



W. Sherwood Fox Public School

660 Steeplechase Drive

London, Ontario

N6J 3P4

519-452-8730

Attendance Line: 1-844-305-3755

This line can be accessed 24 hours a day or download the app from the AppStore: Schoolmessenger GooglePlay: Schoolmessenger

Website: <http://sherwoodfox.tvdsb.ca>

Social Media

We're Tweeting! Come join us...

You can find our Twitter feed:

@WSherwoodFox

"Like us" on Facebook!

You can find us @:

W. Sherwood Fox

Message from Administration

Welcome to the 2018-2019 school year! At W. Sherwood Fox Public School we promote a positive school climate where students look forward to coming to school. It is our philosophy to involve all members of the community in providing a quality education for our children.

As the administrative team we look forward to the new school year and all the excitement and challenges ahead. Student achievement, critical thinking skills and a continued push to improve your child's education will be a focus for us here at W. Sherwood Fox. We will strive to meet TVDSB's Mission Statement "We build each student's tomorrow, every day."

We hope that both students and parents/guardians will enjoy and use their new planners. This planner/handbook is designed to keep you informed concerning the routines, policies and organization of the school. We hope you find it helpful. All students in Grade 1 – 8 have been provided with a student planner. If you are able to donate \$5 to offset the cost of the student planners, we would greatly appreciate your support!

W. Sherwood Fox is looking forward to an excellent school year. The staff continue to appreciate the supportive efforts of our school community. Parents/Guardians are encouraged to call if there are any questions or concerns. Students are reminded to ask their teachers for assistance and guidance. By working together, we continue to maintain a safe and positive learning environment for all.

Sincerely,

Mr. Ryan Nowell - Principal

The W. Sherwood Fox Mission Statement

We are committed to academic excellence.

We will foster consideration, co-operation, communication and confidence.

We will show respect for ourselves, others and for our environment.

Our school endeavours to provide a caring environment in which students can fulfil their academic potential. We set high expectations for both academics and behaviour for all students.

School Hours

Entry Bell	9:00 a.m.
Morning Recess (grades 1-8)	10:20 - 10:35 a.m.
Lunch Break: Grades JK – 8	11:45-12:45 p.m.
• <i>Eating Time: Students who stay for lunch</i>	11:45 a.m. - 12:05 p.m.
• <i>Lunch Recess</i>	12:05 p.m. - 12:45 p.m.
Afternoon Recess (grades 1-8)	1:55 - 2:10 p.m.
Dismissal	3:30 p.m.

Yard supervision does not begin until 8:45 a.m.

Please do not send your child to school prior to the commencement of the yard supervision time.

Student Attendance

W. Sherwood Fox stresses the importance of regular student attendance and punctuality. Please send your child to school so that he or she arrives during supervised times only, to ensure his or her safety. Please see our school times chart which indicates the times at which the yard is supervised.

If your child is going to be absent or late, please call the 24 hour attendance line at 1-844-305-3756 or download the app on the AppStore: schoolmessenger GooglePlay: school messenger.

If your child is to be dismissed early for an appointment or other reason, please send a written note to your child's teacher with the date, time of early dismissal, and reason. All students must be signed out from the office.

Lateness

Lateness impinges on instructional time, disrupts the classroom routine and may impact on the student's academic performance. It is very important that students come to school on time. Students arriving after the bell must report to the office and sign in. Frequent late arrivals will result in making up missed time during recesses and/or after school, and a possible referral to an attendance counsellor.

If a student is not in school and is not accounted for by note or telephone call, the school will initiate the following steps:

- A call home to confirm the absence;
- A call to the parent/guardian at the work number or to a cell phone;
- A call to the emergency number given.

Please keep the office informed of any changes in home, cell, business and emergency telephone numbers.

Illness or Injuries at School

If your child is sick in the morning, please keep him/her at home to assist us in keeping staff and students healthy. If, during the day, your child becomes ill, we will try to make him/her comfortable while you are being contacted to determine what should be done.

In the case of an injury that appears serious, the Principal / Vice Principal or a teacher may take the child to a hospital, or an ambulance may be called to ensure that the child is transported with no chance of further injury. In all cases we will do our best to contact you, or the person you have designated on the emergency form. Please help us keep that information up-to-date by contacting our secretary if the contact name or any phone numbers change, or if you will be out of town.

Medication at School

Prescription medication cannot be administered at school without an authorization form signed by a physician and the parent/guardian. This applies to medication administered by school staff as well as student self-administered. The forms must be updated each year. Please contact the school immediately if your child requires medication during school hours. The well-being and safety of all students depend on adherence to this Board policy.

PEANUT SAFETY / ALLERGIES / MEDICAL CONDITIONS

AS WE HAVE SEVERAL STUDENTS AND STAFF MEMBERS WITH POTENTIALLY FATAL ALLERGIES TO PEANUTS/NUTS, PLEASE REFRAIN FROM INCLUDING PEANUTS OR PEANUT PRODUCTS IN YOUR CHILD'S LUNCHES AND SNACKS.

IF YOUR CHILD(REN) HAS ANY TYPE OF ALLERGY OR MEDICAL CONDITION, PLEASE ENSURE WE ARE AWARE OF IT BY COMPLETING AN INDIVIDUAL MEDICAL EMERGENCY PLAN, AVAILABLE AT THE OFFICE. THIS MAY INCLUDE HAVING AN EPI-PEN AVAILABLE AT THE MAIN OFFICE AND IN A SECONDARY LOCATION CLOSE TO THE STUDENT AT ALL TIMES.

Student Concussion Policies

In response to Ministry of Education requirements and in support of our existing school safety procedures, schools are required to follow certain steps whenever a student suffers a concussion or whenever a concussion is suspected. Parents can access Concussion Policies and Procedures through the board website or by contacting the school and requesting a copy. As with any potential injury, our first goal is prevention; concussion awareness and prevention is part of ongoing professional training for staff and is integrated into students' Health and Physical Education curriculum.

Since concussion can affect a student's ability to learn or to participate in activities, schools will work with parents and medical contacts to assist any student who has suffered concussion. If an injury occurs on a weekend or after school, parents are asked to inform the school so that appropriate accommodations and support can be provided.

Questions can be directed to the school principal.

Entry/Exit Routines

Students are to use their designated student doors to enter and exit the building (**not** the front doors, unless late, see above). Students are **not** to walk through the parking lot at any time. Instead they should use the sidewalks provided. Vehicles dropping off or picking up students are **not** to park in the Handicap Bus Zone, which is clearly marked with signage and yellow lines on the asphalt. Drivers are asked to drive carefully and show courtesy to others. Your cooperation is appreciated.

Lunchroom Expectations

- Use your manners. Be polite, respectful and cooperative.
- Stay seated until you are dismissed.
- Put up your hand to speak with the lunchroom supervisors.
- Keep your area neat and tidy.
- No glass containers are permitted, for safety reasons.
- Nutritious snacks and lunches are encouraged.
- **No peanut or nut products** for the sake of our students with severe allergies.
- Take your leftover food home. Do not share food with other students.

- Stay at school for the entire lunch hour (lunch time supervisors, teaching staff and support staff will provide supervision in the lunchroom and on the playground for the entire noon hour).

Dismissal Procedures

At 3:30 p.m. students are dismissed. They must leave the building via their assigned doors and vacate the school property. Older students who are responsible for walking younger children home must wait outside the school at a location predetermined by the family. Students who return to our school property to play after 4 p.m. must have their parents' permission and do so at their own risk.

Emergency School Closing

If the school must be closed because of an emergency, there will be announcements made on the local radio stations and the TVDSB website. In the situation where the students are already at school, they will be dismissed according to your wishes as indicated on the Emergency School Closure Form.

School Safety

In order to provide a safe learning environment, all exterior doors will be kept locked during instructional time, except the front doors. If a student arrives late, they are to report to the office via the front door of the school and obtain a late slip from our school secretary. Fire, lock down, evacuation and storm drills are held routinely at the school. All persons in the building at the time of a drill are expected to participate as outlined in our Emergency Procedures.

Safety Patrollers

Several of our more senior students volunteer to serve as Safety Patrollers. While these students are never expected to be responsible for another's safety, they do serve as a helpful reminder and guide concerning safe street crossing. Please respect the assistance the patrollers offer and cross the street with the school Safety Patrollers or Crossing Guard at appropriate locations.

Parking

Students should walk, or be walked, to school whenever possible. If parents/guardians are driving students to school they are reminded to park legally in the school lot or on Steeplechase Drive (please note the appropriate parking and no parking signs). Please do not block driveways, or obstruct traffic including school buses. No parking is permitted in the drop off lane from 8am-9am and 3pm-4pm Monday to Friday. Always watch carefully for pedestrians. Traffic officers will be called to enforce legal parking practices at our school. Wheelchair accessible parking is provided for our wheelchair vans and visitors for whom this parking is necessary. Please leave these spaces for those who need them and do not park in these areas.

Visitors

We welcome visitors to our building. It is Board policy that all visitors sign in at the office upon arrival, and sign out again upon departure. If you need to sign your child out of school early, please report to the office.

Volunteers

All volunteers require a VULNERABLE SECTOR SCREEN / POLICE REFERENCE check prior to volunteering at the school.

Volunteers are welcome and encouraged to participate through a wide range of opportunities including classroom programs, reading with children, supervising all aspects of school trips, and special events. Please indicate your wishes to volunteer by contacting the school secretary. A Volunteer Package and application for police record check are available from the office – please pick up any paperwork you may need. Please sign out and return your volunteer tag when you leave.

School Council / Home and School

W. Sherwood Fox students continuously benefit from the contributions of our School Council and Home and School – partners who share our commitment to providing education, excellence, and exceptional learning experiences for our students. More information regarding School Council and elections will be provided in September. Everyone is welcome and encouraged to attend and get involved.

Student Use of School Telephone

Students are allowed to use the school phone **in cases of emergency**. Students will not be allowed to use the phone to retrieve forgotten assignments, to inform parents of after school events which were previously announced or because of inclement weather. Students must have a staff member's permission and an explanation prior to using the school telephone.

Bicycles, Rollerblades, Skateboards, Scooters and Wheelie Shoes (etc.)

Children may ride to school, but do so at their own risk. Bicycles, skateboards, scooters, roller blades and wheelie shoes may not be used on school property or inside the school. Students should lock their bikes at the rack located on the west side of the school. Please keep an extra key at home. We cannot accept responsibility for the safekeeping of bikes, scooters, boards or blades. Roller blades must be removed before entering the school yard. Bikes and scooters must be walked and skateboards must be carried, not ridden, on school property. Students may not wheel on their shoes on the playground or in the school. Please remind your children to follow these simple rules to ensure safety on our playground and in the school.

Field trips

Safety and health are given the highest priority for students and staff when planning or approving a field trip, as field trips are considered to be extensions of the Ontario Curriculum. Teachers will provide in writing the details of the trip (purpose, supervision required, program, transportation arrangements, and schedule) to parents/guardians. Supervision must meet a standard and is determined by taking into account the number of students, their age, and the nature of the activity. Attention to special health concerns of students is also a required element of our planning process.

The cost of these field trips is supported by the students and their parents/guardians along with funds from fundraising efforts. Students must have parent/guardian permission to travel outside of the school during school hours. Parent/Guardian volunteers are often asked to accompany classes on field trips so that adequate supervision for students is provided. Parents/Guardians are expected to know and model the School Code of Conduct, report any inappropriate conduct, and be able to adhere to the above details of the trip, as the role is to assist with all aspects of field trip management. To volunteer for a field trip, parents are required to have a completed police record check. For more information please see the section ***Volunteers*** above or contact the school.

With respect to the transportation of students, a list of passengers is filed with the school prior to departure. It is an expectation that all students and parent/guardian volunteers will travel on the same bus for departure and return.

CODE OF CONDUCT

Policy Last Reviewed: June 2017

Amended October 2018

W. Sherwood Fox promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted. All students, parents/guardians, teachers and staff members have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to uphold the standards of behaviour listed below.

Standards of Behaviour:

Respect, Civility, and Responsible Citizenship

All members of the school community must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement; respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, in necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position of authority.
- not possess alcohol, illegal drugs, or unless the pupil is a medical cannabis user, cannabis.

This code of conduct applies to students, parents, guardians, staff, volunteers and any individual visiting our school. It applies while on school buses and at school based activities or events on and off school property. It applies to the use of electronic communication by school community members, including but not limited to the use of text messaging and social networking applications, as it pertains to any possible ill effect to the moral tone of the school environment or its community members.

At W. Sherwood Fox, a progressive discipline approach is used with a focus on teaching students about appropriate behaviours while maintaining their self-respect. Progressive discipline is a whole school approach that uses a continuum of corrective and supportive interventions and consequences to address inappropriate student behaviour. The purpose of responding to incidents of inappropriate and disrespectful behaviour is to stop and correct it immediately so that the students involved can learn that is unacceptable.

Inappropriate behaviour includes any behaviour that disrupts the positive school climate and/or has a negative impact on the school community. If a student has displayed inappropriate behaviour, school staff may utilize a range of interventions, and consequences that are developmentally appropriate and include opportunities for students to focus on improving their behaviour.

Parents/Guardians, staff, students and community members must all work together to keep our school a safe and happy environment for all students.

DRESS CODE FOR W. SHERWOOD FOX

Policy Last Reviewed: June 2017

The purpose of the dress code ("Code") at Fox is to foster a safe and respectful learning and teaching environment, while helping to develop self-confidence, self-respect and self-esteem among all students. Parents and guardians are required to follow the Code when deciding what their children will wear while attending Fox. Students are encouraged to participate in making responsible decisions about wearing apparel, accessories and other personal adornments.

The following definitions are used in the Code:

- Clothing: includes shirts, jackets, ties, pants, belts, shorts, skirts, dresses, shoes, socks and personal accessories such as jewellery, knapsacks, bags and purses.
- Message: includes text, symbols, images or illustrations.
- OHRC: Ontario Human Rights Code, R.S.O. 1990, c. H. 19. Can be found at: <http://www.canlii.org/en/on/laws/stat/rso-1990-c-h19/latest/rso-1990-c-h19.html>
- Undergarments: includes underwear and bra.
- Revealing: includes clothing which is mesh, sheer or transparent, and also refers to clothing which does not provide adequate coverage during normal activities.

Principles

- 1) Clothing must be free of inappropriate messages, which includes any message that:
 - a) is hurtful to others based on their race, gender, ethnic origin, sexual orientation or any other basis found in the OHRC;
 - b) is hurtful towards any other member of the school community, including students, parents, staff, teachers or volunteers;
 - c) contains profanity or vulgar language;
 - d) refers to or promotes violence or weapons;
 - e) refers to or promotes criminal activity or participation in gangs or illegal associations;
 - f) refers to or promotes drug or alcohol use;
 - g) employs secret or obscured means to convey a message otherwise included in this section.
- 2) All clothing must cover midriff, buttocks and undergarments during ordinary and reasonable activity. Revealing clothing is not permitted.
- 3) Sleepwear, pyjamas, swimwear or boxer shorts worn as outer garments are not permitted.
- 4) Students should remove all hats, hoodies or bandanas when entering the school, unless these are worn for medical or religious reasons.
- 5) Students should remove sunglasses upon entering the school, unless worn for medical reasons.
- 6) Students should wear appropriate and safe footwear at all times. Students should remove outdoor shoes and boots before entering a classroom and replace them with indoor shoes. Indoor shoes, including shoes used for physical education, should have non-marking soles.
- 7) Due to health concerns arising from exposure to scented products, students should refrain from the use of scented products while at school. Further information can be found at the website of the Canadian Centre for Occupational Health and Safety, http://www.ccohs.ca/oshanswers/hsprograms/scent_free.html.
- 8) At times the school administration may exempt students from the Code, including but not limited to permitting pyjamas, hats, sunglasses or other clothing for special activity days or clothing for extracurricular or athletic activities.
- 9) Students will make every effort to dress appropriately for the current weather.

Students who are dressed in a manner inconsistent with the Code will be asked to change into appropriate clothing. The school administration will use discretion as to deciding when to contact parents or guardians.

The Code applies to all students on school grounds, on school buses or at school activities in the community.

ACCEPTABLE USE OF ELECTRONIC COMMUNICATION (INCLUDING THE INTERNET, COMPUTER NETWORK AND OTHER ELECTRONIC DEVICES)

Policy last reviewed June 2017

Electronic Communication Etiquette

The school community (comprised of students, parents/guardians, and staff) is expected to:

- be polite and respectful when communicating with others
- use appropriate language at all times
- use electronic communication time at school wisely
- keep all personal information private and confidential
- report suspicious or unusual electronic communication immediately
- use cell phones, digital recording devices and electronic games only with staff permission while on school premises
- avoid videotaping or audiotaping anyone without permission

The use of the Internet and the school's computers is a privilege. Responsible use of electronic communication devices within the school community is expected. Inappropriate use will result in serious consequences, including any or all of the following:

- being directed to log-off the computer during that class
- restricted use of electronic devices for one to multiple days
- meeting with school administration to review the full Acceptable Use Agreement document
- suspension of a student's access to the school's computers
- suspension and / or expulsion of a student from school
- police contact which may result in charges being laid by the police.

Electronic Devices

Students are not to use cell phones / PDA / MP3 / iPod or other electronic devices during instructional time, unless authorized to do so by a staff member. The school will not take responsibility for the loss of such items. In the case of an emergency, or with teacher's permission, a student may use the office telephone if necessary. Should an electronic device become a problem in a classroom, staff will forward the device to the office where parents will be contacted and asked to retrieve it.