Lawson Heights School
SASKATOON PUBLIC SCHOOLS
430 Redberry Road
Saskatoon, SK    S7K 5H6
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2017 / 2018

Parent Handbook
OUR SCHOOL DAY

School Day begins  8:45 a.m. (first bell); 8:50 classes begin
Morning Recess      10:35 - 10:50 a.m.
Noon lunch          11:43 - 12:33 p.m.
Afternoon recess    2:18 - 2:33 p.m.
Dismissal           3:25 p.m.

SUPERVISION

Teacher supervision of students is provided at:

8:33 – 8:45 a.m.
10:35 - 10:50 a.m.
12:08 - 12:33 p.m.
2:18 - 2:33 p.m.

Please do NOT send children to school before 8:30. If your child must be dropped off early, he/she should be registered in the Lawson Heights Extended Day program. Contact Trish at 306-290-9102.

Students should be dressed appropriately for the weather as they are expected to remain outside until the bell rings at 8:45.
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**ABSENCE FROM SCHOOL – LATE ARRIVALS**

Please ensure you telephone the school if your child is going to be absent. The message manager is always on so you can leave your child’s safety is very important to us, therefore, we request that you telephone the school if your child is going to be absent. Parents may call the school any time and leave a message on the message manager. Please between 8:00 and 8:45 a.m. in order that the message may be given to teachers before classes begin. Students that arrive late will bring a late slip to the office.

**SCHOOL TELEPHONES**

There are phones in each of our classrooms. Students must ask their teacher for permission to use the phone.

We expect that students do not use school phones to make arrangements to go to a friend’s house after school. These arrangements should be made before leaving home in the morning, or the day before.

**NEWSLETTERS**

The Lawson Heights School newsletter is published every third Wednesday and is sent home with the youngest child in each family. We will also email a copy to parents. Our newsletter can also be found on the School Community portal. The URL is [http://spslearn.spsd.sk.ca/schools/LHS](http://spslearn.spsd.sk.ca/schools/LHS). Please read these newsletters carefully as they often contain important notices and reminders. Notices concerning special events, announcements, or information that pertain to just one class are sent home as the need arises by the classroom teacher.

**DRESS FOR WEATHER AND SAFETY**

Students are expected to go outside for recesses. The only exception to this is if the temperature, with wind chill, reaches -27. Therefore, during the cold months, students should dress warmly (i.e. hats, mitts, boots, ski pants and a warm coat.) If your child is sick and not able to be outside they should stay home.

Hats and wet footwear must be removed upon entry into the school. Students are expected to wear appropriate footwear indoors. Bare feet or only socks are not acceptable for health and safety reasons.
POLICIES AND PROCEDURES

REQUEST FOR EARLY DISMISSAL OF STUDENTS
Early dismissal for individual students is discouraged except under unavoidable circumstances. If there are extenuating circumstances the principal would be pleased to discuss them with you.

LOCKS AND LOCKERS
Locks for student lockers are optional. Students are responsible for providing the locks for their lockers. Whether the lock is a key type or a combination type, it should be of high quality. A copy of the combination or an extra key must be left with the classroom teacher. Lockers are subject to inspection at any time.

Internet/Wireless Services Acceptable Use Procedures for Students
Saskatoon Public Schools believes that the use of computing technology provides an opportunity for relevant and challenging life-long learning for all students and staff. Activity logs may be viewed and used where necessary to ensure our Administrative Procedure 140 – “Computer/Online Services Acceptable Use” is followed.

To this end the Division has provided all students with individualized accounts and passwords to access computer and online services in support of instructional activities.

When using digital devices, students must adhere to the following principles:
• Digital devices are to be used to enhance the learning that takes place in schools. They are not to disrupt that learning.
• Digital devices are to be used in a manner that is respectful of all students and school staff. For example, students using digital devices to photograph or video any member of the school staff or students in the school without the permission of those staff or students is an infringement on their privacy.
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1. Students who choose to bring personal digital devices to school should be aware of the following:
   i. In the event the digital device is used in an inappropriate manner, (or inappropriate use is suspected), the digital device itself can be confiscated and may be searched by a member of the school’s administrative team. If parents/students do not agree with this condition students should not bring the digital device to school.
   ii. Schools are not responsible for the theft or loss of personal digital devices that students may choose to bring to school.

2. Saskatoon Public Schools actively blocks access to inappropriate Internet sites. If a student deliberately seeks to access inappropriate material or uses the computer services provided in a malicious manner, the consequences are governed by the Saskatoon Public Schools’ Administrative Procedure 140 – “Computer/Online Services Acceptable Use” - which can be found on the Saskatoon Public Schools’ public website at www.spsd.sk.ca/files/board/AdministrativeProceduresManual.pdf

3. What can happen to me if I break the rules?
   I. Removal of computer access and privileges;
   II. Disciplinary action / suspension / expulsion;
   III. Recovery of cost of damage to data or equipment
   IV. The police may be called.

   *** If you do not want your son/daughter to access the Internet at school, please contact the school and request the Internet Use Denial Form. ***

BIKES/SKATEBOARDS/SCOOTERS/ROLLER BLADES

For reasons of your child’s safety while traveling to and from school, we encourage all students to wear an approved helmet when riding their bikes, skateboards, scooters, and roller blades.

Bikes, scooters and roller blades are not to be ridden on school grounds, in the parking lot or on the sidewalks in front of the school leading down to the cross walk. Bikes, if brought to school, must be locked to the fence east of the school. Skateboards, scooters and roller blades are to be put in lockers upon arrival in the classroom.

The school can assume no responsibility for equipment which is lost or damaged. Theft and vandalism are police matters and should be reported to the police.
LOST ITEMS
School Board insurance does not cover items lost in school. Lost and found articles are put in the lost and found box. Articles that are not picked up at the end of the year, will be donated to a charitable organization. Labeling coats, boots, mittens, scarves and other school supplies will help lost items to be returned. Please be sure to check our Lost ‘n Found bin for missing items.

LUNCH ROOM PRIVILEGES
Under normal circumstances, children should eat lunch at home. There are occasions when parents request the assistance of schools to provide lunchtime supervision, such as the absence of parents who work during the day, or for children who live a distance from school. Families who require this assistance will fill out a Lunch Privilege Application Form.

PARKING AND PICKING UP STUDENTS
School bus loading zones are a designated “No Stopping/No Parking” area. Do NOT pick up or drop off students in the Staff Parking Lot or in the posted zones in front of our school, as this not only creates a safety hazard for children, but may also result in a costly ticket.

EMERGENCY AND SAFETY PROCEDURES

★ Students are required to wear shoes at all times.

★ When an accident happens at school, parents will be contacted. We have members on staff with First Aid training.

★ It is important that family information be kept up-to-date. If you have moved or changed your telephone number, please let us know as soon as possible. It is important that we have an up-to-date emergency contact to call when parents are unavailable.

Should we have to evacuate the building for any reason during the school day, teachers would accompany students to The Neighbourhood Church on Pinehouse Drive. Procedures have been developed for fire drills, lockdowns and shelter in place.
Information regarding procedures for parents to follow would be sent out using the Everbridge Notification System or broadcast on the radio and parents would be telephoned. (In the event of such an emergency, parents are requested to listen to the radio or come to the school - but not to phone.)

We will never send children home unless we can be sure of their safety. It is hoped that we never need to use these plans, but we are prepared should a crisis arise. Thank you for your cooperation in helping us care for the safety of your children.

**EXPECTATIONS FOR STUDENT BEHAVIOUR**

Every child has the right to feel safe and happy at school. Therefore, every child has the responsibility to ensure that he/she does not violate the safety and happiness of others. Students should be treated with dignity and respect, and it is expected that they treat adults and other students with dignity and respect. Our expectations of students are based on this premise.

Student behaviour problems are dealt with on an individual basis: privileges may be withdrawn or an appropriate consequence may result. If inappropriate behaviour is continuous or severe, parents will be informed.

1. **Co-operation is very important for maintaining a positive learning environment. Students are expected to:**
   a) cooperate with all students and staff members and respond in an appropriate and respectful manner.
   b) behave in a manner that supports the teaching-learning process.
   c) apply themselves academically to reach their potential.
   d) contribute to our learning community by volunteering their time and talents when opportunities arise.
   e) use good judgment in situations where specific rules do not apply.

2. **Students should move through the school in an orderly manner with purpose, school staff knowledge, and permission.**
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a) Students should walk when moving throughout the school building.

b) Students in Grades 4-8 are to enter and exit the school through the senior boot-room doors on the north side of the school. Students in Grades 1-3 are to enter and exit the school through the junior boot-room doors on the east side of the school.

c) The front doors may be used by visitors and kindergarten students, and students waiting to be picked up during the school day for appointments.

3. *During break times (recess, noon) students are expected to play co-operatively in designated areas.*

a) Students are expected to go outside during recess breaks when the weather is suitable.

b) Students may re-enter the building to use the washrooms or to warm up in the boot room and then return to the playground.

4. *Behaviour that endangers the safety of others is not permitted.*

Examples of this include bullying (verbal or physical), hands on play (play-fighting), throwing snowballs or stones and possessing harmful or dangerous objects.

5. *Students are expected to show pride in and respect for our school facility. In an effort to ensure cleanliness of our school:*

a) students are not permitted to chew sunflower seeds at school.

b) drinks in glass bottles are not to be brought onto the playground or into the school.

c) pop and “junk food” are not to come to school. Students are asked to model nutrition-positive habits.

d) all outdoor footwear must be removed at the entry point into the school.

6. *We believe that the way we dress affects our attitude and our behaviour. Inappropriate clothing can be disruptive to the learning environment. Inappropriate clothing which will not be allowed includes:*

a) items that display foul or suggestive language, inappropriate signs or symbols, messages of violence, racism, drug/alcohol use or information/pictures that are sexual in nature.

b) clothing that is revealing. General guidelines include a covered back, midriff, chest and buttocks.

Administrators and/or teachers will use their discretion in deciding the appropriateness of clothing. Students who are dressed inappropriately will be required to cover up or be sent home to change.