

## SANDWICH WEST PUBLIC SCHOOL CODE OF CONDUCT

Sandwich West Public School adopts as its Code of Conduct, the Code of Conduct for the Greater Essex County District School Board. All participants involved in the Greater Essex County District School Board - students, parents or guardians, volunteers, visitors, teachers and other staff members - are included in this Code of Conduct whether they are on school property, on school busses, at bus transfer points, at school authorized events or activities, or in other circumstances where engaging in the activity will have an impact on the school climate. All persons are responsible to the school principal or his/her designate, with regard to conduct, on or off school property, which has a harmful effect on the school, its participants or on the school climate. The staff, student and community of Sandwich West Public School believe that schools and school board organizations should promote 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.

The staff, students and community of Sandwich West Public School adopt as its Code of Conduct, the Code of Conduct for the Greater Essex County District School Board and the Provincial Code of Conduct. The following guiding principles of the Code as described in Section 301 (2) of the Education Amendment Act (Progressive Discipline and School Safety), 2007 are:

**To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.**

**To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.**

**To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.**











student body to respect the items and handle them with care. Your support at home will be appreciated. Please help us keep our textbooks, library books, musical instruments, and other school articles in good condition by encouraging your child to take pride in things that are on loan to them from the school. Students will be expected to replace lost or damaged textbooks or library books and to pay for damage to musical instruments and school items. This care also relates to our bathrooms, lockers, desks and chairs. Students are expected to keep all school items free from graff( )-3(o(d)-4(Ts )-3(an)4(d)-4( )6(t)5(ak)34(e)-5(r)9(et)9(p)-4(nd)-7sic)11bwi-3(o(dyn)13( )-3(f1)5(o

All families are encouraged to use School Cash Online to pay for field trips. Please see our website for more information about signing your family up for this easy and convenient services.

### **COMMUNICATION BETWEEN OUR HOMES AND SCHOOL**

If you have any questions or concerns regarding school matters, please call the office to arrange contact with the appropriate school staff. Communication between home and school will always benefit our students – your children. Do not hesitate to call us if we can be of assistance.

At times it may be necessary for the school to contact you. If you have changed your home, work or emergency telephone numbers, please send the new information to school promptly. The safety and well-being of your child is our primary concern.

At SWPS, we pride ourselves in engaging in multiple forms of communication. Parents are encouraged to follow us on EDSBY, Twitter (@SandwichWestPub), check our school website regularly and join our School Council Facebook accounts (Sandwich West Public School-Parent Council).

### **CONCUSSION REPORTING**

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## **NUTRITION BREAK SIGN OUT**

Students are not permitted to leave the school grounds during any nutrition break. Otherwise, a signed and dated note from parents/guardians must be submitted for each occurrence if your child must leave the school grounds. We will not accept phone calls or Edsby messages. Students will use the sign-out book in the office when leaving the school grounds and then sign back in when they return. Their homeroom teacher will record their attendance when they return to class. It is expected that students will return on time for afternoon classes.

## **MEDICATION**

The GECDSB has set out comprehensive procedures for the administration of medication by school personnel. All medication taken by a student at school must be kept in the school office and must be in the original pharmaceutical container. All medication must be accompanied by written authorization from the prescribing physician indicating the dosage. Parents are asked to obtain the Request and Authorization for the Administration of Prescription Medication at School forms from the school office.

Included in the Administration of Medication procedures are ventilators, puffers and auto-injectors (Epi-Pens). Parents may wish to provide multiple puffers/auto-injectors for students who are old enough to carry their own. Many young students carry an injection kit/Epi-pen or puffer in a fanny pack around their waist at all times.

Please note that individual plans must be filled out and on file for all students who are prescribed ventilators/puffers and autoinjectors. An updated Request and Authorization for the Administration of Epinephrine Auto-Injector is required for all students who are prescribed auto-injectors. An updated Request and Authorization for the Administration for Prescription Medication is required for all students who are prescribed a ventilator/puffer.

Please note that over-the-counter medication is prohibited. Staff members are not allowed to administer over-the-counter medication to students. It is strongly recommended that all



## **SANDWICH WEST SCHOOL COUNCIL**

The Sandwich West School Council would like to take this opportunity to inform you that we are a group of caring parents who meet monthly with the Principal, Vice Principal, staff representatives, and community representatives. We strive to keep our school and its environment as wonderful as we can. Some things we enjoy doing are:

- Discussing education issues
- Providing input in the development of school policies (discipline, EQAO plans of action, dress codes, etc.)
- Purchasing additional classroom resources
- Meeting new parents
- Sponsoring special events
- Beautification projects
- Fundraising projects

Everyone is welcome to attend any School Council meeting. Research studies have proven that ongoing educational changes taking place, it is also very important for parental participation. By

If you have any questions or comments about our school council, contact with the School Council Chairperson can be arranged through the school office. Elections of the school council members for the school year will occur every September.

## **SNACKS-TUCK SHOP**

More information will be provided about Tuck-shop once it is up and running. We will be looking for volunteers for the tuck shop. Please look for information on Edsby beginning in October.

## **SPORTS UNIFORMS**

SWPS school uniforms are worn with pride. Uniforms must be properly cared for and returned promptly at the end of the sporting season. Teams are provided with time to change into uniforms prior to games. Thank you for your support in this matter.

## **STUDENT SEARCHES**

Desks and lockers are considered school property and a search of such property is permissible by school administration.

The Principal/Vice-Principal, having reasonable grounds to do so, may conduct a search of a student's possessions that may be stored.



Individual teachers also welcome volunteers into their programs and appreciate your generous offers to participate. Please note that volunteers are asked to obtain a Police Clearance and fill out a SWPS Volunteer information package prior to beginning work with students

**VISITORS**

All persons entering the school must be buzzed in and report to the office. This is requested to ensure the safety and welfare of all students. It also helps ensure that the office is aware of any early departures or late arrivals of students. When you report to the office, please sign-in and receive a visitor's pass from office staff.



