Dear Parents and Students,

The staff at École River Heights School welcomes you back to another school year of fun and learning. This special calendar/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. Items are alphabetized for your convenience.

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 2015-2016 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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**ÉCOLE RIVER HEIGHTS STAFF 2015 – 2016**

**French Immersion**
- Mme Breanne Allen
- Mme Michelle Howard
- Mme Shaun Hunchak
- Mme Caitlin Brent
- Mlle Victoria McMillan
- Mme Marie-Pierre Michaud
- M. Evan Olfert
- M. Lynden Proctor
- Mme Melanie Cotelesage
- Ms. Jenna Laurendeau

**English Program**
- Mme Annique Lau
- Mme Chantelle Tessmann
- Mme Jeanine Clements
- Mrs. Kailey Gillies
- Mlle Jenn Durette
- Mrs. Kaleah Bilinski
- Mme Karen Routley
- Mrs. Debbie Flynn
- Mlle Victoria McMillan
- Mr. Mickey Jutras
- Mrs. Melinda Bulin-Anderson
- Mrs. Cynthia Nelson
- Ms. Sheila Potter
- Mr. Doug Powell
- Mr. Don Maxwell
- Mrs. Glenda Fehr
- Mrs. Lynn Craig
- Mrs. Sheila Buller
- Mrs. Kim Jordan
- Mrs. Guylaine Krozer
- Mrs. Korine Wesson
- Mrs. Shelley Cory
- Mrs. Huma Parveen
- Mrs. Samantha Kinzel
- Mrs. Melissa Dergousoff
- Mrs. Shazia Amir
- Mr. Kashtin Moen
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

Thursday dismissal is 3:15 p.m.

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 KINDERCARE
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 8:45-11:48 and 12:23-3:30. For more information and fee structure, please contact Karen Robinson at km50robinson@gmail.com.

ASSEMBLIES
School assemblies are held twice a month. 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.

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 bicycles are left to the trust of circumstance. Recovery of stolen bicycles is a police matter.
• Students need to wear a helmet if they are using bikes, etc. at school and ride in designated areas only.

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.

CELLULAR TELEPHONES/INTERNET

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. 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 considered disrespectful.

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. In collegiates, students may access the Internet with school division digital devices without supervision.

5. If students choose to bring personal digital devices to school (at both the elementary and secondary level) they can access the Internet (whose sites have been filtered as per point #7 below) without supervision during non-instructional time (e.g. lunch hour, before or after class). During instructional time they can access the Internet with their teacher’s permission.

6. 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.

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

Consequences are outlined in Administrative Procedure 140 and appear in the student version of the procedure as follows:

What can happen to me if I break the rules?
1. I won’t be able to use the computers.
2. I might be disciplined.
3. I might have to pay for what I broke.
4. 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. This form is then signed by the parent or guardian and returned to the school.

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;
- skimpy clothing, beachwear, short shorts 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 Matters

REGARDING YOUR SCHOOL
• Hours
• Programs
• Operations
• Procedures

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.
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 Ryes 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 ACTIVITIES
To help promote an active and “in-motion” healthy lifestyle, École River Heights offers and supports, a wide variety of extra-curricular athletic activities. We also offer extra-curricular programs in athletic & non-athletic areas.

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 may be charges for specific events or trips throughout the year as well. There will also be a $5 fee for student handbooks. Handbooks 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. Reminder: All grade 6 students take band.

FIRST STUDENT BUS 306-343-2125
BUS INFORMATION LINE 306-343-3300

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.

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!

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.
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
Lunchroom supervision (by paid supervisors) is provided for students who need to stay for lunch. All students are strongly encouraged to go home for lunch. The break away from school is good for the students and helps them come back refreshed and energized for a productive afternoon of learning. Students who stay for lunch are expected to adhere to the following rules:

- use appropriate manners, courtesy and respectful behaviour during the noon hour
- an adult will dismiss students from the lunchroom
- for safety, sanitary and health reasons, peanuts/nuts and their products are discouraged in the lunch room
- notes are needed when a student’s regular lunch pattern changes
- students must remain on school property for the whole lunch period

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.

PREKINDERGARTEN
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 cold: -27C 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 2014-2015 school year will be announced in the school newsletters.

SCHOOL NURSE
Our school nurse is in the school on a regular basis. She provides immunization and assists with the teaching of various Health units. The quickest way to reach her is by leaving a message at the health center office (306-655-4700).
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.

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
1. 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.

2. The parents are responsible for phoning to cancel transportation for a student who will be absent.
3. Parents are responsible for trips during school time related to therapy or appointments.
4. 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.
5. When a student is suspended from his/her regular transportation, his/her family is responsible for transportation until the suspension is lifted.
6. Parents are responsible for notifying the school of any address or phone number changes.
7. 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.
8. 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.