

# Humphrey Public School



## School Handbook 2021-2022

120 Hwy 141  
Seguin, Ontario  
P2A 2W8  
705-732-4801

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# Routines and General Information

## School Day Routines:

8:15	Office opens
8:30	Supervision begins – students may arrive at this time
8:45	Bell rings and the day begins
8:45-10:45	Instructional Block “A”
10:45-11:25	Nutrition Break
11:25-1:25	Instructional Block “B”
1:25-2:05	Nutrition Break
2:05-3:05	Instructional Block “C”
3:05	Dismissal Bell
3:30	Office closes

## Covid 19 School Management Protocol

The province released the provincial protocol [COVID19: Health and Safety Measures at School](#). This resource, in addition to our [NDSB Reopening Guidance for Schools](#), contains the procedures and requirements schools will follow to support safe in-person learning for students and staff and the processes to follow in cases of suspected and confirmed cases of COVID-19.

All students and staff are required to do a self-assessment screening at home prior to coming to school. A checklist to support this screening can be found at [COVID-19 screening tool for students and children in school and child care settings](#). Students presenting any signs/symptoms of COVID-19 are to stay home.

If a student is presenting with signs and symptoms of COVID-19 at school, they will be isolated immediately, and the parents/guardians will be called for a pick-up. Parents will be informed at that time of the necessary next steps for their student as directed by the local health unit.

## Mask Use

Students in Grades 1 to 8 will be required to wear masks indoors on school property. Students may wear their own non-medical masks, and non-medical masks will also be made available for students. Students in JK and SK will be encouraged to wear masks indoors. All students must wear a mask while riding the school bus.

## **Emergency Evacuation Sites**

In the case of an emergency evacuation or buses cannot safely enter school property, our evacuation site is:

**Humphrey Arena – 15 Humphrey Drive**

If the Humphrey Arena is unavailable:

**Foley Community Centre – 60 Rankin Lake Rd.**

## **Safe Arrival**

In compliance with the Safe Schools Act, parents are asked to call the school office at (705) 732-4801 to let us know if their student is absent from school. We have voice mail access so that messages regarding student attendance can be left after hours. If we do not receive a call, we will contact the parents/guardians of absent children.

## **Attendance and Lates**

Regular attendance is an important factor in achieving academic success. Please follow safe arrival procedure for reporting absent students. If your student is arriving to school late, please ensure that they sign in with the secretary in the office before reporting to class. Persistent lates and absences will be addressed by the classroom teacher and then followed up by administration and the attendance counselor.

## **Picking Your Child Up At School**

If you are picking your student up at the end of the day, please make sure that we know well in advance. Please phone the school or send an electronic message to the teacher or office staff. If you are sending an electronic message, please ensure that you have received a response to confirm that the information has been received. This will provide us with adequate time to make adjustments to bus attendance lists and ensure the safety of your student at dismissal time. If you call or arrive at the last minute it is difficult to ensure that your student, their teacher, the bus driver etc. will all know in time that a change has been made. Also, we ask that if you are coming to pick your student up that they meet you at the front walkway in the parent pick-up loop. To ensure student safety in the parking lot area, students are not permitted to enter the parking lot unless accompanied by an adult. Finally, if you are picking up your student at any time during the day, please phone the school when you have arrived in the parking lot or buzz from the front entrance and a staff member will accompany your student to the front door. Older students who do not require adult accompaniment will be asked to sign out in the office before exiting the building.

## Role of Students

The responsibility of students increases as they advance through elementary school. Having a good attitude and a willingness to work hard will enable them to develop the necessary skills, knowledge, creativity and personal qualities which will foster personal success. Students are expected to actively participate and engage in the thinking and learning opportunities that their teachers and educators provide for them.

## School Boundaries

During school hours, students will remain within the boundaries of the school yard. The school yard is divided into 2 play areas (JK-Gr3; Gr4-Gr8). Students are only permitted to leave the property on an organized, supervised classroom walk or excursion. The bus loading area is at the front of the school. Therefore, parking is not permitted in this area.

## Allergies/Anaphylaxis

Humphrey School has anaphylactic students, as well as staff and students who have serious medical reactions to scents. We ask that no nuts/nut products (including may contain nuts) be brought to school. Please note that although “Wow Butter” is a soy substitute to peanut butter, sandwiches made from this spread are not permitted as it resembles peanut butter and is difficult to differentiate. Pre-packaged, sealed products containing “Wow Butter” are permitted ie. Bear Paws. We ask that no strong scents, such as deodorants, essential oils, sprays, perfumes and colognes be worn. This applies to not only our Staff and Students, but to everyone entering our school. We cannot stress enough how important this is and we appreciate the continued support of our community. At this time, the following food items are not permitted at Humphrey Public School due to life threatening conditions:

- All Nuts (peanuts, almonds, cashews, etc.) and nut products (including “may contain” products)
- Soy products that look and smell like Peanut Butter (ie. Wow Butter); unless pre-packaged and sealed

**Please note that this list will be updated at Humphrey as families identify life-threatening allergies.**

## Medication

If your student requires prescription or non-prescription medication during school hours, please notify the secretary to provide the necessary authorization and medical forms. We require any medication, whether prescription or not, to be stored in the office; except where Epi-pen, Asthma inhaler and diabetic protocols have been put in place. Please ensure that medication is in its original container and is clearly labeled with your student's name and instructions for use. For the protection of all staff and students, school personnel will confiscate unauthorized medication found in the possession of a student. Additionally, if you administer prescription medication to your child on a regular basis, it would be helpful for staff to know.

## Fire Drills and Evacuation

The fire alarm is a loud, continuous beep. Students are to walk, quietly in single file while maintaining physical distance, to the exit indicated on the poster in their classroom. Students will file outside with their teachers and remain in a quiet row as they await the taking of attendance by the teacher. In the event of a true emergency and school closure is warranted, students will be taken to an alternate shelter, Humphrey Arena, and parents will be contacted. In the event Humphrey Arena cannot accommodate us, the alternate evacuation site is the Foley Agricultural Hall (60 Rankin Lake Road).

## Lock-Down Drills

Lock-down drills will be held twice a year. Any students, staff or volunteers in the hallway are to go to the nearest classroom. Classroom doors and windows will be locked. Students will remain quietly in the classroom while attendance is taken. Doors will be unlocked from the hallway once the drill is over. In order to comply with Public Health Unit recommendations, modified drills will be conducted by classroom teachers in order to promote physical distancing. Classroom teachers will inform families when a drill has occurred.

## School Messenger Broadcasts

School Messenger Broadcasts is a messaging service that will contact you by telephone and/or email to provide updates, reminders and information about activities and events happening at the school and within the Near North District School Board (NNDSB). Please ensure that you update your contact information with the school office should it change throughout the school year.

## School Cash Online

School Cash Online provides you with the convenience of paying online for school items such as food orders, trips, clubs and other events. You only need to register your student once during their academic years with the Near North District School Board. To set up an account:

1. Visit <https://nearnorth.schoolcashionline.com>

2. Register by selecting “Get Started Today” and follow the steps.
3. A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account. The confirmation link will open the School Cash Online site.
4. You will need your student’s OEN number, which can be found at the top of your student’s report card. The OEN number is 9 digits long. If your child is in JK or if you are unable to locate the OEN number, please contact the school office for assistance.
  - a. The school board name will already be selected
  - b. Select the school name
  - c. Enter your child’s OEN number, legal last name and birth date
  - d. Select **Confirm**
  - e. On the next page confirm that you are related to the child, select the relationship, check in the agree box and select continue.
  - f. Your child has been added to your account
5. If you have more students, select “**Add Another Student**” option and repeat the steps above. 5 students can be added to one parent account. If you do not wish to add additional students, select “**View Items for Students**” option. A listing of available items for purchase will be displayed.

Please Note: If you have any questions during the registration process or while shopping online, please select the **SUPPORT** option in the top right-hand area of the screen.

### Food Orders

Food orders are postponed until further notice.

### Snack Program

Snacks are available for students who are hungry. At this time, individually wrapped, pre-portioned snacks are available for students.

### School Trips and Excursions

Curriculum related trips and sports events occur throughout the school year. Parents must complete and return proper documentation for students to take part in these activities. Verbal permission will not be accepted. Payment, if need be, can be made via School Cash Online.

At the present time, school excursions are limited to walking trips until further notice.

## Acceptable Use for Technology

The Near North District School Board (NND SB) strives to provide a technology-enhanced learning environment comprised of software, Internet access, cloud-based services and hardware. Technology-enhanced learning environments use Information and Communication Technology (ICT) to help everyone communicate and work collaboratively. ICT supports individual learning and contributes to the learning of others while gaining skills required to be productive and safe digital citizens. NND SB expects that everyone will ensure ICT is used in a responsible and ethical way, by protecting their own privacy, safety and reputation and the privacy, safety and reputation of others. At Humphrey School, we operate under an Open Screen Policy. Students should be prepared to share their screen with any adult in our building regardless of whether this is a personal or school device. Being a digital citizen means that you are open to sharing the screen of your device while on school property. Digital recording and photography are only permitted under the direction of a teacher. Electronic devices are not permitted in change rooms or washrooms.

### Acceptable Use by Division

Primary K-3	Junior 4-6	Intermediate 7-8
Primary students will be permitted to use school devices as directed by teachers. Use of personal devices must be approved by parents and teachers.	Students may use devices under the direction of teachers	Students may use devices under the direction of teachers.

If a student chooses to bring their own device to school, classroom use of the device is at the discretion of the teacher. The NND SB, Humphrey School and its staff will not be responsible for lost, stolen or damaged personal devices. Parent-School communication is still expected to pass through the School Office. Students should only contact parents/guardians with their personal device after conversing with a staff member.

## Office365

Office 365 includes a suite of online features such as web-based e-mail. All students have access to an @nearnorthschools.ca personal e-mail account. Office 365 also includes other collaboration tools such as personal address book, calendar, newsfeeds, and the ability to create and publish quality web sites to share their learning experiences. Office 365 includes OneDrive which is a personal online storage area where documents can be saved and shared securely. Your child also has access to online versions of Microsoft Word, Excel, PowerPoint and OneNote all within Office

365. Students must have signed parent/guardian consent to access the features of Office365. Consent is now part of our Student Registration process. If you have not provided your student with consent to access Office 365, the classroom teacher will contact you.

### Dress Code

The standards for school dress at Humphrey Public School are based on common sense and are intended to support the comfort, safety and modesty of all students. Humphrey Public School expects all its community members to wear appropriate attire for school or business that reflects a positive self-image. Inappropriate attire could include clothing that advertises beer, alcohol or drugs; has lewd or suggestive language or unacceptable pictures. Hats are permitted to be worn in the hallways but are to be removed when entering the classroom, library or gymnasium. Intermediate students are expected to bring a change of clothes for Physical Education classes. Indoor footwear is recommended.

### Visitors to the School

COVID-19 protocols do not permit visitors to the school unless it is a member of an agency and/or company that are providing services for students or operation of the building. Visitors are permitted access based on a previously scheduled appointment. All visitors must complete the [COVID-19 screening tool for employees and essential visitors in schools and child care settings](#) and must sign in at the office.

### Volunteers

Humphrey Public School welcomes the support of our community members through a variety of volunteer opportunities; however, COVID-19 protocols have temporarily postponed volunteer access to the building and property.

### Assemblies and Special Events

Assemblies and special events are part of every student's experience. This year, assemblies will be delivered in a virtual manner so that students can access/participate from their classrooms or in small gatherings that comply with the Ministry of Education and Public Health Unit guidelines.

### Accidents or Injuries

Students are expected to report accidents/injuries to a staff member so that proper care may be taken.



## Lost and Found

Parents are encouraged to clearly label all belongings brought to school so that they can be easily identified and returned to the rightful owner. Students are asked to keep a watchful eye on their belongings.

## Canadian Anti-Spam Legislation

In order for the NNDSB, Humphrey Public School and classroom teachers to share information with parents via email and Edsby, we need your signed consent to do so. If you are not receiving communication via email, and wish to do so, please contact the school office to obtain the appropriate paperwork.

## Edsby

Stay up-to-date in real time with your child's classroom. Edsby is an online platform for student, parent and teacher communication, collaboration and engagement. Edsby is available in both web-based and smartphone app formats. Please refer to the school webpage for further information regarding how you can access this platform or contact the school for more details.

## Website

Access our website for calendar updates, latest news and events and links to helpful resources.  
<https://www.nearnorthschools.ca/humphrey/>

## Social Media



Find us on Facebook for news, announcements and updates! **Humphrey School.**

## School Council

School Council is a partnership between school staff, parents/guardians and the community. School Council provides a meaningful advisory role for parents/guardians and the community in the education of children and an active role in the creation of a positive and supportive learning environment at Humphrey Public School. School Council is required to meet a minimum of four times a year. Meeting dates will be publicized on FaceBook and our Webpage. New parents/guardians are always welcome!

School Council is currently conducting business through email and meetings will resume this year via Microsoft Teams.

## Water Bottles

Students will need to bring a re-fillable water bottle as drinking directly from fountains is not-permitted at this time. As an Eco-School, disposable, plastic bottles are discouraged. The bottle filling station is located at the main entrance. Students are also encouraged to take their bottles home daily for regular washing.

## Student Expectations

Each class develops its own classroom procedures at the beginning of the school year based on our school's rules and procedures. These are similar to the following:

- Work collaboratively with others
- Respect the ideas of others
- Actively listen
- Ask to leave the room
- Respect the personal space of others

In the hallways:

- Walk at all times
- Keep coat racks and cubbies organized
- Use quiet voices

During Nutrition Breaks:

- Remain seated while eating
- Ask the supervisor for permission before leaving the room
- Clean up your eating space and floor before dismissal
- Use proper receptacles for garbage, recyclables and composting

Playground/Yard Safety Rules:

- Have fun while being respectful and fair (ie. Taking turns, sharing)
- No throwing sticks, stones, snowballs or other foreign objects
- No food or drinks on the playground (unless class is eating outdoors under supervision of a staff member)
- Skipping ropes, ropes or strings, and scarves are not permitted on playground equipment
- Playground equipment is closed from October 31 – March 31 as per School Board Guidelines
- Bikes, in-line skates, scooters and skateboards are not permitted on the playground.
- Respect the boundaries identified by the staff on duty
- In case of INJURY – DO NOT MOVE THE PERSON. Report to the staff on duty immediately
- Contact sports are not permitted

## Bus Transportation

School bus transportation is organized by the Nipissing-Parry Sound Student Transportation Services. Humphrey School acts as a liaison for student transportation but we may not always be able to assist you with your questions or concerns. The NPSSTS can be reached at 705-773-7970. Information regarding bus eligibility, schedules, delays and cancellations can be found at:

<https://www.npssts.ca/>

### School Bus Expectations

A student shall:

- Follow the driver's directions;
- Be courteous and respectful at all times;
- Ride only the bus assigned;
- Be picked up and left off at the same designated location on a daily basis;
- Keep books, lunchboxes and bulky items on student lap;
- Leave windows closed, unless the driver has given permission to open them;
- Keep arms and head inside the bus at all times;
- Not litter, nor throw anything inside the bus or out of the window;
- Not eat or drink on the bus;
- Remain seated while the bus is in motion;
- Whenever possible, leave the last row of seats empty;
- Be held responsible for damage done to the bus due to improper behaviour.
- Wear a face mask

A student shall be aware that serious or repeated misconduct will be recorded and that such conduct may result in the loss of provision of transportation. Upon receipt of a Student Misconduct Form:

1<sup>st</sup> report – Principal notifies parent(s).

Further reports - Principal notifies parent(s). Bus privileges are suspended.

Serious incident – Suspension of bus privileges.

