



Northport Elementary School

2021-2022

**1000 Waterloo Street
Port Elgin, Ontario
N0H 2C2**

www.nop.bwdsb.on.ca

NAME _____

ADDRESS _____

PHONE _____

GRADE/TEACHER _____

School phone: (519) 832-9077

Fax: (519) 370-2946

Office Text: (519) 353-8527

Principal: *Suzanne Kennedy*

Vice Principal: *Patricia Holm*

Office Manager: *Cindy Thomson*

“Progressing with Pride to be the Best We Can Be”

***** All visitors and volunteers are asked to pre-arrange your visits with the school*****

**Please remember that this measure is in place to
provide confidentiality, health and safety for all within.**

**Please note that due to COVID-19, there will be limited visitor entry to the school.
Anyone entering the school must complete a COVID-19 screen and follow all BWDSB
COVID-19 protocols.**

Code of Values for Northport Elementary School

1. We respect people, property and our environment.
2. We have a positive attitude toward learning.
3. We have a responsibility to do what we know is right.



Character for a Lifetime

Commitment

Trust

Respect

Dependability

Honesty

Integrity

Self-Discipline

Teamwork

Caring

Responsibility

Signature of Student: _____ Parent: _____

Progressing with Pride to be the Best we can be!

This handbook has been designed to:

- Communicate school rules, routines and expectations between home and school
- Provide awareness of Northport's daily operations

At Northport we know when to work, and when to play. Learning is essential. Everyone at Northport is expected to show, with their actions and words, that we respect ourselves and others. We treat others in a way that we want to be treated.

On our yard, we think 'Safety first and fun will follow.' We keep our "Hands Down...Feet On The Ground." This means that physical aggression (i.e. kicking, hitting, and throwing things) is not an option, not even in fun. **No technology is allowed on the yard during break times.**

DAILY SCHEDULE (Balanced Day Timetable)

Our timetable is as follows:

8:40 - 8:50	Yard supervised for the arrival of students
8:50 – 9:30	Period 1
9:30 – 10:10	Period 2
10:10 – 10:50	Period 3
10:50- 11:30	Nutrition Break (including hot lunch – dependent on COVID-19 protocols)
11:30 – 12:10	Period 4
12:10 – 12:50	Period 5
12:50- 1:30	Period 6
1:30 – 2:10	Nutrition Break
2:10 – 2:50	Period 7
2:50 - 3:10	Period 8
3:10	Dismissal

STUDENT ABSENCE POLICY

Please call or text the school for Safe Arrival/Departure (832-9077, ext. 100). The school message machine is accessible at all times. Leave a message to explain the reason for the absence and duration of absence, if possible. **Alternatively, you can also text the school to report a student absence. Text 519-353-8527.** Please state the date, child's name, teacher and reason for late/absence in the text. Any texts to report a busing change **must be sent prior to 2 pm** on the date of the change.

Please let us know if your child has a symptom of COVID-19. Accurate and up to date information assists with contact tracing when needed. Everything that contributes to the health and safety of everyone in the building is appreciated.

The Safe Arrival/Departure operates daily.

On days when board provided buses are not running, bus students will be marked "G" and parents will not be called.

NOTES FROM HOME

Written explanation is required in the following cases:

- ◆ student returns from absence
- ◆ early dismissal (e.g. Dr. appointment)
- ◆ student needs to be excused from an activity and when able to resume activity
- ◆ bus student will not be riding the bus (e.g. riding bike home)
- ◆ leaving school property
- ◆ injury which truly needs a day inside for complete recovery
- ◆ team try-outs and events that require one to remain after school (school form will be sent)

Note: If your child is too ill to be outside for recess, they are too ill to be at school.

“Blanket” notes may be sent to cover recurring events, such as leaving school property on a regular basis.

DISCIPLINE

At Northport, we believe that school should be a place that promotes 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, included, and accepted, and actively promote positive behaviours and interactions. In keeping with the BWDSB Administrative Procedure 6822-D ([AP 6822-D](#)), every member of the Northport School Community is expected to adhere to a standard of behaviour that does not negatively impact the school climate.

This includes:

- Any behaviour that has a negative effect on the school climate will be dealt with through a progressive discipline approach;
- Violence in any form, that has an effect on the school climate, is unacceptable;
- Physical, verbal (oral or written), sexual, or psychological abuse, harassment, bullying, or discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability, or any other attribute is unacceptable;
- Damage to property in the school environment (including school grounds, school buses) is unacceptable;
- Desks and lockers are considered school property and a search of such property is permissible by school administration based on reasonable grounds;
- Administrators may ask students to open up personal backpacks or handbags or to remove shoes and socks where there are reasonable grounds to believe that a student is carrying stolen property, a dangerous weapon, or an illegal substance;
- Consequences for unacceptable behaviour are clear and fair and consistent with Board Procedure 6820-D “Safe and Accepting Schools” ([BP 6820-D](#)), as well as the school board’s personnel policies and procedures, and collective agreements;
- Dress and Deportment is in keeping with our current dress code (see Dress and Deportment).

Unless there are extenuating circumstances, classroom issues will be the responsibility of the classroom teacher. As per Bluewater Communication Procedure ([AP1604-D](#)), parents are encouraged to communicate with teachers at the beginning of a concern. Administration is available to assist if requested. The staff at Northport will strive to clarify expectations/rules for all students. Individuals who experience difficulty respecting school rules can expect consequences.

These may include:

- ▶ warnings regarding behaviour
- ▶ interview with student
- ▶ time missed from certain activities
- ▶ setting up a pupil/teacher contract
- ▶ student behaviour report home to parents
- ▶ meetings with parents
- ▶ counselling
- ▶ behavioural programs
- ▶ assistance from outside agencies
- ▶ informal or formal suspensions

DRESS AND DEPARTMENT:

Please Note: Our Dress Code was revised in the 2020/2021 school year with input from students, parents and staff at Northport.

The dress code is designed so that our students and staff dress appropriately and comfortably when at school. The school is 'the workplace' for our students/staff and we appreciate good judgment demonstrated by parents and students when selecting clothes to be worn at school. We believe that everyone should be able to freely practice their religion and celebrate their culture by wearing traditional head coverings. Shorts and skirts should be no shorter than fingertip length when hands are held straight at one's side. Tops and bottoms must meet, and underwear should not be easily visible (realizing that straps, such as those for sports bras, sometimes cannot be easily covered). Sportswear should only be worn for athletic purposes (such as in gym class or on a team). Students are not to wear clothing displaying indecent pictures, insults, images of tobacco, drugs, or alcohol, or show improper language. Indoor shoes are required at all times.

HEALTH ISSUES

If a student becomes ill or injured during a school day, the office will call home. Children too ill to go outside during normal outdoor breaks should be kept at home in consideration of your child's comfort and the wellbeing of classmates.

COVID-19

Protocols and policies for COVID-19 have been amended and implemented throughout the pandemic as required. In anticipation that this year may also necessitate modifications from time to time, such as alterations to screening tools or PPE and physical distancing specifications, details will not be listed here. The school will communicate all updates via School Messenger, the School Website, email, or in writing. In the meantime, Grey Bruce Public Health provides the following advice for all:

*“Follow the 3 W’s – **Wash** hands frequently, **Watch** distance (ideally 6ft), and **Wear** face covering correctly, and the 2 A’s - **Avoid** Crowds and **Arrange** for outdoor activities instead of indoors whenever possible.”*

MEDICATION

Medication will be administered to those children requiring it during school hours provided that the parent submits the following:

- ◆ a completed medication form filled out by parent and doctor (contact the Learning Resource Teacher or office for forms)
- ◆ medication (provided in its original container) with the prescription label intact. Only prescription medications will be administered.
- ◆ school staff will **not** apply sunscreen, or any other non-prescriptive topical solution, to students.

NEWSLETTERS

You may expect to receive a school newsletter from time to time. It will be sent home with students whose parents have requested a paper copy, otherwise it will be emailed to all parents/guardians where we have a current email on file. It will also be posted on our school website. Increasingly, we are sending information electronically to all families on an as needed basis. **Please ensure that your child's teacher and the office have your current contact information and update us when needed.**

TELEPHONE USE

Homeroom teachers grant permission for students to use the telephone. The telephone is to be used for emergency purposes only. Arrangements for games, practices, rides should be made in advance.

*** Students must ask their teacher's permission to use their personal cell phones at all times.**

LEAVING SCHOOL FOR APPOINTMENTS

It is essential for safety that parents report to the school before picking up their child. We ask that you not go onto the playground to pick up your child, as it becomes a safety and communication concern for the school. It is a legal requirement that students are signed in and out.

LATE POLICY

Students must come to the office for a late slip. Chronic lateness will be addressed through administration and/or the School Board attendance counselor. Encouraging students to be responsible and respectful of schedules is everyone's goal.

STUDENT RECORDS

Please assist us in keeping your child's emergency records up to date. Contact the school Office Manager to report changes in address and/or home, business, and emergency telephone numbers. Ensure that the school is aware of any special health-related information pertaining to your child. Feel free to inform us of additional information you see as being of benefit to us regarding your child.

COMMUNICABLE DISEASES

For the health of everyone at Northport, those contracting a contagious or communicable disease will be asked to remain at home for the time period designated by the county officer of health.

Examples: COVID-19, strep throat, measles, mumps, chicken pox, etc.

Please call the school to inform the principal or the office manager should your child contract a communicable disease.

Please let school administration know if your child exhibits symptoms of COVID-19 or tests positive for COVID-19.

NUTRITION BREAKS

Students are given at least 20 minutes to eat lunch. At this time, a staff member supervises them in their classrooms. Cooperation with lunchroom behaviour and cleanup is expected. Staff will take every opportunity to teach students about healthy eating habits and hygiene. Parents are the best role models in this area and can help limit the amount of junk food consumed by modeling healthy eating habits at home and checking lunches. **Parents must provide enough food and drink for the entire day; students cannot share food with others and the office will not provide emergency snacks. Please send your child with a refillable water bottle; we have water filling stations they can use throughout the day to stay hydrated.**

❖ **Please do not send nuts or nut products to school!**

LOST AND FOUND

Lost and found items are located in the center foyer. Each term, items not claimed are sent to the Salvation Army. PLEASE LABEL each item your child brings to school to help with identification.

ITEMS FROM HOME / VALUABLES

Due to Covid-19 protocols, we ask that items from home be kept to a minimum. Please keep valuables at home. Those that are brought to school should be clearly labeled. A personal plan to guard against loss or theft is imperative.

ADVERSE WEATHER PLAN

When the Pupils Are At Home

1. If inclement weather prevails in the morning, the Owner/Operator, in consultation with Road Officials (Bruce, Saugeen, Arran, Kincardine), MTO and school administrators will make the decision as to whether bus runs will be cancelled.
2. The radio stations will be contacted before 7:00 a.m. and announcements made between 7:30 and 8:00 a.m. on CFOS 560 AM, 106.5 FM, Country 93, the BEACH, the BULL, CKNX 101.7 FM and 920 AM.

To advise parents and staff of the situation, one of the following announcements will be made:

1. **School is Open** – This means that the school buses will not be picking up students or taking them home. The school will be open for those who can make their own safe travel arrangements.
2. **School is Closed** – Announced 7:00 a.m. to 9:00 a.m. The decision is made in consultation with the appropriate school superintendent. The announcement would indicate “All Port Elgin Schools – Saugeen District Senior, Port Elgin Saugeen Central and Northport.

When the Pupils Are At School

Bus will depart from the school at the regular dismissal time.

1. In the interest of safety for students, parents, staff and snow plow drivers, buses will depart only at the regular time.
2. If due to adverse weather, buses are unable to depart at the regular time, walkers will be dismissed at their regular time. Bussed students will not be dismissed with any other adult than their guardian without a specific conversation with school staff.
3. Please note, schools are not equipped for extended care of children, including food and shelter. Please communicate your student's transportation plan if your 'bused' student comes to school on a day when buses are not running.

***** Please note that any special food days will be cancelled if the buses are not running. *****

REPORTING STUDENTS' PROGRESS

Official report cards are sent home in February and June. A progress report will be sent home in November. All parents are invited to attend a conference with their child and teacher following the progress report. Date and times will be announced. Conferences can be arranged at any time by calling/emailing the teacher to make an appointment. Planned conferences, allowing time and privacy to fully explore all areas of concern, produce the best results.

PHYSICAL EDUCATION

All students **must** wear running shoes in physical education classes. Non marking soles on shoes are required. Students must remove watches, dangling earrings and necklaces during gym class. Each teacher from grades 3-6 will explain his/her requirements for changing into shorts and T-shirts for gym class. A note from home will be needed to excuse a student from physical education class. Long term exclusion from physical education will require a letter from a doctor.

EXTRA CURRICULAR ACTIVITIES AND SCHOOL TEAMS

Parents will be notified of upcoming extra-curricular activities. **Permission forms must be signed by a parent in order for students to participate.** These will be sent home prior to the first practice. All of the following criteria are required if a student wishes to become a member of a school team:

- ▶ attends all practices or rehearsals
- ▶ demonstrates a spirit of team and team support
- ▶ participates to the best of ability
- ▶ completes all academic work in all classes (up-to-date and submitted on time)
- ▶ demonstrates the ability to improve the skill level for the sport or activity
- ▶ follows the Code of Values for Northport Elementary School

SPORTS EQUIPMENT FROM HOME

Bicycle space is provided for the storage of bicycles. Remember helmets are the law for bicycle riding. It is strongly recommended that bikes be locked at the racks to avoid possible theft.

If a student uses a skateboard, roller blades or scooter to get to school, he/she must remember to not use it on school property. Such equipment is allowed to be stored at the coat rack area but is done so at your own risk of theft. Also helmets and protective padding are strongly recommended for this equipment.

OTHER EQUIPMENT

All equipment must be used properly for its intended purpose:

Permitted on School Yard

- balls, tennis ball size & larger
(e.g. footballs)
- Frisbees
- skipping ropes

Not Permitted on School Yard

- balls smaller than tennis balls
- skateboards, scooters
- hard balls and softballs for baseball
- items deemed potentially dangerous
- toys that distract in classroom situations
- digital devices (games, phones, iPads)

LIBRARY

Books may be borrowed for ten school days. Reference books (encyclopedias, atlases, almanacs, etc.) and audio-visual materials must be used in the school only.

TECHNOLOGY & COMPUTERS

Students will have opportunities to learn about and use technology. Responsible, respectful decisions are expected. School equipment will be used for educational purposes. It will not be used for personal e-mail, website management, instant messaging or accessing inappropriate websites or information. Students must not tamper with passwords, change settings or do anything to harm the computer or information stored on it. Any 'downloading' of information must be approved by the staff member in charge. All students will follow the rules, guidelines and procedures set down by the teacher and school to act responsibly, safely and carefully when using school computer resources. All students/staff periodically agree to the acceptable use of Board technology. For additional information, see the BWDSB Electronic Information Technology Policy ([BP 2820-D](#)).

CELLPHONES

Cell phones can be a valuable tool when used under direct supervision for school work purposes. Student use of cell phones and other communication devices (including smart watches) at school is allowed only with specific teacher permission. These devices are not allowed during breaks. Storage of these devices is at the students' risk. We prefer all communication to and from our building go through the main office (519-832-9077), so we may ensure safety and limit interruptions to classrooms and programming. Students are not to take pictures or videos at school without specific teacher permission. If a student is using a cellphone without specific permission from a teacher it will be stored at the office and returned at the end of the day with a warning. Should this occur more than once a parent will be required to pick up the phone from the office.

STUDENT SUPPLIES

*** purchased by students**

While we do provide supplies for students to access the curriculum, a list of *suggested* school supplies is sent out to parents and posted on the website. It is a good idea to replenish your child's supplies each term,

however, just as last year, during the 2021-22 year we encourage students' personal belongings to be kept at a minimum.

BUS TRANSPORTATION POLICY

It is the policy of Bluewater District School Board, in co-operation with its bus operators, to provide for the safe transportation of students who are regularly transported by the board's bus operators.

System Expectations

1. In accordance with Board Policy, the principal is responsible for assigning at least two School Bus Safety Patrols or two Monitors on each bus. Safety Patrols and Monitors shall be responsible through the bus driver to the principal.
2. Where it is not possible to assign safety patrols/monitors, alternate safety procedures will be established by the principal in co-operation with the operator.
3. All students who ride on school buses shall adhere to the following Bus Code of Conduct:
 - Be ready five (5) minutes early.
 - Watch for driver's signal before crossing the road.
 - Board quickly using the handrail and go right to your seat.
 - Remain in your seat until your bus stops.
 - No eating or drinking on the bus.
 - Keep the aisle clear.
 - Don't put anything out the window.
 - No shouting, swearing, teasing, fighting, or horseplay.
 - When leaving the bus stay off the roadway.
 - If you must cross the road, walk ten steps in front of the bus, wait for the signal, look both ways, then cross the road.

*** Students who do not adhere to the bus code of conduct may have bus riding privileges removed for a specified period of time.**

4. All students who ride on school buses shall adhere to the following rules for transporting equipment on school buses. This policy protects the safety of students, and ensures the safe storage of equipment that may be transported.

- **Musical Instruments**
 - Musical instruments may be transported in cases only and shall be kept on the student's lap.
- **Sports Equipment**
 - Small items of sports equipment such as baseball gloves or rubber balls that can be stored safely in a backpack are acceptable.
 - Other sports equipment shall not be transported on a school bus. Sports equipment includes, but is not limited to: hockey sticks, bats, skis, poles, snowboards and skate boards.
 - On a charter bus basis, sports equipment may be transported if it is stored in the storage space underneath the bus or inside, provided it does not block any exits or the aisle of the bus.
- **Laser Pointers**
 - Laser Pointers may not be transported on a school bus.
- **Animals**
 - Animals may not be transported on a school bus.

The decision whether or not to transport other items of equipment or objects to and from schools for use in programs currently in operation, or in programs being planned for the future, will be determined in advance co-operatively by the principal and school bus operator concerned. It may be necessary to make provisions for additional vehicles to provide transportation where objects are to be transported in large numbers.

Progressing with Pride to be the Best We can Be!