



# Sturgeon Heights School



## Handbook 2018 – 2019

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## REGULAR DAY OPERATIONAL DAY SCHEDULE

### Kindergarten to Grade 9 Schedule

8:30 am	Busses Arrive
8:40 am	Registration Rooms
8:45 am	Block 1
9:45 am	Block 2
10:45 am	<i>Recess</i>
11:00 am	Block 3
12:00 pm	<i>Recess for K – 6, Lunch for 7-9</i>
12:25 pm	<i>Lunch for K – 6, Recess for 7-9</i>
12:50 pm	DEAR (drop everything and read)
1:10 pm	Block 4
2:10: pm	Block 5
<b>3:10 pm</b>	Dismissal

**Half Day** Headstart, PEP, KEP and Kindergarten classes run at the following times:

8:30 a.m. – Morning classes begin  
11:20 a.m. – Morning classes end

12:20 p.m. – Afternoon classes begin  
3:10 p.m. – Afternoon classes end

## MESSAGE FROM THE PRINCIPAL

Welcome to the 2018-2019 school year! I could not be more thrilled to join the Sturgeon Heights family. I am highly committed to our long tradition of excellence in learning, strong academic achievement, and deep sense of family and belonging. I share a vision where students are joyfully engaged to explore their world, develop new understandings and foster positive connections. Highly committed to providing a safe and caring environment, we strive to ensure every student is cherished and inspired to reach their unique potential.

Sturgeon Heights is influenced by Reggio Emilia philosophy in our early grades. Educating from this lens inspires student-driven exploration, active creativity, and strong connections with family and the environment. We encourage a spirit of exploration and work to nurture connections within our community and the world around us. Additionally, we offer lively STEAM and Lego clubs and we continue to look for ways for students to build, create, and share their ideas.

This year, our Bring-Your-Own-Device (BYOD) program includes grades 6 through 9. This program enhances learning opportunities and we continue to develop an excellent balance of technology and personal learning. In combination with engaging instruction and powerful learning, this program facilitates a strong and vibrant learning environment in our latter grades.

This student handbook is part of our communication with students, parents and our community to ensure expectations and guidelines are clear for everyone. Have you any questions, please do not hesitate to contact me directly. We also ask that students and parents take advantage of the digital communication tools we utilize: connect with us through PowerSchool, ensure a working email for our Friday mailing, access our monthly newsletters, and follow us on Facebook.

I look forward to a wonderful year! Let us work together in dynamic partnership - firmly focused on our most important priority: our students.

Shannon C. Requa, Principal

## MISSION and VISION STATEMENT

**Our Vision** At Sturgeon Heights School students are engaged in the learning and supported to become ethical and informed citizens of tomorrow.

**Our Mission** With a passion for excellence we work together to inspire, learn and achieve, while modeling respect for all learners in a safe and caring school community that puts the student first.

### Values

<b>Citizenship</b>	<b>Environment as teacher</b>
We understand and model the importance of positive relationships, greater self-discipline and active citizenship. We believe in the development of character, integrity, honesty, compassion and fairness.	Our classrooms are exciting and stimulating environments for learning. We use innovative and research-based methods of teaching that are student-centered and promote lifelong learning.
<b>Student Voice</b>	<b>Assessment</b>
We value the unique abilities and gifts our students bring to the classroom. Programming is adaptive and inclusive and helps all our students contribute to our school and shape their own learning.	Regular and ongoing feedback helps everyone. We believe feedback should be specific, informative and delivered in positive language that identifies areas of growth and encourages all students to strive for personal success.
<b>Being active</b>	<b>Leadership</b>
All staff and students are physically active every school day. Activities are designed to build skills, positive character and contribute to an active and healthy lifestyle.	Building leadership capacity is critical for a positive and productive culture of learning. We cultivate leadership in staff, students and parents for the good of the individual, the school and the community.

### Technology

Technology supports everything we do together. From better communication and organization to opening up new doors of collaboration and creation. Our students and staff explore and discover the benefits of technology in all areas of our learning community.

Our school is heading into its third year as a Bring-Your-Own-Device (BYOD) school. In 2018-2019 we ask that all students in grades 6, 7, 8, and 9 bring a connected device to enhance their learning while at school and to extend it more easily to home. For more details, please visit our webpage dedicated to explaining this program <http://sturgeon-byod.weebly.com>

## EXPECTATIONS FOR STUDENTS, PARENTS AND STAFF

The following expectations were established through a collaborative process with our school community. The steps included: 1) data gathering where every parent, staff member and student had an opportunity for input; 2) an open forum where parents, staff and students gathered to sort and prioritize the data collected; 3) a series of meetings where each stakeholder group had opportunity to review the results of a forum and provide editing input; 4) a review of the edited copy by each stakeholder group; 5) consensus

When followed, we believe these expectations provide a foundation for a welcoming, caring, respectful, and safe learning environment for all students and school staff.

### **As a student at Sturgeon Heights School I will . . .**

- Develop and demonstrate decision-making skills, leadership, communication and problem-solving skills
- Show responsibility for my own learning by being organized, prepared for class, and by utilizing resources to my best ability
- Be respectful and considerate of self, property, others and authority
- Demonstrate dignity and respect for myself and others by dressing and behaving according to expectations of the school
- Demonstrate characteristics of honesty, empathy, self-control, patience and kindness
- Demonstrate appropriate behavior on school buses, playgrounds, field trips and outings as well as in school
- Demonstrate school spirit and pride by supporting school activities, by keeping our environment neat and clean and by speaking positively about our school.

### **As a teacher / staff member at Sturgeon Heights School I will . . .**

- Help students understand and develop skills they will use throughout their life
- Encourage and build student confidence as I assist them in reaching their potential
- Display enthusiasm in order to make school an enjoyable and positive experience for all students
- Be cognizant of the homework load and responsibilities of students when assigning meaningful homework
- Recognize different learning styles and adjust instruction accordingly
- Treat all members of the school community with respect, fairness and dignity
- Provide and maintain an atmosphere where students feel safe, cared for and valued
- Assist parents to help their children
- Openly communicate in a positive manner the successes, concerns, and issues throughout the year by using the “healthy interactions” process
- Speak highly of our school.

### **As a parent of a student at Sturgeon Heights School I will . . .**

- Be involved with and participate in my child’s development and school experience – both academic and non-academic
- Be a good role model by showing respect and teaching morals and values at home
- Monitor homework; help and encourage my child
- Support school rules by being aware of them and by understanding their impact on learning
- Support teachers by ensuring student attendance, homework completion and readiness to learn and by encouraging my child to reach his/her full potential
- Openly, honestly and positively communicate with students, staff and other parents by using the “healthy interactions” process for problem solving
- Communicate with the school on matters that impact on student learning
- Positively promote the school within the community.

These expectations and all the details of our student code of conduct will be included in our Parent Handbook, discussed with students in home room settings each year, and posted to our website for review.

## STUDENT CODE OF CONDUCT

We expect all of our students to act in a manner that promotes learning, respects themselves and others, and maintains a welcoming school that is safe and caring for everyone. Any behaviour at school or online which does not follow this guideline will be addressed and corrected. In order to deal with violations consistently, inappropriate behavior is categorized according to three levels of severity with appropriate action steps.

<b>LEVEL ONE</b>	<b>LEVEL TWO</b>	<b>LEVEL THREE</b>
<p>Infractions may include:</p> <ul style="list-style-type: none"> <li>▪ Classroom and hallway disturbances</li> <li>▪ Tardiness</li> <li>▪ Not prepared for class</li> <li>▪ Neglect of homework</li> <li>▪ Being off task</li> <li>▪ Disrespect</li> <li>▪ Intimidation</li> <li>▪ Playground infractions</li> <li>▪ Unsafe behavior</li> <li>▪ Aggressive behavior (rough play with no intent to hurt / throwing snowballs)</li> <li>▪ Dress code violation</li> <li>▪ Misuse of language</li> <li>▪ Texting / messaging in class</li> <li>▪ Picture with personal device</li> </ul> <p><i>Possible actions that may be taken;</i></p> <ul style="list-style-type: none"> <li>• A staff member will help the students be made aware of the proper behavior.</li> <li>• A teacher gives logical consequence for student's action, e.g. student who is late is asked to make up the time at noon.</li> <li>• A teacher contacts parents to involve them.</li> <li>• The student and teacher create a plan to correct the undesirable behavior.</li> <li>• Time apart from peers to calm down or reflect.</li> <li>• Missed recess.</li> </ul> <p>If infractions continue to occur, the teacher may repeat interventions or refer the child to counseling, CPS, or administration.</p>	<p>Infractions may include:</p> <ul style="list-style-type: none"> <li>▪ Bullying</li> <li>▪ Roughhousing</li> <li>▪ Minor theft</li> <li>▪ Damage to property</li> <li>▪ Defiance of authority</li> <li>▪ Verbal abuse (profanity)</li> <li>▪ Retribution against any person who has intervened to prevent or report on bullying</li> <li>▪ Posting pictures to social media from school</li> <li>▪ Misuse of electronic devices</li> <li>▪ Academic dishonesty</li>   <li>▪ Repetitive and persistent Level One Misbehavior</li> </ul> <p><i>Possible actions that may be taken;</i></p> <ul style="list-style-type: none"> <li>• Any action from Level One.</li> <li>• Student is referred to Administration.</li> <li>• Misconduct report is completed.</li> <li>• Administration contacts parents to involve them.</li> <li>• Loss of privileges; e.g., school teams, intramurals, school dances.</li> <li>• Noon and after school detentions.</li> <li>• Restitution / community service.</li> <li>• Parent supervision of student during the day.</li> <li>• 1 – 5 day in-school or out-of-school suspension.</li> <li>• Referral to counseling or CPS team.</li> </ul> <p>In the event of suspension from class or school, parents and teachers will be informed.</p>	<p>Infractions may include:</p> <ul style="list-style-type: none"> <li>▪ Fighting / Assault</li> <li>▪ Harassment</li> <li>▪ Major Theft</li> <li>▪ Vandalism of property</li> <li>▪ Possession or use of e-cigarettes, vaping equipment, cigarettes, alcohol or drugs</li> <li>▪ Skipping school</li> <li>▪ Non-compliance (open opposition to authority / refusal to comply / refusal to work / ignoring or disregarding adult directives)</li> <li>▪ Recording audio or video of anyone without explicit permission.</li> <li>▪ Sharing or sending sexuality explicit texts or images or video.</li>   <li>▪ Repetitive and persistent Level Two Misbehavior.</li> </ul> <p><i>Possible actions that may be taken;</i></p> <ul style="list-style-type: none"> <li>• Any action from Level One or Two</li> <li>• 1 – 5 day school suspension.</li> <li>• Referral to appropriate agencies for counseling.</li> <li>• R. C. M. P. involvement.</li> <li>• Possible recommendation to the School Board Discipline Committee for expulsion.</li> </ul> <p><i>*Bullying that impacts our students will be addressed whether it happens at school or after, in person or electronically.</i></p> <p><i>*All students who are suspended out of school are required to meet with an administrator or counsellor prior to being readmitted to the school.</i></p>
<b>In considering each case, consequences may become more or less serious as is deemed appropriate by administration.</b>		

### **Collaborative Problem Solving**

We believe that all students will behave and work hard in school when given the right tools and opportunities to do so. When a child misbehaves and prevents learning, or causes harm, or is disrespectful they may be lacking the proper understanding or skills to succeed. To help children with this we have a Collaborative Problem Solving team made up of a teacher and our counsellor who meet with students that are struggling with behaviour to try to find out what might be missing or unresolved. We believe this is a positive approach that builds strengths and not a negative approach that works only with motivation.

## STUDENT CODE OF CONDUCT - ACCEPTABLE USE POLICY FOR TECHNOLOGY

At Sturgeon Heights, we recognize the value of school and personal technology as a learning tool within the classroom, so we actively promote the use of technology for students. At the same time, using technology is a privilege, and students need to be responsible with how they use all forms of technology. **This is an abridged version** of our technology use agreement that all homeroom teachers will go over at the beginning of the school year. The full version is also available on our website.

The following are expectations within the Sturgeon Heights acceptable use policy:

- Students will use technology at school **ONLY** for school work and projects, unless otherwise directed by a staff
- Students will keep their password to themselves and are responsible for changing it regularly to protect their work.
- Students will use responsible and kind language at all times while online. They will **THINK** before they post.
- Students will use their personal devices in class only with the consent of the teacher for educational purposes

The following are **not acceptable behaviours** within the Sturgeon Heights acceptable use policy:

- I will not take pictures of people without permission; I will not post pictures of any student without explicit consent
- I will not record audio or video of people without explicit permission each time.
- I will not use technology to bully or say hurtful things about anyone else, and understand that I may be held accountable for comments made about a student/staff member over the Internet, text, or social media websites. This includes posting comments made when not at school.
- I will not plagiarize assignments by using somebody else's work as my own (quoting material from the Internet or other sources is encouraged within reason to help support your ideas)
- I will not create Google classrooms for other students to enroll in or represent myself as a teacher in our Google space.

If students do not follow these expectations or are disrespectful to each other or their teachers with the use of their technology we will work with them to learn to do better. The student may be banned from school computers or be asked to keep all personal technology at home, or may involve school detention or suspension.

### *Keep your Technology Safe*

Please understand that while students are encouraged to bring their own personal technology, the school will not be responsible for any damages or loss to property. For this reason, please ensure you label all items and are sure to lock them at school when not in use.



## STUDENT CODE OF CONDUCT - ACADEMIC HONESTY POLICY

Our expectation at Sturgeon Heights is that all students will give their best work for assessment and that this work will come from their own thoughts and understanding. It is critical when giving feedback to students that teachers are confident that work originated with the student and is not plagiarized or copied from any other source.

When students copy during exams or submit work that is not their own, they are misrepresenting themselves, breaking trust with their teachers and being disrespectful to our school. This is at its essence a behavior problem and will carry behavior consequences. However, it also creates a problem for teachers to adequately assess a student's understanding and therefore carries academic consequences as well.

The following guidelines will be used when an instance of plagiarism or cheating during an exam is discovered.

- Parents or Guardians will be contacted.
- Students will receive a zero for the assignment and a comment will be added in PowerSchool indicating academic dishonesty.
- Behavior consequences may vary with the nature of the assignment. A first offence may receive a half-day in-school suspension or students may give a presentation in a character education classroom about honesty and building trust. This will be at the discretion of administration.
- At a later time students will be given another assessment that covers the same outcomes. This will be administered in the office. When completed this mark will count toward the student's grade and the first assignment will be removed from the grade calculation. However, the zero will remain viable in the academic record with the comment.
- The next major assessment in the class will also be administered in the office.

Similar consequences will result if further infractions continue during the year. However, after the first time, students will receive a suspension of longer length to serve in school in addition to other possible consequences related to classroom or school activities.

## STUDENT CODE OF CONDUCT - ATTENDANCE POLICY

Regular attendance is a necessary ingredient of success in school. The School Act requires that every child who has attained the age of six years at school opening date and who has not attained the age of sixteen years must attend school. Parental support and guidance regarding regular attendance is appreciated.

When your child is absent due to illness or other unavoidable reasons, the school requests a signed note a telephone call, or an email from parents the day of the absence. The email address is: [SHSabsences@sturgeon.ab.ca](mailto:SHSabsences@sturgeon.ab.ca). A report of total days absent is on PowerSchool. It is the responsibility of the student to catch up on work missed during an absence.

Phone calls will be made home each day when a child is absent from school if we have not received a note or phone call from a parent. Safety of the children is of the utmost importance.

The school is open for students at 8:30 a.m. and there will be no supervision of students by school staff until that time. Should a student(s) become a problem in the front area, the privilege of coming early may be denied.

Students are expected to remain on the school grounds at all times during the day. Exceptions must receive **prior** approval of the Principal.

Parents wishing to remove their child from the school during school hours are expected to sign them out at the office prior to approaching the classroom teacher. Children will not be released to individuals other than the parent or guardian. Exceptions must receive the prior approval of the Principal.

REFERENCE: POLICY F/IV/1 School Attendance Policy

## **STUDENT CODE OF CONDUCT – BULLYING, HARASSING, DISCRIMINATORY and AGGRESSIVE BEHAVIORS**

A welcoming, caring, respectful, and safe learning environment for all students and school staff will be one that is free from bullying, harassing, discrimination or violent behaviour. To achieve this at our school all students, staff, parents, and guests will;

- Model respectful conduct, inclusive behaviour and an understanding and appreciation for diversity, equity and human rights.
- Refrain from, report and refuse to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours or electronically.
- Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school.

When concerns arise relating to bullying, harassment, discrimination, aggressive behavior, or conflict it is expected that students, staff, parents, and guests will communicate directly with the authority most closely involved. This staff member will investigate and respond to the concern promptly. They will also relate the incident and any actions carried out to our school administration.

### **What is Bullying?**

Bullying: repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation.

### **What Bullying is Not**

Bullying behaviour is not the same as hurting someone's feelings if there is no misuse of power or a deliberate intent to cause harm. Bullying behaviour is sometimes confused with conflict. Conflict is a disagreement about different beliefs, ideas, feelings or actions.

REFERENCE: POLICY D/III/1 Equity, Diversity, Inclusion, and Human Rights  
POLICY D/III/2 Sexual Orientation, Gender Identity and Gender Expression

## **STUDENT CODE OF CONDUCT – EQUITY, DIVERSITY, INCLUSION and HUMAN RIGHTS**

All students, staff, parents, and guests share responsibility for proactively creating and maintaining welcoming, caring, respectful, safe and inclusive learning environments that acknowledge and promote understanding, respect and the recognition of the diversity, equity, inclusion and human rights of all students and families within the school community.

Any language or behavior that degrades, labels, stereotypes, incites hatred, prejudice, discrimination and harassment towards students, staff, or families on the basis of their real or perceived sexual orientation, gender identity or gender expression will not be tolerated. Student offences will be dealt with as outlined in our conduct procedure chart. Parents, community members, or other guests at the school who engage in is behavior or language will be dealt with directly by school administration and may be asked to leave the premises.

Each year, Sturgeon Heights School staff will evaluate our building facilities, learning resources, and our common practices to ensure they support the safety, health, well-being and educational needs of students who identify as, or are perceived to be, gender minorities. We will also strive to promote critical thinking and include age-appropriate materials that accurately reflect the diversity of Canada's sexual and gender minority families, cultures, and communities.

REFERENCE: POLICY D/III/1 Equity, Diversity, Inclusion, and Human Rights

## ALLERGIES

### Sturgeon Heights is a “Nut Free” and “Scent Free” school!

As I'm sure you are all aware, peanut allergies can be extremely serious. At Sturgeon Heights we do have students with nut allergies.

In an effort to make our school a safer place for these children, it would be appreciated if all parents eliminate **ALL** nut products from their children's lunches.

**Should your child have nut allergies and you have not alerted the School to this fact, please do so right away.**

We have been made aware of a website that provides information regarding nut free foods. The website is: [www.darefoods.com](http://www.darefoods.com)

The site lists many items that are made in their nut free facilities and that are available in grocery stores across Canada. This is for your information only.

Scented perfumes and colognes are not permitted. Deodorants are limited to “stick” or “roll-on”. Many people are extremely sensitive to perfumes, colognes, aftershaves and other scented products. Please do not wear them at any time in this building.

Thanks for your attention to these important matters.

## AWARDS

### HONORS / MERIT - GRADES 7 TO 9

<b>Honors</b>	Students who receive an average of 80% in core subjects (Math, Language Arts, Social and Science) and no marks lower than 50% or an “A – Acceptable” in all other courses.
<b>Merit</b>	Students who receive an average of 75% in core subjects (Math, Language Arts, Social and Science) and no marks lower than 50% or a “A – Acceptable” in all other courses.

### BOOK AWARDS

Book Awards are awarded to the most deserving student in each homeroom in grades 1 to 9. Selection of the recipients is made on the following criteria:

- a. individual development, and
- b. contribution to the welfare and progress of the homeroom and the school.

At the kindergarten level a book is presented to each class for the classroom.

## **GERRY SCHICK MEMORIAL AWARD**

This award was created to remember the time Gerry Schick spent with us at Sturgeon Heights School and the impact he had on staff, students and community members.

Selection of the recipient from the Grade 4 to 6 students is made on the following criteria:

1. Demonstrate the qualities of being a quiet leader – a humble personality; however, carries on daily in the following manner:
  - a. Strong work ethic
  - b. Focused on learning
  - c. Attention to details
  - d. Kind and considerate, concerned about others
  - e. Respectful of other students, staff and the property at Sturgeon Heights School

## **SPORTS - GRADES 7 TO 9**

Most valuable players (male / female) are selected from each athletic team in our school:

- a. Cross Country
- b. Volleyball
- c. Basketball
- d. Badminton
- e. Track and Field

An award is given to the most outstanding male and female athlete in each school year.

Selections are made by team coaches and the Sturgeon Heights staff.

## **ACADEMIC AWARDS - GRADES 7 TO 9**

- a. Sturgeon School Division makes an award to the student with the highest average in grades 7, 8 and 9
- b. ATA award for the grade 9 student with the highest average in the four core subjects
- c. Principal's Award for Academic Excellence is awarded to the student with the highest overall average considering all subjects and classes for grade 9

## **CITIZENSHIP AWARD - GRADE 9**

Given out each year to a grade 9 student who displays a positive attitude towards the school, demonstrates leadership capabilities in the development of student activities, a willingness to foster learning in class through their own example or in the assistance they provide others.

## OTHER AWARDS GRADES 4-9

Not all of the following awards are given out each year. Factors such as current programming will need to be considered.

### **Most improved Student in Music, French, Drama or Band**

- given to a student in each grade or group who has greatly improved their performance or fluency through hard work and practice.

### **Outstanding Student in Music, French, Drama, or Band:**

- given to a student in each grade or group who demonstrates a positive attitude, practices consistently, attends concerts and performances, and supports fellow students.

### **Band Musicianship Award:**

- given to a student who demonstrates a strong musical ability in the band class and assumes a leadership role musically

### **Director's Award for Band:**

- presented to a Grade 9 student who has made a strong contribution to the school band program

### **STEAM Award**

- Student demonstrates outstanding dedication and leadership in a STEAM related club or classroom option.

## BUSING

Students are dismissed at 3:10 p.m. and expected to board their buses for 3:15 p.m. departure. As a rule, students are not allowed to bring guests on their bus. Students are expected to be picked up by parents or ride on their assigned bus. A note signed by a parent and countersigned by the office is required before students are allowed to disembark at a stop other than their home. School buses can only transport their school registered riders. Exceptions require up to two school days notice for approval. Parents are asked to inform the school if someone other than themselves is authorized to pick up their child/children after or during school.

Students riding on school buses are required to wear winter footwear and to carry with them winter headwear and gloves or mitts from at least December 1<sup>st</sup> to March 1<sup>st</sup>.

## CLOSED ENVIRONMENT

For the safety of all our students, Sturgeon Heights School is a closed campus. Only under authorized situations are students allowed to leave the school grounds. Generally, only a parent/guardian or adult family member can take a student from the school grounds. Any breach of this expectation requires approval of school administration and documentation from parents/guardians.

## COUNSELLING

Sturgeon Heights School offers students and parents the services of a teacher counsellor. Among the areas in which this staff member can give assistance are the following: psychological testing, personal counselling, program selection, and career counselling; as well as referral to other agencies. The teacher counsellor also offers developmental experiences in a variety of areas such as: conflict resolution skills, anger management, drug awareness, bully proofing, safety awareness and school climate activities through a student leadership program.

## CURRICULUM OUTLINES

Information about the year's curriculum is available online.

The Alberta Education website is: <http://www.learnalberta.ca/content/mychildlearning/>

This will give you access to many different things like curriculum handbooks, curriculum summaries, homework help, and information on funding, school year, and resources.

## DRESS CODE

Sturgeon Heights School is foremost a place of learning. Learning can happen in a variety of contexts, and student dress will naturally need to reflect these different experiences. When children are creating art, woodworking, running for track in field, or competing in badminton, their dress will need to be different then when practicing Mathematics, or writing and composing in Language Arts. In all cases, student dress will need to keep them safe from dangers or hazards and be respectful of the learning environment. Our goal with student and staff dress is to portray an image of hard work and respect that would be appropriate for a business or professional environment.

### Why have a dress code?

- To support a positive learning environment
- To protect students from dangers like sun exposure or playground hazards.
- To avoid embarrassment.
- To reduce accusations or situations of inappropriate behavior.
- To provide positive role models to our younger students and our community.

### What is unacceptable dress?

- Clothes that are see-through.
- Clothes that are skin-tight.
- Clothes where your underwear is showing. This includes straps.
- Clothes that have offensive pictures or language.
- Clothes that do not entirely cover your private body parts.
- Clothes that promotes illegal substances for your age group.
- Tops that do not entirely cover your back or abdomen.
- Shorts that are not an appropriate length.
- Hats or pulled up hoods during class

### Who does the dress code apply to?

Everyone from the youngest to the oldest person in our school. Consistency is important. No matter how innocent a summer outfit may be on a primary aged student, the message needs to be that all students are dressed for school work inside classrooms while in school. Older students appreciate when rules or guidelines clearly apply to everyone across the school.

### Are there exceptions to the rules?

There are standards and norms for appropriate dress during special activities or events when the practices are relaxed to a different standard. Certainly common sense limits are always in place and the dignity of the human body is respected.

### How is Sturgeon Heights dealing with situations when the dress code lines are crossed?

All staff are empowered to address situations of inappropriate dress.

In situations where someone's attire is not meeting our dress code, they are asked to change to appropriate clothing. This may be in the form of clothing supplied by the school or alternate clothing available to the student. Parents will be notified in the event of recurrent violations. The expectation is that any clothing provided by the school, will be cleaned and returned.

## FRIDAY ENVELOPE – FRIDAY EMAIL

We try to send home notices from classroom teachers, the school office and School Council on the last teaching day of each week. For grades 1-6 this will be in a hard-plastic envelope. Junior High Students also receive notices; however, they will not be in a dedicated envelope.

Each week our office sends home on the last teaching day of the week. This email summarizes coming events for the following school week. Please ensure the office has a working email for your home and for all parents who wish to receive this notice.

### A HEALTHY INTERACTIONS COMMUNITY



Schools in Sturgeon School Division aim to be as open in their dealings as possible and welcome the involvement of community members, especially parents, in a variety of activities. As with all human interaction, concerns will arise. The Healthy Interactions program is intended to help deal with those concerns in a *consistent, comprehensive* and *credible* manner. To ensure that concerns are handled with consistency, comprehensiveness and credibility and that all steps in the process have been taken, a template has been developed. This template will be used throughout the Division and is currently available from Sturgeon Schools and on the Sturgeon School Division website.

The steps in the process as outlined in the template are:

1. Involvement of the right parties
2. Correctly defining the problem
3. Determining the interests of all parties
4. Generating Solution alternatives
5. Development of an action plan
6. Follow-up action

For more information regarding the Healthy Interactions Program contact your local school or Sturgeon School Division.



## HOMEWORK - WEBSITES

All students from grades 1 to 6 have a paper agenda. We encourage our students to write down their required daily work in their agenda or another personal tool and provide time each day for them to do so. For Grades 6 through 9 we also use an online Agenda built in Google Classroom. All teachers will post larger assignments or assessments to this tool and students can access this online with their Chromebooks or any Internet connected device.

All teachers have a website or Google classroom for their specific subjects and areas to provide basic information. At the beginning of the year, check with your teachers to find out if this will have current and updated classroom information, or if it is only a reference location for syllabus and other annual information.

## INCLEMENT WEATHER POLICY

Schools shall remain open and will receive students who are conveyed to school on days when school bus services are suspended because of inclement weather. Parents who drive their children to school on such days are responsible for picking up their children at the end of the school day.

Announcements regarding suspension of transportation services are made over radio stations CHED (AM - 630), CFCW (AM - 790), and CISN (FM - 103.9) Information will also be communicated on the Sturgeon School Division home page. Check out the banner on the website [www.sturgeon.ab.ca](http://www.sturgeon.ab.ca)

If road conditions warrant, buses may bring students home early without prior notification. **PLEASE ARRANGE FOR A SAFE PLACE FOR YOUR CHILD TO GO IF THIS HAPPENS WHEN NO ONE IS HOME.**

Absences by students on days when school buses do not operate whether as the result of bus failure, a decision of a contractor not to operate, or suspension of transportation services by the Superintendent, shall be deemed to be excusable. On these days teachers will use their professional judgement on materials given out and expectations for student work. We will not conduct examinations, and any students who miss these days will be provided with time to make up any work handed out or assigned.

All students must dress appropriately for the weather. Students are expected to be outdoors during the recess and noon breaks unless announcements are made otherwise. Students will be kept inside the school on days when the temperature is below – 20°C or the combination of temperature and wind-chill is too uncomfortable to warrant outdoor activities. Students may remain in the school if they are taking part in some organized indoor activity or if they have a note from a parent requesting permission to remain indoors for health reasons.

## INTER-SCHOOL ACTIVITIES

Sturgeon Heights Junior High students compete against other schools in the Division in cross country, volleyball, basketball, badminton, and track and field events. They also enter numerous volleyball and basketball tournaments against other schools in the area. Cross country competition will be held on September 18<sup>th</sup>, 2018. Volleyball finals are on November 16/17, 2018, with the All Star Game on November 20, 2018. Basketball finals are on March 8/9, 2019 with the All Star Game on March 12, 2019. Badminton finals are on May 4, 2019. Inter-school Track competition (4 – 9) will be held May 29, 2019. Jr. Golf Tournament will be held on June 6, 2019.

Only junior high students are eligible to play on the four major teams. Elementary students are not eligible. Our students are respected as competitive athletes and good sports, and have won numerous championships.

Students from grades 4 – 9 make up the Sturgeon Heights Track and Field teams, Running Room Games teams, and Cross Country teams which compete in annual events against other schools in the Division. In addition we have a grade 4-9 Running club that operates in the Fall and Spring.

Participation in extracurricular or interschool activities is based not only on skill level, but students must also be in good standing in their classes and be positive ambassadors for the school.

Parents and students are advised that participation on school teams does include team competition with other schools involving travel and missing classes. Students are released from classes for both home and away games. For sports such as volleyball and basketball, students are required to miss up to 8 afternoons of classes per team.

It is the responsibility of the student to keep up with the assignments and the activities in all classes. Trying out for school teams is a decision of the parent and the student. It is a competitive team dynamic and although this is an opportunity to build capacity in all students, there are realities of competition in all sports. Teams members are selected based on a range of criteria but not exclusive to athletic ability, commitment, dedication to the team, work ethic and sportsmanship. Both community coaches and school staff make up the expertise required to support students to develop their healthy leadership in sport.



## LIBRARY PROGRAM AND SERVICES

The library is an integral part of the school instructional program providing students and teachers with resources, and students with research skill development to meet curriculum requirements.

Students may use the library during school hours either in groups under a teacher's supervision or independently with a library pass. The library may be used during the noon recess for research and project work when the student has the classroom teacher's written permission.

All students have a weekly opportunity for book exchange. Fines are not charged for overdue books, but students are required to pay for lost or damaged materials.

We appreciate the cooperation of parents in assisting students with care of the books and the responsibility for returning them on time. Parents are welcome to visit and are encouraged to participate as volunteers.

## LOCKERS

All students have either lockers or hooks within their classrooms. Students are to provide their own locks for gym lockers and classroom lockers. Students may purchase locks from the school for a charge of \$5.00 per lock.

## LOST AND FOUND

Articles turned into Lost and Found remain the property of the owners. They are placed in a box in the main hallway. Please remind students to check for their articles. Unclaimed items are donated to various welfare organizations.

## MEDICATION POLICY

Under the provisions of the School Act and School Board Policy, medication can only be administered to students in emergency situations. Administration of medication will only be done when forms for this purpose have been completed by both the parent and physician. Forms are available at the school for this purpose.

## WELCOME BBQ AND MEET THE STAFF OPPORTUNITY

At or near the beginning of each year we host a welcome back and meet the staff event. If possible, we try to have a welcome back BBQ the night before the first day of classes. However, if the calendar does not allow this, we will host a meet the staff night so parents can walk around the school and connect with their child's teachers and teachers, reacquaint yourself with community families, and enjoy refreshments.

We invite you to join us for a **Welcome BBQ at 5:00pm on Thursday, August 30, 2018.**

## NEWSLETTER

A newsletter will be emailed to each family, generally on the last teaching Friday each month. Paper copies are always available in the office, should you prefer. The newsletter (in color) is also available online on the school's website [www.sturgeonheights.ca](http://www.sturgeonheights.ca)

## PARENT FUNDRAISING ASSOCIATION

The Sturgeon Heights Parent Fundraising Association (the PFA) was formed in 1976 (as the Sturgeon Heights Recreational Facilities Association) and continues to successfully operate as a result of the hard work of many parent volunteers. The PFA is a non-profit association that is responsible for much of the school's fundraising, and its main objectives are:

- to help supply and maintain recreational equipment for the school; and
- to organize and facilitate programs or events which promote recreational activity within the school and community.
- 

The funds that enable the PFA to meet its objectives are received through various avenues such as:

- operating a small store which is open daily through the lunch eating period;
- providing regular hot lunches to students and staff, which include lunches on Wednesdays, hot dogs on Fridays, and throughout the year various other hot lunches from St. Albert restaurants;
- offering the Student Union Ticket Packs and / or Entertainment Books for sale;
- applying for government grants that may be available from time to time.

The success of any organization depends largely on its volunteer base and we encourage and welcome parents to attend our monthly meetings held on the same night of, and just prior to school council meetings - or you may wish to volunteer for helping in the snack shop or at one of our events throughout the year. The school office can direct you to the PFA's Chairperson or Scheduling Person, to answer any questions you may have.

Check out the PFA website: <http://shpfa.weebly.com> First meeting of the new school year will be on **Monday, September 17<sup>th</sup>** at 7:30 p.m.

Our thanks to all who so generously give of their time to help the PFA throughout each school year.

## PROVINCIAL ACHIEVEMENT TESTS

Provincial Achievement Tests in Language Arts, Math, Social Studies, and Science are written in May and June by Grades 6 and 9 students. Achievement tests are factored into a student's final mark. Every attempt should be made by parents, staff, and students to ensure the successful writing of exams. Testing dates are shown in the school year calendar. Please do not schedule appointments on testing dates.

## SCHOOL COUNCIL

The Sturgeon Heights School Council is a group of caring parents and school staff who work as a team dedicated to playing a supportive role in our children's education. It is open to all parents who would like to see their children succeed in their learning as well as a chance to establish a constructive relationship with the teachers and principal. The school council is involved in various activities throughout the school year, and supports the Rec. Board with the snack shop and track meets.

There is a parent information bulletin board in the hall across from the school office. It will have information such as important dates, upcoming events, school council and school board news, contact information. The meetings are once a month, informal, and all are invited to come. We'd love to see you there. Please watch in the school newsletters for dates and times.

The Annual General Meeting will take place on **Monday, September 17<sup>th</sup>** at 6:30 p.m.

## SCHOOL PICTURES

School pictures will be taken on September 12<sup>th</sup> and 13<sup>th</sup>, 2018. Lifetouch Photography will be providing this photo service for the 2018 / 2019 school term. Retake photos, should you require them, will be taken for all retakes on October 24<sup>th</sup>, 2018.

## SNACK SHOP

Students eat lunches in their homerooms under the supervision of teachers from Noon to 12:25 p.m. for junior high students and from 12:25 to 12:50 p.m. for K to Grade 6 students. The PFA group operates a snack shop for students. Lunch items such as pizza pops and soup are available. Milk, ice cream treats, and other specialty items are also sold. Hot dogs, pizza, hamburgers are available on assigned Fridays.

## STAFF MEETINGS / PROFESSIONAL DEVELOPMENT DAYS

Staff meetings, along with Professional Development days will be held on: September 14<sup>th</sup>, October 12<sup>th</sup>, November 9<sup>th</sup>, December 7<sup>th</sup>, January 11<sup>th</sup>, 2019, January 31<sup>st</sup>, March 1<sup>st</sup>, April 12<sup>th</sup>, May 17<sup>th</sup>, and June 7<sup>th</sup>. Teachers' Convention will be February 7<sup>th</sup> and 8<sup>th</sup>, and we will have a day-in-lieu of parent teacher conferences on November 23<sup>rd</sup> and March 22<sup>nd</sup>. There are no regular classes at on these days.

## VOLUNTEERS IN THE SCHOOL

Parents are encouraged to volunteer to help the school, both in the classroom and elsewhere. Volunteers can make any different contributions to the educational process in school by assisting teachers with preparations for or supervision of student lessons or activities.

We are required by Worker's Compensation to keep a log of all volunteer hours. Parents are asked to sign the log in the office before heading to the classroom in which they will be helping.

**All parent(s) volunteering and working with students independently on a one-on-one basis will be required to submit evidence of a Criminal Record Check to the School.**

Parents and community members have many areas of knowledge and skills, which can be shared with students. If you are interested in helping in the school, please phone the office at 780 459 3990.

## WEBSITE

**MAKE STURGEON HEIGHTS YOUR HOMEPAGE**    [www.sturgeonheights.ca](http://www.sturgeonheights.ca)

**This website has all the information you would ever need about our school!**



# PARENT PORTAL

—————→ **Easy to Use**  
**Quick - Convenient** ←————

The Parent Portal gives you the very latest information:

- Class descriptions
- Schedules
- Assignments
- Assessment criteria
- Grades
- Absences, lates
- Teacher comments
- School bulletins
- Allows you to pay school, fieldtrip and transportation fees

Sign up is easy:

1. Go to [www.sturgeon.ab.ca](http://www.sturgeon.ab.ca) and click on the Power School Parent Portal link
2. Have your child's Access ID and Access Password on hand (the access letter is available from your school)
3. Choose a username and password
4. Done! Bookmark the page and visit often to stay up-to-date



Have an exciting and  
successful year at  
Sturgeon Heights  
School!