



## **Handbook for Students and Parents**

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**ADMINISTRATIVE ASSISTANT  
MRS. HOLLY KRYS**

## PRINCIPAL'S MESSAGE

M. Maureen Yates

### Welcome to Sherwood School!

This information booklet is provided to assist both students and parents in understanding the daily *general* operational procedures of our school. As our school policies and regulations reflect the **rights of students to learn and for teachers to teach**, we request that you take the time to read the Handbook and discuss it with your children.

Changes to school policies and regulations may occur during the school year. If and when they do, they will be discussed in meetings with parents, as well as being introduced in the monthly newsletter sent home. **This document is not intended to be the school's *rule book* but to provide relevant information to help you understand the procedures to make our school a friendly, safe, and enjoyable work place for our students and staff.**

As the future educational opportunities of students are linked to their elementary school experiences, our challenge is to develop a student's basic skills, a positive self-concept and to provide a set of experiences that will provide students an opportunity to achieve success. You are the vital key in this.

If you have any questions or concerns related to the best interests of our students, and their role in the school or community, I would encourage you to contact me personally at 489-2600. Your ideas and concerns are very much appreciated.

## SHERWOOD SCHOOL EXPECTATIONS

Our expectations as professional educators, concerned parents and interested community members are to have the young people in our care:

- read and write fluently
- speak articulately
- listen carefully
- understand science, mathematics, technology
- have a strong knowledge of history and culture (of our nation and others)
- appreciate the values of a free democratic society
- learn self-discipline, accept responsibility, think critically
- make good choices and accept responsibility
- participate appropriately in group settings
- treat others with respect, dignity and tolerance
- appreciate the natural world
- participate in and appreciate the arts
- acquire skills, participate and appreciate wholesome physical activities for present and future well-being
- develop a sense of the future (e.g. possible occupation or profession)

## TIME SCHEDULES FOR 2014 - 2015

### Monday, Tuesday, Wednesday, Friday

#### Morning:

**Assembly:** 8:24 – 8:25

**Classes:** 8:25 – 9:55

**Recess:** 9:55 – 10:10

**Classes:** 10:10 – 11:40

**Lunch:** 11:40 – 12:20

**Classes:** 12:20 – 1:55

**Recess:** 1:55 – 2:10

**Classes:** 2:10 – 3:18

**Dismissal:** 3:18

### Early Thursday

#### Morning:

**Assembly:** 8:24 – 8:25

**Classes:** 8:25 – 9:55

**Recess:** 9:55 – 10:10

**Classes:** 10:10 – 11:40

**Dismissal:** 11:40



## ATTENDANCE

Regular attendance is a legal requirement, in order that the student's progress and marks do not suffer. In this regard, it is important that all students arrive at school on time and are prepared for the day's lessons. If a student is absent from school for reasons of illness, doctor's appointment and/or other specific situations, parents are asked to contact the school. We are concerned for the welfare and safety of the students. The attendance of students is monitored each morning and afternoon. To assist us in accurately determining the presence and well-being of your child(ren), we have an automated answering system that will record absences or receive messages, between 4:00 p.m. and 8:30 a.m., or during weekends or holidays.

It is essential that an absence or late be reported to the school office by 8:40 a.m. for morning absence/late and 12:40 p.m. for the afternoon. We appreciate your cooperation. Please leave the reason for the absence, whether is it an illness, appointment or a religious holiday.

**To report an absence or late, please call 489 - 2600 (24 hours a day).**

## ASSEMBLY OF STUDENTS

In order to provide the best system of supervision possible, please be aware that the assembly time for students is **8:24** in the morning and **12:19** in the afternoon. We ask your cooperation in seeing that the students do not arrive sooner than 10 minutes before assembly time, as teachers are not on supervision. An exception to this would be times when students are involved or participating in some special programs organized by the school. When the weather is favourable, the students are to wait outdoors until the bell rings. During cold or inclement weather, they are permitted to enter the school and wait inside the entrances. Provisions are also available for any student needing access to the school, for personal or emergency reasons, to enter at the front entrance. Contact the office to arrange.

## PUPILS LEAVING SCHOOL EARLY

Pupils **may not** go home until they have reported to the office and have obtained approval to leave. All pupils with notes for medical, dental or other appointments must also report to the office. Teachers will remind the students that they must report to the office and follow our sign out procedure.

A **Sign-Out Register** is kept in the office for parents/guardians to sign when they are taking their child out early. Students needing to leave early **must** have a note from their parents. Otherwise, the parent will have to be called to obtain permission to let the student leave the school. **No students may leave the school grounds to go to a friend's home unless the school is informed by a parental note. Students may not leave to go to the store.** In the interest of safety, please impress upon your child the importance of this policy.

## SHERWOOD SCHOOL RULES FOR LIVING

The positive behaviour plan for students at Sherwood School has been simplified to three basic rules:

***Respect yourself.***

***Respect others.***

***Be responsible for your actions.***

All students are expected to know these three rules. In the event of a discipline problem, these three rules will be the basis for the discussion of what went wrong, what should have been done, and what consequences will arise.



### **Students are responsible for:**

- Their own learning, and for not interfering with the learning of others;
- Treating others with dignity and respect;
- Contributing to the creation of a positive and safe environment in the school;
- Expressing their feelings in productive ways;
- Respecting individual differences;
- Respecting the privacy of others;
- Accepting help when needed.

**The school staff** (teachers, educational assistants, administration and support staff) is responsible for:

- Making learning and behaviour expectations clear;
- Consistently and fairly enforcing these expectations;
- Communicating with parents when problems arise;
- Ensuring that students understand why their behaviour was a problem.

**Parents** are responsible for:

- The development of positive values and attitudes in their children;
- Supporting the school in their work with students;
- Understanding why their child's behaviour creates a problem in the school setting, and reinforcing the consequences applied by the school at home.

Student discipline problems will be dealt with as quickly as possible, in as "low-key" manner as possible. While each situation is unique, repeat offenders must expect the consequences for their actions will escalate accordingly. **Physical violence, inappropriate language, the bringing and/or use of weapons will not be tolerated.**

### **BUS DISCIPLINE POLICY**

Bus discipline may be applied by the driver or the administration. Bus drivers try to appeal to the students to change inappropriate behaviour. If there is no change in a student's behaviour a report is written regarding the student. The classroom teacher or administration will speak with the student. Should misbehaviour re-occur, school and bus privileges may be revoked and the parents notified.

The administration may choose to suspend a student from riding the bus should behaviour not improve and the parent is expected to get the student to school by other means.

***Know that discipline problems must be treated personally...but must never be taken personally.***

### **AFTER SCHOOL LEARNING OPPORTUNITIES**

From time to time, students may be asked to stay in over recess, or afterschool to complete work with their teacher as a **Learning Opportunity**. Teachers will contact parents if Learning Opportunities need to occur or continue after school.

### **VALUABLES**

Students should not bring valuables to school (e.g. money, toys, jewellery, etc.). These are often misplaced or stolen. Students are advised not to bring any more than \$1.00 in cash. An exception would be when students must bring Field Trip Fees or money for some special event or activity. If it is absolutely essential to bring a large amount of money, we will keep it at the school office upon request.

### **BICYCLES**

Riding bicycles to school is an excellent form of daily physical activity. Parents need to be aware that Sherwood School cannot accept any responsibility for bicycles that might be stolen, damaged or vandalized while at school.



If a student brings a bike to school, it must be locked in the bike racks. Upon entering the school yard, the bike must be walked directly to the bike racks and locked up. If bikes are brought to school, it is expected by law, that **safety helmets** will be worn.

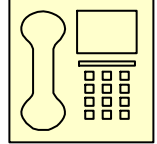
## MEDICAL INFORMATION

It is **very** important that the school have pertinent medical information for our students. Parental cooperation is necessary in keeping updated medical information on file. The school will keep a list of students with severe allergies, diabetes, epilepsy, asthma; etc.

## STUDENT USE OF TELEPHONES

Students will be given permission to use the telephone under the following circumstances to:

- a) let parents know that the student has a learning opportunity
- b) ask parent for permission to return home for homework
- c) inform parent of illness



## SCHOOL SUPPLIES

Edmonton Public Schools provides instructional materials for grades K-6 levels. These materials include: textbooks, workbooks, English dictionaries, readers, etc. All other supplies must be purchased by the student. These supplies include items such as pencils, pens, crayons, rulers, scissors, glue, scribblers, paper, notebooks, etc. A list of basic supplies for the fall term is usually included with the final report card in June.

**All students are required to have a pair of gym shoes (indoor, non-marking running shoes). These shoes shall be used inside the school only.**

**An agenda is required by every student and maybe purchased from the school for \$8.25.**



## ILLNESS OR INJURY

Normally, children who are too ill to go outside for recess are too ill to be at school. Their learning capabilities become limited and often, as with a cold, the illness is spread to others. **Students who are ill should not be sent to school.**

If a student becomes ill at school, the parent will be contacted and expected to make arrangements for the child to go home or to a caregiver.

School personnel are not permitted to administer any kind of medication without prior information and written permission from the parent and doctor. **An Administration of Medication form (available from the office) must be completed and signed by both the parent/guardian and the child's doctor.**

If a child is injured while at school, appropriate First Aid procedures will be administered. If the injury appears serious, the child may be taken to the Emergency Department of a nearby hospital by school personnel or ambulance. Attempts will be made to contact the parents as soon as possible.

## TELEPHONE NUMBERS AND CHANGES IN PERSONAL INFORMATION

**It is critical that we have current demographic information** regarding all of our students. Please ensure that we have up-to-date home and work telephone numbers of

the parents or guardians and emergency numbers of sitters or friends. **If changes occur during the year, please contact the school with the information immediately.**

## PROGRESS REPORTING

Class work, homework, short tests, projects, class contributions, formal examinations and the teacher's assessments are used to determine each student's mark.

Three progress reports are issued during the year. The **first** progress report is issued at the end of November and the **second** report is issued at the end of March. The **third** report is issued on the last day of school.

A Goal Setting Conference will be held in October prior to the report card in November and Student Led Conferences will be held prior to the report card in March. Individual parent/teacher conferences are and can be arranged on an as needed basis.

Parental communication regarding the success of their child is not limited to reporting periods only. Teachers will at times contact the parents by telephone or note between reports to ensure good communication. Parents are strongly encouraged to contact their child's teacher whenever the need or a concern may arise.

## DRESS CODE

All students are expected to keep shirts on while at school and some form of footwear must be worn. Girls and boys may wear shorts in warm weather but bathing suits and short shorts are not allowed. Summer tops for girls must have straps over the shoulders or around the neck. (**Tank tops, spaghetti strap tops and halter-tops are not allowed.**) Only appropriate language must be displayed on clothing. **Hats may not be worn within the school.** Students, not dressed properly, will be asked to return home and return in appropriate attire. In the meantime, they will be required to wear a sweater or their coat. These expectations apply to **all** students, regardless of grade level.

## HOMEWORK

Students may not have regularly assigned homework every day. Teachers will define their expectations about homework for their students and their parents. Some areas might include:

- a) completion of work not finished in class
- b) completion of long term assignments
- c) review daily or weekly work
- d) studying for exams
- e) research for information (newspapers, media)
- f) extra drill (spelling, math, vocabulary)
- g) nightly reading



There are many ways parents can help with their child's homework including:

- a) providing a **regular place** to work
- b) helping the student organize a **regular time** to do homework
- c) being an audience
- c) providing assistance in gathering information
- d) providing the necessary materials to complete the work (pens, pencils, erasers, etc.)

a) Have your child explain their work to you! Show an interest!

**Remember, however, that too much help may make a student too dependent and helpless to learn how to approach problems by himself/herself.**

### **BUILDING CLEANLINESS**

Students are expected to show respect for the building, its contents and grounds by assisting to keep it clean and by avoiding and discouraging all acts of vandalism. Students and visitors are asked to remove wet or dirty footwear upon entering the building.

### **VANDALISM**

From time to time, the school's fixtures and/or equipment may be damaged by students, either intentionally or by way of boisterous behaviour. In all cases of vandalism, whenever students involved are identified, parents and students are expected to pay for the damages incurred.

### **VISITORS**

Visitors are always welcome at the school but in the interest of safety and security, all visitors are asked to report to the School Office upon entering the school. We encourage parents to visit our school and be involved in their child's education.

### **WEAPONS**

In keeping with security policies of schools everywhere, students are prohibited from bringing anything to school that either is, or resembles, a weapon of any kind. Included in this statement would be pocket knives, kitchen knives, and toy guns. Any such materials found with students will be removed, and parents will be contacted immediately. Further consequences may apply as well, based on district policies.

### **INCLEMENT WEATHER POLICY**

Recess breaks at Sherwood are usually cancelled if

- a) the weather is extremely wet because of heavy rain or snow
- b) the temperature goes below -24 Celsius (-10 Fahrenheit)
- c) the wind chill factor is such that it becomes a significant factor even though the temperature is warmer than -24 C



When recess is cancelled, the students will be given an indoor break to use the washroom and get a drink of water. They will be dismissed at the regular times.

### **BULLYING BYLAW AMENDMENT**

The City of Edmonton has amended Bylaw No. 7608, "Public Places Bylaw" to include a section on harassment or what is commonly referred to as "bullying". The amended section now reads:

- 407. (1) No person shall, in any public place or any place to which the public reasonably has access, repeatedly communicate, either directly or indirectly,



with any minor in a way that causes the minor, reasonably in all circumstances, to feel harassed.

(2) In this section:

- i. "harassed" includes, but is not limited to tormented, troubled, worried, plagued or badgered, and
- ii. "minor" means an individual under 18 years of age.

A fine of \$250 can be levied as a result of charges under this section.

Although principals can make referrals to the police if they believe that charges under this bylaw should be considered, the responsibility for the enforcement of the bylaw is strictly a police responsibility.

A referral of such a matter to the police does not necessarily absolve the school of its responsibility to ensure the safety of students and staff if school discipline is warranted. Disciplinary action in accordance with the requirements of the *School Act* and the provisions of the district's policies and regulations should be considered in addition to a referral for legal action under the *Youth Criminal Justice Act*, the *Criminal Code*, and City Bylaws.

## **RESPECTFUL LEARNING AND WORKING ENVIRONMENTS**

Edmonton Public Schools, in co-operation with its staff groups, is committed to creating a healthy, respectful learning environment for students, staff members, trustees, parents, volunteers and contractors.

We recognize the worth of every person without discrimination. We are committed to working toward the elimination of objectionable behaviour in our schools and workplaces, and to maintaining an environment that is respectful, safe, nurturing and positive for everyone.

Please help us achieve this goal by interacting in a manner which respects the dignity and value of others.