

# Collège Sturgeon Heights Collegiate

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Website: [www.sturgeonheights.sjsd.net](http://www.sturgeonheights.sjsd.net)



## **Important Information 2017-18**

Welcome to the start of an exciting new school year at Collège Sturgeon Heights Collegiate!!

Our staff is looking forward to working with all of our students and families to ensure that this year fulfills all of your expectations. Below you will find information regarding some of the school's policies and practices. If you have any questions or concerns please contact the school at (204) 888-0684 to speak to a school administrator.

**Timetables** - Grade 11 and 12 students may select free periods but must carry a minimum of 3 courses per semester unless they receive permission from a school principal.

**Attendance** – Poor attendance (absences and lates) for a class is directly related to poor academic performance. Attendance policy guidelines are outlined below.

**Excused and Unexcused Absences:**

Excused absences are those as defined in division policy where parents have notified the school. Excused absences include medical conditions, religious holidays, deaths of family members, etc. All other cases will be considered unexcused absences.

**Information Gathering:**

Attendance is taken on a class by class basis by individual teachers. This information is processed by the school's computerized data management system (PowerSchool).

**Communication and Action:**

Daily SynerVoice Messages are sent to parents on the occasion of every unexcused absence. Teachers, when concerned, will make direct communication with parents.

**The PowerSchool system will allow parents to access their child's attendance data online. Parents are encouraged to review this information regularly.**

**Late Policy** – Students who arrive late for classes disrupt the learning of others. Timely attendance is expected of all students. Parents of all grade 9 and 10 students who are absent for first period of the morning or afternoon will be contacted by the school. **These students must report to the office to sign in before reporting to their class.** Since attendance in all classes is taken at the beginning of class, students are reminded of their responsibility to ensure that attendance records are changed by the teacher prior to leaving the class. Students may be required to make up class time at the end of the day.

**Communication** – The school office is open from 8:00 a.m. to 4:00 p.m. on school days. An answering machine is available at all times when the office is busy or closed (24 hour service). Parents are encouraged to contact staff through electronic mail to ensure active communication about student behaviour and progress. **Parents may monitor their child's achievement by viewing the PowerSchool program online. Parents are encouraged to review this information regularly.**

**Website**–The school website contains information of school policies, activities and events. Parents are encouraged to view it at [www.sturgeonheights.sjsd.net](http://www.sturgeonheights.sjsd.net).

**Report Cards** – Report cards are issued on the following dates:

Semester One:	Friday, November 17, 2017	and	Friday, February 9, 2018
Semester Two:	Friday, April 27, 2018	and	Friday, June 29, 2018

**Parent Teacher Conferences** – Parents are invited to join us for parent teacher conferences October 18<sup>th</sup> and March 21<sup>st</sup> from 3:30 to 7:00 p.m. The online appointment booking system will open 3 weeks prior to these dates.

**Staff Meetings & Team Professional Development Meetings** – Staff meetings are held the first Tuesday of every month. Professional development meetings are held the third Tuesday of the every month. Students will be dismissed at 2:35 p.m. on these dates. Additionally, professional development meetings are held every Tuesday morning from 8:20 to 8:50. Classes begin at 9:00 every Tuesday.

**Smoking Policy** – All high schools in St. James-Assiniboia are smoke free! Students are not allowed to smoke on school property. Students who do smoke are directed to do so in the smoking area east of the school property. The same rules apply to e-cigarettes/vapes.

**Student Parking** – A limited number of student parking passes are available at \$20.00 a year. This pass must be hung from the rear view mirror. Cars without parking passes displayed may be towed at the owner's expense. Cars parked on school property are subject to search at any time. Students park in the school lot at their own risk.

**Yearbooks** – Yearbooks will be sold separate from Student Fees. Students wishing to receive a yearbook must pay an additional \$20.00 when paying their student fees.

**School year calendars** will be distributed on timetable pickup days. The calendar as well as activities and dates are also published on the school website.

**Exams** and final assessment projects are written in most courses at the end of the semester or, for provincial examinations, earlier in the final month of the semester. A signed medical note may be required for a student to be excused from writing these assessments.

**Community Service** is a division graduation requirement and consists of 40 hours of community service accumulated over four years of high school. Students who wish to receive the St. James-Assiniboia Graduation Certificate and be eligible for St. James Division cash awards, must complete the community service requirement.

**Hat Policy:** Students are not allowed to wear hats while in school. All headwear should be placed in lockers.

**Cell Phone Policy:** The goal of this policy is to ensure that Collège Sturgeon Heights Collegiate remains an environment that promotes learning above all; and to help students demonstrate responsible usage of an electronic communication device.

Electronic communication devices should be used in class only when instructed by the teacher to do so, while classes are in progress. The camera, video, and voice recorder functions of any electronic device may not be used anytime in the building or at off-site school events without the permission of a staff member. Any student found in violation of the above policy may receive one or more of the following consequences:

- A verbal warning
- Confiscation of their electronic communication device until the end of the day. Parents/guardians will be contacted, and a note will be made in the student's file in PowerSchool
- Confiscation of their electronic communication device for five consecutive school days. Parents/guardians will be contacted, and a note will be made in the student's file in PowerSchool. *(Any parent/guardian who needs to contact their child during school hours can contact the office and someone will assist them in that need.)* This policy was created in collaboration with students, parents, teachers and staff.

## **Online Fee Payments**

Collège Sturgeon Heights Collegiate utilizes the convenience of **Online Payments** for parents/guardians. You will be required to pay all fees on-line. You can access the on-line payment program Thursday, August 24, 2017 to pay for student fees, yearbook, parking and cap and gown, following which you can access your timetable through Powerschool. There is no fee for this service.

Please Register Online:

Step 1: Please go to the site:

**<https://sjsd.schoolcashonline.com>**

Step 2: Register by selecting the "Get Started Now" and follow the Steps

Step 3: After you receive the confirmation email, please select the 'Click here' option, login and add each of your children to the household account

**Please Note: if you have any questions during the registration process or while on-line please select the *GET HELP* option in the top right hand area of the screen**

