

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.

- To encourage the use of non-violent means to resolve conflict.
- To promote the safety of people in the schools.
- To prohibit the use of alcohol, illegal drugs and restricted substances.

The GECDSB and Sandwich West Public School are committed to excellence in education. Such excellence demands an environment which protects and promotes the dignity and self-esteem of each person and mutual respect of one person for another.

In order to promote safe and harmonious environments where all people can work, learn and play, school and school-sponsored activities must be free from conduct which endangers people or property including:

- Profane or inappropriate language
- Disrespectful behaviours
- Damage to personal and/or school property
- Substance abuse
- Racial, gender or ethnic harassment
- Threats or intimidation
- Physical violence or emotional abuse
- Cyber abuse
- Possession of or use of weapons
- Trespassers
- Bullying (a form of repeated, persistent, aggressive behavior 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. Bullying occurs in a context where there is a real or perceived power imbalance.

How Do I Report Bullying or Racism?

You have the right to feel safe at school, in your community and online. Talk to someone you trust, a friend, a teacher, a child and youth worker, a coach, or a guidance counsellor.

Adult intervention stops bullying. Tell someone so they can help stop the harassment. You don't have to deal with this alone! If you can't say how you feel out loud, write it down, then get it to someone who can help. <https://www.prevnet.ca/bullying/teens/i-m-being-bullied-what-can-i-do>

Once the bullying has been reported to the School Principal and/or Vice Principal (P/VP):

If you are the Victim:

- ✓ Share the details of the incident with an adult at school that you trust, remember – all conversations are confidential and dealt with strategically*.
- ✓ It is recommended that parents/guardians/caregivers be part of the solution. In fact, it is a MUST if you are under the age of 16 (unless there is a good reason not to).
- ✓ *If your safety is at risk, the office will respond to keep you or others safe. Please note that keeping you safe may affect confidentiality.
- ✓ Work with a trusted adult to problem solve the solution. Often, the incident being reported will need to be investigated.
- ✓ Honour the investigation and keep all information confidential from others if possible. Avoid social media and responding to students' questions in class or at lunch.
- ✓ Your Principal/Vice Principal and staff in the building will guide you with how to respond when other students get involved.
- ✓ Keep track of additional information that comes up related to the incident. Report this information to the office right away.
- ✓ Your Principal/Vice Principal cannot help if they do not know!
- ✓ Student Voice must be honoured, and the adults in the school will help you as every situation is unique.

If you are the By-Stander or Supporter:

- ✓ Encourage the victim to report the situation to a trusted adult.
- ✓ Encourage the victim to report the situation to the Principal and/or Vice Principal
- ✓ If anyone's safety is at risk, you report the incident immediately to an adult, P/VP, or the police, depending on the situation.
- ✓ Support the victim by actively listening, attending the school meetings with them, and checking in on them.
- ✓ You want to help them solve the problem. Always honour their confidentiality and the confidentiality of the situation.
- ✓ Avoid social media and responding to other student's questions about the incident.
- ✓ School staff will guide you and the victim by providing what to say when other's get involved.
- ✓ Keep track of additional information related to the incident and encourage the victim to report it to the office right away.

What is Bullying?

The Ontario Education Act says that bullying means an aggressive behaviour that is usually repeated, by a child or youth, that is intended to cause fear, harm or distress to another person. This aggressive behaviour occurs in a relationship where is a real or perceived imbalance of power based on factors such as: sizes, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability and/or other reasons.

Types of Bullying:

- ✓ Physical (hitting, shoving, stealing or damaging property)
- ✓ Verbal (name-calling, threats, humiliating comments)
- ✓ Social (excluding others, spreading gossip and rumours)
- ✓ Electronic/Cyber (spreading hurtful rumours, images or comments using technology)

Teasing: Teasing can be positive or negative.

Positive Teasing:

- ✓ Shows closeness, affection, and familiarity with another person
- ✓ Person being teased is not distressed or upset
- ✓ Takes place within a strong relationship
- ✓ Strengthens the relationship

Negative Teasing:

- ✓ Criticizes and embarrasses the other person
- ✓ Person being teased is distressed or upset
- ✓ Takes place within a weak relationship
- ✓ Undermines the relationship

When Does Teasing Become Bullying?

- ✓ There is a power imbalance between the children/youth involved—the person teasing has more social power or social value among peers compared to the person being teased.
- ✓ The child who is teasing intends to distress or harm the child being teased.
- ✓ The child being teased is distressed or hurt by the interaction.
- ✓ The negative teasing occurs repeatedly.

https://www.prevnet.ca/sites/prevnet.ca/files/prevnet_facts_and_tools_for_schools_rev_apr_2021.pdf

Need Help NOW?

24/7 Support

Kids Help Phone 1-800-668-6868

Text: CONNECT to 686868

ATTENDANCE /SAFE ARRIVALS

Regular attendance at school is an expectation for every student. If your child is ill, we understand that it is best to stay home in your care. **IT IS IMPORTANT THAT parents call the school to inform us if their child will be late or absent. Please call our 24-hour Attendance Line at 519-969-1750 or enter your child's absence on EDSBY.** If we do not receive a call or EDSBY entry, we will usually begin contacting student homes at 9:20am for morning absences and 1:55pm for afternoon absences. Please provide the school office with up-to-date home, cell, work and emergency contact numbers. The primary concern of the school is the safety of your child.

ARRIVAL AND DISMISSAL

We understand and appreciate that our families are very busy and want to ensure that children arrive to school safely and on time. We appreciate your support and assistance with the following:

- The majority of our students have the privilege of being able to ride the bus. Having all eligible riders regularly ride the bus will eliminate the large number of cars using our parking lot.
- Utilizing the Kiss n' Ride area to drop off students in the morning will allow for a consistent traffic flow through the parking lot.
- Ensuring that cars are using the far left visitors lot for parking to allow the buses ample space to move freely in our 'bus bay'.
- Keeping students safe by refraining from crossing between buses or walking in the bus bay; even with their parents.
- Ensuring that cars give buses the right of way during arrival and dismissal time at school (please do not drive past other cars or buses as visibility is to a minimum and several accidents have or nearly have occurred in our parking lots).
- During inclement weather when no school buses are running, students should be dropped off at school beginning at 8:55. Pick up will be at 3:35. Kindergarten students will be at the orange wall and pick-up will be in the gym for all students in grades 1-8.
- **PLEASE NOTE: Student supervision begins at 8:55. Students should not arrive to school prior to that time, as supervision is only available from 8:55 on.**

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.**

BICYCLES

If a student comes to school on a bicycle, the student may lock their bicycle on the bike racks at the front of the school. Bikes are not to be ridden on school property. **Helmets are required by law and must be worn at all times when riding a bicycle.** Although we do our best to monitor the bicycle rack area, we will not be held responsible for care of these items.

BUSSING

Most of our students are eligible to be bussed to and from school. Bus routes and pick-up/delivery times are set by the Transportation Department of the GECDSB. If your child travels by bus, please ensure that they are at the designated stop **five to ten minutes prior** to the expected pick-up time.

Student behaviour on the bus is expected to be similar to in school behaviour. For the safety of all, excessive noise, hands/heads or any unsuitable objects outside the bus windows, and standing will not be tolerated. The bus driver will review the rules with the students at the beginning of the school year. Bus contracts outlining the expectations will be sent home in the Fall to be signed by parents and students. Inappropriate conduct may result in suspension or removal of bus privileges.

JK/SK Bus Parents, please note that your child will require a **DESIGNATED ADULT** present at the bus stop to receive him/her. If no one is present, or the person receiving your child does not appear on the list approved by you, your child will be returned to the school and you or the next person listed as an emergency contact will be telephoned to pick up your child. This is for the safety and security of your child. Having your child returned to the school for pick-up may result in suspension or removal of bus privileges.

For more information, regarding bus delays or cancellations, please refer to:

<http://www.buskids.ca> or download the new free **BUSDELAYS (WESTS)** app found on the website or in the **APP** store.



CARE OF SCHOOL PROPERTY

School items are supplied by a number of sources: GECDSB funding, our Sandwich West School Council fund-raising activities, school fund-raising, donations, etc. Many of these items are not available in every school. We are fortunate to benefit from the generosity of our organizations and our community. At Sandwich West, many new team uniforms, gym and recess equipment, computers, iPads, library books, musical instruments, etc. have been purchased. To ensure our school items can be used by students of today and students of the future, we encourage our

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 graffiti and take responsibility for regularly cleaning out and maintaining these items so that future students can benefit from them.

CELL PHONES

In September 2024, student access to social media platforms on school networks and school devices will be restricted. The Greater Essex District School Board (GECSB) Code of Conduct requires students to refrain from using their cell phones at all times during the instructional day. Exceptions include if use is:

- For educational purposes, if explicitly permitted by the educator
- For health and medical purposes
- To support special education needs

Parents and caregivers can reach their child at any time by calling the school's main office.

For all Sandwich West students, personal mobile devices are stored out of view and powered off or set to silent mode throughout the full instructional day, except when their use is permitted by the educator under the circumstances outlined above.

CONSENT FORMS-STUDENT FIELD TRIPS

Parental consent is required to allow students to participate in the enriched programs offered throughout the school year. Whenever trips are planned, information will be sent home in advance. Please note that we cannot allow a child to leave the school without signed parental consent.

School outings are related to program that occurs within the classroom; thus, it is expected that all students participate in all school activities. Although we encourage all students to participate in school field trips and excursions, if your child is not able to participate, other in-school arrangements will be made if pre-arrangements have been made and approved. If you have any questions or concerns about field trips, please communicate with your child's teacher well in advance.

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

Research indicates that a concussion can affect a student’s school performance in both cognitive activities (school work) and physical activities (physical education program/interschool activities). Research also indicates that engaging in cognitive and /or physical activities, while a child has a suspected and/or diagnosed concussion, can worsen concussion symptoms and make for a longer recovery period.

In the best interest of your child, parent/guardians are requested to communicate with the school principal, prior to the student’s attendance at school, whenever there is a suspected or diagnosed concussion that occurs off school site e.g. at home or at a sporting activity.

In order to appropriately manage the concussion, it is necessary for the school to initiate the **“Return to Learn”** and the **“Return to Physical Activity”** plans. These are designed to minimize the risk of further injury and prevent the worsening of a concussion. It is with this communication of information that the school, in consultation with parents/guardians, can immediately begin the board/school concussion protocol with the child.

For further information please refer to the Ontario Physical and Health Education’s website (OPHEA)

<http://www.ophea.net/>

CONFERENCES: PARENTS AND TEACHERS

Parent-teacher conferences are scheduled in November and February. Conferences are scheduled during the early evening hours to accommodate the work schedule of parents. Information regarding online booking will be made available with your child's progress report and report cards. **Extra appointments may be arranged at any time throughout the school year with a telephone call to the office to contact the teacher. Please be sure to contact us any time you have a concern about your child or about the school.** Continuous communication between home and school supports our students and helps to prevent misunderstandings.

DAILY PHYSICAL ACTIVITY

The Ministry of Education has implemented a program for all elementary students in the province of Ontario. Every day, all students must participate in at least 20 minutes of scheduled physical activity. This may occur during regular physical education classes, in the classrooms, in the corridors or outside on the school ground.

It is extremely important that your child have a pair of comfortable fitting running shoes at school daily. Students who do not have appropriate footwear will not be allowed to participate for health and safety reasons.

DIGITAL RESPONSIBILITY

Our school is well equipped with computers and iPads. Only authorized, licensed software may be used on these machines. Please note that Internet access is for educational purposes only. Students are expected to demonstrate Digital Responsibility when using and accessing all school and Board provided electronics and programs. This includes the use of Personal Communication and Computing Devices. Please note that misuse of electronic devices or accessing inappropriate sites may result in the loss of computer or personal computing device privileges.

Role and Responsibility of Students

When using technology, students are expected to:

- Represent and conduct themselves in accordance with school codes of conduct and expectations.
- Use a polite and respectful tone in all communications and not use speech or expression which is profane, disrespectful, slanderous, racist, sexist, libelous, insulting, threatening, hateful, discriminatory, harassing or bullying.
- Immediately inform their teacher or school Principal or Vice Principal if they mistakenly access inappropriate [Digital Content](#) while at school.
- Never agree to meet with a contact they have only met through using technology, unless as part of their educational program e.g. co-op and under the supervision of their teacher.
- Never identify their age, telephone number, home address or other personal information in User Profiles or communications or content created using [Digital Services](#).

- Use personal communication and computing devices in a way that **does not interfere** with the learning environment.
- Use personal communication and computing devices to support teaching and/or learning.

Please note that:

- Use of personal communication and/or computing devices is only permitted in school buildings or on school grounds during instructional time when permitted and supervised by a staff member for educational purposes.
- When not in use, personal communication and computing devices should be off.
- Student use of personal communication and computing devices is **not permitted** during non-instructional time i.e. lunch, recess, between classes etc.
- Students **are not permitted** to take photos, record audio and/or video in school buildings or during off site school sponsored events before, during and after school hours unless they have permission from school staff and the people being photographed/ recorded in advance.

DRESS CODE

Students should use good judgement and consult with parents about issues of dress. Parents and students in Kindergarten-Grade 3 are asked to use their judgement regarding issues of dress and to use the expectations below as a guide.

The following are the acceptable standards of dress for students at SWPS from Grades 4-8.

- Clothing with slogans and/or pictures promoting unhealthy lifestyles or wording that may be considered offensive are prohibited.
- Appropriate footwear should permit students to safely participate in aspects of school activity.
- Students are required to wear running shoes for all physical education and DPA activities.

SWPS's dress code will be enforced by all staff members. Students in violation of these expectations will be required to change into appropriate clothing.

HOMEWORK POLICY

Homework can be of benefit to a student if approached properly. It should not be a disciplinary task but rather a part of the after-school/evening routine.

Homework may include the:

- practice and reinforcement of skills which have been taught;
- preparation for upcoming classroom activities; and/or application of skills learned to new areas.

Please be advised that when students are removed from school for vacations during the school year, the GECSB states that teachers are not obligated to provide homework to students. We suggest your child complete a daily journal to document their travels.

INCLEMENT WEATHER

It is important that students arrive at school dressed appropriately for the weather.

- Winter weather requires gloves, hats and boots as well as a warm coat. Dry shoes are always necessary for indoors.
- With the dangers of U.V. rays, students should use a sun-screen blocking agent with a minimum of a 15 SPF. Hats are also suggested, especially during autumn, spring and summer.

Schools are seldom closed due to severe weather conditions. A decision will usually be made by 7:00 a.m. by our Director of Education.

If inclement weather occurs on a school day morning you can find out information from the following news sources:

- Follow Buskids Storm Sentinel page online at <http://www.buskids.ca/sentinel.asp>
- On Twitter follow @GECDSBPRO for alerts and updates.
- The Board webpage www.publicboard.ca and school webpages will post information regarding delays and cancellations.
- The local media is also informed and will broadcast the latest information.

LOCKERS

Where possible, students in Grades 1 through 8 will have access to a school locker. Many students will share a locker. The lockers are to be used to store student coats, boots, gym equipment, etc. Items of value should be left at home; not brought to school. **Students who wish to have a lock must provide their teacher with the combination to their lock.**

NUTRITION BREAK EXPECTATIONS

School staff or Part-Time School Aides are with the students supervising during Nutrition Break, as well as student lunch monitors. Cooperation and respect for each other is as important in the lunch room as in any area of the school. Eating lunch at school is a privilege. Students are expected to eat lunch within their own classrooms and to maintain an environment that is conducive to a safe and enjoyable experience for all students (staying seated, eating own food only, conversations are with peers seated around them, remaining in the classroom etc.)

If a child forgets lunch, they can speak with the school aides for help and to call home for assistance. These calls should be made as soon as a child realizes that they have forgotten their lunch. Please see the information about Tuck Shop items included in our handbook under Snacks-Tuck Shop. We encourage healthy choices instead of pop. **We ask that glass containers are not used due to the dangers if they are broken.** We encourage garbageless lunches. Recycling bins are available in each classroom.

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 have their teacher's initial their note and it will be kept on file in the office. Students must sign out using 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 students who have severe allergies wear a Medic Alert necklace or bracelet.

ALLERGY AWARE

Allergies can be life threatening for some of our students.

We do have students with allergies to **NUTS, NUT BY-**

PRODUCTS, EGGS, EGG BY-PRODUCTS, SOY PRODUCTS, BERRIES, SHELLFISH, LATEX AND

ANIMALS. To help ensure all our students and staff are safe at school, we ask you **not to send foods (lunch items, snacks, treats, etc.) that may contain nuts, eggs or are made with nut**

derivatives (peanut oils, etc.), egg byproducts, berries or shellfish. On behalf of these students

and their families we send you our appreciation for your understanding and cooperation in this matter. Thank you!

PARENT DRIVERS

From time to time, parents are needed to assist in transporting students to various school functions (sporting events, musical events etc.). Without our volunteer drivers, many of our activities would cease to exist. We are extremely grateful to our willing parents who assist in transportation of students to the various functions.

We request that drivers are fully and adequately licensed and insured as per School Board Policy. It is always important to inform your insurance company and ensure your insurance is appropriate. Prior to transporting students for school events, all parents are required to fill out the **GECD SB VOLUNTEER DRIVER** forms, which can be obtained from your child's coach. This need to be filled out and maintained prior to transporting students.

PERSONAL PROPERTY

Students should not bring valuables or "special" items such as **iPhones, Smartphones, headphones, gaming systems, cameras, expensive toys and sums of money** to school without teacher permission. In situations where personal electronic equipment is permitted, an appropriate use agreement will be signed each time a student accesses the Board internet. Unfortunately, these items may disappear and cannot always be retrieved. Neither the school nor the school board has insurance for lost, damaged or stolen items.

Personal property (including hats, coats, lunch bags and backpacks) that is at school **should be clearly labelled with the student's name** for easy identification. Items that have been lost and found are generally turned in to the office. You are encouraged to look in the "Lost and Found" area near the music room.

PLAYGROUND RULES

At SWPS, playground supervision aims to provide students with a safe area to play. To this end, a few safety rules are set:

- Contact play or wrestling is never acceptable
- Tag games are 'one hand touch only'
- Snow should remain on the ground

If there is a playground problem and students are unable to resolve the issue appropriately on their own, they need to seek the help of the teachers and/or school aides on the playground; their homeroom teachers; vice principal or principal.

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 children do better in school when their parents are involved and “in the know”. With all the ongoing educational changes taking place, it is also very important for parental participation. By attending these meetings you will be part of our productive parents’ network.

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 clothing, possessions, or any area (desk, locker and backpack) where their possessions may be stored.

SWPS SCHOOL TEAMS AND CLUBS

Being on a team or in a club is a rewarding experience for our students. As representatives of Sandwich West Public School, all student athletes and club members are expected to behave and act in a way that reflects our Code of Conduct. An Athletic Code of Conduct must be signed by students and their parents/guardian before participating in any extra-curricular sports. **Please note:** Students are welcome to cheer on our teams but are required to have pre-arranged parental supervision present at all times during these events. Staff supervision after-school ends at 3:35 and coaches are responsible for team members only.

VAPING

Please know that the health and safety of our students is paramount at the GECDSB, and while we continue to work with students to educate them about vaping, we want to ensure that parents/caregivers know that smoking, vaping, the use of any e-cigarette, along with the use of any tobacco product, is strictly prohibited on school property, at school related activities and on Board provided transportation.

Students found in possession or use of tobacco, vapes, or related products must surrender the item(s) to an administrator. Parents and caregivers will be notified. As per GECDSB Regulations, it is expected that students involved in these incidents receive support to learn from inappropriate behaviours and make choices that support continuing their learning. Principals have discretion under the board's Progressive Discipline Regulation to consider a range of responses to address violations of the Board Code of Conduct including imposing a suspension.

We want to ensure that this important message is clear and understood by your child(ren). We appreciate every effort on your part to have these conversations with your child(ren). Please, also review the attached information sheet, "Talking to your child about vaping, tips for parents", from the Windsor-Essex County Health Unit that provides updated and recent information regarding the concerns of vaping among students. Here are a few of the important facts:

- It is illegal to sell, buy, supply e-cigarettes or vaporizers under the age of 19
- Vaping is NOT harmless
- Vaping products contain toxic chemicals and addictive ingredients such as nicotine
- Nicotine can alter brain development and can affect memory and concentration

VOLUNTEERS

Sandwich West Public School families and friends take an active part in our children's education. Volunteers work with students, assist teachers, raise funds for purchases, and work cooperatively to support various school activities. A group of volunteers come to school regularly. *If you would like to participate, please contact the school office.* New volunteers are always welcome!

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.**

Sandwich West PS
School Day Schedule

9:10 a.m.	Bell rings
9:10 a.m.-10:50 a.m.	First block
10:50 a.m. – 11:30 a.m.	First nutrition break
11:30 a.m. – 1:10 p.m.	Second block
1:10 p.m. – 1:55 p.m.	Second nutrition break
1:55 p.m. -3:35 p.m.	Third block
3:35 p.m.	Dismissal

Holiday/PA Day	Date
Labour Day	September 2, 2024
Thanksgiving	October 14, 2024
PA Day	September 20, 2024 October 11, 2024 November 15, 2024
Christmas Break	Dec. 23, 2024- January 3, 2025
PA Day	January 17, 2025
PA Day	February 14, 2025
Family Day	February 17, 2025
March Break	March 10-14, 2025
Good Friday	April 18, 2025
Easter Monday	April 21, 2025
Victoria Day	May 19, 2025
PA Day	June 6, 2025
PA Day	June 27, 2025

