



# **Gosfield North Public School**

**302 County Rd. 27  
Cottam, ON  
NOR 1B0  
519-839-4811**



**Pam Badiuk, Principal  
Meredith McGrory, Vice-Principal  
Kate Kavanaugh, Secretary  
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**Website: [www.publicboard.ca/schools/gosfieldnorth](http://www.publicboard.ca/schools/gosfieldnorth)**

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## **Bell Times and Schedule 2021-2022**

**Start of the Day: 8:15 a.m.**

**1<sup>st</sup> Activity Break: 9:55-10:15 a.m.**

**1<sup>st</sup> Nutrition Break: 10:15-10:35 a.m.**

**2<sup>nd</sup> Activity Break: 12:15-12:35 p.m.**

**2<sup>nd</sup> Nutrition Break: 12:35-12:55 p.m.**

**Dismissal: 2:35 p.m.**

**This agenda belongs to:**

NAME: \_\_\_\_\_

## GOSFIELD NORTH PUBLIC SCHOOL: Student/Parent Agenda A to Z

### ALLERGIES

Gosfield North Public School is an **Allergy Sensitive School** and there are a number of students in our school community who have severe, and in some cases, potentially life threatening allergies. In order to provide a safe learning environment for all, **please help by not sending any products that contain peanuts, sesame seeds or other nut products to school.** We have others with sensitivities to egg products, aerosol sprays and perfumes. Aerosol sprays and perfumes are not to be used at school.

### ATTENDANCE

Research shows that student success in school is directly tied to attendance. Students are expected to be in attendance each day school is in session and arrive on time, except for personal illness, medical appointments or family emergencies. Where possible, please plan family vacations to overlap with school holidays. School starts with the announcements at 8:15 a.m. ***Please note that with the current increased health concerns it is imperative that students not arrive at school any earlier than 8:00 a.m., when supervision is available.*** Students arriving after the bell at 8:15 a.m. are late and must receive a late slip from the office prior to going to class to ensure they are recorded in attendance. For your convenience, you can leave attendance messages on the school answering machine at 519-839-4811 at any time of the day or write a note in the student agenda if your child is going to be late or absent. If students are being picked up throughout the day, they must be signed out at the office by the parent/guardian prior to leaving the school. **We encourage parents to use Edsby to communicate absences for students.**

### BICYCLES

Due to the fact that the school is situated on a busy road and this poses a safety concern, students are not encouraged to ride their bikes to school. If parents choose to have their children ride their bikes, we expect that students wear approved bicycle helmets and that they follow the rules of the road. It is the responsibility of the parent to ensure that their children have this safety equipment. Students are not allowed to bring motorized scooters to school.

### BULLYING

At Gosfield, we are committed to preventing bullying and will deal with incidences of bullying when they occur. We believe that bullying is typically a form of repeated, persistent and aggressive behaviour. Bullying is intended to cause fear, distress or harm to another person's body, feelings, self-esteem, or reputation. Bullying usually occurs in a context where there is a power imbalance. In order to effectively deal with bullying behaviour, please encourage your child to report specific incidents and details to school administration or to their teacher.

### BUSING

Appropriate bus behaviour is expected whether students are travelling to/from school or on a field trip. Upon entering the bus, students must sit safely and remain seated for the entire bus ride. Loud noises, eating, drinking and chewing gum are not permitted. Riding the bus is a privilege and the school works closely with the bus company to ensure a safe bus ride for all students. Bus drivers report inappropriate behaviour to the school on discipline forms. The bus company does retain the right to remove the privilege of riding the bus due to inappropriate behaviour.

In the event of a bus breakdown causing a delay, please visit the following link to obtain information on the bus route: <https://geoquery.buskids.ca/Cancellations.aspx> or see the BusKids link at the bottom of the Gosfield North School website.

**Bus patrols:** They provide an important function, as they are there to assist the bus driver. They do not discipline students or write bus discipline reports. The bus patrols know that their position is a privilege and it can be removed if required.

## **CASH ONLINE**

Parents are encouraged to sign up for School Cash Online, which provides the convenience of paying for school related events, items, food days, etc. through the internet. Information regarding sign up is available through the link [www.publicboard.ca/parents/school-cash-online](http://www.publicboard.ca/parents/school-cash-online) which is also available on our school website. Please contact the school secretary if you need more information about registering.

## **CODE OF CONDUCT**

### ***Student Expectations:***

Pupils are expected to meet the requirements for pupils as legislated in Section 23 of Ontario Reg. 298-“Operation of Schools - General”.

23 (1) A pupil shall: (a) be diligent in attempting to master such studies as are a part of the program in which the pupil is enrolled; (b) exercise self-discipline; (c) accept such discipline as would be exercised by a kind, firm and judicious parent; (d) attend classes punctually and regularly; (e) be courteous to fellow pupils and obedient and courteous to teachers; (f) be clean in person and habits; (g) take such tests and examinations as are required by or under the Act or as may be directed by the Minister; and (h) show respect for school property.

**School Rules:** Rules are necessary to protect the safety and welfare of the school community and to maintain a positive school atmosphere. All Greater Essex County District School Board buildings and properties are smoke-free. Students are not to have cigarettes, matches or any other smoking materials at school at any time. Drugs and alcohol must not be brought to school at any time.

Students are not permitted to threaten other people or use profane, abusive language or offensive gestures. Weapons or explosive devices including fire crackers or fireworks are not to be brought into the school at any time. Bringing any of these items to school will result in a suspension and possibly police intervention. Students are not to engage in activities or actions which may result in injury to themselves or others. Fighting anywhere on school property, on the bus, or off property at school functions is not allowed.

**Interventions & Consequences:** When students make mistakes, an effective discipline policy assists students in learning from their mistakes so they are not repeated. Actions and consequences may include: warning, interview with the student and/or parent, phone call home, detentions/timeout, withdrawal from class, pupil-teacher contract, contact with student/parent, removing privileges such as participation in school events or extra-curricular activities (choir, band, teams), requiring restitution such as clean-up or repair work (Community Service), help from outside agencies such as: The Teen Health Centre, Children’s Aid Society, etc., involvement with the police, suspension from school, exclusion from school and expulsion from school (this action is taken at the Board level).

While every effort is made to communicate discipline issues with parents, time does not always permit reporting of each issue. Please remember that a student’s interpretation of events may differ from other accounts. Should you have questions about an incident or concerns, please do not hesitate to call the school.

**Office Referrals:** Students who are asked to leave the room by a teacher are asked to leave promptly and go directly to the office and meet with the Principal or Vice-Principal. Teachers are responsible to provide information to the office (verbally/incident report sheet). Students who are sent to the office for misbehaviour are not to return to class or leave the building without the permission of the Principal/Vice-Principal.

## **COMPUTER USE**

As part of your child's education, students attending Greater Essex County District School Board schools will have an account on the computer network installed at Gosfield North Public School. This account is provided for the exclusive use of your child during the school year to provide a resource to enhance the learning environment and to make available various electronic resources. Each student must review and accept the Acceptable Use Agreement for use of the school's devices and wireless network. Students who misuse devices may have restricted access.

**Violations:** Violations of the Acceptable Computer Use will be dealt with by school administration. Students found in violation of this agreement will face disciplinary action which may include: suspension from the school computer network, revoking access to the school computer network, suspension from school, paying the cost of any damages/losses resulting from the student's inappropriate use of the resources and referral to police.

***\*Note that for this year to ensure health standards are met, students will not be sharing technology. Students are welcome to bring their own device to school.***

## **CONCUSSION PROTOCOL**

Ensuring the safety of all students is a top priority for the Greater Essex County District School Board. To this end, schools will practice safe and consistent measures to address the needs of those students with a suspected and/or diagnosed concussion. Schools within the GECDSB follow the procedures outlined through the Ontario Physical and Health Education Association (OPHEA). Please note the following responsibilities of parents/guardians:

- To put the health and safety of their child first
- To cooperate with school personnel when they are informed of a possible concussion to their son/daughter/ward
- To monitor their child after a suspected concussion
- To act on information provided by teacher/coach/supervisor
- To complete paperwork and getting the required signatures from medical professionals as outlined in AP-AD-56
- To inform school personnel if a student is diagnosed with a concussion due to injury outside the school
- To follow "Return to Learn" and "Return to Play" plans

Please see the following link for more information:

[www.publicboard.ca/Parents/Supports/Concussion/Pages](http://www.publicboard.ca/Parents/Supports/Concussion/Pages)

## **DRESS CODE**

To ensure a positive and productive learning environment, a consistent, yet practical dress code is needed in a school.

**Footwear:** It is important that children wear proper shoes at all times. Close-toed shoes with full backs, such as running shoes, are recommended for safety purposes. Should there be a need to evacuate the school, the students need to be able to do so, quickly and safely, with appropriate footwear on their feet. Flip-flops are often unsafe and therefore are discouraged for student footwear.

**Clothing:** Student clothing must be protective against all kinds of weather (sun, rain, etc.) and must be appropriate for the school's learning environment. Clothing in which the stomach or back is exposed (muscle shirts, racer back, tube or halter tops, etc.) may not be worn to school. Shorts must fall below the mid-thigh or at fingertip length. Shirts must fully cover and fall below the waist area enough that the student may move freely without the midriff being exposed. Summer/sleeveless shirts must cover the shoulder with a strap width of at least three adult fingers. Skirts/dresses must be a length that allows the student to move freely without being revealing. Typically this is no shorter than fingertip length. Under garments must not be visible. Students wearing unsuitable clothing will be asked to change into attire

that is more appropriate. Progressively escalating consequences may be required if the issue persists. Clothing that contains swearing, violence, nudity, alcohol, drugs, racial or gender slurs and negative social messages, as determined by the school, are not to be worn. Gym attire should be worn for Physical Education classes. Hats, coats, boots and other outdoor attire should not be worn in the classroom. Students are expected to remove hats and hoods upon entering the building.

The decision as to the appropriateness or inappropriateness of student dress will be at the discretion of the Principal/Vice Principal or his/her designate.

**Head Gear:** Head gear including hats, toques, baseball caps and bandanas are not to be worn within the school setting by boys or girls other than for religious and/or cultural reasons and for special circumstances (hat days, track and field, etc.).

## **EMERGENCY PROCEDURES**

Each year, the school is required to perform 3 Fire Drills in the fall and 3 in the spring, as well as, 2 Lockdown Drills. Teachers review the emergency procedures for their class during the first week of school and throughout the school year. Advance notice for drills is not communicated to students in order to prepare them for emergency situations, however, administration and staff debrief with students after each drill to ease any concerns.

## **ENTRY and DISMISSAL**

*Children are to enter the school as soon as they exit the bus and they are to go directly to their classroom. Kindergarten students will meet in their designated class area on the primary yard. Primary students will enter at the front of the school and proceed directly to their classrooms. Junior students will enter through the middle front doors to access the junior yard. They will line up for staggered entry into the building. Intermediate students will line up in their designated class area on the intermediate playground prior to a staggered entry into the building. They are expected to have all their materials with them at the 8:15 bell so that they are prepared for the day's activities and ready for attendance. When they are dismissed, they are expected to leave the building and property promptly unless they are under the supervision of a teacher. Students will be called for dismissal by bus number so that families will board the bus together.*

## **HANDWASHING**

*Students are required to sanitize their hands prior to school entry. All classrooms have either sinks or hand sanitizing stations. Students will be required to wash their hands before and after outdoor and indoor nutrition breaks. Students will also wash/sanitize their hands prior to dismissal.*

## **HOMEWORK**

Homework is a learning activity that should increase in complexity with the student's maturity and should assist in the mastery or revision of skills and stimulate interest in learning on the part of the students. JK to grade 2 students should generally not have homework. Parents may support their child's program by encouraging reading for pleasure and by reviewing writing and math skills through simple games and activities. By the end of grade 3 and up to grade 6, students should have approximately half an hour of homework per night with additional work for special projects from time to time. Grade 7 and 8 students should have between 30 minutes to an hour of homework per night with additional work for special projects from time to time. When assigned, homework is expected to be completed by the due date established by the teacher. Questions or concerns about homework should be brought to the attention of the teacher.

## **INCLEMENT WEATHER**

*No bus days:* We encourage students who can safely travel to school to attend school on these days, but attendance is a parent's decision. Please listen to local radio stations for information or visit the Board website at [www.publicboard.ca](http://www.publicboard.ca) and scroll down the page to the buskids link. **If buses are cancelled in the morning due to winter weather conditions such as snow, ice, etc., they will not be running after school. If buses are cancelled in the morning due to fog, they will run in the usual manner in the afternoon.**

## **LATCH KEY**

Gosfield North Public School has an independent latch key service that operates at the school. The provider is "Discovery School Based Childcare" and contact information is 519-733-8202. Parents should park in the parking lot to drop off/pick up their children.

## **LIBRARY RESOURCES**

Students are able to access many online resources through the GECDSB Virtual Library. Please take advantage of the extensive opportunities available for our students.

## **LICE (Pediculosis)**

The school may choose to have a third party enter the school to assist in the control of head lice. However, lice tend to be an on-going challenge and it is important that you check your child's head on a regular basis. Please notify the school whenever an outbreak occurs and we will contact the parents in your child's class and the classrooms of siblings to the best of our ability. It is by working together that we can control these outbreaks.

## **MASKS**

*Students in Grades K-8 will be required to wear masks on the bus and in the school. They may remove their masks for recess and while eating. Please note that students will either eat at the first half of nutrition break or the second half. This will ensure that students are eating in a smaller cohort group. Students will also be able to store their mask during outdoor gym time. Students should bring a baggie to allow for safe storage. Teachers will also have extra child size masks should a student lose his/her mask.*

*\*Please note that the mask protocol is subject to change based on the Board of Health Guidelines.*

## **MEDICATION**

The GECDSB has set a policy for administering **any** medication by school personnel. **All medication taken by a student at school must be kept in the office and be in a pharmaceutical container. All medication must be accompanied by written authorization from the physician indicating appropriate dosage. Forms are available at the office.**

## **MILK**

Milk orders are placed each month through cash-on-line and milk is sold on a per month basis. Milk is delivered daily during the second nutrition break to those students who have ordered for the month. If you require a paper copy of the order form, please contact the office.

*\*All milk and lunch orders will resume*

## **SCHOOL COUNCIL**

The School Council at Gosfield is very active and supports student achievement. All are invited and encouraged to attend. A wide cross-section of the school community is preferred for a School Council to be effective. The School Council provides a forum for people within a school community to work together to develop common goals and plans to support the students. Fundraising is also a priority of our School Council and we are always looking for interested individuals to contribute their expertise to the school community.

*During this time, School Council will meet virtually using TEAMS.*

## **PHONE USE**

The school phones shall be used by students only in special circumstances, such as in the case of an emergency, and in all such cases, permission must be granted by staff and/or office personnel. Students should not be using cell phones to contact parents without teacher permission and phones are never to be used to take pictures of others without permission or while in private areas such as washrooms, change rooms, etc. Parents are asked to contact the office should they need to get a message to their child.

## **PHYSICAL EDUCATION**

This is an extremely important program and every student is required to participate. Any exemption will require a certificate from a family physician. All students must have the appropriate clothing and shoes. Students are not permitted to wear jewellery, watches, necklaces, etc. during physical education for safety reasons.

At this time, physical education will occur outside.

## **PLAYGROUND**

Our playgrounds are a place where our students enjoy themselves in a safe way. We encourage children to be friendly to others and realize that our students have safe fun when they:

- Follow the **Hands Off, Respect On** motto – students are asked to keep their hands and feet to themselves.
- Use appropriate language and refrain from swearing and using abusive language.

*The playground equipment is closed for this year, unless otherwise informed. Students cannot share equipment at this time. Recess areas will be designated to ensure that classroom cohorts remain a safe distance from students from other classrooms.*

For safety reasons, students will not be permitted to wear hanging chains, dangling jewellery or have loose coat/hat strings while on the equipment. Flip-flops, crocs or other loose fitting shoes are not to be worn on the playground equipment. These shoes have been identified by Health & Safety as inappropriate wear for equipment due to injury.

## **SAFE WELCOMING**

GNPS has a number of students with delicate custody situations and/or students with safety concerns. For the safety of all students and staff, the school doors will remain locked during the school day. **All parents, visitors and guests wishing to enter the school must do so through the front doors only.** Visitors must sign in and provide a phone contact.

*In accordance with the Health Unit, at this time visitors are allowed into the building by appointment only. Please contact the school. Staff will be happy to support by phone, through online meetings or by a scheduled appointment.*

## SCHOOL TEAMS

School teams in some sports may be established during the year. To represent Gosfield on a school team is a privilege that is granted to those students who have earned it. Others with whom you come in contact will judge our school by the way that you behave and act. To this end, only those students who conduct themselves appropriately, regardless of athletic ability, will be allowed to join school teams. The coaches have the ultimate decision regarding who is on the team and determining the amount of playing time for the players. Students who do play on sports teams will need to sign a code of conduct for each team on which they participate.

*Sports teams are currently suspended unless otherwise informed by the Health Unit.*

## STUDENT PICK-UP/DROP OFF

Please call ahead to the office when you are arriving at the school and follow the expectations as noted in other areas of this agenda for student pick up and drop off.

***Kiss and Ride:*** The Kiss and Ride Program operates each morning from 8:00 a.m. to 8:15 a.m. We are fortunate to have dedicated parent volunteers who supervise the safe drop off of students. New volunteers are always welcome. Please phone the school office if you are interested in volunteering.

***For the safety of our families and volunteers, students arriving by car will be directed by the adult on duty to move to their designated grade area. Parents are asked to remain in their car unless a young child requires assistance with a car seat. The adult on duty will cannot assist with opening car doors. Parents are asked to wear a mask if they need to be outside to open the car door. Thank you for respecting safe physical distancing.***

## TECHNOLOGY IN SCHOOL

The Greater Essex County District School Board recognizes that personal communication and computing devices such as cellular phones, Smartphones, laptops, netbooks or other electronic communication and computing devices have value and can be used effectively to support learning, however, within the confines of the school environment, their use has the potential to be disruptive when it undermines the integrity of an individual's right to privacy, adversely affects the quality of teaching or learning, and/or interferes with the safe and efficient operation of the school.

The use of technology within the classrooms is determined by the classroom teacher as it relates to student learning. Students should not be using personal devices while outside on recess or during eating time as we support an active and social activity break.

Students and parents will also have access to Edsby, a Learning Management System that is accessible through Office 365. Edsby will contain an area for a class calendar, messages from the teacher, classroom resources and provide another way to communicate with your child's teacher. Staff will also use Edsby to collect daily attendance.





## **THREAT RISK ASSESSMENT (VTRA): FAIR NOTICE AND PROCESS**

What behaviours warrant a Student Violence Threat/Risk Assessment? A Student Violence Threat/Risk Assessment may be initiated when behaviours include, among other activities: serious violence or violence with intent to harm or kill, verbal/written/internet based threats to harm or kill others, possession of weapons (including replicas), bomb threats and fire setting.

## **TEXTBOOKS AND LIBRARY BOOKS**

The school textbooks are loaned to the student for one year. It is the student's responsibility to keep the book in the best shape possible. We are fortunate to have many resources in our library to enhance the learning for all students. Parents are urged to remind their children to return their library books and textbooks. Parents are responsible for reimbursing the school for missing or damaged books.

***Please note that once library exchange begins, books will be given directly to a student. Upon return, books will have a 48 hour hold time before returning to circulation. Library books will be delivered to students.***

## **WEBSITE**

The school website is a great place to find information regarding many school activities/events. On the website, you will find copies of the student handbook, School Council meeting minutes, our EQAO results, information updates on the Principal's Blog, School News, EDSBY messages and more. Check the school website at [www.publicboard.ca/schools/gosfieldnorth](http://www.publicboard.ca/schools/gosfieldnorth) for regular updates.

## **WINTER WEATHER**

Although outdoor recess will be the norm, students will remain indoors on days when the temperature, as identified by Environment Canada, falls below -28 Celsius. Winter weather conditions are monitored throughout the day for student safety. Please ensure that your child is dressed appropriately for the weather conditions.