Dear Parents and Students,

The staff at École River Heights School welcomes you back to another school year of fun and learning. This handbook has been prepared for each family so that you can have fast and easy reference to information that will help you have a successful school year.

We hope that we have included the information that you need. If you require other information, please contact the school office or check the Saskatoon Public Schools website: www.saskatoonpublicschools.ca

We believe in providing a quality education in a warm, caring and inclusive environment. We believe that parents are important partners in the education of children. We encourage and welcome your active interest and involvement in your child’s progress. By working closely together, we can create the best educational experience for each of your children.

We are certain that high expectations for our children will produce a very successful 2017-2018 school year.

We hope that this booklet contributes to your planning and organization of time.

Respectfully,

The Staff at École River Heights School

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SCHOOL HOURS AND SUPERVISION

8:35 - 8:50am Teachers provide supervision
8:50am Entrance Bell
8:55am Classes Begin
10:40 - 10:55am Morning Recess
11:48 - 12:38pm Noon Hour
12:38pm Afternoon Classes Begin
2:23 - 2:38pm Afternoon Recess
3:30pm Dismissal

In order to ensure supervision of your children, they should not arrive before 8:35 a.m. and 12:23 p.m. If students are staying for lunch they should not leave the playground as supervision is provided. If supervision is required outside of these times then the Before & After School Program may be used.

A PLACE FOR WONDER KINDERGARTEN
A child oriented, play based program and child care inspired by the Reggio Emilia approach for Kindergarten students. Children who attend a half day of Kindergarten can register in A Place For Wonder the other half day. Hours are 12:23-3:30. For more information and fee structure, please contact Karen Robinson at km50robinson@gmail.com.

ASSEMBLIES
Assemblies are used to highlight student successes, and also to help build a sense of community spirit within our school. Parents are welcome at all our school assemblies.

ATTENDANCE
If your child is going to be late or absent from school, please call the office (306-683-7430). You are welcome to phone before 8:00 a.m. as information can be left on the message manager. To ensure student safety and whereabouts, the school will contact parents if no notification is made.

You can also text absences to 236-237-1968. Although there is a different area code, this number is not long distance.

Regular attendance and punctuality are very important. If your child will be absent for several days, please try to keep the teacher, as well as the office, informed regarding a return date. It is often helpful to obtain schoolwork from the teacher to enable keeping up with assignments. If possible, contact the teacher well in advance of the time you are expecting to be away.

When Should Your Child Stay Home From School?
Fever
- A fever is a sign of illness. Children with fevers, even slight fevers, should not be sent to school.

Vomiting and/or diarrhea
- within the last 24 hours

Respiratory Infections
- sore throat, coughing, earaches or persistent cough with a discharge from nose and/or throat

Rashes
- skin rash may be a sign of illness
- rashes have different causes
- if your child has a rash, see your doctor

Pink Eye
- your child can return to school after 24 hours of appropriate antibiotic treatment

BEFORE & AFTER SCHOOL PROGRAM
The River Heights Before and After School Program operates an extended day program for students at École River Heights School. The program runs from 7:30 a.m. to 6:00 p.m., Monday to Friday. For more information and fee structure, please contact Kelly McCallen at 306-979-2066 or 306-251-1037.

BICYCLES, SCOOTERS, ROLLER BLADES AND SKATEBOARDS
- The decision as to whether or not a child may ride his/her bicycle, scooter, roller blades, or skateboard to school is to be made by the parent. We feel that parents are in the best position to judge their children’s ability to operate a bicycle, scooter, roller blades, or a skateboard.
- We cannot guarantee the security of the bicycles, scooters, roller blades, or skateboards while left at the school. The grounds are supervised before school and during recesses. During school hours the
Students need to wear a helmet if they are using bikes, etc. at school and ride in designated areas only.

Bullying:

Bullying Definition:
“Bullying is a relationship issue where one person or group repeatedly uses power and aggression to control or intentionally hurt, harm or intimidate another person or group. It is often based on another person’s appearance, abilities, culture, race, religion, ethnicity, sexual orientation or gender identity. Bullying can take many forms; physical, emotional, verbal, psychological or social. It can occur in person or through electronic communication.” Saskatchewan’s Action Plan to Address Bullying or Cyberbullying November 2013

Our division is committed to creating safe, caring and accepting learning and work environments. It is our goal to work together with parents/caregivers/guardians and community partners to support students as they develop moral values, display ethical conduct, and achieve to the best of their ability. The Comprehensive School Community Health framework is foundational to our response to student bullying and harassment.

PROACTIVE EDUCATIONAL PROCEDURES:
A key component in creating safe, caring and accepting schools is a positive school climate. “A safe school environment is critical for student engagement, learning and well-being” (Saskatchewan’s Action Plan to Address Bullying and Cyberbullying 2013). Positive school climates are created when all stakeholders promote and model appropriate prosocial attitudes and behaviours such as caring, empathy, and appropriate interactions.

Positive school climates are created through the following practices:

1. School-Wide Positive Behaviour Supports
Proactive strategies that invite co-construction, teaching and support of appropriate student behaviours create positive school environments. A continuum of positive behaviour supports for all students is implemented and taught in classroom and non-classroom settings.

2. High Quality Teaching and Learning
Within the Saskatchewan curriculum are outcomes and indicators related to the development of healthy and respectful relationships. Using provincial curriculum and recommended resources students are taught how to negotiate disagreements and manage conflict. Citizenship is a key component in our strategy to address cyberbullying.

3. Digital Citizenship
“The integration of effective and ethical use of technology in education is vital to support the teaching and learning environment” Saskatchewan’s Action Plan to Address Bullying and Cyberbullying. Teachers will be given opportunities to learn and model positive digital citizenship to support student learning. The promotion of digital

4. Family and Community Engagement
The development of ethical students is a shared responsibility of home, school, and community. Saskatchewan’s Action Plan to Address Bullying and Cyberbullying identified the need to work together in a “comprehensive and collaborative” approach. Partnerships with parents/caregivers/guardians, the We Day movement, Saskatoon Police Service and other community agencies provide support in creating a safe, caring and accepting school. Student voice gathered through the “Tell the From Me” survey also provides informative feedback. This feedback will enable our school to provide learning environments that are safe and respectful.

5. Healthy Physical and Social Environments and Effective Policy
Student safety in Saskatoon Public Schools is a priority for everyone. School and division policies, procedures and protocols are in place to ensure that learning and work environments are safe, caring, accepting and culturally responsive for students and staff.

6. Communication
River Heights School strives to be a naturally open school. Naturally open schools facilitate the appropriate sharing of information among administrators, staff, students, parents/caregivers/guardians and community partners.
Roles and Responsibilities in Bullying Prevention

Duty to Report: Students and parents/guardians/caregivers are encouraged to immediately report incidents of bullying to the school administration.

Duty to Respond: We will investigate and respond to all reports of bullying behaviours. Students and their parents/guardians/caregivers will be involved in the process.

Saskatoon Public Schools share responsibility with in-school administrators, school staff, students, parents, the School Community Council and community members to promote a caring, respectful and safe school environment and to prevent and reduce bullying. All members of the school community (students, staff, parents/guardians and the larger community) have a responsibility to report incidents of bullying and harassment to a school-based administrator. School-based administrators and staff have a responsibility to respond to instances of bullying and harassment when they occur.

School Procedures
When bullying or harassment occurs, the following steps will be taken:

- Staff members will provide a clear message that bullying and harassment will not be tolerated and will respond in a firm and fair manner if such behaviour occurs;

- Incidents of bullying will be investigated and parents of the students involved in the incident will be informed;

- School administrators will take timely, appropriate, and progressive disciplinary action to help students learn not to bully.

CANADIAN PARENTS FOR FRENCH
CPF is the volunteer network of thousands of individuals and families interested in access to the latest information and research on creating French second language opportunities for young people. CPF have the chance to be involved in improving opportunities for children to learn French in school and the chance to join other parents in providing opportunities for children to use French outside the classroom. As a CPF member you have the opportunity to attend national conferences and will receive national and provincial newsletters. CPF Saskatchewan provides annual extracurricular programs for students. For information about the French Immersion and Core French please call 306-244-6151.

You may visit the CPF National website at www.cpf.ca

C.A.R.E. PARTNERS
C.A.R.E stands for Courtesy, Appreciation, Respect and Enthusiasm. Our C.A.R.E program matches students in our primary classes with senior students. Big and little buddies work together on various activities often with a Literacy focus. We feel this program promotes understanding and positive interactions among students of all ages while supporting our Literacy priority.

CLOTHING
We prefer to rely upon the good judgment of parents in determining what kinds of clothing children should wear. We believe that how we dress affects our attitude and our behaviour. We try to encourage good sense in school clothing.

Reminders:
- some very popular shirts, T-shirts and caps have logos or statements with vulgar language, suggestive thoughts, slogans or advertisements for tobacco, alcohol or drug products that we do not feel are appropriate for wear at school;
- skinpy clothing, beachwear, short short and muscle shirts are unacceptable;
- midriff and cleavage should be covered; halter, spaghetti straps, or one-shoulder straps are not acceptable and
• underwear should be covered. Students who come to school wearing such items will be asked to change into something more appropriate. Students should dress appropriately for the weather and since they are encouraged to go out for recess, this is particularly important in cold weather.

COMMUNICATION PROCESS

Do You Have Compliments, Questions, Suggestions or Concerns?

REGARDING YOUR CHILD
- Academic Progress
- Other

REGARDING YOUR SCHOOL
- Hours
- Programs

REGARDING SPECIAL PROGRAMS AND POLICIES

CONTACT
1st Your Child’s Teacher
2nd Your School Principal
3rd Your Superintendent of Schools

CONTACTING TEACHERS
The best time to contact teachers by telephone (306-683-7430) is before and after school, or by leaving a message on their voice mail to have the teacher contact you when he/she is free. We try not to interrupt classroom instruction time unless it is urgent. Outside those hours, you are welcome to leave a message on our message manager. If there is an emergency please call the principal’s office number, 306-683-7431.

A PARENT’S CODE OF ETHICS

I WILL establish a direct and personal contact with my child’s school by visiting it and getting first-hand knowledge of its teaching activities and facilities.

I WILL demonstrate constructive attitudes towards the school and its programs, by supporting and cooperating with the teaching staff and the school board to the fullest possible extent.

I WILL make no criticism of the school without ensuring that I have accurate and first-hand information.

I WILL encourage a positive attitude on the part of my child and will refrain from criticism of the teachers or the school in his or her presence.

I WILL expect nothing for myself or for my child which is contrary to the interests of the entire school.

I WILL accept my share of responsibility for the partnership of home and school in the education of children.

I WILL provide conditions favorable to study at home.

I WILL cooperate with the school in developing and protecting the health and character of children.

I WILL seek to learn about educational aims and methods so that I may better understand my child’s role.

Courtesy of Code of Ethics, Canadian Home and School Association
Parent-Teacher Association

INSURANCE INFORMATION
All students, through the Public School Division, subscribe to a basic student accident insurance program, which provides coverage for injury sustained during the school day or during participation in a school-approved activity. An extended insurance program is available which provides for coverage for 365 days per year, 24 hours per day. Forms will be sent home early in the school year for the extended coverage.
EMERGENCY SITUATIONS

- It is important that students wear shoes inside the building at all times in case of an emergency.
- If your son/daughter is involved in an accident, we will contact you as soon as possible. Some of our staff members have training in First Aid.
- Please keep us informed of any changes in contact information such as phone numbers, addresses, emergency contacts, etc.
- If we have to evacuate the building for any reason, we will assemble at St. Anne’s School or the Kinsmen/Henk Ryes Soccer Centre.

KEY SITUATIONS
1. FIRE – Indicated with the sounding of the fire alarm
   - All people in the school follow evacuation routes and procedures.
   - Classes move to prearranged location away from school.
   - Re-enter school upon hearing the “All Clear” signal: one long ring of the bell.

2. EVACUATION – General announcement repeated twice “We will be evacuating to St. Anne’s School or the Kinsmen/Henk Rye Soccer Centre”
   - Sound the fire alarm.
   - Follow above procedures and then move to alternate safe location.

3. GENERAL LOCK-DOWN - General announcement repeated twice. “A general school lock down is in effect. All non-school personnel are asked to leave the building by the main front doors”
   - Students are kept in classrooms.
   - Classroom door is locked and lights are turned off.
   - Students are moved to a location out of sight of windows and doors.
   - Students crouch behind or under desks.
   - Administration will communicate when lockdown is no longer in effect.

4. PERIMETER LOCK DOWN – General announcement repeated twice.
   “A perimeter lock-down is in effect”
   - All perimeter doors are locked.
   - Non-classroom staff are assigned to monitor each exit.
   - No entry or exit is permitted, other than at main entry.
   - All school instruction and routines continue as normally as possible.
   - No one is to exit or enter the building without administrative approval.
   - A child is permitted to leave with a parent/guardian after confirmation with the child’s parent is recorded.
   - Police service involvement as necessary.
   - Administration will communicate when lockdown is no longer in effect.

5. SHELTER IN PLACE - General announcement repeated twice
   - Close all windows and doors and shut down any ventilation.
   - Move students to an inside room or hallway if classroom windows are not airtight.
   - Remain in “Shelter in Place” mode until informed otherwise.

Extra-Curricular Programs

Extra-curricular programs offered at River Heights are dependent upon the interests and areas of expertise of the staff. The specific programs are determined each year and are operated within the guidelines set by the teachers.

HOT LUNCH INFORMATION

As most of you already know, the Hot Lunch program has been at École River Heights School for many years. In the past, the funds raised have been used for equipment, field trips and special events, etc. Everyone in the school benefits in some way – and it’s a great opportunity for the children to have some fun!
EVALUATION AND REPORTING

Evaluation of student progress is continuous. Teachers evaluate students on both their oral and written work each day, as well as through the use of periodic tests and other assessment tools. The information gained by the teacher is used as a basis for decisions to re-teach concepts not learned, or to proceed with new work.

Three times a year, teachers summarize their evaluation of students to report progress to parents. The report cards have two main categories on which evaluations are made:

1. Social skills and behaviour which tells you how hard the teachers believe your child is working and
2. Achievement, which indicates how much of the work your child has mastered and at what level.

It is our desire to establish two-way communication. Parents are encouraged to phone the school if they wish to initiate additional interviews. Your support and ongoing communication are of great benefit in our joint effort to provide your child with a sound education.

Report # 1 – November
Report # 2 – March
Report # 3 - June

FEES

There are no student fees collected, but there is a $15 fee for students taking band.

There is also a one time charge of $25 for a band shirt for Grade 7 & 8. There may be charges for specific events or trips throughout the year as well.

There will also be a $5 fee for student agendas for Grades 1—5. Agendas will be provided by the teacher.

Band fees are due the first day of classes. They will be received by classroom teachers. Please pay by cheque or cash.

HEAD LICE

What are head lice?

- Head lice are common in school age children.
- Head lice are not a disease and they do not spread disease.
- Anyone can get head lice – they have nothing to do with personal cleanliness.
- The entire life cycle of head lice occurs on the human head.
- Head lice do not usually survive off the human head for longer than 36 hours.
- Lice are spread by direct contact – head to head.
- Eggs that are more than one cm (one-half inch) away from the scalp are dead or have hatched.

What are the signs of head lice?

- Constant itching of the scalp is a possible sign of head lice.
- When checking for lice, look for the eggs on the hair strand, close to the scalp - they are small, oval and brown or white.
- The eggs are glued firmly to the hair and cannot be easily removed.
- Head lice are not easy to see. They are tan coloured, small, wingless insects about the size of a sesame seed.
- They live only on the human head and do not fly or jump from person to person.

How do you prevent getting head lice?

- Teach children not to share combs, brushes or headgear.
- Remind children to store outer clothing away from other children’s clothing.
- Braid or tie back long hair.

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INTERNET/WIRELESS SERVICES ACCEPTABLE USE PROCEDURES FOR STUDENTS

Saskatoon Public Schools believe that the use of the Internet and/or personal digital devices supports relevant and challenging life-long learning for our students. All activity conducted on hardware owned by Saskatoon Public Schools is logged. Activity logs may be viewed and used where necessary to ensure our Administrative Procedure 140 – “Computer/Online Services Acceptable Use” is followed.

To support additional learning opportunities, Saskatoon Public Schools has also provided Internet wireless access in all schools and initiated broad education efforts related to “Digital Citizenship in the 21st Century”. Students are provided with individualized computer accounts and passwords to access computers and online/wireless services to support their learning. Students who elect to bring personal digital devices to school have the ability to access the Internet with their account. This access is subject to the school’s overall rules regarding personal digital devices. Examples of personal digital devices include cell phones, smart phones, MP3 players, Ipods, Ipads, and notebook computers.

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. Students may not photograph or video record any member of the school staff or any students.

1. Access to the Internet and wireless services, either with school division or personal digital devices is an individual privilege enjoyed by students, not a right.

2. A student's conduct on the Internet and wireless services, either with school division or personal digital devices, is governed by the same expectations which guide his or her behaviour at school.

3. In elementary schools, access to the Internet with school division digital devices is provided only when students are supervised.

4. Students who choose to bring personal digital devices to school should be aware of the following:

☐ 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.

☐ Schools are not responsible for the theft or loss of personal digital devices that students may choose to bring to school.

5. 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 the link Administrative procedures manual.

Consequences: What can happen to me if I break the rules?

☐ I won’t be able to use the computers.

☐ I might be disciplined.

☐ I might have to pay for what I broke.

☐ The police may be called.

6. 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. This form is then signed by the parent or guardian and returned to the school.
LEARNING RESOURCE CENTRE

To promote literacy, resource-based learning and love of reading, use of the school library by all students is strongly encouraged. Books and magazines are available to students on a two-week loan period. Students are encouraged to take out books whenever they need them and as often as they wish. They may come to the LRC at most times during the day or after school. LRC hours are 9:00 a.m. – 11:48 a.m. and 12:38 p.m. – 4:00 p.m. Returning books on time is very important. Students will receive reminders of overdue material. Parents will be contacted regarding damaged or lost books.

LOCKS AND LOCKERS

Lockers are provided for student use at École River Heights School. These lockers are the property of the school and may be searched at any time if there is reasonable suspicion that inappropriate materials are present in a locker. If students bring locks to school, they may use them to secure their locker as long as they provide the school with an extra key or the combination to the lock. If no key or combination is available the lock may be removed by other means.

LOST & FOUND – LABELING OF ITEMS

We expect our students to develop a responsible attitude toward their property and the property of others. Please assist us by labeling all coats, boots, shoes and school supplies. All lost and found articles are kept in a container by the entrance to the large & small gyms where students and parents may claim them. Children are encouraged to check for missing items. Unclaimed articles are donated to charity. If your child inadvertently brings home shoes or clothing items, which are not his/hers, please return these items to the school as soon as possible.

School Board Insurance does not cover student items lost or stolen from the school.

LUNCHROOM PRIVILEGES and EXPECTATIONS

Supervision of students over the lunch hour is a parental responsibility.

In order to assist families with their childcare needs, we provide free lunchroom privileges for students who require it on a regular or occasional basis. However, staff may refuse lunchroom privileges to a student who is not cooperative or respectful of others.

Parents should make use of lunchroom services for their children only when it is necessary. Students who could go home for lunch but stay in order to visit with friends tax our limited resources.

Students who stay for lunch are expected to remain on the school grounds throughout the lunch period. The school has a legal obligation to supervise the safety and well-being of students who stay at school. This is impossible if students leave the school grounds! Students who wish to go elsewhere for lunch require a note from their parents.

Students eat in their designated areas and are required to remain seated while eating and to use quiet, conversational voices. Students are responsible to the lunch supervisors during the lunch hour and must demonstrate courtesy and appropriate behaviour. Students are responsible for disposing of their own litter and for recycling where possible. When the students are dismissed, they are expected to proceed outdoors until the call-in bell. Unfinished lunch is not to be taken onto the playground or to other areas in the school. Similarly, students who leave the school grounds for lunch are not to return with food or drink.

If a student does not demonstrate respectful and responsible behaviour, lunchroom privileges will be suspended or revoked.

Parents are required to send needed cutlery as well as containers and packages that your child is able to open independently.
MEDICAL ALERT
Each year, we send home a form which parents/guardians are asked to complete listing any medical concerns (i.e. allergies, asthma, etc.). It is the responsibility of parents to alert their child’s teacher to any medical concerns. It is very important that medical information is kept current throughout the school year. If the child requires an ‘epi pen’ or other medication, it is the parents’ responsibility to provide the ‘epi pen’ and to check the expiry dates on a regular basis. Please do not send cough syrup, eardrops or other medications to school with a note asking a teacher to store or to administer these substances. We are not permitted to store or to administer any non-prescription or prescription drugs without a medical release form. To obtain a medical release form, please contact the office.

NUT ALERT
We have students with life-threatening allergies (nuts, eggs, seafood, etc.). Classroom teachers will inform you if these conditions exist in your child’s classroom. Please remind your child not to bring nut products (‘nut alert’) to school and not to share his/her lunch, but rather enjoy the food that you have sent from home.

OUT-OF-SCHOOL EXCURSIONS (FIELD TRIPS)
The educational program at École River Heights is supplemented and enriched, through a variety of out-of-school experiences during the course of the school year. These out-of-school experiences provide alternative ways to meet the educational goals of Saskatoon Public Schools. Field trips are well-planned experiences that take advantage of the resources of our city to enrich the regular school curricula.

PARKING AND PICKING UP STUDENTS
The area on the street directly in front of the large gym doors of the school is designated as a School Bus Loading Zone. We ask that you do not pick up, or drop off, your child in this area as it causes a safety concern for our students. The area near the staff parking lot is for school service vehicles and special needs transportation. Also, please do not pick up your child in the staff parking lot because this puts your child’s safety at risk.

PRESCHOOL
Park Heights Creative Preschool Cooperative has been operating at École River Heights School for several years. It is a cooperative preschool, striving to provide an excellent, caring, positive atmosphere for young children ages 3 and 4 years old.

Special needs children are referred to our program and Educational Assistants help by providing specific programming for these children as well as enriching the program for all of the children.

Our facilities are bright, spacious and well equipped. When appropriate, we participate in the life of École River Heights School with visits to the library, gym time, outdoor play area and assemblies.

This helps the children become comfortable within a school setting. The Preschool is in operation September through May. We offer morning and afternoon sessions, meeting either 1, 2, or 3 times a week. Interested parents are welcome to arrange a tour of the preschool.

For more information please call Park Heights Creative Preschool Cooperative at 306-931-7818.

PUPIL SERVICES TEAM
Our school has access to a Pupil Services Team made up of an Educational Psychologist, a Speech/Language Pathologist, and a Counselor. This team provides service to our school on a referral basis. If your child is in need of this type of service, you can contact your child’s teacher or the resource teacher. If we make a referral, we will contact you.
**RECESS/NOON BREAKS**
We have a “Fresh Air Policy” and students are expected to go outside during recess and noon hour breaks unless the weather is inclement.

**EXTREME WEATHER CONDITIONS**
(extreme cold: -27°C or colder or extreme wet conditions).

On these inside days, children will remain indoors. Teachers provide supervision with the assistance of senior students. Please ensure that students come dressed appropriately to enjoy the fresh air experience (dress in layers). Students who, for medical reasons, cannot go outside should carry a dated exemption note (short term). For long-term exemption, the principal and teacher must be notified by a doctor’s note.

**SCHOOL COMMUNITY COUNCIL**

**ROLE AND FUNCTION**
The objectives of the School Community Council are:
- to provide a means of open communication between the parents, community and the school
- to provide an opportunity for active involvement in decisions influencing the operation of the school
- to facilitate the relationship between the school, the community and the home

**SCHOOL COMMUNITY COUNCIL**
The SCC provides the Board of Education with corporate views and/or a sampling of public opinion on educational issues.

**PARENT COUNCIL ROLE AND FUNCTION**
To raise money through fundraising projects in order to assist the school in various programs and activities.

**MEMBERS**
Membership of the council is open to all parents and guardians who have children attending École River Heights School, and to teachers and administrators of the school as well as community members.

Meeting Dates for the upcoming school year are available on the parent portal or by the bulletin board by the lockers down by the large gym.

**SCHOOL RESOURCE OFFICER**
The Saskatoon Police Service Program is a community policing initiative with police officers serving as daily resources to staff, students, parents, guardians and the community within the school environment.

School Resource Officers:
- serve as a positive role model to students and school staff;
- establish and maintain open lines of communication with students, parents, guardians, and school staff;
- provide education on safety, substance abuse, life skills, and the justice system to both elementary and high school students;
- reduce crime through education, enforcement and personal interaction with students and staff;
- take reports and investigate incidents within the school. In some cases, mediation, warnings, and diversion from the criminal justice system may lead to a successful resolution to a complaint. In other cases, a criminal charge may result.

Six School Resource Officers divide their time between all of the public and separate elementary and high schools in Saskatoon.
Student Expectations
As educators, our goal is to enable each student to attain his/her potential intellectually, socially, emotionally, and physically. We view education as a process where students must learn not only intellectual competence, however also learn personal, social, and cultural skills and values as outlined in our system and school-based goals. At River Heights we strive for a student-centered philosophy where students and staff work in a spirit of cooperation. It is our belief that students want to experience success. Students can best accomplish this in a positive caring atmosphere where they have input and are aware of what is expected of them.

It is with this in mind that the following guidelines are outlined which support our focus in the teaching of appropriate behavior. These guidelines identify student rights and responsibilities and emphasize the professional judgment of teachers working with students.

Students Rights and Responsibilities
1. Students have the **RIGHT** to learn.
   Students have the **RESPONSIBILITY** to listen to instruction, work appropriately on the task at hand, and complete assignments.

2. Students have the **RIGHT** to hear and be heard.
   Students have the **RESPONSIBILITY** to listen when others are speaking and to maintain a suitable noise level for the activity.

3. Students have the **RIGHT** to be happy and respected.
   Students have the **RESPONSIBILITY** to show respect for others.

4. Students have the **RIGHT** to be safe.
   Students have the **RESPONSIBILITY** to treat others the way they want to be treated.

5. Students have the **RIGHT** to privacy.
   Students have the **RESPONSIBILITY** to respect the personal property of others and accept their right to privacy.

Behavioral Policy
Teachers determine procedures most appropriate for their classroom and students in order to maintain an atmosphere conducive to learning. These routines and procedures are often developed collaboratively with students. An emphasis is placed upon preventive discipline, progressive discipline, and the principles of developmental discipline. Preventative discipline principles include establishing clear and reasonable expectations with students, being well planned and prepared, establishing and maintaining routines, anticipating difficulties, and using a positive approach. Progressive discipline responds to the nature and frequency of offenses. Developmental discipline focuses on problem-solving, positive behavioral supports, and long-term learning of appropriate behavior.

Intervention strategies include resolution, restitution, and consequences. Resolution employs a problem-solving approach whereby students, with the assistance of teachers, parents, counselors, the vice-principal, and/or the principal, are guided through a process to deal with the problem or develop a behavior action plan. Restitution includes repair or replacement of property or “school community” service. Consequences include time-out, in-school suspension, detention, loss or delay of privileges or participation, assigned disciplinary tasks, and required interactions with school personnel, parents, or others. Provisions for suspension in the Education Act and the Saskatoon Board of Education Administrative Procedures may be enacted in situations of “persistent overt opposition to authority,
refusal to conform to the rules of the school, irregular attendance, habitual neglect of duties, willful destruction of school property, use of profane or improper language, engaging in gross misconduct.” The circumstances, persistence, and severity of behaviours requiring disciplinary intervention are considered by determining the most appropriate intervention strategies. Parents are involved when problematic behavior is persistent or severe. The assistance of the school counselor, the behaviour management consultant, and the school psychologist can be available for teachers and administrators working with students and parents.

TRANSPORTATION FOR STUDENTS
Under most circumstances, parents are responsible for the transportation of students to and from school. The Saskatoon Public School Division provides two-way transportation for special needs students and those who must leave their neighbourhood school to enroll in the French Immersion Program (K-Grade 8) and students who do not have a neighbourhood school in their area. Students taking Industrial Arts or Home Economics in a school out of their neighbourhood are provided with transportation.

PARENTS AND STUDENTS
⇒ Arrangements for changes in transportation due to holidays, visitations, respite, etc., will be the responsibility of the parents. For requests made to the Transportation Manager seven days in advance, an attempt will be made to accommodate these changes if the routes permit it. If the routes do not accommodate the changes, the transportation will be the responsibility of the parents.
⇒ The parents are responsible for phoning to cancel transportation for a student who will be absent.
⇒ Parents are responsible for trips during school time related to therapy or appointments.

⇒ Inappropriate language or aggressive behaviour will not be tolerated during transportation. A warning will be issued and notification of such warning will be provided to the school or parents. Continuation of this behaviour will result in suspension from transportation until it is proven that steps have been taken to improve the behaviour.
⇒ When a student is suspended from his/her regular transportation, his/her family is responsible for transportation until the suspension is lifted.
⇒ Parents are responsible for notifying the school of any address or phone number changes.
⇒ Students will be informed of their departure time and they are expected to be ready when their transportation arrives. Any students who miss their ride will be responsible for getting themselves to school. There will be no doubling back to pick them up.
⇒ Children who require supervision shall have a designated person receive them when they are dropped off at the collector point. The parents are responsible for making these arrangements. A warning will be issued if the transportation is held up waiting for the supervising person. Transportation may be suspended if this happens on more than one occasion.

VOLUNTEERS
Parent volunteers provide invaluable assistance in the school. There are parents who assist in the library, work with children with special needs and produce materials that are used in instruction, design bulletin boards, or help in other ways. If you have time to become a part of a team to provide better education for our students, please call your child’s teacher or the principal.

All volunteers must have a current criminal record check. These can be picked up at the front office. Two pieces of ID are required one being a picture. Both IDs must have the same name on them.