



ASHA STEVENS HILLSIDE CHRISTIAN SCHOOL

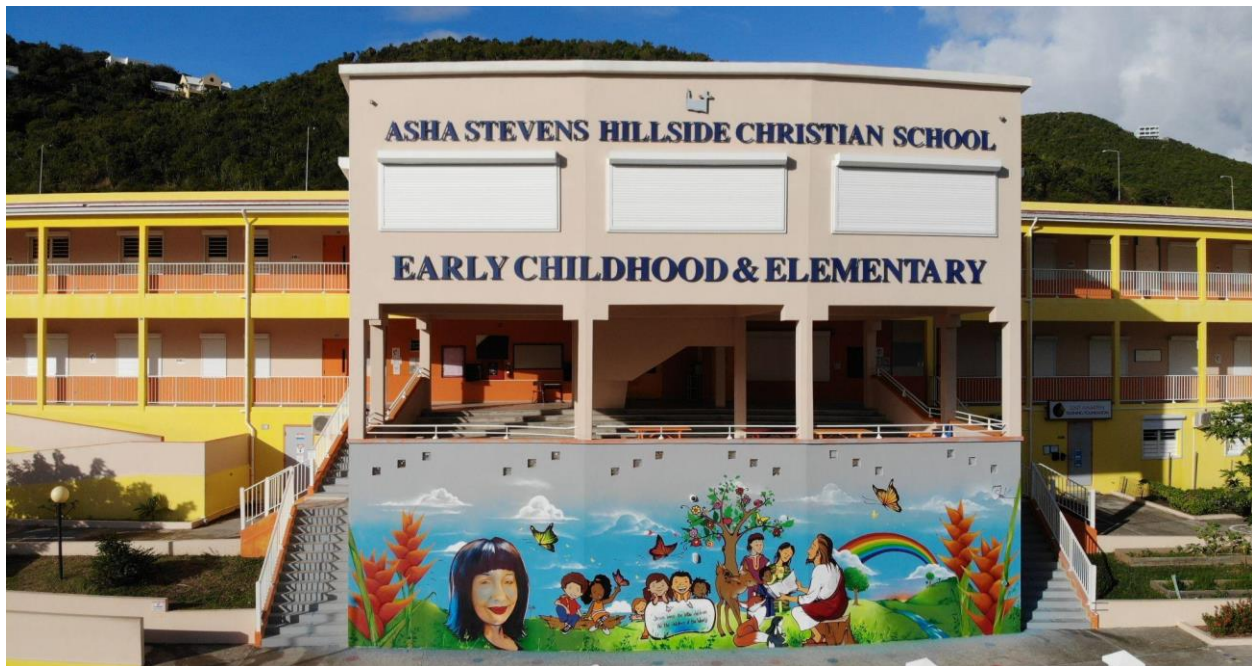
Protestant Christian Education for Early Childhood and Primary Schools

Jackal Road # 4, Cay Hill, St. Maarten

Tel: (1-721) 543 - 1750/(1-721) 543-1650

Website: hcssxm.org

Email: ashastevens@hcssxm.org



Student- Parent Handbook

School Year 2023-2025

Table of Contents

Philosophy of Education.....	2
Message from the Executive Director	3
Word from the Manager	4
A Brief History of Hillside Christian Schools.....	5
Mission Statement & Vision Statement.....	6
Online Platforms.....	7
School Rules.....	8
Dress Code.....	14
Vacation Schedule	16
School Songs.....	17
Canteen Services.....	18
Support Services.....	18
Emergency Drills.....	19

I can do all things through Christ who strengthens me.

Philippians 4:13

Philosophy of Education

PROTESTANT CHRISTIAN SCHOOLS OF THE WINDWARD ISLANDS

The Hillside Christian Schools were established upon the conviction that the Holy Bible is the infallible and inspired Word of God. In this revelation of Himself to man, God shows that:

1. He is Triune, or three persons in one being; namely, the Father who created and sustains the universe; Jesus Christ, the only begotten Son, our Savior who intercedes for us as the King of the universal church; and the Holy Spirit, who is our Comforter, Sanctifier and Guide.
2. He has appointed the parents to train their children to know that commitment to Christ comes first in their lives.
3. The training of the child shall be continued under the parent's responsible supervision in a school that carries out the basics of a God-honoring, God-centered program beginning in the home.

These principles make it inevitable that our Christian education be of the highest academic quality so that each child may utilize his or her unique God-given abilities. To help each student reach a high level of spiritual and academic development, we aim to select staff members who are committed Christians. This commitment will be reflected in the ability they demonstrate to apply these principles as they teach, discipline, and converse with their students as well as in their relations with fellow teachers and parents. All faculty members must be well trained in their respective fields in order to give each student the tools needed to become the best he or she can be.

The underlying philosophy of education regarding its origin, purpose, and application to everyday life must then be distinctively Christian. The God-directed goal of both teacher and student must always be, to do the best job possible, using the best tools available.

In conclusion, it is the goal of the administration, faculty and parents of Hillside Christian Schools to educate each child to his/her highest potential as a child of God and as a responsible citizen.

The School Board of the

Foundation for Protestant Christian Education

Message from the Executive Director

PROTESTANT CHRISTIAN SCHOOLS OF THE WINDWARD ISLANDS

Dear Parents/Guardians,

The handbook that you hold is the eighth edition for Hillside Christian Schools.

We present this handbook to you with the hope that you will join us in one of the most exciting endeavors ever undertaken: the education of your children. The first and foremost educators of children are their parents. With the total commitment of parents and their cooperation with school faculty and staff, there is virtually no limit to the quality of education your children can receive.

The school board of Hillside Christian Schools, our teachers, administrators, and support staff are dedicated to providing your children with an outstanding educational program.

The information, which this handbook contains has come from many sources and represents the work of a great number of people who are very interested in the welfare of our students (your children).

Please take the time to read each page that follows. We, who have put this handbook together, have made an effort to keep the topics short, clear and helpful to parents and students.

The handbook will be updated on a regular basis and we earnestly seek your comments and recommendations. Please contact the school's office if you have any question about the handbook or any matter concerning the welfare of your child. We care.

Sincerely,

Mrs. Asha Stevens-Mohabier

Executive General Director

Word from the Manager

Greetings in the name of our Lord and Savior, Jesus Christ.

Thank you for choosing The Asha Stevens Hillside Christian School as your preferred learning institution.

Our mission as a Christian school is to meet the holistic needs of the child, which allows their fullest God-given potential to be addressed. This is done through the guidance of the Holy Bible, carried out by a dedicated and committed staff with the help and cooperation of parents and other stakeholders.

As an educational institution, we aim to facilitate our students to become critical thinkers, dynamic problem-solvers, enthusiastic readers, industrious researchers, creative writers, and resourceful innovators.

We are confident in our students' abilities to meet the demands of their classes and continue to develop positive social skills.

The continued use of technology and digital platforms in our learning activities will help our students to be prepared for learning both off and online.

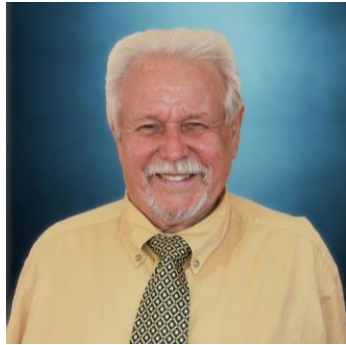
We look forward to the great things that will be accomplished as we work together with God's grace and guidance.

As our school motto says "I can do all things through Christ who strengthens me."
- Phil. 4:13

Yours in education,

Mrs. Chananda Rombly-Delaney
School Manager, ASHCS

A Brief History of Hillside Christian Schools



Mr. Helmich Snijders, Founder
March 23, 1938 - April 15, 2022



Mrs. G. Asha Stevens-Mohabier, Founder

It began in the **mid-1960s** with one man having a vision and much courage. He is a man who has sacrificed much and went as far as to mortgage his own home in order to obtain funds and equipment to build a Christian School on St. Maarten. That man is Mr. Helmich Snijders. Over the next ten years, Mr. Snijders and his former wife, Mrs. Asha Stevens worked hard to pay off the debt for this project and with other members of our community, turned their dream into a reality.

On April 23, 1968, the foundation for Protestant Christian Education in the Windward Islands was established in St. Maarten. **In 1974**, the foundation started with the first 3 classes with a total of 55 students of what would become the **St. Peters Hillside School**. In that same year, the Island Government of St. Maarten made land available to our school board for the construction of a school in St. Peters.

In 1977, The St. Peters Hillside Kindergarten began classes.

In 1994, the St. Peters Hillside School Pre School began.

In March 1995, the name of our school was changed from '**St. Peters Hillside School**', to '**The Hillside Christian Schools**' to reflect our Christian orientation.

Over the years, our school has grown from 4 classrooms to three schools consisting of 26 classrooms with a student population of 660; a staff of 37 teaching professionals, who provide quality education with a Christian Foundation to each student.

With God's guidance and help, we have met the challenges of the past. **On February 25, 2011**, the groundbreaking ceremony took place for the second Hillside Christian Schools Campus in Cay Hill. **During the school year 2012 -2013**, our school was separated into two campuses. **On August 17th, 2012**, we proudly opened our **Asha Stevens Hillside Christian School** campus in Cay Hill.

Mission Statement

The purpose of The Hillside Christian Schools (HCS) is to meet the holistic needs of the child, which allows their fullest God-given potential to be addressed. Consequently, we will provide a quality education which teaches them to maintain Godly values and beliefs, with an approach which uses the principles of Foundation Based Education.

Our mission will be guided by the Holy Bible, carried out by a dedicated and committed Christian staff group, with the help and cooperation of parents and other stakeholders, in a positive, safe, challenging, and Christian environment, where all persons are valued.

Vision Statement

“And the Lord said, “Write the vision, and make it plain upon tables, that he may run that readeth it.” (Habakkuk 2:2)

The Hillside Christian Schools provides Christian Preschool and Elementary Education for the school population of St. Maarten.

Using the Holy Bible as its guide, children will be facilitated in their learning to utilize and develop their unique God-given abilities.

HCS employs Christian teachers to teach Christian Education and to teach children to know, love, respect, and serve God. Consequently, children are equipped with the necessary tools, and encouraged and supported to be life-long learners.

Education is provided in the mother tongue, which takes into consideration the different needs of our students.

The schools provide two streams for the language of instruction: English and Dutch.

There is an exchange of ideas with other schools, which enriches the experiences for teachers and expands the learning opportunities for students.

School motto:

I can do all things through Christ who strengthens me. Philippians 4:13

Online Platforms

Our online school platforms are as follows:

- **Quickschools**

- This is our online tracking system which allows parents to view grades, attendance, homework and communicate with teachers through the parent portal.
- You can access Quickschools through the website, www.hcsas.quickschools.com with your username and password.
- Please contact our tech department



- **Seesaw**

- In the event of a lockdown associated with any type of disaster, epidemic or pandemic, this platform will be used to foster the continuity of our students' education.
- Seesaw may be accessed through the website, <https://web.seesaw.me/>. The class code will be given by your child's teacher.
- Seesaw will be used for Groups 1 through 4.



- **Google Classroom**

- In the event of a lockdown associated with any type of disaster, epidemic or pandemic, this platform will be used to foster the continuity of our students' education.
- Google Classroom may be accessed through the website, <https://classroom.google.com/h>. The class code will be given by your child's teacher.
- Google Classroom will be used for Groups 5 through 8.



Google Classroom

School Rules

School Hours

<u>Early Childhood</u>	Monday - Friday	8:00 A.M. – 1:00 P.M.
<u>Groups 1 – 8</u>	Monday, Tuesday, Thursday & Friday Wednesday	8:00 A.M. – 2:00 P.M. 8:00 A.M. – 1:15 P.M.

1. School Bells

- 1.1 The bell will ring at 7.55 A.M. to indicate that students have to be in the class.
- 1.2 The bell will ring again at 8.00 A.M. to indicate that classes have commenced.

2. Late Arrival

- 2.1 Students arriving late should present a verbal or written note stating the reason for their late arrival.
- 2.2 A student arriving late three (3) times without a note will be sent to the Principal.
- 2.3 After receiving 3 written warnings, upon arriving late the fourth time, the parents will be called and requested to give an explanation.
- 2.4 If the student continues to arrive late without a valid reason the matter will be referred to the Truancy Department of Education.

3. Absenteeism

- 3.1 Upon returning from absence students must present a written statement, signed by parent or guardian stating the reason for their absence.
- 3.2 Parents should keep the **vacation schedule** in mind when planning their family vacations to avoid unnecessary absenteeism for their children. Requests for students to be absent during school days must be prepared at school and brought in at the Truancy Department of Education.

4. Homework and Assignments

4.1 Pupils must complete all homework assignments neatly and accurately.

4.2 Parents/guardians are expected to sign homework books or worksheets.

4.3 Parents/guardians should notify the class-teacher of the reason, if any, for incomplete homework.

4.4 Parents/guardians of pupils who do not complete their homework or extra work on time and from whom no notification is received will be invited to meet with the teacher to discuss the matter and seek a solution.

4.5 Students of groups 3 to 8 (grades 1-6) are required to purchase a school agenda. This should be in the students' possession on the first day of school.

4.6 Homework requests for students who are out due to illnesses or other urgent reasons should be made via the class teacher/ school's administration. Do allow a complete school day for the homework package to be prepared.

5. School Property

5.1 Every student must treat all furniture, equipment, buildings, toilet facilities and books belonging to the school with due care. Students are not allowed to put their feet, stand or walk on chairs, tables, benches. Rocking of chairs is prohibited. A student who destroys any school property will have consequences for his/her actions. The parents/guardians will be financially responsible for any repairs or replacement of damaged property caused by their child.

5.2 All books must be carried in a sturdy sizeable school bag to avoid any damages. Students are not allowed to place stickers, draw or write on or in textbooks, desks and walls.

6. Recess

6.1 Students have two opportunities to eat and play. First recess takes place from 10.00 A.M. to 10.30 A.M. and the second recess is from 12.00 P.M.-12.15 P.M.

6.2 During recess students should report to the teacher on the playground or their class-teacher if there is a problem with another student or problems in general. Older students (cycle 2) are encouraged to use problem-solving skills to help resolve issues.

6.3 During recess students are not allowed in the classrooms without the teacher's permission. Students who are not allowed to play during the break for one or more reasons must sit on the bench/ play area close to their teacher on playground duty.

7. General Behavior and Guidelines

7.1 Students must promptly obey all instructions from all authority figures at the school and show respect to all adults.

7.2 There will be consequences for all participants in fights. Parents/guardians will be immediately notified of such occurrences.

7.3 Repeated disrespectful behavior towards teachers, assistants, or other pupils; use of indecent language; fighting in and around the school; constant bullying, teasing and nagging, stealing and swearing are considered serious offenses and as such **will result in suspension**. Parents/Guardians will be notified of any wrongdoings their child has committed.

7.4 Students are not allowed to remove anything from another pupil's desk or schoolbag unless instructed by the teacher.

7.5 Students are not allowed to chew gum or eat candy during school hours.

7.6 The school will not be held responsible for jewelry, money or other valuables which may be lost or stolen at school. Investigations will be conducted for any thefts which occur at school and there will be consequences for the responsible person.

8. Process of discipline for inappropriate conduct

8.1 Process of discipline for inappropriate conduct will consist of first oral warnings, then written warnings, meetings with parents and finally suspension. All written warnings will be based on the severity of the offense.

8.2 After a suspension period the student and parents/guardians must first report to the principal/ SCC.

9. Expulsion

9.1 Students who continue to display unacceptable behavior will be brought before the School Board, Inspector of Education, and CPO for further intervention.

10. Communication and Visits

10.1 Parents/Guardians wishing to speak to the class teacher or their child must first make an appointment.

10.2 Visits to classrooms during school hours are only permitted with approval of the School Manager. Approval should be sought via the secretary. Parents will receive a pass if permission is granted.

10.3 Parents/Guardians wishing to speak to the School Manager during school hours should first make an appointment via the secretary's office.

10.4 Parents/Guardian are expected to attend all parent meetings at school or online. The school should be informed if unable to attend.

10.5 Parents should notify the school office of changes in address and phone numbers (home and work). This makes matters easier when contact is needed in case of emergency.

11. Illness or Injury

11.1 In the event of sudden illness or injury, school personnel with basic training in First Aid will provide temporary care for your child. School personnel will administer **basic first aid treatment only**. Emergency medical treatments will be directed toward medical professionals at our local hospital and parents will be notified immediately. Please ensure that your contact information and medical insurance details are accurate in our school's system.

12. Report Card

12.1 Parents/Guardians must collect their child's report card. Digital report cards are also made available via Quickschools. Report cards will never be handed over to students. Report cards days are planned for December 2021, March 2022 and June 2022.

13. Completion of Forms/ Emergency Contact

13.1 Parents/guardians should complete and sign all forms and other queries sent home. Forms and other queries should be returned on the day requested.

13.2 Emergency Contact information – please inform the school of all updated information in your child's file as soon as possible.

13.3 Custody Notice – it is the responsibility of the custodial parent to provide the school with a copy of the custody section of their divorce decree.

14. Electronic devices

14.1 Cellular Phones/ I-pods/ PSP/DS/DSI or other electronic devices or games **are not allowed in school** unless specifically permitted by the teacher or School Manager. This consent will always be in the form of a text message or email by the teacher or School Manager. In case of emergency, the phones in the office will be used. Our school will not be held responsible for any of these items that may be lost or stolen or misplaced. NO ACTION will be taken by the school's administration to recover forbidden items reported lost or stolen, which should have not been brought to school.

14.2 Inappropriate use of electronic technological devices will result in confiscation of the device by any authority figure in the school. Parents/Guardian will be notified and will have to pick up the device from school.

15. Checkouts from school

15.1 Students who must leave school for any reason must be signed out in the main office. Students may only be signed out by persons whose names appear on the registration form, unless the school receives permission in writing from the parent/guardian in advance.

15.2 Communicable Diseases /Contagious Diseases and Viruses

The school reserves the right to remove or exclude any student whose condition interferes with his/her ability to learn or exposes other students to contagious diseases or viruses. A parent will be asked to pick up the child and take them to the doctor. A doctor's slip will be required for re-admission.

15.3 Doctor/dentist appointments

Medical appointments should be scheduled before or after school hours, if possible. However, when such scheduling is not possible, parents should present a written notification or a call to the secretary.

16. Bullying

Bullying is defined as any pattern of behavior by a student or a group of students, which is intended to harass, intimidate, ridicule, humiliate, or instill fear in another student or group of students. Respect for self and others is of utmost importance here at our school.

16.1 Students who prey on others will be subjected to disciplinary action. Students are responsible to alert a teacher or administrator or another responsible adult on campus to hostile attempts directed towards them. Our staff is dedicated to preventing all kinds of bullying, and we will take immediate action if/when bullying incidents occur.

17. Internet use at school

Students are expected to follow all rules stipulated in the school's technology policy.

18. End of School Day

18.1 At the end of the school day students must walk quietly in line to the gate and be dismissed. For safety reasons students are not allowed to run around while waiting for transportation.

18.2 It is the duty of the parents/guardians to make sure that their child is brought to and picked up from school on time.

18.3 Whenever a student is to be notified that he/she will be picked up late, this must be made known to the secretary on time. The secretary will notify the student.

19. Parental Contribution and Book Fees

19.1 It is expected that parents/guardians make their parental contribution before August of each school year. If it is not possible, we have a payment plan in place.

19.2 Book fees must be paid in order for your child to receive his/her text books.

	Registration Fee	Contribution
Early Stimulation	NAF 50, -- or USD 28.--	Monthly: NAF 180 -- or USD 100.--
Cycle 1 and Cycle 2	NAF 50, -- or USD 28.--	Yearly: NAF 300 -- or USD 167.--

Dress Code

The uniform at Hillside Christian Schools reflects a “good appearance” philosophy. Recognizing the diversity of our student population, children have a range of uniform styles to select from. When students are in uniform during or after school hours they should wear it with pride and properly represent the Hillside Christian Schools.

Our uniform reflects our values.

Parents/visitors are expected to be an example by dressing in proper attire when coming to the school. If not properly dressed, parents/visitors will be denied entrance to the classrooms and other facilities.

There is no substitute for our uniform. When sizes are unavailable, parents/guardians will be informed of such and an alternative will be given. As soon as sizes become available, the dress code should be adhered to strictly.

1. Uniforms should be clean and neatly worn.
2. Blouses/shirts must be tucked in at all times.
3. Boys must always wear **a black belt**.
4. Undershirts should be **plain white** with no logos or prints.
5. Socks should be white, black or light blue.
6. Footwear should be **full black** sneakers or shoes. Slippers, shoes with heels, boots, and sandals are **not allowed**.
7. Students must have a **sturdy sizable schoolbag**. No drawstring school bags.

Dress Down Days

Occasionally, as a special reward or school fundraiser, students may be allowed to “dress down” or appear on campus out of uniform. Days when uniforms are optional, **will always be preceded with a note from the school’s administration**. Students and parents must adhere to the attire of the day. Parents will be asked to bring appropriate clothing if your child does not adhere to the dress code.

Dress Code Infractions

For Girls	For Boys	Consequences
<ul style="list-style-type: none"> Long or large earrings More than one pair of earrings Necklaces 	<ul style="list-style-type: none"> Earrings Chains 	Jewelry will be removed.
<ul style="list-style-type: none"> Nail polish Coloring of nails with markers Makeup of any kind 	<ul style="list-style-type: none"> Coloring of nails with markers 	Nail polish, marker ink and makeup will be removed.
<ul style="list-style-type: none"> Colored undershirts Undershirts will sleeves longer than uniform shirt 	<ul style="list-style-type: none"> Colored undershirts Undershirts will sleeves longer than uniform shirt 	Students will be asked to remove their undershirt.
<ul style="list-style-type: none"> Long nails or fake nails 	<ul style="list-style-type: none"> Long nails 	Long nails will be cut.
<ul style="list-style-type: none"> Beads or metallic clips Braids longer than shoulder length Colored braids Hair color 	<ul style="list-style-type: none"> Tails and mohawks Designs in hair Unruly or colored hair Plaited or twisted hairstyles 	Parents/Guardians will be given a certain number of days to remove or change hairdo.
<ul style="list-style-type: none"> Writing on uniform 	<ul style="list-style-type: none"> Writing on uniform 	Parents/Guardians will be required to bring a clean uniform before the student can attend class again.
<ul style="list-style-type: none"> Clothing or bags with political propaganda or gang related words/signs 	<ul style="list-style-type: none"> Clothing or bags with political propaganda or gang related words/signs 	Bags will be confiscated. Parents/Guardians will be asked to bring a change of clothing.
<ul style="list-style-type: none"> Tattoos 	<ul style="list-style-type: none"> Tattoos 	Expulsion
<ul style="list-style-type: none"> Eyebrow designs 	<ul style="list-style-type: none"> Eyebrow designs 	A warning letter will be given and a requirement to grow them back evenly.

Birthdays and Celebrations

If a student chooses to celebrate his/her birthday at school, they can opt to wear something other than their uniform on that day.

The following garments are **not allowed** to be worn on birthday or other celebration days: Belly outs, back outs, T-shirt with any negative connotations, thin strap/strapless clothes, mini-skirts, short dresses, slippers, short pants or ripped jeans. ***If a pupil is not dressed accordingly, parents will be asked to bring a change of clothing before attending class.***

Vacation Schedule

2023 -2024

Mid-Term Break – I	October 2 – 6, 2023
Constitutional Day	October 9, 2023
St. Maarten’s Day	November 11, 2023
Christmas Holidays	December 18, 2023 – January 1, 2024
Mid-Term Break – II	February 12 - 13, 2024
Easter Holidays	March 28 - 1 April, 2024
Carnival/ King’s Birthday/ Labor Day	April 24 – May 3, 2024
Ascension Day	May 9 - 10, 2024
Emancipation Day	July 1, 2024
Summer Holidays	July 2 – August 2, 2024
The first day of school year 2024 - 2025	August 12, 2024


2024 -2025

Mid-Term Break – I	October 7 – 11, 2024
Constitutional Day	October 14, 2024
St. Maarten’s Day	November 11, 2024
Christmas Holidays	December 23, 2024 – January 3, 2025
Mid-Term Break – II	March 03 - 05, 2025
Easter Holidays	April 17 - 21, 2025
Carnival/ King’s Birthday/ Labor Day	April 28 – May 6, 2025
Ascension Day	May 29 - 30, 2025
Emancipation Day	July 1, 2025
Summer Holidays	July 2 – August 4, 2025
The first day of school year 2025 - 2026	August 11, 2025


<p>Hillside Christian Schools' School Song</p>	<p>Sports Day Song</p>
<p><i>In this dear land, so bright so fair Beneath the hills of green; There stand some monuments of grace, Beloved and serene. 'T is there that children learn and play, 'T is there that Jesus rules; 'T is there for friendliness and sheer, At Hillside Christian Schools. We thank Thee Lord, we give you praise For happiness, for woe; For teachers, children, workers,.....all; For blessings you bestow. We'll use our heads, our hearts and hands, Our time and all the tools, To do our best, uplift the name, Of Hillside Christian Schools.</i></p> <p><i>Written and composed by former teacher of the Hillside Christian Schools- 1991</i></p>	<p><i>When I play a game I want to have fun From the time it's started Till it is done I don't have to fight Worry or fuss Beat up my friend, Quarrel or cuss.</i></p> <p><i>I will be a sportsman, Honest and true. Always kind and thoughtful In all I do. Have a pleasant spirit, Do all I can. Win, draw or lose Be a sportsman!</i></p> <p><i>Win, draw or lose Be a sportsman!</i></p> <p><i>Written by a former teacher of the Hillside Christian School.</i></p>

Canteen Services

Our school's canteen is located on premises and provides sandwiches, soups, juices, water and other items daily.



MENU



Monday	Tuesday	Wednesday	Thursday	Friday	Drinks
Veggie Soup \$1.25	Pancakes \$1.25	Pizza \$1.50	Hot dog \$1.25	Hamburger \$2.00 (* cheese \$2.25) *Every other Friday	Water \$ 1.00
Chicken Sandwich \$1.25	Egg Sandwich \$1.25	Nutella (hazelnut spread) \$1.25	Tuna Sandwich \$1.25	Chicken and Fries \$2.00 *Every other Friday per cycle	Welch Juice \$ 1.25
			Popcorn \$1.00	Ice Pops \$0.50 - \$0.75	Juice Box \$1.00

Available Daily
Sandwiches – Turkey, Ham, Cheese, Peanut Butter and Jam **\$1.25**

Other
 *Ice Pops – orange, cherry & iced tea \$0.50 / peanut \$0.75
 *Chicken & Fries available once a month per cycle.
 *Hamburgers available every other Friday for both cycles.

Support Services

- **Care Team**

The Care Team at our school consists of the Student Care Coordinators for both cycles. They support our students in their social, emotional, academic and behavioral needs. The Care Team works closely with the classroom teachers and also conducts sessions in the classrooms on various topics related to social emotional development.

- **Literacy Program**

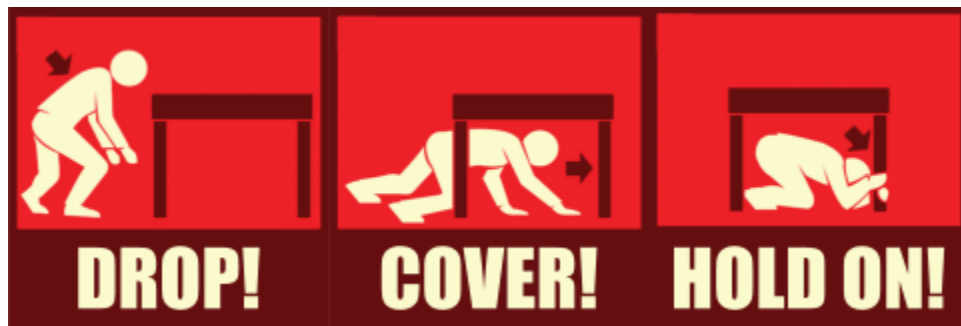
This program is geared towards providing our students with additional reading skills to improve their literacy and reading competency (phonemic awareness, phonics, fluency, vocabulary, comprehension). Students will spend 15 minutes per day, out of their classroom, 3 or 4 times per week enhancing these skills with the Literacy Coach.

Safety and Emergency

As part of our safety protocols here at the Asha Stevens Hillside Christian School, we perform regular emergency drills with all our students and staff. Students are taught about possible emergency scenarios and practice how to respond with their teachers and classmates.

- **Earthquake Drills**

During an earthquake drill, students will hear a predetermined sound which indicates the start of an earthquake. Students must immediately drop to the floor, take cover under their desks and hold on to the legs of the desk. The teacher will indicate when it is time to evacuate the classroom. All students and staff will gather in a designated area outside of the school.



- **Fire Drills**

During a fire drill, students will hear a “fire alarm” which tells them to stop what they are doing, line up and exit the building under the instructions and supervision of their teacher.



During all drills, students are encouraged to remain calm and follow the instructions of their teachers at all times. Please practice these drills at home with your child.

- **Emergency Protocols & Family Reunification**

- **What is family reunification?**

- *Family Reunification is the process of ensuring that children return to the care of their parent(s) and family as quickly as possible after an emergency. www.cdc.gov*

- **National Emergency**

In the event of a national emergency such as an earthquake or flooding, parents and guardians will automatically be allowed to pick up their children from the school's premises or our **designated family reunification location which is the parking lot of the Raoul Illidge Sports Complex**. Our designated family reunification location will only be used in the event that our school's premises and surrounding areas are unsafe.

- **In-House Emergency**

In the event of an in-house emergency such as a fire, localized flooding, etc., parents will be notified via our school's Facebook page and Quickschools, if possible. Local media outlets such as radio and social media platforms will be used to relay the message if our platforms are inaccessible due to power outages, etc. Once parents or guardians are notified on where and how pick up will take place, they should proceed to the school as soon as possible and follow all protocols.

Please note that children should be picked up by parents, guardians or emergency persons listed at the school.