

School Handbook



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C P O U I G D A E R

Welcome!

Hey there, welcome to Sherwood Heights, the place where the Cougars rule! We're all about creating an awesome environment for you to thrive academically and have a blast with different activities too.

Starting at a new school year can feel intimidating, we get it. But no worries, at Sherwood Heights, we've got your back. There are so many opportunities for you to make new friends and get involved in cool stuff like Art, Band, Drama, Computers, French, Student Leadership, and more. Basically, we've got something for everyone!

We want you to feel proud of your learning journey here. We believe in showing perseverance (never giving up!), respect (being cool to others), integrity (doing the right thing), dedication (giving it your all), and enthusiasm (being excited about what you're doing). These values are what make our school so awesome!

So, get ready to have an amazing time at Sherwood Heights. Let's learn, have fun, and make great memories together. Go Cougars!

We are excited to announce that we'll be continuing with BIONIC this year at Sherwood Heights. It's a pretty cool program that we've partnered up with our Health classes for. Basically, it's all about preparing you for life after high school and getting you ready to rock it!

With BIONIC, you'll have the chance to hear from some amazing guest speakers who will share their experiences and wisdom with you. It's all about helping you make those important choices that shape the person you become in high school and beyond. And guess what? It all starts right here, in Junior High!

At Sherwood Heights, we take a lot of pride in giving you tons of opportunities to grow and reach your full potential. Whether it's in academics, sports, arts, or getting involved in student activities, we've got something for everyone. So, get ready to dive into new experiences and discover just how awesome you can be!

Let's make the most of BIONIC and all the amazing things Sherwood Heights has to offer. Your future is looking bright, my friend!

Please visit our website at www.sherwoodheights.org to learn more about our school, and feel free to follow us on Twitter and Instagram @swhcougars to stay up-to-date on our latest news and events. We warmly welcome all students to Sherwood Heights Jr. High School and hope to see you soon!

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 something happens to you on school premises and you get hurt, it's important to let a staff member know right away! The school office has first aid supplies and ice packs that can be used to give you some initial care and ease any pain or discomfort you might be experiencing.

If you've been hurt badly, the staff will do their best to help you right there and then by administering first aid. They'll also take the necessary steps to make sure you're safe and comfortable until you can be taken care of properly. In more serious cases, your parents or guardians will be contacted as soon as possible to pick you up from school. Depending on how badly you're hurt, it may be that you need to see a doctor, or maybe even 911 if it's an emergency.

Just remember, if you do happen to get into an accident while you're at school, your teachers and other staff members are there to help you, and they'll do everything they can to make sure you get the care you need to feel better.

ALLERGIES/MEDICAL ALERTS

If you have any severe allergies or some serious medical conditions, it's important to let the school office know. This way, they can be prepared and know how to help you if something happens.

It's also your responsibility to make sure that you have any necessary medication or medical equipment, like an EpiPen, at school. And don't forget to check the expiration dates to make sure everything is up to date and effective if you need it. By keeping the office in the loop and making sure you have everything you need, we can all work together to make sure you stay safe and healthy while you're at school.

ARRIVING EARLY TO SCHOOL

It's best not to arrive at school before 8:20 a.m. unless you have a special meeting or

practice scheduled. If you do happen to show up earlier, you'll just have to wait outside until the school doors open.

We want to make sure everyone stays safe and secure, so it's important to stick to the designated times for arriving at school. That way, we can all have a smooth start to the day without any issues.

Remember, it's all about keeping things organized and making sure everyone is on the same page. So, try to plan your arrival time accordingly and avoid showing up too soon.

PHOTOGRAPHS/VIDEO

To maintain the privacy and safety of our students, there are specific guidelines regarding the recording of photos, videos, and voice recordings within the school or on school property. Unless express permission has been granted by a staff member for a school-related project, students are prohibited from engaging in any form of photography, videography, or voice recording.

It is crucial that students respect the privacy of their classmates and staff members. Taking photos of classmates or staff without their explicit permission is strictly prohibited. Similarly, students are not allowed to post any photos or videos of students, staff, or school events on personal social media websites without appropriate authorization.

SKATEBOARD, BIKES & SCOOTERS

When it comes to your safety, it's important to wear a helmet whenever you're riding a skateboard, bike, or scooter. Helmets help protect your head and keep you safe in case of any falls or accidents.

We have a rule that says you can't ride skateboards, bikes, or scooters on the front sidewalks between 8:00 a.m. and 4:00 p.m. We just want to make sure everyone can walk around without any accidents or collisions.

If you're bringing a skateboard or scooter to school, you're allowed to carry it inside the school and store it in your locker. We have got bike racks set up for you to park your bikes too. But here's the thing, the school isn't responsible for keeping your bikes safe, so make sure you lock them up properly!

DRESS EXPECTATIONS

When it comes to creating a respectful, safe, and secure school environment, the clothes we wear play a key role. We must make sure our outfits are appropriate and don't include any stuff that could be offensive or harmful.

We want to avoid clothing that has inappropriate words, phrases, or images. That means no shirts or pants with stuff that's sexually explicit or references drugs or illegal stuff. We also have to be cautious about accessories that could potentially harm

ourselves or someone else.

If someone isn't meeting these clothing expectations, they'll be asked to make a change and choose something that fits the guidelines. It is all about making sure we respect each other and keep the good vibes going.

Let's rock our outfits in a way that's cool and considerate of others, so we can create an awesome and inclusive school environment for everyone!

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

When it comes to using our personal devices during class time, we've got a few guidelines to follow. We can only use our phones, tablets, and other devices if the teacher gives us the green light for a specific learning activity. Or, if we have a diagnosed medical condition or an identified educational need, we can use our devices for that too (must be approved by the office).

When we're in class, our personal devices should be stored in our lockers. We should not be accessing them during instructional time. Students will have chances to use them during break periods like class breaks and lunch.

It's all about finding the right balance. We need to stay focused during class and avoid getting distracted by our devices. We also understand that sometimes, using our devices is necessary for learning or accommodations.

Let's respect these rules and make the most of our devices during the appropriate times. Together, we can create a productive and engaging learning environment for everyone!

- 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 the device from school Wi-Fi or asking the student to turn into office at beginning of each day.

Failure to adhere to the personal communication device policy(s) above will result in consequences.

1st Offence - The teacher will verbally warn the student and make a record of it in PowerSchool.

2nd Offence - The PCD will be confiscated and will be sent to the office. The student will be permitted to collect their PCD at the end of the school day. Parents and/or guardians will be notified.

3rd Offence - the PCD will be confiscated and will remain in the office until a parent or guardian is available to collect the PCD.

4th Offence - School discipline

APPROPRIATE USE OF LOCKERS

Let's talk about lockers at Sherwood Heights. The school will provide you with locks for your hall lockers. It's important to keep your locker combination private and not share it with others. We want to make sure your stuff stays safe and secure!

Just a heads up, the school retains ownership of all the lockers, so we have to treat them with care. If you want to put up posters or materials in your locker, that's cool, but make sure they're appropriate and easy to remove.

Oh, and here's something to remember. Lockers will be cleaned out every now and then throughout the year. So, keep that in mind and make sure you're not leaving any perishable food or, you know, anything that might not smell so great later on. When it comes to getting your stuff from your locker, try to do it before classes start. We want to avoid having to make trips to lockers between classes. Be prepared and have all the materials and books you need for each class.

Lastly, if the Principal has a good reason to believe that there's a breach of school rules, like if they suspect something sketchy is going on, they're allowed to search your locker. But don't worry, you'll have another adult present during the search to make sure everything is fair.

Let's keep our lockers in good shape, grab what we need efficiently, and respect the rules.

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.

LEARNING COMMONS/LIBRARY

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

- 9:30 a.m. – 3:00 p.m. (also open at lunch)

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're a scent aware site, which means we have to be mindful of scents that might cause allergic reactions in others. We want to keep everyone safe and comfortable!

Here's the deal. We're asking all students, staff, and visitors not to bring or use any sprays like perfume or deodorant anywhere in the building. We know, it's a bummer, but it's important to consider everyone's well-being.

Now, don't worry, you can still keep yourself fresh with deodorant! We encourage you to bring and use stick deodorant. Let's be considerate of others and avoid using strong scents that might cause allergies.

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

If you've accidentally lost something at school, don't worry. We got your back! Here's what you have to do.

First off, check with your teachers in physical education or go to the office. They might have seen your lost item, or someone might have turned it in. If you can't find it there, don't worry just yet. We have a lost and found bin right by the front doors. So, head on over there and check it out. Periodically, we put lost items that haven't been claimed on display on tables in the main hallway. This way, you can see if your lost item is there. We keep those items on display for a few weeks.

Lunch Hour

You have some options when it comes to lunchtime at Sherwood Heights! Check it out:

You have the choice to stay at school for lunch. In fact, all students are allowed to stay and enjoy their lunch right here. If you want to eat inside the school, you can hang out in your homeroom.

But hey, if you prefer to mix it up, you have other choices too! You can head outside and have your lunch on the school grounds. If you want, you can go home and have lunch there. And get this, you can even go off-campus during the lunch hour if you want to grab a bite somewhere nearby. How cool is that? Now, here's something sweet. We have vending machines available, so if you need a snack or drink, they've got your back. And if you're looking for some extra food to complement your lunch, our canteen has a small variety of options to choose from. Yum!

So, the choice is yours. Stay at school, head outside, go home, or explore off-campus. Just make sure to enjoy your lunch break and get back to school on time! 1:09 p.m.

LUNCH PROCEDURES

After your fourth period class ends, there's a little routine we follow. If you are staying inside, you'll need to eat in your homeroom during the designated eating time, which is around 15 minutes. Basically, you grab your food and chow down with your classmates in your homeroom.

Once you've finished eating, you have to show the supervisor that your homeroom is all neat and tidy. Then, you're free to leave the lunchroom and enjoy the rest of your break.

Here's something important. We want to keep our school grounds clean and litter-free. So, it's important that you help us out by throwing away any trash and making sure the school grounds are nice and tidy.

The lunch break is a great time to hang out with your friends and get involved in school clubs and activities. Throughout the week, there are several lunch clubs offered. So, if you're looking for something cool to do, join one of them and make the most of your lunch break!

Remember, lunchtime is not just for eating, it's also for socializing, having fun, and being part of school activities.

Attendance

Making sure you show up to school regularly and on time is important if you want to perform at your best. When you attend school consistently, you get to participate in important lessons and activities that help you grow academically.

ABSENCES

Schools are required to keep accurate attendance records. Parents/Guardians must contact the school by phone, email, or voice message any time students will be away, arriving late or needing to leave early. The student's name, homeroom and date(s) of the absence or time they need to leave must be included in the message.

Also, a general reason needs to be logged for each absence (e.g., sickness, appointment, travel).

- If you need to leave during class time, a parent/guardian must call the school once they have arrived, you will be dismissed at that time. Students must check out at the office before leaving the building. Parents do not need to come in to sign you out.
- If you leave at lunch time, you do not need to let the office know.
- The school must know if someone other than your parent/guardian is coming to pick you up. A third party (e.g., older sibling, family friend, or grandparent) is not permitted to sign you out without prior consent from a parent/guardian.
- If a parent or guardian does not contact the school prior to an absence, students are marked Absent (unexcused absence), and parents/guardians 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. 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 8:38 a.m. and 1:14 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 1:09 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.

- 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

Sherwood Heights Junior high is committed to ensuring ongoing, meaningful, reliable, and valid assessment for all students. Assessment is the process of gathering evidence designed to:

- improve student learning.
- guide effective instruction.
- make professional judgements about student achievement.
- provide information for reporting; and
- make informed decisions about student programming.

Assessment practices will:

- recognize the student as integral to the process.
- focus on student learning through ongoing descriptive feedback in reference to the curricular outcomes.
- ensure open and timely communication of assessment with students and parents/guardians; and
- include multiple sources of evidence from a variety of assessments.

Students will:

- 1.1. be active learners demonstrating their learning through opportunities provided by the teacher;
- 1.2. complete tasks to the best of their ability to demonstrate their achievement; and
- 1.3. fulfill the requirements of a missed summative assessment or demonstrate a different level of understanding through a reassessment opportunity.

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

Student achievement on report cards is 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 will be 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. Students will complete final exams in June.

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.

- 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 has an "open campus" which basically means you're allowed to leave the school during lunchtime. How cool is that?

But here's the thing. We have to make sure we behave appropriately because with great freedom comes great responsibility. If we don't act cool, these awesome privileges could be taken away.

At Sherwood Heights, we are all about being good citizens and good neighbors. That means we have to be considerate of the people living near the school, as well as other schools and recreational facilities around us. It's all about showing respect and being mindful of our actions.

Let's be responsible, respectful, and keep in mind that we're representing Sherwood Heights in the best possible way. Be a good neighbor, respect private property, and make our school proud!

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 core courses.

Please note: To be eligible for Honours, students also must have passed all other courses.

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.

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

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

Coaches on each team choose three 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 selected 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.

Behaviour Policies

- [STUDENT CODE OF CONDUCT](#)
- [WELCOMING, CARING, RESPECTFUL AND SAFE LEARNING ENVIRONMENTS FOR STUDENTS](#)

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.

Additional Services, Supports and Activities

RESET ROOM

Our Reset Room is a calm and inviting space designed to provide students with a supportive environment for self-regulation and emotional well-being. This dedicated space offers a variety of sensory tools and resources to help students refocus and recharge. With comfortable seating, soothing colours, and calming music, the Reset Room encourages relaxation and helps students develop healthy coping mechanisms. It is a haven where students can take a break, practice mindfulness, and engage in activities that promote self-care.

Our Reset Room empowers students to manage stress and navigate their emotions effectively, fostering a positive and productive learning environment. Students will have 10 to 15 minutes to decompress in the room before or after a stressful situation. The goal is to minimize students' time in the Reset Room and instead promote self-care and self-regulation skills that they can use throughout their school day.

The Reset Room is an important resource for all students, as it helps support social-emotional learning (SEL). SEL focuses on fostering positive relationships among students, teachers, and families. It also aims to teach students how to manage emotions effectively, build resilience and achieve academic success.

STUDENT SUPPORT SERVICES

Student and family supports are available through our school and our school based Social Worker. We support students with personal and peer concerns, family issues, anxiety, study skills, and organization.