## SOUTHWOOD PUBLIC SCHOOL STUDENT HANDBOOK AND CODE OF CONDUCT

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2023-2024 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 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



## 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 cooperation of students/parents/guardians and to ask everyone within this school community NOT to

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/guardiansent

BUSSING/School Bus Regulations: Appropriate bus behaviour is expected whether students are traveling 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. 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:

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

The driver is in complete charge of the vehicle. If a child is returned to school, it is the responsibility of the parent /guardian 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/guardian. 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 workplace, 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, indement weather, custody matters, etc. Any legal documents need to be kept on file in the studen O.S.R (Ontario Student Record), especially those indicating custody.

CHILD CARE BEFORE/AFTER SCHOOL: The school rents space to an independent childcare 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 Eocau73y96 Tf 1 0 0 1 161.9 86.064 Tm0 G(an)-7(d)]TJETQD.000001nBT/F3 9.96 Tf 1 0 0 1 43.2 61.704 Tm0 G(f)4(amil)3(y)-4( 0 6

of suspicion, may conduct a search of clothing, possessions, or any area (locker, desk, backpack) where their/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.

INCLEMENT WEATHER: As a part of the Inclement

Weather Procedures, parents

accompanied by written authorization from the physician indicating the appropriate dosage and parents/guardians 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. The exact amount for payments is appreciated.

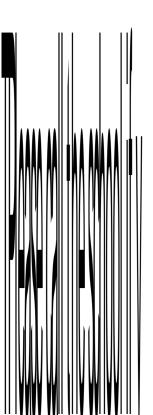
So t is School Cash Online. Please call the school if you need help setting up School Cash Online.

<u>SCHOOL CASH ONLINE:</u> Southwood Public School continues to offer families the opportunity and convenience of paying for school-related activities and items online.

https://www.publicboard.ca/en/our-gchools/school-cashonline.aspx for detailed, step-by-step registration and online payment resources.

<u>PROHIBITED ARTICLES:</u> 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.).

<u>PHONE USE</u>: The school phones shall be used by students only in special circumstance4(E)



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 students with special needs must be clear for the buses to pick up and drop off children. Please make arrangements with your children to meet at a commonplace. 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 by their parent/guardian and the school.

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

KISS AND RIDE AREA: Please ensure that children are able to exit the car on the <u>curbside</u> of the car. Pedestrians need to cross the parking lot at the crosswalk, not through the Kiss and Ride Area as we have 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.