



Calgary Board
of Education

Sherwood School

Sherwood School



Student & Parent Handbook 2017-2018

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MESSAGE TO PARENTS

I would like to offer your family a kind welcome to Sherwood School. Sherwood is a great place to learn and it is our hope that all of Sherwood School's students thrive. This handbook is filled with important information about the school year and the expectations we have which are designed to encourage your child's social, emotional and academic success. This handbook also serves to assist you in becoming familiar with the organization, policies, procedures and services at Sherwood School. Additional information is available on our school website.

It is our hope that you will help us in this effort. Please note the following ways that you could help your child be a successful learner at Sherwood School. We thank you in advance for your continued support of this great school.

- Provide your child/ren with appropriate supports necessary for student academic and behavioural success.
- Ensure your child/ren come to school regularly and on time.
- Attend parent conferences, read report cards, to respond to communications from the school, and to provide up-to-date information so that any emergency can be managed.
- Support your child/ren in the school's endeavour to meaningfully engage them, to encourage them to assume responsibility for their learning and to support appropriate self-conduct.
- Engage in early and on-going communication with staff regarding your child's progress concerns, health concerns, attendance and/or concerns regarding student conduct.
- Become involved in your child's education through a variety of endeavours.
- Provide your child/ren with a time and place for home reading and study.
- Provide your child/ren students with nutritious breakfasts, snacks and lunches.
- Participate in the IPP process (for students with identified special needs), to attend meetings regarding their student, and to sign and return documents in a timely manner.
- Pay the school fees levied by the Calgary Board of Education or by the school in accordance with Board policies and regulations

We encourage a team approach in ensuring student success, and we invite you to be a part of this process. If you have areas of concern regarding your child, please communicate your concerns to your child's teacher(s) and attempt to find a resolution to your concerns.

We encourage all students to become life-long learners and to take responsibility for their learning and their conduct. Adhering to what is outlined in this handbook will help your child to be organized and responsible while also serving to enhance communication between home and school.

Thank you in advance for referring to this handbook regularly.

Sincerely,

Lori Gaffney, Principal

SCHOOL PHILOSOPHY

The Sherwood School community is committed to providing quality learning opportunities that are responsive to the unique attributes of all students. With a committed professional team of educators, knowledgeable in teaching middle year's learners, teaching and learning experiences reflect the importance of developing student-centered approaches that challenge students to inquire, reflect and collaborate. Emphasis is placed on empowering students to reach their potential through ongoing formative feedback, high expectations, innovative and engaging learning opportunities, and mentorship.

At Sherwood School:

- Learning is an active process that demands full student participation in work.
- Learning is both an individual and a cooperative venture, where students work on their own as well as with other students to solve problems and demonstrate learning.
- Learning encompasses a broad spectrum including the foundational skills in literacy and numeracy, while supporting students in utilizing technological tools to represent new understandings and opportunities to investigate significant inquiry questions.
- Learning is goal-oriented, engaging, and connected to the real world so students can connect what they learn in school to the outside world.
- Learning is personalized so students and teachers can set goals that are realistic and attainable while challenging and rigorous.
- Learning encourages a component of self-evaluation. Assessment is a tool that develops further teaching and learning strategies.
- Learning is something that needs a comfortable physical environment and an atmosphere of support (caring), respect and safety.

School Improvement Goals:

- To improve the academic performance of all students in the areas of Literacy (Reading and Writing) and Numeracy (Mathematics)
- To engage all students in their learning (personalization).
- To ensure that all students are actively and intellectually engaged in their learning through designing high quality instructional tasks and assessments.

SCHOOL ORGANIZATION

Bell Schedule

Monday-Thursday		Friday	
School Bus Arrives	8:10	School Bus Arrives	8:10
Warning Bell	8:15	Warning Bell	8:15
LATE BELL	8:20	LATE BELL	8:20
Period 1	8:20 – 9:17	Period 1	8:20 – 9:17
Period 2	9:19 – 10:16	Period 2	9:19 – 10:16
Period 3	10:18 – 11:15	Nutrition Break	10:16 – 10:32
Period 4	11:17 – 12:14	Period 3	10:34 – 11:31
LUNCH	12:15 – 1:00	Period 4	11:33 – 12:30
Period 5	1:01 – 1:58	School Bus Leaves	12:40
Period 6	2:00 – 2:57		
School Bus Leaves	3:07		

SCHOOL PROCEDURES AND REGULAR EVENTS

Newsletters

Generally a communication is sent home, the first week of each month, to all families to keep you informed of school events. Our newsletter is available by email and on our school website. Paper copies are also available. Please stay tuned for our new school website launch.

Due to Canada's Anti-Spam Legislation (CASL), you need to subscribe if you want to continue receiving email or text messages on "commercial" school topics such as monthly newsletters, picture days, student fees, field trip costs, yearbooks, fun lunches and more. Please follow this link to [subscribe online](#).

If you have not subscribed, you will not receive these messages. You will continue to receive messages on non-commercial school topics such as absence and emergency notifications.

In addition, if you want to be able to receive **any** text messages from your school or the Calgary Board of Education, you need to opt-in for texts by texting the word **YES** to the six-digit number **724665**.

Assemblies/Special Events

These events are held from time to time. Parents, guardians, and friends are invited to attend these events, which will be listed in the school newsletter.

On/Off-Site Activities/Field Trips

We believe it is critical to enhance curricular studies for all students by providing them with opportunities to work with experts in the field, whether in the classroom or away from the school. The use of educational excursions and guest presentations are effective as instructional strategies, because they engage our students in meaningful experiences and are a means of integrating the disciplines of study.

Every trip, activity or excursion that is planned must be approved by school administration and meet the standards of CBE's rigorous on and off campus guidelines. This requires principals and teachers to be diligent about completing the appropriate forms and submitting these forms well in advance of the scheduled trip or activity. Once the trip or activity has been approved, we are then in a position to send home forms that will give you information about the event and require your signature. When your child is preparing to go on a field trip, you may receive up to 2 or 3 forms. We appreciate your cooperation in completing these forms and returning them promptly to the school.

All activities are considered compulsory, an essential part of the school's curriculum. There may be costs associated with planned field trips, physical education activities and guest presenters. However, no child will be denied the opportunity to participate in classroom activities and field trips based on an inability to pay activity costs. If your family is experiencing difficulties with associated costs, please contact the principal.

PLEASE NOTE: Should parents decide not to have their child participate in an off-campus study, please inform the school and an alternate assignment will be provided.

PLEASE NOTE: participation in off-campus excursions is a privilege, and may be restricted for students whose behaviour has caused concerns or who are considered to present a safety risk to themselves or others.

Locks and Lockers

- Students will be assigned a hall locker to use during the school year.
- Should a lock be lost, the replacement cost is \$6.00. It is critical that the combination of the lock be kept confidential to avoid theft.
- Students in Division 3 are assigned a gym locker/lock. The replacement cost is \$6.00
- Please see the Student Safety Section for information regarding student searches.
- Division 3 students will retain their hallway and gym lockers through until the end of Grade 9.

Homework Guidelines

- To promote the development of effective study habits, we suggest that students, in consultation with their parents, set up an environment that facilitates both home study and daily reading.
- In Division II (Grades 4, 5, and 6), formal assignments may be given for homework. Students are also expected to complete missed or unfinished classroom work. In addition, students must make recreational reading part of their daily home study routine. Supervised time on the internet researching areas of study being covered at school is also a valuable homework experience. Suggested study time for homework is 20 – 30 minutes daily.
- In Division III (Grades 7, 8, and 9), homework expectations increase. Students may be assigned daily homework for up to one hour. Supervised time on the internet researching areas of study being covered at school is also a valuable homework experience. Recreational reading should also continue at these grade levels in addition to home study. Students requiring additional instruction or support may contact their teacher to schedule a meeting for assistance with their studies. The Learning Commons is also available for student use during the nutrition break and lunch hour.
- When a student misses a class, it is his/her responsibility to complete the work assigned (find a study partner and ask your partner to record all homework assignments and to pick up an extra copy for you OR check in D2L). If necessary, arrange for someone to pick up the materials for you. If you are having trouble getting a study partner, please talk to your teacher.
- All teachers will be available for a weekly tutorial block where they are available to support students with their school work. The tutorial schedule will be posted around the school and on the website by mid-September

PARENT INVOLVEMENT

We invite you to get involved in your child's educational experience through a variety of opportunities:

- Sherwood School Council generally meets on the first or second Tuesday of the month at 6:30pm. Exceptions to this are identified in the monthly calendar. All parents are welcome to participate. Many committees are established at these meetings to deal with various items of school business.
- **Volunteer Opportunities** are most welcome at all times. A form will be forwarded to all parents the first week of school inviting your input regarding volunteering (4-9). Please volunteer as often and in as many capacities as you wish. Please sign in the volunteer binder each time you volunteer and please ensure you wear your volunteer nametag.

PLEASE NOTE: The Calgary Board of Education has issued a policy that every person who wishes to volunteer **MUST** register annually and complete a request for a security clearance. If you wish to volunteer, and have not yet completed these forms, please stop by the office.

PLEASE NOTE: Volunteer Drivers must complete an ANNUAL Driver Agreement and Driver's Abstract. Please stop by the office to complete these forms.

STUDENT SAFETY

Parents are not to drop off or pick up students in the school parking lot. Please determine an alternate site to meet your children. We wish to ensure the safety of children in this busy area.

Before and After School:

- Parents are not to drop off students and/or students are not to arrive to school prior to 8:05am. Supervision begins on the playground 8:05 each morning.
- **DROP OFF or PICKUP IS NOT PERMITTED IN THE STAFF PARKING LOT**
- Students who arrive early in the morning for study purposes, team practices, or extra-curricular activities should enter the school through the west doors and proceed directly to the appropriate area where they will be under the direction and supervision of the teacher involved in the activity.
- At the end of the day please make arrangements to meet your students at the appropriate doors.
- Parents are expected to pick up students promptly at the end of the day. Students are expected to leave school promptly and follow family arrangements for after school.
- Student safety is important to us and we want to make sure students are where they need to be at the end of the school day.
- Students who take the bus to school are required to remain seated and to follow the driver's instructions. Students should ride quietly, and respect those on the bus as well as other drivers on the road. Please also see "**School Bus Expectations**"

Student Absences:

- Please telephone to advise of all student absences. Parents are required by legislation to advise the school of the reason for absence.
- *NEW* The school uses an electronic messaging system called School Messenger to leave an automated phone/email/text message in the morning advising parents of an unaccounted/unexcused absence. We would appreciate a reply at your earliest convenience explaining the absence.
- If sending someone else to pick up your child(ren), please let us know in writing.
- When children are ill, please keep them home.
- It is imperative that the school be made aware of custody arrangements and that legal documentation be provided to support parental situations and requests.

Medical Conditions (as per AR 6002):

- Please inform the school if your child has any medical conditions or requires medication.
- For significant health concerns, parents will need to complete the ‘Student Health Plan’ and create a ‘Emergency Response Protocol’ with administration. These documents need to be revised annually or when the student’s health changes.
- Medication can be stored in the main office, however students may need to carry their medication with them daily (such as inhalers).
- Parents are required to advise the student’s bus driver of any significant health concerns.
- Many students and staff have allergies or asthma. To support these students and staff members, please send peanut-free lunches and products to the school.

Leaving school grounds (during instructional hours):

- Students 4– 6 are NOT TO LEAVE school premises during school hours if they have paid for lunchroom supervision.
- Students 4-6 who do not pay for lunchroom supervision must go home or be under adult supervision. Stop at the school office to sign them out.
- Students 7 – 9 may generally leave the building and property at lunch; however they must be on-time for afternoon classes.
- Students need a parental note or phone call to be released for appointments. Please make these arrangements through the front office and then check the student out through the office.
- No students are permitted to leave the school during Friday Nutrition Break

Student & Locker Searches as per AR 6014 (Student Searches):

Lockers are the property of the school and are loaned to students on a yearly basis.

A Principal or their Calgary Board of Education employee designate may conduct a search of a student school property used by a student and student articles and objects in the following circumstances:

- a) when there are reasonable grounds to believe that there has been a breach of school rules or discipline and that the search will reveal evidence of the violation; or
- a) in an investigation of a violation of school discipline; or

- b) as a matter of school welfare or safety.

Please note that the following may be subject to search:

- a) students
- a) school desks, lockers and school storage areas used by students
- b) articles and objects belonging to or used by students either on school board premises or during off-site activities including, but not limited to, backpacks, clothing, purses, suitcases, and tote bags
- c) Calgary Board of Education electronic information resources used by students.

SCHOOL SAFETY PLAN

All schools within the Calgary Board of Education are required to have protocols in place in the event of an emergency. We will have 6 fire-drills (evacuations) throughout the year as well as at least 2 lock-down drills.

Within the school the signal for fire drill/evacuation is a loud continuous beeping with flashing lights. At this signal all persons in the school are to evacuate to their designated location on the school field. During this time students are to:

- Quietly proceed to the back field where attendance is taken.
- Meet in their designated location for attendance (on the school field)
- Watch for and listen for directions from school staff.
- Remain in their designated area until the all clear signal is given (3 rings of bell).

If students are unable to return to the school, they are to follow directions of school administration; they will be escorted to a safe off-site location. If evacuation occurs during lunch/class change proceed to the location of your homeroom check-in location on the field.

Lockdown Procedures:

- All students are to clear the halls. Students enter the nearest classroom for attendance to be taken.
- Students are to sit on the floor, and hide, within their classrooms.
- All cell phones must be turned off and placed face up on the floor.
- All students remain quiet and follow the directions of school staff.
- Outside classes will be advised to go to Banting and Best School and wait for instructions.

LUNCH TIME GUIDELINES

- Lunchroom supervision for Grade 4, 5 and 6 students will be provided.
- Grade 4, 5 and 6 students who are registered for the lunch program are not permitted to leave the school campus during the school day.
- Students in Grade 4-6 will be required to stay in designated lunch areas until 12:30.

- At 12:30 students are expected to start heading outside to the field area (weather permitting) or other options (ie: Learning Commons/Intramurals) where supervision will be provided.
- Students can take longer to eat their lunch in their designated areas if required.
- Students in in Grade 4, 5, and 6 should bring appropriate clothing to be outside at lunch time.
- Students re-enter the school at the 12:55 warning bell where they are expected to head to their lockers and get prepared for afternoon classes.
- Grade 7, 8 and 9 students have permission to leave the campus at lunch provided they return to school on time for afternoon classes.
- Grade 7, 8 and 9 students who are remaining at school during the lunch break are asked to clean up after themselves.
- Students are encouraged to go outside during the lunch hour if they are not involved in clubs or intramurals.
- Students are expected to behave in a respectful manner towards community businesses and neighbouring residents.
- We encourage all students to be involved in the many lunchtime activities that will be offered.
- Friday Nutrition Break – 10:16-10:32
- Due to the significantly shorter break on Fridays all students must remain in the school during the break.

Nutrition

- Our focus is on promoting a healthy lifestyle which includes physical fitness and nutrition. Junk food is discouraged and in some cases not allowed on campus.
- We encourage grade 7, 8 & 9 students who are leaving the school for lunch to make healthy choices if they are going to purchase their food at such places as Macs.
- We appreciate parents supporting us in ensuring students have healthy snacks and lunches at school.
- Sherwood School is able to offer a limited variety of pre-packaged food options daily in our canteen at very reasonable prices. The canteen is not available on Fridays.
- Following recommendations from CBE safety and nutrition specialists, students in grades 4-6 who stay for lunch do not have access to hot water or microwaves.
- Please ensure that you send your child with healthy lunches and plenty of healthy snacks that do not need hot water or microwaves.
- Occasionally there will be opportunities to purchase special lunches through Healthy Hunger which often includes hot food items. Parents will be notified in advance to order/pay online.

COMMUNICATION

We encourage a team approach in ensuring student success, and we invite you to be a part of this process. If you have areas of concern regarding your child, please communicate your concerns and attempt to find a resolution with the teacher or teachers involved. All of our teachers email addresses are available on the school website.

If the matter goes unresolved, please contact the appropriate Learning Leader to seek a resolution. If the matter continues to go unresolved, please contact Leslie McRae, Assistant Principal.

D2L

Many classroom teachers have their own D2L shell, an online digital learning environment, which includes class information and content. Students in grades 4 – 9 can access classroom notices, grades, homework information, and classroom expectations on D2L that are updated on a regular basis.

A link to D2L can be found on our school website. If you have any questions regarding postings on D2L, please contact your child's teacher directly.

Home Logic – the parent & student portal to student information!
(<https://sirswebapps.cbe.ab.ca/HomeLogic>)

In an effort to improve communication between school and our parent/guardians, we introduced a parent portal called "Home Logic". This is an online environment that allows parents & guardians to view the following information regarding your child:

- Attendance – You will be able to access the class, date, and reason for any absence.
- Schedule – This feature allows you to see your child's class schedule on any given day.
- Transcript – Parents and students will be able to review his/her past class's final marks.
- Demographics – you will be able to see the current information we have about your child/ren at the school.

Please visit this website and click on the "New User?" prompt to create an account. If you have trouble creating an account, please call the school.

School Messenger

Due to Canada's Anti-Spam Legislation (CASL), you need to subscribe if you want to continue receiving email or text messages on "commercial" school topics such as picture days, student fees, field trip costs, yearbooks, fun lunches and more. Please follow this link to [subscribe online](#).

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In addition, if you want to be able to receive **any** text messages from your school or the Calgary Board of Education, you need to opt-in for texts by texting the word **YES** to the six-digit number **724665**.

More information is available here: [SubscribeToStayInformed.pdf](#)

Learning Support Team

We have a team of staff members whose work is focussed on supporting students with unique or complex learning needs. School-based resources, Area resources, and community resources can be connected to provide appropriate educational opportunities for all students. Students have unique needs; we strive to meet them with resources that are available.

Please contact the school of you feel your child is in need of additional supports.

Learning Commons

The Learning Commons functions as a central location providing access to books, information technology and other shared materials. Books can be borrowed for a two week period and be renewed up to two times. Reference books and current magazine issues do not circulate outside of the Learning Commons.

We have a number of laptops available for student sign out. These are available to students in grades 7-9 during a class to write or complete an assignment or to do research. These are not meant to be signed out for the entire day, nor are they permitted to go home with the student. In order to participate in this program, parents and students must have signed and submitted the 'Computer Loan Program' form.

No food or drinks, including bottled water, is allowed in the Learning Commons or at computer workstations. Families are expected to cover the costs of Learning Commons' resources that are lost, stolen or destroyed while in their child's care.

STUDENT ACTIVITIES

- A full complement of student inter-school athletic programs grades 4 – 9 (seasonal)
- Intramurals: volleyball, basketball, dodge-ball, floor hockey etc.
- Fine and Performing arts opportunities
- Technology related opportunities
- There are numerous student leadership and service opportunities that are available throughout the year

LEARNING AND ASSESSMENT

At Sherwood we believe that all students can meet with success when they are active participants in their learning. All activities that student's participate in are designed to enhance a student's learning in the following areas;

Academic Performance

Students develop the knowledge, skills and attributes required for academic success and be effectively prepared for life, work and further learning.

Personal Development

Students develop the skills, attitudes and knowledge to achieve their personal highest potential.

Citizenship

Students are encouraged to be a responsible citizen by being informed and involved member in his or her local, national and global communities.

Character Development

Students have opportunities to develop the character to do what is right, act morally with wisdom and balance individual concerns with the rights and needs of others.

Students at Sherwood are assessed in a variety of ways:

Formative Assessment/Assessment for Learning:

These strategies involve the gathering of information to help guide student learning and occurs in all classes. These tools are designed to provide feedback for the purpose of improving or advancing their understanding or abilities. This process helps students develop a personal plan for their next steps in learning. Some examples include: Verbal and written feedback, self-assessment, journaling, peer assessment, goal setting, reflecting, revising, error detection and correction, teacher conferencing, etc

Summative Assessment:

Also referred to as 'Assessment of Learning' summative assessment evaluate a student's level of knowledge and understanding and assigns a value. Summative assessment occurs at the end of a period of learning and provides students with opportunities to demonstrate their achievement of the learning addressed during that period of time. This assessment describes what students know and can do. It evaluates student growth relative to the Alberta Curriculum and the provincial standards. Sherwood students will have summative testing experiences throughout the school year in all of their classes. Some examples include: Multiple Choice exams, Performance Tasks, Short Answer exams, Written Products, Essay Exams, Culminating Projects, and Standardized tests

It is beneficial for students to have a regular time and place for doing homework; this is a positive habit to develop. Parents are encouraged to check notes and assignments on a regular basis and to ensure that homework is completed. Students should keep track of their homework, either by using an agenda or other organizer.

STUDENT REPORTING

Student report cards will be sent home in various formats throughout the year. SIRS generated report cards will go home in January and June.

Teachers will ensure that their marks are updated every 1-2 weeks.

Teachers will inform parents of student grades/progress either by providing a mark-strip or an email notification to login to either D2L or Home Logic.

Parent-Teacher Interviews occur three times during the year. These are valuable opportunities for parents and teachers share information regarding student learning and growth. Online registration for interviews will come out via email later in the year.

STUDENT CODE OF CONDUCT

According to Administrative Regulation 6005 (student code of conduct), 6006 (progressive student discipline), and 6007 (suspension and expulsion), it is expected that, in order for all students to continue to enjoy a positive experience at Sherwood School, all students adhere to a common code of behavioral conduct. As such, all students are expected to:

- Conduct themselves in a safe, respectful and responsible manner in school, on the grounds and on the way to and from school and to resolve interpersonal conflicts non-violently.
- Be organized, attend regularly, be punctual, complete assigned tasks, do homework, set goals, and look after their belongings, school property, and themselves.
- Come prepared to work, bringing necessary supplies and learning materials.
- Learn as much as possible, to ask questions, to be curious, and to strive to understand.
- Complete work thoroughly, punctually and to the best of their abilities.
- Respect and adhere to classroom and learning expectations

Our student conduct expectations emphasize the development of social skills and responsible attitudes and actions. Students are instructed in appropriate conflict resolution strategies so when differences arise, students have appropriate ways to manage them. We stress that students are responsible for their actions and learning.

Inappropriate behaviour is immediately dealt with, monitored and documented by teachers and administration.

Parents will be notified when aggressive behaviour occurs and in cases where inappropriate behaviour recurs.

We believe that the home and the school, learning and working together to establish consistent expectations will ensure a positive learning environment for Sherwood School students.

Digital Citizenship

All members of our school community are expected to be good digital citizens who demonstrate respect, responsible behavior and overall good character when using technology and/or engaging in online activities.

- Teachers and students use digital technologies to access information, communicate ideas, and demonstrate fundamental understandings.
- Students are expected to use our computer network and digital learning tools to engage in activities that facilitate meaningful and authentic learning experiences.
- By utilizing the school's computers and/or the network (including D2L and student email), students and parents agree to our Acceptable use Policy (AUP) for Electronic Devices and Networked Information Resources. Failure to comply our AUP will result in escalating consequences up to and including loss of access and privileges.
- Students are encouraged to make time for physical activity and to avoid spending excessive time in front of a computer screen.

Student Owned Devices and Cell Phones

A Learner Accessible Wireless Network (LAWN) for internet access using student owned personal electronic devices is being provided at our school. Students may use their own devices at their teacher's discretion to personalize their learning in the classroom. The use of personal devices by students with the guidance of parents and teachers will assist in addressing individual student preferences and needs for learning.

- Students are expected to be good citizens who demonstrate respect, responsible behavior and overall good character when using personal or CBE devices. All students are expected to follow school guidelines for acceptable use of Electronic Devices and Networked Information Resources.
- Electronic/digital devices (cell phones, computers, cameras, etc.) are not permitted in gym change rooms or washrooms at any time.
- All digital recordings, audio or visual, may not be shared or distributed via the Internet or through social networking sites, without the written permission of those people recorded. These restrictions are in place for all students, staff and visitors to the school.
- Cell phones must not interfere with the learning environment. Students are not to make calls or text during regular instructional times.
- Privileges to use cell phones and other digital devices during classes, as well as nutrition and lunch breaks are at the discretion of school staff.
- Failing to follow school expectations for cell phones or digital devices will result in escalating consequences up to and including loss of privileges.
- If a teacher removes an electronic device from a student it will be handed into the office. The office will secure the device and will return it to the student at the end of the day or retained it until a parent picks it up at the school. Decisions regarding the return of confiscated devices are made by teachers in consultation with parents and the school administration.

Should you choose to allow your child to bring expensive devices to school; it is their sole responsibility to ensure the security of their devices at all times.

Internet Access

Students must comply with AR 1062: Responsible Use of Electronic Information Resources; <http://www.cbe.ab.ca/GovernancePolicies/AR1062.pdf>.

Violation of AR 1062 may result in loss of access privileges, student disciplinary measures under Administrative Regulation 6005 – (student code of conduct), and/or legal action, including actions taken by the CBE, by persons unrelated to the CBE, and referral for criminal prosecution.

Students must have permission from teachers to download from the Internet or to print documents.

Internet access is available only under the supervision of a teacher. If students come to a site that is inappropriate they must exit immediately and report this to a teacher. Internet use on school or personal devices must only occur with teacher permission and should only be for educational purposes. Students must NOT:

- Post personal information about other people, including family members, fellow students, teachers and friends
- Waste limited resources including file space and printing supplies
- Access chat areas or social networking sites
- Give passwords to other people or use other people's passwords
- Gain unauthorized access to resources and sites
- Violate copyright laws
- Send or display offensive messages or pictures
- Trespass in other people's folders, work or files

Appropriate clothing and footwear

Individual expression and fashion trends must fall within the bounds of safety and good taste and should not be distracting to student learning. Some current fashion may be inappropriate for the school setting and students are asked to use good judgment when choosing school attire.

For security, safety, and respectfulness, it is expected that all hats will be removed in assemblies, designated instructional areas, the main office, and when asked to do so by a staff member.

Students should be attired in a manner that is appropriate for an academic environment. This dress code applies to all school sponsored activities, including extracurricular activities and field trips. Students who do not follow the recommended dress guidelines will be asked to put on alternative clothing, and in some cases, may be asked to go home and change after their parents have been contacted.

Please consider safety, and an academic environment when shopping for school clothes.

Examples of inappropriate clothing may include (but is not limited to):

- Suggestive / rude slogans
- Display or promotion of illegal or inappropriate behaviour (marijuana, alcohol, etc.)
- Visible undergarments

- Sleepwear (except for designated theme days)
- Extremely short dresses, skirts, or shorts (as a general guideline of minimum length, arms down your sides to the tips of your fingers)
- Spaghetti Straps (as a general guideline, a minimum width of two fingers is acceptable)
- Crop tops/Belly shirts
- Excessive fragrance (we have a number of students and staff with scent allergies)

Shoes that mark the floor are prohibited throughout the school

Physical Education Attire

Elementary Students (4– 6) are required to have shoes at school to wear for PE. Bare, stocking feet, sandals, and boots are not permitted.

Junior High Students (Gr. 7 – 9) are expected to change for phys. ed.

- Comfort and hygiene are the primary benefits to changing for PE class
- Gym strips may be purchased from the school or you can bring athletic clothing from home. (T-shirts and shorts/pants must be athletic wear, free of buttons, zippers, etc).
- Running shoes with non-marking soles with laces tied are required. For safety, loosely tied skater shoes, puma style shoes, sandals, flats (Toms style shoes), or heels will not be permitted.
- A note is required if a student is unable to participate in gym. A medical note may be required for extended injury or illness.
- Students with earrings or other piercings may be asked to remove them or tape them to prevent injury.
- Students who forget their gym strips may be asked to borrow clean loaner outfits.

Respect for Property

Students are expected to do their part in helping to keep our school and community neat and tidy. This includes picking up after themselves at all times and using the garbage cans that are located in the school and on the school grounds.

- Students are expected to participate in the school's extensive recycling program.
- Recycling bins will be placed in each classroom, in the lunchroom areas and throughout the school.
- It is expected that students will follow the protocols for recycling in all areas of the school including the playground.
- Articles of value are brought at the owner's risk and the school does not accept any responsibility for loss or damage.
- Bikes should be locked in the bike racks and taken home each night.

Bikes/Skateboards/Scooters and Inline Skates

The Calgary Board of Education has **prohibited** the use of skateboards on all CBE property for safety reasons. CBE transportation providers (charter buses) have also banned skateboards from their buses. **Students who skateboard or scooter to school must pick their up skateboards and scooters when they come onto school property. Scooters and skateboards can come into the school and be locked in a student's locker.**

STUDENTS MAY NOT USE THEIR BICYCLE, SKATEBOARD, SCOOTER, OR SKATES INSIDE THE SCHOOL.

Skateboards may be used on city sidewalks as long as they do not pose a risk for pedestrians. Riding skateboards on the road is dangerous and is not allowed by city bylaw.

Students riding bikes must dismount and walk their bike to the bike lock area. Please ensure that your child has a lock to secure their bike. The school is not responsible for any stolen bikes, scooters or skateboards.

Students are to lock up their skateboards and scooters on the racks provided. Students need to use their own locks brought from home.

Students who use inline skates to come to school must remove these at the door.

School Bus Expectations

Please also refer to Admin Regulation 6096: Transportation Responsibilities and School Bus Rules <http://www.cbe.ab.ca/GovernancePolicies/AR6096.pdf>

School rules and discipline consequences apply on the bus in addition to the following considerations:

- The driver is in charge of their bus, his/her directions must be obeyed at all times. The driver may assign specific seats to students at any time.
- Drivers are required to report misconduct to the school administration for resolution.
- Students are expected to remain seated, not extend arms or head out of the bus.
- Students responsible for any damage or vandalism will be required to pay for repair costs or cleaning
- Violation of AR 6096 may lead to the loss of riding privileges or to suspension from school or to other disciplinary measures under Administrative Regulations 6005, 6006, and 6007.

Drugs & Alcohol

Administrative Regulations 6005, 6006, 6007 support the suspension of students who are found in possession of, under the influence of, or associating with anyone having to do with drugs or alcohol.

Sherwood School is committed to creating a safe and caring environment for learning and teaching. The illegal possession, sale or trafficking of illicit substances and/or the use of alcohol and illicit drugs compromises the safety and security of our schools. Students must not have active contact with, sell, store or have possession of, and/or make use of alcohol or illicit

substances in the context of any school-related activity. Any such contact is unacceptable student behaviour and will result in disciplinary intervention.

Smoking

Administrative Regulation 4024 Smoke-free Environments: Current Provincial law makes it illegal for anyone under the age of 18 to be in possession of tobacco products. Students who are caught smoking or in the possession of tobacco, it will be confiscated and the student may be subject to fines imposed by the Calgary Police Service.

All facilities and property owned and operated by the CBE are smoke-free environments. This includes parking lots, playgrounds, and fields. Smoking is also banned during any extra-curricular school functions, including field trips, activity days, and off-campus trips. Smoking in these circumstances will result in suspension.

The use of e-cigarettes, or any other smoking paraphernalia or simulated smoking devices is also prohibited.

Fighting, weapons, threatening, and bullying (including cyber-bullying):

- Any conduct which is injurious to the physical, social, or mental well-being of others will be address on an individual basis as per the ARs 6005, 6006, and 6007
- Students engaging in these activities will face disciplinary action and potential criminal prosecution.
- **Students and parents are reminded that under the School Act (Statutes of Alberta), students can be held responsible for their behaviour on school property, on the way to or from school, or for any behaviour which has a deleterious (negative) impact on the school even if this behaviour occurs away from school property and/or out of school hours.**

Plagiarism

Students have access to many types of information on the Internet and it is important to be aware that there are consequences for plagiarism. Students are engaging in plagiarism whenever they download or copy resources verbatim and include it in their own work without acknowledging the source of that information. In doing this, students give the impression that this work is their own.

Plagiarism is unethical. It can create an unfair advantage over students, who are doing legitimate work, and it denies students the opportunity for learning; which is the intent of teacher designed projects. Suspected plagiarism will be dealt with by classroom teachers and the school administration and could result in a range of consequences that may even include a new assignment or suspension.

Detentions

From time to time, a student may be assigned a detention as a consequence for not meeting an expectation. Most often, detentions are assigned for minor misbehaviour, being late to school or class, and for truancy. It is the students' responsibility to ensure that they follow through with

serving their detentions. Skipping detentions is considered to be an act of defiance and will be dealt with accordingly. The authority to give detentions is covered in AR 6006.

Community Relations

As a representative of Sherwood School, students are expected to show co-operation, respect, and good citizenship around the neighbourhood. Here are some guidelines.

- Respect the property and personal belongings of others.
- Avoid “hanging around” stores and neighbourhood businesses; they do not permit loitering.
- If you do go to a store, be respectful of the staff and other customers. Return to the school once you have made your purchases.

STUDENT DISCIPLINE POLICY

Our discipline policy is based on the Alberta School Act and on guidelines established by the Calgary Board of Education. These are outlined in detail in Administrative Regulations 6005 (Student Code of Conduct), 6006 (Progressive Student Discipline) and 6007 (Suspension and Expulsion).

In summary:

Staff will endeavor to deal with discipline problems in an objective, professional manner, treating each child with respect and considering each student's individual needs. It is our expectation that students will consistently demonstrate their commitment to the school's expectations for citizenship, character and personal development in order to create a learning community where all members feel valued, respected and safe. We believe that our learners are inherently capable, well-meaning, and responsible, but at times may act impulsively or irrationally. Our approach to dealing with any problems that occur from time to time will reflect this belief.

Staff will use problem solving approaches and due process to resolve situations, applying natural and logical consequences in response to behavior difficulties. Staff will determine whether incidences should be formally documented, whether administration involvement is required and/or whether parents/guardians should be contacted.

Ongoing, recurring, and escalating difficulties (i.e. disrespectful treatment of others, abusive language, threats, physical aggression, vandalism, defiance of authority, repeated harassment, criminal activity) will be referred to administration. Parents will be contacted to make them aware of the nature of the concern and to enlist their support. Parents are considered essential in helping students understand the consequences of their actions.

For serious concerns and misbehaviour, teachers, students, and parents will be asked to formulate a plan of action with administration. Serious misconduct may result in loss of privileges, timeout and/or removal from class, assignment of community service duties, an in-school or home suspension, referral to student services, and involvement of our Calgary Police Service Resource Officer. All matters of discipline, including recommended consequences, will be dealt with in a confidential manner. Each incident will be documented and treated on its own merit.

By applying logical, natural, and consistent consequences for actions, and by providing students with opportunities to become responsible and caring members of our learning community, we believe our students will learn that the choices they make impact how they live in community with others.

Discipline Strategy

The Staff at Sherwood School is committed to the development and maintenance of a positive learning environment, an environment that is safe, secure and conducive to effective teaching and learning. A "safe and secure" school learning environment is one that is physically, emotionally and psychologically safe.

Our discipline policy has been developed to reflect this commitment and emphasizes measures to foster appropriate positive attitudes and behaviour. It is based on guidelines established by the Calgary Board of Education's Policies and Regulations.

The following Discipline Strategies will be implemented to assist students in being successful in school. They include three general steps which are:

Level I: Student-Teacher

The teacher will counsel the student regarding inappropriate behaviour and follow up with a logical and reasonable consequence. A single incident may or may not be documented, however subsequent or repeated events will be.

Level II: Student -Teacher-Parent

The teacher will notify the parent of the incident(s) and work with the parents on resolving the issues which may or may not include consequences.

Level III: Student-Teacher-Parent-Administrator

Actions taken are progressive in nature. The student, teacher, parent and administrator will all be aware of the misdeed(s). At this level, there is defiance on the part of the student and a change in strategy is warranted. Communication with the home will occur. A meeting including the student, teacher, parent and administrator may be scheduled.