

School Handbook



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SHERWOOD PARK, ALBERTA T8A2G6

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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 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 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 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. We are excited about our addition of BIONIC to students' schedules this year. BIONIC is delivered in partnership with Health classes and provides students opportunities to hear from guest speakers and work on whole-school activities. 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

General Expectations

ACCIDENTS

If an accident occurs on school premises, a staff member should be notified immediately. First aid and ice packs are available at the school office. In the event of a serious injury, the student is given first aid by certified staff and parents/guardians will be notified or requested to pick up the student. If parents are unavailable, staff will use their discretion and may take the student to a doctor or call an ambulance if immediate attention is needed for an illness or injury.

ALLERGIES/MEDICAL ALERTS

Students with severe allergies or serious medical conditions should inform the office. The student is responsible for ensuring that any EpiPens/medicine/medical equipment is at school and not expired.

ARRIVING EARLY TO SCHOOL

Students should not arrive before 8:15 a.m. unless they have a meeting or practice. Students who are dropped off at school before 8:15 a.m. will wait outside until the school doors are opened at 8:20 a.m.

PHOTOGRAPHS/ VIDEO

Recording Students are prohibited from taking photos / videorecording / voice-recording in the school or on school property unless express permission has been given by a staff member for a school-related project. Students will not take photos of classmates or staff without their permission. Students should not post photos or videos of students, staff, or school events on personal social media websites. School administrators reserve the right to review any material or content to determine appropriate use.

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 respectful, safe, and secure school environments, the wearing of appropriate clothing by students is an important factor. It is free from: inappropriate words, phrases, and images; being sexually explicit, containing drug or referencing illicit materials; 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.

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 unless administration has given permission to a student for safety or medical purposes.

STUDENT PERSONAL DEVICE POLICY

Students and staff will only use personal devices during class time when use 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 may be directed to the office to meet with an 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. Students should not need to go to lockers between classes. They are expected to have all appropriate materials / books for their classes.

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 later, a refund may be made.

LEARNING COMMONS/LIBRARY

Students wanting to borrow library materials can put them on hold in their Destiny account.

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.

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. Visitors must report to the office upon arrival.

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.

- 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.

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

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.
- Students who are not in attendance during the school day will not be permitted to participate in extracurricular activities that take place that school day.

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.

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. Do not 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.

Important Dates for Parents

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

- Meet the Teacher
- Awards Night
- Parent/Teacher/Student Conferences

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
- 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

Private Property Surrounding the School

Sherwood Heights is an open campus which means students are free to leave campus at lunch. Inappropriate behaviours may result in these privileges being removed. 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.

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. There are several lunch clubs offered throughout the week.

Behaviour Policies

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 an out-of-school suspension and potentially a referral to the Elk Island Public Schools Board of Trustees for expulsion.

WASHROOM RULES

Students are not to be in a washroom stall with any other students for any reason. If multiple students are found to be sharing a stall, it results in an automatic suspension.

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 will be immediately suspended from school. Any vape materials will be confiscated and disposed of.

Trafficking of controlled substances and/or alcohol will result in an immediate suspension with a recommendation for expulsion. If there is reason to believe that a student is in possession of a controlled substance(s), the student's locker, personal belongings & person may be searched

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.

Bullying will not be tolerated at Sherwood Heights Junior High

According to the Alberta Education website, bullying is a conscious, willful, deliberate, repeated and hostile activity marked by an imbalance of power, intent to harm and/or threat of aggression. It can be verbal, social, physical or cyberbullying. It can occur within a peer group or between groups. It can occur at school and in sports. The four most common types of bullying are:

Verbal Bullying

- name-calling, sarcasm, teasing, spreading rumours, threatening, making references to one's culture, ethnicity, race, religion, gender, or sexual orientation, unwanted comments.

Social Bullying

- mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down.

Physical Bullying

- hitting, poking, pinching, chasing, shoving, coercing, destroying, unwanted sexual touching.

Cyberbullying

- using the internet or text messaging to intimidate, put down or spread rumours about someone.

Please note for us to respond to an incident of bullying, it must be reported to us in a timely manner. If we are not aware of the problem, it cannot be dealt with proactively.

BUS BEHAVIOUR

Elk Island Public School district requires that order and discipline be maintained on school buses to ensure the safety of all students and staff. Students are expected to be aware of and abide by the rules of behaviour on buses, at bus stops and at transfer locations. The EIPS transportation rules will be given to every bus student at the start of the year. Students may only ride their assigned bus. Should a student need to ride a different bus, EIPS transportation must be contacted, as bus drivers will not accept written notes. Misbehaviour on the bus may result in a bus driver referral to the school administration with appropriate consequences being allocated. Students may lose the privilege of riding on the bus.

CHEATING/PLAGIARISM

Any student who is observed cheating has been discovered to have cheated or has plagiarized will be immediately referred to the office. The student may be suspended, and parents will be contacted. It will be the student's responsibility to demonstrate the learning outcome in a manner agreed upon by the teacher.

DAMAGED MATERIALS AND EQUIPMENT

Students are responsible for any willful damage to school property that is in their possession. A bill will be issued to repair or replace the item. In the event of an accident, the administration will use discretion as to the replacement or repair of the material or equipment. Students that commit any vandalism to school property will be charged the repair or replacement cost.

SCHOOL BEHAVIOUR PLAN / PROGRESSIVE DISCIPLINE

The underlying philosophy of the Sherwood Heights Junior High behaviour plan is that all students have the right to learn in a positive environment. A positive learning environment is one in which students are encouraged to make appropriate choices and are responsible for their own behaviour. There are logical and natural consequences for the choices students make. Our goal is to share this responsibility between staff, students, and parents to support students to make positive choices. We believe that learning to take responsibility for one's actions and making positive choices is an important component in student growth and learning. We expect that our students will be safe, respectful, and always try their best. This includes regular and punctual attendance. Each teacher will develop and state the expectations for students to follow while in their classroom. Progressive discipline will be used if students are not making appropriate choices and the teacher may use steps such as:

- Eye contact, proximity, verbal warnings, and reminders about expectations
- Loss of privileges
- Removal from class for short periods or asked to wait in the hall outside the classroom
- Parental contact
- Study hall or detention
- Referral to the office
- Written negative referral to administration

Depending on the seriousness of the offence, any of the above steps may be bypassed and the student may be immediately referred to the office. Office referrals from a staff member or any offence brought to the attention of administration may result in discussions, detentions, contact home, removal from a class for a period of time, in-school suspension or an out-of-school suspension. For your reference, Elk Island Public Schools has developed the following policy for the consequences and discipline cycle (Policy 320) Consequences of Unacceptable Behaviour

1. Unacceptable student behaviour may be grounds for disciplinary action and provides an opportunity for critical learning and reflection in the areas of personal accountability and responsibility, the development of empathy, conflict resolution, communication, and social skills development.
2. Consequences of unacceptable behaviour consider the student's age, maturity, individual circumstances, and frequency of misconduct. The specific circumstances of the situation and of the student shall be considered when determining appropriate consequences.
3. While this code of conduct addresses consequences for inappropriate behaviour, support shall be provided to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour.

4. The consequences of unacceptable behaviour may include but are not limited to:
- assignment of a student to an alternate supervised location when behaviour is unacceptable, disruptive, or destructive.
 - short term removal of privileges.
 - Detention.
 - use of reasonable force as required by way of correction to restrain a student from carrying out a violent or destructive act that could harm the student or others.
 - interventions such as positive behaviour support, community conferencing, or other forms of restorative justice.
 - replacement of or payment for damage to school property.
 - corrective student transfer.
 - suspension; and/o
 - recommendation for expulsion

OFFICE DETENTION ROOMS

Sherwood Heights has three detention rooms located in the main office. These rooms are equipped with a desk where students can complete work. Administrators will make use these rooms at their discretion.

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 Honours 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.

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

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 go 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!

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.

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

Several practice drills are held throughout the year to prepare students for internal and external emergencies. Detailed information about these drills can be found on the EIPS website, as well as on our own school website. They consist of evacuation, inclement weather, and lock-down. Guidelines for these drills are reviewed by students and staff regularly. It is vital that students cooperate fully with the staff and conduct themselves in absolute silence. If a fire bell sounds during breaks or the lunch hour, students should use the nearest exit to leave the school and proceed to the designated outside area to assemble with their homeroom class. A signal will be given when it is safe to return to the building.