

Riverwood Academy: Parent Handbook K-12



"The greatest glory is not in never failing;
But in rising every time you fall."

Principals Message

Firstly, on behalf of everyone at Riverwood Academy, I would like to welcome all our returning students back from where I hope was a relaxing and enjoyable summer break and to offer a big Riverwood Academy welcome those students and parents who are new to our school. I would also like to take this opportunity to inform parents that your comments; feedback and involvement is not only appreciated but essential in making our school the best it can be. Through teamwork, cooperation and collaboration we can ensure that the 2011-2012 school year is successful and rewarding.

Parents, guardians and students will find that the dedication to the overall well being of students here at Riverwood Academy is very important to our staff and we always have the best of intentions for the students. Our staff always strives to ensure our students needs are met; whether that is through planning exciting learning activities that helps our students develop into the best individuals they can be. Many of the activities our students takes part in includes: collecting bottles for refunds; Christmas Concerts; After School Sports; Fashion Shows, Evening Activities, Skating Parties, Student Councils, and the list goes on. Our staff is always willing to work together in an effort to improve our students overall development.

We appreciate the support, guidance and input parents have shown us over the last year and we I look forward to working with everyone again this year which I am sure will be even more successful.

This handbook is meant to provide parents with some of the important information that is necessary to help you understand how we do things at Riverwood.

If you require anything further, please do not hesitate in contacting the school.

Best regards,

Tyrone S. Power

Student Absences

Student attendance at school is essential for their overall success. When students miss valuable class time, they are missing an opportunity to learn and are potentially hindering their chances of success. Therefore, we ask that you:

- Call the school if your child is away sick. This allows us to keep up-to-date records.
- Ensure children are in school everyday unless they are away due to illness or family emergencies.
- Please ensure students remain in school all day and do not miss class time unless the absence is due to illness or a family emergency.
- Please note that if a child is absent for three consecutive days, we will be calling home to ensure the child is absent with a valid reason.
- When signing students out, you must speak with the school secretary, Principal, Vice-Principal or another staff member indicating you will be signing a student out.
- Students are not permitted to leave school grounds during the school day unless permission has been granted.






Medical Procedures

When a student becomes ill or has an accident, **the office** will contact the parent. Medication or treatment can be administered only by trained school personnel and/or with parent's permission. No child may bring or take medication unless parent's permission is obtained and the proper forms are completed and signed by medical personnel and then **ONLY** under the supervision of a teacher.

We ask that your child have their hearing and sight tested regularly to ensure they can properly see the board and hear the staff member when speaking.

Dress Codes for Students

Riverwood Academy stresses the importance of proper dress codes for all our students. As professionals, we are all expected to dress as such. Students are expected to comply with our dress codes at all times. Please keep in mind that:

-  Students must bring proper gym clothes including shorts, track pants and non marking sneakers for use in the gym.
-  Students are not permitted to wear shirts that: have offensive slogans (racial; sexual; promoting alcohol or drugs); strap shirts (females).
-  All caps and jackets are not permitted to be worn in school or classrooms and must be stored in lockers. Please ensure the safety of these items in lockers by purchasing a lock.
-  Jeans must not be worn low so as to expose a students buttocks. Students are required to wear a belt when wearing jeans that may not fit properly.
-  Pyjamas are not permitted in school during the school year (this includes the examination period) and can only be worn on designated pajama days.

Student Success

Student Achievement is an integral part of any child's education. This year, we will be asking for parental/guardian support in an effort to increase the chances of success for our students in a number of ways.

Homework

Homework study enhances learning. A general understanding is that homework is 10 minutes/grade. (Eg: grade 2 - 20 minutes, grade 6 - 60 minutes) Homework serves as a reinforcement of skills and should not require a lot of parental instruction.

If students are not completing homework and/or assignments we will contact the home immediately by telephone to inform parents and have them assist in ensuring students are completing homework.

Riverwood Academy also has a Homework Page that is updated on a regular basis and we encourage parents to make use of this important tool. It can be found on our homepage page at: <http://www.k12.nf.ca/riverwood/> .

Assessment: Testing and Assignments

If students miss a test, a note or phone call must be provided to the school and the student's teacher explaining why the student missed the test/exam. Students will then be given the opportunity to re-write the test/exam. Students will be given every opportunity to complete missed work and tests.

Exams

Students from grades 7-12 will be completing mid-term and final exams. Mid-Term exams will take place from January 23rd (Day 7) - January 27th (Day 11) 2012 and final exams will take place during the exam period in June. Please note the following change this year. A tentative mid-term exam is attached to this guide.

Supplementary exams

In the event a student misses an exam due to an emergency, illness or another reason deemed valid by administration, a supplementary exam will be given after consultation between the teacher(s) and principal. No student will unreasonably be denied from writing a supplementary exam.

Tutorials

As part of our commitment to student success Riverwood Academy offers numerous tutorials throughout the year in most subject areas. Students will be made aware of tutorials scheduled and we ask for parental support in ensuring they attend tutorials when offered.

Academic Mentors (implemented October 2011)

This year Riverwood Academy will have put in place shortly after the start of the school year an Academic mentor Program in which the Administrative Team will be responsible for working with students to advise them of course selection, ensuring they attend tutorials where possible and working with them to experience success. The students from grades 9-12 will be taking part in this program.

Bus Policy

Student transportation on the bus is a privilege that we provide to our students. Student safety on the bus is a priority and their good behaviour is essential. We will be working hard to ensure all our students are able to enjoy their ride to and from school as safely as possible and will be working with the bus drivers to ensure this happens. Expectations of our students on the bus include:



being on time for their bus.



remaining in their seats until the bus comes to a complete stop.



refraining from distracting the bus driver,



keeping the bus clean and in good condition.



knowing and understanding bus evacuation and safety rules.



refraining from bullying and unsafe behaviours.

Students not observing these rules and regulations will be reported to the office and written up on a bus conduct report. Consequences for these violations will be consistent with the new Bus Policy being implemented by Nova Central School District. In the event of serious discipline issues students may be removed from the bus for a specified

Field Trips

Field trips are supplementary to classroom instruction and are used as part of their evaluation of students. It is important that students be encouraged to participate in the planned trip.

Please note the following:



In the interest of safety and only in special circumstances, students will be brought directly to the school, and not dropped off as bus is driving through communities. Parents and guardians are required to pick up their child at the school. There will be times when a late bus may be arranged to drop off students and parent's will be notified as such.



All students must have a permission slip signed by parent and a MCP # is required.



Students are expected to be on their best behaviour at all times during the field trip.

Allergies

It is important to note that Riverwood Academy has a number of students who have allergies to a variety of foods, scents etc. Please review the following list of items that are not permitted in Riverwood due to allergies. We ask that parents/guardians be aware of how serious Allergies can be among children. Several students in Riverwood will react poorly to any of the items below, including anaphylactic shock. We understand the challenges that allergies can present, and appreciate everyone's effort to keep all of our students and staff safe from harm.

Please do not send to school the following foods:

- * Strawberries,
- * Kiwi,
- * Bananas
- * Eggs
- * Fish
- * Latex
- * Nuts (All forms of nuts including tree).
- * Peanut Butter

*Scents (This is a scent-free school, students wearing scents such as colognes, or perfumes may be sent home to change clothing/shower).

Students who have anaphylaxis must carry their Epi-pen on their person at all times.

It is recommended that students who require an Epi-pen present one to the school as an added measure of security.

Cell Phones:

Please be advised that cell phones are not permitted at any time in Riverwood Academy. There are phones in the main office in the event of an emergency that students can use. Students are not permitted to be texting during school hours, nor making calls on personal cell phones.

Positive Behaviour Intervention Supports PBIS



KODA



PRINCIPLES OF SUCCESS

Rights, Responsibilities and Expectations

The staff at Riverwood Academy has adopted a school-wide discipline program called the Principles of Success. This program is based on a set of school-wide / classroom expectations that will become the foundation for quality learning experiences and equal opportunities at Riverwood Academy.

Student Rights and Responsibilities

The staff of Riverwood Academy believes that the majority of students behaves in reasonable, responsible, positive ways and understands the need for the following rights, responsibilities and school-wide expectations.



I have the right to an education.

It is my responsibility to listen, to learn, to strive to meet academic expectations, and to accept and respect the instruction of my teachers.



I have a right to a quality school life and to be treated with dignity and respect in the school.

It is my responsibility to treat others with respect and dignity. I will not make students or staff feel uncomfortable in the school setting.



I have a right to be safe, secure and comfortable in this school.

It is my responsibility not to threaten, push, pinch, hit, kick, spit at or hurt the feelings of others.



I have a right to free expression in learning about others and myself.

It is my responsibility to learn about others and myself in this school. I am free to express my feelings and opinions as long as I am not rude, disrespectful or violating the order of the school and/or personal and public property.



I have the right to be myself in this school.

It is my responsibility to respect others as individuals and not to engage in any discriminatory act.



I have a right to privacy and to my own personal space.

It is my responsibility to respect the personal property of others, and to accept their right to privacy.



I have a right to assistance and support in learning self-control.

It is my responsibility to practice self-control and ask for assistance when necessary. I will expect to be corrected when I abuse the rights of others, as they shall be corrected if my rights are abused. No one will silently stand by and witness the violation of personal rights.



I have a right to participate in extra-curricular activities.

It is my responsibility to demonstrate a strong academic effort and to display appropriate behavior during school related activities, including classroom instruction.

I can expect that all these rights will be mine as long as I am fulfilling all my responsibilities.

School-Wide Expectations

The staff at Riverwood Academy believes that the orderly process of education is best achieved when staff, students and parents are fully aware of school-wide expectations.

1. Students are expected to be responsible for their academic performance and accountable for their school behavior.
2. Students are expected to show consideration, courtesy and respect to others and their property.
3. Students are expected to walk quietly and safety to and from all activities in an orderly manner.
4. Students are expected to avoid the use of profane language and inappropriate gestures.
5. Students are expected to place hats and coats in their lockers upon entering the building.
6. Students are expected to sign out at the office before leaving during regular class time and to report in at the office upon return. When coming in late, students are expected to report immediately to the office.
7. Students are expected to treat all school property (walls, desks, washrooms, lockers, etc.) with dignity, care and respect.
8. Students are expected to be in classrooms during class time. Teacher's permission is required to leave the classroom.
9. Students are expected to report any vandalism or damage of school property to the school office or classroom teacher immediately upon discovery.

10. Students are expected to behave in law-abiding ways. School is **NOT** a sanctuary outside the law. Police advice/involvement will be sought as required.

11. Students are expected to be diligent in pursuing their studies; attend school regularly and punctually; be prepared for class; co-operate fully with everyone authorized by the school to provide education programs and other services; comply with the rules of the school; account to their teachers for their conduct; and respect the rights of others at all time.

Each classroom teacher has reasonable expectations that contribute to the instructional program, classroom harmony, and development of student responsibility.

Appropriate Behavior... ***You make the Choice!***

Our school-wide / classroom approach to discipline will:

1. help the student identify his/her problems;
2. help the student solve the problem he/she created;
3. leave the student's dignity intact and to;
4. ***be FIRM, FAIR and CONSISTENT.***

All students will be informed of their rights, their responsibilities and the expectation for them as students at Riverwood Academy. Students will be given the opportunity to make an informed decision regarding their performance and behavior at Riverwood - ***Students will make the choice and in doing so - accept the consequences of their actions! The right decision and the right choice, will get the right result!***

Riverwood Academy Important Dates 2011-2012

Please note that these dates are subject to change depending on circumstances such as weather etc.



Tuesday, September 6th Teachers Return to Work



Wednesday, September 7th, Students Return to School



Monday, October 10th, Thanksgiving Day Holiday



Thursday, Oct 13 and Friday Oct 14 -District Shutdown (No school for students)



Friday, November 11th Remembrance Day (No school for students)



Tuesday, December 6th Primary XMAS Concert



Tuesday, December 13th Elementary XMAS Concert



Tuesday, December 20th Jr. Sr. High Concert (Tentative)



Thursday December 22nd, last day before Christmas Break for students



Tuesday, January 3rd 2012 First day for students after Christmas Break



January 13th Awards Ceremony



February 24th, Winter Holiday (No school for students)



April 6th - April 13th, Spring Break (No school for students)



Wednesday, May 16th, Spring Concert



Monday, May 21st, Victoria Day Holiday



Friday, May 25th, Senior High Graduation (AM)



Thursday, June 7th, Kindergarten Grad @ 7pm



Friday, June 22nd, Last Day of School

Report Card Reporting Times: Term 1



Wednesday, November 23rd, Reports go home



Thursday, November 24th, Parent teacher Interviews

Mid-Term Exams/ Report Card Reporting Times: HS



Monday, January 23rd - Friday, January 27th Mid-Term Exams



Thursday, February 9th, High School Reports go home

Report Card Reporting Times: Term 2



Wednesday, March 21st Report Cards go home



Thursday, March 22nd, Parent teacher Interviews

Report Card Reporting Times: Term 3



Monday, June 11th Final Exams begin



Monday, June 18th Exams End



Tuesday, June 19th Missed exams written (AM) / Primary and Elementary Report Cards due in the office.



Friday June 22nd, Report Cards go home

Family Evening Activities / Dates (Tentative)



Wednesday, Sept 28th, Curriculum Night



Thursday, October 27th, Haunted House (tentative)



Wednesday, November 16th Central Health "Depression Anxiety Stress in Teens" for Parents



Tuesday, December 20th, A Night with the Mummers



Thursday, January 12th, To be announced



Wednesday, February 9th, Valentines Evening



Thursday, March 15th, International women's evening



Thursday, April 4th, Easter Egg Decorating



Thursday, June 6th, Kitchen Party/Art Show

Please note that all activities and dates are tentative and subject to change.