



Sturgeon Heights School



Handbook 2025 – 2026

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St. Albert AB T8N 3X7
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www.sturgeonheights.ca
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facebook.com/sturgeonheights
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REGULAR DAY OPERATIONAL DAY SCHEDULE

Daily Schedule Kindergarten		
8:15 am		Busses Arrive
8:20	8:30	Home Room (Attendance)
8:30	10:00	Classroom/Outdoor Learning
10:00	10:15	Snack
10:15	12:00	Classroom/Outdoor Learning
12:00	12:30	Lunch
12:30	2:50	Classroom/Outdoor Learning
2:50		Dismissal
3:05		Busses Depart

Daily Schedule Grade 1 - 9		
8:15 am		Busses Arrive
8:30	8:45	Home Room (Attendance)
8:45	9:45	Block 1
9:45	10:45	Block 2
10:45	11:00	Recess
11:00	12:00	Block 3
12:00	12:20	Recess (Gr. 1 – 4)
		Lunch (Gr. 5 – 9)
12:20	12:40	Lunch (Gr. 1 – 4)
		Recess (Gr. 5 – 9)
12:40	1:00	DEAR
1:00	2:00	Block 4
2:00	3:00	Block 5
3:00		Dismissal
3:10		Busses Depart

NOTE: The school office is open from 8:00 am - 3:30 pm on school days and most operational days. Please note that there is no outside supervision until 8:25 am. Students arriving early are asked to stay outside until the first bell at 8:30 am.

AUGUST 2025

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31						

SEPTEMBER 2025

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OCTOBER 2025

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NOVEMBER 2025

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DECEMBER 2025

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JANUARY 2026

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FEBRUARY 2026

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MARCH 2026

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APRIL 2026

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MAY 2026

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JUNE 2026

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JULY 2026

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2025-2026

Final
March 20, 2024

School Offices Open - NO CLASSES	August 18 - 22
Division/School PD/Collaboration; Staff Meeting	August 25
Division/School PD/Collaboration; Staff Meeting	August 26
Operational Non-Instructional (K-12) - No Classes	August 27
Classes Begin	August 28
Labour Day - No Classes	September 1
Division/School PD/Collaboration; Staff Meeting	September 15
National Truth & Reconciliation Day - No Classes	September 30
Thanksgiving Day - No Classes	October 13
Division/School PD/Collaboration; Staff Meeting	October 14
In Lieu of Parent/Teacher Interviews - No Classes	November 10
Remembrance Day - No Classes	November 11
Fall Break - No Classes	November 12-14
Classes Resume	November 17
Division/School PD/Collaboration; Staff Meeting	December 1
Christmas Break - No Classes	Dec. 20 - Jan 4
Classes Resume	January 5
Division/School PD/Collaboration; Staff Meeting	January 30
First Day of Classes - Semester Two	February 2
Teachers' Convention - No Classes	February 5 - 6
Family Day - No Classes	February 16
Division/School PD/Collaboration; Staff Meeting	March 09
In Lieu of Parent/Teacher Interviews - No Classes	March 20
Spring Break - No Classes	Mar 23 - Mar 27
Classes Resume	March 30
Good Friday - No Classes	April 3
Easter Monday - No Classes	April 6
Classes Resume	April 7
Division/School PD/Collaboration; Staff Meeting	May 15
Victoria Day - No Classes	May 18
Division/School PD/Collaboration; Staff Meeting	June 1
Last Day of Classes	June 26
Operational Non-Instructional (K-12) - No Classes	Jun 29 - Jun 30
Summer Vacation Begins	July 1

MISSION and VISION STATEMENT



Our Vision

At Sturgeon Heights School students are engaged in 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

Citizenship	Environment as teacher
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.
Student Voice	Assessment
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.
Being active	Leadership
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 new doors of collaboration and creation. Our students and staff explore and discover the benefits of technology in all areas of our learning community.

Grade 6 – 9. Sturgeon Heights asks families to provide a device for students to complete schoolwork while at school or at home. We strongly recommend a Chromebook for battery life, capability, and cost.

COMMUNICATION

Our school [website](http://www.sturgeonheights.ca) (www.sturgeonheights.ca) is updated regularly and includes parent portal access and handbooks. Monthly newsletters can be found on the website and will be emailed to parents at the end of each month. Our website provides access to Supply Lists, School Council, Attendance Reporting, and Calendars.

At the end of the week, families will receive a Friday email, sharing events from the week and any upcoming school events.

For classroom specific information regarding teacher contact information and upcoming class activities and assignments, please contact your child's homeroom teacher by calling the school at (780) 459-3990 or on our website through our [Staff Directory](#).

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 Focused and Effective Communication 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 Focused and Effective Communication 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.

We expect all students to act in a manner that promotes learning, demonstrates respect for themselves and others, and maintains a welcoming, safe, and caring environment. Any behaviour at school, outside of school, or online, which does not follow this guideline will be addressed in accordance with three levels of severity with appropriate action steps.

STUDENT CODE OF CONDUCT

We expect all students to act in a manner that promotes learning, demonstrates respect for themselves and others, and maintains a welcoming, safe, and caring environment. Any behaviour at school, outside of school, or online, which does not follow this guideline will be addressed in accordance with three levels of severity with appropriate action steps.

LEVEL ONE	LEVEL TWO	LEVEL THREE
<ul style="list-style-type: none"> • Tardiness • Not prepared for class • Neglect of homework • Being off task • Classroom and hallway disturbances • Disrespect • Use of profanity • Unsafe behaviour • Aggressive behavior without intent to cause harm (rough play / throwing snowballs) • Playground infractions • Dress code violation • Minor misuse of electronic device (use during class time) <p><i>Possible actions that may be taken:</i></p> <ul style="list-style-type: none"> • Staff member will teach appropriate behavior. • Logical consequence applied (e.g. student who is late is asked to make up the missed time.) • Teacher contacts parents to involve them. • The student and teacher create a plan to correct the undesirable behavior. • Time apart from peers to calm down or reflect. • Loss of privilege (e.g. Safety Patrol Duty at recess) <p>If infractions continue to occur, the teacher may repeat interventions or refer the child to counselor or administration.</p>	<ul style="list-style-type: none"> • Verbal abuse • Intimidation or threatening behaviour • Persisting with any behaviour after being asked to stop • Minor aggression with intent to cause harm or damage • Minor theft • Intentional damage to property • Defiance of authority • Misuse of electronic device that impacts the learning or well-being of self or others • Academic dishonesty • Skipping school • Repetitive and persistent Level One Misbehavior <p><i>Possible actions that may be taken:</i></p> <ul style="list-style-type: none"> • Any action from Level One. • Referral to Administration. • Misconduct report is completed. • Administration contacts parents to involve them. • Loss of privileges, e.g., school teams, intramurals, school dances. • Recess or noon detentions. • Restitution / community service. • Parent supervision of student during the day. • 1 – 5 day in-school or out-of-school suspension. • Referral to counseling or other support services. <p>In the event of suspension from class or school, parents and teachers will be informed.</p>	<ul style="list-style-type: none"> • Fighting / Assault • Hate Speech (Negative speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion, or sexual orientation) • Harassment (persistent unwanted physical or verbal abuse) • Retribution against any person who has intervened or reported inappropriate behavior • Non-compliance (open opposition to authority / disregarding adult directives) • Major Theft • Vandalism • Possession, use, or distribution of an illegal substance, vaping paraphernalia, tobacco, alcohol, or drugs • Recording images, audio, or video (of anyone) without explicit permission • Sharing images, audio or video from school • Creating or sharing sexuality explicit, violent, or derogatory messages, images, audio, or video • Repetitive and persistent Level Two Misbehavior <p><i>Possible actions that may be taken:</i></p> <ul style="list-style-type: none"> • Any action from Level One or Two • 1 – 5 day school suspension. • Referral for external counseling. • RCMP or Family Services involvement. • Recommendation to the School Board Discipline Committee for expulsion. <p>All students who are suspended out of school are required to meet with an administrator or counselor prior to being readmitted to the school.</p>
<p>In considering each case, consequences may become more or less serious as is deemed appropriate by administration.</p>		

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, prevents learning, causes harm, or is disrespectful, they may be lacking understanding or specific skills to succeed. To help children with this, we utilize a Collaborative Problem-Solving approach. This collaborative approach may involve students, staff, counsellor and/or administration. We believe this positive approach builds strengths and skills, so students are nurtured to grow while resolving issues.

STUDENT CODE OF CONDUCT - ACCEPTABLE USE POLICY FOR TECHNOLOGY

At Sturgeon Heights, we recognize the value of technology as a learning tool within the classroom. At the same time, we seek to help students achieve healthy technology habits that support wellness. As per the Alberta government cell phone policy to minimize disruption in the classroom and Sturgeon Public Schools Administrative Policies regarding Responsible Use of Technology (AP 870), the following expectations will be enforced and reviewed with all grade K to 9 students.

Students will:

- use technology at school ONLY for schoolwork and projects, unless otherwise directed by a staff
- use personal mobile devices before or after the school day (8:30 a.m – 3:00 p.m), they will not be used during instructional time.
- keep personal mobile devices on silent or powered off and stored in a backpack or locker
- not access social media platforms on school networks or on school devices
- be informed of which social media platforms are not permitted to be used during instructional hours and that this list is subject to change (Instagram, Facebook, Twitter, SnapChat, TikTok, YouTube, Discord, Roblox)
- understand that personal devices include, mobile phones, earbuds, Chromebooks, and smart watches
- keep their password secure and are responsible for changing it regularly to protect their work
- use responsible and kind language at all times while online
- use their personal devices in class only with the consent of the teacher for educational purposes

If it is necessary to reach your child during the day, please contact the front desk at 780-459-3990.

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

- I will not take pictures and/or post pictures of people without explicit consent.
- I will not record and/or post 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. 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 technology, we will work with them to learn and improve. A progressive discipline approach to address potential violations will be used. This may include submitting a personal device to the office to be retrieved at the end of the school day, banned from technology use, or may involve school detention or suspension. Communication with parents/guardians will be made if any of the expectations above are violated.

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 provide their best work for assessments, coming from their own thoughts and understanding. It is critical when giving feedback to students that teachers are confident that a student's work is not plagiarized or copied from any other source.

When a student copies during exams or submits work that isn't their own, they are misrepresenting themselves, breaking the trust of their teachers, and showing disrespect to our school. At its core, this is a behavioral issue that will result in consequences. Additionally, it impairs a teacher's ability to accurately assess the student's understanding, leading to academic repercussions 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.
- Behaviour consequences may vary with the nature of the assignment. A first offense may receive a half-day in-school suspension or students may give a presentation 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.
- Future major assessments may be administered in the office, or under direct supervision.

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

STUDENT CODE OF CONDUCT - ATTENDANCE POLICY

Regular attendance is vital to success in school. The Education Act requires that every child aged 6 to 15 must attend school. Parental support and guidance regarding regular attendance is appreciated.

When your child is absent due to illness or any other reasons, the school requests a telephone call, or an email from parents the day of the absence. The email address is: 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.

As we are a closed campus, students are expected to remain on the school grounds at all times during the day. Wishing to remove their child from the school during school hours are expected to sign them out through our school office. Children will not be released to individuals other than the parent/guardian without parental consent. Exceptions must receive prior approval of the Principal.

REFERENCE: POLICY 900 Student Conduct and Discipline, AP 901 Student Conduct, AP 905 Student Attendance at School, EDUCATION ACT Sections 7(4), 8, 9, EDUCATION ACT Section 31-37, 196, 197

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 first. 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 is 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 beliefs, ideas, feelings or actions.

REFERENCE: POLICY 110 Equity, Diversity, Inclusion and Human Rights

POLICY 115 Sexual Orientation, Gender Identity and Gender Expression

POLICY 120 Harassment Policy

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 behaviour 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 behaviour 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 110 Equity, Diversity, Inclusion and Human Rights



ALLERGIES

Sturgeon Heights is striving to be a “Nut Free” school!

As we are 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.

AWARDS

HONORS / MERIT - GRADES 7 TO 9

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.

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

The purpose of this award is to remember the time, past Deputy Superintendent, Gerry Schick spent with us at Sturgeon Heights School and the impact he had on staff, students, and community members. Mr. Schick left a legacy of hard work, constant respect, and consideration for others.

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

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 Public 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 3:00 p.m and expected to board their buses for 3:05 p.m. departure. All students riding a bus will require a bus pass. School buses can only transport their school registered riders. Students are not allowed to ride another bus without consent from both student's parents/guardians, communication with the driver, and School Administration. Students are expected to be picked up by parents/guardians or ride on their assigned bus. Parents are asked to inform the school if someone other than themselves is authorized to pick up their child/children after or during school.

CLOSED CAMPUS 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.

CAMERAS IN SCHOOLS

Sturgeon Public Schools holds the belief that ensuring the safety and security of Division property and its occupants necessitates the use of video surveillance systems, or "cameras." Accordingly, these systems have been installed throughout the school premises. It is ensured that the design and functioning of these systems prioritize the minimum intrusion on privacy required to fulfill their intended purpose.

REFERENCE: AP 610: Video Surveillance Systems

COUNSELLING

We are here for you! Contact our school to connect with our school counsellor: 780 459-3990

Sturgeon Heights School offers students and families the services of teacher counsellors. We can help with personal counselling, program selection and career counselling, academic testing, as well as referral to other agencies.

Topics for support often include grief or anxiety management, emotional regulation, conflict resolution, friendship skills, bully proofing, safety awareness, academic & study skills, and support for unique learners.

CURRICULUM OUTLINES

Information about the year's curriculum is available online.

The Alberta Education website is: <https://curriculum.learnalberta.ca/home/en>

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. In all cases, dress will need to keep students safe from dangers or hazards, be aligned with a professional learning environment, and be appropriate for the learning activities students are engaging in.

Why have a dress code?

- To support a positive learning environment
- To maximize comfortable participation in all learning and athletic endeavours
- To protect students from dangers like playground hazards or sun exposure

What is expected of students?

- Students are expected to dress appropriately for a school/work setting.
- Footwear must be worn at all times in the school.
- Students must not wear clothing or accessories that are offensive or depict illegal or immoral behavior.
- The final determination about modesty and/or appropriateness of dress lies with school staff.

Who does the dress code apply to?

Everyone from the youngest to the oldest person in our school. All staff and students follow our dress code.

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 (eg. swimming).

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. Parents will be notified in the event of recurrent violations.

FRIDAY EMAIL & HANDOUTS

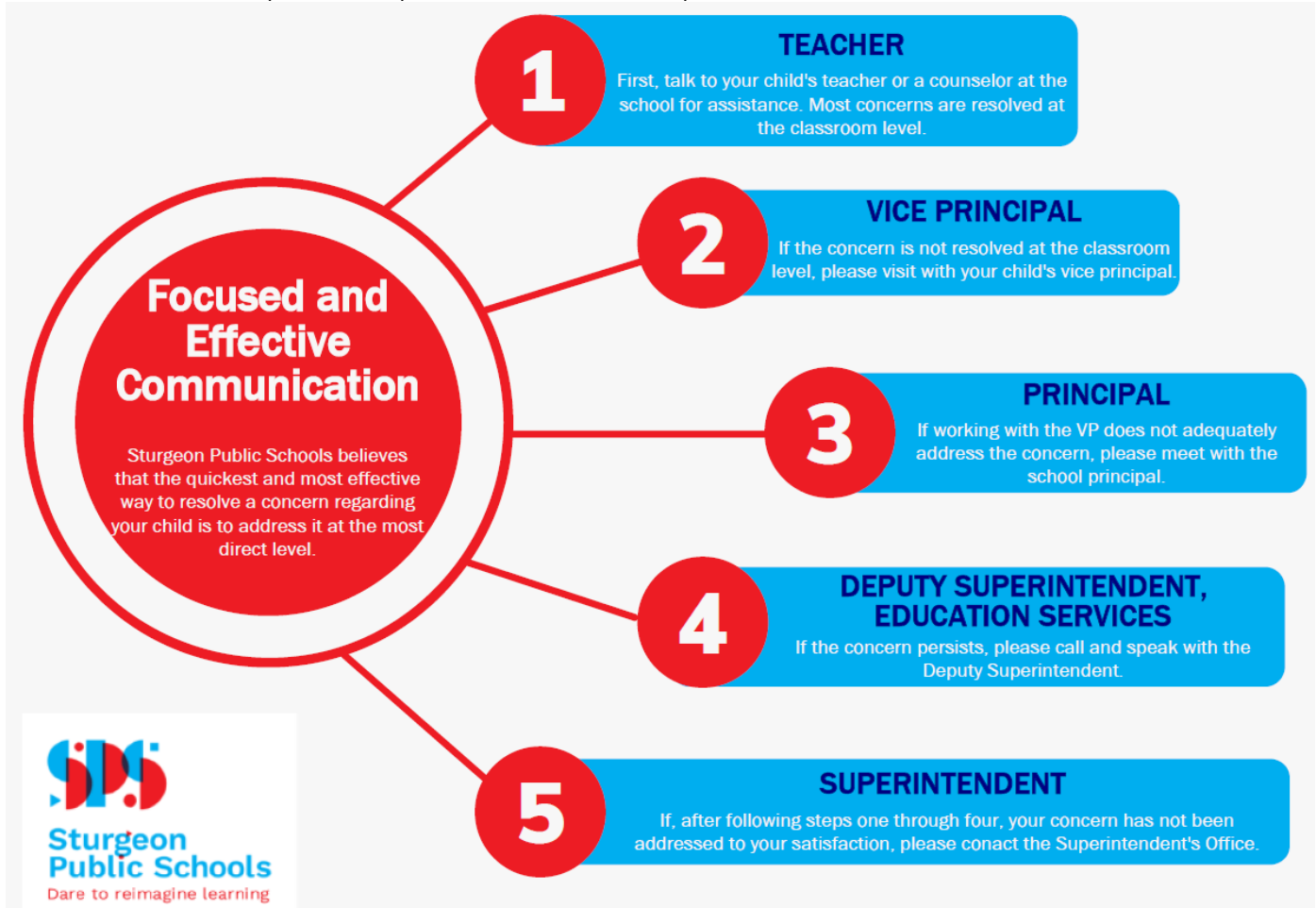
We try to send home notices from classroom teachers, the school office, and School Council on the last teaching day of each week. Junior High students will receive notices through Google classrooms.

Each week our office sends home a Friday email 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.

FOCUSED AND EFFECTIVE COMMUNICATION

To maintain safe, caring, healthy and respectful learning and working environments, open communication between all parties is essential. The success of all students is the guiding principle for all dispute resolution at the school and division level.

When differences of opinion occur, the most effective method to achieve resolution is direct communication between the parties involved. It is in the best interest of all parties to resolve disputes respectfully and in a timely manner. This procedure establishes the Division's process for open communication and dispute resolution.



HOMEWORK - WEBSITES

In Kindergarten to grade 3, students will use an envelope to transport important notes or information from school to home. For Grades 4 through 9 we 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.

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, CFCW, CBC and CISN. Information will also be communicated on the Sturgeon Public Schools home page and social media accounts. Check out the banner on the website 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 lunch breaks unless announcements are made otherwise. Students will be kept inside the school on days when the temperature is below -25° 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.

Only junior high students are eligible to play on the four major teams. Elementary students are not eligible (unless numbers are not sufficient).

Our students are respected as competitive athletes while maintaining excellent sportsmanship.

Students from grades 5 – 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 may 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 six 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. Team 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 staff permission. 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.

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 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/guardian and physician. Forms are available at the school for this purpose.

WELCOME AND MEET THE STAFF OPPORTUNITY

Typically, at or near the beginning of each year we host a welcome back and meet the staff event. When possible, by Alberta Health guidelines, we will host a meet the staff night so parents can connect with their child's teachers and teachers, reacquaint yourself with community families, and enjoy refreshments.

STURGEON HEIGHTS SCHOOL FUNDRAISING ASSOCIATION

The Sturgeon Heights School Fundraising Association (SHSFA) 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 SHSFA 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 SHSFA to meet its objectives are received through various avenues such as:

- providing regular hot lunches to students and staff (i.e. hot dogs and hamburgers), including various hot lunches from St. Albert restaurants; and
- 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 SHSFA's Chairperson or Scheduling Person, to answer any questions you may have.

Check out the SHSFA website: <http://shsfa.weebly.com>. First meeting of the new school year will take place on the third Monday in September.

Our thanks to all who so generously give of their time to help the SHSFA 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.

SCHOOL PICTURES

Depending on school start-up, School pictures will be taken in early to mid September. Lifetouch Photography will be providing this photo service for the 2025/2026 school year. Retake photos, should you require them, will be taken in Mid-October.

VOLUNTEERS IN THE SCHOOL

Parents are encouraged to volunteer to help the school, both in the classroom and elsewhere. Volunteers can make many 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.

SAFETY PROCEDURES

Schools are considered to be one of the safest places in our communities. However, an emergency can strike anywhere at any time. During an emergency, our first priority is the safety of our students and staff. Sturgeon Public Schools utilizes the Hour-Zero School Emergency Program. School leaders and division office staff are trained annually in order to respond promptly in the event of an emergency.

More information can be found in the ['School Emergency Program'](#) document.

These will be practiced throughout the school year. It is a priority to make sure our students are safe at all times. Some of the common language we will be using:

ALL CLEAR	Used to advise when incident is brought to a closure
ON-ALERT	Used with additional instruction to advise of a possible emergency
LOCK-DOWN	Used for the threat of violent incidents
HOLD AND SECURE	Used when security threat or criminal activity is outside and/or unrelated to school
SHELTER IN PLACE	Used to direct and control movement inside the school - no threat of violence
DROP-COVER-HOLD	Used during incidents related

Sturgeon Public Schools is committed to providing safe and caring learning environments for all students, staff, school visitors and community members. To this end, Sturgeon Public School Division has been invested for many years in the continued professional certification of administrative staff in Level 1 & Level 2 Violence and Threat Risk Assessment (VTRA) training across the Division.

VTRA helps schools respond quickly to incidents where students' behaviours pose a potential threat to safety or serious harm.

In the communities we are privileged to serve, we have formalized community based VTRA protocols with regional partners

such as neighbouring school jurisdictions, the RCMP, Alberta Health Services and other community agencies.

We encourage families to take the time to read through our [VTRA Brochure](#) and [VTRA Letter of Fair Notice](#) so you have a better understanding of the protocols we are trained in to ensure the safety of your children.

WEBSITE

MAKE STURGEON HEIGHTS YOUR HOMEPAGE
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 and transportation fees, and sign fieldtrip forms

Sign up is easy:

1. Go to www.sturgeon.ab.ca and click on the Power School Parent Portal link; or <https://sps.powerschool.com/public/>
2. Have your child's Access ID and Access Password on hand (the access information is available from your school)
3. Choose a username and password
4. Done! Bookmark the page and visit often to stay up to date.



