Egremont Community School Handbook

Including Covid-19 Protocols 2020-2021
Welcome to Egremont Community School

Where to Find Information About our School

☐ Sign up for School Messenger: School Messenger is a VERY important communication tool for us. If you have not registered for School Messenger, please go to: www.schoolmessenger.com/start or download the BLUE symbol SchoolMessenger App to select your preferences (phone, email and/or SMS text), or to opt out of certain messages. To create the account, parent/guardians must have a valid email address and phone number in our system. If you have not provided an email, you will not be able to register as it is the email address that links you to the student. If both parents want to sign up for School Messenger Communicate, they must both have their emails registered with us. Please call our main office if you have trouble registering and we will add your email (519 334-3640).

☐ Sign up for School Cash Online

☐ Follow EGR on our website: www.egr.bwdsb.on.ca

☐ Sign up for Bus Cancellations
   o https://www.mybrucegreyschoolbus.ca/Subscriptions/Login.aspx

☐ Follow BWDSB on Social Media
   o Website: www.bwdsb.on.ca
   o Facebook www.facebook.com/BluewaterDSB
   o Twitter @BluewaterDSB, (#BWDSB), @BWDSBDirector
   o YouTube: Bluewater DSB
   o Download the Bluewater App

School Cash Online Payments

We will once again be offering parents the convenience of paying online for school activities, field trips and sports events (when they recommence). For safety and efficiency reasons, we want to continue to reduce the amount of cash and cheques coming into our school. Use the following link to sign up: www.bwdsb.schoolcashonline.com.
Covid-19 Protocols

This handbook has been updated to reflect the Covid-19 Protocols currently in place as of September 1st. These will likely change throughout the year, and parents are advised to seek out the most recent Bluewater District School Board information on the return to school at [https://www.bwdsb.on.ca/Parents/Return_to_School](https://www.bwdsb.on.ca/Parents/Return_to_School).

On-Line Learning

Staff from the remote learning school are currently working on collecting information and developing class lists. Staff from the remote school will be reaching individual families with information starting next week (week of September 8th) A website is being developed and information about the website will be shared when it is ready. Until next week, these students will be on a class list with us and you will receive our information and updates. Next week they will be transferred to an online class list. Thank you for your patience.

Masks

Students in Grades 4-12 are required to wear cloth or non-medical face masks on the bus and at school, with the exception of whilst eating and during outside times. Students in Kindergarten to Grade 3 are strongly encouraged to wear masks; however, this is not mandatory. Some exceptions do apply, please see the Bluewater District School Board return to school page listed above for more information.
## EGR Schedule during COVID

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>8:40-8:55</td>
<td>Parent drop off at Optimist Club driveway (photos included below)</td>
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<tr>
<td>8:50</td>
<td>Walker/daycare/drop off students start to enter school (line up at 6’ markers)</td>
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<tr>
<td>8:55</td>
<td>Busses will be unloaded one by one by principal, students keep 6’ distance</td>
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<tr>
<td><strong>Back entrance:</strong></td>
<td>JK/SK, Grades 1, 3/4, 5/6</td>
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<tr>
<td><strong>Front entrance:</strong></td>
<td>Grades 2, 4/5, 6/7 and 7/8</td>
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<tr>
<td>8:55am-9:35am (40 Minutes)</td>
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<td>9:35am-10:15am (40 Minutes)</td>
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<td>10:15am-10:55am (40 Minutes)</td>
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<tr>
<td><strong>10:55am-11:15am</strong></td>
<td>Nutrition Break JK/SK, Grades 1, 3/4, 5/6</td>
<td>Nutrition Break: Grades 2, 4/5, 6/7 and 7/8</td>
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<td></td>
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<tr>
<td></td>
<td>Recess: Grades 2, 4/5, 6/7 and 7/8</td>
<td>Recess: JK/SK, Grades 1, 3/4, 5/6</td>
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<tr>
<td>11:10- 5 min warning bell so duty staff can transition students to lining up 6’ apart, ready to go in or out. The classes at the back of the school go in/out the back doors.</td>
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<tr>
<td><strong>11:15am-11:35am</strong></td>
<td>Nutrition Break: Grades 2, 4/5, 6/7 and 7/8</td>
<td>Nutrition Break – 1:35pm-1:55pm</td>
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<td></td>
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<tr>
<td></td>
<td>Recess: JK/SK, Grades 1, 3/4, 5/6</td>
<td>Outside Play – 1:55pm-2:15:pm</td>
<td>See above</td>
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<td></td>
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<tr>
<td>11:35am-12:15pm (40 Minutes)</td>
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<td>12:15pm-12:55pm (40 Minutes)</td>
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<td>12:55pm – 1:35pm (40 Minutes)</td>
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<tr>
<td><strong>Nutrition Break – 1:35pm-1:55pm</strong></td>
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<tr>
<td><strong>Outside Play – 1:55pm-2:15:pm</strong></td>
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<tr>
<td>3:10pm – Walkers/pick up/daycare dismissal</td>
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<tr>
<td>3:15 – Bussers dismissed one bus at a time</td>
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<tr>
<td><strong>Parent pick up at Optimist Club</strong></td>
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<tr>
<td>*<strong>All students stay 6’ apart.</strong></td>
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</tbody>
</table>

**Drop off pick up zone with 6’ physical distancing markers.**
School Arrival New Procedures

Student drop off
When: 8:40 – 8:55 at the optimist Club (just south of school, see photo above).
How: Enter in the south driveway, go to the back of the parking lot and turn left to the exit driveway. Come as far forward as you can staying to the left of the marked student walkway. Ensure it is safe for your child(ren) to disembark on the passenger side only (or get out to help children to get out on the driver’s side). Students will walk forward to the next empty 6’ physical distancing marker (siblings can stay together). Staff will escort them across the driveways to the school.
Drop off after 8:55: Staff will only be on duty from 8:40 – 8:55. The Egremont Driveway will be closed from 8:35 – 9:10 except for busses. Please help us keep everyone safe by arriving during the 8:40 – 8:55, 15 minute window. If you are late, you will need to park at the Optimist Club and walk your child to the marked Egremont Sidewalk.

Student Pick Up
When: 3:15 – 3:30 at the Optimist Club (just south of school).
How: Enter the Optimist driveway as described above. Stop car as far up the exit driveway as you can. Staff will direct students to cars for pick up while adhering to the 6’ distancing. Please wait for a staff member to direct you to leave as there may be walkers crossing the driveway.
Pick up after 3:30: Please make every effort to be on time. Staff will only be on duty until 3:30. After 3:30, students will be escorted back to the school to be supervised by the principal. The school laneway will reopen after the last bus leaves. At that point, parents can enter the school driveway to pick up students by the front door.

First Day In-School Student Welcoming
The 2020-21 school year will start slightly differently this year according to the following graduated entry schedule:

Tuesday September 8th – Kindergarten Only
Wednesday September 9th – Kindergarten to Grade 3
Thursday September 10th – Kindergarten to Grade 6
Friday September 11th – Kindergarten to Grade 8

All students will have been contacted before their first day to let them know which class they are in. Teachers have sent emails to all students. If they do not hear back from
parents, they will make individual calls. If you have not heard from your child’s teacher, feel free to email MS. Griffin at cathy_griffin@bwdsb.on.ca over the long weekend and she will respond to you ASAP.

Day one for Kindergarten, the ECE staff will be at the drop off/walker area by the Optimist club to meet the children and the teachers will be at the back of the school to meet the Kindergarten students coming by bus. We will have many staff on hand to make sure all students feel welcome and safe. Unfortunately due to Covid, we are unable to have parents come into the school. We encourage you to drop any walkers off with staff at the Optimist Club.

We will have staff directing any other students to their classroom. Here is the general layout of the school with the recess zones marked for each class cohort:

<table>
<thead>
<tr>
<th>ZONE 1</th>
<th>ZONE 2</th>
<th>Primary playground with structures and sand is closed!</th>
</tr>
</thead>
<tbody>
<tr>
<td>JK/SK Maxwell</td>
<td></td>
<td></td>
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<tr>
<td>Grade 2</td>
<td></td>
<td></td>
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<tr>
<td>JK/SK Runyon</td>
<td></td>
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<tr>
<td>Grade 4/5</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ZONE 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 1</td>
</tr>
<tr>
<td>Grade 4/5</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ZONE 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3/4</td>
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<tr>
<td>Grade 6/7</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ZONE 5</th>
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</thead>
<tbody>
<tr>
<td>Grade 5/6</td>
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<tr>
<td>Grade 7/8</td>
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</tbody>
</table>

Office areas and resource room
EGREMONT COMMUNITY SCHOOL
SCHOOL CODE OF CONDUCT

The EGR code is consistent with Ministry and Board policies and is reviewed annually. The code will apply consistently to the behaviours of all students, staff and visitors on school property, on buses and at school related activities. Students, staff, parents, volunteers and other community members are expected to support and participate in Egremont’s Code of Conduct to ensure a positive, inclusive and safe learning environment for all.

Our expectations are that everyone will:
• contribute to a positive, supportive and safe environment free from verbal, emotional and physical abuse
• respect the rights and property of others
• accept responsibility for his/her actions and accept the consequences of those actions
• co-operate in a manner that allows and assists each person to develop his/her full potential
• display the qualities and behaviour desired of a good citizen
• attempt to solve problems and to make decisions in a manner which achieves positive results
• respect the environment
• practice our 4 “C’s” – Courtesy, Co-operation, Common Sense and Commitment. This will enable us to establish and maintain safety and security in our school community
• be courteous towards others at all times, to be co-operative and work together to achieve success and to exercise common sense in all situations
• violence in any form that has an effect on the school climate will not be tolerated in the school community, including school grounds, buses and school or Board-sponsored events
• physical, verbal (oral or written), sexual, or psychological abuse, harassment, bullying, or discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation, or any other attribute is unacceptable
• damage to property in the school environment (including school grounds, school buses) is unacceptable
• desks 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
Students who experience difficulty demonstrating these expectations will be taught how to do better. If their actions have offended, injured or negatively impacted another, they will be expected to make the situation right, with or without the assistance of school staff. Learning how to behave properly takes a lot of time and effort, and as such we at EGR believe that our oldest students should be the best behaved. It is in accordance with this belief that some privileges, like responsibilities, will increase with age and grade level. In addition to the list of positive behaviours on the previous page, students have specific expectations of their behaviour in the following areas:

**Classrooms:** Students are to arrive to class on time and be prepared to work. Within the classroom, students are expected to follow the instructions of their teachers and stay focused on assigned tasks. Students are expected to stand for O’Canada but they may not sing during times of Covid restrictions. They are expected to sit quietly during morning announcements. At the end of class, students will be dismissed by their teacher or the supervisor on duty according to our new graduated exit procedures. Food or drink is not permitted in the classroom without the teacher’s permission. Electronic devices are expected to be off and away, unless a teacher gives permission to use them.

**Hallways:** Students are expected to walk quietly and in an orderly fashion in the hallways, keeping to the right and socially distance at all times, keeping 6ft distance from others. Students in the hallways during morning announcements are expected to stop and stand at attention for Oh Canada but not sing during Covid restrictions indoors. Students are not permitted to eat in the halls at elementary nutrition breaks due to safety, to avoid undue mess, clutter, and disruption to classes.

**School Grounds:** Students must stay in designated areas of the school grounds and are not allowed to leave the property. At recess, students will be assigned class zones on the yard which they will need to remain within to limit cohort contacts. Students must play within the zone their cohort has been assigned. All play structures will be closed to students until further notice. Please do not use the play equipment with your child after school while this equipment remains closed. Students are allowed to take off their masks once they exit the building but are encouraged to remain socially distant from their peers. Students should not enter the school without a staff member’s permission. At the end of recess, all students will proceed to their lines, maintaining social distance, and will be sent into the school via their outside classroom doors (see door assignments on the daily schedule above). Play on the school yard should reflect the list of positive behaviours on the previous page. No student should throw snowballs or use sticks or stones in any capacity while at school.
Students who need support in achieving the school expectations will be counseled by a staff member, possibly a school administrator. When assigning sanctions or consequences for student behaviour, a progressive discipline model will be utilized, and mitigating circumstances will be taken into consideration. Sanctions may include a discussion with a staff member, an apology, removal of privileges, withdrawal from class, the implementation of a contract, or a suspension in or out of school. For severe infractions, a student may be suspended, excluded, or even expelled.

**Dress:** At Egremont we encourage a positive school climate. We believe that appropriate dress helps to promote and maintain all of the afore-mentioned positive attributes of a school culture. Therefore, at Egremont we support the following Dress Code:

Clothing that is appropriate to the school atmosphere includes:
- items that are clean, neat and tidy
- tank/halter tops with wide straps
- hats (worn only outside)
- seasonally appropriate clothes

Appropriate clothing does not include those items having:
- slogans for liquor/beer companies
- offensive pictures or captions
- extensive ripped/torn material
- questionable exposure boundaries. The decision as to whether or not an item of clothing is appropriate rests with the Principal.

**Lunch & Recess**
- Students must remain seated while eating.
- Students are required to clean up after eating. We are practicing Boomerang lunches which means that all students must take home anything left over in their lunches. **Students will not be able to throw wrappers or uneaten food away at school due to Covid restrictions.** Liter-less lunches are encouraged. Please try to sent food items students can access and eat independently.
- No open foods and no drinks are allowed to leave eating areas.
- Students may leave the lunch area only when dismissed.
- While on the yard, students must get permission to enter school to visit washroom or to return inside.
- **ALL students must go out for recess so appropriate outdoor clothing is a must.** Please contact the school if you need help with the purchase of outdoor gear.
• Energy drinks can have a negative impact on students and can lead to a number of problems at school. We do not want students bringing energy drinks to school. We are supportive of healthy food and beverage choices that support healthy living.

• Students must not climb trees or sports standards.

• Rough or dangerous play is prohibited.

• Snowballing is strictly prohibited

• Areas that are out of bounds are:
  o beyond the fenced areas
  o front of the school
  o parking areas
  o properties adjacent to the school grounds

General

• Classroom furniture, texts and resources must remain free of student writing or markings.

• Students are expected to identify their books and handouts as directed by the teacher (including name and class).

• Desks must be kept neat and clean. Students are reminded that desks are school property.

• Students damaging the property of the school or others will be required to make restitution.

• The staff is not responsible for items such as MP3 players, games, cameras, discs, cell phones etc. brought to school by students for their use.

• Cell phones are permitted for use in the school building only with teacher permission (phone calls, texting, videoing, photographing). Breech of the school rule will result in the cell phone being taken for the day and kept in the office. Continued use of a cell phone within the building will result in the phone being confiscated and the parent being required to come into the school to pick up the device. We have telephones in every classroom at our school and our office staff is able to receive calls and ensure a call-back or that a message gets relayed to a student.

Inside School and Halls

1. While moving in the halls students are expected to:
   • keep to the right staying 6 feet apart
   • walk without interfering with others
• refrain from boisterous noise-making
• refrain from eating or drinking (except in designated areas),
• visit washroom only with a teacher’s permission
• record individual washroom visits on a classroom record (if required)
• refrain from chewing gum.

Electronic devices (e.g. PSPs, mp3 players, iPods and DVD players) should only be used with teacher permission and when they support student learning and do not distract from classroom learning. We can not be responsible for loss or theft of these items.

EGR School Procedures

Attendance Procedures (For the Safe Arrival Program, see Board Policy BP6810-D)

Regular attendance at school is an important component in student success. With the current Covid-19 pandemic however, it is very important that parents complete the daily Covid-19 Screening Survey available at https://bit.ly/3g7J2ef and that students remain at home if they are exhibiting any of the following symptoms or have been in contact with someone with Covid-19 or with respiratory symptoms :-

- Fever
- New onset cough
- Chills
- Unexplained fatigue
- Headache
- Sore throat
- Runny nose
- Stuffy or congested nose (new onset and not allergy related)
- Lost sense of taste or smell
- Difficulty breathing
- Difficulty swallowing
- Pink eye
- Digestive issues (nausea/vomiting, diarrhea, stomach pain)
- For young children, sluggishness or lack of appetite

Students must remain at home until they are symptom free, and parents are advised to see a medical professional or attend a Covid-19 Assessment Centre.

At EGR, we believe that regular attendance is necessary for student success, and as such we have developed careful procedures surrounding the monitoring of student absenteeism.
After an absence, a note must be brought to the office or a phone call made by the student’s parent or guardian, explaining the reason for absence. Ongoing and persistent absences will involve the Attendance Counsellor.

**Safe Arrival:**
If a child is going to be absent from school or if there is a change to the end of day departure, please let us know in one of the following ways:

- Call the office @ 519-334-3640, press 100 safe arrival and attendance (messages can be left 24 hours a day, seven days a week)
- Send a note to the office or in your child’s planner

Please include your child’s full name, grade, teacher’s name and the reason for their absence or change to the end of the day departure.

- Please notify the school by 9:00 am if your child is absent or late.
- **Please notify the school of a change in departure routine by 2:30 pm.**
- Bus manifests are finalized and printed at 2:30pm to ensure accurate information for dismissal time.
- Please ensure your child arrives on time to school as lessons begin promptly when the bell rings. Late students will need to come to the front entrance and buzz the office to be let in. The sign-in book will be in between the front doors on a desk for parents to sign students in. There will be markers on the sidewalk in front of the office that adhere to the social distancing protocol.
- Parents will no longer be allowed in the school. They are to use the buzzer at the front of the school (or knock/wave until our buzzer arrives). This will ensure that all students are accounted for in our daily attendance. Students will not enter the front office but will stand at the office door and confirm their name with the office manager, Mrs. Timmins as they come in the school.
- If a parent needs to pick up a student through the day the parent will need to call ahead of time to arrange the pick up time. Parents will wear a mask and wait outside the front entrance for their child. Until our buzzer system arrives, the parent will wave to our office manager or knock on the door to signal their arrival. ID may be requested to confirm the parent identity.
- Please note that if your child needs to be absent from school for an extended period, we require a note to file in their student record. We
strongly discourage planned absences during evaluation/examination periods.

- We ask that you do not accompany students onto the playground at any time. The school yard and the inside of the building are only for staff and students at this time.

**Illness at School**

Students who are unwell must not come to school until they are symptom free. If a student becomes unwell at school, they will be brought to the Health Room in the main office by the front entrance of the school and parents will be required to pick them up immediately. Public Health will be informed if the student displays more than one symptom of Covid-19, and contact tracing will be initiated if Covid-19 is suspected. Parents will be informed if a positive case of Covid-19 is confirmed. Students who are ill cannot go home on the bus.

**Bussing**

Students are expected to remain in their assigned seats and follow the instructions of the driver. Students in Grades 4-12 must wear cloth or non-medical masks at all times on the bus, and students in JK-Grade 3 are encouraged but not required to wear them. Students will be gradually dismissed by bus at the end of the day. They will line up by markers at 6’ distances in front of their bus. Once their attendance is marked by their bus monitor, the student will get on the bus. Students are expected to socially distance while they wait in their assigned bus area. Students are to sit on the bus with their family members. They are to sit in the same spot each day.

To ensure safety of everyone on the bus, students should not eat or drink on the bus and not shout or kneel on the seats. If students fail to follow the rules on the bus, the driver will inform the principal, and consequences may be given to students, including loss of bus privileges. A copy of the Bus Misconduct Report may be sent home to parents. All students receive bus evacuation training twice a year, and older students may be selected to be Bus Monitors and receive additional training for this important role.

Students who are assigned to a particular bus will only be allowed to ride on that bus in accordance with Board policy. Students who miss their assigned bus do not have the option of boarding an alternative bus. Transportation for birthday parties or sleepovers is the responsibility of the parent. The best way to remember this is, “One child, one seat, one bus”. In an emergency, you must speak to the principal.
If a student is off the bus one evening they are to wait outside the playground along the pick-up zone sidewalk.

Financial Assistance for Families

All athletics and school trips are cancelled until further notice. Participation in athletics and school trips can be expensive. As can purchasing proper outdoor gear for all weather. We at EGR would like to do our best to ensure that no student is unable to participate due to financial difficulty. However, we can only support you if you make us aware. All information will be kept confidential. If you need assistance, please contact the teacher or the principal. All conversations will be kept confidential.

Procedures for Resolving Conflict

In order for the school to respond to an incident or conflict, students must report any inappropriate or disrespectful behaviour to a staff member. School staff should be the first people you turn to in order to resolve conflict with another student. Even if this conflict took place off school grounds, it may impact the school climate and your ability to succeed or function appropriately at school. Reporting an incident is often difficult for students, but ensuring that adults are aware of the problem is usually the only way it becomes resolved.

Conflict between students comes in many forms, like verbal disagreements, name calling or physical altercations (pushing, shoving and hitting, for example). Some forms of conflict, like bullying, are serious infractions for which a principal must consider suspension (for other serious infractions, see the Board’s Safe Schools Policy BP 6820-D). Because the school takes such behaviour very seriously, it is important to know exactly what constitutes bullying.

According to the Ministry of Education (PPM 144), bullying is typically a form of repeated, persistent, and aggressive behaviour, directed at an individual or individuals that is intended to cause (or should be known to cause) fear and 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 (differences in size, strength, age, intelligence, economic status, social status, sexual orientation, gender, race, etc.) Bullying can take many forms. It can be physical (eg. hitting, pushing, tripping), verbal (name calling, mocking, or making sexist, racist or homophobic comments), or social (eg. excluding others from a group, spreading gossip or rumours). It may also occur through the use of technology (e.g., spreading rumours, images, or hurtful comments through the use of e-mail, cell phones, text messaging, internet websites or other technology).
EGR employs a comprehensive intervention strategy to address incidents of bullying, including appropriate and timely responses to all incidents, but school staff cannot respond to what they do not know! Please ensure that all incidents of inappropriate behaviour or conflict are reported to a staff member in a timely manner. It’s the only way we can keep our school a safe place for all!

**Change in Address**

All changes of address or phone numbers should be reported immediately to the school so that our records are up to date. This is extremely important in the case of emergencies. We must have an alternate phone number in case you can’t be reached. If this number changes please let us know. If an emergency arises, we need to be able to contact you or your emergency contact.

**School Community Council (SCC)**

School Councils are a requirement of the Ministry of Education. School Councils are an independent advisory body acting as a forum for all school community stakeholders which:

- Provide advice on action to be taken while respecting the responsibilities and duties of the principal, school personnel and the Board as outlined in the Education Act and in Board Policies
- Will help identify priority issues as outlined in the Min. of Ed. Program Memorandum 122 and provide advice to the school community members who may take action
- Will provide ideas and opinions to assist the Principal in making decisions which should reflect the views of the school community and what is best for the students
- Will maintain a school-wide-focus on all issues. Council meetings will not include discussion about individual parents, students, staff, trustees or other council members
- Minutes from Council meetings are posted on the school’s website and can also be received in paper form by contacting the school. Special notices and information coming from Council meetings will be shared through the school’s various media platforms.

Meetings will be held virtually until further notice. If you are interested in becoming a member of our SCC please call the main office to express your interest.

**Adverse Weather, Billeting and Bus Cancellation Procedures**

Bus cancellation information will be found at [https://www.mybrucegreyschoolbus.ca](https://www.mybrucegreyschoolbus.ca). If the school is closed, no students can attend. When the school is open but buses have been
canceled, parents must decide if their child will attend school that day. Transportation both to and from school on these days is the responsibility of the parent. If, due to adverse weather, buses are not able to return students to their homes at the end of the school day, students will be billeted to families in town according to the billeting information sheets submitted to the office at the start of the school year.

Excursions and Field Trips Procedures

All fieldtrips and excursions are cancelled at this point in time. When field trips do resume all students who plan to participate in excursions, sporting events or field trips off school grounds will be required to submit a completed and signed Parental Information and Consent for Field Trips form (AF 5603), as supplied by their teacher or coach. Students who fail to return completed consent forms will not be allowed to participate in extra-curricular activities off school property.

Procedures Surrounding Medication and Medical Attention

At the start of the school year, EGR will send home forms that must be completed by a parent or guardian updating the school on student health and medical conditions, as well as emergency contact numbers. Throughout the year, please inform the school of any changes to student medical information (new allergies, the need for epi-pens, a change in doctor's information, etc.) so that records can be updated accordingly. Parents or guardians must complete specific forms in order for any assistance to be given in the administration of medication at school. All medication should be transported to the school by parents or guardians so it reaches the office directly.

If a student has a critical medical issue, a parent must complete a written medical emergency plan, which must also be completed and signed by your child’s physician. If a student is required to take medication while at school, that medication must be kept in the original labelled container. Parents must complete the appropriate form for that medication to be administered by staff. Students who require asthma inhalers or Epipens should have those items with them at all times.

When a child has an accident or an altercation that results in a minor cut or bruise, he or she is sent to the office for immediate first aid treatment which may include cleaning the wound and a bandage if required. For an accident that we suspect to be of a more serious nature, the pupil will be brought to the office only if he or she is able to be moved. Immediate first aid will be given, and a parent or emergency contact will be phoned. If possible, arrangements will be made to take the student to the closest hospital. An adult, (a staff member, a relative or an emergency contact) will always accompany the child if the parent is
not available, or if the child needs to be seen before a parent can attend. In more serious cases, an ambulance may be called.

**Procedures for Storing and Protecting Your Property**

No locked locations are available to students so valuable materials and possessions should be left at home. These items are brought at the owner’s own risk. Do not leave valuables or large sums of money unattended. Valuables or money should not be left in clothes or backpacks in hallways. Students are expected to bring any misplaced or lost items found on school property to the main office, and to report any misplaced or stolen items immediately to a school staff member. The school cannot assume responsibility for lost or stolen goods, but will attempt to aid the student in their recovery.

Bicycles brought to the school should be stored against the wall by the main entrance and should not be ridden on school property. We do not have a bike rack for locking bikes at this time so bikes are left at the owner’s risk. Students must socially distance when placing their bike against the wall. They will have to take turns and step back until it is their turn and keep distant from other students entering the building. Scooters and hover boards are not allowed to be ridden within the halls or throughout the parking lot at any time, for safety reasons. Students must determine a safe location in consultation with their teachers.

To ensure the safety, visitors will not be permitted at this time. Any visitors to the classroom will be done in a virtual manner.

**Procedures for the Use and Care of School Property and Materials**

Students are responsible for textbooks, library books, sports uniforms, supplies and equipment loaned to them, and will be charged for loss (if not returned promptly) or damage.

**Procedures for Fire, Lockdown and Severe Weather Drills**

The fire alarm is a continuous loud sounding of the buzzers, which are located in the corridors. When the buzzers sound all students and staff must leave the building immediately, moving quietly and quickly toward the designated exits. Anyone who wilfully, without reasonable cause, pulls a fire alarm can be charged under the Criminal Code. The school will hold at least six fire drills each year to ensure that students and staff are familiar with the routine of exiting the building.
Throughout the year as well, the school will hold at least lockdown drills where students practice remaining quietly in a designated area of their locked classrooms, so as to not be noticed by a potential intruder. Staff and students are to immediately go into lockdown when the message: “This is a lockdown.” is broadcast over the PA system. Teachers will lock the classroom doors and remove the attendance lists. Everyone in the room must be seated away from lines of sight, and remain calm and quiet. The use of cell phones or any other electronic device is prohibited during this time, and you are to disregard school bells and alarms. If you are outside of the building when a lockdown occurs, do not enter the building. Move away from the school to a safe area. Remain in your secure location until released in person by appropriate personnel. Disregard any PA announcements saying that the lockdown has ended.

Severe weather drills will also occur once throughout the school year. When the announcement sounds on the PA system, students are expected to vacate their classrooms and sit with their classes in a sheltered area of the school. Once there, students should assume a protective position by kneeling on their knees and elbows with their foreheads on the floor and covering their heads with their hands. Students remain in this position until an announcement has been made that the situation has passed.

**Procedures Surrounding the Use or Possession of Illicit or Illegal Substances**

Alcohol, cannabis, or illegal drugs are not to be brought onto, or consumed on, school property during any school activity. Likewise students under the influence of or in possession of alcohol, cannabis or illegal drugs are not to be on school property. Police will be involved and suspensions will be issued should these substances be identified in connection with any student. Students requiring assistance with drug or alcohol dependency should consult a guidance counsellor, public health nurse or a community agency such as *New Directions Counselling Services* at 1-800-265-3133.

The Smoke Free Ontario Act states that it is illegal for anyone to sell, buy for, or give cigarettes or vape products to anyone under the age of 19. If you are caught supplying cigarettes or vape products you will be subject to a fine. Under the Smoke-Free Ontario Act, 2017, smoking tobacco or cannabis and vaping of any substance is also now prohibited on school property or within 20 metres of the school property; breaking this law could result in a heavy fine as well. The school does not make available a designated area for students to smoke or vape. To report someone supplying tobacco, cannabis or vape products to persons under 19 years of age, call the Grey Bruce Public Health Unit Tobacco Enforcement at 376-9420 or 1-800-263-3456, or the police, or speak to a school staff member.

**Breakfast Program Procedures**
Breakfast club will begin at the end of September. Breakfast Club will follow a Grab and Go model. Food in Grab and Go bags must be whole as in whole banana, whole apple. Food is not to be cut up.

**Elementary Food Contracts**

All food contracts (pizza, milk) have been cancelled at this time. Parents will be notified if/when this changes.

**Contacting a Teacher**

Parents wishing to contact their child’s teacher are encouraged to call the office or email the teacher directly through their board email address. Teachers will respond as quickly as possible. At the moment, all meetings will need to be done via phone or video conference. Please refrain from contacting the teacher at home, calling the teacher’s personal cell phone or engaging teachers in conversations about school issues in public venues. Teachers check voice mails regularly. Parents are encouraged to contact the teacher if any concerns may arise, as the partnership between school and home is valued. The Bluewater District School Board Communication policy requires that the first contact be with the teacher. If the resolution is not satisfactory, the second contact is the principal or vice-principal.

**Student Achievement**

*What students believe about themselves and their opportunities, and what their peers and the adults in their lives believe about them, significantly influences the choices students make and the degree to which they achieve their goals. The education and career/life planning program policy for Ontario schools is based on three core beliefs, namely that: all students can be successful; success comes in many forms; there are many pathways to success.* (Creating Pathways to Success pg. 9)

Evidence of student achievement is collected over time from three different sources: *observations, conversations,* and *student products.* Using multiple sources of evidence increases the reliability and validity of the evaluation of student learning (Growing Success: Assessment, Evaluation and Reporting in Ontario Schools (2010), Pg. 39).

Grade 1 to 12 evaluation is based on four achievement categories:

- **Knowledge and Understanding:** Subject–specific content acquired in each grade, and the comprehension of its meaning and significance
Thinking Skills – The use of critical and creative thinking skills and/or processes

Communications – The conveying of meaning through various forms

Application – The use of knowledge and skills to make connections within and between various contexts

Educators from grades 1 to 12 also report on progress in learning skills and work habits:

Responsibility
- I fulfill my responsibilities and commitments within the learning environment
- I complete and hand my work in on time
- I take responsibility for my behaviour

Organization
- I create plans and follow through with them
- I prioritize my work and use my time well
- I find, gather, evaluate and use information, technology and other resources to complete tasks

Independent Work
- I monitor, rethink and upgrade my work to achieve my learning goals
- I use my time well to complete my work
- I follow instructions without constant reminders

Collaboration
- I take on many roles and ensure work is shared equally
- I respect the ideas, opinions, values and traditions of others
- I help find solutions to conflicts and build group consensus
- I share my ideas and learning with others
- I ask questions to promote quality thinking and support good decisions

Initiative
- I seek out new ideas and take advantage of learning opportunities
- I am creative and take risks
- I have lots of questions, and I like to find the answers
- I feel confident trying new things
- I ensure fairness for everyone

Self-Regulation
- I set goals and work to achieve them
- I ask for assistance when I need it
• I know what interests me, what I am good at and what I struggle with; I use that understanding to help me learn
• I take advantage of learning opportunities and choices to achieve my goals
• I keep at it when the work is challenging

Adapted from Growing Success Assessment, Evaluation, and Reporting in Ontario Schools 2010, p 11

**Elementary Reporting Schedule**

**Progress Reports:**
Progress reports will be sent home in the third week of November. These are a summary of how your child is progressing to that point. Progress reports do not include marks. Parent teacher interviews will be held at the end of the third week (approximately) of November. The November Professional Development Day, as well as the evening before, is set aside for these interviews. You will receive information to schedule an appointment to discuss your child’s progress. You are encouraged to bring your child to these interviews. Please remember to return the report card envelope.

**First Term Reports:**
In February, you will receive the first term report. This report will contain marks and comments about the student’s progress academically and with respect to Learning Skills. If you wish to discuss this report with the teacher, please contact the teacher to set up an interview. Please remember to sign and return the parent portion of the report, as well as the report card envelope.

**Final Reports:**
At the end of June, you will receive the final report card for the year. This report will include marks and comments outlining your child’s progress throughout the year. Marks are based on the most recent, most consistent achievement of your child.

**Immunization**

The Immunization of School Pupils Act (1982) requires that all students be immunized against diphtheria, measles, mumps, poliomyelitis, rubella and tetanus, unless exempted by a statement of medical exemption or by a statement of religious belief. Failure to be immunized will result in suspension from school. Immunizations are tracked by the Health
Unit, not the school. The list of students who are not up-to-date will be provided to the school by the Grey Bruce Health Unit and suspensions will be issued based on the information provided. Parents must communicate with the Health Unit if they wish to discuss the suspension.

Doctors’ offices do not automatically send this information to the Health Unit. The Health Unit is required by law to have immunization records for all students registered in all schools. To ensure that all records up to date for your child, please notify the Health Unit of any immunizations given since your child has turned four years of age.

It is recommended to receive these boosters as soon after your child turns four, and not delaying until a later age. Immunization protects children from many serious diseases that are easily spread in schools.

You can do this by: Scanning the yellow immunization record and emailing to immunization@publichealthgreybruce.on.ca; Fax to: 519-376-7782 or Call: 519-376-9420 or 1-800-263-3456

Kindergarten Registration

Early Kindergarten registration for the next school year is held each year in October or November. Watch for the dates being announced and please share with any families who have children who will be starting JK in the following school year. This year, the system will be different due to Covid. At any time from the beginning of the school year, you call the office to be sent an electronic registration package. Or you can arrange a time to pick up a package at the front door. Buzz (or knock) when you arrive. We will continue to accept registrations throughout the year, even if you miss the early registration date.

Accident Insurance

The Bluewater Board does not carry accident insurance for students. Student Accident Insurance is available to parents, at low cost, to provide benefits for dental injuries and other accidents that may occur through participating in sports and other activities. The basic insurance can be purchased for as little as $3.50/year to cover accidents that occur during school hours. A package will be sent home each September.

Concussion Management

A concussion can have a big impact on how you think, how you feel, your actions and physical abilities. Symptoms may occur right away, or days and even weeks after hitting your head. You could experience headache pain, find it hard to concentrate, have blurred
vision, become forgetful or really tired, you could even be sensitive to light, feel dizzy or unbalanced, become more emotional or sad. You may experience any one of these symptoms or a combination of them. These are all signs that your brain needs more time to heal and you may not be ready for school or physical activity.

The concussion management procedure (AP 6814-D) provides a detailed outline to allow students and parents to be part of “Return to Learn” and “Return to Physical Activity” process. Whether you hit your head at school, or on the weekend please keep your teachers and school administrators informed about what happened and how you are feeling. Students are required to work through the “Return to Learn” and “Return to Physical Activity” steps prior to returning to class and physical activity. These steps include consultation with a medical professional to confirm symptoms have subsided.

**Internet Access Policy**

When using school technology (such as computers, tablets, printers, digital cameras, and other technology), the following requirements must be met:

- Follow the board’s Safe and Accepting Schools policy, the school’s Code of Conduct, administrative procedure AP2820-D “Student Internet Access” and model the Bluewater District School Board Character Attributes;
- Parents/guardians/students acknowledgement and agreement of the appropriate use is required for internet access;
- Elementary students/parent(s)/guardian(s) are required to submit the Elementary Information and Technology Acceptable Use Agreement form annually, and secondary students are required to acknowledge that they have read, understand and will comply with the Acceptable Use Agreement pop-up window two (2) times per year;
- Students must always ask permission before using school technology;
- Students must treat all school technology with respect;
- Students may only visit Internet websites for educational purposes as assigned and monitored by teachers;
- Good manners and respect must be used when sending e-mails or messages to anyone on the computer;
- Students must respect others’ privacy and personal information when using school/Board technology;
- Students must tell a teacher right away if there are problems with a computer;
- Students must tell a teacher right away if something they see on the computer screen makes them uncomfortable;
- Computers must be shared fairly if students are working with a partner;
- Students must only use their own login, unless their teacher tells them to use a different login; and
- Students must keep personal information private (e.g., not publishing photos, names, addresses, or phone numbers on the internet, including the name and address of the school).

## Community Services

<table>
<thead>
<tr>
<th><strong>CHOICES: Drug and Alcohol Counselling for Youth</strong></th>
<th><strong>Y Community &amp; Employment Services</strong></th>
<th><strong>Kids Help Phone</strong></th>
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</thead>
<tbody>
<tr>
<td>Owen Sound</td>
<td>1-800-265-3711</td>
<td>1-800-668-6868</td>
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<tr>
<td>519-371-5487 or 1-800-265-3133</td>
<td>Hanover 519-364-3163</td>
<td>Website: <a href="http://www.kidshelpphone.ca">www.kidshelpphone.ca</a></td>
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<td></td>
<td>Walkerton 519-881-4606</td>
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<td></td>
<td>Owen Sound 519-371-9222</td>
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<tr>
<td></td>
<td>Website: <a href="http://www.ymcaowensound.on.ca/">http://www.ymcaowensound.on.ca/</a></td>
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<tr>
<th><strong>Keystone Child, Youth &amp; Family Services</strong></th>
<th><strong>Crisis Intervention Team</strong></th>
<th><strong>Bruce Grey Child &amp; Family Services</strong></th>
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<tr>
<td>845 2nd Ave., East Owen Sound, Ont. N4K 2H2</td>
<td>Owen Sound Hospital 519-376-2121 ext. 2450 or 1-888-525-0552</td>
<td>1-800-789-3133</td>
</tr>
<tr>
<td>519.371.4773 or 800.567.2384 Website: <a href="http://www.keystonebrucegrey.org">www.keystonebrucegrey.org</a></td>
<td></td>
<td>1-800-263-0806</td>
</tr>
<tr>
<td></td>
<td>Website: <a href="http://www.keystonebrucegrey.org">www.keystonebrucegrey.org</a></td>
<td>Email: <a href="mailto:grey@cas.gov.on.ca">grey@cas.gov.on.ca</a></td>
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<tr>
<th><strong>Community Mental Health Team</strong></th>
<th><strong>Grey Bruce Health Unit</strong></th>
<th><strong>Community Network Support Team</strong></th>
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<tr>
<td>1-877-470-5200</td>
<td>Owen Sound 519-376-9420 or 1-800-263-3456 Website: <a href="http://www.publichealthgreybruce.on.ca">http://www.publichealthgreybruce.on.ca</a></td>
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<td>Website: <a href="http://www.ymcaowensound.on.ca/">http://www.ymcaowensound.on.ca/</a></td>
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<tr>
<th><strong>Sexual Assault &amp; Partner Abuse Care Centre</strong></th>
<th><strong>Victim Services of Bruce Grey &amp; Owen Sound Inc.</strong></th>
<th><strong>Lesbian Gay Bi Trans Youthline</strong></th>
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<tr>
<th><strong>Pride and Prejudice Youth Group</strong></th>
<th><strong>The Women’s Centre of Grey and Bruce Inc.</strong></th>
<th><strong>Women’s House Serving Bruce &amp; Grey</strong></th>
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**Community Services**

**Website:** [http://www.ymcaowensound.on.ca/](http://www.ymcaowensound.on.ca/)