



Evergreen  
Heights  
Education  
Centre

Family Handbook  
2018/2019

# *Soaring to Greater Heights*

EVERGREEN HEIGHTS EDUCATION CENTRE

2510 Hwy. 592 North

Emsdale, Ontario

POA 1J0

Safe Arrival: 705-636-9023

Telephone: 705-636-5955

Fax: 705-636-0344

## Principal's Message

On behalf of the entire staff at Evergreen Heights, I would like to welcome your family to our school community. We recognize that it takes a village to raise a child, and we know that when we as parents, community and school work together, our children will be successful learners and healthy individuals.

As a staff, we focus on providing an environment that focuses on high student achievement and well-being, while at the same time ensuring positive, caring, safe and inclusive learning opportunities. At Evergreen, we believe that above all respect, responsibility, honesty and kindness matter. When we demonstrate these traits, we will be successful individuals in all that we do – in academics, athletics and outdoor play, or the many extra-curricular activities that we promote.

We believe in strong communication between the school and home environments, and share information regularly through our newsletters, phone calls, emails, the School Messenger system, and the Evergreen Heights website and Facebook page; and, of course, we welcome you to come and see us in person!

Education is a partnership. We know that children learn best when parents support the work of the school. Support can come in many ways – attending school functions or volunteering; participating in parent/teacher interviews; maintaining communication with your child's teacher; talking with your children about their day at school; reading at home with your children and monitoring any homework responsibilities; and, ensuring that your children arrive at school nourished, rested and ready to learn.

We are very proud of the accomplishments of Evergreen, and are looking forward to "soaring to greater heights" with you this year!

Sincerely,

Pamela Marshall Gray, Principal

# School Information 2018-2019

## School Bell Schedules:

8:10 a.m.	Buses arrive; students enter the building
8:25 a.m. – 10:05 a.m.	Instructional Block #1
10:05 a.m. – 10:45 a.m.	Outdoor Activity and Nutrition Break (Grades 1 to 8) Nutrition Break and Outdoor Activity (Kindergarten)
10:45 a.m. – 12:25 p.m.	Instructional Block #2
12:25 p.m. – 1:05 p.m.	Outdoor Activity and Nutrition Break (Grades 1 to 8) Nutrition Break and Outdoor Activity (Kindergarten)
1:05 p.m. – 2:45 p.m.	Instructional Block #3
2:45 p.m. – 2:50 p.m.	Dismissal – Students board buses/wait in office for pick-up

## School Staff:

Principal Family of Schools Vice-Principal Superintendent of School	Dr. P. Marshall Gray Mrs. J. Rutledge Mrs. G. Smylie
Secretary	Mrs. F. Jeffers
Educational Assistants	Mrs. J. Appleyard Ms. M. Breakenridge Mrs. J. Fincham Ms. G. Clark
Early Childhood Educators	Mrs. K. Andrews Mrs. K. Burnside
Custodial Staff	Mrs. P. Bateman Mr. M. Wilson
Student Supervisors	Mrs. K. Ashby Ms. H. Fowler
Librarian Staff	Mrs. K. Upper
Teaching Staff	ELK-A – Miss K. Sawyers ELK-B – Mrs. S. Ashton Grade 1 – Mrs. P. Prud'homme Grade 1/2 – Mrs. R. Adams Grade 2/3 – Mrs. S. Armstrong Grade 3/4 – Mrs. K. Luckasavitch Grade 4/5 – Mrs. A. Ryan/Mrs. M. Niemi Grade 5/6 – Mrs. C. Gortmaker Grade 6/7 – Ms. S. Goulbourne Grade 7/8 – Ms. D. Nixon DLRT* - Mrs. M. Van Kooy and Mrs. A. Ryan Prep – Mrs. M. Niemi Music and Prep – Mrs. N. Dupuis French – Mme K Coté Child Development Counsellor – Mrs. D. Davis

\*DLRT = Differentiated Learning Resource Teacher

**Parents/Guardians: Please read the following pages. As required by Ontario Regulation, a page is included at the end of this document for you to sign which will be your acknowledgement that you have read the Evergreen Heights Education Centre's Code of Conduct, and you agree to abide by the school rules and by the decision made by the Principal in the performance of her duty.**

## **Student Health and Safety:**

### ATTENDANCE:

Regular school attendance is vital for a successful school year. The school day starts at 8:25 a.m. Students are expected to attend class punctually and regularly. If a student is going to be absent from school, we ask parents to call the school before 8:15 a.m., or when possible, to give a note to the home room teacher prior to the absence. The *Safe Schools Act* requires us to contact those parents of students who are not in school when the school has not been notified. We will phone the work and home number of the first contact person listed on your "Office Index Card." This card will be sent home at the beginning of the school year and we ask that it be returned as soon as possible with all relevant changes. It is the responsibility of parents/guardians to notify the school of any changes. Our **Safe Arrival line is 705-636-9023**, and is available 24 hours a day so you may phone ahead and we will record the information in our attendance book.

If your child arrives late, you are taking him/her home during the school day, or you are picking up your child at the end of the day (instead of your child going on the bus), we ask that you sign your child in/out at the office. As a safety precaution, only the front entrance to the school can be used. You will need to buzz the office to have the door unlocked. As per ministry regulations, all visitors must sign in and out at the office. Guest badges must be worn to help students and staff readily identify guests. This is a safety measure, allowing staff and students to quickly identify persons who are in the building with our students without permission.

While consistent attendance is important, there are times when your child should stay home. Some examples include the following circumstances:

- when your child has a fever;
- when your child has vomited and/or has diarrhea;
- when your child has an undiagnosed rash that is spreading;

- when your child has a bad cough; and,
- when your child is lethargic and/or is not able to comfortably participate in school activities.

#### PARKING:

Our buses arrive at the school between 8:00 a.m. and 8:25 a.m., and load between 2:30 and 2:50 p.m. Please observe the “No Parking” signs in the driveway so we can keep the bus zone clear and safe for students. Please park in the designated parking spaces only, and do not drive beside the buses as they are loading or unloading.

As well, please honour the one-way entry and exit of our school driveway to ensure the safety of all drivers and students. The entrance (north end) and the exit (south end) are clearly marked.

#### BUS CANCELLATIONS AND SCHOOL CLOSURES:

Information regarding bus cancellations or school closures will be provided to the local radio stations by 6:00 a.m. on the morning of the cancellation. Parents can also check the transportation website for this information at [npssts.ca](http://npssts.ca). If buses are cancelled and the school remains open, any students dropped off at school in the morning must also be picked up at the end of the day (2:45 p.m.)

#### ALLERGIES:

It is the responsibility of parents of students with severe health concerns, including those who are endangered by anaphylaxis, to provide recent medical information, EPI pens or emergency medication as required, and to work with the principal in developing a plan that addresses the needs of the medically at-risk child within the school.

To ensure that every child experiences a safe environment in which to learn, Evergreen Heights is endeavouring to minimize the allergens within our school. We ask that students follow our Scent-Aware policy, and not bring in body sprays or wear anything with strong perfume or chemical odours.

We do have a full Nut-free policy in our building, which includes peanuts and all tree nuts. Please eat peanut butter/Nutella and nut products (e.g., products made

from peanut oil, milks made from almond or other tree nuts, etc.) at home and do not bring them to school.

As well, we have a severe egg allergy in the school; we request that for those in the grade 1 class, no eggs or prepared egg snacks (e.g, boiled eggs, egg salad sandwiches) be brought to school in a manner that a student could come into direct contact with the egg. Your support is appreciated in this manner.

In the ELK classrooms, we have a severe orange allergy; we ask that no students bring oranges to school. As well, for students in other classes who may help out in the kindergarten rooms, we ask them to please ensure that they have washed their hands if they have eaten an orange in their classroom.

We remind all students that no sharing of food is permitted. If for any reason your child is hungry and requires food, the breakfast club program is open to all students in the morning, and we do keep apples in the office fridge for those students who are still hungry throughout the day.

#### MEDICATIONS:

It is not appropriate or safe for school-age children to be in possession of medication to self-administer; therefore, all medications must be kept in the school office. IF your child requires medication while at school, please drop by the school office to complete the authorization forms. Medication must be in the original container from the pharmacy. This includes prescription and non-prescription medications, such as Tylenol or cough syrup.

#### PEDICULOSIS (HEAD LICE)

The problem of head lice and nits is usually present in our community at any given time. In the schools, this nuisance is usually more prevalent after each major school break: after summer and Christmas holidays and after the March Break. Representatives of all District School Boards, in consultation with the Health Unit, have jointly initiated a management policy to deal with occurrences of head lice. Head checks should be made on a regular basis, especially after major school breaks and whenever a case is detected in your child's class. The school will send you periodic reminders.

Here are some key points to consider:

1. Head lice are easily transmitted from one person to another; children are especially vulnerable.
2. The occurrence of head lice has nothing to do with dirt or cleanliness standards in a home.
3. Extra house cleaning and use of insecticide sprays are not needed. Wash all clothing, towels, pillows, linens, combs and brushes as well as headgear used by the infested person in the past two days in hot soapy water.
4. Prompt action is necessary to prevent spreading.
5. Advise the parents/guardian of your child(ren)'s playmates.
6. Advise the principal at your child(ren)'s school or daycare.
7. Everyone should be advised: never share a hat, comb, hairbrush, scarf or toque with anyone else.

The policy of dealing with an occurrence is as follows:

1. If a case has been verified:
  - a. the principal is notified; and,
  - b. the child is excluded from school until the treatment is initiated and nits are removed;
2. The parent should:
  - a. obtain appropriate treatment from a pharmacy. Consult a physician about appropriate treatment for:
    - i. anyone with seizure disorders;
    - ii. children under age 2;
    - iii. lice in eyebrows, eyelashes or beard;
    - iv. broken or infected skin of the scalp; and,
    - v. anyone who is pregnant or breast feeding
  - b. follow through on these recommendations quickly and efficiently.
  - c. have a trained school staff/volunteer designated by the principal check the child to determine if the child(ren) is/are free of lice and nits.

We firmly believe that with your co-operation, we can be effective in preventing and curbing major outbreaks.

## SAFETY DRILLS:

Fire and Lock Down drills are held at intervals throughout the school year.

### *Fire Drill*

1. Students and staff will exit from the assigned exit, as posted in each room of the school.
2. Students and staff are expected to move out in a quiet and orderly fashion to designated areas, and do not stop to pick up materials or clothing on their way out,
3. Teachers take attendance when outside. Students are expected to stay in a straight line and not talk through the entire drill.
4. Assigned staff will clear the school and ensure that all students are accounted for.
5. At the end of the drill, students will return to their classes.

If an emergency arises which requires the removal of students from the building or building site, they will be transported by bus and housed at the Emsdale and/or Kearney Community Centre. The school or board representative will be in contact with parents in the event of an evacuation.

### *Lock Down Drill*

During a Lock Down drill, classes are confined to their classroom with the classroom door locked. Students must remain silent and seated in a location away from windows and doors. There are many reasons for having a lock down, the primary reason being that it is deemed safer for students to remain in their classroom than to be anywhere else (e.g., a threatening or dangerous intruder; a major utility breakdown or disruption)

## ELECTRONIC DEVICES AND TECHNOLOGY:

### *Board and School-Owned Electronic Devices*

Students at Evergreen Heights have access to computer technology in our computer lab, and also have access to a variety of electronic devices in their classrooms (e.g., tablets, laptops). Students from kindergarten to grade 8 are required to have a signed "Acceptable Use Policy" permission form for technology and internet use on file in their Ontario Student Record file. There are very strict computer and internet use guidelines. Any student violating these guidelines will

have their internet and/or technology use privileges taken away by school administration.

### *Personally-Owned Electronic Devices*

The use of personal electronic devices (e.g., tablets, cell phones, iPods) during the 300 minutes of classroom instructional time will be determined by each individual classroom teacher. Any policy within the classroom must indicate that personal electronic devices may only be used as tools for the purposes of learning, and within the guidelines set out by the classroom teacher. Classroom policies must be clearly communicated to students, parents/families and other Evergreen staff.

Outside of the classroom learning blocks, personal electronic devices will not be permitted in the school or outside on school property. Students bringing personal electronic devices to school must ensure that they keep them in their backpack or locker when they leave the classroom. All personal electronic devices will be held to the same “Acceptable Use Policy” as board equipment, and may be removed by staff should a student violate school and/or classroom acceptable use.

Students bringing personal devices to school assume full responsibility for the device. The school cannot accept any responsibility should a student’s electronic equipment become damaged or lost.

### *Photos/Videos, Texting/Chatting, And Phone Calls:*

At no time may students use electronic or camera devices to capture or send photos or videos of others, make phone calls, text or participate in chat lines during the school day or while riding the bus. The office phone is available for students needing to make calls home, or for parents and families to contact students.

When using school electronic devices for learning opportunities requiring the use of photos or videos (e.g., media arts, script writing and filmmaking, etc.), students must adhere to the guidelines set out by staff and in the acceptable use policy. All photos or videos must be stored using secure board storage sites, and not be stored on individual devices. No photos or videos may be uploaded to online sites or distributed to other individuals.

## CONFIDENTIALITY AND RESPONDING TO INCIDENTS

The Near North School Board and the staff of Evergreen Heights take the confidentiality of student information seriously. In the case of an incident at school, the principal must notify, as soon as is *reasonably possible* and *if safe to do so*, the parent/guardian of the pupil harmed, and the parent/guardian of the pupil who engaged in the activity that caused the harm.

The Education Act states that the principal must not disclose the name or any other identifying or personal information about a student who engaged in the harmful activity, except in so far as is necessary to explain the nature of the activity that resulted in harm to the student, the nature of any disciplinary measures taken in response to the activity, and the nature of the harm, and the steps taken to protect the student's safety.

## **General School Guidelines:**

### APPROPRIATE DRESS CODE:

Under the *Safe Schools Act, 200*, sub-section 302 (5), each school is required to have a dress code. Evergreen Heights has established a dress code with a purpose to work towards a safer and more respectful learning and teaching environment. We encourage our students, staff and visitors to dress in an appropriate manner, which assists in working towards this goal.

We define appropriate dress (also reflected in NNDSB Policy) as being the following:

1. Tops and bottoms must overlap and no underwear should be showing.
2. No hats or bandanas are to be worn in the school.
3. Hooded sweatshirts must be worn with the hood down.
4. No inappropriate messages on articles and clothing or visible inappropriate tattoo (e.g., alcohol promotions, sexual innuendo or comments, references to drugs or violence).
5. See-through clothing, clothing cut-outs and visible undergarments are not appropriate.
6. Bathing suits and pajamas are not appropriate for the regular school day.
7. Backless outfits, spaghetti straps, muscle shirts and low-cut tank tops are not acceptable attire by either gender.
8. Shorts and skirts must be no shorter than fingertips.

9. Accessories and jewelry cannot be distracting or perceived as weapons.

It is expected that all students, staff and community members will comply by dressing appropriately when attending school. Failure to comply with the school dress code will result in the student being requested to change or cover up the item(s) that violate the school dress code.

#### BUS TRANSPORTATION:

1. Parents/guardians are responsible for their children from their home, to and at their designated bus stop, and from the designated bus stop to their home.
2. Transportation is provided home (or babysitter's) to school and back only, and any other arrangements are the parent's responsibility. Parents need to arrange transportation for their children in the event of after-school activities, visits to friends, etc.
3. Students are assigned to specific buses and only designated students are allowed to get on a bus.
4. Where a child is being picked up at dismissal time by either a parent/guardian or other adult, a note from the parent/guardian advising the school of the arrangements is required. In this case, students will then need to be signed out at the office. Without a note, the student will be sent home on the bus as usual.

The Nipissing-Parry Sound Student Transportation Services are responsible for the buses. They can be reached by telephone at (705)-472-8840 or information can be found online at [www.npssts.ca](http://www.npssts.ca).

#### Bus Transportation Expectations for Behaviour:

The expected behaviours on the bus are as follows:

- a. The same standards expected at school.
- b. Designed to ensure that the driver can operate the vehicle safely without unnecessary distraction.
- c. Designed to make the bus environment as safe as possible for all students.

It is important that parents/guardians remind their child(ren) that school bus transportation is NOT a right, but a privilege, and that the privilege can be taken away if inappropriate behaviour takes place.

### **Code of Conduct on School Buses:**

A student shall:

- Follow the driver's directions.
- Obey the bus patroller or monitor when a patroller/monitor is present.
- Be courteous and respectful at all times.
- Ride only the bus assigned.
- Be picked up and left off only at designated stops.
- Keep books, lunch boxes and bulky items on your lap.
- Leave windows closed, unless the driver has given permission to open them.
- Keep arms and head inside the bus at all times.
- Do not eat or drink on the bus.
- Remain seated while the bus is in motion.
- Whenever possible, leave the last row of seats empty.
- Leave no garbage or personal belongings behind on the bus.

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 Bus Communication Form indicating a misconduct:

- 1<sup>st</sup> report: Parents are notified in writing;
- 2<sup>nd</sup> report: Parents are notified in writing that bus privileges are suspended for 1 day;
- 3<sup>rd</sup> report: Parents are notified in writing that bus privileges are suspended for a number of days or weeks, depending on the severity of the infraction.

### **IMPORTANT:**

Students will be held responsible for damage done to the bus due to improper behaviour. For a serious misbehavior or when damage to the bus is brought to the principal's attention, an immediate suspension of bus privileges will result.

## **Additional Program and Activity Information:**

### Hot Lunch Program

At Evergreen Heights, we have a hot lunch program that includes pizza on most Thursdays. More information will be sent home as the year develops.

### Breakfast Program

Research clearly shows that children who have a nutritious breakfast will learn more readily. A Breakfast Program will be in place for all students, which will include a tray of food at four breakfast club stations each morning, but is not intended to take the place of a nutritious breakfast at home. A special thank you to our Educational Assistants for their care and hard work in this program, as well as the organizations and individuals whose financial donations make this program a success. If interested in volunteering with this program, please let the office know.

### Physical Education

Evergreen Heights' students have physical education or daily physical activity every day. To permit freedom of movement and safety during lessons and physical activities, it is essential that students wear comfortable, light clothing, and socks with running shoes (non-marking soles). For children in primary and junior grades, changing before a gym class is not always practical, so please plan your child's wardrobe accordingly. Students in grades 6-8 are recommended to have an appropriate change of clothes for gym class.

**We request that each child bring a pair of running shoes for indoor use only, to remain at school.** These shoes should have proper support for gym activities and properly-tied laces. Sandals, backless shoes, platform shoes and dress shoes are not to be worn in the gym for activities for safety reasons. Children without running shoes may be exempted from an activity should the teacher decide safety is a factor.

### Extra-Curricular Activities

A variety of athletic activities are available for students, in addition to gym classes. Please check the monthly newsletters and Facebook for up-to-date details. Inter-school competitions begin in grade 4. The extra time and effort of staff to provide these activities is greatly appreciated. Some of the sports include

the following: cross-country running; soccer; volleyball; basketball; floor hockey; cross-country skiing and snowshoeing; and, track and field.

Our goals are to teach the game skills, allow participation, encourage team sportsmanship, and have fun. Participating on school intramural and extra-curricular activities is encouraged and recognized as a valuable factor in successful learning. This privilege may be removed by school administration for repeated lates, absences, poor academic performance, health and safety reasons, and/or conduct inconsistent with Evergreen Heights' Code of Conduct (found at the end of this handbook). Permission forms will be sent home for any activity that takes place outside of school hours or off Evergreen property.

Other extra-curricular activities available to Evergreen students can vary, and may include but are not limited to, the following: The Terry Fox Run; Forest of Reading; Cross-country skiing club; Take Action group; Theatre productions; Variety shows; School Parliament; School Band; and, Science Club.

#### VOLUNTEER OPPORTUNITIES:

Volunteers are a very important part of our school, and we welcome their valuable support. Some possible volunteer opportunities are as follows:

- Direct classroom support, in conversation with your child's teacher or the office (e.g., reading with students, helping during special classroom in-class activities, etc.);
- Indirect classroom support (e.g., preparation of classroom materials);
- Breakfast Club support (e.g., picking up the breakfast club groceries, helping with food preparation, helping with food serving in the morning);
- Supervision during field trips, out-of-classroom activities and other special events at Evergreen;
- Volunteer sports coaches;
- Helping to plant and maintain our flower beds;

Students are to treat all volunteers with respect, politeness and cooperation. In return, it is essential that all volunteers maintain confidentiality with regards to information of which they may become aware regarding students and staff. As well, all volunteers will require a current criminal and vulnerable sector check, which must be renewed each year. We welcome your help! Please visit the school office for more information on how to become involved!

## **Student Property and Lost and Found:**

Where possible, all student property should be clearly marked with the owner's name. This practice simplifies the recovery of lost items. Parents are requested not to allow children to bring unnecessary personal belongings such as toys, items of value (this includes electronic devices), or unnecessary amounts of money to school. Considerable distress is caused to children and parents when toys, gifts or items of value are damaged or lost, and can take up much valuable learning time searching for items and/or resolving disputes between students. Parent/guardian support in this matter is greatly appreciated since the school cannot assume any responsibility for personal belongings that are lost or damaged. Found items at school will be placed on the Lost and Found table in Cedar Court.

### Phone Use at Evergreen

Students may use the **phone in the office for critical communication, illness or emergencies**. Students are responsible for arranging permissions for trips, etc., beforehand. These events are advertised well in advance, and shown on the monthly calendars sent home with newsletters and posted on Facebook and our website. As per our personal electronic device policy, we request that any communication regarding drop-off or pick-up changes be communicated through the school office, and not through student cell phones or texting.

### Lockers

Lockers are assigned to students in grades 6 to 8. Lockers remain property of the school at all times. School lockers must be kept clean and damage free. Students should also ensure that there is no illegal substance, object, or material in their locker that may endanger another person. It is important that lock combinations be kept confidential from other students, and that lockers are locked at all times. The school has locks which can be purchased for \$5.00. School administration will have the combination or keys to all lockers and has the right to check lockers at any time, if necessary.

### Loaned Books and Equipment

Classroom texts, library books and other loaned materials must be used for many years by many students. Please treat them with care and respect. Any damage or loss of books/materials will result in the student having to pay for the cost of replacement.

## **Individualized Learning at Evergreen Heights:**

An Individual Education Plan (IEP) is a written plan describing the special education program and/or services required by a particular student. It is most often based on a thorough assessment of the student's strengths and needs that affect the student's ability to learn and demonstrated learning. Some IEP's will have **accommodations** listed for the student. These are ways to help students access and demonstrate learning at their own grade level and in a variety of ways. Some IEP's will have **modifications**. In this case, the curriculum expectations have been changed to allow the student to work towards learning expectations at a lower grade level in a particular subject. All knowledge and skills will be assessed and evaluated as per IEP recommendations.

The following itinerant staff members provide support of Evergreen Heights' students:

- Speech/Language Pathologist;
- District Psychologist;
- Child and Youth Care Worker (Children's Aid Society);
- Child Development Counsellor (NNDSB; Hands: The Family Help Network);
- Occupational Therapist; and,
- OPP School Liaison.

### Medical Concerns

As we do not have a nurse on staff, students who are hurt or are feeling ill will be assessed, and parents/guardians will be contacted should it appear that the student requires attention. We will err on the side of caution if we have concerns for your child's health.

## ACKNOWLEDGEMENT PAGE

Once you have read the Evergreen Heights Education Centre Family Handbook 2017-2018, as well as the Evergreen Heights Education Centre Code of Conduct, please complete this page and submit it to the classroom teacher.

Evergreen Heights Education Centre Family Name:

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Student Name(s):

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I have read and reviewed the Family Handbook and the Code of Conduct with my child(ren).

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Signature

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Date

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Thank you for reviewing our Family Handbook and the Code of Conduct with your child(ren). We appreciate your time and effort in joining with us to support students in having a successful year of learning at Evergreen Heights Education Centre.

Your feedback is welcome, and I look forward to seeing and hearing from you throughout the year.

Regards,

P. Marshall Gray, Principal