



RIVER VALLEY SCHOOL

WONDER LIVES HERE

RIVER VALLEY SCHOOL

Parent and Student Handbook

Email: info@rivervalleyschool.ca

Website: www.rivervalleyschool.ca

Telephone: 403-246-2275

Fax: 403-686-7631

Updated May 15, 2023

HEAD OF SCHOOL MESSAGE

Dear Students, Parents and Families of River Valley School,

On behalf of the staff at River Valley School and our Board of Directors, I would like to extend a warm welcome to all of our new and returning families. This handbook is to act as a guide for our community—an overview of everything to do with life at River Valley School. We anticipate parents and students will work closely with staff enabling a successful school year. School life can only be enhanced through participation. All students are encouraged and expected to play an active and positive role in their own development. Our experience shows that active students discover that such participation has a very positive effect on their academic, social and emotional success, and enjoyment of school, in general.

As our school progresses throughout the school year, we will maintain a learning environment where lifelong relationships are forged and respected. We will witness the unfolding of an ever-improving curriculum, and a school community that recognizes the strength of each individual in the building of a strong community.

Dates for assemblies, field trips, and the many other special events that occur throughout the year are added to our online calendar as they are scheduled throughout the year. Our online calendar is an ever-evolving document; please check it regularly for updates by visiting our website: <https://rivervalleyschool.ca/calendar>

Please be sure to join our private River Valley School Parent Network Facebook Page and our website: www.rivervalleyschool.ca for up-to-date information. You can also follow us on Facebook @rivervalleyschoolyc Instagram: @rivervalleyschoolyc or on Twitter: @RVSSocial

I would like to take this opportunity to thank you for choosing River Valley School. Please feel free to phone, email, or arrange an appointment at any time. Each family is important to us and we want to ensure that our communication channels are open and your child's needs are met. As Head of School of River Valley School, it is very rewarding to be associated with such a dedicated group of parents, teachers and staff. I look forward to meeting you in the coming months. Best wishes for a happy and successful school year.

Best wishes,



Carolyn Breland
Head of School

FOUNDATION STATEMENTS

VISION

We spark a love of learning in every child through the discovery of their individual best.

MISSION

We ignite the natural wonder of childhood by cultivating personal connections and rich opportunities for learning.

VALUES

We value social and character development as much as academic achievement.

Within our values are behaviours that we embed into our curriculum and daily life at River Valley School. They are the cornerstones of our school.

- Respect for ourselves, others and the world in which we live and play
- Confidence in our abilities, opportunities and accomplishments
- Leadership in ourselves, our classrooms, school and community
- Trust in our relationships and the future
- Global Citizenship in our thoughts, words, actions and deeds
- Independence in our thinking and behaviour
- Creativity in our work, play and plans for the future
- Peace in our intent and interactions

ADMINISTRATIVE INFORMATION

Attendance

- For all attendance & absence related communication, please email: attendance@rivervalleyschool.ca or call Reception at 403-246-2275.

Punctuality

- In order to minimize classroom disruptions and respect classroom working environments, it is important for all students to arrive on time for class. When students arrive on time, they are better prepared for a full day of learning.
- Regular tardiness to school is noted and will be followed up by your teacher and/or administration.

Early Pickup

- If your child must leave school early due to illness or appointments, parents must notify the classroom teacher and sign the child out at Reception before taking the child from the building. The

child will be called from his/her classroom by reception and will meet the parents/guardians in the foyer.

- Please sign the child back into school with Reception when s/he returns to school. This information is important should a head count be necessary in the case of an emergency.
- If your child will be picked up directly from a field trip, you must notify the teacher, administration, and your bus driver (if applicable.)

Changes to Daily Pickup Procedure

- Should you need to change your regular, daily pick-up procedure (either permanently or on a one-time-only basis), please notify both the front desk and homeroom teacher in writing. Otherwise, regular procedure will be followed.

Pickup Authorization by Third Parties

- If someone other than a parent or guardian will be picking up your child, whether it is another family member, caregiver, or the parent of another child, the front desk and your child's teacher must be notified in writing, in order to authorize that person. *Please note: the authorized person may be asked to present a photo ID.*

Late Pickup

- Sometimes, despite best efforts, parents/guardians run behind at the end of the school day and are late picking up their children. Kids Club is available to accommodate students remaining in school after dismissal time.
- Children who have not been picked up within 15 minutes of dismissal time will be signed into Kids Club at 3:45pm for further supervision and parents will be invoiced the standard Drop-In childcare fee.
- All students must be fully supervised until picked up by a parent/guardian.

Extended Absences

- When students are absent from school for long periods of time, they may fall behind or feel overwhelmed with the amount of required catch-up work. Please plan your holidays during school vacations and consult with your child's teacher if you must plan an extended vacation during the school year. The school's Year-at-a-Glance Calendar is included with this Guide and available on the website to help with future planning.

SCHOOL COMMUNICATION

- River Valley School recognizes that effective communication is vital to a healthy school community. Feedback, input, and open dialogue are important aspects of the operation of the school. River Valley School operates with an open door approach which allows parents to make recommendations and have questions answered.

Communication channels

We have also implemented a number of communications initiatives to help us communicate with parents. It is critical that all parents utilize these communication tools and respond back to the school by the requested dates.

- **Phone** - (403) 246-2275
- **Email**
 - Staff members- All staff members have email and are formatted in the following manner: FirstInitialLastName@rivervalleyschool.ca (i.e. lhawes@rivervalleyschool.ca)
 - General inquiries: info@rivervalleyschool.ca
 - Attendance: attendance@rivervalleyschool.ca
 - Finance: finance@rivervalleyschool.ca
 - Admissions: admissions@rivervalleyschool.ca
 - Communications: communications@rivervalleyschool.ca
 - Transportation: transportation@rivervalleyschool.ca
 - Kids Club: kidsclub@rivervalleyschool.ca
- **Our website** - www.rivervalleyschool.ca. Use the website to access the Master Calendar and review important school information.
- **School newsletters, email updates, and emergency bulletins** - All families are automatically added to the River Valley School email system. This system is used for notification of newsletters and other important information. Please contact the reception desk to add a second email or update email information.
- **SeeSaw** – a student portfolio platform as well as a home school connection. Teachers will provide parents with information on how to sign up.
- **Social Media** -
 - Twitter – @rvschoollyc
 - Instagram – @rivervalleyschoollyc
 - Facebook – @rivervalleyschoollyc
 - River Valley School Parent Facebook page – search for River Valley School Parent Network. A great way to connect with other families and get the most up-to-date information is to sign up to the River Valley School Parent Facebook page. This is a closed page and is only accessible by River Valley School families.

Summer Hours

- The office is open and operates throughout the summer on a modified schedule and members of the administrative team are available if needed. Detailed hours of operation are posted on the front doors, are available on the main voicemail, and on the website.

Classroom Information

- Teachers work hard to have positive relationships with parents, to involve them in critical educational decisions, and to keep them informed about the progress and needs of the students.

Birthday Party Invitations

- As your child's school social group gets bigger, birthday parties can be a challenge for parents. We understand that not everyone wants to, or is able to have 18+ children at a private celebration and you may wish to send invitations to only a select few. Due to privacy laws, confidential email addresses cannot be given out to other families unless permission has been given. Teachers are more than happy to place invitations in children's backpacks at the end of the day, so the feelings of the children who are not invited may be spared. Students will receive a birthday card signed by the Head of School, Principal, Director of Teaching and Learning, their Homeroom Teacher and Instructional Aide. Summer birthday cards are mailed.
- We recognize that student birthdays are important milestones however we do not celebrate with parties or food at school. We understand that parents like to send treats with their child as part of the celebration, however food allergies can make that a challenge.

Daily Schedules

Drop-off

- Our morning drop-off window is from 8:10-8:30 AM
- Students have been assigned to a specific entrance and must only use the doors indicated below to enter the building at drop-off:
 - Front Door:
 - All JK Students (and siblings)
 - Grade 1-5 students with NO siblings
 - Back Door:
 - Little Kids Club
 - All walk-in students
 - Pre-JK, Kindergarten and Grade 6 Students (and siblings)
 - Grade 1-5 Students WITH siblings
 - Exterior Gym Door:
 - Kids Club
 - Bussing Students
- If students arrive after 8:30 AM, they will be required to use the front entrance, as our receptionist will need to buzz them in.
- Students in Kindergarten to Grade 6 will be expected to independently walk from their vehicle to their designated entry point (see above).
- Families with students in Pre-Junior Kindergarten may temporarily park their vehicles on the far side of the traffic circle at the rear of the school in order to unbuckle their children and walk them to the steps at the back door, where they will be met by a staff member.
- Families with students in Junior Kindergarten may temporarily park their vehicles in the parking spots to the right of the front entrance in order to unbuckle their children and walk them to the

- front steps, where they will be met by a staff member.
- Families who are utilizing the walk-in option are to follow the walking path parallel to Bowness Road and students will enter through the back door.

Pick-up

- In order to minimize traffic congestion during pick-up, we will be staggering traffic route pick-up times, as well as walk-in times as follows:
 - 3:00 PM:
 - Pre-JK, JK and K students WITHOUT siblings
 - 3:30 PM:
 - Pre-JK, JK and K students WITH siblings
 - All Grade 1-6 students
- All students being picked up via the traffic route option, including those in Pre-JK and JK, will wait outside at the back of the school in their supervised designated areas. It is imperative that families arrive at their designated times in order to reduce congestion and avoid traffic back-ups.
- Families who are utilizing the walk-in option are to follow the walking path parallel to Bowness Road and pick up at the indicated walk-in area.
- The maximum number of exit doors will be utilized at the end of the day to mitigate the flow of students within the building.
- During inclement weather, alternate arrangements will be made and communicated to all families.

Lunch & Snacks

- River Valley students are expected to bring a nutritious snack and lunch to school each day. A snack break is provided during the morning and/or afternoon classes, at a time that is deemed appropriate by the teacher.
- Healthy snacks and nutritious lunches are an important part of our students' day. Research shows that when children eat healthy and nutritious food, their school performance and productivity is enhanced.
- Please send appropriate cutlery from home for your child's lunch. River Valley School keeps a small supply of cutlery and food items on hand in the case of a spilled or forgotten lunch/cutlery. These items are to be used for emergency purposes only. Should a student require any of these supplies, a note will be sent home to make parents aware.
- Students will remain in their classrooms for the lunch period.
- Lunches and snacks will be stored with student belongings.
- The Healthy Hunger lunch program is available each weekday. Please see below for more details.

Lunch Program

- The school has set up a lunch program in partnership with Healthy Hunger who coordinates orders from local restaurants. The program is completely optional and runs on weekdays from late September through June.
- To sign up, please follow these instructions:
 1. Go to the Healthy Hunger website: www.healthyhunger.ca

2. Click on “Register Your Student” and create your account.
3. Login, and add your children to the account.
4. View all the up-coming fun lunch dates.
5. Place your orders and make payment online.

Recess

- Please ensure your child is appropriately dressed to go outside each day.
- A supervised Daily Physical Activity (DPA) will happen at some point throughout the day, as decided on by the homeroom teacher, and a supervised outdoor recess will occur during the lunch hour for all grade levels.

INCLEMENT WEATHER POLICY

Notification of School Closure

- Should the school be required to close due to inclement weather, an email message will be sent prior to 6:30 am. The information will also be posted on:
 - RVS Facebook account
 - RVS Instagram account
 - SeeSaw
 - Parent Network Facebook account

Cancellation of Outdoor Recess and Outdoor DPA

- If the weather is cold (-20 degrees or lower, wind chill dependent) or extremely rainy and an “indoor recess” is needed, the schedule may be modified and alternative indoor activities and supervision will be provided.
- During inclement weather, the decision to take students outside for recess rests with our school administration. The final decision to take students outside for DPA rests with the homeroom teacher. Weather factors that serve as general guidelines in making these decisions are:
 - Temperatures of -20C or lower (including wind chill)
 - Extreme weather (rain, wind, heat, etc)
 - In the event that outdoor activities are canceled, alternative indoor activities and supervision will be provided.

Bus Cancellations/Delays

- When weather conditions place the safety of transporting bus students at risk, the transportation coordinator may choose to suspend bus services. Weather factors that serve as general guidelines in making this decision are:
 - Wind-chill of approximately -40C
 - Poor visibility and dangerous conditions
 - Reports from bus drivers that many roads are, or will soon be, impassable

- This decision is made by the transportation team and will be communicated directly to bus families by the bus drivers. Every attempt will be made to have buses operate for the afternoon trip home on bus routes that are delayed in the morning. This information will also be communicated to the families by bus drivers.

Parent Responsibilities

- During inclement weather, the final decision to send a child to the bus stop or to school rests with parents.
- Parents are responsible for monitoring their email and designated social media to receive the correct information with regard to school closures or bus cancellations.
- Parents should ensure that students are dressed appropriately while traveling to and from school during inclement weather conditions whether they are riding the bus or walking. The temperatures on a school bus may drop dramatically in the event of mechanical problems.

CO-CURRICULAR ACTIVITIES

In School

- Optional school co-curricular activities are held for students throughout the year. Students may participate in student government, intramural sports, athletic teams, choir, drama or other activities during noon hours and/or after school. All activities are fully supervised.

Out of School

- It is important that out of school activities are scheduled after school in order to minimize classroom disruptions and ensure the students have every opportunity to learn.
- In the event a student is going to miss class time due to other commitments or appointments, please contact your homeroom teacher.

Leadership

- Students learn that leadership requires teamwork, public speaking, and the ability to communicate and cooperate. Students are increasingly engaged in leadership responsibilities throughout their education at River Valley School.
- Leadership opportunities at the school involve organizing, coordinating, and delivering special activities and events such as morning announcements, school assemblies, outreach initiatives, and concerts throughout the year.
- Students also manage the school intramural sports program, fostering teamwork while having fun.
- Student Government is one of the many ways that students get to practice leadership skills.

Student Government (StuGo)

- River Valley School students in grades 1 – 6 have the opportunity to take part in Student Government. Elections are held three times per year, where classroom representatives are elected

by their peers. Representatives meet weekly to plan for our assemblies, and work together to bring student ideas to life.

Wednesday Morning Assemblies

- River Valley School students gather together on Wednesday mornings at 8:45 am. These assemblies are led by the Student Government and serve as a way to further bring our community together.
- Assemblies highlight upcoming internal and cultural events, co-curricular clubs, celebrate birthdays and various achievements within our community.

Homework Policy

Home study can be a component of each student's educational program used to reinforce skills taught in the classroom and enrich classroom experiences, increase student success, develop student responsibility, and provide opportunity for parent involvement. River Valley School recognizes the importance of family time and extracurricular pursuits, therefore we strive to not give homework for the sake of homework. See the following guidelines:

All children are encouraged to read for 10-20 minutes a day, whether that is reading with a family member or on their own.

- Pre-Junior Kindergarten, and Junior Kindergarten: No homework will be assigned.
- Kindergarten - Grade 2: Homework lasting approximately 10 minutes may be assigned Monday – Thursday nights and should primarily encompass reading & comprehension practice.
- Grades 3 – 6 : Homework may be assigned and will typically encompass special projects.
- Arrowsmith: Homework expectations differ from other programming due to the specialized nature of the program and will be outlined by the teacher at the beginning of the school year. Arrowsmith students are also provided with the opportunity to complete their required work at the end of the school day through a teacher supervised Homework Club. Please contact an Arrowsmith teacher for details

Electronic Information Resources Policy

I. Purpose- The purpose of this policy is to ensure responsible and appropriate use of River Valley School electronic information resources.

II. Application- This policy applies to anyone using River Valley School electronic information resources: students, employees, volunteers, practicum students / student teachers / exchange teachers and parents. It is important that before using any of River Valley School's electronic information resources that the user has an understanding of the policy.

a. Electronic Information Resources

Access to electronic information resources is intended solely for the purpose of student education and conducting River Valley School business within the context of assigned responsibilities. Access to the electronic information resources must be authorized.

- Authorization will not be provided without a signed declaration
- It is the responsibility of all supervisory personnel to inform themselves and all persons reporting to them about this policy

b. Responsible Use of Electronic Information Resources

- In the use of electronic information resources, persons must not harm or attempt to harm any person, whether an individual or a corporation, or their assets or reputation
- In the use of electronic information resources, persons must use appropriate language, and any statements of opinion that employees make may be made only as part of their responsibilities, and must be respectful, fair, and not malicious
- Persons must not plagiarize, and must respect the ownership and copyright entitlements of all persons
- Persons must be diligent and responsible in monitoring their use and decisions to use electronic information resources

c. Inappropriate Material

Persons must not use electronic information resources to access any material or information that may contain inappropriate material or create, post, send, or download inappropriate material for any use including business, personal or classroom use.

d. Respect for Personal Information

Persons must not post, publish, circulate or distribute personal information about themselves or other persons, including family members, teachers, students or friends on electronic information resources unless they have received authorization.

e. Personal Use

- Persons must not use the River Valley School's Internet servers to post their own personal information anywhere, including to a personal homepage
- Persons may post student class projects and other student work on the Internet only if they have received authorization
- Persons must not use River Valley School electronic information resources to engage in their own business or financial transactions

f. Account Passwords

Persons must keep their account passwords confidential.

g. Prohibited Activities

In the use of River Valley School electronic information resources, persons must not:

- Access, collect, use or disclose information they do not need
- Use electronic information resources or accounts unless they are authorized to do so;
- Send or display offensive messages or pictures
- Use obscene language
- Harass, insult or attack another person's reputation
- Damage or attempt to damage electronic information resources such as computers, computer systems, data or networks
- Ask others to access computers, computer systems, data or networks to support unauthorized use
- Use other people's passwords or accounts
- Trespass, or attempt to trespass in other people's folders, work or files
- Intentionally waste resources
- Intentionally access, post, send or download inappropriate material
- Ask authorized users to make unauthorized changes to information

- Assume the identity of another person to obtain information
- Use electronic information resources for any illegal or unethical activity

h. Audit and Access

All use of River Valley School electronic information resources is subject to:

- Monitoring by an authorized person
- Search by an authorized person
 - o When required for operational needs
 - o Where there are reasonable grounds to suspect abuse, improper or illegal activity, or misuse or noncompliance with River Valley School policies

i. Violation of Policy

Any violation of this policy, or the principles or expectations set out in it, may result in:

- Loss of access privileges
- Disciplinary action in accordance with River Valley School's Discipline Procedures
- Loss of volunteer position
- Employee disciplinary action such as employment suspension or termination
- Legal action, including actions taken by the River Valley School, by persons unrelated to River Valley School and criminal prosecution

III. Guidelines for Student Use

What is the Internet?

The Internet connects millions of computers all over the world. Students may use it to communicate with people all over this planet. Access to the Internet is one of the windows that bring the world to students; however, the excellent educational resource materials need to be used carefully.

The online world presents a huge array of electronic data including: text, audio/visual materials, graphics, multimedia clips and presentations, photos, visual art and video. The content in this data may include statements of facts, opinions, beliefs, values or procedures. The Internet also contains commercial and other solicitations by a wide array of people and groups. In paper format, some of this content has only been available under restricted conditions. On the Internet, there are also mechanisms, which facilitate electronic mail, electronic group interactions (chat rooms, newsgroups, discussions groups, etc.), the sharing of large data files and polling of opinions.

- Responsible Use of Internet Resources:** Students must use their time on-line effectively, in posting and using services such as browsing and downloading files. They must agree to keep their username and password a secret
- Plagiarism:** Students must agree not to copy information and claim it as their own
- Copyright:** In the event that students wish to copy any copyrighted work and they do not have legal permission to copy that work, they must ask the original author for written permission to use the graphics or any copyrighted works including: works of art, compositions, text, symbols, sayings, cartoons, excerpts and quotations. Students must give written credit for sources of information in any of their assignments

- d. Critical Thinking: Students are to be fair and respectful in their comments and use appropriate language in any material posted to the Internet. They are to think critically about information found in accessing services on the Internet and other network resources
- e. Notice to Students and Parents/Guardians: In keeping with our philosophy, River Valley School has adopted an 'open' approach with regard to teaching students responsible use of Internet Resources. We chose not to use an Intranet system (which would restrict student sites to previously-approved and often outdated addresses) or built-in restrictions (e.g., filters, net nannies). Students are to use the Internet only under direct teacher/administrative supervision. They must understand that they are personally responsible for their actions, errors and omissions when using a network account and/or the internet
- f. Consequences of Misuse of Networked Information Resources: If a student fails to comply with this Acceptable Use Policy, disciplinary action, in accordance with school procedures, will be taken. This may include:
 - i. Suspension of network and internet privileges
 - ii. Expulsion from network and internet privileges
- g. Storage: Every student has his/her own login and password information to access laptops and iPads owned by River Valley School. Student work is to be saved on their device or a portable hard drive, which is kept in the classroom. Student work is not saved on the school server. If a student wishes to work on a school file at home, it is preferred that s/he discusses this with their classroom teacher.

Health and Safety Information

Student Health Information New parents are required to complete medical forms and returning parents are asked to submit these forms with updates. *It is critical that each student's emergency contact information (names and phone numbers of family and friends) and medical records are up-to-date. If there have been changes in medical information or phone number(s), please update this information by sending an email to info@rivervalleyschool.ca. In the event of an emergency, the school and medical personnel will rely on this information.*

Allergies and the River Valley School Anaphylaxis Policy

The staff of River Valley School must be made aware of any allergies and/or health considerations that affect your child.

River Valley School is a peanut and tree nuts aware school. PLEASE DO NOT BRING NUT PRODUCTS TO SCHOOL. Families are asked not to send peanut or tree nuts, peanut butter or products with peanuts or tree nuts ingredients listed on the ingredient label in their child's snacks or lunches.

If a child has peanut or nut products for breakfast, families are asked to ensure that they wash their hands carefully before coming to school. Even a trace amount left on fingers can spread on desks, door knobs, or other surfaces and can potentially cause an anaphylactic reaction in our peanut/nuts allergic children.

If a child is at risk of anaphylaxis, families are asked to inform the school as soon as possible. If a child's food allergy is life-threatening, his/her allergist or family doctor must fill out and sign an *Anaphylaxis Emergency*

Form and submit to school as soon as possible. Anaphylaxis Emergency forms are available on the Alberta Health Services website. Depending on the severity of the allergy, some students may be required to carry their EpiPen with them, while for less severe allergies, EpiPens can be stored in the medical cabinet. EpiPen(s) should not be left in the coat area or desk drawer.

River Valley School will exercise reasonable care and skill to see that all persons are kept reasonably safe; however, River Valley School cannot assume responsibility for providing a completely allergen-free environment. With respect to peanut and nut allergies, River Valley School considers itself “nut aware”. River Valley School cannot guarantee a “nut free” school environment. Also, with other allergies, River Valley School strives to provide an “allergy safe”, not an “allergen free” environment.

River Valley School teachers, faculty and community are committed to reach reasonable accommodations for the needs of children at risk for anaphylaxis. An example of reasonable accommodation would be supplying allergy safe alternatives when larger school celebrations or classroom activities include food. Isolating children at risk for anaphylaxis or sending them home are not acceptable accommodations for these activities.

Medication

It is the intent of River Valley School to assist parents and guardians by giving needed medication to students when required. The school will not be responsible for lost, spilled, or out of date medications.

A signed Medical Release Form must be completed for all students. This form must outline all regular medications (prescription or over the counter) that the child receives and should also describe the symptoms that a child may be showing to warrant the administration of the listed medication. This form needs to be updated annually.

If any medications are to be administered at the school, a request in writing must be made by the parents/guardians.

Medication brought to school shall be in the original labeled container and brought to school by parents. Elementary School requirements are for all medications to be stored in a locked cabinet that is inaccessible to students but easily accessible by staff in case of an emergency. Pre-JK, JK and Kids Club licensing requirements are for all medications to be stored in the specific rooms, out of reach of the students. Refrigerated storage is available should medication require it.

Medication will be administered to a student according to the labeled instructions only and shall be stored in the original labeled container. Parents/Guardians can sign a “Self-Medication Release Form” when they feel their child is responsible enough to administer their own medication.

When a child is given medication, the name of the child, medicine name, time of administration, and amount given are all documented by staff using the Administration of Medicine Form. Parents may request copies of these forms.

Parents should follow these steps to make sure all goes well when their child needs medication at school:

1. Put the details in writing. If your child is taking any medication, you must give the school written permission to administer it. Medical Administration Forms are available at reception or you can send a written permission note which must include:

- Child's name
- Symptoms they may display
- Name of the drug and dosage amount
- How the medicine is taken (i.e. by mouth with food or with water only)
- Dosing schedule (i.e. one dose at 10 a.m., repeat at 2 p.m.)
- Reason for the medication
- Possible side effects to watch for
- Any special storage needs (i.e. if the medicine needs to be refrigerated)
- Doctor's name and contact information

2. Take the medication to reception or the teacher. It must be in its original labeled container.

- Keep herbal medicines at home. The active ingredients in these products are not often listed and can cause serious side effects. River Valley School will not dispense herbal medicines.

3. Teach your child medication safety.

- Be sure your child knows what the medication looks like and how much and how often it should be given. This will help your child be sure that he or she is getting the right medication and dosage at school.
- Tell your child never to share medication with anyone. It could lead to an accidental overdose and/or being suspended or expelled from school.

Public Health Nurse

Public Health Nurses from Alberta Health Services work with students, parents, and teachers to improve the health and well-being of students and families. Activities may include:

- Vaccinations
- Working with students and families to address physical and emotional health concerns
- Providing consultation to teachers in the area of health education
- Participating in health promotion activities
- Facilitating community development

The role of the Public Health Nurse is to find ways to assist the school community in maximizing opportunities to enhance the students' current health, and to equip the students with the skills and knowledge to grow into healthy and successful adults. Feel free to contact River Valley School's Public Health Nurse if you have any questions or require more information.

Public Health Nurse

Northwest Community Health Centre - Child & Women's Health

109, 1829 Ranchlands Blvd. NW. Calgary, AB T3G 2A7

Phone: 403-943-9700 Fax: 403-943-9735

Illness or Injury

For those times when your child gets sick at school, we will contact you if your child needs to go home. Please do not send your children to school when they are sick or showing signs of flu or other contagious conditions. A child who could infect others or is too sick to learn should be kept at home to rest.

Please keep in mind the “24 Hour Rule”. Keep your child at home until they have been symptom-free OR are deemed no longer contagious for at least 24 hours.

In the event of serious illness or injury, we will notify parents as soon as the child’s immediate needs have been met. Should an emergency require a hospital visit, an ambulance will be called. When the hospital selected by the emergency responders is known, we will advise you so that you can meet your child there.

In the event you cannot be reached, your designated Emergency Contact(s) will be notified until someone is reached. Parents should provide a minimum of two Emergency Contacts and provide complete contact information for them as part of the Admissions Package paperwork. Please ensure these people live in Calgary, and have consented to the responsibility being placed upon them.

If we cannot reach you or your Emergency Contacts, your signature on the Medical Release Form will authorize any medical treatment that may be required.

Lockdown Drills and Fire Drills

Fire Drills and Lockdown Drills will be held throughout the year as a safety precaution.

Generally, the first drill is fully announced where parents, students and staff are aware of the day and time of the drill. This allows all students to prepare and practice in class prior to the drill. The second drill is held as a surprise to students and parents while staff are made aware of the day and time. The third and any subsequent drills are held as a surprise to all students and staff (except for the Head of School and Principal).

Lockdown Drill

The purpose of the drill is to mitigate risk to students as a result of internal threats to the school. These are practiced a minimum of three times per year. All drills are practiced jointly with Calgary Police Services.

Lockdown Drill procedures include:

- The Head of School or designate will make a Lockdown announcement
- Faculty close all classroom doors, ensuring no students are left in the hallways
- Students will be moved away from windows and doors and asked to stay quiet
- If safe to do so, all blinds will be closed
- Attendance will be taken
- If a class is outside when a lockdown is called, teachers will be notified via walkie talkie or cell phone text. Students will be moved to the back corner of the surgical centre next door.
- Administration and a member of the Calgary Police Service will make a sweep of the school

- Once the sweep has been completed, the Head of School or designate will announce the drill is completed

Fire Drill

Fire drills are practiced a minimum of three times per year and are used to help make students aware and comfortable with exit procedures in the case of an emergency.

Fire Drill procedures include:

- The Head of School or Principal will set off the fire alarm
- Teachers will lead all students out of the building in an orderly manner
- Remaining staff will sweep hallways to ensure all students are out of the building
- Attendance will be taken
- The Head of School or Principal will conclude the drill and allow students back into the building

Though teachers do their best to assuage fear, some students find these drills unsettling. We encourage parents to let their children know that Lock Down and Fire Drills occur during the school year and to discuss the procedures with them.

Evacuation Information

In the unlikely event of an emergency situation requiring evacuation, the children will be evacuated to Our Lady of the Assumption School. From there, parents will be contacted to arrange for pick-up.

The following are general rules for student safety. Students are required to:

- Stay within school grounds
- Stay within sight of a supervisor
- Inform a supervisor/teacher/administrator about any concerns, feel sick, are hurt or feel unsafe
- Students are not allowed to walk through the parking lot unattended

At dismissal time students are:

- Dismissed to parents/guardians, bus drivers, supervisors OR
- Remain inside under supervision of their teacher or Kids Club staff until parents/guardians arrive

For safety reasons, all school doors will be locked. Please use the main entrance and buzz for entry. All parents and visitors are asked to report to the office and sign in.

Please notify the school immediately if you feel there might be a situation that requires the school to take extra precautions. (I.e. a person who does not have your permission, wishes to contact your child at school).

PLEASE INFORM THE SCHOOL OF ANY CHANGE IN CONTACT INFORMATION SUCH AS ADDRESS, TELEPHONE OR EMAIL.

Parent Information

Family Events – Parent Network organizes events throughout the year for families to come together. Please watch for further details.

Meet the Teacher Day - Prior to school starting (date to be announced), parents will book 15-minute time slots to meet their child's teacher. We encourage students to attend, as this is an opportunity to discuss goals for the year and pass along information that parents would like the teacher to know. It is also a great way to help settle first day jitters if children are anxious about the new school year.

Welcome Coffee Reception- *On the first day of school*. All families are invited to join your Head of School, Principal, Director of Teaching and Learning, members of the Board, and representatives from the Parent Network for a Welcome Coffee Reception on our back deck.

Parking, Pick Up and Drop Off

Pick Up and Drop Off times, handle large volumes of traffic within short periods of time. It can be chaotic and requires everyone's cooperation.

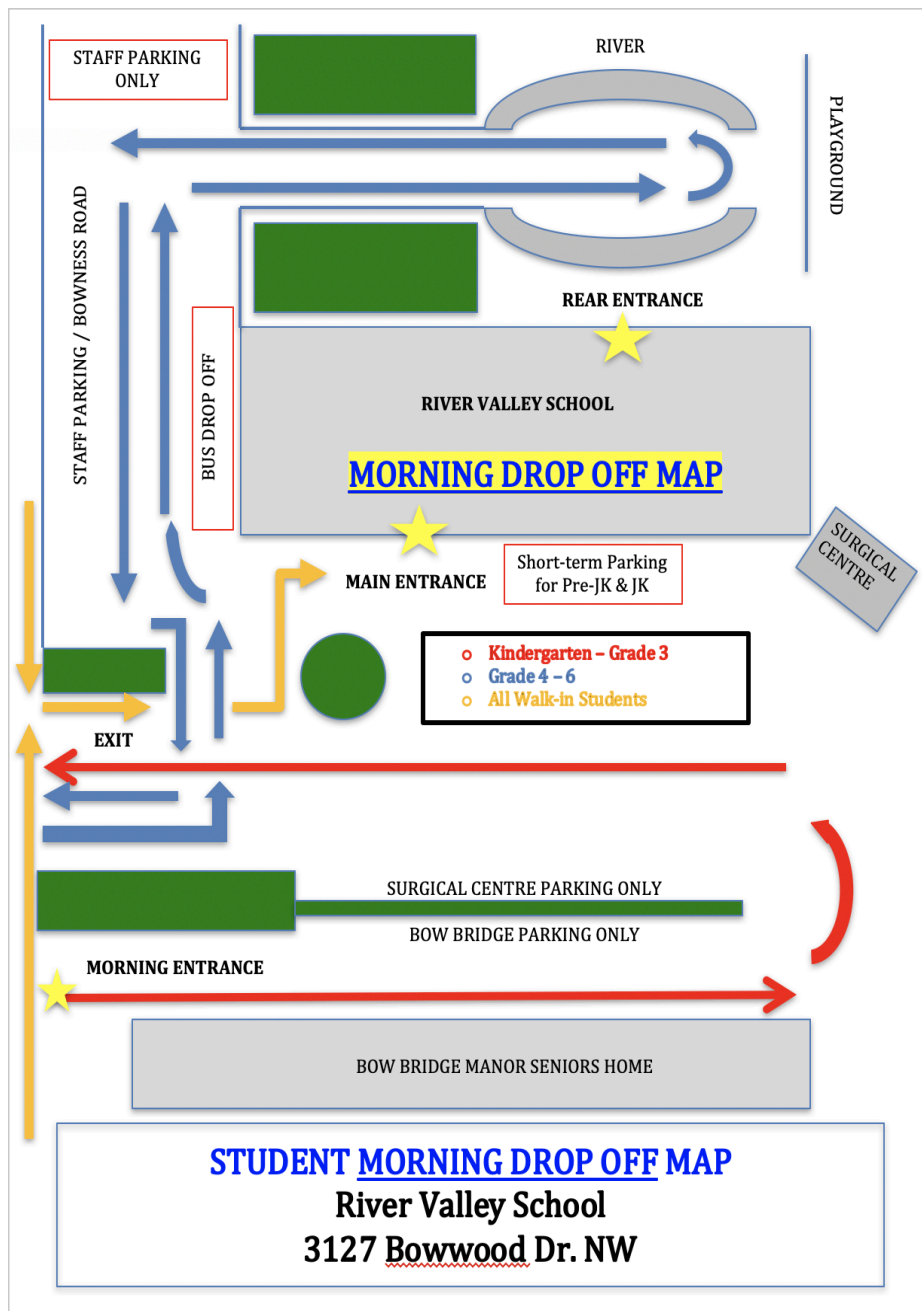
Student safety is always a concern for school staff, but keeping children safe in the parking lot requires the cooperation of everyone – from school staff to drivers and the students themselves.

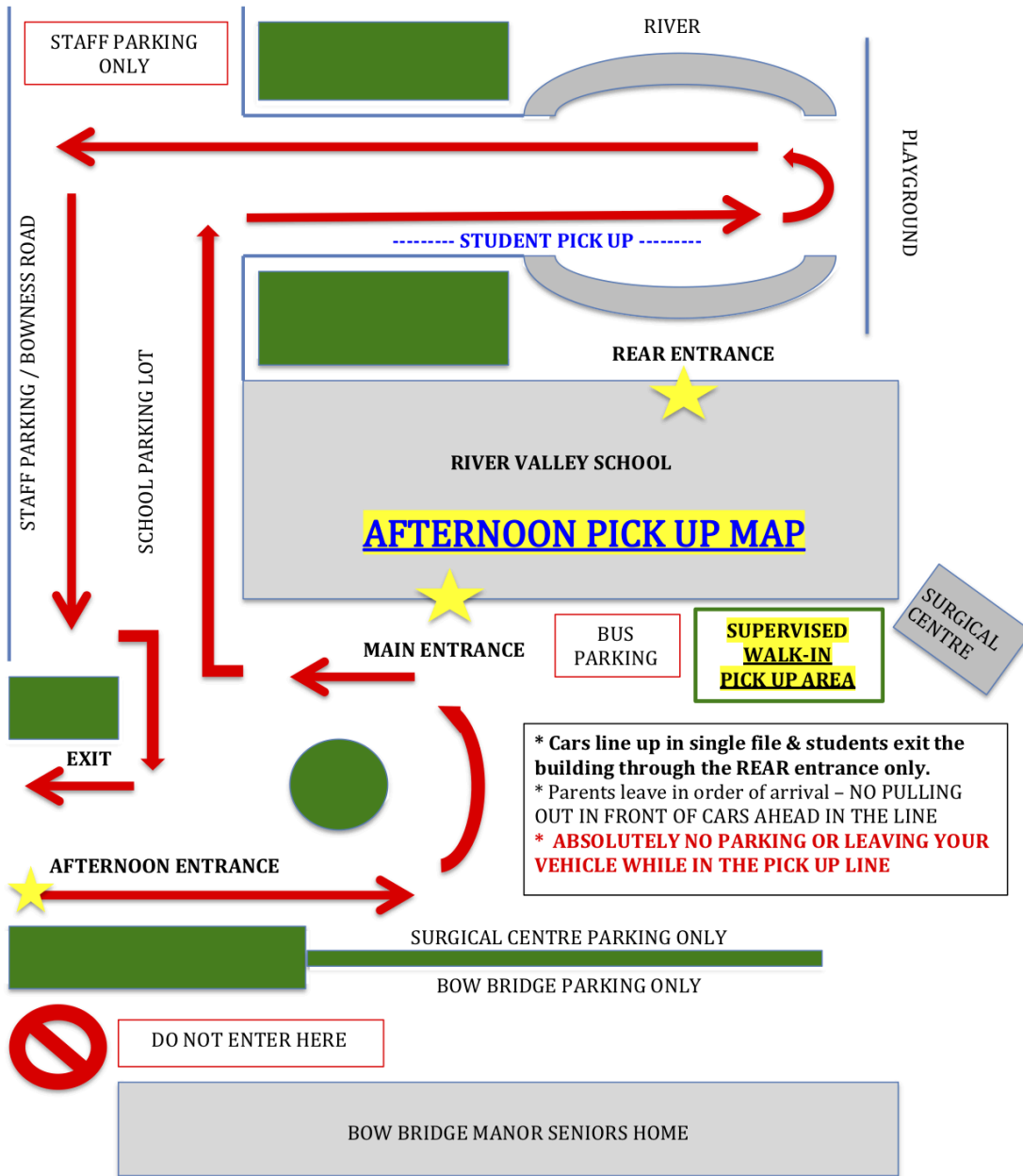
Aggressive and Abusive Behaviour towards staff, parents and students will NOT be tolerated in the parking lot at any time. Failure to adhere to this policy, in extreme cases, may result in expulsion from River Valley School.

Please follow a few simple safety tips:

- OBEY all traffic rules, speed limits and parking signs
- OBEY and BE RESPECTFUL TO all traffic attendants
- DO NOT block street traffic, driveways, or parking spaces
- DRIVE SLOWLY! The parking lot speed limit is 10 km/h
- BE AWARE of the pedestrians, both big and small
- DO NOT allow children to play in the parking lot
- BE A GOOD PEDESTRIAN and watch for traffic
- BE CALM AND PATIENT when others forget proper etiquette — remember that little people are watching, listening and learning from you

We have very limited parking and all parents who require parking must use the surrounding community or the side lot that is parallel to Bowness Road. Short term parking is available directly in front of the school, to the right of the main entrance for our Pre-JK, and JK families who are required to bring their children into the school. There is to be no parking in the Riverview Surgical Centre's marked stalls. VEHICLES PARKED IN THE MARKED STALLS WILL BE TICKETED AND TOWED.





STUDENT AFTERNOON PICK UP MAP
River Valley School, 3127 Bowwood Drive NW

Progress Reports, Meetings, Evaluations, and Student Classroom Placements

Assessment and Evaluation Policy

Purpose

River Valley School's mission, vision and values speak to every student learning and achieving his or her full potential while fulfilling School Act requirements for schools to report on student achievement and growth.

River Valley School is committed to ensuring that information about student growth and achievement is used to inform instruction and meet students' individual educational needs. Both assessments and evaluations are based on evidence of learning that is collected over time through observations, conversations and work product. Information reported on achievement and growth is related to learner outcomes as written in the Alberta programs of study and/or IPP (Individualized Program Plan). Assessment information is required for students, parents and teachers to track and understand individual student progress and to inform a student's performance and/or level of programming.

Assessment/Evaluation

Student progress and achievement are made visible through formative and summative assessments. Formative assessments are frequent and they provide ongoing timely feedback for students to respond to in order to achieve learning goals. Summative assessments inform a level and/or evaluation at particular points in time, such as the end of a unit of learning.

Standards for Evaluation:

The Academic Leadership team (Head of School, Principal, Director of Teaching and Learning) works with teachers to ensure that reporting is based on student strengths, evidence of learning and next steps in moving student learning forward by using the following criteria:

- A. Evaluation of student learning must be valid and reliable.
- B. Teachers must ensure that professional judgments about student achievement and performance are based on:
 - 1. Appropriate programming
 - 2. Clearly stated curricular or IPP outcomes
 - 3. The use of a variety of assessment strategies
 - 4. Direct evidence of student work
 - 5. The student's most consistent level of achievement against a broad range of learner outcomes, with consideration given to the most relevant evidence.
 - 6. Teachers must provide:
 - a) Opportunities for parent/guardians to be engaged as partners in their child's learning
 - b) Multiple opportunities and ways for students to demonstrate their learning
 - c) Timely and ongoing communication

- d) To determine an indicator level for a student at the end of each reporting period, teachers use their professional judgment based on all relevant evidence.

Progress Reports

Progress reports are issued three times during the year in November or December, March and June. Progress Reports are a communication process for teachers to provide parents with an assessment of their child's learning in each subject area, in relation to grade level expectations and standards. The assessment will be derived using a variety of evaluative strategies and tools, including observation, standardized tests, comparative rubrics, and reference to the Alberta Program of Studies outcomes. Teachers also provide anecdotal comments that address how each student is progressing.

At River Valley School, we encourage open communication and you are invited to make an appointment with your child(ren)'s teacher at a convenient time to speak with him/her regarding your child(ren)'s progress.

Appeals Process

To appeal a mark or progress report indicator level that a child has been given, parents shall contact the classroom teacher. The parents may request a meeting with the Principal if they are unable to resolve the appeal with the teacher. The Principal would consult with the Head of School. The Head of School has the authority to make the final decision, if necessary, as set out in the School Act.

Progress Meetings

A critical part of the reporting and communication process is Progress Meetings, which are held in October and February. At River Valley School, we prefer to have the student present for Progress Meetings. Students need to take ownership of their learning processes and should be part of the goal setting process with their parents and teachers. There may be occasions when it is not appropriate for the child to be present and in these cases, either the parent or the teacher may request time without the student. Even when there are no critical learning issues, parents are expected to make attendance at Progress Meetings a priority.

Parents are welcome to book meeting times with homeroom teachers, specialists and administration. Students with an Individualized Program Plan (IPP) will be offered a double time slot for Progress Meetings.

Instructions for Booking Progress Meetings

Parents will pre-book scheduled Progress Meetings with their child(ren)'s teacher through the online School Soft program:

- The website address is: rivervalley.schoolsoft.ca
- Click on "Register Now" to set up an account
- Enter all pertinent information; agree to the terms and conditions
- Once the Progress Meeting times have been set by administration, you will receive notification and an invitation to enter the system for appointment bookings
- If you have any questions or difficulties, please contact reception at 403-246-2275 or info@rivervalleyschool.ca for help

If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences on your behalf.

Student Classroom Placements

When organizing classes for a new school year, the ultimate goal is to provide an optimum learning environment for all students. The current teachers at each grade level meet as a team and use the following criteria to inform classroom placements for the following school year:

- A range of performance levels in each class
- Gender balance
- Placement of ELL and Special Education students which facilitates resource or withdrawal programs (i.e. Arrowsmith)
- Relationships that promote positive social relationships while minimizing unproductive associations
- Information from parents that the teacher or school is not currently aware of, and which would be pertinent to placement decisions

Final decisions regarding student placement remain the responsibility of the Head of School or Principal. Requests for class placements will be considered where it will enhance a child's learning but are not guaranteed.

School Governance & Committees

All parents of students currently attending River Valley School are members of River Valley School Society.

Role of the Board of Governors

The Board of Governors is a voluntary body that provides strategic, non-operational leadership for River Valley School by defining the mission, vision, and values, and by setting long-term goals for the organization.

Board Election Process

Each year, the Board of Governors accepts applications from all members of the River Valley School Society, as well as outside our community, for the Board of Governors. Any member of the River Valley School Society is eligible for nomination. The Board conducts an annual review to inform itself of current and future skills that would best serve the interests of the society. Often the Board recommends a slate of candidates at the AGM for the membership to elect. If you are interested in an application form, please contact the Head of School or Board Chair at: Board@rivervalleyschool.ca

The parent members elect new Governors at the Annual General Meeting (AGM). The AGM is an excellent opportunity to hear more about school operations, performance, and plans as well as being a chance to meet other parents. We strongly encourage all parents to attend. Parents are informed of the AGM by email, website updates and posted notices.

Important Board Invitations

Special Meeting of the Society

- All members of River Valley School Society are invited to join the River Valley School Board and Head of School for the annual presentation of the previous year's financial statements.

Annual General Meeting

- All members of River Valley School Society are invited to join the River Valley School Board and Head of School for the Annual General Meeting, which includes the election of new Board members, a review of the previous school year as well as a presentation from the Head of School with information about the upcoming school year.

Board Nominations

- All members of River Valley School Society are invited to submit their name for nomination and be part of the Board of Governors. Positions have a 2-year term and may be eligible for renewal.

Volunteering at River Valley School

River Valley School promotes a variety of ways parents can participate in our school and community. There are a number of rewarding and interesting volunteer opportunities to fit any parent's schedule and interests. To get involved, simply contact the Parent Network Chair by sending an email to: parent@rivervalleyschool.ca.

Parent Volunteer Opportunities:

- Parent Classroom Representatives
- Parent Network Support
- Involvement with the Board of Governors
- Local, National and International Community Building Events
- Classroom and Field Trip support, Phys Ed and Library Support
- Fundraising activities and Special Events

In the interest of student safety and security, in order to volunteer at the school or on field trips, River Valley School requires a satisfactory and current police clearance with vulnerable sector check. Clearances are valid if dated within the previous six (6) months and are valid for three (3) years. All volunteers must sign a Volunteer Code of Conduct and a Release Form once during your time at River Valley School; these forms do not expire. Please visit our website or speak with a receptionist to obtain a Volunteer Package and a Volunteer Validation Letter, which may reduce the cost of the clearance.

Parent Representatives

Each classroom has a Parent Representative. This valuable role is simple, doesn't require a huge commitment and is a great way to give back. Please consider volunteering for this important position. This role begins in September and runs for the school year.

Parent Representatives are classroom-specific helpers responsible for:

- Being the email contact for Parent Network - you do not have to attend meetings - you would simply pass along email information from the Parent Network to the classroom parents. This would be required approximately once a month.
- Helping the teacher to organize volunteers for classroom events and/or field trips - this would require an email to all parents and some organizing time.

Parent Network

Parent Network encourages and provides parent leadership, school and community development, and volunteerism. A number of school activities are planned and organized to enrich the school and the opportunities for students. Parent Network:

- Provides leadership and support for school community and classroom events
- Oversees and enhances community service initiatives
- Provides leadership for volunteer coordination

The Parent Network Chair assesses and guides school community development and community service, adhering to adopted policies, principles, and strategies of River Valley School and making recommendations on these matters. The Parent Network is often involved in stakeholder consultation for input and feedback, and also runs a number of sub-committees. The Parent Network Chair meets with the Head of School or designate on a regular basis, and the Head of School or designate attends most Parent Network meetings.

Parent Network meets occasionally to discuss various activities and initiatives taking place in the school. All parents are welcome to attend these meetings. Please watch monthly newsletters or contact the Parent Network Chair by sending an email to: parent@rivervalleyschool.ca for more information.

Fundraising

As a non-profit, privately run school, fundraising is a necessity for River Valley School. Annually, the school will run small and midscale events as well as an annual giving campaign that are aligned with our mission and values. Larger gala or corporate events are undertaken annually and proposals are submitted to the Treasurer and approved by the Board of Governors. Fundraising events are frequently coordinated with a parent network of volunteers.

River Valley School Services

Bus Service

River Valley School owns and operates a bus service for River Valley School students. Before & after school transportation is offered to all families at River Valley School for a fee. In order to coordinate planning, a firm commitment from those families wishing to use the bus service is required. Short-term and occasional riders can also be accommodated for a fee.

To maximize the number of students that each bus can accommodate on each route, and to reduce the amount of time spent on the bus for all children, group stops are established. We do our best to accommodate families and coordinate stops that are within walking distance or a short drive if possible.

See www.rivervalleyschool.ca for detailed information and the registration package. For questions regarding bus service, please contact our Transportation Coordinator at 403-246-2275 or transportation@rivervalleyschool.ca.

Bus Code of Conduct

Student behaviour on the school bus is expected to be the same courteous and respectful behaviour that is accepted at school. Students are expected to comply with the following:

- The driver is completely in charge of the bus and his/her directions must be obeyed at all times
- Students should conduct themselves in a quiet, courteous manner with no fighting, scuffling, and/or use of loud or obscene language, etc. that might distract the driver from the safe operation of the vehicle
- Students must remain seated at all times. Do not extend arms, legs or head out windows or into the aisles
- No eating or drinking on the bus
- The driver may assign or change specific seating as necessary throughout the school year

The driver will report any student who is not following proper student conduct to the Principal for further action.

Kids Club - Before & After School Care Program

Little Kids Club (Pre-JK, JK) -Hours of Operation: 7 am – 6 pm on school days and school closure days with the exception of statutory holidays.

Contact: kidsclub@rivervalleyschool.ca

Big Kids Club (K, Grades 1-6) -Hours of Operation: 7 am – 6 pm on school days and school closure days with the exception of statutory holidays.

Contact: kidsclub@rivervalleyschool.ca

Our Before & After School Care Program is committed to enhancing the overall well-being of children. Our program is designed to enrich and complement the child's school experience in a safe and familiar environment.

We strive to provide:

- A healthy, stable environment
- Caring and energetic staff, committed to the safety of the children
- A well-organized program using age-appropriate materials
- Activities that satisfy the child physically, emotionally, intellectually, creatively, and socially
- An environment that encourages growth and development through play

Options for Kids Club enrollment include: Before School, After School, Before and After School, and Drop-In. Kids Club is generally able to accommodate and supervise students with short notice when parents/guardians are running late at pick up time. This service is provided for the standard drop in fee.

Kids Club provides care during PD days, Progress Meetings and school holidays. These days require registration. Kids Club does not operate on statutory holidays.

School Uniform

A River Valley School uniform is required for all students. Students must always, at minimum, meet the following uniform requirements however are welcome to dress in a more formal uniform should they choose, i.e. wear the Full Dress Uniform on Monday or Friday.

Standard Uniform

The standard uniform is to be worn on Mondays, Tuesdays, and Thursdays. This is also a uniform option for Fridays.

Full Dress Uniform

The full dress uniform must be worn every Wednesday as well as for any concerts, assemblies, field trips, photo days and other special occasions as communicated from River Valley School.

Casual Uniform Fridays (optional)

On Fridays, students have the option to choose from the items below. Note the tracksuits and leggings must be worn with the River Valley School crested t-shirt or polo shirt.

- *Pre-JK – Kindergarten: Crew neck sweatshirt, Polar Fleece, Jogging pant or Leggings*
- *Grade 1 - 6: Polar Fleece, Leggings or Tracksuit*

Gym Strip: Gr 3 – 6 students only

The gym strip is used for Physical Education classes for Grades 3 - 6 only. It is to be kept at school in a cloth drawstring bag during the week and brought home regularly for laundering.

Summer Uniform Option

All students have the option to choose to wear Summer Uniform pieces from September to Thanksgiving and after Spring Break through June. Students are also welcome to wear dark dress sandals as part of the optional summer uniform.

Footwear

All students must have:

- One pair of dark dress shoes (navy, black or dark grey)
- One pair of indoor running shoes with non-marking soles
- Appropriate outdoor footwear (no flip flops)

Students are also required to wear Navy Dress Socks OR Navy Tights/Knee-High Socks with their standard and formal uniforms. White socks can be worn on Fridays. No colorful socks please.

The students must have at least one piece of tartan or a current River Valley School crest showing at all times. Students who are not crested may be required to have an item sent from home or to borrow an item from the Lost & Found.

Current River Valley School Crest



All students are expected to observe proper dress code standards. Parents will be notified regarding consistent infractions.

Please note:

- Uniforms must be tucked in, tidy and clean at all times
- Students are not allowed to wear hats of any kind while in the building
- Accessories must be in line with uniform guidelines

Parents are encouraged to label all your child(ren)'s belongings and regularly check the Lost and Found for missing items.

Watch for emailed requests from the classroom teachers and check the online River Valley School Master Calendar for dates of special occasions (i.e. assemblies) requiring changes to uniforms. For up-to-date information regarding the uniform, please visit www.rivervalleyschool.ca

Purchasing Uniforms from Top Marks

Top Marks is the uniform provider for River Valley School. They are based out of Montreal with a local representative in Calgary. www.TopMarks.ca School password: RVS01 1-800-667-7105

Calgary Customer Service Team

The Calgary Customer Service Team is onsite at River Valley School monthly and is able to assist you with everything from uniform fittings, to placing orders and processing of exchanges and returns. Please check the online River Valley School Master Calendar for dates and times. Our local Top Marks contact is: Irene Patton irene@topmarks.ca

Used Uniform Sales

Gently used Top Marks uniform donations are gratefully accepted throughout the year. When inventory is available, used uniforms sales are held. Please check the online River Valley School Master Calendar for dates.

EARLY LEARNING STUDENT UNIFORM (PRE-JK, JK & KINDERGARTEN)

STANDARD UNIFORM (MONDAY, TUESDAY, THURSDAY AND FRIDAY)

(White Or Navy) Crested Polo Shirt – Long Or Short Sleeve		
(Navy) Pant	Navy Dress Socks	Dark Dress Shoes
(Navy) Skirt / Skort Or Knit Jumper	Navy Tights Or Knee-High Socks	Dark Dress Shoes
(Navy) Bermuda Shorts (SUMMER)		Dark Sandals (SUMMER)

FULL DRESS UNIFORM (WEDNESDAYS AND ALL FORMAL DAYS AS REQUIRED)

(White) Crested Long Sleeve Button Down Oxford Shirt / Blouse		
(Navy) Crested V-Neck Sleeveless Sweater Or Front Button Cardigan		
(Grey) Straight Cut Dress Pant	Navy Dress Socks	Dark Dress Shoes
(Grey) Slim Fit Dress Pant	Navy Dress Socks	Dark Dress Shoes
Tartan Tunic	Navy Tights Or Knee-High Socks	Dark Dress Shoes
(White) Crested Short Sleeve Button Down Oxford Shirt (SUMMER)		
(Grey) Dress Shorts (SUMMER)		Dark Sandals (SUMMER)

CASUAL FRIDAY UNIFORM (OPTIONAL – FRIDAYS ONLY)

(White) Crested T-Shirt		
(Navy) Crested Crew Neck Sweatshirt Or Polar Fleece Jacket		
(Navy) Jogging Pant Or Crested Legging	White Socks	Indoor Running Shoes

ELEMENTARY STUDENT UNIFORM (GRADES 1 – 3)

STANDARD UNIFORM (MONDAY, TUESDAY, THURSDAY AND FRIDAYS)

(White Or Navy) Crested Polo Shirt – Long Or Short Sleeve		
(Navy) Pant	Navy Dress Socks	Dark Dress Shoes
(Navy) Skirt / Skort Or Knit Jumper	Navy Tights Or Knee-High Socks	Dark Dress Shoes
(Navy) Bermuda Shorts (SUMMER)	White Socks	Dark Sandals (SUMMER)

FULL DRESS UNIFORM (WEDNESDAYS AND ALL FORMAL DAYS AS REQUIRED)

(White) Crested Long Sleeve Button Down Oxford Shirt / Blouse (Tartan School Tie Is Required)		
(Navy) Crested V-Neck Sleeveless Sweater Or Front Button Cardigan		
Tartan Tunic (Tartan School Tie Not Required With Tunic)	Navy Tights Or Knee-High Socks	Dark Dress Shoes
(Grey) Straight Cut Dress Pant	Navy Dress Socks	Dark Dress Shoes
(Grey) Slim Fit Dress Pant	Navy Dress Socks	Dark Dress Shoes
(White) Short Sleeve Button Down Oxford Shirt (SUMMER) (Tartan School Tie Is Required)		
(Grey) Dress Shorts (SUMMER)		Dark Sandals (SUMMER)

CASUAL FRIDAY UNIFORM (OPTIONAL – FRIDAYS ONLY)

(White) Crested T-Shirt		
(Navy) Crested Track Jacket Or Polar Fleece Jacket		
(Navy) Track Pant Or Crested Legging	White Socks	Indoor Running Shoes

GYM STRIP (REQUIRED FOR GRADE 3-6 STUDENTS ONLY)

(White) Crested White T-Shirt		
(Navy) Gym Short	White Socks	Indoor Running Shoes

ELEMENTARY STUDENT UNIFORM (GRADES 4-6)

STANDARD UNIFORM (MONDAY, TUESDAY, THURSDAY AND FRIDAYS)

(White Or Navy) Crested Polo Shirt – Long Or Short Sleeve		
(Navy) Pant	Navy Dress Socks	Dark Dress Shoes
(Navy) Skirt / Skort	Navy Tights Or Knee-High Socks	Dark Dress Shoes
(Navy) Knit Jumper (<i>Grade 1 – 3 Only</i>)	Navy Tights Or Knee-High Socks	Dark Dress Shoes
(Navy) Bermuda Shorts (<i>SUMMER</i>)		Dark Sandals (<i>SUMMER</i>)

FULL DRESS UNIFORM (WEDNESDAYS AND ALL FORMAL DAYS AS REQUIRED)

(White) Crested Long Sleeve Button Down Oxford Shirt / Blouse (<i>Tartan School Tie Is Required</i>)		
(Navy) Crested V-Neck Sleeveless Sweater Or Front Button Cardigan		
(Grey) Straight Cut Dress Pant	Navy Dress Socks	Dark Dress Shoes
(Grey) Slim Fit Dress Pant <i>*New</i>	Navy Dress Socks	Dark Dress Shoes
Tartan Kilt	Navy Tights Or Knee-High Socks	Dark Dress Shoes
(White) Short Sleeve Button Down Oxford Shirt (<i>SUMMER</i>) (<i>Tartan School Tie Is Required</i>)		
(Grey) Dress Shorts (<i>SUMMER</i>)		Dark Sandals (<i>SUMMER</i>)

CASUAL FRIDAY UNIFORM (*OPTIONAL – FRIDAYS ONLY*)

(White) Crested T-Shirt		
(Navy) Crested Track Jacket Or Polar Fleece Jacket		
(Navy) Track Pant Or Crested Legging <i>*New</i>	White Socks	Indoor Running Shoes

GYM STRIP (REQUIRED FOR GRADE 3-6 STUDENTS ONLY)

(White) Crested White T-Shirt		
(Navy) Gym Short	White Socks	Indoor Running Shoes

Please Note: It is recommended that modesty shorts be worn beneath all tunics, skirts, and kilts. These can be purchased from Top Marks or at any retail store.

River Valley School Code of Conduct

In keeping with Alberta legislation and our mission, River Valley School has the responsibility to ensure and provide a safe and positive teaching and learning environment for all members of our community. Our Code of Conduct outlines a general framework for behavioural expectations for everyone who enters our community. It is expected that everyone within our community will interact in a manner that supports and maintains the values and principles outlined in this document. Please read it carefully.

Purpose:

- Providing all students with a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging
- Establishing a reasonable and caring balance between individual and collective rights, freedoms and responsibilities within the school community

- Publishing written expectations for behaviour while at school, at school-related activities, or while engaging in activities that may have an impact on others in the school

The Code of Conduct shall apply to all school community members when any school activity is being conducted. River Valley School recognizes that expectations for community members increase with the age, experience, learning capacity, and maturity of the individual. Any behaviours, or patterns of behaviour, that adversely affect the school climate, operation, or learning of others will be considered a breach of the Code of Conduct. Appropriate interventions will be used to remedy negative conduct.

Receipt of this document implies understanding and agreement to adhere to its principles and expectations.

I. Guiding Principles:

River Valley School community members are expected to be kind, respectful, responsible and safe.

II. Conduct Expectations:

Further to and consistent with Section 12 of the School Act and in keeping with the mission and vision of River Valley School, each member of our community is responsible for acting positively in support of a welcoming, caring, respectful and safe teaching and learning environment that respects diversity and fosters a sense of belonging by:

- Acting at all times in keeping with the vision and mission of the school
- Respecting oneself and the rights of others in the school
- Conducting oneself in a manner that contributes to a welcoming, caring, respectful and safe teaching and learning environment that respects diversity and fosters a sense of belonging
- Refraining from and refusing to tolerate bullying whether electronically, in or outside of the school or school hours
- Informing a responsible, trusted and caring person in a timely manner of incidents of bullying, harassment, intimidation or other unwelcoming or uncaring acts
- Attending school regularly and punctually
- Diligently being prepared to learn and actively pursuing learning
- Being accountable for individual behaviours
- Cooperating to make the school a positive learning environment for all
- Knowing and following the rules of the school

River Valley School Board will provide direction further to Section 45.1(1) of the School Act by:

- Ensuring that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging

Administration will take a leadership role, and further to and consistent with Section 20 of the School Act, and within the bounds of their legal, professional, and ethical responsibilities, are expected to hold those within the school community to the highest standard of socially and personally responsible behaviour, by:

- Acting professionally
- Acting with care and commitment to facilitate quality learning and working experiences in a safe environment
- Holding everyone under their authority accountable for their behaviours and actions

- Communicating regularly, meaningfully, and helpfully with all members of the school community

Teachers and School Staff, under the leadership of administration, and further to and consistent with Section 18 of the School Act, and within the bounds of their legal, professional, and ethical responsibilities, are expected to hold those within the school community to the highest standard of socially and personally responsible behaviour. They accomplish this role by:

- Acting professionally
- Helping students learn to their full potential
- Communicating regularly and meaningfully with parents and administration
- Demonstrating respect for everyone within the school community
- Maintaining consistent standards of behaviour as outlined within the River Valley School Code of Conduct
- Modeling and providing guidance and skills for socially responsible conduct

Parents/Guardians play a very important role in the education of their children and have the responsibility to support school staff in maintaining a safe and positive learning environment for all members of the school community. Further to and consistent with Section 16.2 of the School Act, parents/guardians accomplish this role by:

- Monitoring and showing active interest in their child's work, progress, and conduct
- Communicating regularly with the school, and respecting the confidentiality of matters of discipline
- Providing necessities for quality learning such as regular meals, appropriate levels of sleep, hygiene, medical needs, appropriate dress, and classroom materials
- Ensuring student punctuality and promptly reporting valid reasons for tardiness or absences
- Reviewing the River Valley School Code of Conduct with their children
- Assisting school staff in dealing with issues of behaviour requiring intervention and discipline
- Demonstrating respect for all members in the school community
- Modeling expectations of conduct held for students

Visitors to the school community play an essential part in making our schools more positive and safer environments for learning. Visitors are expected to support and respect the rules of the school, and in return, they can expect to share a safe and meaningful River Valley School experience.

Students are to be treated with respect and dignity. We recognize the Human Rights Code and will not tolerate discrimination (i.e. when someone is treated differently and poorly because of their race, colour, ancestry, place of origin, religion, physical or mental disability, sex, sexual orientation or gender identification, etc.) Students must demonstrate an ability to know and follow the values and expectations of River Valley School behaviour with diligent socially and personally responsible conduct. Acceptable behaviour is demonstrated when a student:

- Arrives at school on time, ready to learn to the best of their ability
- Is respectful of themselves, others, and those in authority
- Is respectful of the school's and others' property
- Dresses properly in a clean and tidy River Valley School uniform

- Refrains from bringing anything to school that detracts from theirs or others' learning, the privacy of others, or the safety of others
- Actively contributes to a safe, polite, caring, and orderly school learning environment
- Follows established ethical and legal principles and rules established by society
- Reports conduct concerns such as bullying, abuse, harassment, intimidation, threats, or violence immediately to a responsible adult
- Communicates honestly, attentively, and in a forthright manner
- Solves problems peacefully using strategies encouraged by the school
- Takes responsibility for his or her own actions and the interventions developed for inappropriate behaviours
- Does not leave school grounds at any time without being accompanied by a parent/guardian (or having written permission from parents/guardians) and without notifying both the office and teacher if leaving early

Further, Section 12 of the School Act stipulates that:

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- Be diligent in pursuing the student's studies
- Attend school regularly and punctually
- Cooperate fully with everyone authorized by the board to provide education programs and other services
- Comply with the rules of the school
- Account to the student's teachers for the student's conduct;
- Respect the rights of others
- Ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- Refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means
- Positively contribute to the student's school and community.
- RSA 2000 cS-3 s12; 2015 c1 s3

III. Unacceptable Conduct:

River Valley School has a Zero Tolerance Policy on Bullying, Abuse, Harassment or Violence.

Unacceptable behaviours that may negatively affect a member of the River Valley School community or the school's learning environment, whether electronically, in or outside of the school or school hours, include, but are not limited to:

- *Discrimination.* In keeping with the *Alberta Human Rights Act*, no student, staff member or person may discriminate against another person on the basis of an individual's race, colour, ancestry, place of origin, religious beliefs, gender (including pregnancy, sexual harassment, and gender identity) physical disability, mental disability, marital status, family status, source of income or sexual orientation
- *Acts of bullying, abuse, harassment or intimidation.* As defined by the School Act, Section 1.1(b.1) bullying is defined as the "repeated and hostile or demeaning behaviour by an individual in the school community where the

behaviour is intended to cause harm, fear or distress to one more individuals in the school community, including psychological harm or harm to an individual's reputation." The Government of Canada Policy on Harassment Prevention and Resolution defines harassment as: "improper conduct by an individual, that is directed at and offensive to another individual in the workplace, including at any event or any location related to work, and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises objectionable act(s), comment(s) or display(s) that demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threat. It also includes harassment within the meaning of the Canadian Human Rights Act (i.e. based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and pardoned conviction)." Harassment is normally a series of incidents but can also be one severe incident that has a lasting impact on the individual

- Any type of abuse, harassment or physical violence as defined as but not limited to:
 - Physical abuse or violence is the use of intentional force that can result in physical harm or injury to an individual and includes pushing, shoving, slapping, kicking, punching, hitting, spitting, pinching, pulling hair, choking, throwing things, hitting victims with an object, and using or threatening to use a weapon.
 - Sexual abuse is any unwanted or non-consensual sexual contact, touching or behaviour that violates the sexual integrity of the victim and includes forced unwanted sex or sexual touching in any form, and denial of a person's sexuality.
 - Verbal abuse is a form of abusive behaviour involving the use of language or words to cause harm to the person being spoken to (criticizing, name-calling, blaming, shouting, insulting, intimidating, threatening, shaming, demeaning or derogatory language). It can occur without the use of expletives or profanity. Verbal abuse is a pattern of behaviour that can seriously interfere with one's positive emotional development and over time, can lead to significant detriment to one's self-esteem, emotional well-being and physical state.
 - Psychological (Emotional) abuse is the systemic destruction of a person's self-esteem and/or sense of safety, often occurring in relationships where there are differences in power and control and includes threats of harm or abandonment, humiliation, deprivation of contact, isolation and other psychologically abusive tactics and behaviours. This can result in anxiety, depression, and post-traumatic stress disorder and cause the victim to withdraw from everyone or everything around them.
- *Acts of retribution* against an individual who has intervened to prevent bullying or informed about bullying or other unacceptable behavior.
- *Illegal activities* including, those involving illegal or restricted substances, possession or use or threat of use of weapons, and theft or damage to property.

Acceptable conduct is everyone's responsibility, including staff, students, Board Members, volunteers and outside contractors. The school reserves the right to determine the acceptability of behaviours in relation to the school as guided by the River Valley School Code of Conduct and River Valley School policies and procedures.

Minor breaches of this code of conduct are handled effectively in an informal manner on a daily basis and may not warrant documentation or communication. Interventions are handled at different levels depending on the seriousness of the breach of conduct and as guided by this document. Disciplinary action for breaches or unacceptable behaviour as outlined above may include verbal or written warnings, suspensions and up to and including termination or expulsion.

IV. Student Discipline and Consequences:

Students are expected to conduct themselves in keeping with their responsibilities as students.

Student discipline is not judgmental, arbitrary, confusing or coercive: rather, it shows individuals what they have done; it gives them ownership for the problem; it provides a process for solving the issue they have created; and it leaves their dignity intact. The goal is to instruct, teach, guide, and help children develop self-discipline so that learning can be maximized for all students.

The school will investigate each instance of unacceptable conduct and pursue disciplinary action in a matter consistent with the principles of fundamental justice and the River Valley School' student discipline policy as outlined in this Guide. In grave circumstances, an individual found to have engaged in unacceptable conduct may be subject to possible suspension or expulsion.

V. Remediation and Support

In order to foster a positive learning environment, River Valley School will engage in reasonable and caring efforts to support both the individual(s) who may have been the subject or victim(s) of unacceptable behaviour(s) and to support perpetrators of unacceptable conduct to improve their conduct.

Supportive actions used by River Valley School may include, but are not limited to:

- Mentoring of individual students by older students
- More focused attention to individual students
- Regular follow-up meetings of specific teachers with individual students
- Counseling
- Restorative justice processes

Learning how to solve problems and handle social situations is an important part of a child's development. We encourage students to communicate with each other to resolve unwanted behaviours. Under adult supervision and guidance, we give our students every opportunity to engage in solving their own problems.

When problems do occur, we suggest:

FIRST: Tell the person that you do not like that kind of play and ask him/her to stop.

SECOND: If the person continues to bother you, then go to the supervisor on duty and ask a supervisor for help.

THIRD: The supervisor will have the students discuss their problem and come to an agreeable solution. The supervisor will advise the homeroom teacher of any ongoing concerns/problems that arise.

Supervisors/teachers will voluntarily step in to assist students when necessary and stop inappropriate behavior. Students are encouraged to ask for help and are taught 'It's not tattling – it's problem solving.'

Parents are encouraged to communicate with teachers and administration any ongoing concerns or problems that students might be expressing at home.

River Valley School takes great care to arrive at thoughtful, fair, and consistent consequences. Consequences are designed to prevent reoccurrence, teach socially appropriate behaviour to the student who offends and to the school community, and to ultimately provide for a safe and positive learning environment.

Actions may be progressive, or they may require an appropriate immediate higher level of response. They may be utilized in combination or in isolation, increasing or decreasing in seriousness as needed.

VI. Rising Expectations

Age, experience, learning capacity, and maturity all play roles in determining the progression of expectations for members of the school community. As people grow and mature, they are more able to make appropriate decisions and take a greater responsibility for their conduct.

Children progressing through their school years are expected to:

- Acquire greater knowledge and understanding of their behaviour and its impact on others
- Learn appropriate decision-making strategies
- Increase their ability to demonstrate self-discipline
- Increase their ability to take personal responsibility for their actions and learning
- Be subject to increased consequences for inappropriate behaviour

VII. Consequence Continuum

For all emerging patterns of minor breaches of the Code of Conduct and/or the River Valley School Parent and Student Policy and Procedure Guide:

- Students will be notified in every instance
- Parents will be notified should patterns become serious

For all serious breaches of the Code of Conduct and/or the River Valley School Parent and Student Policy and Procedure Guide:

- Students will be notified in every instance
- Parents of student offenders and parents of student victims will be notified
- Board members will be notified as required by policy
- Police and/or outside agencies will be notified as required by law or for professional advice beyond the scope of school personnel
- All Parents will be notified when a need is determined by school administration to reassure the school community that action(s) addressing serious concerns were implemented when necessary

Aggressive, Harassing and Abusive Behaviour towards staff, parents and students will NOT be tolerated at school events or on school grounds including parking lots or playgrounds at any time of the day. Failure to adhere to this policy may, in extreme cases, result in expulsion from River Valley School.

Welcoming, Caring, Respectful & Safe Teaching and Learning Environment Policy

Commitment consistent with our mission, vision and values, River Valley School is committed to a safe, caring, respectful, inclusive, equitable, and welcoming learning and teaching environment for all students, staff and members of our community.

All students, staff and members of our community have the right to learn and work in an environment free of discrimination, prejudice, and harassment.

This right is guaranteed under the:

- *Canadian Charter of Rights and Freedoms*
- The *Alberta Human Rights Act* as amended March 10, 2015. In addition, the *Alberta Human Rights Act*, includes the right not to be discriminated against by reason of race, national origin, colour, religion or gender identity or gender expression. Legislation also provides as a fundamental right the “right of parents to make informed decisions respecting the education of their children;”
- Requirements of the *Alberta School Act* (and upon Proclamation the *Education Act*, Section 35.1) that provide for measures that support the equality and non-discrimination of students who may belong to minority groups, including sexual orientation

Rights- River Valley School does not tolerate harassment, bullying, intimidation, or discrimination on the basis of a person's actual or perceived differences or gender identity or gender expression. River Valley School believes that all students have the right to:

- Be treated fairly, equitably, and with dignity and respect
- Have their confidentiality protected and respected
- Have their privacy protected as governed by PIPA
- Self-identification and determination
- Freedom of conscience, expression, and association
- Be fully included and represented in an inclusive, positive, and respectful manner by all school personnel
- Have equitable access to the same supports, services, and protections provided to heterosexual students and their families
- Have avenues of recourse (without fear of reprisal) available to them when they are victims of harassment, prejudice, discrimination, intimidation, bullying, and/or violence
- Have their unique identities, families, cultures, and communities included, valued and respected within the school environment

Measures

River Valley School has implemented measures which:

- Define appropriate expectations, behaviours, language, and actions in order to prevent discrimination, prejudice, and harassment through greater awareness of, and responsiveness to, their harmful effects
- Ensure that all such discriminatory behaviours and complaints will be taken seriously, documented, and dealt with expeditiously and effectively through consistently applied policy and procedures

- Improve students' understanding of the individual lives of minorities, including sexual and gender minorities, and their families, cultures, and communities
- Develop, implement, and evaluate inclusive educational strategies, professional development opportunities, and administrative guidelines to ensure that minorities including gender minorities and their families are treated with respect and dignity in all aspects of the school community in a manner consistent with the school's mission and vision
- Upon request, the Head of School will immediately grant permission for the establishment of a student organization or the holding of an activity at the school to support the establishment of Gay-Straight Alliances (GSAs), or similar student support groups, where student interest has been expressed and have it named as such
- In order to protect student privacy, notification around a student organization will be limited to the fact of the establishment of the organization or the holding of the activity
- Identify a staff member to serve as a safe contact for sexual and gender minority students. The Head of School will inform the school community about the location and availability of this Safe Contact Resource Person
- Ensure staff will not refer students to programs or services that attempt to change or repair a student's sexual orientation or gender identity
- Ensure administration and staff recognize the confidentiality and privacy of the sexual orientation and gender identity of all students and protect them from unwanted disclosure of such information
- Annually review and repost these policies and make available to the public

Legal Basis

When implementing the above policy directions, River Valley School will act reasonably in the best interests of the student in keeping with the guidelines outlined by the Supreme Court of Canada (*Loyola College vs. Quebec, 2015*), the Alberta Human Rights Act and the Alberta School Act.

Grievance Policy

A grievance is defined as the formal written complaint by a student and/or parent/guardian that there has been a violation, misinterpretation, or misapplication of River Valley School policy or procedure; or federal or provincial law or regulation.

The intent of this policy is to secure, at the lowest possible level, equitable solutions to problems periodically affecting students, parents and employees. These grievance proceedings shall be confidential and kept as informal as possible at all levels of the procedure.

It is desirable for grievances to be resolved through free and informal communications. A student or parent/guardian should first attempt to resolve the grievance through discussion with the individual teacher/staff member. If a grievance cannot be resolved at this level the student or parent/guardian may request a conference with the Head of School. Please submit a Grievance Form (Appendix A of this Guide) to school administration to begin the formal Grievance Process.

Should a student or parent/guardian have a complaint with respect to a school employee, the person filing the complaint should be aware that the employee will be given an opportunity to respond, in person and/or in writing, to the complaint, and further to be present during any conference between the Head of School or Board and the student or parent/guardian.

The student or parent/guardian has the burden to show that a rule is unfair, is discriminatory or that an unfair procedure has been followed in the administration of a disciplinary action.

Failure of the student or parent/guardian to comply with timelines listed below; will result in denial of the grievance or appeal.

Failure of the school administration to comply with these timelines will result in automatic right of appeal to the next level.

Step 1: Head of School Conference

A student or parent/guardian wishing to invoke the grievance procedure shall make a written request for a conference with the Head of School and the individual named in the grievance to discuss the grievance and seek resolution. The request shall describe the grievance and name the specific policy, rule or law believed to have been violated.

The following additional guidelines shall be observed:

- All grievances must be submitted in writing.
- A grievance shall be filed as soon as possible but not longer than fifteen (15) days after disclosure of the facts giving rise to the grievance.
- The Head of School shall grant the conference within five (5) school days following receipt of the request. The Head of School will state his/her position on the grievance in writing and a copy given to the student or parent/guardian within five (5) school days following the conference.

If the student or parent/guardian is not satisfied with the decision of the Head of School, the decision may be referred to the next step: Board of Directors Conference.

Step 2: Board of Governors Conference

The student or parent/guardian shall file a copy of the grievance and the decision of the Head of School to the Board of Governors within five (5) days of receipt of the Head of School's decision.

Any appeal to the Board shall be on the record. No new evidence, written or verbal, may be presented without the prior knowledge and consent of both parties or upon a majority vote of the Board. The aggrieved party will be informed in writing of the Board's decision within five (5) working days. The Board may affirm, disaffirm or modify the decision of the Head of School.

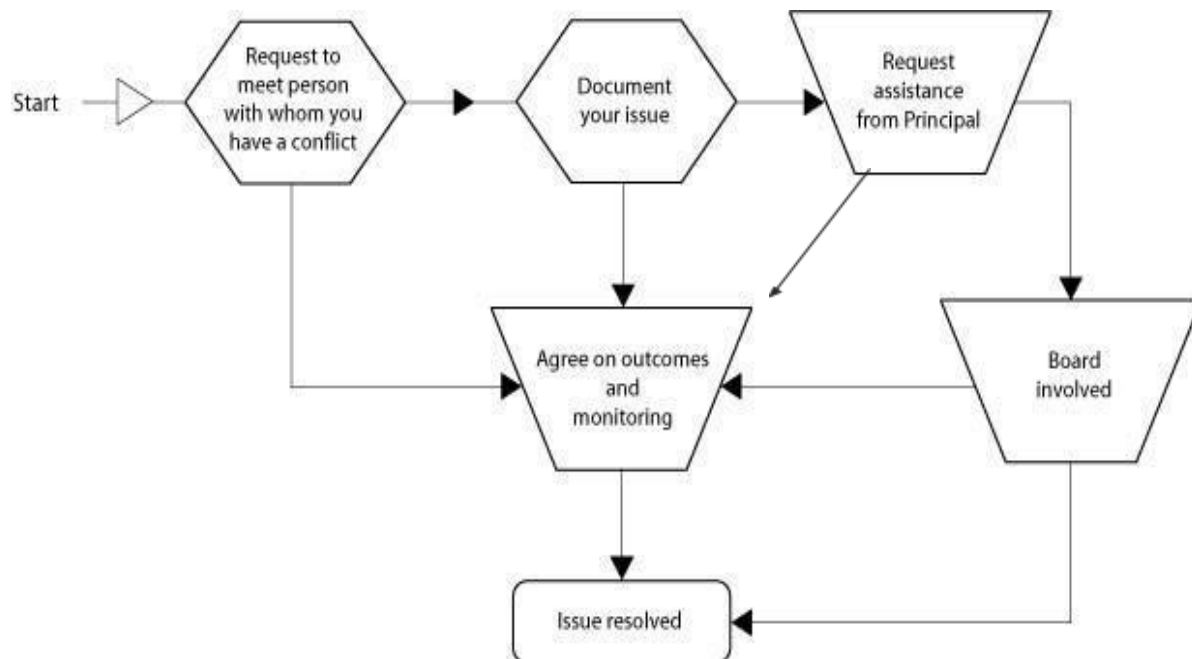
The decision of the Board of Governors will be considered final and no further avenues shall be available for appeal.

Resolution Procedure

At River Valley School, we have an open door policy and as such, are open to hearing from parents and staff at any time about issues and concerns they may have.

We encourage you to follow the procedures outlined and detailed in the Grievance Resolution Procedure when there is a complaint or concern about a staff member's performance, a parent's behaviour or the treatment of a student.

As part of the policy, the Head of School and, when deemed necessary, a Board Member, will make themselves available for confidential meetings with parents and/or staff to assist in resolving the issue at hand. Board involvement will not occur until after a meeting with the Head of School has taken place and resolution could not be found. Ordinarily, the Board as a whole does not address such issues unless all other avenues have failed to yield a resolution.



Privacy Charter

I. Scope

This privacy policy applies to: River Valley School employees, including contractors, students, and volunteers providing services on behalf of the River Valley School. Any personal information that identifies an individual, in whatever form or medium (paper, digital, audio-visual, graphic) created or received in the course of carrying out the River Valley School's mandated functions and activities, and; all facilities and equipment required to collect, manipulate, transport, transmit, or keep River Valley School information.

II. Legislative Requirements

The Personal Information Protection Act (PIPA) ("the Act") protects the personal information of the public and employees of private sector organizations operating in Alberta. It governs the collection, use and disclosure of personal information by organizations in a manner that recognizes and balances the right of an individual to have his or her personal information protected, and the need of an organization to collect, use or disclose personal information for purposes that are reasonable.

River Valley School is bound by the requirements of the Act and collects, uses or discloses personal

information in accordance with its provisions.

III. Privacy Principles

River Valley School is committed to protecting the privacy of individual employees, students and guardians. To that end, River Valley School has implemented a privacy program to meet the following privacy goals:

a) Accountability:

River Valley School is responsible for protecting the confidentiality of personal information in its custody or under its control in compliance with the applicable federal or provincial legislation. River Valley School has identified and designated a Privacy Officer, the Head of School, to be responsible for implementing the privacy program and ensuring compliance with legislation. If you have any questions regarding Privacy, please contact the Head of School.

b) Openness:

River Valley School develops and follows privacy and security policies and practices that are compliant with legislation. Such policies and practices are publicly available.

c) Collection and Consent:

River Valley School collects personal information only for reasonable business purposes and with the consent of the individual or authorized representative, except where otherwise authorized by legislation.

d) Identifying Purposes:

River Valley School identifies the purposes for which personal information is collected.

e) Limited Use, Disclosure and Retention:

River Valley School uses, discloses and retains personal information for purposes consistent with the purpose for which it was collected. Use and disclosure for other purposes is by consent of the individual or as authorized by legislation.

f) Accuracy:

River Valley School makes all reasonable efforts to ensure that personal information collected, used or disclosed by or on behalf of River Valley School is accurate and complete.

g) Safeguards:

River Valley School protects personal information in its custody or control by deploying security measures and practices to prevent unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction.

h) Right of Access:

Individuals have a right to access information about them at River Valley School, subject only to limit and specific exceptions. Individuals who believe there is an error or omission in their personal information have a right to request correction or amendment of the information.

i) Compliance Challenges:

Individuals are encouraged to bring any concerns or issues regarding privacy at River Valley School to the Head of School for discussion and response. Individuals may appeal to the Information and Privacy Commissioner of Alberta to review or investigate River Valley School's right of access or correction responses, or any policies or practices that they feel are not in compliance with legislative requirements.

Student Independence Policy: Toileting

River Valley School expects and requires all children to be independent in their toileting before the first day of school. The school acknowledges that with young children there may be accidents from time-to-time; please ensure your child has an extra set of clothing at school for those occasions.

If, beginning in the second month of school, there are frequent incidents (i.e. 3 or more incidents occurring in a short time frame) a discussion will be required between parents and school administration regarding the child's readiness for school.

River Valley School reserves the right to suspend a child's attendance at school indefinitely should frequent issues occur, and no refunds will be issued on deposits or other amounts deemed non-refundable under the Financial Agreement.

Student Tuition and Fee Refund Policy

If a registration is canceled prior to a student commencing studies, the family forfeits all amounts deemed non-refundable as outlined in the Financial Agreement.

For students withdrawing partway through the school year, River Valley School requires a minimum of one (1) month written notice of cancellation/withdrawal from families to be eligible for refunds for tuition, Kids Club fees and bus service fees, less any non-refundable fees as outlined in the Financial Agreement. Please review your Financial Agreement for detailed information regarding refundable and non-refundable fees. Refunds are subject to approval by Head of School and/or Board.

No refunds will be issued should a student be suspended or expelled from River Valley School, Kids Club or River Valley School Bus Service.

Student Discipline Procedures

The Head of School is ultimately responsible for administering the general discipline of the school. S/He shall ensure that the school has developed a school discipline policy, incorporating provisions of the *Alberta School Act* as part of the school's discipline policy. Expectations for behaviour and formal discipline policies and procedures are published in this River Valley School Parent and Student Policy Guide which is also accessible on the school website.

- I. Definitions for the purposes of this administrative procedure:
 - 1.1. Suspension is the removal of a student from the classroom, school property, school activities or bus for a period of up to five (5) school days.
 - 1.2. Expulsion is the Board-approved removal of a student from the classroom, school property, school activities or bus for a period of time longer than five (5) school days.
 - 1.3. Suspension shall be considered when a student:
 - 1.3.1.1. Exhibits open opposition to authority
 - 1.3.1.2. Exhibits willful disobedience
 - 1.3.1.3. Uses improper or profane language
 - 1.3.1.4. Engages in conduct potentially injurious to others
 - 1.3.1.5. Willfully damages school property
 - 1.3.1.6. Exhibits behaviour that interferes with school approved activities

- 1.3.1.7. Exhibits behaviour prohibited by other Board policies, administrative procedures, the *School Act* or the *Criminal Code of Canada*
- 1.3.2. Exhibits behaviour inconsistent with Section 12 of the *School Act (Appendix A)* – responsibilities of students.
- 1.4. Code of Conduct is outlined in the River Valley School Parent and Student Education Policy and Resource Guide

II. Disciplinary Actions at School

- a) All staff are responsible for maintaining discipline in the classroom and school. River Valley School acknowledges that students are successful when appropriate and consistent expectations are in place within the school. In some cases, the Head of School may provide assistance. The following provisions shall apply with regard to disciplinary actions of staff:
 - 1. The attitude towards maintenance of discipline will be positive rather than negative.
 - 2. Discipline must be meaningful.
 - 3. Mass discipline of a whole class for the misdemeanor of a few students is to be avoided.
 - 4. The staff and Head of School shall formulate acceptable forms of discipline for the school.
 - 5. The use of corporal punishment by staff is not permitted.
 - 6. Good discipline often depends upon the ability to check unacceptable behaviour in its early stages before it becomes a serious problem.
 - 7. Disciplinary problems should be dealt with in an objective, professional manner that considers the needs of the individual child, and each infraction should be considered a learning situation to be handled intelligently and patiently.
 - 8. The child should be treated in a kind and just manner. Teachers are to be guided by a spirit of charity and understanding. Verbal attacks upon students, including name calling, use of sarcasm, unfavorable personal references, attempts to belittle the students, or threatening to send students to the Head of School do nothing to raise the self-worth of all parties involved and, therefore, shall not be employed.
 - 9. The teacher or school should not act as the disciplinary agent for the home.
 - 10. In cases of dispute regarding disciplinary measures, the ultimate procedure is within the statutes of the *Criminal Code of Canada*.
 - 11. Sufficient force is justified to restrain a student who is determined to carry out some destructive act or to prevent a student from attacking another individual.
 - 12. Removal from the classroom of a student where conduct continues to be detrimental to the work of the class (after the student has been given reasonable warning that the behaviour is unacceptable) is justified.
 - 13. Any disciplinary measure involving the automatic imposition of certain penalties or discipline without considering the nature of the act and the individual(s) involved does not have its basis in the basic principles of modifying behaviour.
 - 14. Though dignity and authority of the teacher must be upheld, it must be remembered that recognizing the dignity of students is equally important. The teachers will find that a quietly worded statement to a student is likely to be more effective than strongly voiced commands in securing his/her compliance.

15. The right to detain students for disciplinary purposes is not questioned. However, the exercise of that right in an arbitrary or inflexible fashion that prevents a student from meeting other legitimate and important commitments cannot be supported.
- b) A teacher may ask a student to leave the classroom (sit out) for one (1) class period and shall report the removal to the Head of School.
 - c) The Head of School may suspend a student from:
 - 1. Class
 - 2. School activities
 - 3. School and/or school property
 - 4. Riding in a school bus
 - d) The Head of School may reinstate a student who is suspended by the Head of School at any time.
 - e) When the Head of School suspends a student s/he shall:
 - 1. Telephone the student's parents as soon as possible to inform them of the suspension.
 - 2. Report, in writing, to the student's parents/guardians all the circumstances of the suspension.
 - 3. Upon the student's return to or full participation in school, facilitate with the student and his/her parents/guardians a plan to promote the student's adherence to the student discipline procedures and confirm the circumstances in writing.
 - 4. If requested, provide an opportunity to meet with the student's parents/guardians to discuss the reasonableness of the suspension.
 - f) If the Head of School is recommending expulsion, the Head of School shall refer the recommendation to the Board of Directors.
 - g) Appeals:
 - 1. Suspension: All suspensions may be appealed to the Board of Directors. Written notice of the request for an appeal must be sent to the Head of School and/or Board of Directors within ten (10) days of the start of the suspension. The appeal must be heard within fifteen (15) days of receiving the notice of appeal, unless the parents/guardians and Board of Directors have agreed to an extension. If parents/guardians have questions about the appeal, they can contact the Head of School or Board Chair.
 - 2. Expulsion: All expulsions can be appealed to the Board of Directors within twenty (20) business days after the expulsion notice has been received. Information on how to appeal will be included in the notice of expulsion. The decision of the Board of Directors will be considered final.
 - 3. Process:
 - i. Parent/Guardian delivers a written request for appeal to Head of School and/or Board of Directors within the specified timeframe
 - ii. The Board of Directors will review the request and schedule a formal meeting. A letter outlining the next steps, meeting date and/or written documentation will be sent to the parents/guardians
 - iii. Meeting takes place in which all parties may present their arguments.
 - iv. A formal decision will be made by the Board of Directors within the specified timeframe. This will be communicated in writing to the

parents/guardians and filed in the student's cumulative records. This decision will be considered final

III. Behavioural Issues

This Administrative procedure will act as a guide in dealing with behavioural issues at River Valley School. Students with persistent behavioural difficulties require an individual program plan (IPP) (Alberta *School Act*, Section 47).

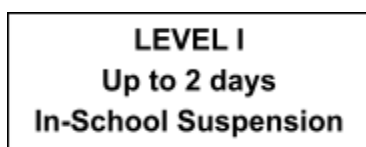
Examples of some inappropriate behaviours considered minor to moderate offences include:

- Pushing and shoving other students
- Defiance of adults in authority
- Inappropriate touching (excluding sexual touching)
- Acting in a belligerent or argumentative manner
- Lying
- Cheating
- Swearing and/or using inappropriate language
- Teasing and/or name-calling
- Disruptive behaviour that interferes with the learning of others
- Leaving the classroom or school without permission

Specific unacceptable behaviours in the moderate to severe range include:

- Chronic minor offender
- Stealing
- Intent to injure another person with or without the use of a weapon
- Throwing objects with willful intent to harm
- Causing physical injury to another person by hitting, kicking, biting
- Blind rages where the child loses control, resulting in damaged property and/or injury to others
- Inappropriate sexual behaviour
- Verbal abuse, ethnic/racial remarks, sexually derogatory statements
- Threatening bodily harm or property damage
- Damaging property (school or other)
- Bullying – as defined in the School Act and Criminal Code of Canada

IV. Flow Chart of Consequences for Major Offences



Process:

Head of School talks with the student to discuss the behaviour and consequences.

Head of School notifies parent/guardian of unacceptable behaviour.

Team meeting including parent/guardian may result in an IPP being developed.

Student completes plan of action.

Student completes daily assignments in a segregated area away from the classroom.

LEVEL II
Up to 5 days Out-of-School Suspension



LEVEL III
5 days Out-of-School Suspension



LEVEL IV
Expulsion

Process includes above steps, plus:

May recommend gradual re-entry into class. Student will review progress achieving his/her action plan for appropriate behaviour.

Process includes above steps, plus:

Conference with parents regarding re-admittance to school.

Notification sent to Board of Directors

Process includes above steps, plus:

Request for expulsion hearing made to Board of Directors.

Suspected Child Abuse Reporting Procedure

The *Child, Youth and Family Enhancement Act* Section 4 (1) states: Any person who has reasonable and probable grounds to believe that a child is in need of intervention shall forthwith report the matter. All staff operate under a “duty to care” to the students. It is mandatory to report every case where there are reasonable and probable grounds to believe that a child has been or is at risk of abuse.

Types of abuse:

- *Neglect*: any lack of care that causes serious harm to a child’s development or endangers the child in any way.
- *Emotional abuse* could include: verbal attacks, repeated humiliation, exposure to violence or drug/alcohol abuse, exposure to severe conflict, forced isolation.
- *Physical abuse*: intentional use of force on any part of a child’s body that results in injuries.
- *Sexual abuse*: improper exposure of a child to sexual contact, activity or behaviour.

Appendix A: River Valley School Grievance Form

Date:	
Grievant Name:	
Contact Information:	
Name of Person Completing Form:	

Grievance Details

Date, time and place of event leading to grievance:
Detailed account of occurrence (including names of persons involved, if any):
Policy, procedure or guideline that may have been violated:
Proposed solution to grievance:
Steps taken (including dates and names):

The grievant should retain a copy of this form for his/her records. The signature below indicates that you are filing a grievance, and all information is complete and truthful.

Grievant SignatureDate

Administration SignatureDate

This resource guide has been put together for your use.
If you identify any other information that you would like included in the guide, please let us know.
Please send any comments to the Administration Team.