

School Handbook 2021 - 2022



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C P O R U I G D A E R



Welcome!

Welcome to Sherwood Heights, home of the Cougars. Here, students can apply themselves and experience successes in both their academic and extra-curricular life. Starting in a new school also means that there are many opportunities to make new friends throughout the year. At Sherwood Heights, students will enjoy a wide variety of learning experiences in their core, core+, activity+ 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. Students are encouraged to take PRIDE in their learning: Perseverance, Respect, Integrity, Dedication and Enthusiasm.

Students and parents will notice some changes to our program this year which are designed to enhance the educational experience of students. A few important changes are all the new COVID-19 measures in place as well as the 6-day 6-period timetable.

Students will have many opportunities to become involved at the school in activities such as Art, Band, Drama, Computers, FSL, Student Leadership, and many other activities. We encourage students to maximize their sense of belonging by joining the activities that interest them. During their time at Sherwood Heights, students will begin making choices toward developing the person they 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 all students to Sherwood Heights Jr. High School and hope your time with us will help you "Reach for the Heights".

Please check out our web page at www.sherwoodheights.org to find out more about our school. The website will be updated frequently. You can also follow us on Twitter and Instagram @swhcougars.

School Programs

Sherwood Heights is home to many diverse programs:

- Regular program
- French Immersion
- Impact, a district program that supports students with learning disabilities
- Logos which provides students with instruction of the regular material from a non-denominational Christian perspective
- Academic Excellence that offers enrichment programming to grade 8, 9 students who qualify for the program

PowerSchool

Students and parents are issued a PowerSchool login and password. To log into the Parent Portal, visit the parent quick links at the bottom of the eips.ca home page or go to: <https://powerschool.eips.ca/public>

A parent account allows you to review marks, lates, and absences from home and pay school fees. We encourage you to stay involved in your child's education by using PowerSchool. Don't wait for the November interviews to find out how your child is doing. If you have any questions or need help accessing your parent account, please contact the school.

Attendance

Regular and punctual attendance is essential for optimum performance. Parents are encouraged to schedule holidays during regular holiday times to avoid missing valuable instructional days.

ABSENCES

Parents are required to complete the Covid-19 Daily Checklist to determine if their child is fit to attend school each day.

Schools are required to keep accurate attendance records. ***Please contact the school by phone, email or voice message any time you know your child will be away, arriving late or needing to leave early.*** Please include the student's name, homeroom and date(s) of the absence or time they need to leave. Also, a general reason needs to be logged for each absence (e.g., sickness, appointment, travel).

- If your child needs to leave during class time, parents must call the school once they have arrived and the student will be dismissed at that time. Students must check out at the office before leaving the building. Parents do not come in to sign their student out. Whenever possible, please email or call to inform the school of an upcoming absence.
- If your child leaves at lunch time, they can leave without advising the office of their departure if you have already informed the school of their absence.
- If your child needs to leave during the day and the school has **not** been informed, we require a parent or legal guardian to call the office to sign out the child. At this time, please provide a reason for the absence and expected length of the absence.
- Please advise us if someone else is coming to pick up your child. A third party (e.g., older sibling, family friend, or grandparent) is not permitted to sign out your child without prior consent from a parent or guardian.
- If a parent or guardian does not contact the school prior to an absence, students are marked Absent (unexcused absence) and you will be contacted by the attendance secretary.

For your convenience, there is a Quick Link on the sherwoodheights.org website where parents can "Report an 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. Examples of truancy: refusing to come to school; going

to the mall for an extended lunch hour; leaving the building during school hours without permission; feeling unwell, leaving class and not reporting to the office.

LATES

Students who are not in their class by 8:44 a.m. and 1:16 p.m. are late for class and must report to the school office for a late slip. After lunch a warning bell will ring at 1:10 p.m. to let students know they can re-enter the school and head to class.

A note or phone call should accompany an excusable late such as a dental appointment. We are teaching our students to become responsible citizens. Barring any extenuating circumstances such as the buses running late or an extreme winter storm, a late is a late. For example, if a student sleeps in and the parents call in, the student is still late.

Students who are late may be assigned study hall detentions at lunch. Any student who misses a study hall will be assigned further study hall days. Students are expected to arrive on time and bring work to do. Any student who arrives late or unprepared will be turned away and will have to return the next day.

Students who are late between classes may be assigned consequences by their classroom teachers. Ongoing lates may lead to further consequences, parental contact and suspensions.

School Fees Collection

School fees will be issued for each student by semester. Parents can pay fees using a credit card through the online fee management system. Cheques and cash will 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. Unpaid school fees may be sent to collections and may impact course selection of complementary courses.

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. Due to Covid-19, visitors and parents need to call and make an appointment before entering the school. If Parents need to drop off items, they can call the school and the student will meet them outside.

Lost and Found

Students who have lost articles, should check with their teachers in physical education or at the office. We have a lost and found bin located by the front doors. Periodically, lost items are put on display on tables in the main hallway for a few weeks. Any unclaimed items are given to charity.

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.

Students who display Covid-19 symptoms or feel sick in any way during the school day must be picked up. Families must ensure the school has current emergency contact information on file, and those listed are prepared to respond immediately.

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.

COVID 19

Elk Island Public Schools has worked hard to develop a document to help maintain the safety of our students and staff. Please follow the link below to get information about our policies and procedures:

<https://www.eips.ca/download/361973>

<https://www.eips.ca/school-operations-2021-22/faqs>

Assessment

The PowerSchool Parent Portal allows parents/guardians access to academic information for their student(s).

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

The [Sherwood Heights Guide to Reporting Student Achievement](#) is posted on our website. Learning outcomes and evaluation procedures in each subject are provided to students on an ongoing basis. Teachers inform students how their achievement will be determined and provide students with clear descriptions of performance criteria and standards, such as rubrics and exemplars, prior to assessment tasks.

Final exams are written in June. 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 contact an administrator. He/she will determine if an alternative final assessment is appropriate. Accommodation may take the form of:

- a) An exemption from the final assessment, if enough assessment evidence is available to determine the students' achievement of the learning outcomes
- b) A final assessment is administered under secure conditions prior to leaving early.

REWRITING AN EXAM

Students are able to re-submit, redo and re-write assessments in accordance with the guidelines of Administrative Procedure 360 and the EIPS Guide to Reporting Student Achievement. A re-write is an opportunity to show that further learning has occurred. The re-write does not need to be the same assessment, or even the same type of assessment, but it does need to assess the same concept(s). The assessment type is at the discretion of the teacher.

For a re-write to occur, a student must show that further or re-learning has occurred before a re-write or redo can be completed. The student must show, with the support of the teacher, that they have a further understanding of the concept being assessed. Once this is done, a redo or re-write will occur at an agreed upon time between the student and the teacher within a reasonable time. The student will receive the mark that best reflects their understanding of the concept being assessed.

FINAL REPORT CARDS

Final report cards will be available to view and print on the Parent Portal on the last day of the school year.

Parent / Student / Teacher Conferences

Parent / Student / Teacher conferences are held in November and March each year. Conferences this year will be virtual in nature. A link to sign-up for interview times as well as instructions for attending the virtual conferences will be sent prior to the fall and spring conference dates.

DATES: Fall 2020: To Be Determined
 Spring 2021: To Be Determined

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
- provide positive conditions to support learning (e.g., sleep, nutrition, place to study, learning materials, etc.)
- ensure punctual, consistent attendance of their children
- complete the daily COVID-19 Screening Questionnaire
- engage in school activities by following the [Parent Council Group](#) meetings

Responsibilities of Staff

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

This is a climate in which:

- Students feel safe, important and trusted, and can develop, assume and maintain responsibility and self-motivation
- Teachers have a thorough understanding of subjects they teach, and they design a flexible learning environment to support students
- There is a joint commitment to learning 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

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 may be assigned a consequence in accordance with the Behavior Plan.

Private Property Surrounding the School

Our school strives to be considerate of our neighboring residents, schools and recreational facilities. As good citizens and neighbors, our students are respectful of neighbours and private property.

Lunch Hour

All students are permitted to stay for lunch at Sherwood Heights. However, students may choose to stay at school, go outside and eat on the school grounds, eat at home or go off-campus during the lunch hour. The Elk Island Public School Board of Education does not fund the cost for supervision during the noon hour. As a result, every student will be levied a fee that is used to pay for the cost of supervision during the noon hour. There are vending machines available and our canteen has a small variety of food to supplement student lunches.

LUNCH PROCEDURES

Following dismissal from period 4, students that are staying inside must eat in their homerooms for the duration of the designated eating time (approx. 20 minutes). Students are dismissed from their lunchrooms after they show the supervisor that the room is tidy. After dismissal, the students must remain in their designated grade-level area either inside or outside.

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 a great time to socialize with their peers and participate in school clubs and activities.

General Expectations

SKATEBOARD, BIKES & SCOOTERS

For their own safety, students are required to use a helmet when using skateboards, bikes or riding a scooter. Skateboards, bikes and scooters are not permitted on the front sidewalks between 8:00 a.m. and 4:00 p.m. Students are asked to carry skateboards and scooters within the school and store them in lockers. Bike racks are provided for student use. The school is not responsible for the safekeeping of bicycles brought on to school property.

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. Appropriate clothing is that which is acceptable to the established norms of the school community, staff and school administration. It is free from: inappropriate words, phrases and images; being sexually explicit or revealing in nature; or inappropriate accessories that may cause potential harm to self and others. Students who do not meet the clothing expectations will be asked to make the appropriate clothing change to meet expectations.

NON-MEDICAL FACE MASKS

Within all EIPS-operated buildings and buses the use of non-medical face masks are optional

for all staff, students and visitors.

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 inside the homeroom classroom.

STUDENT PERSONAL DEVICE POLICY

Students and staff will not use personal devices during class time unless for a specific learning activity as directed by the teacher or unless the personal device is required for a diagnosed medical condition or an identified inclusive educational need. Student personal devices will be stored either in the student's locker or in a pouch organizer in the classroom. Students will not access devices stored in lockers during class time. Devices can be accessed during identified break periods (class break, lunch, etc.)

- Examples of learning activities: Kahoot, research, definitions.
- Examples of non-learning activities: gaming, music, texting, phone calls, social media.

What is a personal device?

Cell phones, earbuds (wired or wireless), gaming systems, iPad, Chromebook, laptops, smart watches, or any electronic device that is not specified in an ISP.

Consequences for Non-compliance

- If a student is using a personal device or if a staff member sees it on their person, the student will be directed to the office to meet with his or her grade-level administrator.
- Consequences for students may include confiscating phone for the rest of the day or calling parents to pick up device. Continued misuse may result in blocking device from school Wi-Fi or asking student to turn into office at beginning of each day.

APPROPRIATE USE OF LOCKERS

Locks for hall lockers are supplied by the school. Students should not share their combination with other students. Sherwood Heights retains ownership of all lockers with the expectation that they will be used with due care. Any posters/materials in a locker must be appropriate and easy to remove. Lockers will be cleaned out periodically throughout the year.

Students should get their materials from their locker before classes begin. In the morning, each grade will have a designated bell to inform them of their locker access time. Access times are as follows: Grade 7 at 8:38 a.m., Grade 8 at 8:40 a.m., and Grade 9 at 8:42 a.m. or at the end of lunch. Students should not need to go to lockers between classes. They are expected to have all appropriate materials / books for their classes. Homeroom classes may also have a designated storage space for materials / books; ask your teacher for more information.

If the Principal has reasonable grounds to believe that a search of the student, their backpack or their locker will reveal a breach of school rules, then they are permitted to search the locker with the student and another adult present.

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.

LEARNING COMMONS/LIBRARY

The Learning Commons/Library is not accessible during the day. Students wanting to borrow library materials can put them on hold in their Destiny account. Books will be delivered to students when they become available.

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.

SCENT POLICY

We are a scent aware site and ask staff, student and visitors to 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. Students are however encouraged to keep a stick deodorant at school. They should use it in the privacy of the bathrooms.

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 be conducive to learning.
2. Students have responsibilities as learners and as good citizens of the school community. Students are responsible for their behavior at all times throughout the day.
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, we can promote positive student conduct.
6. Students will respect all people, including themselves, and all property, including their own, at all times.

MINOR AND MAJOR OFFENCES

Students who commit an offence will be dealt with on an individual basis by staff and administration. As per the School Act and EIPS Procedures, a misbehavior may warrant the assignment of a study hall, an in-school suspension served in our PAWS Room, an out-of-school suspension and potentially a referral to the Elk Island Public Schools Board of Trustees for expulsion.

VAPING

Vaping has become a significant issue for youth in that vaping is harmful to one's health and may contain varied levels of nicotine and/or drugs. Sherwood Heights and Elk Island Public Schools is responding in a serious manner to any vape incidents. Students in possession of a vape and/or using a vape may be immediately suspended from school. Any vape materials will be confiscated and disposed of.

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 36 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. 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.
4. The principal may suspend a student from school, from one or more class periods, courses or educational programs or from riding the school bus.

Athletics

Sherwood Heights strives to offer a variety of athletic opportunities. The students are selected for these based on skill, coachability, effort in schoolwork and respect for other students and staff. Team members are expected to be ambassadors for Sherwood Heights.

The coach and staff advisor select the team. Team selection is not an easy task and much thought and consideration goes into this process. Team lists are posted outside the gym. 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 serving a school suspension will not play/participate that day and may see other team consequences as well at the discretion of the coach. Parents will be contacted if there are 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).

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

Team	Time	Format
X-Country Running	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

NOTE: Athletic competition dates are announced as the schedules are produced.

Athletic Awards

An annual “Cougar Night” is traditionally held mid-June. This Awards event recognizes our sports teams, highlights their accomplishments and pays tribute to our top athletes.

Coaches on each team choose 3 award recipients: Most Improved Player, player with the biggest “heart”, and Most Valuable Player. Track and Cross-Country teams will recognize the most valuable athletes by age group and gender.

A highlight of the Athletic Awards is recognizing the top male/female athletes in each grade. These award winners are chosen by the coaching staff and athletic department at the end of the year. Top athletes participate in multiple sports and make an outstanding contribution throughout the year.

Should the athletics program start up again, the school will inform parents and students of any changes.

Academic 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 are presented 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 students who achieve a final average 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 students in grade 7, 8, and 9 will receive a plaque and monetary award.

COMPLEMENTARY COURSE AWARDS

The complementary course awards acknowledge students who achieve A level results in all their options. These awards 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 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.

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 planning committee to work with the school to plan and run the farewell event. Currently, large group gatherings are prohibited and the planning committee will be exploring options to celebrate our students.

Additional Services, Supports and Activities

STUDENT SUPPORT SERVICES

Student and family supports are available through our school counselors and our Family School Liaison Worker. We support students with personal and peer concerns, family issues, anxiety, study skills, and organization. Students and parents are welcome to contact the counselor.

IMMUNIZATIONS

The Health Unit comes to school a few times each year to provide booster immunizations. Prior to immunization day at school, a consent card will be sent home for a parent or guardian's signature.

Emergency Drills

During the school year various emergency drills will occur. Students will be familiarized with appropriate protocols in each instance and parents will receive notifications when these drills occur.

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'!

