

SHERWOOD

Sherwood Secondary

STUDENT
HANDBOOK
2018-2019



Day 1 Schedule

PERIOD 1	8:30—9:45
BREAK	9:45—9:55
PERIOD 2	9:55 —11:10
LUNCH	11:10—11:55
PERIOD 3	11:55—1:10
BREAK	1:10—1:20
PERIOD 4	1:20—2:35

Day 2 Schedule

PERIOD 2	8:30—9:45
BREAK	9:45—9:55
PERIOD 1	9:55 —11:10
LUNCH	11:10—11:55
PERIOD 4	11:55—1:10
BREAK	1:10—1:20
PERIOD 3	1:20—2:35

*On a Day 2 schedule the morning and afternoon classes flip (P2, P1, Lunch, P4, P3).

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SHERWOOD SECONDARY

We empower students to learn and grow to their full potential in a diverse world.

curiosity. creativity. possibility.

Principal: Ms. B. Woof
Vice Principals: Mr. B. Goodram
Mr. J. Northey

www.hwdsb.on.ca/sherwood
[@Sherwood_HWDSB](https://twitter.com/Sherwood_HWDSB)

This book belongs to:

Sherwood Secondary School - 25 High Street, Hamilton, ON. L8T 3Z4



School Services

SCHOOL COUNCIL

The purpose of the School Council is to act as a liaison between the school and the community. School Council meets on a monthly basis typically on the first or second Tuesday of each month (with some exceptions—see school website for updates). All parents are welcome to attend.

STUDENT SERVICES

Counsellors are available to assist students with educational and career planning as well as with personal problems. Counsellors are assigned alphabetically by last name.

Appointments can be made with the Student Services office administrator before school, after school, at lunch and at break times. Additionally, Sherwood has 2 Mentoring Educational Assistants to support students and run programming (e.g., Girls Group) to promote positive social skills for students.

RESOURCE ROOM

The Resource department provides academic and individualized programming support to students with an Individual Education Plan (IEP).

CO-OPERATIVE EDUCATION

Co-operative education combines classroom instruction with practical work in the community. The work experience is monitored and evaluated by teachers and employers as students earn credits toward their graduation diploma.

POLICE LIASON OFFICER

A Hamilton-Wentworth Police officer supports school administration and students as required.

LIBRARY LEARNING COMMONS

The Library supports curriculum for class assignments, current and varied options for recreational reading, and access to print materials, computers, electronic databases, iPads, and the Internet. Specialized spaces are available for class instruction, independent study and collaborative learning.

Teacher-Librarians are available to assist students and classes with research and reading skills as well as to provide instruction on information and technological literacy. Please see Ms. Nicol in the Library for more information.

SOCIAL WORKER

The Hamilton-Wentworth District School Board employs Social Workers who work with school staff and students to assist those experiencing problems. Social work services are available by referral through Administration and Student Services.

PUBLIC HEALTH NURSE

A public health nurse is available to discuss student health concerns. Referrals are available through Student Services.

ALTERNATIVES for YOUTH

AY provides free counselling related to the use of tobacco, alcohol and other drugs to youth ages 13—22. They provide support based on youth's own goals, support to those affected by someone else's substance use, drug and alcohol education, substance use assessments, individual counseling, group counseling, support to families and consultation to students, parents and professionals. Please see your guidance counsellor for information on AY or

www.ay.on.ca

ADDITIONAL PROGRAMMING

Specialist High Skills Major (SHSM)

⇒ Health & Wellness

⇒ Transportation

SHSM is a ministry-approved specialized program that allows students to focus their learning on a specific economic sector while meeting the requirements for the Ontario Secondary School Diploma (OSSD) and assists in their transition from secondary school to apprenticeship training, college, university or the workplace. Programming is available in both Health & Wellness and new in 2018-19, Transportation Technology.

Dual Credit

In Dual Credit Programs, participating students are able to experience and gain credit for college and/or apprenticeship courses while still enrolled in high school. Successful students will earn credit toward both the OSSD and a college diploma or certificate, or the OSSD and a Level 1 Apprenticeship.

OYAP

The Ontario Youth Apprenticeship Program (OYAP) allows students going into gr. 11 to work towards a career in the skilled trades while earning coop credits.

E-Learning

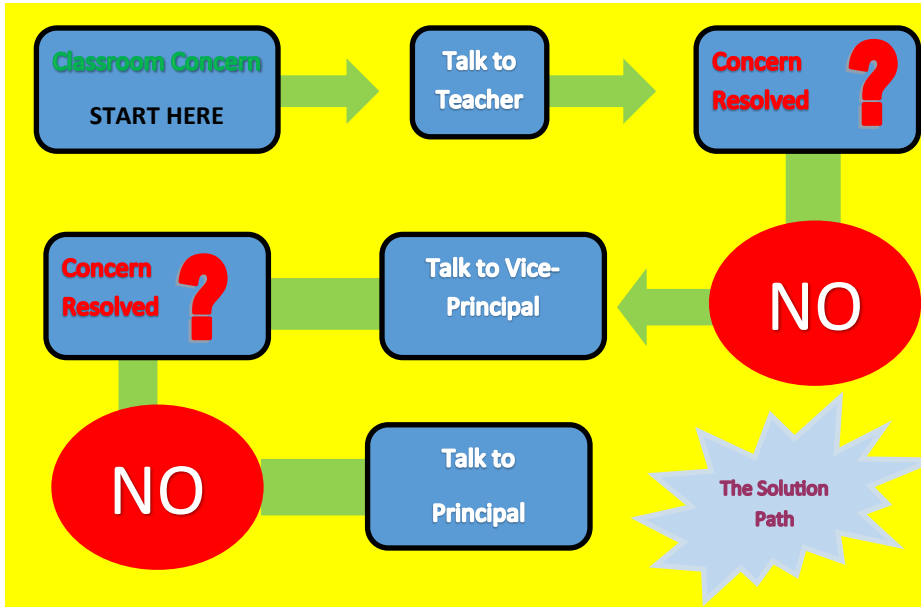
Full credit and credit upgrades are available for a wide variety of E-Learning courses.

Please see your guidance counsellor if you are interested in learning more about any of these options.



Sherwood
SECONDARY SCHOOL

Where to Go For Help



RESTORATIVE JUSTICE

Restorative justice is a philosophy, a set of principles and values. Restorative justice states that a focus on punishment is an inadequate response to addressing harm. Punishment may not address the needs of those who have been harmed. Having those who cause harm participate actively in righting the wrong is of far greater value. It allows those who have caused the harm to be held accountable to the people they have hurt, and to take an active role in determining how to make amends to individuals, school and community. Restorative Justice allows those who have been harmed to be heard, to have input into the resolution, to have the harm addressed in a meaningful way, and to have access to support systems to address healing and closure.

Restorative Justice calls for school and community participation in creating a safe and healthy school and community. Sherwood will include Restorative Justice practices in resolving conflicts whenever possible.

Sherwood Green Policies

At Sherwood, we support green policies. Recycling items can be stored in bottles/containers or paper waste recyclables. Our recycling does not include: food waste, films, plastic gags, plastic wrap, or foam cups and containers.

RECYCLING PROCEDURE:

- Collected weekly by students and staff and placed in clear bags.
- Caretakers do not put any recycling, including recyclables from blue boxes and clear bags, into regular garbage bins. Teachers/staff may drop off sorted recycling in clear bags in designated areas.
- All students are encouraged to give input or suggestions to improve recycling procedures. Students are asked to use the appropriate bins when disposing of items.

ENERGY

- All lights are to be turned off when leaving any room.
- Computer monitors are to be turned off when not in use.
- Computers are to be turned off at the end of each school day.
- Staff and students are to ensure windows are closed at end of each school day.
- Photocopiers are to be on energy saving mode when turned on.
- Water fountains at school will all work with sufficient water pressure and flow. They are cleaned regularly and have filters that are maintained to ensure clean drinking water for the Sherwood community.



Absence and Lates

Call us at 905-383-3377 and press 1 to leave a message 24 hrs. a day.

Pre-arranged Absences

For appointments: Parents/guardians must provide a note or phone the school before the absence occurs. Office staff will issue an excuse slip. The student is responsible for missed work, tests, and assignments. Students should inform their classroom teacher of the planned absence in order to make arrangements for any missed tests or due dates. In some cases students will be asked to write the test, or hand in the assignment prior to the planned absence.

Long term absence other than illness

A note must be provided at least one week in advance of the absence, explaining the circumstances. *For optimal school achievement, parents are asked to respect the school calendar and refrain from booking vacations during school time as this may affect your child's progress.* If a student must be absent from school during the regularly scheduled school calendar they must consult with a teacher well in advance of the planned absence. *It is the responsibility of the student to make up missed work.* Students are expected to team up with another student in order to have them collect handouts and notes. Absent students are responsible to write any missed tests on their immediate return to class. Assignments and written work can be submitted via e-mail, on teacher's D2L site if applicable, or fax to the school.

ATTENDANCE

Students will attend school regularly and attend all classes when in school. *Students are expected to be on time for every class. Regular, punctual attendance is essential to academic success.* Students are expected to attend all of their classes each day. Students are responsible for all work missed due to absences. Signing in late or signing out to study, complete assignments/presentations is not an acceptable reason to be excused from class. If a student has been excused from class by a parent the expectation is that they will leave school property.

* ALL absences from school must be justified by parents, guardians or students over 18. Students will be recorded as UNEXPLAINED/TRUANT if a phone call or note is not received in a timely manner. Unexplained absences will be dealt with in several ways, including parental notification, detentions, in-school suspension or if problems persist, out of school suspension.

* Students late for class must report directly to class. Admit slips will only be issued to students returning from being excused earlier.

* Students over 18 may write their own notes, provided they fulfill their primary responsibilities of a good student: good attendance, hard work, passing marks. Sign-out privileges may be revoked if a student's lack of attendance is impacting on academic achievement. Students who have signed out of class are not to remain on school property.

Missed Tests:

Students will be asked to write any missed tests on the day of their return to classes or at a time determined by the classroom teacher. For unexplained absences or skipped tests, a mark of zero may be assigned until evidence of successful completion of curriculum expectations is demonstrated.

High Numbers of Missed Classes:

Students and parents should be aware of the fact that many classes have a significant portion of the curriculum covered in class i.e.: Physical education classes, technological education classes, science classes, etc. Students who miss high numbers of classes may be unable to demonstrate completion of curriculum expectations and therefore may be unable to earn a credit. In the case of illness or other emergency circumstances that impact on class attendance, students and parents/guardians should contact a school administrator in order to plan an appropriate course of action.

Missed Exams:

Absence from an exam is only acceptable if supported by a doctor's certificate. In the case of an exceptional family circumstance, the Principal will decide the acceptability of the absence. It is an expectation that all students write final exams. Missed exams supported by a doctor's note or Principal approval will be rescheduled for a later date. Please note the exam schedule before planning for family vacations as this is not an acceptable excuse for missing an exam.

CODE OF CONDUCT

All members of the school community, including trustees, Board employees, students, parents, school council, visitors, volunteers, contractors, and community members on school premises, while on school buses, at school related events or activities, or in any other circumstances that could have an impact on the climate of the school, must comply with all board policies. HWDSB policies are available from the school Principal and are posted on the board website at www.hwdsb.on.ca



ROLES AND RESPONSIBILITIES:

ADMINISTRATION

Principals and Vice-Principals will hold everyone to the highest standard of respectful/responsible behaviour by:

- * Demonstrating care and commitment to academic excellence in a safe teaching and learning environment;
- * Holding everyone, under their authority, accountable for their behaviour and actions;
- * Empowering students to be positive leaders in their school and community;
- * Communicating regularly and meaningfully with all members of their school community;
- * Modeling respect, responsibility, and civility, and ensuring these are taught as part of the curriculum;
- * Maintaining consistent standards of behaviour for all students;
- * Modeling the character values of HWDSB.



TEACHERS AND STAFF

Teachers and staff will hold everyone to the highest standard of respectful/responsible behaviour by:

- * Helping students work to their full potential and self-worth;
- * Empowering students to be leaders in class, school, and community;
- * Communicating regularly and meaningfully with parents;
- * Maintaining consistent standards of behaviour for all students;
- * Demonstrating respect for all members of the school community;
- * Preparing students for the full responsibilities of citizenship;
- * Modeling the character attributes of the Hamilton-Wentworth District School Board.

STUDENTS

Students demonstrate respect and responsibility when they:

- * Come to school prepared, on time, and ready to learn;
- * Show respect for themselves, others and those in authority;
- * Refrain from bringing anything to school that may compromise the safety of self or others;
- * Demonstrate responsibility for actions or behaviour off school property or outside of the school day that has an impact on the school climate;
- * Follow the established rules and take responsibility for their own actions;
- * Model the character attributes of Hamilton-Wentworth District School Board;
- * Demonstrate appropriate participation in the civic life of the community.

PARENTS

Parents support a safe and respectful learning environment when they:

- * Show an active interest in their child's school work and progress;
- * Communicate regularly with the school;
- * Help their child be neat, appropriately dressed and prepared for school;
- * Ensure that their child attends school regularly and on time;
- * Promptly report to the school their child's absence or late arrival;
- * Become familiar with the Code of Conduct and school rules;
- * Encourage and assist their child in following the rules of behaviour;
- * Assist school staff in dealing with disciplinary issues involving their child.

CODE OF CONDUCT

PROGRESSIVE DISCIPLINE and PROMOTING POSITIVE STUDENT BEHAVIOUR

When addressing inappropriate student behaviour, disciplinary measures will be applied within a framework that shifts the focus from solely punitive to both corrective and supportive. Sherwood will utilize a range of interventions, supports and consequences as well as opportunities for students to focus on improving behaviour. A Pyramid of Interventions will be used by classroom teachers and administrators in order to promote positive student behaviour.

CONSEQUENCES:

Responsible behaviour creates an environment which is conducive to effective learning and teaching. Misbehaviour carries consequences. A progressive series of consequences will be taken against individuals who choose not to engage in reasonable and respectable behaviour. Consequences may include: counselling, detention, parental involvement, formal interview with a Vice Principal, withdrawal of specific privileges, financial or community service restitution, temporary withdrawal, behaviour or performance contract, suspension, referral to community agencies, and/or expulsion. Consequences will be appropriate to the infraction. When consequences are assigned, the following will be taken into consideration:

- * Particular student and circumstance;
- * Nature and severity of the behaviour;
- * Impact on the school climate;
- * For students with special education needs, disciplinary interventions, supports and consequences must be consistent with the student's strengths, needs, goals and expectations contained in the Individual Education Plan (IEP);
- * Opportunities for the student to learn from the choices he or she makes;
- * Appropriateness and availability of parental involvement in discussions concerning disciplinary action.

Positive School Climate: School climate is the learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included, respected and actively promote positive behaviours and interactions. Principles of equity and inclusive education are embedded in the learning environment to promote a positive school climate and a culture of mutual respect. A positive school climate is a crucial component of the prevention of inappropriate behaviour.

SUSPENSION

A principal shall consider whether to suspend a pupil if he or she has reasonable grounds to believe that the pupil has engaged in any of the following activities while at school, at a school-related event, or in other circumstances where engaging in the activity will have an impact on the school climate:

EDUCATION ACT

1. Uttering a threat to inflict serious bodily harm on another person
2. Possessing alcohol or illegal drugs
3. Being under the influence of alcohol
4. Swearing at a teacher or at another person in a position of authority
5. Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school
6. Bullying
7. Other activities suspendable under board policy
8. Non-consensual sharing of intimate images
9. Bomb threat

HWDSB—Revised May 2016

10. An activity in violation of the Equity Policy; e.g. racist, sexist, hate-motivated or derogatory comments
11. Violations of the Code of Conduct, school and Board policy, e.g. repeated disrespect of authority
12. Using social media in such a way that negatively impacts others or school climate.
13. Inappropriate behaviours including biting, spitting, kicking, etc...
14. Physical fighting and violence (not requiring medical treatment).
15. An act harmful to one's physical/mental wellbeing
16. Being under the influence of drugs

CODE OF CONDUCT

EXPULSION

The principal will consult with the School's Superintendent when considering expulsion and will issue a 20 day suspension pending expulsion while conducting an investigation.

A principal shall suspend a pupil if he or she has reasonable grounds to believe that the pupil has engaged in any of the following activities while at school, at a school-related activity or event, or in other circumstances where engaging in the activity will have an impact on the school climate.

EDUCATION ACT & HWDSB

- Possessing a weapon, including possessing a firearm
- Using a weapon to cause or to threaten bodily harm to another person
- Committing sexual assault
- Trafficking in weapons or in illegal drugs
- Committing robbery
- Bullying (if the student has been previously suspended for engaging in Bullying/the student's continuing presence in the school creates an unacceptable risk to the safety of another person)
- Violations under the Equity Policy
- Giving alcohol to a minor
- Any other activity for which a student may be expelled under Board policy.
- Physical assault requiring medical attention
- A pattern of behaviour injurious to learning
- A serious violation of the Code of Conduct
- Committing an act of vandalism that causes extensive damage to Board property.



Factors principals must consider prior to suspension or expulsion: In considering whether to suspend a pupil for engaging in an activity that may lead to suspension or expulsion, the following mitigating factors shall be taken into account by the Principal:

MITIGATING FACTORS

- The pupil does not have the ability to control his or her behaviour
- The pupil does not have the ability to understand the foreseeable consequences of his or her behaviour
- The pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person

Other Mitigating Factors to be considered where the pupil is able to control his or her behaviour and is able to understand the foreseeable consequences of his/her behaviour, the principal will consider whether the following factors mitigate the length of the suspension and whether further investigation should be undertaken to recommend that the pupil be expelled:

- The pupil's history
- Whether a progressive discipline approach has been used with the pupil
- Whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment
- How the suspension or expulsion would affect the pupil's ongoing education
- The pupil's age

- Where in the case of a pupil for whom an individual education plan has been developed,
- Whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan
- Whether appropriate individualized accommodation has been provided; And
- Whether a suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour.

EQUITY and INCLUSIVENESS POLICY

In Hamilton-Wentworth District School Board we believe that all students can learn and our mission is to enable each and every student to learn effectively. All of our practices will adhere to the principals of:

Inclusive Curriculum and Assessment Practices

Sherwood will implement an inclusive curriculum and will review resources, instruction, and assessment and evaluation practices in order to identify and address discriminatory biases so that each student may maximize his or her learning potential.

Religious Accommodation

At Sherwood we acknowledge each individual's right to follow or not to follow religious beliefs and practices free from discriminatory or harassing behaviour and are committed to taking all reasonable steps to provide religious accommodations to staff and students.

Accountability and Transparency

As a publicly funded education system, we will endeavor to provide ongoing communication with the whole school community with respect to school goals, progress, and school improvement planning.

Accessibility

In order to meet the physical requirements of students, staff and visitors to Sherwood, we endeavor to make all areas of the school accessible.

SMOKE FREE ONTARIO ACT

SMOKING ON SCHOOL PROPERTY:

The Smoke-Free Ontario Act came into effect on May 31st, 2006. It is a provincial law that replaces the Tobacco Control Act.

VAPING ON SCHOOL PROPERTY:
Beginning January 1, 2016 the Electronic Cigarettes Act makes it illegal to use e-cigarettes (vapes) in non-smoking areas

Vaping, smoking and/or holding a lighted tobacco product is not allowed by anyone (staff, students, parents and visitors) in school buildings or on school property at any time.

Smoking and/or vaping is also not allowed in any vehicle on school property. This law is in effect 24 hrs a day, 7 days a week, 365 days a year. It is against the law to sell, buy for, or give any tobacco products to anyone under 19. Anyone caught selling, buying for, or giving tobacco products to anyone under 19, can be charged.

This law applies on and off school property. To sell, buy for, or give cigarettes to anyone under 19 can result in a fine of \$365.00. Maximum fine for supplying someone under the age of 19 with tobacco products is \$5,000.00. If you have any questions you can contact the city of Hamilton at: 905-540-5566

SHERWOOD EXPECTATIONS

DRESS CODE

It is the responsibility of students to dress in a neat, clean, safe and sensible manner, suitable to the school environment. School simulates the world of work, therefore, our dress code reflects an acceptable manner of dress. The Dress Code as outlined below is designed to provide a safe and respectful learning environment for all students:

- * Outdoor clothing is not to be worn in class.
- * No clothing, jewelry or fashion accessory will be worn or displayed that contains any message, comment or suggestion that could be deemed sexually, racially or religiously objectionable or offensive. Nothing that promotes, advertises or condones the use of alcohol, drugs, tobacco or violence may be worn or displayed.
- * Clothing, hairstyles, make-up, jewellery or costumes that are representative or symbolic of anti-social cliques or gangs will not be tolerated on the school grounds.
- * Undergarments should not be showing.
- * Tops/shirts should cover the waistband of pants/shorts/skirts.
- * Hats may be worn in instructional areas at the teacher's discretion. Hats are **NOT** to be worn during the Land Acknowledgement, O' Canada, in the Auditorium or in the main office. Please remember to contact us should there be a need for any medical exception to this rule. This rule does not apply to religious head coverings.
- * Book bags and backpacks may be brought to class at the discretion of the teacher. Remember that the school will not be responsible for lost or stolen items.
- * Skirts & shorts should be an appropriate length for a business/workplace environment.
- * Participation in some learning activities requires that safety precautions be taken to protect against accident or injury. Appropriate dress requirements will be enforced for participation. Students involved in specialty areas such as physical education, technology or science must follow the rules of dress as outlined by the department's expectations.
- * The school administration is responsible to determine what dress is and is not appropriate. Students may be removed from class if dress or appearance is inappropriate. If a student is unable to modify his/her dress, parents will be called to bring proper dress. Repeated failure to comply with school expectations for appropriate student dress will result in disciplinary consequences.

RESPECT FOR PROPERTY

Students will treat the school grounds, the school building and everything in the school with respect. Therefore, vandalism and littering are unacceptable.

- * All students are responsible for clearing garbage from their classroom workspace and/or common areas and respecting the rules regarding food and drink in classrooms, library and hallways.
- * In situations of vandalism and gross misconduct, the police will be called and families will be expected to make financial restitution for the damage.

ACADEMIC EXCELLENCE

Sherwood has a tradition of academic excellence. Students are encouraged to demonstrate their commitment to academic excellence by working hard in their chosen pathway to meet the honour criteria:

Grade 9 & 10

80% average in 7 Ministry approved courses taken July through June of a school year.

Grade 11 & 12

80% average in 6 Ministry approved courses taken July through June of a school year.

NOTE: For grade 12, courses must be from the senior division.

Ontario Scholar Requirements

Ontario scholars are students who are recognized for attaining an aggregate score of 480 points, based on their best 6 grade 12 courses (regardless of the year taken).

Responsibility for Personal Electronic Devices



Anyone carrying a personal electronic device on Board premises, including school buses, will comply with all of the requirements of this policy and associated procedures.

The secure storage of these devices is the sole responsibility of the owner/user. HWDSB does not accept responsibility for

lost or stolen personal electronic devices; students bring the devices to school at their own risk.

During the school day the use of cell phones and electronic devices may be restricted in instructional areas. During classroom instruction, the use of all cell phones and electronic devices will be at the discretion of the teacher.

Although electronic devices can be important instructional aids, there are times that teachers will ask students to put devices on silent or secured out of sight. Devices may not be used during testing situations.

Electronic devices may not be taken into examination rooms. Electronic devices are not to be used to take photos in bathrooms or change rooms or without the consent of others.

RESPECT FOR SCHOOL COMPUTERS & EQUIPMENT

Students are responsible for remembering their School Connect and HWDSB email account logins and passwords. Do not share your password with others. If you forget your login or password, please speak with your teacher. If you think that your password has been compromised, speak with your teacher.

- *Teachers may allow students use of personal laptop computers, Netbooks, iPhones and other mobile devices in order to support classroom activities. The use of or downloading of unauthorized software (including games) is not permitted.
- *Students must only use their own network and Power School accounts.
- *Users will not publish, post, or display inflammatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, sexist, or illegal material.
- *Users will not transmit, download, or print information, files, or software violating copyright laws.
- *Violation of Network Guidelines may result in forfeiture of network use at the school.
- *Users will not use the computer for activities which demean or bully other individuals or groups.
- *Be courteous when sending out publishing messages or other information on the Internet or when using Power School.
- *Not access, harm or destroy the data or materials of others.

RESPECT FOR OTHERS

Land Acknowledgement and O' Canada: Students must stop in halls and remove their hats.

Staff: Respect all staff in the building. For security reasons, *you must provide your name when asked—failure to do so will result in a suspension.* If you are ever unsure of a request that is made of you (feel it is inappropriate or not sure if the person is a staff member), you are to come to the office for support rather than just refuse the request.

Neighbours/Community: Every time you are out in the community, you are a reflection of your family values and our school values. Make us all, as well as yourself, proud of your behaviour. Respect our neighbours and their property. Watch your language while walking to lunch. Be respectful in restaurants etc.

FOOD & DRINK

Eating and Drinking: Food and drink are not allowed in the hallways or stairwells. This is for health and safety reasons - we do not want anyone to slip or trip and need to keep exits clear in case of evacuation. Food is only to be consumed in the cafeteria. The Library/Learning Commons and Gym C are additional spaces available for students to eat during lunch hour. Students need to consume lunch during designated times—lunch hour and break times.

PARKING LOT

Student parking is available in designated student parking area of the Princeton Drive parking lot. Any students being picked up should walk to Princeton Drive as there are no pick-up / loading zones available in the parking lot. Students who drive to school must register their vehicle in the main office to receive a student parking permit.



SCHOOL SAFETY PROCEDURES

LOCKDOWN PROCEDURES

A code lockdown is a safety procedure designed to ensure that students and staff are safe from a source of danger (internal or external). Students are to listen to all staff instructions and follow the guidelines set out for them during training sessions. The use of cell phones or personal electronic devices are not permitted during lockdown procedures. Students should be aware of the following terminology:

- * **HOLD AND SECURE:** used when the school is secured due to an ongoing situation outside and not related to the school. The school continues to function normally, with the exterior doors locked until the situation is resolved.
- * **SHELTER IN PLACE:** used for an environmental, or weather related situation, where it is necessary to keep all occupants within the school to protect them. Examples may include chemical spills, blackouts, explosions or extreme weather conditions. If the 'shelter in place' lasts for a prolonged period of time, emergency personnel and HWDSB staff will arrange for relocation of students. This information will be posted on the board website and Synervoice will be utilized as the situation unfolds.
- * **LOCKDOWN:** used when there is a major incident or threat of school violence within the school, or in relation to the school.

FIRE EVACUATIONS

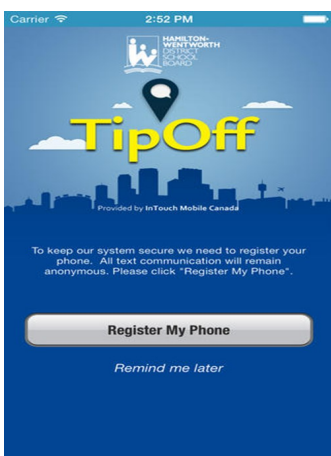
Throughout the year we will also practice several fire evacuation drills. These drills will be conducted randomly during school hours. All students are required to follow the directions of staff regarding the procedures during this time. You must stay with your teacher when outside and when directed to evacuate site.

MEDICAL HEALTH CONCERNS/HEAD INJURIES

Any student who has life threatening medical/health issues (Anaphylaxis, Diabetes, severe allergies, etc.) must inform the office and fill out an Individual Emergency Medical Plan form, so that a plan of action can be created to respond to a medical emergency. Any student experiencing a head injury should be seen by a medical professional. CONTACT ADMINISTRATION; they will contact parents and initiate procedures for suspected concussion as per board protocols. See CHART 1 on page 11

VALUABLES

Students are advised not to bring valuables or large sums of money to school. The school cannot accept any responsibility for the security of belongings and valuables. **DO NOT LEAVE VALUABLES (INCLUDING CELL PHONES) IN THE CHANGE ROOMS.** If you have lost an item, please check the lost



TipOff Reminder

TipOff is managed by a provider, InTouch Mobile, who will receive text messages, gather more information about the tip and share it with the school to enable us to use Board and school protocols to deal with the concern. Every sender's phone number is scrambled to preserve his or her anonymity. Students can share tips without the fear of reprisal, judgement or discovery.

It is important to note what TipOff will not provide: it will not provide a counselling service. It can, however, direct students in crisis to Kids Help Phone or 911. It is not a substitute for school policies. Instead, it supports Board/school policies. Students and members of the community can download the free TipOff App or text or call: 905-963-0066 (standard text messaging rates apply).

SCHOOL LOCKERS

All students should have their own locker and are not permitted to share lockers. *The school is not responsible for the loss or theft of items left unattended within the school.*

Students will use their assigned locker and be responsible to keep it clean and clear it out by the last exam day in June. Any items left in lockers at the end of June will be disposed of.

The school accepts no responsibility for lost or stolen items.

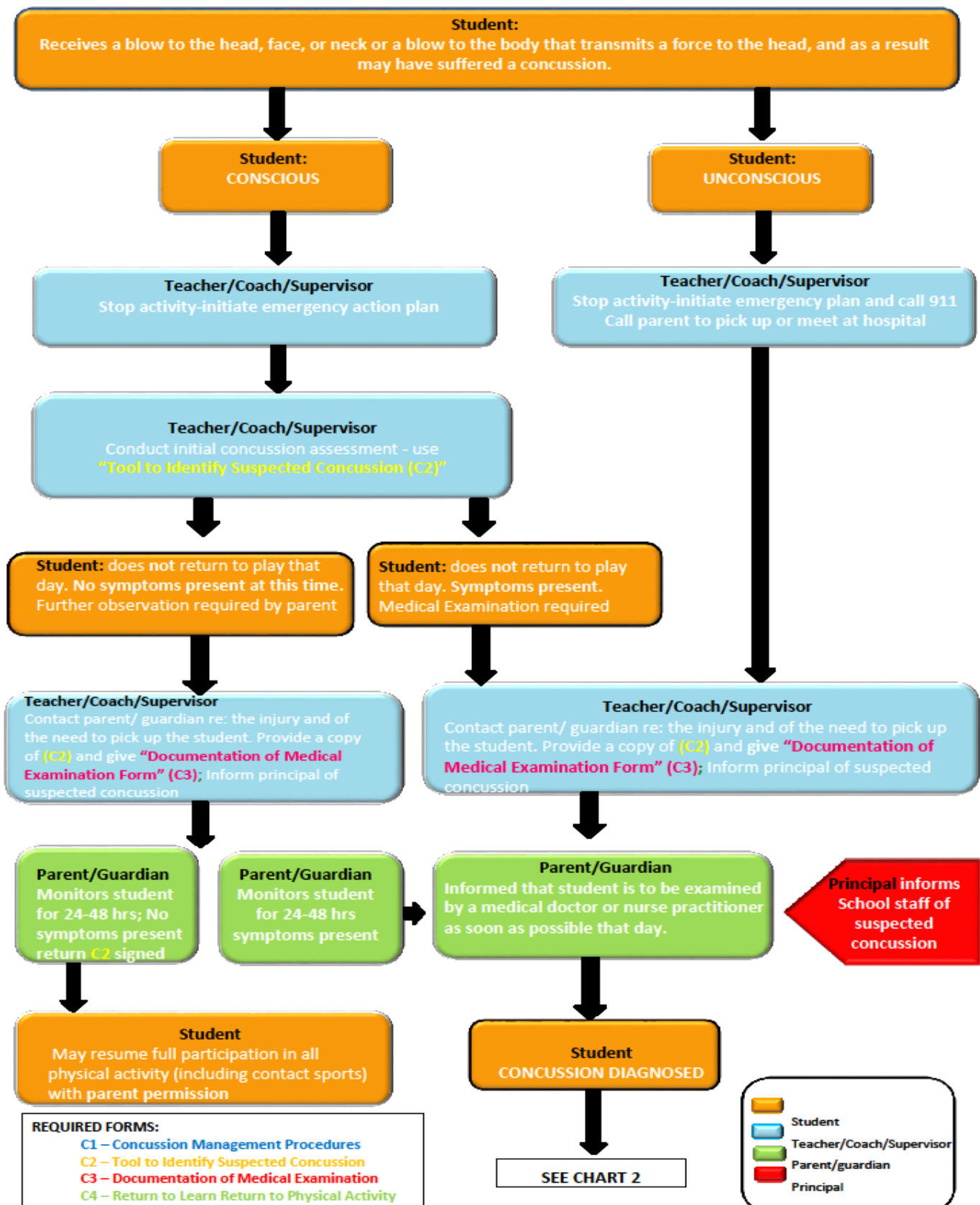
For everyone's safety, the office needs to know the individual assigned to each locker. Homeroom teachers will record student lockers and combinations at the start of each semester. If an inaccurate combination is left, the lock may be removed by administration.

Administration will not reimburse students for locks that have been removed if students have failed to provide accurate information.

Students will not write graffiti on or in lockers. Locker damage is associated with vandalism consequences.

The locker is the property of the school. School administration has the right to open and search lockers at any time.

CHART 1 ACTIONS FOR SUSPECTED CONCUSSION



*Note: The following information is used with permission from the London District Catholic School Board.

EXTRA CURRICULAR ACTIVITIES

Guidelines for Participation in Extra-Curricular Activities:

All students have the privilege of participating in extra curricular activities, such as sports, teams, school organizations, clubs and dances. This privilege may be withdrawn or restricted if:

- *The student fails to attend school on the day of a schedule event or game.
- *The student is consistently failing a course/courses, or has excessive absenteeism.
- *The student breaches the Code of Student Behaviour.



We believe it is a privilege, not a right, to play for an interscholastic team. It is the athlete's duty to promote good sportsmanship between their own teammates and opponents. All team members are encouraged to set a good example where each team should be free of foul language, physical and verbal abuse, comments relating to ethnic or religious origin and negative comments of any kind. Officials and coaches are to be treated with the highest degree of respect.

TEAM/CLUB MEMBERSHIP DECISIONS:

The school administration will support the decisions (team/club membership, playing time) of faculty coaches, supervisors and advisors who volunteer their time to provide these enriching opportunities to our students. Students who have concerns should first approach their coach in order to resolve the problem.

We strongly encourage you to find something to join at Sherwood. It will enrich your high school experience. It is so important to get involved! A more comprehensive list of current teams, clubs and activities is available on our website.



Just Some of our Teams,
Activities, Athletics & Clubs...

FALL

Girls Basketball
Boys Baseball
Cross Country
Golf
Girl's Field Hockey
Sr. Football
Boys & Girls Touch Football
Grade 9 Girls & Boys Soccer
Tennis
Boys Jr. & Sr. Volleyball

WINTER

Boys (JR. & SR) Basketball
Badminton
Boys & Girls Hockey
Girls & Boys Indoor Soccer
Girls Jr. & Sr. Volleyball
Boys & Girls Waterpolo
Pickleball

SPRING

Girls Slopitch
Jr. Football
Boys and Girls Rugby
Boys & Girls Soccer
Track & Field
Ultimate Frisbee
Coed Volleyball

CLUBS & ACTIVITIES

Athletic Council (SAC)
Book Club
Jr. & Sr. Bands, Jr. & Sr. Jazz Bands
Jr. & Sr. & Chamber Orchestra
Choir, Music Council
DECA
Five Hour Film Challenge
Knitting Club
Positive Space
Spoken Word
Tech Crew

CONTESTS

Language Contests
Mathematics Contests (COMC, Pascal, Cayley, Fermat, Euclid, Fryer, Galois, Hypatia, AMC...)
Programming Contests (CCC, ECOO)
Science Contests (Waterloo SIN, AAPT, U of T Bio Comp, Physics @Mac Online Competition)
Writing Contests

ASSESSMENT & EVALUATION

Please note that the Sherwood Assessment, Evaluation, and Reporting (AER) Policy is in alignment with the Hamilton Wentworth District School board (HWDSB) AER Policy and The Ministry of Education's "Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, 2010" document.

DETERMINING A GRADE

Teachers will take into account various considerations before making a decision about the grade to enter on the report card. Determining a report card grade will involve teacher's professional judgment and interpretation of evidence (conversations, observations, products) and should reflect the student's most consistent level of achievement for each overall expectation, with special consideration given to more recent evidence.

MISSING EVIDENCE OF LEARNING

Students are responsible for:

- Providing evidence of their learning by completing all tests, demonstrations, projects, presentations and assignments to the best of their ability within established timelines.
- Using organizational and time management strategies to meet deadlines.
- Working collaboratively with their teachers to get extra help and support and manage their time when required.
- Ensuring that the evidence they provide is their own work, not the result of cheating or plagiarism.

If a student has not participated in learning activities in the classroom, and the teacher has not been able to evaluate the student through observations, conversations or student products, the teacher may not be able to evaluate student achievement of the overall expectations for a unit, subject or course.

In such situations, the teacher will communicate with parents and seek the support of the student success team, student services and/or administration. In the case where a student is not attending, the school social worker will be involved. If after strategies for support have been put in place and the student has still not demonstrated achievement of the overall expectations of a course, the teacher will use "Lower Limits" on the report card to indicate where the student is on the continuum of learning. Lower Limits are as follows:

- 40 Additional learning required. Focus on remediation, revision and completion. Recommend credit recovery or summer school.
- 30 Significant additional learning required. May require additional supports, interventions or changes to program. May need to repeat course.
- 25 Used for grades 11 & 12 only. Means a student has had no opportunity to demonstrate achievement of the overall expectations due to unique circumstances (student has joined course or has been ill).
- 1 Used for grades 9 & 10 only. Means a student has had no opportunity to demonstrate achievement of the overall expectations due to unique circumstances (student has joined course or has been ill).
- 0 No evidence of learning. A mark of 0 may only be given after consultation with a member of the administration team.

LATE SUBMISSION OF EVIDENCE

If a student has not submitted evidence of learning on the due date, the teacher will use a series of strategies as appropriate to facilitate the completion and submission of the work. These strategies may include; conferencing with the student; requiring the student to complete an alternate task; reviewing the need for extra supports; contacting parents and setting up a contract for completion. An academic penalty of a maximum of a 10% mark deduction may be applied. If a student still does not submit the evidence of learning, ultimately a mark of zero can be given for the product. Also, please refer to the "Missed Evidence of Learning" section of our policy.

ACADEMIC DISHONESTY

Academic Dishonesty is a serious offense and one that must not be taken lightly. When students submit evidence of achievement that is not their own, cheating or plagiarism, the expectation being assessed will be treated as missing (please refer to the "Missed Evidence of Learning" section of our policy) and may ultimately be assigned a mark of zero.

Cheating is defined as "to violate rules dishonestly" according to www.merriam-webster.com. Students must follow "rules" that are implicit in the tasks that have been assigned to assess and evaluate their learning. Some of these rules include:

- Tasks must be completed independently—unless other wise instructed.
- Products to demonstrate learning should not be shared with other students.
- Tests require students to use only the information they remember and they must not use other resources (unless explicitly provided with resources).
- A product used to demonstrate learning can only be used once.



Plagiarism is a form of cheating. The Ministry “Growing Success” document defines plagiarism as “the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one’s own original work.” Plagiarism can occur in different ways including:

- Improper paraphrasing or paraphrasing without acknowledgement of the source;
- Quoting from a source without acknowledgment (copying);
- Cutting and pasting from an electronic source without acknowledgement, including graphic representations;
- Representing as his/her own a product that a student did not produce.

RESPONDING TO ACADEMIC DISHONESTY

Consequences for initial incidents of academic dishonesty may include the following:

- Student/teacher conference
- Student/parent/teacher conference
- Confirmation of student understanding of academic honesty; teacher re-teaches unit on proper documentation or uses the help of the Library
- Completing the task under supervision
- Revising and resubmitting the task

Repeated actions of academic dishonesty will be treated as a violation of the Code of Conduct and will be referred to administration. The students and his/her parents will be made aware that this behaviour constitutes lying and/or theft and progressive discipline actions appropriate to these infractions will ensue. Ultimately, a mark of zero can be given for the product.

STUDENT FEES

Please note that Sherwood is committed to following best practices when charging school fees. Every attempt will be made to limit fees charged to our students and to ensure that fees reflect the actual costs of the services and/or materials provided. We will establish a subsidy program so that all students can participate in student activities regardless of ability to pay. We will also work with families who have more than 2 children at the school to come up with a variable fee structure. Fees charged at Sherwood are as follows:

- ⇒ **Student Activity Fee:** \$20.00 one-time, yearly fee —will supplement student activities, clubs and assemblies that are for the betterment of all students
- ⇒ **Athletic Fees:** Tournament teams (e.g., badminton) = \$15, season teams (e.g., volleyball, basketball) = \$35 and teams with additional fees for rentals, specialized equipment (e.g., hockey, football) = \$50. These fees will be used to fund uniform maintenance, equipment repair/replacement and school-based athletic celebrations & awards. **Please note, there may be additional costs charged by individual teams for uniforms, tournaments, travel, etc.
- ⇒ **Yearbook Purchase:** Optional & pricing TBD
- ⇒ **Optional Programming:** TBD for each program (for students choosing to participate in IB, overseas trips and exchanges, etc...)
- ⇒ **Enhanced Programming/Materials:** TBD (for students wishing to participate in field trips or wishing to use superior product or consumables not provided by the school) **please note, alternative programming and assignments will be provided for students not wishing to participate in a field trip.
- ⇒ **Extracurricular Trips, Events or Activities:** TBD (for students wishing to participate in dances, proms, theme days, drama productions, school council activities etc...)
- ⇒ **Graduation Fee:** \$25.00 required fee for all graduating students which covers the cost of the hall rental and up to four guest tickets.

Sherwood shall honour the dignity of every student and parent/guardian in the fee collection process.

If financial support is needed, please contact student services to speak to your student’s guidance counselor.

If you have any questions about Sherwood school fees, please contact the main office to speak to an administrator.



Sherwood
SECONDARY SCHOOL