

# EVERGREEN PARK SCHOOL



## STUDENT HANDBOOK 2018 - 2019

**Ms. Antigone Panagiotakis  
Principal**

**Mr. Jeff Keirstead  
Mr. Shane Sturgeon**

**Vice-Principals**

**333 Evergreen Drive  
Moncton, NB E1G 2J2  
Telephone: (506) 856-3476 / Fax: (506) 856-2117  
Safe Arrival # to report student absences – 869-6777**

**Website: [www.evergreenpark.nbed.nb.ca](http://www.evergreenpark.nbed.nb.ca)**

**This agenda belongs to:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Homeroom:** \_\_\_\_\_



## EVERGREEN PARK S C H O O L

### *Principal's Message*

The teachers and support staff of Evergreen Park School welcome you and your family to our professional learning community. We value the time your children spend with us and their education and safety are our most important priorities. The key to our success is the partnerships we form with our families. We encourage participation by the community in each child's learning in any manner possible. With such involvement and strong communication, we will provide a quality education for the students of Evergreen Park School. Students, you are encouraged to use this agenda as a tool to remain organized for a successful school year. The more you value its ability to keep your work in order, the better the results will be. We wish you much success as you strive to reach your full potential this year!

*A. Panagiotakis*

A. Panagiotakis

Principal

# Evergreen Park School

## ADMINISTRATIVE STAFF

Principal: Mrs. A. Panagiotakis

Vice-Principals: Mr. J. Keirstead,

Admin. Assistants: Mrs. B. Tingley,  
Ms. Barbara Bos

## TEACHING STAFF

Ms S. Allain  
Ms. J Aikman-Smith  
Ms. C. Aubé-Savoie  
Ms. J. Belliveau  
Ms. L. Bertrand  
Mrs. P. Boucher-Pitre  
Ms. L. Bourque-Surette  
Ms B. Browne  
Ms L. Burns  
Ms D. Caissie  
Ms. T. Carter  
Mr. P-L. Cool  
Ms C. Cool  
Ms. R. Doucette  
Ms. W. Druken  
Ms. B. Dryden  
Ms. A. Flynn  
Ms S. Fowler  
Ms. C. Fowler  
Ms. E. Hansen  
Ms. A. Hawkesworth  
Ms. W. Hicks  
Mr. J. Jamer  
Ms. C. Lavoie

Ms. M. Landry  
Ms. K. Levesque  
Ms. N. MacBeth  
Mr. L. Marchetti  
Mr. S. McFadden  
Ms. C. Morneau  
Ms. J. Mullane  
Mr. R. Nason  
Ms. M. Ouellette  
Ms. A. Page  
Ms. C. Payne  
Ms. N. Robichaud  
Ms. E. Russell  
Ms. S. Spencer  
Mrs. K. Strohmayer  
Ms. S. Gauvin  
Ms. R. St. Yves  
Ms. S West  
Ms. M. Wood

**Librarian** Ms. M. Law

## HOMEWORK

Students who spend time on their homework generally do better academically. Homework helps to teach responsibility and develops positive study habits.

Homework is given on a consistent basis. Teachers recommend a definite and consistent time period be set aside each night for home study. It is important that this becomes a natural part of the student's daily routine in order to develop good study habits. This time period would be used for daily home assignments, project work, test preparation, review/study of the day's class work. *Students are encouraged to use this book as a homework/assignment book*

Although the amount of time it takes students to complete homework will vary with the type of assignment, the student's ability, and the study environment, many educators provide the following general guidelines.

- Approximately 20 minutes of homework per day for Kindergarten to Grade 2 students
- Approximately 10 minutes per grade level per day for others. (Example: if your child is in grade 4 then  $4 \times 10 = 40$  minutes)

## ATTENDANCE

All New Brunswick classroom teachers are required to record and track the attendance of their students. The Education Act refers to regular attendance as both a *duty of the pupil* and an *expectation on the part of parents to ensure that attendance takes place*.

In an effort to help teachers with this task, Evergreen Park School requests that parents return a brief letter to the homeroom teacher upon their child's return. The letter should indicate the date and reason for the child's absence. This procedure will allow teachers to code their absences. **Please** make use of the school **Safe Arrival** phone number (869-6777) to inform the school of your child's absence.

If your child is to leave the building, they **MUST HAVE PARENT AND SCHOOL PERMISSION**. Parents must either send a note or **SIGN OUT** the child at the main office. Under the Education Act, Evergreen Park School is responsible for your child and your assistance with this would be greatly appreciated.

## SCHOOL SERVICES

### GUIDANCE

What can you find at the Guidance Office? A listening ear, a helping hand, a bit of advice, lots of great resources, solutions for your confusion, useful suggestions, answers to your questions...Do you have concerns about learning? Skills? Behaviours?

Feelings? Attitudes? What about topics like self-esteem, bullying, family problems, school problems, setting goals, conflict, anger, relationships, stress...?

**This is the place to come!** Your Guidance Counsellor offers all of these *PLUS* individual or group counselling, classroom programs and peer helping. Guidance services include consulting with students, parents and teachers. Now, would you like an appointment? Just ask! (Don't be shy.)

### SCHOOL PSYCHOLOGIST

The school psychologist is available to work in a consultative capacity with teachers and parents. Students are initially referred to the School Student Services team. Based on information provided, a subsequent referral to the psychologist may be made.

## SCHOOL POLICY

### ITEMS TO REMAIN AT HOME

Students are not encouraged to bring toys and cell phones or other personal electronic devices to school as they may be damaged or stolen. If a student brings a cell phone to school, it must be in the locker and turned off during the entire school day (8:00 am – 2:35 pm). Cell phones are restricted to after school usage. Students may use the school phone instead.

For safety reasons, the staff of Evergreen Park School requests that the following items remain at home: scooters, skateboards, digital cameras walkmans, MP3 players, IPOD's, roller skates/blades and heelies.

The school recognizes the danger associated with some of these items as students travel along heavily congested streets during arrival and dismissal times. Please note that rollerblading on city sidewalks and streets is illegal under city by-law (T-102). Therefore, students are not to rollerblade or skateboard to and from school. Provincial law also requires the wearing of helmets when riding bicycles.

## BOOKS

Replacing school textbooks continues to be a very expensive endeavour (a single book may cost \$30-\$70). Parents may be asked to pay for texts that become defaced, destroyed, or lost. Book covers are strongly encouraged.

## ACCESS TO BUILDING

Pupils are to enter and exit the school through designated doors during morning entrance, recess, lunch breaks and dismissal. **Parents visiting the school during the day are asked to use the front door and check in at the office.**

The school will provide **VISITOR/VOLUNTEER** badge before you proceed to the classroom area. All adults entering the school during the day should have a visitor badge.

**Evergreen Park is a nut-free and scent free school.** We ask that students refrain from using cologne, perfume or body spray.

## NO SMOKING

Anglophone East School District has initiated a **NO SMOKING POLICY**. This means that there is no smoking permitted in the building or on the school grounds. This includes participation at school events (i.e. dances, trips, etc.) and applies to everyone.

## USE OF WASHROOMS & FOUNTAINS

Students are to use washrooms and fountains before classes start in the morning, at recess, and at noon hour. If a student has a particular health problem in this regard, please advise the classroom teacher in writing.

## CORRIDORS

In order to maintain reasonable order, we ask that students keep to the right when they are moving from class to class. Students are reminded that running, pushing, shoving, etc. while moving throughout the building may cause injuries.

## DRUGS AND ALCOHOL

Drugs and alcohol are prohibited in or on school property and during school events. Students using drugs or alcohol will be removed from the presence of other students and parents will be contacted. **Police may be notified.**

### **LATE ARRIVALS**

Students who arrive late disrupt classes and miss organizational information. Students are expected to be on time for school. Parents will be notified if this becomes a problem. Parents are requested to write a note if their son/daughter is unavoidably detained. This note is to be presented to the homeroom teacher upon arrival. Students who arrive late are to check-in at the office.

### **TELEPHONES**

A telephone for student use is available in the office. Students are required to check with a teacher, obtain a permission slip and then contact a member of the office staff prior to using the phone.

### **PERMISSION TO LEAVE SCHOOL GROUNDS**

Permission to leave school grounds at noon hour is granted in order to allow students to go home or to a designated household for lunch. Unless otherwise informed by a parent/guardian; it is expected that younger students will be escorted by an adult(s) when leaving school premises for destinations other than home.

### **ILLNESS**

Students wishing to leave the school due to illness or accident must speak to a teacher before reporting to the office to call home. Parents or their designate are requested to come to the office to collect the student and sign out the student on the early dismissal form.

### **BREAKFAST PROGRAM**

This program is available to all students and is run by parent volunteers; it is free of charge thanks to the Breakfast for Learning Program. It operates daily from 7:30-8:00am.

### **IF IT HURTS, IT'S WRONG**

This is a District wide Anti-Bullying Program designed to foster a positive learning environment for all students.

### **DISCIPLINE POLICY**

The discipline policy of Evergreen Park School has three main goals:

- to create an environment conducive to learning
- to foster a climate of mutual respect
- to ensure the safety of students and staff

Common sense dictates that meaningful learning can only take place in orderly surroundings and in an atmosphere of respect for oneself and for others.

### **Basic Rules**

1. Respect others and their property.
2. Talk about frustration and anger – do not act them out.
3. Learn to play and respect the rights of others to play.

### **The Education Act of New Brunswick states:**

- It is the duty of a pupil to
- (a) participate in learning opportunities to his or her ability,
  - (b) accept increasing responsibility for his or her learning as he or she progresses through his or her schooling.
  - (c) attend to assigned homework,
  - (d) attend school regularly and punctually,
  - (e) contribute to a safe and positive learning environment,

### **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are those which are not related to the course of studies at the school. It is understood that these activities will take place outside the hours of instruction. These activities provide opportunities for students to develop and display particular talents, to learn about other aspects that enrich their lives, to develop leadership skills, and to work and play in an active, social environment.

The staff of Evergreen Park School attempts to offer a wide variety of activities for students with as broad a base of participation as possible. The number of participants may be limited based on safe supervision ratios, effective operation of the activity, availability of resources, staff, time, space, etc.

While involvement in these activities is open to all age-appropriate students, membership in a club or on a team is dependent upon a student's willingness to learn and to assume responsibility for his or her

behaviour. While there are no academic criteria, **coaches and club leaders will monitor the student's academic progress and behaviour to ensure the student is meeting the expectations of the school. The teaching staff has the authority to withdraw a student from part or all of an activity if that student fails to meet his/her responsibilities.**

This respect must be demonstrated in both student-to-student relationships and student-to-staff relationships. Adherence to school policy and rules is both expected and required. Should behavioural expectancies not be met, consequences will follow, as necessary.

### STUDENT DROP-OFF ZONE

Evergreen Park School has a Student Drop-off Zone (Kiss and Ride). This is to ensure a safe arrival for students being transported by car. This program is a **SCHOOL CANCELLATIONS**

If you are unsure as to whether or not school may be cancelled for the day you may listen to the radio for details or call **856-SNOW**.

### WEB SITES

The school website contains a great deal of information is [www.evergreenpark.nbed.nb.ca](http://www.evergreenpark.nbed.nb.ca)  
The school district website is [www.asd-e.nbed.nb.ca](http://www.asd-e.nbed.nb.ca)

collaborative effort between the Home and School and school staff.

The program has been designed to provide a safe place for students to disembark while the parent remains in the vehicle.

- Children should be delivered at the curb. Please pull cars forward as far as possible (near cafeteria doors).
- Parents wishing to park their cars and escort their children into the building **must** park in the parking lot behind the school.

In the afternoon, parents of students in K-2 are encouraged to park their cars in the rear parking lot and then collect their children. **Students in Kindergarten to Grade 2 will be released to parents or guardians after the 1:35 dismissal time at the front door of the building.**

### HOURS OF OPERATION

7:45	Bus arrival (students report to cafeteria) Student drop-off begins
8:00	Students report to homerooms
8:07	Oh Canada, Roll Call, and announcements
9:45-10:00	Recess all grades
11:00-12:00	Lunch K - 2
11:30-12:30	Lunch Grades 3 - 8
1:35	Dismissal K - 2
2:35	Dismissal Grades 3 - 8

## ACADEMIC INFORMATION

### STUDENT ASSESSMENT & PROMOTION

Student assessment will be determined by means of on-going evaluation throughout the school year.

Report cards will be issued three times a year with important Parent-Teacher or Student-Led Conferences scheduled for parents in the fall and spring of the school year.

**Students are assessed using Products, Conversations and Observations. The four-point scale below is used for assessing learning.**

Scale	Provincial Academic Achievement Expectations
4+	<b>Student learning and work show:</b> Strong and/or Excellent Achievement 4+ Indicates, In addition to excelling, the student demonstrates learning that surpasses grade level expectations.
4 Excelling	The student has a thorough understanding of outcomes addressed to date and consistently applies learning to new situations. Work surpasses the descriptors in the "Meeting" category but is within the expectations specified for the grade/course.
3+	<b>Student learning and work show:</b> Appropriate and/or Proficient Achievement 3+ Indicates the student demonstrates consistent proficiency with meeting learning expectations. The student independently applies learning to familiar situations and demonstrates aspects of excelling in some learning expectations.
3 Meeting	The student has a solid understanding of the outcomes addressed to date and often applies learning to familiar situations. Students maintaining this level will be prepared for work in the next grade/course.
2 Approaching	<b>Student learning and work show:</b> A combination of Appropriate and Below Appropriate Achievement  The student has some understanding of the outcomes addressed to date and with support applies learning to familiar situations. Work on identified learning gaps is needed to ensure future success.
1 Working below	<b>Student learning and work show:</b> Below Appropriate Achievement  The student has limited understanding of the outcomes addressed to date and rarely applies learning. Significant improvement in specific areas is needed for the student to be successful in the next grade/course

# School Bus Safety Guidelines



1. **Obey the driver** promptly.
2. Avoid any unnecessary conversation with the driver while the bus is in motion.
3. **Respect the driver and fellow passengers.**
4. Arrive on time and stand away from the roadway while waiting for the school bus.
5. Wait until the bus comes to a complete stop before moving to get on.
6. When crossing the road, wait for the driver's signal and always cross at least 3 meters in front of the bus. **NEVER CROSS BEHIND THE BUS.**
7. Always keep a safe distance around the school bus.
8. Go directly to your seat; allow others to sit with you. **Remain seated.**
9. Sit facing forward, with your belongings on your lap or under the seat. **Keep the aisle clear.**
10. Obtain approval of the driver to open windows or emergency door. Nothing must hang out or be thrown out of the windows of the bus.
11. **Talk quietly.** Silence is required when approaching a railway crossing.
12. Eating and drinking are not allowed on the bus. Use of tobacco is forbidden.
13. Neither pets nor large objects are allowed on the bus.
14. Anyone who intentionally damages the bus will be held responsible.
15. Dress according to weather conditions. For safety reasons, avoid drawstrings or loose objects on clothing and backpacks.

Pupil Transportation is a privilege - follow the rules  
Violation may result in disciplinary action and possible loss of transportation  
Department of Education