



RIVERSIDE ELEMENTARY SCHOOL

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VISION AND MISSION STATEMENT

Vision Statement: Riverside Elementary School is a school that dedicates itself to meeting the needs of all students, striving for academic excellence and promoting lifelong learning in a safe and caring environment.

Mission Statement: To improve academic achievement in an inclusive environment while promoting a healthy and active lifestyle.

ALLERGY AWARE SCHOOL

Riverside Elementary School is an **ALLERGY AWARE** school. This means that all products containing eggs, nuts, and fish will be prohibited from entering the school. The purpose of this initiative is to ensure a safe environment for students who have allergies. (Please note, allergies are very serious and may be life threatening.) Information concerning the allergy itself and a list of prohibited products will be circulated to all parents early in September. Riverside Elementary is also a **SCENT AWARE** school. We request that you do not wear scented products when visiting the school. Thank you for your cooperation.

DAILY SCHOOL SCHEDULE

Due to legal/liability issues, students **will not** be permitted in the building before 8:15 am.

- First Bell - 8:35 am
- Recess - 10:10 to 10:25 am

- Elementary Lunch – 11:55am to 12:35 pm
- Primary Lunch – 12:25pm to 1:05pm ➤ Dismissal- 2:35 pm
- Busses Depart - 2:45 pm.

SCHOOL CLOSURES

If school is closed for any reason other than a scheduled holiday or if there is a special event occurring, you will receive a telephone call from our automated messaging service. If you prefer to receive these notifications through voice mail, email, text messaging or Twitter, just follow the appropriate instructions when the request is sent home in September. School closures can also be accessed through the Newfoundland & Labrador English School District's website at: www.nlesd.ca. With planned school closures, a memo will be sent home with students.

NOTE: Be sure your child knows of a place to go if you will be away and it becomes necessary to close school during the day. In September when you complete your child's registration form, it would be a good idea to provide the school with an alternate phone number in case you cannot be reached.

LATENESS

If you arrive at school late:

- Report to the general office for a late slip.
- Give the late slip to the teacher for whose class you are late.
- Appropriate action will be taken against those students who are habitually late.

LEAVING SCHOOL EARLY

Students are considered to be under the jurisdiction of the school from the time they board the bus in the morning until they get off the bus in the afternoon. It is absolutely essential that any departure from this usual routine occurs with the knowledge and consent of the school and the home. Therefore, any student who must leave the school early MUST observe these procedures:

- Inform the homeroom teacher
- Check at the office at the time of leaving.

Parents are requested to send a note or call the school if early departure is necessary. Students will not be permitted to leave without authorization from the home.

ATTENDANCE

Since education is one of our most valuable assets, Riverside Elementary staff members feel that missing a single class may affect the educational progress of the student who was absent. Research shows that students who have good attendance records are more likely to achieve higher grades, enjoy school life to a greater degree and have better employment opportunities after leaving school.

The School Attendance Act states that children between the ages of six and sixteen years, not only have the right to an education, but also an obligation to secure it. A child may be excused from attending school if:

- Illness prevents attendance (A certificate certified by a qualified medical practitioner may be requested by the Principal).
- He/she is expelled or suspended in accordance with The Schools' Act.
- The Principal has given his written permission because the child will be exposed to other experiences of significant educational and social value.
- The Director has approved home instruction.

The promotion of regular attendance has to be the joint responsibility of both the school and the home. In order to help you in planning trips, we are including a copy of the school's holiday schedule for 2013-14. Together we can do much to improve attendance at our school.

FIRE ALARM

In the event of an alarm, instructions have been posted in each classroom outlining the procedures for exiting the rooms and evacuating the building. Once outside, students should line up with their class and await further instructions.

BUS PASSES

Eastern School District Policy does not allow us to write bus passes for students to travel on other buses. The policy states:

Parents/guardians are responsible for transportation arrangements regarding visiting school friends or other personal commitments.

HOMEWORK

Homework is an essential component of the learning process. It reinforces the day's lesson, assists students in preparing for future lessons and enriches or completes activities started in class. It is for these reasons that the school places such high priority on homework. Parents can and should assist by providing a quiet place for study, by showing an interest, and by encouraging students to assume responsibility for his/her work.

RIVERSIDE STAFF 2013-14

A complete listing of Riverside Elementary staff members and their email address can be found on our website at: www.riversidees.com .

CAFETERIA

Riverside Elementary offers a cafeteria service to its school population. Ordering procedures, menus and pricing can all be found on our school website at www.riversidees.com/cafeteria.html. Parents are strongly encouraged to use the Online Ordering Service to place recess and lunch orders students. There is a link directly off of our website which can be bookmarked for future reference, or you can go directly to the online ordering service at www.schoollunchorder.ca/index.cfm?cmd=ShowMenus .

TEACHER EXPECTATIONS

Each student has the right to receive the best possible education. It is one of a teacher's responsibilities to protect this right for all students. Thus teacher expectations for students are very important. Expectations outline the behavior that we feel is necessary to ensure that the goals of this school are achieved.

Students are expected to show courtesy and consideration towards all staff and fellow students during class, in the school building, on the playground and on the bus. This enhances the school atmosphere and makes the school a more pleasant and enjoyable place for all.

Since we spend so much time in school we want the school, its surroundings and content to be neat and functional. Therefore students are expected to keep the school and school grounds clean and tidy.

Students are expected to resolve conflict with others through discussion or mediation, with guidance from a teacher or school counselor. A student's classroom behavior should be such that it does not disrupt the participation and learning of others.

Finally, students are expected to be prepared for class by having the necessary books and supplies ready for the start of each class. Furthermore, they are expected to cooperate and meet the expectations of substitute teachers and other school personnel in the same manner as they would their regular teachers.