



Evergreen
Heights Education
Centre
Family Handbook
2020-2021

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 all 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.

This year will be a year unlike no other we have known. For those who have been with us in previous years, we have new protocols and safety measures to protect the health and wellbeing of our students, staff, and ultimately our greater community. As we move through this unprecedented year, I ask for your patience and understanding as we know there will be times when we need to change and shift in our actions and routines to continue to keep everyone safe.

We believe in strong communication between the school and home environments, and share information regularly through our newsletters, phone calls, Edsby, emails, the School Messenger system, and the Evergreen Heights website and Facebook page.

Education truly is a partnership. We know that children learn best when parents and families support the work of the school. Support can come in many ways – 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; participating in parent/teacher interviews, whether virtual, over the phone or in person; and, ensuring that your children arrive at school on time, 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 2020-2021

School Bell Schedules:

8:10 a.m.	Buses arrive; students enter the building physically distanced
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 2 – 4/5; 7/8) Nutrition Break and Outdoor Activity (ELK; grade 1; 6/7)
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 2 – 4/5; 7/8) Nutrition Break and Outdoor Activity (ELK; grade 1; 6/7)
1:05 p.m. – 2:45 p.m.	Instructional Block #3
2:45 p.m.	Dismissal – Students board buses (one bus at a time) or wait in gym for pick-up

School Staff:

Principal Vice-Principal Superintendent of School	Dr. P. Marshall Gray Mrs. J. Rutledge Mrs. G. Smylie
Secretary	Mrs. J. Melick
Educational Assistants	Mrs. J. Appleyard Mrs. M. Breakenridge Mrs. J. Fincham (on leave – Ms. Fowler temporary replacement) Ms. G. Clark
Early Childhood Educators	Mrs. K. Andrews Mrs. K. Burnside (Remote Learning DECE)
Custodial Staff	Mrs. P. Bateman Mr. M. Wilson
Student Supervisors	Mrs. K. Ashby Mrs. C. Tolton
Librarian Staff	Mrs. K. Upper
Teaching Staff	ELK-A – Mrs. K. Hall ELK-B – Ms. S. Goulbourne Grade 1 – Miss K. Sawyers (on leave); Miss A. Webb (LTO) Grade 2 – Mrs. R. Adams Grade 2/3 - Ms. S. Armstrong Grade 3/4 – Mrs. A. Ryan (on leave); Mrs. R. Whiteduck (LTO) Grade 4/5 – Mr. R. McMurray Grade 6/7 – Mr. S. Sheepway Grade 7/8 – Mrs. S. Ashton Remote Learning – Mrs. C. Gortmaker Remote Learning – Ms. G. Di Bernardo DLRT – Mrs. M. Ellis Van Kooy Music and Prep – Mrs. N. Dupuis French and Literacy Intervention – Mrs. S. Kraemer Prep – Mrs. C. Warby (on leave); LTO To Be Determined
Child Development Counsellor	Ms. B. Richens

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/Designate in the performance of her duty.

STUDENT HEALTH AND SAFETY

Keeping our Evergreen Eagles Safe!

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.

Screening Procedures Before School

Student safety and wellbeing are the number one priority as we return to our school. Self-screening your children at home prior to them coming to school each day is critical for our school communities to be pro-active in preventing and reducing the spread of Covid-19. While consistent attendance is important, if your child is displaying any COVID-19 symptoms, your child must stay home. Complete the online school screening and follow the next steps (<https://covid-19.ontario.ca/school-screening/>). Contact the school to inform us that your child will be remaining at home and you are following the next steps of the school screening tool.

Each day, parents and guardians are required to complete an assessment of their child's health before they go to school using the Government of Ontario COVID-19 school screening tool (<https://covid-19.ontario.ca/school-screening/>). If you do not have access online, you can request a print version of the tool to be sent home with your child.

To protect all our students and do our part to prevent a possible spread of COVID, families must follow the instructions given on the school screening tool. We understand and empathize that this may present challenges for families in terms of finding suitable childcare as your child needs to remain home due to a failed self-assessment screening.

Student Illness While at School

If a student exhibits or develops any COVID-19 screening symptoms while at school, or voluntarily shares that they or a member of their family has COVID-19 symptoms or a positive test, administration will be informed. The student will be brought to a designated isolation room and will be monitored by staff. The school will contact a parent or guardian to request that the student be picked up as soon as possible.

The school will advise parents and guardians of next steps based on the online school screening tool. Siblings and/or household members attending Evergreen should be assessed and sent home if symptomatic. If these students are asymptomatic, they need not be excluded but should self-monitor for COVID-19 symptoms. This includes completing the required school screening tool each day before attending school.

While a student is waiting for COVID-19 test results, they must remain in self-isolation and cannot attend school in-person. Any siblings and household members should self-monitor for symptoms, as per the North Bay Parry Sound District Health Unit (NBPSDHU) guideline.

Return to School Protocol for Students with COVID-19 Symptoms and for whom the School Screening Tool advised a COVID-19 test or to Seek Medical Advice

Scenario 1: Negative COVID-19 Test Result

If a student receives a negative COVID-19 test result and meets all three of the following conditions, then the student can return to school:

1. Student has been fever-free for 24 hours (without the use of medication)
AND
2. Student has had improving symptoms for 24 hours AND
3. Student meets the criteria set out by the Covid-19 school screening tool.

Scenario 2: Not Tested for COVID-19

IF testing or medical advice was advised and the student IS NOT tested for COVID-19 and IS NOT diagnosed with another illness by a health care provider, the student must meet the following three conditions before returning to school:

1. Student must remain home for 10 days from the onset of the symptoms
AND
2. Student must be fever-free for 24 hours (without the use of medication)
AND
3. Students must have improving symptoms for 24 hours before returning to school.

Scenario 3: Not Tested for COVID-19

IF testing or medical advice was advised and the student IS NOT tested for COVID-19 and IS diagnosed by a health care provider with another illness, the student must meet the following two conditions before returning to school:

1. Student is fever-free for 24 hours (without the use of medication)
AND
2. Student has had improving symptoms for 24 hours..

Scenario 4: Positive COVID-19 Test Result

Students who test positive for COVID-19 can only return to school when they are cleared by the Health Unit.

SAFE ARRIVALS:

Help us keep your child safe! If your child will be absent from school, please call the Safe Arrivals phone line when your child is absent: **(705) 636-9023**. A message can be left at this number. This phone line is available 24 hours a day and receives messages so you may phone ahead, and we will record the information in our attendance record.

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 home, cell and/or work number of the first contact person listed on your "Office Index Card." This sheet 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 future changes.

Bussing

Buses will arrive and students will begin disembarking at 8:10 a.m. Buses will unload one at a time. Students will enter the school by one of the following locations:

- Grades 1, 2, 2/3, 3/4, and 4/5 will enter by the Cedar Court bus entrance doors; and,
- ELK-A, ELK-B, Grades 6/7 and 7/8 will enter by the front entrance doors.

Dropping off Students

The school day begins at 8:25 a.m. Attendance is taken promptly.

To ensure the safety of all students as buses unload and depart, we request that students be dropped off no earlier than 8:15 a.m. Students being dropped off should enter the entrance assigned to their grade.

If dropping off your child after 8:25 a.m. (the start of the school day), you are welcome to walk your child to the second set of doors only. Please buzz the office for your child to enter the school. Your child will sanitize, check in at the office, and go directly to their classroom.

All students must complete and pass the COVID self-assessment before riding the bus to being dropped off at school.

Picking up Students

The school day ends at 2:45 p.m.

Student pick-ups will begin at 2:45 p.m. (dismissal time) at the side gymnasium doors. Parents/guardians will be asked to sign out their child(ren) before they will be dismissed to you. Please respect social distancing of 2 metres outside the school building while waiting to sign out your child. As well, to ensure the safe loading and departure of our buses, we ask that there be no student pick-ups between 2:30 and 2:45 p.m.

If it is necessary to pick up your child earlier than 2:30 p.m., you will need to notify the office through a phone call or email to our secretary, Mrs. Jessica Melick (Jessica.Davutovic@nearnorthschools.ca) to make the necessary arrangements.

If you are away and the care for your child is placed in another's care, please inform the school of the names of the adults who will be caring for your children during your absence. Please ensure that you give the school their names and their contact information, as well as whether you give them permission to consent to school-based activities. Please notify the substitute caregiver regarding the [COVID-19 school screening](#) that must be done daily before attending school. Also, please provide a phone number at which you can be reached, if you wish us to continue to contact you directly during your absence.

KEEPING OUR SCHOOL SECURE:

To keep all students safe, school entrances remain locked during the school day. Currently, access to our school is limited. Essential visitors must make an appointment by calling the school or emailing our secretary. When you arrive for your appointment time, be sure you have completed and passed the [COVID-19 school screening](#) before entering the building. Essential visitors will be expected to sanitize hands, report to the office and sign in. Guest badges must be worn to help students and staff readily identify essential guests. This is a safety measure, allowing staff and students to quickly identify persons who are in the building without permission.

STUDENT SAFETY AT BUS TIMES:

During bus loading times and to keep students safe, no vehicles may pass the parked or departing buses between the hours of 8:05 a.m. – 8:20 a.m., and also 2:30 p.m. – 2:50 p.m.

For parents dropping off or picking up students, you will need to wait in the parking lot during these times. Please observe the "No Parking" signs in the driveway so we can keep the bus zone clear and safe for students. There are two designated student pick-up/drop-off parking spots; please park in one of these spots or any other empty parking spaces.

SAFETY IN OUR PARKING LOT:

Please observe 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. As well, “Do Not Enter” signs are posted at each end of the driveway to remind us not to exit or enter the wrong way.

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. 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/Designate in developing a plan that addresses the needs of the child at-risk within the school.

Scent-Aware Policy

To ensure that each 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.

Nut-Free Policy

We have a 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.

In the Near North District School Board, unpackaged and unsealed peanut butter substitutes are **NOT** allowed. These products look, smell and taste like peanut butter. An example of this type of product may be a sandwich made with

WowButter, or a homemade energy bar made with a peanut butter substitute, such as *School Safe Soy Butter*. It may be too difficult to distinguish the difference between this product and the nut allergen for staff and students, thus causing a potential risk in its use in our schools.

These products will be allowed ONLY if the following two criteria are met, so we can be reasonably assured that the product contains only the ingredients stated on the packaging:

- the product is contained within clearly labelled and original, individualized packaging, and;
- the product is sealed upon entry into the school.

Two examples of the above type of acceptable product is an individual packet of *WowButter* that is labelled and sealed, and *Bear Paws* with *WowButter* in their original, sealed packaging.

Orange-Free Policy in Grade 1

In the Grade 1 classroom, we have a severe orange allergy; we ask that grade 1 students do not bring oranges to school. As well, for students in other classes who may help out in this classroom, we ask them to please ensure that they have washed their hands if they have eaten an orange in their classroom.

Food Sharing

We remind all students that no sharing of food is permitted. If for any reason your child is hungry and requires food, our student nutrition program will be open to all students, and we do keep individually packed snacks 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 make an appointment at 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. Certain

medications must only be transported by parents/guardians. Please see the office for any questions.

PEDICULOSIS (HEAD LICE)

As per NNDSB Administrative Guidelines, students must be nit-free to attend school. Parents/ Guardians/ Emergency Contacts will be called to pick up a student in the event that the student is found to have pediculosis. Students will be re-admitted to school once all nits and eggs are removed, as verified by a head-check upon return to school. The school will also send you notice if another child in the same class has head lice.

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.

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

SAFETY DRILLS:

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

Fire Drill

Practice fire drills will continue based on guidance from the Ontario Fire Chief. Classes will move throughout the building while maintaining physical distance between students in the classroom, hallway and at all exits.

This year, as it may not be possible to maintain physical distancing during a total evacuation fire drill, on the scheduled Fire Drill day, a one-time sounding of the fire alarm during an all-school announcement may be made in order to familiarize all students and staff with the sound of the fire alarm. On that same day, the evacuation of individual classrooms will be organized in a manner that ensures physical distancing is maintained in accordance with public health guidance. As only a few classrooms may be able to evacuate simultaneously, the total evacuation of the school may extend over the course of the school day.

During the practice fire drills, students and staff will do the following:

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

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

There are many reasons for having a lock down procedure. 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).

Physical lockdown drills will take place during COVID-19 but may be modified to adhere to physical distancing requirements. During a Lock Down drill, classes may be confined to their classroom with the classroom door locked. Students must remain silent and seated in a location that will adhere to physical distancing where possible until the end of the lockdown drill is signaled. At a minimum, lockdown procedures will be reviewed with students and staff. A discussion and/or visual demonstration can help staff and students understand their roles/responsibilities in a lockdown situation.

INTERNET SAFETY AT SCHOOL:

When it comes to preventing students from searching or accessing content that is not appropriate when connected to our NNDSB network, we rely on three specific practices:

1. Board Internet Content Filter – Our content filter is set up and configured to block content-based categories. It provides a means to prevent inappropriate content from being accessed or displayed from within our network. However, we cannot rely on this technology 100%. The Internet is worldwide and far too dynamic to be able to filter content successfully 100% of the time.
2. Student Supervision – There is no technology available that can replace supervision and careful monitoring of what is happening in the classroom. Although it is fully understood that not every student in a classroom can be monitored simultaneously when they are accessing technology, careful monitoring is another preventative measure.
3. Good Digital Citizenship – our teachers, parents, and school communities must continue to teach our students the value of "good digital citizenship" and explain the concepts of acceptable use. Students and parents play an important role in preventing the inappropriate use of technology.

When all three practices are put in place together, the possibility of inappropriate use is near impossible.

ELECTRONIC DEVICES AND TECHNOLOGY:

Board and School-Owned Electronic Devices

Students have access to computer technology and 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

Personal electronic devices and cell phones will not be permitted in school public spaces (i.e., washrooms, hallways, changerooms) or outside on school property. Students bringing personal electronic devices to school must ensure that they keep them in their backpack or designated personal belongings space in the classroom.

Personal electronic device usage will not be permitted in classrooms unless specifically permitted by the teacher under exceptional circumstances and for the purposes of learning (e.g., as part of an individual education plan or a safety plan, or as part of a teacher lesson).

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 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 our secretary to make a call on behalf of your child needing to make a call 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 in any way.

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.
10. Student in grades 4 to 8 must wear a mask indoors; students ELK to grade 3 are encouraged to wear a mask indoors (see Mask Wearing Policy below)

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.

MASK WEARING POLICY:

Students in grades 4 to 12 will be required to wear a non-medical or homemade (cloth) face covering indoors in school. This includes in hallways and during

classes. Students from kindergarten to grade 3 will be encouraged but not required to wear face coverings inside at school.

Students may wear their own cloth or non-medical mask. The school has a small supply of masks for students to assist families with financial constraints. Reasonable exceptions on the requirement to wear masks will apply. Students with documented breathing difficulties, medical conditions, and/or relevant special education needs may be exempted from this requirement by the school principal in consultation with the appropriate superintendent. Such exemptions would be determined on a case-by-case basis.

Masks should be changed when they are damp, dirty or damaged. More information about masks is available on the NBPSDHU's Face Coverings website.

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 on a bus.
4. All children over the age of 5 will be required to wear a mask on the bus.
5. 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.

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;
- Be at the bus stop 5 minutes before pick-up time;
- Remain seated while the bus is in motion;
- 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 personal 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;
- Whenever possible, leave the last row of seats empty;
- Leave no garbage or personal belongings behind on the bus; and,
- Be responsible for any deliberate damage caused by them to 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:

1st Incident: Driver will issue a warning to the student.

2nd Incident: Driver will assign the student a seating change.

3rd Incident: Driver will give a written report to the principal, who will then notify the parent(s) in writing.

Further Report(s): The principal will notify parent(s). Bus privileges may be

suspended or alternate arrangements may be made.
Serious Incident: Bus privileges will be suspended.

IMPORTANT:

Students will be held responsible for damage done to the bus due to misbehaviour. 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

BREAKFAST PROGRAM:

Research clearly shows that children who have a nutritious breakfast will learn more readily. Our Breakfast Program will be in place for all students, using a "Grab and Go" format. All surfaces, bins and containers for food should be disinfected before and after each use. The Breakfast Program 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.

HOT LUNCH PROGRAM:

Our hot lunch program is on hold until further recommendations from our local health unit suggest otherwise.

LOANED BOOKS AND EQUIPMENT:

Students may access Libraries to borrow books. A procedure for handling and returning of books will be according to our local health unit recommendations. For an added precaution, all books being returned will be placed in an area for 72 hours before being returned to circulation. Any damage or loss of books/materials will result in the student having to pay for the cost of replacement.

LOCKERS, CUBBY AND COAT RACK USE:

In order to maintain physical distancing guidelines by the local health unit, locker and cubby use will not be utilized at this time. Please know that this is subject to change as health unit regulations are updated.

If and when locker use is deemed safe to do so, lockers will be assigned to students in grades 7 to 8, and possibly to grade 6 students if enough locker space

is available. Lockers always remain the property of the school. 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 always locked. School administration will have the combination or keys to all lockers and has the right to check lockers at any time, if necessary.

MUSIC:

The safety of students and staff will require additional procedures for music classes and bands, including the disinfection of instruments and classroom layout considerations. Where applicable, students will be assigned their own instrument for use in school. Full precautions will be followed based on the Ontario Educators' Association - Framework for the Return to Music Classes. At this time, wind instruments are not permitted, given the possibility of transmitting the virus over great distances. Singing is also currently discouraged during COVID-19.

OFFICE PHONE USE:

Students may use the **phone in the office for critical communication, illness or emergencies**. If a child needs to use the phone, the office administration will make the call on the student's behalf and relay any message to your child. We ask that students refrain from using personal cell phones to call home and that this communication be directed through the office. As per our personal electronic device policy, we also request that any communication regarding drop-off or pick-up changes be communicated through the school office, and not through student cell phones or text options. Your support in this matter is appreciated.

PHYSICAL EDUCATION:

Physical fitness has been shown to have a positive impact on well-being, both physical and mental. Our students have physical education or daily physical activity every day. When possible, physical education classes will be encouraged to have gym outdoors. Students should anticipate having outdoor physical education classes and should dress appropriately for the weather each day.

When classes are inside the gymnasium, physical distancing will occur and masks will be worn for those students in grades 4-8, while ELK-3 will be encouraged to wear masks. Proper cleaning procedures will be in place for all equipment that is used. Students will be encouraged to practice proper hand hygiene before and after participating in physical activity and equipment use.

We request that each child bring a pair of running shoes for indoor use only and 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.

RECYCLING:

The mixing of cohorts is discouraged during the pandemic. For this reason, students will be asked to bring home all containers and recycle in their own home rather than at school.

STUDENT PROPERTY AND LOST & FOUND:

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. Any personal items brought to school must return home with students at the end of each day. No personal items may remain at the school.

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 to our students:

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

ACKNOWLEDGEMENT PAGE

Once you have read the Evergreen Heights Education Centre Family Handbook 2020-2021, 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:

Student Name(s):

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

Signature

Date

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 we look forward to seeing and hearing from you throughout the year.

Regards,

P. Marshall Gray (Principal) and J. Rutledge (Vice-Principal)