity, sportsmanship, and respect at all times.

Athletes are expected to:

- Show respect for others regardless of identity, background, belief, ability, or role.
- Avoid harassment, bullying, discrimination, violence, or behaviour that harms others physically or emotionally.
- Use appropriate language and avoid profanity.
- Respect personal and school property. Any damage caused intentionally will result in financial responsibility and possible disciplinary action.
- Refrain from using or possessing substances prohibited for minors, including alcohol, tobacco, vaping products, and drugs.

Failure to follow these expectations may result in disciplinary action, including probation, suspension, or removal from the team.

CONDUCT AT AWAY EVENTS

When attending competitions at other schools, athletes are guests and must demonstrate the highest level of respect for hosts, officials, and opponents.

- Follow all rules and expectations set by the host school.
- Represent STEM Collegiate positively through respectful behaviour and appearance.
- Students sent home due to disciplinary issues will forfeit the cost of the season and may lose eligibility for future participation.

COMPETITIVE ELIGIBILITY AND DISCIPLINE

Participation in athletics and competitive clubs is a privilege that depends on continued good standing in academics, conduct, attendance, and citizenship.

Students who violate school or competition rules, display poor sportsmanship, or fail to meet academic standards may face one or more of the following consequences:

- Probation: Temporary restriction from competition while remaining eligible for approved practices or meetings.
- Suspension: Removal from participation for a defined period.
- Removal: Removal from the team or competitive club and possible loss of eligibility for future activities.

Eligibility and disciplinary decisions are made by the Principal or designate. Coaches and sponsors do not change academic grades or approve exceptions to the eligibility requirement.

ATHLETIC FEES AND UNIFORM RETURN

Athletic Fees

Participation on a STEM Collegiate sports team may involve fees that help cover the cost of league registration, officials, transportation, facility rentals, uniforms, and equipment.

- Athletic fees are set at the beginning of each season and must be paid before the first official game or competition.
- Students who withdraw from a team after the season begins may not be eligible for a refund.

Uniform Return

All team-issued uniforms and equipment are the property of STEM Collegiate and must be returned clean and in good condition at the end of the season or upon leaving the team.

- Lost, damaged, or unreturned items may result in replacement charges added to the student's school account.
- Athletes who fail to return uniforms or equipment may be ineligible to participate in future athletic seasons until the matter is resolved.

Proper care and timely return of uniforms and equipment help ensure that future teams can continue to represent STEM Collegiate with pride.

GENERAL INFORMATION

ATTENDANCE

Regular attendance is essential to academic success and personal growth. Students are expected to attend all classes, arrive on time, and actively engage in learning each day. Consistent attendance helps ensure that students meet their learning goals and are prepared for future opportunities after graduation.

Attendance includes remaining in the assigned classroom or learning area for the full instructional period unless a teacher has given permission to leave.

Leaving class without permission, remaining out of class longer than reasonably necessary, or spending instructional time in hallways or other areas may be recorded as lateness or truancy.

Repeated concerns may result in parent or guardian contact, an attendance improvement plan, or administrative follow-up.

If a teacher notices irregular attendance, they will meet privately with the student to discuss support options and develop a plan for improvement. If attendance does not improve, administration and parents or guardians will become involved to create a formal attendance improvement plan.

STEM Collegiate staff are committed to supporting students who experience challenges that affect their attendance or engagement. Students are encouraged to reach out early for help if they are struggling to attend regularly or stay on track in a course.

BICYCLES, SKATEBOARDS, SCOOTERS, & LONG BOARDS

Students are encouraged to ride their bikes to school. Bike racks are located near the main entrance, and riders must dismount and walk their bicycles once they enter school property. The school does not provide indoor bike storage and assumes no responsibility for theft or damage. Students should secure their bikes with a sturdy lock.

For safety reasons, skateboards, scooters, and longboards may not be ridden on school property or surrounding areas. These items must be carried inside and stored in lockers if space allows.

BACKPACK EXPECTATIONS

Students must store their backpacks in their assigned lockers during the school day. Full-sized backpacks are not permitted in classrooms.

Students should bring only the materials required for each class. When additional supplies need to be carried, students may use a small tote bag and/or a protective laptop sleeve or case. Students are expected to return to their lockers between classes as needed to exchange materials.

CELL PHONES AND PERSONAL DEVICES

Students are not permitted to use cell phones or personal devices, including smartwatches, during the school day. Devices must be powered off and stored in lockers until dismissal. Backpacks and jackets must also remain in lockers during class time unless a staff member authorizes an instructional, medical, or accessibility exception.

If a student needs to contact a parent or guardian, they may use the student phone in the main office. Parents who need to reach their child should call the school office.

HEADPHONES AND EARBUDS

Headphones and earbuds may not be worn or used in hallways during the school day.

In a classroom, headphones or earbuds may be used only with the teacher's permission for a specific learning activity or independent work period. They must be removed and stored when permission ends or when directed by staff.

Approved medical, accessibility, and IPP accommodations continue to apply.

HATS AND HOODS

Teachers may establish reasonable classroom expectations regarding hats and hoods.

Hats or hoods may be required to be removed when necessary for instruction, communication, identification, safety, or assessment security.

Religious, cultural, medical, and approved accessibility accommodations will be respected.

CLOSED CAMPUS POLICY

STEM Collegiate operates as a closed campus. Students must remain on school property throughout the school day, including during breaks and lunchtime, unless they have prior approval from administration or are signed out by a parent or guardian.

FAMILY VACATIONS

STEM Collegiate values learning that takes place in the classroom and prioritizes instructional time. Families are encouraged to plan vacations and other non-school activities during breaks or non-instructional days.

Teachers are not expected to create replacement programs or provide alternate assignments for absences due to vacation. Families choosing to travel during school time must notify teachers and administration in advance. Students are responsible for catching up on any missed work upon their return.

FIELD TRIPS

Field trips and other off-site activities are an important part of learning at STEM Collegiate. Students in a participating class are expected to attend planned curricular off-site activities, subject to required parent or guardian consent and applicable school approvals.

No student will be excluded from a same-day trip because of an inability to pay; families should contact the school when support is required. A student who does not participate in a curricular off-site activity will complete an appropriate alternative learning activity. Students participating in an approved activity will be recorded using the designated school-activity attendance code rather than as an unexcused absence.

Students must follow school rules and the Student Code of Conduct while off-site or participating in any STEM Collegiate-sponsored event. STEM Wear is required when directed by the school. Failure to meet behaviour expectations may affect participation in future off-site activities.

FOOD & LUNCH GUIDELINES

STEM Collegiate does not provide food services; students must bring their own lunches and eat in designated areas. Vending machines are available for student use before school, during lunch, and after school.

All students are expected to clean up after themselves and use the garbage, recycling, and green bins located throughout the building. Keeping our school clean is a shared responsibility—and proper disposal of waste helps prevent unwanted “guests” from making the school their home.

HEALTH SERVICES

At the start of each school year, parents and guardians are asked to share any medical or health concerns that staff should be aware of. All emergencies or injuries must be reported immediately to a STEM Collegiate staff member.

Students who become ill during the school day must report to the main office. Office staff will contact a parent or guardian before the student leaves the building.

Students with severe allergies requiring epinephrine must always carry an epi-pen and leave a spare at the main office for the duration of the school year. First aid supplies are available in the front office for minor injuries.

Grade 9 immunizations are administered during the school day by Public Health Nurses, and families will be notified once dates are confirmed.

Medication and health support will be provided in accordance with school authority procedures and each student’s approved health or emergency plan. Parents or guardians

must provide required medication, documentation, and instructions to the main office. In an emergency, trained staff will respond within the limits of their training and the student's plan.

LEAVING EARLY

Students who need to leave school before regular dismissal must have prior approval from a parent or guardian and must sign out at the main office before leaving.

Parents or guardians can provide permission by emailing info@stemcollegiate.ca, ideally at least one day in advance, with the student's full name, grade, and the date and time of the early departure. Students should show the email to any teachers whose classes will be missed so that make-up work can be arranged.

LOST AND FOUND

Lost and found items are kept in a box near the front doors of the school. STEM Collegiate is not responsible for lost or stolen items.

Students who have misplaced belongings should check the box or visit the main office before class, at lunch, or after school.

MISSED INSTRUCTION

Students are responsible for catching up on any work missed due to absences. When possible, teachers will provide course materials or resources in advance to support continued learning.

Students who miss in-class instruction due to vacation must complete missed work upon their return. In rare cases, with prior approval from administration, distance learning may be arranged for extended absences caused by illness or injury. Students are encouraged to communicate early with teachers and administration if they anticipate being away.

PHYSICAL EDUCATION CLOTHES

Students are required to change into appropriate clothing and footwear for physical education classes. Non-marking running shoes must be worn in the gymnasium.

Students may wear athletic shorts, leggings, or sweatpants as bottoms. They must change for PE at the start of class and change back into regular clothing before attending their next class.

SCHOOL BUSSES

Students are expected to demonstrate respectful and responsible behaviour while riding the bus. Misconduct will be reported by the driver to STEM Collegiate, and appropriate action will be taken by school administration.

Repeated or serious misconduct may result in suspension or loss of bus privileges.

SCHOOL CLOSURES

In the event of severe weather or an emergency closure, information will be shared through school email, the website, and other official communication channels. Students are responsible for checking official communications before travelling to school.

SCHOOL COMMUNICATION

Students are expected to stay informed by checking daily announcements, the STEM Collegiate calendar, Schoology, PowerSchool, and their school email. PowerSchool provides official attendance and grade information, while Schoology provides course materials, calendars, assignments, and feedback.

Newsletters are emailed to families throughout the year, and many of the updates they contain are also relevant to students. Students are expected to check their school email regularly for important notices and updates.

SCHOOL OWNED TECHNOLOGY

Access to school-owned technology is a privilege that comes with responsibility. Students are expected to use school devices appropriately and in compliance with all STEM Collegiate policies, as well as local, provincial, and federal laws.

Students who misuse, damage, or vandalize school equipment will lose access to school devices and may be required to pay repair or replacement costs. Depending on the severity of the offence, disciplinary action such as suspension may also apply.

School devices are the responsibility of the student while in their care and must be returned in the same condition. Misuse includes, but is not limited to:

- Modifying or tampering with software or hardware (such as stickers, drawings, or key changes)
- Causing physical damage through spills, drops, neglect, or carelessness
- Losing or failing to return equipment

SCHOOL UNIFORMS

Students must wear a visible STEM Collegiate uniform top while indoors throughout the school day. All visible upper-body layers worn indoors must be STEM Collegiate apparel. A non-STEM shirt may be worn underneath only when it is fully covered.

Shirts must meet the waistband of the student's pants, shorts, or skirt, and undergarments must remain covered.

Students may wear bottoms of their choosing, but the bottoms must be appropriate and functional for learning. Pajama bottoms and other sleepwear are not permitted.

Students must follow course-specific safety, attire, footwear, and personal protective equipment requirements. Closed-toe footwear may be required for particular courses or activities and will be identified by the teacher or in the course outline.

Religious, cultural, medical, and approved accessibility accommodations will be respected.

Students who are not in compliance may be directed to correct the issue, change into appropriate available clothing, or contact home to arrange appropriate clothing. Repeated non-compliance or refusal to follow reasonable staff direction may result in administrative follow-up.

STEM Collegiate apparel can be purchased year-round through the uniform store linked on the STEM Collegiate website. Ordering information and opportunities for in-person ordering will be communicated to families.

SMOKING, VAPING, AND SUBSTANCE USE

Smoking, vaping, and the use of tobacco, cannabis, or related products are strictly prohibited on property owned or operated by STEM Collegiate, except in connection with traditional Indigenous activities.

This restriction applies to students, staff, parents, and visitors at all times, whether or not school is in session. It includes all areas of school property such as buildings, parking lots, sports fields, driveways, courtyards, and vehicles parked on-site.

The possession or use of vaping devices, electronic cigarettes, or cannabis in any form is not permitted during school hours, at school-sponsored events, or while representing STEM Collegiate in any capacity. Violations of this policy will result in disciplinary action in accordance with school procedures.

STAFF ONLY AREAS

Students are not permitted to enter staff rooms, preparation areas, staff washrooms, or to use photocopiers in staff-only areas of the school. These spaces are reserved for staff planning, meetings, and privacy.

STUDENT LAPTOP REQUIREMENTS

Students are required to bring their own laptop to school each day. Device specifications vary by course, and students are responsible for ensuring their laptops meet the technical requirements needed for their classes.

Information about recommended devices and specifications can be found on the STEM Collegiate website at www.stemcollegiate.ca/key-information/school-fees-and-supplies.

STUDENT AND CHANGE ROOM LOCKERS

Lockers are provided to students to store personal items, including cell phones, smartwatches, backpacks, and jackets, during the school day. STEM Collegiate issues a lock for each locker, which remains school property and must be returned at the end of the year. Students are expected to use their assigned locker for the full school year.

Locker changes are permitted only in exceptional circumstances, such as medical, social-emotional, or physical needs, and must be approved by administration. Parents or guardians can request a change by emailing info@stemcollegiate.ca with the student's full name, grade, and a brief explanation of the reason for the request.

Lockers and locks remain school property and may be inspected by administration in accordance with school authority policy and applicable law. Police access requires lawful authority. Parents or guardians will be notified when appropriate and legally permitted. Students are responsible for keeping lockers in good working order and reporting concerns to the main office. Misuse or intentional damage may result in loss of locker privileges and reimbursement for repair costs.

To help prevent theft, students should avoid storing valuables, large sums of money, or sentimental items in their lockers. Combinations must be kept private, and lockers should not be shared with others. STEM Collegiate is not responsible for lost or stolen items.

Change room lockers are for temporary use during physical education classes only. Students must bring a small personal lock from home to secure their belongings during class and remove it once class ends. Gym clothes must be taken home for washing or stored in regular lockers after each class. Locks left on change room lockers after class may be removed by staff.

STUDENT PARKING

Students may park in the parking lot to the south of the school in the designated parking area next to the courtyard. Vehicles must be parked in marked stalls only and must not block other vehicles or access lanes.

STEM Collegiate is a closed campus. Students are not permitted to leave school property during the day, including at lunchtime, unless they have prior approval from administration.

The school is not responsible for any damage to, or theft from, vehicles parked on school property.

STUDENT PHOTOS

Professional student photos are taken in September, with retakes offered in October. These photos are used for student ID cards and are included in the school yearbook.

Families may purchase individual photo packages through the photography company. Ordering information is shared with parents and guardians each fall through school email communication.

TIMETABLE CHANGE REQUESTS

Student timetables are created based on course selections, program enrolment, and graduation requirements. Students are encouraged to discuss their choices with their families before requesting any changes.

Timetable change requests are accepted only during a designated window at the start of each semester. The Principal or designate will notify students when the window opens and provide instructions for submitting a request.

Submitting a request does not guarantee a change. Adjustments depend on course availability, scheduling conflicts, and class sizes. Once the request window closes, all timetables are considered final.

UNEXCUSED ABSENCES

An unexcused absence occurs when a student misses class without teacher knowledge or prior approval from a parent or guardian. Each unexcused absence is recorded in PowerSchool.

Teachers may provide appropriate interventions at their discretion, which could include a conversation with the student, restitution, parental contact, or time served after school.

VALUABLES AND THEFT

Students should avoid bringing large sums of money or valuable items to school. STEM Collegiate is not responsible for lost, stolen, or damaged personal belongings.

Students are advised to keep all personal and sentimental items secure and never leave them unattended.

VISITORS AND VOLUNTEERS

All visitors, including parents and volunteers, must sign in at the main office upon arrival and wear a visitor badge while in the building. Visitors are not permitted to enter classrooms without prior approval from administration.

Visitors are welcome to park in the north parking lot and access the school using the video doorbell located to the left of the main entrance. Accessible parking stalls are available near the front of the lot.

STUDENT LIFE & SUPPORTS

EXTRACURRICULAR ACTIVITIES, TEAMS, AND CLUBS

STEM Collegiate offers a range of extracurricular activities, clubs, and sports teams that allow students to explore new interests, develop leadership skills, and contribute to school life outside the classroom.

The number and type of opportunities offered each year depend on student interest and the skills and availability of teaching staff.

Clubs and teams are announced during daily announcements, through Schoology or other designated student communication channels, and in the school newsletter. Students are encouraged to get involved and take an active role in shaping school culture.

STUDENT SUPPORT SERVICES

STEM Collegiate is committed to helping all students succeed academically, socially, and emotionally.

Academic Support

Students who are struggling in a course are encouraged to speak directly with their teacher for extra help or clarification. Teachers may provide additional support sessions, tutorials, or resources to help students stay on track.

Mental Health and Wellness

Taking care of mental health is an important part of overall well-being. Students should reach out to a trusted staff member, parent or guardian, health professional, or emergency service when support is needed. If there is an immediate risk of harm, call 911 or go to the nearest emergency department.

9-8-8 Suicide Crisis Helpline: Call or text 9-8-8, 24 hours a day.

Alberta Mental Health Helpline: 1-877-303-2642, 24 hours a day.

Kids Help Phone: Call 1-800-668-6868 or text CONNECT to 686868, 24 hours a day.

Hope for Wellness Helpline: 1-855-242-3310, 24 hours a day, for Indigenous people across Canada.

Health Link Alberta: Call 811 for non-emergency health advice and service navigation.

211 Alberta: Call or text 211 for information about community, social, and support services.

SCHOOL BELL SCHEDULE

Junior High Schedule

Monday to Thursday		Friday	
8:25 AM - 9:25 AM	Block 1	8:25 AM - 9:15 AM	Block 1
9:30 AM - 10:25 AM	Block 2	9:20 AM - 10:05 AM	Block 2
10:30 AM - 11:25 AM	Block 3	10:10 AM - 10:55 AM	Block 3
11:25 AM - 12:05 PM	Lunch	10:55 AM - 11:20 AM	Lunch
12:05 PM - 1:00 PM	Block 4	11:20 AM - 12:05 PM	Block 4
1:05 PM - 2:00 PM	Block 5	12:10 PM - 12:55 PM	Block 5
2:05 PM - 3:00 PM	Block 6	1:00 PM - 1:45 PM	Block 6

High School Schedule

Monday to Thursday		Friday	
8:25 AM - 9:55 AM	Block 1	8:25 AM - 9:40 AM	Block 1
10:00 AM - 11:25 AM	Block 2	9:45 AM - 10:55 AM	Block 2
11:25 AM - 12:05 PM	Lunch	10:55 AM - 11:20 AM	Lunch
12:05 PM - 1:30 PM	Block 3	11:20 AM - 12:30 PM	Block 3
1:35 PM - 3:00 PM	Block 4	12:35 PM - 1:45 PM	Block 4

TIMETABLE STRUCTURE

- First Semester runs from August 25, 2026, to January 27, 2027.
- Second Semester runs from February 1 to June 29, 2027.
- Junior high students take two options per semester.
- The school operates on a Day 1 / Day 2 rotating schedule for all students.
- Junior High students have six classes per day.
- High School students have four classes per day.
- The schedule rotates daily between Day 1 and Day 2 for the entire school year.

SCHOOL CALENDAR

Aug 2026

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					

Sep 2026

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			

Oct 2026

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

Nov 2026

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					

Dec 2026

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		

Jan 2027

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						

Feb 2027

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						

Mar 2027

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			

Apr 2027

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 2027

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					

Jun 2027

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			

Jul 2027

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

No School for Staff & Students
Operational Days (No School for Students)
Day in Lieu of Parent-Teacher Conferences (No School for Staff & Students)
Parent/Teacher Conferences (after school and evening)
Major Exams
Winter Break
Spring Break

EXAM WINDOWS

JUNIOR HIGH

Midterms: Jan 11 to Jan 27

Finals: June 7 to June 25

HIGH SCHOOL

Semester 1: Jan 18 to Jan 27

Semester 2: June 14 to June 25