

**SOUTHWOOD PUBLIC SCHOOL
STUDENT HANDBOOK
AND CODE OF CONDUCT**



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2020-2021 School Year

Dear Students, Parents/Guardians,

Welcome to Southwood Public School. The purpose of this handbook is to provide each family with information concerning the overall philosophy and day-to-day operation of our school.

Southwood Public School is a school of the Greater Essex County District School Board and adheres to all policies and procedures of the Board. A complete list of these policies and procedures is found on the board's website. www.publicboard.ca

It is our hope that home and school will work together to provide our children with a well-rounded education and help them develop academically, socially, and morally. We expect the best in terms of responsible behaviour and good choices. At Southwood School our students are cooperative, respectful and committed to doing their best and persevering to reach their goals.

We look forward to working with you and your children. Our dedicated staff will strive for a high level of academic success for each student while recognizing each of their unique and individual characteristics. To achieve this, it is vital that the school, students and parents/guardians work in cooperation. We believe in relationships based on open, honest communication and mutual respect. We welcome your input so please feel free to contact administration or staff members at any time throughout the year with your questions, concerns or feedback.

We look forward to a great year together!

Mrs. M. Lowes
Principal

Mrs. K. DeHetre
Vice Principal

SCHOOL DAY SCHEDULE

Supervision begins on playground at 8:00 a.m.

Entry (warning bell)	8:13 AM
Period 1	8:15 – 9:05
Period 2	9:05 – 9:55
Nutrition Break	9:55 – 10:35
Period 3	10:35 – 11:25
Period 4	11:25 – 12:15
Nutrition Break	12:15 – 12:55 (LUNCH)
Period 5	12:55 – 1:45
Period 6	1:45 – 2:35
Dismissal & Busses	2:35

Labour Day	September 7
Thanksgiving	October 12
Christmas Break	December 21 – January 1
Family Day	February 15
March Break	March 15 - 19
Good Friday	April 2
Easter Monday	April 5
Victoria Day	May 24

**2020-2021
School Year**

SOUTHWOOD'S SCHOOL WEBSITE

Visit our website at

<https://www.publicboard.ca/school/southwood/Pages/default.aspx>

STUDENT AGENDA - A to Z

ALLERGIES: There are a number of students at Southwood Public School with severe allergies to nuts and other foods. As a result, Southwood Public School is a "Nut Sensitive" school. We therefore ask that parents/guardians refrain from sending any products containing nuts or traces of nuts to school.

WE ARE A NUT SENSITIVE SCHOOL



We strongly discourage families from sending in food for distribution to classmates. Please discuss this with your child's teacher in advance of bringing food items. All food that is not for your child's sole consumption must be accompanied by a list of ingredients. Thank-you so much to those of you who already do this.

LATEX ALLERGIES

Please be aware that we could have latex allergies in our building. Please do not send or bring balloons to the school.

SCENT FREE SCHOOL: SPRAY DEODORANTS AND PERFUMES

We are a Scent and Fragrance Free school to protect our staff and students who have severe allergies to scents and fragrances. **We know the best way to reduce the risk of accidental exposure to students and staff is to respectfully ask for the co-operation of students/parents/guardians and to ask everyone within this school community NOT to use perfumes or scented sprays when visiting our school.**

ATTENDANCE: Research shows that student success in school is directly tied to attendance. Students are expected to be in attendance each day school is in session, except for personal illness, medical appointments or family emergencies. **Please plan family vacations outside of school time.**

ABSENCES: Please phone the school as early as possible to inform the office of an absence or use Edsby to communicate your child's attendance online.

Please call the school at 969-3470 each time your child is away. You may leave a detailed message on our answering machine 24 hours a day, recording your name, your child's name, grade and reason for absence.

When your child is not at school and we are not informed, the Safe Arrival Policy requires us to contact the parents to ensure that your child is safe. Children who are continually late or absent lose out on daily academic learning time. Attendance is crucial for success at school. **Persistent, unexplained absences from school will be dealt with by the school social worker/attendance officer.**

Safe Arrival Steps:

1. Students who need to leave school for an appointment must bring a note signed by their parent or guardian. Parents must also sign their children out so that the office has a record to refer to when checking attendance.
2. Parents must provide at least two current and suitable contact telephone numbers in case of emergencies.
3. **Parents, please stress the importance of daily and prompt attendance with your child.**
4. School personnel will attempt to make phone contact with the parent/guardian/authorized contact concerning the non-arrival in the following suggested order: home, work, authorized emergency contact number and siblings. Every attempt will be made to speak with an adult.
5. When all reasonable attempts have been exhausted the Safe Arrival Policy has been fulfilled.

LATES: Students who arrive after the second bell (8:15am)

are late and must report to the office for a late slip.

Remember that late arrivals interrupt the learning of all students. Please do not expect us to interrupt classes to deliver messages. For the safety of all students, please send a note with your child if there are changes to their dismissal routine for the day. **Please do not wait until the end of the day to call to give dismissal instructions for your child. We cannot ensure that last minute changes are relayed in time as there are an extremely high number of calls in the last half hour of the school day.**

ACCIDENTS TO STUDENTS

If injured while at school, students **MUST** report to the office. In most cases minor first aid, such as a band-aid or ice, is applied and the student is returned to class. Parents are consulted in more severe cases. We may refer to the Student Health Form for information. Parents will be contacted for all head injuries, the concussion protocol will be followed and the student will be strongly encouraged to go home and or seek medical attention. If for any reason, we cannot reach the parents or designate, the principal or qualified first aid person will make the decision to obtain medical treatment. **At the beginning of the year, an opportunity for parents to purchase insurance for school related injuries is offered. This can be found on our school and board websites.**

ASSEMBLIES: Assemblies will be held periodically throughout the year. Please check your child's agenda, our Twitter account, look in the newsletter on our school website or on the main school calendar in Edsby under "School Talk" for dates. Students work very hard preparing for performances and presentations. Everyone is welcome!

ATHLETIC TEAMS: All age-appropriate students are welcome to try out for Southwood's athletic teams. Please note that due to numbers, skill acquisition, and attitude, not all students who try out for a team will necessarily make the team. **As well, students who make the team may not receive equal playing time throughout the season.**

To represent Southwood Public School on a school team is a privilege that is granted to those students who have earned it. Others with whom our students come in contact will judge Southwood Public School by the way that they behave and act. To this end, only those students, who conduct themselves appropriately, regardless of athletic ability, will be allowed to join school teams. The coaches have the ultimate decision and that decision will be supported by the office. Coaches give voluntarily of their free time and have the final decision on playing time.

Student athletes are required to maintain their academic responsibilities and behavioural expectations first before being able to participate on school teams. All students and parents will be required to sign a team contract / code of

conduct in order to participate on any school team. **Volunteer driver forms must be completed and signed when parents assist by driving students to games.**

CODE OF CONDUCT FOR TEAM ATHLETES

To better understand what is expected of our student athletes, the following guidelines have been created:

1. The “twenty-four hour” rule applies for all parent/guardian inquiries/concerns. This rule states that twenty-four hours must pass before issues are communicated to coaches.
2. Playing time for all players will be up to the coaches’ discretion, and will not necessarily be equal for all players.
3. Student athletes are expected to demonstrate a positive team attitude, good sportsmanship and respect for all participants and officials at all times. Any behaviour that embarrasses, intimidates, threatens or humiliates another player, coach, official or spectator, including trash talking, is unacceptable.
4. Student athletes are expected to consistently maintain acceptable levels of academic achievement, effort, behaviour and a positive attitude related to their learning.
5. Concerns related to academics or athletics may result in a student being suspended from the team for a short period of time or the season if issues persist.
6. Students will be expected to have proper attire for all practices and games.

Southwood uniforms are to be returned at the end of the season clean, and in the same condition they were in when received. Uniforms are not to be worn during the school day. Ample time is provided for athletes to change into uniforms prior to games.

Student athletes who participate on school teams should be able to develop their skills and understanding of the sport that they are playing, and have fun. It is with this thought in mind that these guidelines have been developed.

BICYCLES: Students are always welcome to ride their bikes to school. Bike racks are provided for students and students should lock their bikes. **Students are expected to wear helmets and other appropriate safety equipment. It is the parents’ responsibility to ensure that their children have this safety equipment.** The school accepts no responsibility for lost or stolen bikes. Students are not allowed to bring motorized scooters to school. When arriving at the school, bikes, rollerblades and skateboards are to be walked onto

school property.

BULLYING: At Southwood Public School, we aim to prevent bullying and pledge to deal with incidences of bullying when they occur. **Bullying is defined as a form of repeated, persistent, aggressive behaviour** that is directed at an individual/s that is intended to cause (or should be known to cause) fear, distress and/or harm to another person’s body, feelings, self-esteem or reputation (Ministry of Education). **Please encourage your child to tell an adult immediately or please call the school personally if an incident has occurred.**

There are two types of bullying – direct and indirect. Examples include: Direct: Physical: hitting, kicking, shoving, spitting. Verbal: taunting, teasing, and degrading racial or sexual comments. Non-verbal: threatening, obscene gestures. Indirect: Physical: getting another person to assault someone. Verbal: spreading rumours about others. Non-verbal: deliberate exclusion from a group or activity, cyber-bullying.

To eliminate bullying, students, staff, administration and parents all need to take a role. Therefore, at Southwood Public School, we will adhere to the following responsibilities: We will not bully others. We will help students who are bullied in a supportive manner by using our words and reporting what we see to an adult. We will include everyone in games and activities. We will tell an adult at school and an adult at home. Students who do not follow these rules will be subject to consequences (see Interventions and Consequences section).

BUSSING/School Bus Regulations: Appropriate bus behaviour is expected whether students are travelling to/from school or on a field trip. Upon entering the bus, students must sit safely and remain seated for the entire bus ride. Loud noises, eating, drinking and chewing gum are not permitted (we do make exceptions for students who have blood sugar issues at the time of riding). Riding the bus is a privilege and the school works closely with the bus company to ensure a safe bus ride for all students. Bus drivers report inappropriate behaviour to the school on incident forms. The bus company does retain the right to remove the privilege of riding the bus due to inappropriate behaviour. If your child travels on the bus daily they must:

- Be at their bus stop on time (ten minutes prior to the pick-up time as per Geoquery)
- Remain in their seat, younger students are encouraged to sit at the front of the bus
- Help to keep the bus clean and free from litter
- Not throw anything out of the window
- Use appropriate language for school
- Not engage in physical contact with other students
- Not eat or drink on the bus

The driver is in complete charge of the vehicle. If a child is

returned to the school it is the responsibility of the parent to transport the child home. **Students are only allowed to travel on their assigned bus and get off the bus at their assigned bus stop.** Any damage to a bus caused by a student shall be charged to the parent. Bus patrols are there to assist the bus drivers and should be listened to by all students. Bus patrols do not discipline students or write bus discipline reports. The bus patrols know that their position is a privilege and can be revoked.

CHANGE OF INFORMATION: If you change your address, phone number or work place, you must notify the school immediately, so our records can be kept up-to-date. It is particularly important to have accurate information in case of student illness, accident, inclement weather, custody matters, etc. Any legal documents need to be kept on file in the student's O.S.R. (Ontario Student Record) especially those indicating custody.

CHILD CARE BEFORE/AFTER SCHOOL: The school rents space to an independent child care provider "YMCA". For further information contact them directly at 519-969-8686.

COMMUNICABLE DISEASES: The law in Ontario regarding communicable diseases such as Chicken Pox, Measles, Mumps, etc., states that children with such diseases shall be excluded from school and the Medical Officer of the Health Unit must be informed. The length of time for isolation of cases and quarantine of school-age children varies with each disease. Please check with your family doctor.

CROSSING GUARDS: To ensure a safe street crossing we expect students to use the crosswalks with a crossing guard when traveling to and from school. When leaving the school, students are expected to go directly home at dismissal time, using the appropriate school exit, and walk on the school sidewalks to the crosswalk. Students who bike to school are expected to walk their bikes in the crossing areas and once they reach the school property.

CODE OF CONDUCT

Rationale: The Code of Conduct at Southwood Public School is an extension of the Greater Essex County District School Board's Code of Conduct. The Code of Conduct is based not so much on rules as on the way we expect the members of our school community to treat each other. The Code of Conduct is based on the foundation that every student should enjoy coming to school knowing that he/she has a right to an education without disruption. That is, every person should be free from social, physical and emotional harassment while at school.

The Greater Essex County District School Board and we, at Southwood Public School, support a progressive discipline policy. Depending upon the student's age, history, severity of offence and/or circumstances, a variety of disciplinary

consequences may occur. Student Expectations:

- Everyone is expected to work hard to maintain the good reputation of our school in the community
- Students are expected to be courteous to each other, to staff and to visitors in the building
- Disputes and disagreements are to be settled in a fair, non-violent way
- Any accident or injury, however minor, must be reported immediately to the teacher in charge
- Students are expected to be on time for class with the necessary materials: pencils, rulers, charged electronic devices, notebooks, agendas, etc. with them
- Also, students are to take care of these materials, whether they are their own or belonging to someone else. Special care is to be taken of the school building and property

School Rules: Rules are necessary to protect the safety and welfare of the school community and to maintain a positive school atmosphere.

- All Greater Essex County District School Board buildings and properties are smoke-free/vaping free; therefore, students are not to have cigarettes, matches or any other smoking/vaping materials at school, at any time. Drugs and alcohol must not be brought to school at any time.
- In carrying out his/her duties to maintain proper order and discipline in the school, the Principal/Vice Principal, with reasonable grounds of suspicion, may conduct a search of a student's clothing, possessions, or any area (locker, desk, backpack) where his/her possessions may be stored. The decision to search must be based on reliable information obtained by the Teacher/Vice Principal/ Principal that the school's Code of Conduct or Board Policy was or is being violated. The decision may be made based on information from sources such as: students, parents, observation of staff or from a combination of these sources of information.
- School property or the property of others is never to be intentionally destroyed or damaged.
- Fighting, bullying, or verbal (oral or written), sexual or psychological abuse against another student are not acceptable at school, or when travelling to and from school.
- Weapons or explosive devices including fire crackers or fireworks are not to be brought into the school at any time. Bringing any of these items to school will result in suspension and possibly police intervention.
- Students are not permitted to threaten other people or use profane, abusive language or offensive gestures.
- For the safety of all, stones, snowballs, and other dangerous objects are not to be thrown.

- Students are not to ride skateboards, scooters, or use roller blades on school property. These items are to be stored until dismissal at the end of the day.
- Students will work and play cooperatively without racial, cultural, gender or any other form of discrimination and show respect and courtesy for others.
- Students are expected to conduct themselves appropriately when on the playground and show due respect for school property and equipment. Littering, spitting, etc. are not acceptable.
- Portable devices (i.e., cell phones, iPods, Electronic Reading devices, tablets, etc.) should be kept in backpacks during school hours for security purposes. Students should remember to return these items to their backpacks after use in class (under the supervision of their teacher) for recess or lunch time. Portable devices are not allowed during recess or lunch times. **The school is not responsible for any loss, damage or theft of devices.** Students are not to share devices with others. It is expected that parents monitor all games, pictures, music and files on their child's electronic device to ensure that all content is appropriate and follows school guidelines before sending the device to school. **Students are not permitted to take photos, record audio and/or video in school buildings or during off site school sponsored events unless they have permission from school staff and the people being photographed/recorded in advance.**
- Students are not to bring portable video game systems to school.
- Cell phones are not to be used by students on school property unless students have the permission of their teacher. School phones will be made available to students for emergencies. **Should a student have a cell phone in his/her possession, it is to remain off and secured in his/her backpack during the school day. If it is used without permission during instructional time, it will be turned in to the office until the child's parent is able to pick it up.**
- Due to our need to maintain privacy, students are not to take pictures at school unless under the supervision of their teacher.
- Students are not to engage in activities such as embracing or kissing.
- The use of unscented roll on or stick deodorant/antiperspirant is strongly encouraged. Spray on deodorant, including body spray, is not to be used at school.

Actions: When students make mistakes an effective discipline policy assists students in learning from their mistakes so they are not repeated. When students choose

to break rules, they must first speak with a staff member. Staff may include any of the following: teachers, child and youth worker, part time school aids (lunch aid), developmental service workers, educational assistants, principal or vice principal.

Consequences may include: A warning, In School Counselling, Interview with the student, Phone call home, Detentions, Withdrawal from class, Isolation of the student within the classroom, Interview with parents, Pupil-teacher contract, Daily contact with parents (journal), Removing privileges, such as participation in school events or extra-curricular activities (clubs, band, teams), Requiring restitution such as clean-up or repair work (Community Service), Restorative Justice Circles, etc. When problems are more serious, persistent actions and consequences may include: Help from outside agencies such as: Regional Children's Centre, Teen Health Centre, Children's Aid Society, Involvement with the police, Restorative Justice Circles, Suspension from school, Expulsion from school.

Suspension/ Expulsion: The provincial government completed a review of The Safe School's Act, 2000. For the most up to date, detailed information regarding suspensions and expulsions, you may wish to visit the Ministry of Education website www.edu.gov.on.ca or contact the school office directly.

Office Referrals: Students who are asked to leave the area of instruction by a teacher are to leave promptly and report in at the office directly to meet with the Principal or Vice-Principal. Teachers are responsible to complete an incident report sheet for the office. Students who are sent to the office for misbehaviour are expected to complete a reflection sheet and are not to return to class or leave the office without the permission of the Principal/Vice-Principal.

Movement in the Halls: Movement throughout the school shall be safe and quiet, respecting objects/people in the hall and without disrupting other classes. The staff will work with students to practise this procedure. Students are expected to walk on the right hand side of the hallway in a safe and orderly manner. It is expected that all sports equipment will be held securely for the safety of everyone in the hallway. During the opening exercises all people including, students, staff, and volunteers will stop and stand quietly for O Canada.

DAILY PHYSICAL ACTIVITY (DPA): In order to promote healthy, active living, students are required to engage in twenty minutes of **planned, supervised** physical activity. DPA will occur each day that a class does not have a scheduled physical education period. This activity may occur in the gym, outside, in the classroom or other appropriate places in the school. Socks and running shoes must be worn for DPA and Physical Education classes.

DRESS CODE: To ensure a positive and productive learning environment, a consistent, yet practical dress code is needed in school.

Footwear: It is important that all persons on school grounds and in school buildings wear shoes at all times. Should there be a need to evacuate the students will be able to do so, quickly and safely by wearing appropriate footwear. Students are not to wear sponge soled “Flip-flops” or “Crocs” as they are unsafe. **Each student is asked to bring an extra pair of running shoes, to keep at school, for physical education classes and to change into when wearing boots to school.**

Clothing: Student clothing must be protective against all kinds of weather (i.e., sun, rain, snow) and must be appropriate for the learning environment. Clothing in which the midriff or backs are exposed (i.e., muscle shirts, mesh or transparent clothing, tube or halter tops, racer back tops, and spaghetti straps) may not be worn at school. Straps should be the width of three student fingers. Shorts or skirts must be at the end of fingers when arms are at the student’s side of the leg. Under garments must not be visible.

Students will be asked to call home for a change of clothing when they are wearing unsuitable clothing, or alternate clothing will be provided. Repeated transgressions, or refusal to comply, will result in progressively escalating consequences.

The following items are not appropriate in the school setting:

Any clothing or jewelry that displays the following: obscenities, swearing, violence, nudity, alcohol or drug references, racial or gender slurs, and negative social messages (i.e., gang emblems, anti-school messages).

Head Gear: Head gear including hats, toques, baseball caps, hoodies, bandanas and sweat bands are not to be worn within the school setting other than for religious or cultural reasons. Please refer to the Physical Education and Playground sections for additional clothing information.

CONCUSSION: The GECDSD has a concussion protocol that schools must follow. In the event that your child has symptoms of a concussion, the school will contact you and provide you with the necessary forms so that a medical professional can assess and/or clear the student for school activities. This is a multi-step process with the goal of a safe return to school and activity.

ENTRY and DISMISSAL: Outside playground supervision begins at **8:00 a.m.** **Therefore, children should not arrive**

at school before that time. Children are to enter their assigned playground as soon as they disembark from the bus. Students using the Kiss and Ride area proceed to their playground. **Students are not to enter the school before 8:13 a.m.** unless they have permission from staff.

No student is to be in the parking lot unless accompanied by an adult. At the bell, students must enter the building by their assigned doors. Upon entry students are to go directly to their classroom, so that they are present when attendance is taken. Students are expected to have all of their materials with them when entering the classroom so that they are prepared for the day’s activities. When dismissed, they are expected to leave the building, through their assigned doors promptly unless they are under the supervision of a teacher. At dismissal time, 2:35pm, students are to go directly home and report to their parents. If students wish to play on the school site, after school hours, **students must go home first or be with an adult.** Students are not to go directly to the playground. There is no supervision provided after school hours.

Students who are required to leave early need a note from their parent or guardian and can be picked up at the office. Using the agenda for this purpose is an excellent idea! Again, this is to ensure the safety of all children. All students must be signed out by their parent/guardian.

FIELD TRIPS: Throughout the course of the school year, there will be a variety of curriculum related field trips for students at all grade levels. Field trips are a valuable part of a child’s education, making the connection between school and the community. All field trips are extensions of the curriculum. Parents will be notified of the details of any trips and will be asked to sign a consent form. **Parent consent must be in writing using the provided permission form sent home by the teacher.** It may be necessary to limit the number of parents attending due to seating limits or a cost factor. Please inform your child’s teacher if your child has a medical condition which should be considered and requires additional planning.

FUNDRAISING: In addition to School Council fundraising, the school holds a fundraiser. The funds raised are used to purchase additional playground/gym equipment, supplement classroom materials, for field trips, photos, extra-curricular fees, uniforms, classroom whiteboards, walking path, guest speakers, student incentives, special event materials, such as shelter tents for sporting events, equipment for clubs and related items not covered by the Ministry of Education.

GOOD NEIGHBOUR POLICY: Our school is the centre of our community. People judge our community by what they hear us say or by what they see us do. Therefore, accept responsibility for being a positive image for our school.

Going to and from school and while waiting at bus stops, act in a manner which is polite and which reflects the positive merits we all try to develop. By being considerate of others, as well as careful about how we present ourselves publicly, each of us will benefit from the positive image given.

HEALTH UNIT: The Windsor-Essex County Health Unit provides a number of services to school children in Windsor and Essex County. Many of these services are provided in accordance with provincial law. If for any reason you do not wish your child to be involved in dental or related services, please inform the school in writing as soon as possible.

HOMEWORK: Philosophy-The Greater Essex County District School Board views homework as beneficial when appropriately conceived, explained and assigned.

Purpose of Homework

Although we acknowledge that students, regardless of age, need personal time for such things as recreational play, religious and cultural activities, home duties, family responsibilities, and social activities, we believe that homework is a valuable component of education.

“Generally, it is felt by parents and teachers that homework develops some desirable characteristics such as self-discipline, good study habits, effective time management and personal responsibility (December 1986 edition of the Canadian School Trustee)”.

Homework completion has the potential to create conflict at home and at school. Research suggests that by having an established, consistent homework routine in place aids with homework completion.

Grades 1 and 2: Daily homework assignments are not considered appropriate for the early primary grades. Parents can support their child’s program by encouraging the use of books for pleasure. Reading and number fact games are an effective way for home to be involved. Occasionally, projects will be assigned that are designed to support the curriculum. Remember, “Reading is fundamental!”

Grades 3 to 6: Students should spend 20 to 30 minutes each day on various types of homework. Additional time may also be required for test preparation or projects. Reading, math activities, and school related computer use should be encouraged.

Grades 7 & 8: Students in the intermediate grades should spend 30 to 60 minutes per day on various types of homework. Additional time will also be required for test preparation or projects. Reading, math activities, and school related computer use should be encouraged.

Study suggestions for students and parents:

- Establish a consistent, routine time and stick to it

- Find the right place
- Organize the materials
- Prioritize assignments
- Complete one assignment at a time and check it off your list. You will feel a sense of accomplishment and your motivation to continue will increase.
- Take breaks. When you find your mind wandering, or after finishing a difficult assignment take a short break.
- When junior/intermediate students are studying, it is a good practice to synthesize study notes into concise notes as part of the studying process.

There are consequences for incomplete homework or failure to do homework. Consequences for incomplete or a failure to do required homework shall reflect the age and the developmental level of the student involved.

These consequences may include:

- Complete for the next day
- Conversation with student
- Parental contact
- Detention outside the regular school hours in which time the student is required to complete homework
- Incomplete homework in the senior grades will affect achievement
- Teachers and school teams will use a variety of strategies to ensure that students submit their assignments for evaluation and meet timelines. Late and missed assignments for evaluation will also be noted on the report card as part of the evaluation of a student’s development of learning skills and work habits. (Growing Success, 2010)
- **After implementing a variety of strategies to support students** in completing assignments for evaluation or for submitting assignments late, teachers may deduct marks for late assignments, up to and including the full value of the assignment.

Academic Honesty: All school work is to be completed with integrity. Plagiarism is a serious offense. Students are plagiarizing when they use another person’s words, images or ideas without giving that person credit. Work is considered to be plagiarized not only when it is copied word for word, but also if some of the words have been changed (paraphrasing) without citing the source of the original ideas. Consequences may include: completing the assignment over, loss of grade or credit for the assignment and possibly a school suspension.

INCLEMENT WEATHER: As a part of the Inclement Weather Procedures, parents of elementary school children who walk to school are reminded that if they decide to keep their children home, for all or part of the day that they are required to contact the school in the usual manner. We

encourage students who can safely travel to school to attend. Please listen to local radio stations for information. AM580, AM800, FM97.5, FM88.7, FM92.7, FM93.9 and FM95.9 provide this information. The Board web site is another source for information regarding school closure and/or bus cancellation. (<http://www.publicboard.ca>) **If buses are cancelled in the morning due to snow, they will not be running after school. If buses are cancelled in the morning due to fog, they sometimes will run in the afternoon so please check BusKids.ca.**

INTERNET: The GECDSD has an Acceptable Computer Use Policy. This policy includes use of computer equipment and vandalism to equipment. Students must realize that no files are to be considered completely private. Students must acknowledge respect for other network resources. In general, the fact that a student can perform a particular action does not imply that he/she should take action.

Students must realize that not all information on the Internet is accurate, factual or without bias and should use information accessed judiciously. The use of student accounts must be in support of education and research and must be consistent with the educational objectives of the Greater Essex County District School Board. Transmission of, or accessing information in violation of Canadian law is prohibited. This includes, but is not limited to: copyrighted material, threatening or abusive material, information that is protected by trade secret, commercial advertising, trying to access protected services on the Internet, etc.

For its part, the Greater Essex County District School Board will endeavor to provide a supportive environment in which students may best benefit from Computer Networking and Internet activities. Students will receive instruction on digital citizenship dealing with appropriate uses of the Internet, Internet searching techniques and the proper protocols to be used when accessing electronic computer resources.

Violations

Violations of the Acceptable Computer Use Policy will be dealt with by school administration. Students found in violation of this policy will face disciplinary action which may include: Suspension from the school computer network, Revoking access to the school computer network, Suspension from school, Paying the cost of any damages/losses resulting from the students' inappropriate use of the resources, Referral to police.

LIBRARY BOOKS AND SCHOOL TEXTBOOKS: At Southwood Public School, we are very fortunate to have an excellent library to enhance the learning of all students. Parents are urged to remind their children to return their library books and textbooks. **Parents will be responsible for reimbursing the school for missing books after all efforts to locate them are depleted.**

LICE (Pediculosis): Lice tends to be an on-going challenge and it is important that you check your child's head on a regular basis. Please notify the school whenever an outbreak occurs and we will contact the parents in your child's class and the classrooms of siblings to the best of our ability. It is by working together that we can control these outbreaks. **Students must be free of head lice before returning to school.**

LOST AND FOUND: Any found items are placed into the Lost and Found cabinet on the stage. Valuables, such as watches may be turned in at the office. If your child has lost something, have him/her check at the office and the school Lost and Found. **Please label your child's belongings** because the cabinet is emptied regularly and the unclaimed items are donated to charity.

LUNCH: Two nutrition breaks are provided for the students at Southwood Public School. The first break occurs from 9:55 to 10:35 and the second break is held between 12:15 and 12:55. Food is not permitted outside. Students should stay seated during lunch. Students may talk quietly. Each student shall tidy his/her own eating area. Garbage is to be thrown away at the end of lunch time.

To ensure safety, it is expected that students who bring a lunch will remain at school during lunch time. Students shall have written permission from a parent to leave school property for lunch during the second nutrition break. The note shall be signed by the classroom teacher and then delivered to the office. We discourage students younger than grade 6 from leaving school property without adult supervision. Parents will assume full responsibility for the safety and conduct of their child while off school property. Additionally, students who return late will lose the privilege to leave without an adult. **Students who have permission to leave at lunch time are to sign out and in at the office for each occurrence.**

MEDICATION: The GECDSD has a set policy for administering regularly scheduled medication by school personnel. All medication taken by a student at school must be kept locked in the office and be in an original pharmaceutical container with the correct dosing information on the label. All medication must be accompanied by written authorization from the physician indicating appropriate dosage and parents must have a signed form, which is available at the office and on our school website.

MONEY IN THE SCHOOL: Students are advised **not** to bring money to school. The school is not able to take responsibility for lost or stolen money or able to make change. Exact amount for payments are appreciated. **Southwood's preferred method of payment is School Cash**

Online. Please call the school if you need help setting up School Cash Online.

SCHOOL CASH ONLINE: SPS continues to offer families the opportunity and convenience of paying for school related activities and items online. Please visit the Board's website <https://publicboard.ca/Parents/school-cash-online> for detailed, step by step registration and online payment resources.

PROHIBITED ARTICLES: Please do not bring items that are weapons, or, items that may be mistaken as weapons (such as toy guns, toy knives, knives in lunches, etc.).

PHONE USE: The school phones shall be used by students only in special circumstances, such as in the case of an emergency, and in all such cases, permission must be granted by staff and/or office personnel. This includes the use of classroom phones. Cell phones are not to be used by students on school property. School phones will be made available to students for emergencies. Should a student have a cell phone in his/her possession, it is to remain off and secured in his/her backpack during the school day.

PHYSICAL EDUCATION: This is an extremely important program and every student is required to participate. Any temporary exemption will require a certificate from a family physician. All students must have the appropriate socks and running shoes. Students in Gr 4-8 are encouraged to change for class. Students are not permitted to wear jewelry, watches, necklaces, etc. during physical education for safety reasons.

PLAYGROUND: Our playgrounds are a place where our students enjoy themselves in a safe way. The playground is not to be used as a place for students to wait for their parents after dismissal at the end of the day. Students are to go directly home at dismissal time and not stay on the yard. Children are welcome to come and play afterward with parent permission and parent supervision. We encourage children to be friendly to others and to our environment. Our students have safe fun when they: Follow the Hands Off rule for others and their property – students are expected to keep their hands and feet to themselves, use appropriate language and refrain from swearing and abusive language, listen to the advice and direction of staff members and adults and follow their instructions, help keep our environment clean and free from litter, and remain on the black top on wet or rainy days.

Students are to remain on the school grounds during both nutrition breaks, unless they have written permission from their parents/guardians to leave the school property during lunch which is from 12:15 to 12:55.

Appropriate equipment is to be used on the playground (footballs, soccer balls, etc.). Hard baseballs, softballs, and

rubber balls are not permitted on the playground for safety reasons. When students must use the blacktop, no running games of football, soccer or tag are allowed due to the density of people in that space.

RECESS: Fresh air and exercise are key components of a healthy day of learning. All children are expected to go outside at recess unless they are completing an assignment or have lost the privilege for some other reason. Please make sure your child is dressed appropriately for the weather of the day and season.

SCHOOL ADVISORY COUNCIL (SAC): The School Council at Southwood Public School is very active and supports student achievement. It provides a forum for people within a school community to work together to develop common goals and plans to support the students. Fundraising is also a priority of the SAC. The Council is always looking for interested individuals to contribute their expertise since a wide cross section of the school community is preferred for it to be effective.

SEVERE WEATHER: Children will remain in school on days when the wind speed combined with the temperature indicates a risk of flesh freezing as identified by Environment Canada. Conditions are assessed periodically throughout the day via the Internet. Although school may be open, it is a parent's decision whether to send their child and the school will respect that decision. Please notify the school on such occasions when your child/children will not attend school.

SMOKING: As a result of the "Smoke Free Ontario" legislation, adults are subject to fines if they are smoking on school property. This includes the time spent waiting in cars for children at the end of the school day. Administration is required by law to supply the names of individuals smoking on school property to the Health Department. This applies while watching school events as well.

STUDENT PICK-UP/DROP OFF: All persons except staff and students must check in at the office when visiting the school. Remember to leave your pets at home when you plan to enter the school playground or building. It is for the safety of all that we do not allow pets at school. Some animals are only permitted with permission.

At times, traffic tends to be problematic. Do not park in the bus bay or use the bus bay to drop off or pick up students. This area and the loading zone for our special needs students must be clear for the buses to pick up and drop off children. Make arrangements with your children to meet at a common place. When arriving to pick up your child, you may travel through the Kiss & Ride. It is by working together that our children will travel safely between school and home. Children are expected to leave the school through their assigned exit. **Please remind your child not to cut**

through the parking lot or Kiss and Ride at any time for safety reasons. It is important that walkers go directly home at the end of the day unless there are special circumstances and permission granted at school.

Students are not to leave the school grounds at any time without written permission from their parent/guardian and with school knowledge. This includes 'bus' students who decide to walk home after school.

Kiss and Ride Area: Please ensure that children are able to exit the car on the **curbside** of the car. Pedestrians need to cross the parking lot at the cross walk, not through the Kiss and Ride Area as we've had many close calls and disgruntled drivers. If you are interested in volunteering for the Kiss and Ride area, please contact the school at 519-969-3470.

Please do not use the school parking lot for pick-up or drop-off.

**We have very limited parking at Southwood.
Please use our Kiss and Ride.**

Parking Lot: To help ensure the safety of staff and students, we ask that parents use our Kiss n Ride program for pick up and drop off of students. The program runs from 8:00am-8:15am in the morning and from 2:35pm-2:45pm at the end of the day. Please only use the parking lot (short term spaces, closest to the front of the school) if you are picking up or dropping off children outside of those hours. Thank-you for your commitment to the safety of our Sabres!

DISMISSAL: Students are only dismissed to parents and/ or emergency contacts as provided by the parents. Without a written note or phone call from parents/guardians students will not be released to anyone other than those appearing on the student's list of emergency contacts.

STUDENT SERVICES: The Greater Essex County District School Board provides each of its schools with support staff including social services, psychological services, speech and language, and health services. Parent permission is required for these services.

SUMMER SCHOOL: The GECSB offers a summer program for Gr 6-8 students. The program is generally offered at a variety of city and county locations during the month of July and is based on pre-registered enrolments. The program is designed to help students improve their skills and be better prepared for the next grade. Specific information arrives at each school in the month of May. Please contact your child's teacher for further information.

TRADING/BARTERING: No trading or bartering of any personal items will be allowed at any time on school premises or on the bus. Issues of trading will be referred back to the parent or the child. They will not be dealt with at the school level as it is a choice made by the children. If cards, collectibles or toys interfere with learning in the classroom a teacher has the right to ban them from the classroom. Students who bring unauthorized expensive equipment, games or jewelry to school do so at their own risk. **The school will not be responsible for such items.**

VISITOR PROCEDURE: The implementation of the Province-Wide Safe Welcome Program's Locked-Door Policy is now in effect. Our school's main entrance is equipped with a Video/Intercom Access System to provide added safety for our students, staff and school community. All doors will be locked and a security access device is in place at the main school entrance. **Our visitor procedure is that all persons entering the school or its grounds must:**

- Report directly to the office upon arrival
- Sign the visitor log
- Get permission to go out into the school if necessary
- Wear a visitor badge
- Report back to the office, sign out and return the badge before departure.

We do not send visitors to classes which would interrupt instructional time.

VOLUNTEERS: We welcome volunteers to assist in classrooms under the direction of the teacher. We have a volunteer process and package including a police clearance, if you are interested in becoming a school volunteer.