

ÉCOLE PALLISER HEIGHTS SCHOOL

1140 Simpson Avenue, Moose Jaw, Saskatchewan S6H 4M8

(306) 693-4669

Website: <https://schools.prairiesouth.ca/palliserheights/> Twitter: @palliserheights

Student Handbook

WELCOME TO OUR SCHOOL

Welcome to École Palliser Heights School and the start of a new year! We acknowledge that our school sits on Treaty 4 Land and that we are all Treaty people.

We believe every child's growth is dependent upon the collective efforts of parents, community, staff, and students to create a positive and supportive environment for learning. We look forward to joining with you in continuing the process of building the best possible school, one student at a time.

Please take the time to read the information found in this handbook and discuss it with your child. It is designed to assist both students and parents to better understand the daily operations of the school, its programs, routines, and policies. We extend an invitation to all parents to visit or contact the school at any time – your involvement is valued.

STUDENTS' RIGHTS AND RESPONSIBILITIES

- Students have the **right to learn** in an environment that is safe. Students have the **responsibility** to listen, follow directions, and put effort into their class work. Students have the **responsibility** to follow the general guidelines and rules of the classroom and school.
- Students have the **right to be respected** at school. Students have the **responsibility** to respect the rights, dignity, and personal space of other people in the building. Students have the **responsibility** not to threaten or physically harm others in any way and to respect the personal property of others and of the school community.

LOCKED DOORS

Please Note: For the safety of everyone at École Palliser Heights School the doors will be locked at all times with the exception of the main door. Teacher supervision starts at 8:45am. Please do not drop students off before this time. Teachers will bring students in at the bell. The main door will remain open at **all** times. During severe or inclement weather **all** doors will be left open.

STUDENT ABSENCE OR LATES

One of the greatest contributors to school success is consistent attendance. We ask families to do their best to have children at school regularly and on time. If your child is going to be late or absent from school, please send a note the day before or **phone the school office**. Please call to let the Administrative Assistant know (306) 693-4669. We have an answering machine for after hours. We must be contacted by a parent or guardian, either by note or phone call, in the event of student absence. **If we fail to hear from you, we will contact you.**

SCHOOL DISCIPLINE EXPECTATIONS

École Palliser Heights School is a school which students can be proud to attend. It is our desire that all students have a successful school year, both academically and socially. Success occurs when students apply their talents, work with dedication and self-discipline, and accept certain responsibilities. Students are expected to behave in a responsible and respectful manner.

The expectations of École Palliser Heights School students fall under four main principles: Respect Yourself; Respect Others; Respect Your Environment; Respect Your Work.

HANDS ON BEHAVIOUR

École Palliser Heights School operates a strict 'No Hands On' policy. We have a zero-tolerance approach to any form of physical violence. If an incident of serious hands-on behaviour occurs, the result shall be a conversation with administration, a phone call home to parents, a consequence that merits the nature of the infraction, and a warning of suspension. For a second, and all subsequent, incidents the consequence shall be an out of school suspension and possible Division Superintendent involvement.

SCHOOL PHOTOGRAPHS

Photographs of all the students are taken in the fall. Our school picture days will be October 3rd & 4th. This year the school shall be using Sooters as our photographer.

GUEST TEACHERS

The staff at École Palliser Heights School expect students to:

Demonstrate Palliser Pride by supplying the Guest Teachers with information about the school and / or classroom procedures when asked to do so by the Guest Teachers;

Respect, and **cooperate** with, Guest Teachers as they would for their classroom teachers;

Complete assigned tasks to the best of their ability for the Guest Teachers.

CELL PHONES / IPODS / ELECTRONICS

Students are allowed to bring personal devices to school. Students can have cell phones before & after school, but they must be turned off and placed in the class's phone holder at the beginning of every day. They are not to be kept in lockers. Phones may be used in the classroom under teacher supervision for educational purposes (not for free time). No cell phones may be used during recesses or lunch. Absolutely no capturing, or sharing of media (videos, pics, snapchat, etc) at any time on school grounds. If a student is caught using a device without permission, it shall be taken away and brought to the office until the end of the day. On second, and subsequent, offenses the device will be kept in the office until picked up by a parent.

If a student needs to be contacted by a parent, the parent should call the school office on:
306-693-4669

STUDENT TELEPHONE

The school has a telephone in the hallway across from the office for student emergency use. The phone is not to be used for getting permission from parents to go to a friend's house after school or other arrangements. Students will be granted a telephone pass from their teacher.

STUDENT-LED CONFERENCES

It is required that we hold two student-led conferences with each parent during the school year. Parents are able to book online. If you wish a conference at any other time, please feel free to contact the teacher. There are circumstances in which additional meetings may be needed. General student-conferences will be in November and March.

COMMUNICATION

At École Palliser Heights School we value communication with our parents. Our staff use student agendas, parent emails, class websites, and phone calls to communicate with families. Please ensure your most recent email address and cell number is registered with the office to be certain to receive all communication from staff. Parents are encouraged to call the school if there are concerns, questions, problems or any need of assistance. You may also follow us on Twitter: @palliserheights

SCHOOL NEWSLETTER

A monthly newsletter will be published on the 1st day of each month. This will be posted on the school website and sent out as an email. Please make sure the office has your current e-mail on file.

AGENDAS / TEXTBOOKS / LIBRARY BOOKS

Many classroom teachers are using agendas this year. The purpose of the agenda is to teach organizational skills and to provide communication between home and school. Students are responsible for the care of school materials issued to them and in the event of lost or damaged agenda/books we may contact parents for the replacement of these items.

SCHOOL COMMUNITY COUNCIL MEETINGS

Meetings are held monthly from September to June. They are at the school commencing at 6:30 PM.

All parents are welcome and encouraged to attend meetings and / or participate in volunteer activities. (Your attendance at a meeting does not imply future voluntary commitments).

Involvement is an excellent way to contribute to and learn about the school and students and meet teachers, administrators, and other parents.

We are always looking for interested members/parents to become part of our team.

If you would like more information as to how you might get involved please contact Council Chair, Alissa Olfert (alissa.olfert@gmail.com)

“Check us out on Facebook: École Palliser Heights School”

BICYCLES, SCOOTERS & SKATEBOARD SAFETY

The school cannot assume responsibility for bicycles, scooters or skateboards that are lost or damaged. Students who do bring their bicycles/scooters to school should make sure that they are kept locked outside and they wear a helmet. Skateboards must be placed in lockers for the duration of the entire school day.

No bicycles, scooters or skateboards may be ridden on the tarmac or sidewalks. If students repeatedly disobey this rule, then their permission to ride to school shall be removed.

STREET SAFETY

École Palliser Heights School conducts a continual safety instruction program. Students should: go straight home at dismissal time; not talk to strangers or accept gifts or rides from strangers; report anyone trying to stop them en route to and from school; and respect Safety Patrollers

STUDENT TRAFFIC

If parents, motorists, students and teachers all cooperate in following the rules and procedures listed below, the chance of accidents will be greatly reduced: the staff parking lot is out of bounds to students and parent cars; students must cross streets only at crosswalks and not cross traffic when parents are picking up; students must walk their bikes in the school yard and sidewalks around the school to avoid accidents in this crowded walking and playing area. They should park their bikes only in the bike rack; students must walk their bikes across all crosswalks.

It is important that **everyone cooperates** with the safety patrol.

STUDENT CONDUCT WHILE RIDING A BUS

When students travel on the school bus, cooperation and consideration are the keys that help the system work successfully. It's important that all students follow the bus rules at all times.

Please remind your child(ren) to:

Abide by the school bus driver's instructions;

Remain in his/her seat while the school bus is in motion;

Respect the safety of others on the bus;

Speak quietly and use acceptable language.

NUT FREE SCHOOL

École Palliser Heights School has students who have **severe nut allergies**. This is a potentially **life-threatening situation** for these children, so we ask that all students refrain from bringing nuts or any food items with traces of nuts or nut oil in them.

LUNCHES / SNACKS

We encourage all students and/or parents to pack healthy lunches and snacks each day. By sticking to items from the 4 main food groups, you will avoid junk food and high sugar items. We ask that you use re-usable containers whenever possible, but please avoid sending glass containers to school. Many high sugar items, especially Slurpees, can also cause issues with wasps on the playground during certain portions of the school year. Students are not allowed to bring sunflower seeds to school. No energy drinks, pop, or slurpees are allowed inside the school building.

STUDENT CONDUCT AT LUNCH

All students staying for lunch are expected to stay seated at their desk or seat. All students will be expected to clean up their area. All students will demonstrate respectful behaviour at all times towards the lunch supervisor, student helpers and peers. Seating assignments will be at the discretion of the lunch supervisor. Students that stay for lunch are not permitted to leave the school grounds.

Students in Grades 7 and 8 may leave the school grounds for lunch. All students going home for lunch, or leaving the building, may not return until 12:20pm.

Staying at school during lunchtime is a privilege, not a right. Should students not follow these expectations then they will be removed from their homeroom, and alternative arrangements shall be made.

CLOTHING

Students are reminded that the school is their place of "business" or "work" and as such, student dress must be appropriate for school work and learning activities. The appropriateness of students' clothing will be judged by the staff and administration. **No alcohol, drug, tobacco, inappropriate language/innuendo, provocative clothing is to be worn. Students wearing inappropriate clothing will be sent home to change or be provided with a more suitable substitute.**

FOOTWEAR

Each student is required to have a pair of gym shoes that he/she can leave at school. These will be used for gym and for wearing inside the school. Students will be required to **remove** their outside footwear at the door during wet weather or muddy conditions.

INCLEMENT / SEVERE WEATHER

During inclement weather students will be permitted into the "warm-up" areas of the school. Students should dress appropriately for the weather. On excessively cold or wet days, students will have an indoor recess. During the winter months students will remain inside at a temperature of -28 Celsius or colder with the wind chill. If physically possible, the public schools are always open. If you are unable to get your child to school or feel the weather is a hazard to your child's safety and choose to keep him/her home, please call the school to inform us that you are doing so. These are legitimate reasons to keep your children home.

DISMISSAL IN SEVERE WEATHER

If you are picking your child up, we would encourage you to come early and report to the office to get him/her out of school. This will reduce congestion at dismissal time.

At 3:30, all students who are present will be held in the school gym until someone comes to get them or we get instructions from parents as to how they are to get home. Safety patrollers will not be sent out in severe weather. School will not be dismissed early due to severe weather.

In the event of an emergency our students will be taken to St. Michael School -1111 Brown St.

PRAIRIE SOUTH SCHOOL DIVISION WEATHER POLICY

In extreme weather/wind chill conditions it is important to check our division website and local radio stations for updates on bussing changes/cancellations. The Manager of Transportation will cancel applicable bus routes when the temperature reaches -40 degrees Celcius and/or -45 degrees Celcius with the wind chill. If these conditions exist in the entire division, ALL BUSES would be cancelled. If only particular areas are impacted, then only some routes may be affected. Unless notified otherwise, schools will remain open. As per policy, decisions to cancel either buses or school would be made by 7am and listed on the Prairie South Schools website.

It is most important to know your child/children's bus number.

All families who live outside of town and who ride the bus, must have a billet family in town in case they cannot get home. Up to date bussing information can be found at

www.prairiesouth.ca/transportation.