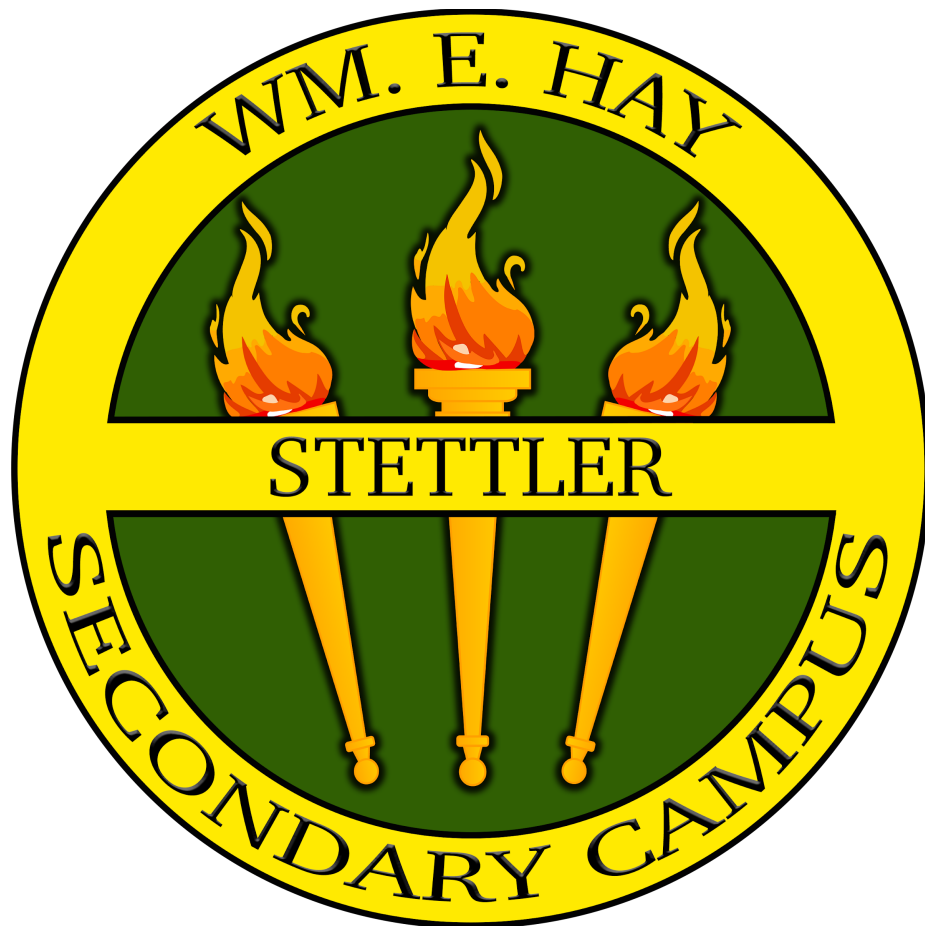


**Wm. E. Hay
Stettler Secondary Campus
Student Handbook
2026-2027**



PRINCIPAL’S MESSAGE	4
IGNITE YOUR FLAME	5
TEACHER ADVISOR PROGRAM	9
EXTRA CURRICULAR ACTIVITIES	10
JR HIGH ATHLETIC PARTICIPATION AWARDS	10
POINTS FOR SR HIGH ATHLETIC AWARDS	10
WM. E. HAY STETTTLER SECONDARY CAMPUS	11
STUDENT SERVICES	13
EDUCATIONAL AND CAREER COUNSELING	13
LEARNING COMMONS	13
CAFETERIA	14
BREAKFAST FOR LEARNING—START YOUR DAY RIGHT!	14
FIRE BELLS/LOCK DOWNS/HOLD AND SECURE/SHELTER IN PLACE	14
SCHOOL RESOURCE OFFICER (SRO)	14
PARKING	14
LOCKERS	15
SCHOOL COMMUNICATION	15
CONTACTING STUDENTS	15
CELL PHONES	15
LAGGARD POLICY	16
ALBERTA HIGH SCHOOL DIPLOMA REQUIREMENTS	16
THE SCHOOL YEAR	16
STUDENT APPEAL OF A FINAL MARK	17
DIPLOMA EXAMINATION REWRITES:	17
GRADUATION CEREMONY PARTICIPATION	18
ATTENDANCE	18
STUDENTS TAKING HOLIDAYS DURING THE SCHOOL YEAR	18
SCHEDULE OR PROGRAM CHANGES	19
WM. E. HAY STETTTLER SECONDARY CAMPUS	19
ASSESSMENT FRAMEWORK	19
Senior High ACADEMIC HONORS CRITERIA	20
SELECTION OF VALEDICTORIAN	20
ACADEMIC PLAGIARISM AND INTELLECTUAL DISHONESTY	21
THE SCHOOL’S RESPONSIBILITY	21
GENDER NEUTRAL WASHROOMS	21
BEHAVIORAL GUIDELINES	22
DRESS AND APPEARANCE CODE	22
TRESPASSING	23
VAPING/SMOKING	23
EXAMPLES OF DISCIPLINARY ACTION THAT MAY BE TAKEN/IMPORTANT DATES	23
MAP/BELL SCHEDULE/F1&F2 SCHEDULE	25
THE WM. E. HAY STETTTLER 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

Hello everyone, my name is Rebecca Neumann, and I am the Student Council President for the 2026-2027 school year. Whether this is your first year at William E Hay, your last year, or anywhere in between, I am so excited to welcome you to our school! I hope you all had an amazing summer and I hope to fill this school year with more fun memories for everyone! You may have seen me before in various Wildcat Theatre productions, playing soccer, or walking around town. I have lived in Stettler my whole life and I have gone to school at William. E Hay since grade 7. I have met some of my best friends and made some of my favourite memories at this school. I am so grateful to be a part of your high school experience at William E Hay. I am looking forward to seeing all of you at all the different events and spaces our school has. As president, one of my goals is to shine a light on our schools' different clubs, sports teams, and spaces. Another goal I have is to use our social media more to promote different events and information regarding our school. Improving communication to students is another focus of mine. This school year will be filled with lots of fun school spirit days and activities. If you have any ideas, do not hesitate to let me know. Again, I am so excited to be the Student Council President and represent our school this year! Go Wildcats!

PRINCIPAL'S MESSAGE

Christine Peterson
Principal
Wm. E. Hay Stetter Secondary Campus
Stettler Outreach School

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?
• Students with clear understanding of their learning needs • Students with a clear understanding of their learning goals • Students communicating with teachers about their learning, while understanding their accountability and responsibilities • Students communicating with admin, EAs and Office staff when needing support, while understanding their accountability and responsibilities	• Not having conversations with teachers • Avoidance • Exclusively parent conversations • Students who do not have plans or goals



Observables - Perseverance

Pushing yourself to work through difficult tasks and challenges

What would we see?	What would we not see?
• Students with goals for their learning • Staying focused on tasks • Accepting failures as part of learning • Students seeking out help if needed and working with staff to achieve goals • Students not satisfied with the "easier" route	• Students "opting out" of work, assignments, classes • Attendance issues • Giving up



Observables - Accountability

Owning the outcome of your own actions

What would we see?	What would we not see?
• Taking ownership for actions • Being honest • Students understanding that there are natural consequences for actions • Understanding there are limitations to accommodations and staff ability to support	• Excuses/lying • Blaming others • Expecting unlimited and/or unreasonable accommodations



Observables - Responsibility

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

What would we see?	What would we not see?
• Coming prepared to class with what you need to be successful (binder, pens etc.) • Being on time for class • Coming to class with the understanding that you are there to learn • Finishing assignments on time • Following school and classroom behaviour expectations • Not interrupting the learning of others • Keeping distractions away (cell phones)	• Students who are unprepared • Late/Missing Assignments • Students who are perpetually late • Students who are disruptive to the learning in the classroom • Students distracted on their devices • Not abusing bathroom breaks



Observables - Kindness

Being generous, helpful and considerate

What would we see?	What would we not see?
• Respecting others personal space • Being considerate of the feelings, space and thoughts of others • Being empathetic of each other • Stepping up to support others • Helping out when needed to better the school community • Not causing inconvenience or hurt to others	• Hurtful comments towards other students or groups • Intolerant treatment of others • Disrespect of personal space or property of others • Causing hurt to others

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.

The focus areas for each grade level will include:

Grades 7–8

- Existing skill development will continue with a focus on supporting students academically, socially and fostering community spirit. .

Grade 9

- Time management
- Study skills
- High school transition and preparation
- Grade 9 Camp

Grade 10

- Student self-efficacy
- Citizenship and leadership

Grade 11

- Career investigation and exploration

Grade 12

- Portfolios and graduation readiness
- Post-secondary planning
- Financial literacy
- Grand March preparation

TA sessions will be held on Friday afternoons and are 45 minutes in length. Attendance is mandatory for all students.

LUNCH HOUR PROCEDURES

Grade 7 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. Grade 7 and 8 students who remain on campus during lunch time will be required to eat in the cafeteria. After 20 minutes, students will be dismissed and can remain in the building or go outside to the track area.

EXTRA CURRICULAR ACTIVITIES

Inter-school Sports

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

Boards/Clubs/Other

Student Council	Fine Arts Board	Athletic Board	SADD	D & D
School Reach	Tearbook	Skills Club	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 (3, 2, or 1)

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), Rugby (3, 2, or 1)

2 points— Badminton (1 or 2), Cross Country (1 or 2), Athletic Board (1 or 2), Archery (1 or 2), Handball, Soccer

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 2026-2027

Lock Rental	\$2.50
Student Union Fees	\$16.00
OPTION CLASS FEES	
Art - Gr 7-9	\$16.00
Cosmetology - Gr 7-9	\$16.00
Fashion Studies - Gr 9	\$16.00
Foods and Fashion - Gr 7-9	\$20.00
Hockey Academy - Gr 7-9	\$315.00
Industrial Arts - Gr 7-9	\$20.00
Outdoor Education - Gr 8-9	\$16.00
Grade 9 Camp	approx. \$165.00
Art 10	\$16.00
Art 20/30	\$26.00
Automotive Technology Intro/Level II	\$16.00
Automotive Technology Senior	\$26.00
Blended Learning Deposit	\$105.00
Construction Technology Intro/Level II	\$16.00
Construction Technology Senior	\$26.00
Cosmetology 10	\$16.00
Cosmetology Senior	\$26.00
Digital Design	\$16.00
Dual Credit	\$105.00
Fabrication 10	\$16.00
Fabrication Senior	\$26.00
Fashion Studies 10/20/30	\$26.00
First Aid	\$31.50
Foods 1.1 or 1.2	\$31.50
Foods 1.1 & 1.2/2.1/3.1	\$50.00
Phys. Ed 20/30	\$26.00
Sports Medicine	\$16.00

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, 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 Blended 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 and the administrators. 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.

If you have any concerns regarding these matters, including school policies, feel free to speak to one of the school's administrators, Ms. Peterson (Principal), Mrs. Fankhanel (Vice-Principal), Mrs. Enyedy (Vice-Principal) or Mrs. Rairdan (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. McClements and Mrs. Fodor.

LEARNING COMMONS

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

Students are permitted to borrow textbooks and chromebooks 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 a 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.

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 operate every morning from 8:15-8:50 a.m. This no cost program provides students with a nutritious breakfast to start their school day..

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 predominantly 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 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

Morning Announcements

A daily announcement will occur at the start of the first period. Information will include meetings, rehearsals, practice times, news about events and guests to our school and recognition of our student's achievements.

School Website

Access to the School Calendar of events is available online @ www.clearview.ab.ca.

Social Media

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

Email/Voice Message/Text Message

Weekly, the office will send an email to parents with 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

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 help 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. Foods 1.1). You must get at least 50% in a course to earn 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 ELA 30-1 or 30-2)
Social Studies	15 (including SST 30-1 or 30-2)
Mathematics (20-1, 20-2 or 20-3)	10
20 level Science	10
Career & Life Management (CALM)	3
Physical Education 10	3
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 enroll in enough credits to achieve your high school diploma.

THE SCHOOL YEAR

Gr. 7 & 8 Core courses run all year and option courses are semestered. Grade 9 through 12 programming operates on the semester system with two semesters in a year. 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:**

- ☐ 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, 2026.
 - 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 May 20th, 2027.

**Please note that the last day to register in a Blended Learning Course through the Outreach Campus is April 22nd, 2027.*

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 may be monitored by the student's Teacher Advisor or the school administration.

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 or main 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

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
- Points subtracted for late work
- Points added for non-academic activities

Zeroes (NHI - Not Handed In) will be given for failure to turn in original 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.

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. 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 10-1, Social 10-1, Math 10C, Science 10 and CALM - Average taken and divided by 23 credits
- 30% of grade 11 marks - English 20-1, Social 20-1, Math 20-1, Best Science 1 and Second Best Science 2 (excluding Science 24) - Average taken and divided by 25 credits
- 50% of grade 12 marks English 30-1, Social 30-1, Math 30-1, 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 30 level 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

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.

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.

Students will be held accountable for unacceptable behaviours as outlined by the Alberta School Act. These behaviours include:

- 1) Behaviours that interfere with the learning of others and/or the school environment or that create unsafe conditions.
- 2) Discrimination on the basis of an individual's race, colour, ancestry, place of origin, religious beliefs, gender (including pregnancy, sexual harassment, and gender identity), physical disability, mental disability, marital status, family status, source of income, or sexual orientation.
- 3) Acts of bullying, harassment, or intimidation.
- 4) Physical violence
- 5) The filming and sharing of acts involving bullying, harassment, intimidation, destruction of property, physical violence or any other unacceptable behaviours
- 6) Retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concern.
- 7) Illegal activity such as: possession, use or distribution of illegal or restricted substances, possession or use of weapons, and theft or damage to property.

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)
- 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;
- 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 at the office.

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
- 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 2026-2027 - Students



Semester 1

August 31st - Grade 9-12 Orientation Day
September 1st - Grade 7-8 Orientation Day
September 2nd - First day for all students
September 7th - No School
September 16th - Picture Day - Grade 7-9
September 17th - Picture Day - Grade 10-12
September 17th - Open House 4:00 - 6:00pm
September 17th - Post Secondary Fair 6:00 - 7:30pm
September 25th - PD Day
September 29th - School Council Meeting @ 7pm
September 30th - National Truth & Reconciliation Day (NO SCHOOL)
October 1st - Orange Shirt Day
October 9th - PD Day
October 12th - No School
October 14th - Stettler Board of Trade Skills Day
October 14th - Jr. High Fall Awards
October 16th - High School Fall Awards
November 10th - Remembrance Day Ceremony
November 11th - Remembrance Day (NO SCHOOL)
November 13th - Report Cards Go Home
November 19th - Parent Teacher Interviews 4:00pm - 6:00pm
November 20th - PD Day
November 27th - Drop Deadline for Courses Sem 1 Gr. 11 and 12
December 19 - January 3- NO SCHOOL
January 4th - First Day back after Christmas break

Semester 2

January 28th - First Day of Semester 2
January 29th - PD Day
February 3rd - Report Cards Emailed Home
February 15th & 16th - No School
February 17th - PD Day
February 18th & 19th - Teacher Convention
March 19th - PD Day
March 26 - April 4th - Spring Break
April 16th - Report Cards Emailed Home
April 22nd - 4:00pm-6:00pm Parent Teacher Interviews
April 22nd - Last Day to Register in a Blended Learning Course
April 22nd - Drop Deadline for Courses Sem 2
April 23rd - PD Day
May 21st - PD Day
May 24th - NO SCHOOL
June 1st - Grad Eligibility Deadline
June 1st - Fine Arts Gala
June 9th - Colour Night
June 16th - Last Day of Class
June 19th - Grad
June 23rd - Last Day of School
June 25th - Report Cards Go Home

	Monday	Tuesday	Wednesday	Thursday	Friday 1	Friday 2	
	WARNING BELL 8:52				WARNING BELL 8:52		
1	8:54 10:17 A	8:54 10:17 B	8:54 10:17 A	8:54 10:17 B	8:54 10:06 A	8:54 10:06 B	1
	Transition 10:17 to 10:22	Transition 10:17 to 10:22	Transition 10:17 to 10:22	Transition 10:17 to 10:22	Transition 10:06 to 10:11	Transition 10:06 to 10:11	
2	10:22 11:45 C	10:22 11:45 D	10:22 11:45 C	10:22 11:45 D	10:11 11:23 C	10:11 11:23 D	2
	11:45 12:27 LUNCH	11:45 12:27 LUNCH	11:45 12:27 LUNCH	11:45 12:27 LUNCH	11:23 12:03 LUNCH	11:23 12:03 LUNCH	
	WARNING BELL 12:25				WARNING BELL 12:01		
3	12:27 1:50 E	12:27 1:50 F	12:27 1:50 E	12:27 1:50 F	12:03 1:15 E	12:03 1:15 F	3
	Transition 1:50 to 1:55	Transition 1:50 to 1:55	Transition 1:50 to 1:55	Transition 1:50 to 1:55	Transition 1:15 to 1:20	Transition 1:15 to 1:20	
	1:55 3:18 G	1:55 3:18 H	1:55 3:18 G	1:55 3:18 H	1:20 2:32 G	1:20 2:32 H	4
4					2:32 3:18 TA	2:32 3:18 TA	5
PM							PM



Timetable - GRADES 7-12

"Ignite Your Flame"



Semester 1 2026-2027

August 2026

S	M	T	W	T	F	S
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					

September 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			

October 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

November 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					

December 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		

January 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

-  - School is open
-  - School is closed
-  - General Holiday in Alberta
-  - Friday 1 - Blocks A, C, E, G
-  - First/Last Instructional Day
-  - Professional Day (no students)
-  - Friday 2 - Blocks B, D, F, H

Semester 2 2026-2027

February 2027

S	M	T	W	T	F	S
31	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 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			

April 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	1

May 2027

S	M	T	W	T	F	S
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 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			