



ENGLEWOOD SCHOOL

2023-2024 Student Handbook

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<https://englewood.edu.pe.ca/>

School Day

You can't win if you don't play!

Regular school attendance is a very important factor to school success. Students enter the school at 8:25 am, prepare for the day, and get right down to their daily instruction. When a student arrives late they miss valuable instruction, and we don't want students to miss out on learning. You could say, 80% of success in life is just showing up!

At 8:35 AM attendance is taken. These announcements contain notices of events and meetings that will take place during the day, as well as other information of importance.

School Schedule

8:25-8:35 **Students Arrive**

8:35-9:05 Period 1

9:05-9:35 Period 2

9:35-10:05 Period 3

10:05-10:35 Period 4

10:35 - 10:45 **Recess**

10:45-11:15 Period 5

11:15 -11:45 Period 6

11:45-12:15 **Big Recess**

12:15-12:45 **Lunch**

12:45-1:15 Period 7

1:15-1:45 Period 8

1:45-2:15 Period 9

2:15-2:45 Period 10

2:45-2:55 **Dismissal**

Operational Policies, Procedures and Guidelines

We follow the Public Schools Branch operational policies, procedures and guidelines. These can be found on the [PSB website](#).

In addition to these policies and procedures, Englewood also has some policies specific to our school.

Attendance:

In case of an absence, a parent/guardian must notify the school by phoning the general office (902-658-7850) as early in the day as possible.

E-mail communication with staff:

The school day is a busy day. Please understand that teachers are face to face with students for most of the day and may not read emails immediately. In the instance where your message requires immediate attention, please call the office.

Late Arrivals:

Students are expected to be in class by 8:35 AM when the school day begins. Uninterrupted time is essential in these areas and your support is greatly appreciated.

Leaving School Property:

Students in junior high are permitted to leave the school grounds with written permission. This includes walking to the store at lunch and walking or biking home from school.

Picking Up Students During the Day:

Should any student need to leave school for a scheduled appointment, parents/guardians should send an email to the homeroom teacher. Should something come up during the day and you need to pick up your child/children, please call the office.

Picking Up Students at the End of the Day:

Parents pick students up at the middle doors after the buses have departed.

Safe and Caring Learning Environments
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The PSB Safe and Caring Learning Environments Policy is a comprehensive policy that establishes the expectations for creating and maintaining a safe, caring, respectful and inclusive climate for learning and working and to promote a shared responsibility among members of the school community (staff, students, parents/guardians and volunteers) to create and maintain a positive school climate.

The Public Schools Branch is committed to ensuring that our schools provide a safe and caring environment for students and staff. A meaningful education is best provided in a school community in which people can learn and work in an atmosphere of respect, trust and acceptance. Every member of the school community, including but not limited to students, staff, and parents/guardians has a shared responsibility for creating a safe environment and a positive school climate. The Public Schools Branch is committed to prevention and intervention strategies to address bullying/harassment, discrimination, violence, abuse of any kind, and any other behavior that negatively impacts the school climate.

Students will be made aware of the Safe and Caring Learning Environments Policy and Procedure in a manner that is developmentally appropriate. Each school is expected to create their own Code of Conduct under these guiding principles.

Rights and Responsibilities of Students
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Student responsibilities, as they relate to this policy, include but are not limited to:

- a) being ready to learn and actively engaging in and diligently pursuing the student's education;
- b) ensuring that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment;
- c) respecting the rights of others in the school;
- d) refraining from, reporting and not tolerating bullying or bullying behavior directed toward others in the school, whether or not it occurs on the school premises, during the instructional day or by electronic means;
- e) complying with the rules of the school and the policies of the education authority;
- f) cooperating with everyone authorized by the education authority to provide education programs and other services;
- g) being accountable to the student's teachers and other school staff for the student's conduct;
- h) contributing positively to the student's school community.

Discipline Policy

The Public Schools Branch supports schools using progressive discipline as an approach for teaching students' appropriate behaviors to create and maintain a positive school climate. Schools will use progressive discipline as a proactive strategy and as part of disciplinary action, where appropriate, to support positive behaviors, increased accountability and a positive school environment.

Progressive discipline may include but is not limited to: a) anti-bullying and violence prevention programs; b) mentorship programs; c) student success strategies; d) character development and education; e) citizenship development; f) restorative justice practices, which may include promoting dialogue between persons harmed with persons responsible for harm; g) student leadership; h) promoting healthy relationships and lifestyles; i) individual, peer and group counselling; j) conflict resolution; k) mentorship programs; l) promotion of healthy relationships; m) sensitivity programs; n) community support programs; and o) early and ongoing interventions.

The Public Schools Branch recognizes that in some circumstances progressive discipline practices might not be effective or sufficient to address inappropriate behavior. In such circumstances, the Public Schools Branch supports the use of a continuum of discipline strategies, including suspension and expulsion where necessary, in accordance with the Education Act, Public Schools Branch policy and other applicable documents.

The [PSB Incident Response Document](#) outlines the manner in which incidents should be reported and how they will be dealt with.

Englewood School Code of Conduct

Classroom rules, routines and expectations are established by each individual teacher. It is expected that the same level of respect is given to support staff and guest teachers.

Our discipline procedures reflect the ultimate goal of developing positive, responsible, and safe behavior at Englewood school. We take each situation and student into account, when using the guidelines outlined below:

Step 1: Teacher meets with the student to discuss the problem and possible solutions.

Step 2: If problem behavior persists, the teacher will contact home to discuss areas of concern and plans to implement corrective measures.

Step 3: Issues that have not been resolved between the student and the teacher-parent may need the intervention from the administration.

Step 4: If issues have not be solved through the first 3 steps, parents/guardians will be contacted by administration to discuss next steps. Next steps may include, but are not limited to: an after school detention, a .5 day in-school suspension, a 1 day in-school suspension or an out of school suspension for a time that will be determined in collaboration with the student services team at the PSB.

Bussing

The school bus is an extension of the school day. This privilege of traveling on a bus is granted by the PSB and can be lost, depending upon the conduct and behavior of each student.

Our bus drivers are in charge of the safety of the passengers on his/her bus. With their eyes on the road at all times, it is difficult for them to also know what is going on behind them. If your child is experiencing any difficulty regarding bus travel, they should report the incident to the driver so he/she is aware. While it is the role of the bus driver to report incidents to the administration, please feel free to contact administration if you have concerns.

Bus Transfer:

In alignment with the [PSB Student Transportation Policy](#), we are unable to allow transfers unless it is for childcare reasons. This requires a note from their parent or guardian to be passed into the office **in the morning** and is permitted only if it does not require an additional stop.

Bus Safety

Please go over these bus safety guidelines with your child so they will know what is expected of them on the school bus:

- Be on time at the designated bus stop. Parents are required to have their children ready at the end of the driveway a few minutes before the expected arrival of the bus. Drivers will stop but are not required to wait if your child is not there.
- When a group of students is waiting for the bus at a designated stop, please stand well back from the road. Line up while waiting for the bus.
- Board the bus one at a time using the handrail and go directly to your assigned seat. Having an assigned seat cuts down on the need to rush to get a favorite seat and helps both the driver and administration know who is responsible for any problems that may arise.
 - Obey the bus driver's directions carefully and help the driver to assure safety at all times.
- While the bus is moving, students must stay seated with their backs against the seat and their kitbag on their lap. The aisle must be clear at all times.
 - Allow the bus driver to give full attention to the highway by using your polite indoor voice and being respectful to everyone on the bus.
 - Head, arms, and hands must be kept inside the bus and within your own space in your seat. Ask permission to open windows.
- For safety reasons, there will be no gum chewing, eating, or drinking allowed on any bus - this is a choking hazard. This is not a reflection on the kindness of the bus driver.
 - Older students should be considerate and helpful to small children.
- When getting off the bus on the same side as your driveway, walk safely away from the edge of the road.

To cross the road, wait for a signal from the driver. Look both ways before crossing - walk, do not run, across the road. Be sure to walk about 10 paces in front of the bus so the driver can see you at all times.

Storm Days and Early Closure
<p>Storm Days/ Emergency Closure decisions to cancel or delay the opening of school are made by PSB Transportation Services after consultation with Environment Canada. Normally, the first announcement will be made at 6:00 AM. Decisions to leave school early are made in consultation with the PSB as well. A radio announcement will be made prior to the children leaving school. Students should be made aware of their family's Early Closure Plan (usually involving a neighbor or relative in the area). Students will follow their plan in the event school is dismissed early because of a storm, power failure, furnace breakdown, water troubles, etc. Please ensure that you have filled out an 'Early Closure' form for your student so it is on file at the school. Due to the last minute nature of these closures, it is important that the plan on file is kept up to date. Please update us immediately with any changes. Our phone lines are extremely busy during early closures and you may not be able to reach us with last minute changes.</p>
Scented Products and Fragrances
<p>The Public Schools Branch is dedicated to providing a safe and healthy working and learning environment for our employees, students and the general public. The Scented Products and Fragrances Policy applies to all PSB schools and Buildings.</p> <p>There are increasing numbers of people who have sensitivities or serious reactions to scents and fragrances.</p> <p>Staff, students and visitors are expected to refrain from using, wearing, and bringing scented products and materials to a Public Schools Branch facility.</p>
Nut Free
<p>The school has an obligation to establish a safe environment for all students. Therefore, our school is a peanut/nut free zone. We ask parents to be aware of this when sending in childrens' lunches. Any items that contain traces of peanut/nut products will not be permitted in the school. This includes products that are imitation peanut butter (Such as <i>Wow Butter</i>).</p>
School Supplies
<p>School supplies are provided.</p>

School Lunches
<p>Students can purchase chocolate and white milk every day and a variety of hot lunches using our online lunch ordering system: https://englewood.hotlunches.net/admin/ Hot lunches can be ordered at https://peischoolfood.ca/</p>
Breakfast Program
<p>Our program is funded by the province, donations and canteen sales. Given the rising cost of food, we are very fortunate to provide a healthy daily breakfast for ALL students. Depending on the day, fruit, yogurt or toast is delivered to all classrooms for all students at the start of the day.</p> <p>The success of this program is only possible with the help of volunteers. Should you wish to help out in any capacity, please contact our VP, Michaela Richards, at mhstephan@edu.pe.ca.</p>
Canteen
<p>The canteen is open every second Friday, Students are able to purchase a variety of snack items that cost between one and two dollars. All profits are used to purchase items for the breakfast program and other canteen related items.</p>
Athletics
<p>Englewood offers opportunities for students in Grades 3 – 9 to participate in various athletic teams and groups. Team sports commonly offered have included volleyball, soccer, basketball, and flag football which are intended for junior high (gr. 7 – 9) students. Individual sports include cross country running (gr. 3-9), badminton and track & field (gr. 5 – 9). Sports teams compete in the Western division and individual sports teams compete in the Zone 3 division.</p> <p>Transportation to all home and road games for sports teams are the responsibility of parents. Englewood will provide bus transportation to events such as cross country and track & field meets.</p> <p>Participation in school athletic teams is considered a privilege for Englewood students. The school expects all students involved in Englewood athletic teams to conduct themselves in a way that represents the school well. This includes high levels of commitment, effort, teamwork, and personal conduct. As well, students should be working to their full academic potential and demonstrating exemplary behavior in the school setting in general.</p>

Band

All students begin the band program in grade six with three class periods per six-day cycle. At the end of grade 6, students may choose to remain in band for grades 7-9. In addition to their three band classes per cycle, the grade 7-9 Band students are also expected to attend early morning band practices twice weekly and to play in all concerts. An annual band performance tour off Island is also made available to all Intermediate band students who regularly participate in rehearsals and complete their classwork. **The expectation is that students who register for band remain in the program until the end of grade nine.** Students may not opt out of the program during any part of the year. Each student is responsible for the care and maintenance of his/her own instrument.

Student Well-being Team

We are a part of the Bluefield Family Student Well-being Team. Detailed information about the SWBT and how to contact them can be found on their website:

<https://www.princeedwardisland.ca/en/information/education-and-lifelong-learning/student-well-being-teams>

Home and School

We value the partnership between home and school. Only together can we provide the best learning environment for students. If you are interested in supporting our Home and School, please contact our President, Rachael Cameron,

rachael.inglewoodhomeandschool@gmail.com for more information.

Be sure to join our H&S Facebook page to stay up-to-date with school and community related information!

<https://www.facebook.com/groups/inglewoodhs/>

Englewood School

2023-2024

In the 2023-2024 school calendar, there are a total of 195 school days, including 181 instructional days.

September	<ul style="list-style-type: none">• September 1 - Professional Learning Day (no classes)• September 4 - Statutory Holiday (no classes)• September 5 - Teacher Orientation Day (no classes)• September 6 - Professional Learning/Administrative Day (no classes)• September 7 - First Day of School for Students• September 29 - Professional Learning Day (no classes)
October	<ul style="list-style-type: none">• October 2 - National Day for Truth and Reconciliation (no classes)• October 9 - Statutory Holiday (no classes)• October 27 - Professional Learning Day (no classes)
November	<ul style="list-style-type: none">• November 13 - Statutory Holiday (no classes)• November 16, 17 - PEITF Convention / CUPE 1770, 1775, 1145, 3260 Annual Convention (no classes)• November 24 - Parent Teacher Interviews, K-12 (no classes)
December	<ul style="list-style-type: none">• December 14 - Christmas Concert• December 18-22 - Spirit Week• December 22 - Last Instructional Day for students in 2023
January	<ul style="list-style-type: none">• January 4, 5 - Professional Learning Days (no classes)• January 8 - First Instructional Day for students in 2024
February	<ul style="list-style-type: none">• February 19 - Statutory Holiday (no classes)• February 28 - Pink Shirt Day
March	<ul style="list-style-type: none">• March 7 - Parent Teacher Interviews (PM only)• March 8 - Parent Teacher Interviews (no classes)• March 22-28 - Mid-term Break (no classes)• March 29 - Statutory Holiday (no classes)
April	<ul style="list-style-type: none">• April 1 - Statutory Holiday (no classes)• April 19 - Professional Learning Day (no classes)
May	<ul style="list-style-type: none">• May 3 - Area Association / Annual Convention/CUPE (no classes)• May 14 - Welcome to Kindergarten 6pm• May 17 - Kindergarten Orientation 9-11• May 20 - Statutory Holiday (no classes)
June	<ul style="list-style-type: none">• June 26 - Last Day of Classes• June 27 - Administrative Day• June 28 - Administrative Day, Last Day for Staff

