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C O U R A G E  
P O R U I G D A E R

# Student Handbook 2018 - 2019



# Welcome!

Welcome to Sherwood Heights, home of the Cougars. Here you will experience successes in your academic and extra-curricular life. In addition, you will enjoy making many new friends during the year. At Sherwood Heights, you will be offered a wide variety of learning experiences in your core and option courses.

The vision of Sherwood Heights Junior High School is to have all students, families, and staff be of good character, focused on academics, respectful of each other and actively engaged in all aspects of school life.

Maximize your successes this year by setting high goals for yourself, and then be determined to meet them.

Please check out our web page at [www.sherwoodheights.org](http://www.sherwoodheights.org) to find out more about our school. The website will be updated frequently. You can also follow us on Twitter @swhcougars.

You will have many opportunities to become involved at the school in and outside of class time, such as Art, Band, Drama, Computers, Student Leadership, Sports Teams, Intramurals Clubs, and many other activities. We encourage you to maximize your sense of belonging by joining or trying out for the activities that interest you. During your time at Sherwood Heights you will begin making choices toward developing the person you are to become in high school and beyond. We are proud of our school and its traditions - in academics, athletics, the arts, and various student activities. Again, we warmly welcome you to Sherwood Heights Jr. High School and hope your time with us will help you on the road to a bright future.

## School Programs

Sherwood Heights is home to the French Immersion program, Transition program, Logos Christian program, a Regular program, and an Academic Excellence program.

In grade 8 and 9 we can offer Knowledge and Employability curricula as part of our regular classes. Grade 7 students in French Immersion usually come from the elementary French Immersion program offered at École Campbelltown Elementary. Students in the Transition program have academic learning differences and are recommended by their elementary schools throughout the system. The LOGOS Christian program provides students with instruction of the regular material from a non-denominational Christian perspective.

In addition, Sherwood Heights offers the Alberta curriculum in the regular program as well as the option of the Academic Excellence program for grade 8 & 9 students who are achieving an honours standing.

# PowerSchool

Students and parents are issued a web ID and password for access to PowerSchool. To log into the Parent Portal go to:

<https://powerschool.eips.ca/public>

This will allow you to review marks, lates and absences from home on a regular basis. Don't wait for the November interviews. We encourage you to stay involved in your child's education by using PowerSchool. If you have any questions don't hesitate to contact the school.

## Attendance

Regular and punctual attendance is essential for optimum performance. Parents are encouraged to schedule holidays during regular school holiday time to avoid undue hardship.

### **ABSENCES**

All attendance records are kept in the school office. Phone ahead to our attendance secretary or leave a message on the office voicemail if your son or daughter will be absent from school. Please include the name and the date(s) of the absence.

**NOTE:** Students are responsible for catching up on the work they have missed during an absence.

### **ABSENCES WITHOUT A VALID REASON**

Students absent without a valid reason will be referred to an Administrator to investigate the potential truancy. If there is truancy, administration will address the situation with the student and involve the parents/guardians. It is considered truancy to leave the building without permission (see EARLY LEAVE) or missing classes during a regular day because of illness and not reporting to the office. **See also the Behavior Plan.**

### **HOMEWORK DURING AN ABSENCE**

Most schoolwork requires teacher instruction and assistance. During illness, if a student wishes to do school work, it is generally best for them to finish assignments and review previous material.

# Lates

Please phone ahead and leave a message on the office voicemail if your son or daughter will be late for school. Students who are not in their class by 8:40 a.m. and 1:14 p.m. are late for class and must report to the school office for a late slip. The warning bells ring at 8:35 a.m. and 1:09 p.m. to assist students getting to class.

**A note or phone call should precede or accompany an excusable late** such as a dental appointment. We are teaching our students to become responsible citizens. A late is a late. For example, if a student sleeps in and the parents call, the student is still late.

## LATE PROCEDURE

For students who are consistently late for class, the following interventions may occur:

- A phone call home
- A letter home accompanied by a phone call home
- Administrative intervention
- Making up missed time
- In school suspension
- Out of school suspension

The above cycle begins anew on January 31, 2019.

## EARLY LEAVE

If it is necessary to leave school early for appointments or any other reason, students must present a note to the attendance secretary on the day of their absence so that the information can be recorded. Students must not leave the school for any reason during regular school hours without first notifying the school office.

## Illness and Injury

Students who become ill or get injured at school are to report to a teacher or the school office. If the illness or injury is of a serious nature, parents or the specified emergency contact person will be notified and arrangements will be made for the student to be sent home or to seek medical attention. In emergency cases, school personnel will summon an ambulance. Non-prescription drugs will not be administered to students by any member of the Sherwood Heights school staff. Prescription drugs may be administered by the principal or designate upon completion of the EIPS form by parents, and upon agreement of the parents and the principal.

## Washrooms

Students are expected to use the washrooms before school, at morning break, at noon hour, and after school. A student needing to use the washroom during class time must have the teacher's permission, must sign out and use a hall pass.

## Hall Locks

Locks for hall lockers are supplied by the school. Students must **not** let their combination become known to any other students. Sherwood Heights retains ownership of all lockers with the expectation that they will be used appropriately. A request for a student to clean out an untidy locker is not considered a search. Any poster/material on a locker must be appropriate. Students should get their materials from their locker during the following times: in the morning before classes, during the morning break between periods 2 and 3, and at the end of lunch. Students should not need to go to lockers between classes 1 and 2, 3 and 4, or 5 and 6. They are expected to have all appropriate materials/ books for their classes.

## Lost and Found

Students who have lost articles, should check with their teachers in physical education or at the office. Periodically, items left in the lost and found will be given to charity.

## Parent / Student / Teacher Conferences

Parent / Student / Teacher conferences are held in November and March.

<b>Date</b>	<b>Start Time</b>	<b>End Time</b>
October 30, 2018	4:00 p.m.	6:30 p.m.
November 1, 2018	5:00 p.m.	7:30 p.m.
March 12, 2019	4:00 p.m.	6:30 p.m.
March 14, 2019	5:00 p.m.	7:30 p.m.

Conferences are held in the gym and parents are able to meet with the teachers of their choice. Parents are encouraged to check PowerSchool prior to Interviews.

# Assessment

The PowerSchool Parent Portal allows parents/guardians access to academic information for their student(s). A final report card will be mailed home at the end of the school year.

The [Sherwood Heights Guide to Reporting Student Achievement](#) will be posted on our website. This will include assessment plans for each course. Learning outcomes and evaluation procedures in each subject area are given to students in September. Teachers inform students on an ongoing basis of how their achievement will be determined and will provide students with clear descriptions of performance criteria and standards, such as rubrics and exemplars, prior to assessment tasks. Common exams (such as finals) are written in Language Arts, Social Studies, Mathematics, Science, and French Language Arts at the end of the school year. Other subjects may have final exams but these are not scheduled school-wide.

Student achievement on report cards will be reported as a percentage in core classes. Teachers will use multiple pieces of evidence and their professional judgment in determining student assessment levels.

Final exams are written in June and students who are unable to write a final assessment because of serious illness, injury, bereavement or for other compelling reasons for which sufficient cause is demonstrated, should apply to the principal who determines if an alternative final assessment is appropriate. Accommodation may take the form of:

- a) An exemption from the final assessment, if sufficient assessment evidence is available to determine the students' achievement of the learning outcomes
- b) Students writing an equivalent final examination or the same final assessment administered under secure conditions prior to leaving early.

## **FINAL REPORT CARDS**

Final report cards will be available to preview and print on the Parent Portal after the end of the school year.

# Responsibilities of Staff

Staff are responsible for establishing a positive school climate in which structure, support and encouragement are provided to assist the student in understanding the importance of education, and developing a sense of self-discipline and responsibility while making a positive contribution to society.

## Responsibilities of Staff Continued

This is a climate in which:

- Students feel safe, important and trusted, and have the opportunity to develop, assume and maintain responsibility and self-motivation
- Teachers have a keen understanding of the subject they teach and through planning for student learning they provide a varied classroom environment that meets the needs of all students
- There is a joint effort to learn and a feeling of mutual respect among staff, students and parents
- Appropriate behavior is consistently encouraged and complimented, thus increasing student self-esteem and reinforcing positive behavior
- On-going communication exists between staff and students, as well as staff and parents to encourage and provide the opportunity for active and constructive parental involvement in the education of their children

## Responsibilities of Parents

The Division promotes, reinforces and encourages student self-discipline, respect and responsible behavior. Parents have a responsibility to ensure their children are ready to learn, and to help them make good academic progress. Parents play an important role where they:

- maintain communication with school staff regarding the progress of their children and attend scheduled conferences with their child
- are aware of and support school policies and procedures
- encourage their children to diligently pursue their studies
- ensure the regular and actual attendance of their children

## Completion of Assignments

Assignments are essential to the students' understanding of the content of a course and give students an opportunity to demonstrate their understanding of the material. It is important for students to hand in assignments completed and on time. If students are having difficulty with an assignment, they should request assistance from their teacher. Students are expected to complete and hand in all assignments for core and complementary courses.

Students who fail to complete or hand in their work will be dealt with on an individual basis. Accommodations will be made for illness or other extenuating circumstances.

It must be stressed that all students have a responsibility to complete essential work in order to move onto the next year of study.

## **Completion of Assignments Continued**

For incomplete assignments some approaches that will be used to help students complete their work will be:

1. Discussion with the student about an acceptable completion date.
2. Help provided for students who require additional assistance.
3. Use of lunch hour for extra help.
4. Contacting parents.

Where the missed assessment was an exam, students are expected speak with their teacher to set up a mutually agreed upon time to complete their missing assessment immediately after returning to school from their absence. Assessments may be written before school, during lunch or after school.

Students may be assigned a mark on a report card of Incomplete due to insufficient work being completed.

At Sherwood Heights we value learning as the first priority of school. Extracurricular activities are also valued and should be enjoyed by students who have dealt with their primary responsibility of completion of assessments of learning.

## **Grade 9 Provincial Achievement Tests**

Grade 9 students write Provincial Achievement Tests in all four core subjects - five if they are in French Immersion. Sherwood Heights will use the exam results as part of the students' assessment of learning.

### **REVIEW CLASSES IN JUNE**

During final exams in June, there will be review classes held in the afternoon prior to an exam. The review schedule will be shared in June.

### **PROMOTION**

In order to be promoted to the next grade a student should achieve a 50% average in all courses.

### **RETENTION**

The parent or guardian shall receive as much advance notice as possible when retention of a student is being considered. A letter notifying parents of possible retention will follow the second term report card.



## Retention Continued

School personnel will make a final decision in conjunction with parents after the student has written the final exams in June.

## FINAL MARK APPEAL

Every student and/or parent/guardian has the right to appeal the final assessment results to the principal or designate. Information regarding the appeal procedures is to be made available to students and parents/guardians. If the student and parent/guardian are not satisfied with the decision made at the school level, they may appeal to the Associate Superintendent, Instructional Services. The student and/or parent/guardian may appeal a school awarded final course grade, final examination mark or a course or program placement. This appeal must be submitted in writing, to the principal/designate within 60 days of the assessment results being made available. Once received, a decision on the appeal must be made in writing within ten school days.

In reviewing an appeal, the principal/designate:

- a) meets with the student and parent/guardian (unless independent student)
- b) consults with appropriate teachers to review assessment information
- c) submit, in writing to the student, parent/guardian (where applicable) and teacher(s), a decision regarding the appeal.

## Examination Procedures

During examinations:

1. Students are to stay in the rooms for the entire examination period.
2. The washrooms should be visited BEFORE the exam starts.
3. Students shall not talk to any other students during the exam time. Students requiring any assistance or explanation will raise their hands and communicate only with the teacher.
4. Students shall not look at the paper or work of any other student.
5. Students shall not have anything written on their desks, resource materials, or on their person.
6. Study material for the next exam may be brought to class to study in case an exam is finished early, but this material is not to be left on desks while writing exams.
7. Cell phones and iPods are not allowed in classrooms during exams.

**A student who violates the examination procedures will be dealt with on an individual basis and may be referred to an administrator with parents contacted.**

# Behavior Plan

Our school's Behavior Plan is based upon the following student choices:

1. The primary purpose of the school is learning. The atmosphere in the school must first of all be conducive to learning.
2. Students have responsibilities as learners and as good citizens of the school community. Students should understand that they are responsible for their behavior.
3. Every student has the right to learn in a safe atmosphere free from physical harm and/or emotional distress.
4. The Behavior Plan takes into account the fact that students are individuals. Therefore, there may be variations to the plans developed based upon the administration and teacher's discretion.
5. The school shares the responsibility with the home for teaching acceptable behavior. By communicating and working together, they can promote positive student conduct.
6. Students will respect all people, including themselves, and all property, including their own, at all times.

# Learning Commons

The Learning Commons Centre is open from 8:30 a.m. until 3:30 p.m. each day. Please use it respectfully.

Students are responsible for returning all books and materials to the book drop provided in the learning commons on the dates they are due. Students will be assessed a fee for damage or loss of items.

Materials kept longer than required deprive others of the use of these materials. A list of students who have overdue books will be circulated to homeroom teachers each month.

Students sent individually to the Learning Commons Centre for research purposes must present a permission form to the Learning Commons Centre desk. Students will be issued an ID card each year. **Students must use this ID card or their phone app to sign out books.** Students who lose their ID card or have a damaged card will need to contact the photography company directly for a replacement which may result in a fee being charged.

## Substitute Teachers

Substitute teachers are important to the operation of a school. They provide instruction to students when the regular teacher is unavailable. Substitute teachers must be given the utmost respect. Students referred to administration by a substitute teacher for disruption of the learning environment will have consequences according to the Behavior Plan.

# Private Property Surrounding the School

Our school strives to be considerate of our neighboring residents. Groups of students who congregate in front of the school or on neighboring sidewalks and property have created problems such as littering, trespassing, and even minor damage. This can be a source of aggravation for those who live nearby. We encourage our students to be good citizens and neighbors.

## Visitors to the School

All public schools and school grounds are private property. Only students registered at a given school are authorized to be on that school's grounds or in that school's building during school hours.

All visitors to Sherwood Heights:

- must park only in designated visitor parking areas;
- must sign in at the general office with picture identification and pick up a guest pass. When possible, visitors should make an appointment before entering a school;
- must obey the directions of any staff member; and
- must obey all school rules.

Visitors who fail to comply with the above will be considered trespassing and:

- will be directed to leave the grounds;
- will be subject to disciplinary procedures of their home school. This may include suspension; and
- the RCMP may be contacted and requested to initiate a charge of trespassing under the School Act.

## Lunch Hour Program

### **GENERAL PROGRAM GUIDELINES**

All students are eligible to stay for lunch at Sherwood Heights. The Elk Island Public School Board of Education does not fund the cost for supervision during the noon hour. Each student registered for school will be levied a fee. This charge will be used to pay for the cost of supervision during the noon hour and the charge for this year will be \$25.00 for the year. There are vending machines available and our canteen has a small variety of food to supplement student lunches.

# Procedures for Eating Lunch at Sherwood Heights

Since a large number of our students choose to stay for lunch, it is necessary to organize the lunch period so that it runs well and ensures that a safe eating environment is provided for all our students.

Following dismissal from period 4, students that are staying to eat at Sherwood Heights need to be in their homerooms or outside to eat for the designated eating time.

The school has a student run canteen in operation throughout most of the school year and students may purchase foods that meet the guidelines of the healthy foods initiative.

Students are dismissed from their lunchrooms after they show the supervisor that the room is tidy. After dismissal, the students may go outside, to the gymnasium, to the learning commons, or they may re-main within the school hallways. There is no food or drink permitted in the learning commons or the gymnasium.

Students remaining in the building are expected to behave in responsible and respectful ways that show courtesy and ensure the safety and well-being of others.

Students who choose to repeatedly misbehave during the lunch period may have their privilege of eating lunch at school suspended. Students are expected to keep the school grounds free from litter.

The noon lunch break is for students to eat their lunch, and it is also a great time to socialize with their peers and involve themselves in the various school clubs and intramural activities. We look forward to working with all our students this year.

## General Expectations

### **DRESS EXPECTATIONS**

In establishing and providing for respectful, safe and secure school environments, the wearing of appropriate clothing by students is an important factor. Students are expected to wear appropriate clothing in the school at all times during the school day.

#### a) Definition of Appropriate Clothing

Appropriate clothing is that which is acceptable to the established norms of the school community, staff and school administration. Appropriate clothing is free from: inappropriate words, phrases and images; being sexually explicit or revealing in nature; inappropriate accessories that may cause potential harm to self and others.

## **Dress Expectations Continued**

Students who do not meet the clothing expectations will be asked to make the appropriate clothing change to meet expectations.

## **HAT POLICY**

Appropriate and respectful headgear such as hats or toques may be worn at school. Students wearing inappropriate or disrespectful headgear will be asked to remove it. Continued violation of this policy may result in further consequences. Please note: sunglasses, and hoods may not be worn in the school.

## **OUTERWEAR**

Outerwear such as large, bulky jackets and trench coats will not be worn in the school building during the school day. Outerwear is to be removed and left in student lockers.

## **SCHOOL BAGS**

Containers such as backpacks, purses, large bags, gym bags, not required immediately for physical education, must remain in lockers or other designated areas.

## **ELECTRONIC DEVICES**

Electronic devices have the potential to disrupt the learning environment in a school but can also be a valuable learning tool. Teachers are responsible for the learning that takes place in their classrooms and they have the authority to decide how these devices will be used in their classrooms. Many of these devices are expensive and bringing them to school is a risk, the school is not responsible for the loss or damage of these items.

If the device is used at inappropriate times or in an inappropriate way, staff will deal with this on an individual basis. Students may be asked to put the device in their locker, or if the issue becomes a consistent problem, students may be referred to administration and home will be contacted.

# Major Offences

Students who make poor choices will be dealt with on an individual basis by staff and administration. Major offences are considered to be the following, but not limited to:

1. Any behavior that:
  - a) risks the safety of others;
  - b) shows a lack of courtesy or respect to students or staff; alters the physical school environment; or
  - c) Abuses school expectations.
2. Five or more times late to school or irregular attendance without justification.
3. Open opposition to authority/willful disobedience.
4. Use of improper, abusive or profane language or gestures.
5. Habitual neglect of duty.
6. Fighting, verbal/physical/written bullying, harassment or intimidation of other students or staff.
7. Misbehavior in a class with a substitute teacher.
8. Misbehavior in the technology lab or breach of the EIPS [Student Responsible Technology Use Agreement](#).
9. Intentional vandalism or stealing.
10. Dangerous, unsafe behavior e.g. throwing projectiles.
11. Use or possession of dangerous materials such as: lighters, matches, weapons, laser pointers, etc.
12. The use, being under the influence, or possession of; tobacco, alcohol, controlled substances or drug paraphernalia while at school, in the school vicinity or during any school related activity.
13. Tampering with fire equipment; this includes opening fire extinguisher cabinets and unnecessary touching of fire equipment within a classroom.
14. Disruption of the learning environment within the classroom or school.
15. Plagiarism.

**NOTE:** Administrators and teachers may repeat any of the steps in their consequential discipline plans, if warranted. The seriousness of a particular misbehavior may warrant immediate suspension and referral to the Elk Island Public Schools Board of Trustees on the first offence.

## SMOKING

All smoking related material found in a student's possession will be confiscated and result in a suspension. Smoking within sight of the school as defined by the school will result in the student being suspended. Smoking is prohibited in all Elk Island Public School facilities and grounds. This applies to staff and parents as well as all visitors.

## DRUGS

Elk Island Public Schools considers the use of controlled substances and alcohol, as well as the misuse of prescription medication to be detrimental to the well-being of students and injurious to the moral tone of the school. The Division has a comprehensive framework to address substance use that includes staff education, universal prevention strategies and tiers of intervention services. The Division partners with the RCMP and Alberta Health Services-Addiction Services for both prevention and intervention strategies.

## Consequences for Poor Choices

1. Teachers and administrators will follow policy and procedures in dealing with individual circumstances on an individual basis.
2. Teachers will handle basic misbehavior according to their own consequential behavior plans.
3. Habitual or severe breaches of poor behavior will result in the student being referred to an administrator.
4. Administrative intervention may include:
  - a) a warning and/or parental contact;
  - b) one or more detentions;
  - c) in-school suspension (up to three days);
  - d) out-of-school suspension (up to five days);
  - e) indefinite suspension with referral to the Board of Education.

## Suspensions

1. A teacher has the right to suspend a student from one class period.
2. The principal may suspend a student in accordance with Section 12 of the School Act or if the student's conduct is injurious to the physical or mental well-being of others in the school.
3. The principal may suspend a student from school, from one or more class periods, courses or educational programs or from riding the school bus.
4. In-school suspensions begin at 8:30 am and end at 3:00 pm. Students are required to bring a lunch and all required school materials. School work will be provided by staff.

# Skateboard Park

Skateboards are to be used in the skateboard park found behind the CTF rooms at the back of the school. For their own safety students are **required** to use a helmet when using the skateboard park. Skateboards are not permitted on the front sidewalks from 8:00 a.m. to 4:00 p.m. Students are asked to carry skateboards within the school and store them in lockers.

# Office Telephone

Students are asked to only use the office phone for illness or emergency. **The school does not accept telephone calls for students except in cases of emergency.**

## TEXTBOOK RENTAL

All texts are rented from the school. Students are expected to take proper care of these texts and will be charged for damaged or lost texts. If a lost text is found at a later date, a refund may be made.

## SCHOOL FEES COLLECTIONS

School fee forms will be issued to all students in the fall. Parents are able to pay fees using a credit card through the online fee management system. Cheques and cash will still be accepted at the school but parents/guardians are encouraged to pay online by logging in to their PowerSchool Parent Portal. Please contact the school if you need to make payment arrangements. Non-payment of school fees will follow board policy.

## PERSONAL BELONGINGS

It is recommended that any items of a valuable nature should be left at home. The responsibility for the safekeeping of all personal property is that of the owner. It should also be noted that the school is not responsible for the safekeeping of bicycles brought on to school property.

## SCENT POLICY

Using a stick deodorant is highly recommended, and should be used in the privacy of a change room in the gym or in the bathrooms. Please be aware that there are some scents that may cause allergic reactions to others. We ask students not to bring and use any sprays (perfume or deodorant) anywhere in the building.



# Additional Services, Supports and Activities

## **PUBLIC HEALTH NURSING**

Grade 9 students receive booster immunization for tetanus and diphtheria. This is the final booster offered in school. Grade 9 girls who missed receiving their HPV immunization in Grade 5 will have their HPV immunization administered along with all Grade 9 boys.

Before any immunization is given in school, a consent card will be sent home for a parent's signature. After immunization, a notice will be sent home. Students are encouraged to keep this record for future reference.

Capital Health works together with schools and community agencies to provide a range of coordinated health and support services for school children and their families. Our common goal is to build on the health and education potential of students.

Services include: vision, hearing or dental screening, follow-up of medical conditions, immunizations, speech and language services, rehabilitation services and emotional/behavioral support. If you have any concerns about your children's health, please talk to the principal or contact the local health unit.

## Grade 9 Farewell

Grade 9 students, their parents, and an administrator plan a farewell celebration traditionally held in June. Parents of our grade 9 students will be invited to join a committee for farewell to work with the school to plan and run the event.

## Athletics

Sherwood Heights strives to offer a variety of athletic opportunities. The students are selected for these on the basis of skill, coach ability, effort in school work and respect for other students and staff.

The coach/staff advisor selects the team. Team selection is not an easy task and much thought and consideration goes into this process. Team lists are posted to inform students selected and there are no appeals, the coaches' decisions are final.

Students that do not perform in the classroom may see consequences in play time. A student on suspension from the school will not play/participate that day, and may see other team consequences as well, at the discretion of the coach. Parents will be contacted with any serious issues. Regular school behavior expectations apply to all students to be eligible for extracurricular activities such as school teams etc.

There is a fee levied for each team to cover tournaments, transportation, and uniform costs. Any extended field trips are an additional expense. (Fees may vary).

## **Athletics Continued**

We strive to develop well-rounded individuals who demonstrate a good effort in all aspects of their schooling. Go Cougars Go!

**NOTE: ATHLETIC COMPETITION DATES ARE ANNOUNCED AS THE SCHEDULES ARE PRODUCED.**

## Participation - Extra Curricular

Sherwood Heights offers many extracurricular activities for student involvement. This is a wonderful opportunity to meet new friends, develop new skills, and encourage personal growth. These activities include: many clubs, athletics and other out of class activities. Students participating in all extra-curricular activities are expected to display appropriate behavior throughout the school and during the activity.

## Athletic Awards

It is considered a privilege to be on a school team. Students must maintain a satisfactory grade average and complete daily assignments. Team members are expected to be ambassadors for Sherwood Heights. The list of school teams we hope to offer for this school year depends on the availability of coaching and is listed on the following page. The number of athletes on each team is limited in some cases.

Team coaches will choose 3 recipients for awards in their sport. Recognition will be given to the Most Improved Player, the player with the biggest "heart", and the Most Valuable Player award, for most team sports.

Track and Cross Country will have students being awarded as the most valuable member by age group and gender. Each grade level will have the top male/female athlete receive special recognition as chosen by the coaching staff and athletic department at the end of the year. These students will have participated in a number of sports having made an outstanding contribution throughout the year. An annual "Cougar Night" highlights our sports teams in June with our awards presentations. Special guests from past years usually attend to enjoy our athlete recognition.

## Athletic Awards Continued

Team	Time	Format
X-Country	Sept – Oct	Boys/Girls
EIPS Championships		Boys/Girls
Zone Championships		Age groups
Provincials		
Other races		
Volleyball	Sept – Nov	Boys/Girls Jr. Boys/Girls Sr.
Basketball	Dec – Mar	Boys/Girls Jr. Boys/Girls Sr.
Badminton	Mar – May	Boys/Girls Jr./Sr.
Team Handball	Mar – May	Boys/Girls
Track	May – June	
EIPS Championships		Boys/Girls
Zone Track		Age Groups

## Awards

Students in Sherwood Heights are encouraged to strive for excellence in academic and extra-curricular activities. We celebrate our achievements in the fall of each year.

### HONOURS

Academic Honour Certificates shall be presented annually to students achieving a combined average of at least 80% in the four core courses (language arts, social studies, science, and mathematics).

- a) To be eligible for Honours, students also must have passed all other courses.
- b) For students in French Immersion, Honours includes the four core courses and French Language Arts.

### HONOURABLE MENTION

Honorable Mention standing is given to a student who achieves a final average of between 75.0% and 79.9% in the four core courses of Language Arts, Mathematics, Science and Social Studies. In the French Immersion program, Honorable Mention includes the four academic subjects and French Language Arts.

To be eligible for Honorable Mention, students also must have passed all other courses. A certificate will be given to each student achieving honorable mention.

## **HIGHEST ACADEMIC AWARDS**

Certificates will be awarded to the top student at each grade level in Language Arts, Social, Science, Mathematics, and French Language Arts. The Highest Academic student in each of grades 7, 8, and 9 will receive a keeper plaque. The school will also recognize those students in each grade who are 2<sup>nd</sup> and 3<sup>rd</sup> for overall average.

## **COMPLEMENTARY COURSE AWARDS**

The complementary course awards acknowledge students who achieve a grade of A (80%) or higher in all of their options. These courses may include Art, Band, Computers, Fashion/Foods & Technology Studies, Drama, French Second Language, Leadership, Outdoor Education, Physical Education, and Sports Acceleration.

Students will receive a certificate for their achievement. As well, the top Gr. 7, 8, and 9 student in each complementary area will receive an award. In Physical Education, the top male and female in grade 7, 8, and 9 will each receive an award.

## **Cougar Award**

This award recognizes a student in grade 9 who has contributed to the school above and beyond academics and sports. This individual will have given of himself/herself to enhance the life of Sherwood Heights and have done the most to make our school a better place. The student will have demonstrated outstanding personal leadership qualities

## **Extra-Curricular Awards**

### **Canadian Math Competition Awards**

Certificates are given to the top five grade 7 and 8 students who participate in the contest in February of each year.

### **Pascal Math Contest Awards**

Certificates are given to the students in grade 9 who place in the top 25% of all students in Canada who wrote the contest. The top student also receives a medallion from the University of Waterloo.

## **Suspension of Bus Service Due to Inclement Weather**

### **STUDENT TRANSPORTATION**

[Administrative Procedure 131](#)- Elk Island Public Schools (EIPS) is responsible for ensuring that each of its students is provided with an education program consistent with the requirements of the School; therefore, schools shall remain open to students during the times and dates established in school calendar(s).

## **Student Transportation Continued**

The Division may, however, temporarily suspend school bus services and close a school building if the health and safety of students and staff is endangered.

### **PROCEDURES**

School bus service may be suspended by the Superintendent, in consultation with the Director, Student Transportation, when at 5:00 a.m., Environment Canada reports a temperature of -40 degrees centigrade including wind chill factor, in one or more regions. School bus services may also be suspended or delayed by the Superintendent, in consultation with the Director, Student Transportation, due to adverse weather or road conditions.

### **COMMUNICATION**

Student Transportation staff shall contact all parents, Principals and bus contractors by automated phone message to announce any suspension of bus service. Student Transportation staff shall update the bus status notice on all school and division websites. Communication Services shall advise the media of the Superintendent's decision. Communication Services shall notify the AESOP organizer to advise all assigned substitutes of any school closure.

Communication Services shall compose an appropriate taped message for the Central switchboard, Community Hotline (780-417-8122), Inclement Weather Staff line (780-417-8158), Staff Connect, and the EIPS website. **All such messages will be posted by 6:30 a.m.**

### **STUDENTS**

For the safety of students, it is the responsibility of parents to ensure:

- their children are suitably dressed for weather conditions.
- arrangements have been made for alternate shelter for their child if no one is home.

On days when school bus services are suspended due to inclement weather or hazardous road conditions, parents who have brought their children to school will be responsible for picking up their children.

On scheduled diploma examination dates, students who arrive at school shall be allowed to write the examination.

# Transportation

Students riding the yellow school bus are responsible for knowing the following:

## **RULES**

1. Students shall ride only their assigned bus. Exceptions may be granted upon written request by parents/guardians to the Director, Student Transportation for child care purposes. In emergency situations parents/guardians shall contact Student Transportation to request alternate arrangements. In emergency situations principals may make alternate arrangements and contact Student Transportation.
2. Students are expected to be at their designated boarding location five minutes prior to departure time.
3. Students are responsible for their personal property (Elk Island Public Schools shall not be responsible for lost or stolen property).
4. Directions, as given by the bus operator and/or individual(s) employed by EIPS, must be followed.
5. Students must sit in an assigned seat and remain seated while the bus is enroute.
6. All objects and parts of the body must be kept inside the bus.
7. While quiet conversation is permitted on the bus, unnecessary conversation with the bus operator is prohibited. There must be absolute silence at railway crossings.
8. Disruptive, destructive or unsafe behavior such as pushing, spitting, fighting, use of profane language or gestures, or the throwing of objects, or acts of vandalism are prohibited.
9. Eating or open beverage containers are not permitted. (Medical exemptions may be made upon written request to the Director, Student Transportation.)
10. The use of personal cellular phones, cameras, and recording devices are prohibited on school buses. Electronic games or musical devices which do not emit noise are acceptable for use.
11. The use of tobacco or other smoking materials is prohibited on buses and at transfer stations.
12. Students will not be permitted to board or ride buses if conveying, using, or under the influence of alcohol or other controlled substances.
13. The possession, use, or conveyance of potentially dangerous items is prohibited.
14. In conjunction with the Traffic Safety Act, skateboards, snowboards, skis, and hockey sticks are not permitted on the bus. "Heelies" are also not permitted on the bus. All other articles transported must be fully contained in a canvas bag or case that the student can store under the seat of the bus.

**Please note, buses will depart Sherwood Heights at 3:13 p.m. on regular days and 2:13 p.m. on early dismissal days.**

# Transportation Consequences - Minor Offences

**STEP 1.** Verbal warning to the student.

**STEP 2.** Verbal warning to the student. Bus operator records the incident and contacts the parent/ guardian(s).

**STEP 3.** Written warning to the student. Bus operator completes the misconduct report. The principal directly notifies the parent/guardian. Copies of the misconduct form are distributed by the principal to parent/guardian(s), bus operator(s) and the Director Student Transportation.

**STEP 4.** Written warning to the student. Bus operator completes the misconduct report and reviews the details of the incident with the principal in a timely manner. The next steps in the discipline process are outlined by the principal to the student and parent/guardian(s). Copies of the misconduct form are distributed as above.

**STEP 5.** One (1) to five (5) day suspension. Bus operator completes the misconduct report and reviews the details of the incident with the principal within one school day. Principal discusses the situation with the student and decides on the length of suspension and consults, if necessary, with the other principal and the other student involved.

If a meeting with the operator is necessary, the principal notifies the parent(s) of the bus suspension and arranges for a meeting, with the parent/ guardian(s) of the student, bus operator and Student Transportation staff, prior to the student being reinstated from suspension.

Student and parent/guardian(s) are notified that further misconduct may result in suspension with a recommendation for expulsion from EIPS Student Transportation to the Board of Trustees.

Principal notifies the Director, Student Transportation by telephone, fax or e-mail regarding reinstatement date. The Director, Student Transportation advises the operator(s) by telephone, fax or e-mail regarding the suspension. Copies of the misconduct form are distributed as above.

**STEP 6.** Suspension with a recommendation for expulsion from EIPS Student Transportation to the Board. Upon receipt of the student misconduct form and after discussion with the operator and student, and after consultation with the Director, Student Transportation and/or a member of Student Support Services Staff (if applicable), the principal shall follow the procedures outlined in Board policy IGC, Suspension or Expulsion of Students.

# Transportation Consequences - Major Offences

Behavior which may result in a suspension or recommendation for expulsion from EIPS transportation includes but is not limited to:

1. Open opposition to authority of bus operator and/or individuals employed by EIPS
2. Use of improper, profane, or abusive language or gestures
3. Engaging in, but not limited to, fighting, intimidation, and/or verbal or physical abuse of other students or staff
4. Use of tobacco and/or other smoking materials
5. Engaging in willful destruction of property or acts of vandalism
6. Acts of vandalism when reparation charges have been assessed but not repaid
7. Engaging in any dangerous or unsafe behavior
8. Riding the bus for any purpose while on suspension from school or the bus
9. Use or possession of alcohol and/or controlled substances
10. Possession of controlled substance paraphernalia. The consequences for: alcohol and/or controlled substance trafficking, use or possession of weapons, bomb threats, or vicious physical assault shall result in an immediate suspension with a recommendation for expulsion from EIPS Student Transportation to the Board of Trustees.

**NOTWITHSTANDING THE ABOVE, THE SERIOUSNESS OF THE MISBEHAVIOUR MAY WARRANT IMMEDIATE SUSPENSION OR REFERRAL TO THE BOARD OF TRUSTEES ON THE FIRST OFFENCE.**

## Emergency Drills

During the school year various emergency drills will occur. Students will be familiar with the following emergency protocols:

### **ON-ALERT**

On-Alert advises staff and students of a possible emergency. This protocol is initiated by announcing: **“ON- ALERT. Go to your room – incident being investigated.”**

- If outside, return to the building.
- Direct students to rooms for attendance check.
- Take attendance, report status using Status Cards.
- Office accounts for visitors/contractors.
- Wait for further instructions from Incident Commander before allowing movement.
- Be ready to execute other protocols
- Continue protocol until ALL-CLEAR.



## **LOCK-DOWN**

Used for “threat of violence” incidents. During LOCK-DOWN retreat to lockable rooms and lock doors. Any staff may issue LOCK-DOWN if danger is imminent.

### **When you hear - "LOCK-DOWN":**

- Direct people to closest lock-down zone.
- Lock and secure ALL doors and windows.
- If possible, cover ALL windows. Turn off lights.
- Keep away from windows and doors, and out of sight lines.
- Take attendance of students. Do not use Status Cards unless instructed by Incident Commander.
- Stay quiet.
- Barricade door(s) and take cover, as appropriate.
- Office accounts for visitors/contractors.
- Do not allow anyone in or out of room, under any circumstance, until Incident Commander issues ALL-CLEAR AND doors are unlocked by Incident Commander and/or police.
- Be ready to execute other protocols.
- If fire alarm goes off during LOCK-DOWN assess situation, then decide best course of action.
- Maintain situational awareness and be prepared to execute further action (e.g. run-hide-fight) as good judgment dictates.

## **HOLD AND SECURE**

Used when security threat or criminal activity is outside and/or unrelated to school. All exterior doors locked; interior doors remain in normal state. Movement is permitted within building, inside activities can continue. No one is allowed in or out of the building.

### **When you hear – “HOLD and SECURE”:**

- Lock exterior doors and windows.
- Class in session – continue activities.
- Class outside – return to building, continue activities indoors.
- Class not in session—direct students to designated rooms.
- Take attendance, report status using Status Cards.
- Office accounts for visitors/contractors.
- Security Team check and lock all exterior doors/windows.
- Keep away from exterior doors/windows. If possible, cover exterior windows.
- Wait for instructions from Incident Commander before allowing movement.
- Do not allow anyone in or out of building until ALL-CLEAR.
- Be ready to execute other protocols.
- If fire alarm goes off during Hold and Secure, prepare for evacuation and follow Incident Commander Instructions.

## **SHELTER-IN-PLACE**

Used to direct and control movement inside the school building when it is safer to remain inside and there is no threat of violence. The reason for protocol will dictate where to shelter.

**When you hear – “SHELTER-IN-PLACE”**, followed by where to take shelter:

- Direct all persons into designated areas, take attendance, report status using Status Cards.
- Office accounts for visitors/contractors.
- Close and keep away from windows and doors.
- Be ready to execute other protocols.
- Do not allow anyone to leave designated areas until ALL-CLEAR or with permission from Incident Commander.

## **DROP-COVER-HOLD**

Used during incidents related to potential structural damage or falling/flying debris, e.g. earthquake, tornado, explosion.

**When you hear – “DROP-COVER-HOLD”**:

- Drop under desk/sturdy table.
- Get down onto knees.
- Curl chest to knees, clasp one hand behind neck, and put head down with face between knees.
- Stay under cover.
- Hold onto desk. If it moves, move with it.

**For people confined to wheel chairs:**

- Remain in chair, set brake, and hold onto chair. If possible, lean forward so head is lower than back of chair.

## **EMERGENCY EVACUATION**

Used when it is safer to be outside the building than inside.

### **When you hear – “EMERGENCY EVACUATION” or fire alarm:**

Staff will guide students to a pre-designated Student Assembly Area or Muster Point on the South field:

- a) Scan egress paths for hazards; then select suitable route.
- b) Instruct students to:
  - Exit in single file.
  - If needed, form chain by holding hands.
  - If heavy smoke, get low and go.
  - Watch for hazards and lightly touch doors before opening—if door is hot do not open and call for staff.
  - First person to reach a door holds door open until entire class is through, then falls in line.
- c) Count students as they exit room.
- d) Ensure everyone is out.
- e) Leave lights as is, take Classroom Folder and Kit, close door.
- f) Place Status Card(s) on the floor at doorway exit.
- g) Proceed to Student Assembly Area/Muster Point.
- h) Keep classes in clearly separate lines.
- i) Take student attendance. Report status using Status Cards.
- j) Remain with students.
- k) Do not return to building until ALL-CLEAR.

### **If person unable to move:**

- a) Designate someone (e.g., student) to guide class out of building and send for help.
- b) If able, inform a Staff Buddy of situation.
- c) Place Status Cards in window/doorway.
- d) If not hazardous, keep door open.
- e) Administer first aid as needed.
- f) Remain with person until assistance arrives.
- g) If risk escalates, e.g., smoke spreading, EVACUATE, leaving injured behind. DO NOT RISK YOUR OWN SAFETY.
- h) After evacuating, report status/location of person left behind.

## Emergency Evacuation Continued

Students not in class or supervised area exit building through nearest safe exit. Join closest class at Student Assembly Area.

**Do not use elevators during evacuation!**

We are excited for you to join the amazing history of Sherwood Heights and create long lasting memories and success in your academics and extracurricular activities.

Please contact the office at any time with any questions or concerns. On behalf of the Sherwood Heights staff, welcome to Sherwood Heights and don't forget to 'Reach for the Heights'!

