



Sacred Heart School

Principal: Tara McBride Vice Principal: Melanie Toohey

4419 - 52 Ave

Wetaskiwin AB T9A 2X7

Ph: 780-352-5533 Fax: 780-352-7042

www.sh.starcatholic.ab.ca

General Office Hours: 8:00 AM – 4:00 PM

Principal's Message

At Sacred Heart School, we are truly blessed to provide a Christ-centered, high-quality education that nurtures the spiritual, academic, emotional, and physical well-being of our students from Wetaskiwin and the surrounding areas. Through diverse programming in academics, athletics, and the arts, the staff at Sacred Heart are committed to ensuring that students with a wide range of interests can thrive on their journey of faith and learning.

Faith permeates every aspect of our day. We are all children of God, made in His likeness, and it is our hope that our students will explore their God-given potential within a safe and caring environment—using their unique gifts and talents to glorify Him.

It is important to us that our families know this is their school. We value our families deeply and are committed to supporting them as they raise their children in the Catholic faith. Thank you for entrusting us with your children. We are truly fortunate to work together to build a faith-filled community where students are encouraged to let their lights shine brightly for all to see.

*'In the same way, let your light shine before others,
so that they may see your good works and give glory to your Father in heaven.'*

Matthew 5:16

In grace & peace,

Tara McBride



Notice to Parent or Guardian of Religious Permeation

The *Alberta Human Rights Act* requires a school board to give notice to a parent or guardian when courses of study, educational programs, institutional materials, instruction, or exercises include subject matter that deals primarily and explicitly with religion. All the schools in this division, including Sacred Heart School, are Catholic Separate Schools, the essential purpose of which is to fully permeate Catholic theology, philosophy, practices and beliefs, the principles of the Gospel and teachings of the Catholic Church, in all aspects of school life, including in the curriculum of every subject taught, both inside and outside formal religion classes, celebrations and exercises. Every course of study and educational program, all institutional materials, instruction, and exercises will at times include subject matter that deals primarily and explicitly with religion.

Home and School Communication

All students in ECS through Grade 4 have been provided with a school agenda.

Use of the student agenda for our elementary students is an effective way of communicating between home and school. We encourage you to look and sign the agenda every day – check for homework, notes, and notices of upcoming events – don't forget to use the convenient pouch at the front for returning order and consent forms!

The school regularly uses School Messenger to notify parents of events happening within the school. We must have your correct phone number and emails for this service to work.

Jr. High students and parents are strongly encouraged to log in to Power School to review core subject grades on a regular basis, as well as attendance and missing assignments.

Social Media



Please visit our school website at <http://sh.star catholic.ab.ca> to learn more about our school and the events that may be happening. Our google calendar is a wonderful tool to know what is going on within the school and to access permission forms for field trips.

Like us on Facebook and follow us on X and Instagram so you know what is happening at the school:



@SacredHeartSchoolWetaskiwin



@SH_Wetaskiwin



sacredheart_wet

Contacting your child's homeroom teacher

Should you have a question or concern regarding your child's schooling, **we ask that you direct your inquiries first to your child's homeroom teacher or the subject area teacher.** Should you require further assistance please feel free to contact school administration.

If you want to contact a member of our staff via email, simply type:

first name.last name@starcatholic.ab.ca (ie. sally.brown@starcatholic.ab.ca)

Contacting your child during School Hours

To respect teaching and learning in the classroom we ask that parents call the office and leave messages for their children. **Please remember that students are not to be using their electronic devices, including cell phones, during class time** in alignment with [*Ministerial Order \(#14/ 2024\)*](#). Please try to have all after-school arrangements made in the morning prior to your child leaving for school. If it is necessary to leave a message for your child, please call the school PRIOR to 3:00 pm to allow adequate time for our office staff to deliver the message.



PowerSchool

STAR Catholic has moved to a district-wide report card and reporting process with common timelines within PowerSchool. Parents/guardians can access PowerSchool's Parent Portal for their child's marks, attendance, and report cards. Please call the office if you need help logging in or require your log in information.

Academic Reporting to Parents

Parent – Teacher Interviews will be scheduled in November and March. Report cards will be available in January and June and can be accessed through PowerSchool. All dates are announced on School Messenger, the school's website, Facebook, and Instagram. It is both the parent/guardian and student's responsibility to attend conferences.

All parents are encouraged to speak with their child's homeroom teacher on a regular basis regarding their child's progress.

Lockers

Each student is issued a locker to store his or her personal belongings. Junior High students are required to ensure that a school lock is always kept on their lockers. No personal locks will be allowed. Students can purchase an approved school lock for \$10.00 and then use that lock for their entire time as a Sacred Heart Student. Locks are given to students at the beginning of each school year, and locks are returned to homeroom teachers at the end of the school year. Lockers are in both the hallways and physical education changing rooms. It is strongly recommended that students do not reveal their combinations to anyone. The school assumes no responsibility for any loss or damage to personal property. Students are not permitted to have any pictures, drawings, signs, slogans, etc. anywhere on their lockers that are not conducive to the moral tone of the school. Students are responsible for the contents of their locker and keeping the locker clean and organized. Valuable personal items are prohibited from school. The school retains its ownership to all lockers and may inspect any locker and confiscate any article deemed to be inappropriate on school property. As per the School Act, the school may employ law enforcement authorities in the search and seizure of contraband materials.

Student Responsibilities

Sacred Heart School has a Closed Campus Policy

Sacred Heart School is a closed campus for students in ECS-grade 8. Students in these grades are required to stay at school during lunch unless they live close and have permission to go home. If this is the case with your child, there is a permission form that needs to be completed and signed. Friends are not allowed to accompany students who have permission to go home for lunch. We strongly discourage parents phoning the school to give permission for their child to leave campus for lunch. We want to keep all students safe, and supervision becomes difficult when students are coming and going.

If your child needs to go home for lunch, please contact the school and we will provide you with a consent form that will give your child permission to leave. If the office does not have a form on file, your child is expected to remain at school.

Students in grades 9 & 10 may leave campus during lunch but must ensure they return to school in time for afternoon classes.

Student Conduct/Discipline

Student discipline is the joint responsibility of the school and home. Positive and proactive communication and cooperation between home and school is essential in correcting inappropriate behaviors. Parental support for discipline issues enables the school to maintain a wholesome environment for learning. Sacred Heart School's philosophy on discipline is therefore based on a positive and proactive approach that promotes and encourages appropriate student behavior. Sacred Heart School stresses respect for others and for the rights of others, among them the right to attend a school and classroom environment which facilitates learning. We will provide an orderly environment conducive to learning based on principles of student involvement and participation, personal responsibility, respect for others, and quality citizenship. Ongoing disruptive behavior on the part of one student is an infringement on the rights of other students. Students, who by their disruptive or insubordinate behavior consistently deprive others of their rights, will be subject to disciplinary action, including restorative practices, detention, suspension or potentially expulsion from the school.

Student Responsibilities (School Act):

A student shall conduct himself/herself to conform to the following code of conduct:

- Respect the rights of others
- Be courteous and respectful
- Be diligent in pursuing his/her studies
- Refrain from disrupting others in their learning
- Comply with the rules of the school

Student Code of Conduct

Show Respect: for yourself, others, and their property.

Be Responsible: for your own actions, behaviors, and attitudes.

Follow Christ's example by: assisting others, helping others make good choices and becoming a contributing member of our community

Expectations for Student Behavior

In addition to the Policies of the School Act and St. Thomas Aquinas Administrative Procedure, the Students of Sacred Heart School are expected to:

- Treat themselves, other persons in the school community, the school property and the environment with respect and dignity.
- Use appropriate language and manners when addressing others – swearing, rudeness will not be tolerated.
- Contribute to a positive and constructive learning environment within the school and classroom.
- Refrain from interfering with a teacher's right to teach or other student's rights to learn.
- Comply with the classroom code that is established by individual classroom teachers.
- Participate in and comply with citizenship responsibilities as outlined by the school – such as assembly conduct, participation in religious celebrations and conduct at extracurricular functions.
- Come to class on time, prepared and willing to learn.
- Attend all classes unless they are ill, attending a medical appointment or participating in a school sponsored field trip. (Parents are expected to call and leave a message if their child will be absent.)
- Be responsible for the completion of work assigned to them as well as work that they have missed while being absent from class.
- Report to the office if they become ill or injured during school. The office will call home if needed
- Resolve any conflict they encounter in a non-violent manner, and ask for mediation assistance from a counselor, teacher, or administrator if necessary.
- Report to their teacher or an administrator if they believe that their safety or the safety of others is threatened in any way.
- Refrain from smoking, vaping, using alcohol, drugs, or other illegal material.
- Refrain from directly or indirectly being involved in activities not consistent with the School Act or Sacred Heart School rules.
- Adhere to the Appropriate Use of Technology agreement
- Adhere to the School Code of Conduct and Expectations during all school activities including field trips and extracurricular events
- Understand that misconduct outside of school hours including the use of social media (i.e., SnapChat) that has a negative impact on the safety or well-being of other students can be addressed by school personnel

Dress Code for P.E Classes (grade 7-10)

- Students must wear shorts or sweatpants
- Students must wear a t-shirt or sweatshirt
- Students must wear outdoor runners for outside activities
- Sandals or street shoes are not allowed in the gym or outside for P.E class
- Students must wear designated indoor runners for activities in the gym. Students are only allowed to participate in the gym with their indoor shoes. This includes PE classes, and elective classes in the gym, lunch hour activities and after school activities. These indoor gym shoes are only to be worn inside.



General Dress Code

Students are expected to support standards of dress and grooming that reflect the school's purpose as a place of learning and as a place of work. Students need to be sensitive to the values and expectations of our Catholic community. The following guidelines will be observed:

- All clothes should be clean and in good repair.
- Beach-style or revealing clothing is inappropriate. Tops must cover the waist and cleavage; shorts and skirts must be of an appropriate length to sit properly in. Undergarments must not be visible.
- Students are not allowed to wear clothing or accessories that in any way promotes the use of drugs, alcohol, profanity, violence, or other immoral activity.
- Student clothing cannot depict messages that conflict with the teachings of the Catholic Church, profane, demeaning or promote illegal or immoral activity.
- Students using the gymnasium must have proper attire and footwear (as outlined in the next section)
- Proper footwear must always be worn in the school.
- **No caps, hoods or bandanas are to be worn inside the school – students should be removing these items as they enter the building.**
- No outdoor coats are to be worn in the classrooms.

A student wearing clothing that is considered inappropriate for a school setting will be asked to change immediately. Should the behavior become chronic as deemed by school administration the student will be dealt with following the school's discipline procedures. ***Dress Code applies for all school and school related activities including extra-curricular events after school.***

Use of Divisional Technology



As per St. Thomas Aquinas' Administrative Procedure 140: Acceptable Use of Technology, the use of technology in Sacred Heart School is an opportunity extended to students and staff to enhance learning, productivity, and information processing. The computer hardware and software shall be solely for educational purposes specified by the staff of the school.

Students and parents must consent through SchoolCash online to the Appropriate Use Agreement for students to access Division technology and Internet access.

Consequences of Unacceptable Use:

As per the Appropriate Use Agreement signed through SchoolCash Online by parents and students, non-compliance with this user's agreement will result in the suspension or termination of computer privileges. Any violation of the User's Agreement will result in disciplinary action. Such consequences may be any combination of the following depending on the severity of the violation and on the chronic nature of violations:

- a. Conference with student and/or parent
- b. Detention
- c. Termination of computer privileges
- d. Suspension or expulsion determined at the school level and consistent with school and district policy on student behavior
- e. Referral to civil law enforcement agencies, and/or
- f. Fines that would include downtime and cost for repairs

Electronic Devices and Cell Phone Usage at Sacred Heart School

At Sacred Heart School, as part of our ongoing efforts to create an optimal and distraction-free learning environment, and in alignment with Ministerial Order (#14/ 2024), Sacred Heart has implemented the following:



Definition of PCD: any personal electronic device that can be used to communicate with or access the internet, including, but not limited to cell phones, tablets, smartwatches, and air pods.

Procedures

1. All students must adhere to STAR Catholic's Acceptable Use of Technology policy.
2. Personal Communication Devices (PCDs) are not to be operated by students during regularly scheduled instructional time, or during any school events, such as an assembly, mass, or guest speaker.
 - 2.1. Students in Kindergarten to Grade 6 are encouraged to leave their PCDs at home.
 - 2.2. Should a student at any grade level choose to bring their PCD to school, the PCD is to be powered off and stored in the student's locker.
 - 2.3. Exceptions may be outlined in a student's medical plan.
3. **Non-instructional Time:**
 - 3.1. Students in Kindergarten - Grade 6 will not have access to their PCDs at any point during the school day. PCDs must remain powered off and in student lockers for the duration of the school day.
 - 3.2. Students in Grades 7-10 will be allowed to use their PCDs during lunch break, from 11:35-12:25. At the end of lunch break, the PCDs will be powered off and returned to the students' lockers.
 - 3.2.1. PCDs may only be used by Grades 7-10 students in The Pit, The Way, and outside of the school building. They are not allowed in the gyms or Learning Commons (library).
4. PCDs are not to be taken into test or examination settings.
5. PCDs are not to be used in settings such as change rooms, washrooms, private counseling rooms, that have the potential to violate a person's reasonable expectation of privacy.
6. As per the Ministerial Order and division stipulations, social media use is not permitted on school grounds (inside or outside the school building).
7. Parents who need to reach their child can contact the school office at 780-352-5533. Students will be allowed access to the classroom phone or office phone with permission from the classroom teacher.
8. In the event of an emergency during instructional time, PCDs are to remain in students' lockers.
 - 8.1. In the event of an emergency such as a Hold & Secure or Lockdown during non-instructional time when PCDs are allowed in Grades 7-10, all PCDs are to be handed in to the teacher or staff member upon arrival to a classroom.
9. Students who bring PCDs to the school are expected to comply with all parts of Administrative Procedure 350 (Student Code of Conduct). Students who consistently refuse to comply with the school's procedures for use of PCDs in the school setting will be subject to disciplinary measures detailed below:
 - 9.1. **Reminder and Office:** The first step is a reminder to the student about the policy; the PCD will be placed in the school office for safekeeping and may be picked up by the student at the end of the school day.
 - 9.2. **Office and phone call to parents:** If the student continues to use their PCD, it will be placed in the school office for safekeeping and administration will make contact with the parent/guardian. The PCD may be picked up by the student at the end of the school day.
 - 9.3. **Office - Parent to Pick Up:** Should the issue persist, the PCD will remain in the office, and a parent or guardian must pick it up. If the student continues to bring the PCD to school, administration reserves the right to ask that the PCD be stored in the school office daily for up to one week following this third incident.
 - 9.4. **In-School Suspension:** Continued non-compliance will result in an in-school suspension, reinforcing the importance of following the policy.

- 9.5. **Out-of-School Suspension and Parent Meeting:** As a final measure, the student will face an out-of-school suspension, and a meeting with their parent or guardian will be required to discuss the situation and plan for a successful solution.
10. PCDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner or user. The District assumes no responsibility for the safety, security, loss, repair or replacement of PCDs.
- 10.1. PCDs that are taken temporarily from students by support staff, teachers or administrators will be securely stored in the school office.

Attendance:

School begins at 8:40 AM and doors are opened at 8:30 AM (**do not drop off students before 8:30 AM as safety issues are a concern**). Students are expected to sign in at the office after 8:40. **It is the parent's/guardian's responsibility to contact the school if the student is late or absent at any time during the school day. Please notify school by 9:00 am if your child will be absent.** Students can only leave the school when "signed out" at the office by a parent or guardian. The school uses an automated messenger system to notify parents/ guardians if their child is absent. Chronic attendance issues (more than 10% absence) will be addressed with parents/guardians.



Attendance Hotline: 352-9355
Attendance email: sh.lg.attendance@starcatholic.ab.ca

Additional Information

Inclement Weather:

Except under unusual circumstances, **Sacred Heart School will remain open**. Bussing may be canceled from time to time. The following radio stations will broadcast relevant information regarding daily closures/cancellations in the mornings (CKRD 700 AM, CFCW 840 AM, CKGY 1170 AM, CHED 630). Bus cancellation notifications will be delivered via phone, email or text using our automated messenger system. Bussing information is also available on the Sacred Heart School website as well as our STAR Catholic website.



The school division is committed to ensuring the physical safety of students. Sometimes decisions will be made whether students should participate in outdoor activities. Students are not to go outside for recess if the local temperature is -25°C or colder or if the temperature and wind chill factor combined are -25°C or colder. This is determined by The Weather Network Channel. For more information on this or other school division policies, please go to: <http://starcatholic.ab.ca/division/administrative-procedures-manual>.

School Bus Information

School secretaries can assist you with making busing arrangements for your child. The Conduct and Expectations for students at Sacred Heart School also applies to riding on a school bus. This includes remaining seated in their designated seating plan and respecting additional rules set by their bus driver. On a school bus the driver is fully in charge. Drivers may report bus misconduct to the school principal for disciplinary action including suspension from riding the school bus.

School Celebrations

Our school community gathers for major religious celebrations throughout the year (please refer to the monthly calendars for dates and times). Families are welcome to attend!

Parking and Drop Off



Please do not park and/or drop off your child(ren) in the bus loading zone between the hours of 8:00 AM and 9:00 AM and 2:45 PM and 3:45 PM. Please only cross the street at a crosswalk.

Parents must drop off students along the right side of the street next to the ball diamond and before the crosswalk, or in the drop off area east of the school parking lot. Students are not to be dropped off in the staff parking lot for safety reasons. **The school parking lot is restricted to Sacred Heart staff only.**

- A reminder that it is illegal to U turn in front of the school. Let's keep our kids safe!!

Accidents and Illness

All accidents must be immediately reported to the office. All accident victims will be given care and parents/guardians will be notified. Seriously injured students will be taken to the Wetaskiwin Hospital by ambulance if necessary.

The infirmary is in the main office area. If a student is feeling ill, a staff member will send the student to the infirmary where they may stay until feeling better. If necessary, the student may phone home so that he/she may leave. Should your child be ill they may catch up when they return to school – please request homework **only** if it will be completed and returned. Jr. High students can access their work through Google Classroom.

Telephone and Student Pick up

With staff permission, students can use the classroom phone for parental contact. The office phone is used in case of emergencies only. We ask that parents and students make after school arrangements prior to the beginning of the school day – should changes in student pickup be necessary, please contact the school secretaries.

Signing In and Out During the School Day

For safety purposes, all visitors to the school and late students are required to sign in and out at the office. Students leaving early from school must be signed out at the office by a legal guardian.

Book Damage Fees and Vandalism

If textbooks, library books or any other school property is willfully damaged, a repair or replacement cost will be charged to the student and his/her parents. A reminder that parents and students are responsible for any costs associated with vandalism of property as per the School Act Section 16 and Administrative Procedure 357.

School Cash

We are continuing to transition to a cashless school. All hot lunch orders as well as pizza orders will be available for purchase online only.



School fees/field trips etc. can be paid online or by cash/cheque at the school office.

Here is how to Register Online:

Step 1: Go to: <https://starcatholic.schoolcashonline.com>

Step 2: Register by selecting the “Get Started Now” and following the steps.

Step 3: After you receive the confirmation email, please select the ‘[click here](#)’ option, sign in and add each of your children to your household account.

PLEASE NOTE: If you have any questions, please select **GET HELP** option in the top right-hand area of the screen or call Parent Call Center 1 (866)961-1803.

Homework Policy

Your child’s teacher will recommend homework throughout the school year. Homework includes class assignments that were not finished, additional work assigned by the teacher at the end of a class, reading, and/or projects. Sacred Heart School does not have a ‘no zeros’ policy – classroom teachers may assign late penalties or give zeros for incomplete work – this will be a last resort. Every effort will be made to have students complete their schoolwork on time and to their best ability. Students may be referred to the Homework Room until they catch up on their work. Students may miss breaks, electives, assemblies, and possibly other classes to catch up on outstanding work. Jr. High Students are to access google classrooms for work and missed assignments.

Sacred Heart School Council

The School Council is more than fundraising. This is an opportunity to be part of the discussion about the current education plan, school budget, principal’s report, and school activities, with the principal and school representative – who is a teacher at Sacred Heart. Now, more than ever before, it is important that you are informed and involved in school decisions. Your opinion matters! Please like and follow us on our Facebook page – Sacred Heart School Council. You can also check the school Facebook page and website for upcoming meetings, agendas, and minutes from the meetings.



Sacred Heart School Scholarship Foundation

Bell Times

Sacred Heart Prayer