<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 27 - 31</td>
<td>School Operations/Opening for staff</td>
</tr>
<tr>
<td>September 1</td>
<td>Registration Day – students dismissed at noon</td>
</tr>
<tr>
<td>September 1</td>
<td>Kindergarten students attend 8:45 to 9:45 am</td>
</tr>
<tr>
<td>September 2</td>
<td>Classes begin/ Kindergarten staggered start</td>
</tr>
<tr>
<td>September 7</td>
<td>Labour Day Holiday</td>
</tr>
<tr>
<td>October 9</td>
<td>PD/Planning Day - no school for students</td>
</tr>
<tr>
<td>October 12</td>
<td>Thanksgiving Holiday – school closed</td>
</tr>
<tr>
<td>November 11</td>
<td>Remembrance Day Holiday – school closed</td>
</tr>
<tr>
<td>November 12-13</td>
<td>PD/Planning - no school for students</td>
</tr>
<tr>
<td>November 26</td>
<td>3-Way Conference 3:30 – 8:00 pm</td>
</tr>
<tr>
<td>November 27</td>
<td>3-Way Conference 8:45-11:30 am</td>
</tr>
<tr>
<td>November 27</td>
<td>No school for students- afternoon – Planning Day</td>
</tr>
<tr>
<td>December 21 – January 1</td>
<td>Christmas Vacation</td>
</tr>
<tr>
<td>January 4, 2016</td>
<td>Classes resume</td>
</tr>
<tr>
<td>January 29</td>
<td>PD/Planning Day – no school for students</td>
</tr>
<tr>
<td>February 15</td>
<td>Family Day Holiday – school closed</td>
</tr>
<tr>
<td>February 16 – 19</td>
<td>February Break – school closed</td>
</tr>
<tr>
<td>March 4</td>
<td>PD/Planning Day - no school for students</td>
</tr>
<tr>
<td>March 23</td>
<td>3-Way Conference 3:30 – 8:00 pm</td>
</tr>
<tr>
<td>March 24</td>
<td>3-Way Conference 8:45 -11:30 am</td>
</tr>
<tr>
<td>March 24</td>
<td>No school for students- afternoon – Planning Day</td>
</tr>
<tr>
<td>March 25</td>
<td>Good Friday – school closed</td>
</tr>
<tr>
<td>March 28-April 1</td>
<td>Spring Break – school closed</td>
</tr>
<tr>
<td>April 29</td>
<td>PD/Planning Day – no school for students</td>
</tr>
<tr>
<td>May 20</td>
<td>PD/ Planning Day - no school for students</td>
</tr>
<tr>
<td>May 23</td>
<td>Victoria Day Holiday – school closed</td>
</tr>
<tr>
<td>June 27</td>
<td>Grade 8 Farewell</td>
</tr>
<tr>
<td>June 29</td>
<td>Last Day for Students</td>
</tr>
<tr>
<td>June 30</td>
<td>Last Day for Staff</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

ARRIVAL/DEPARTURE TIMES
8:40 a.m.          Entrance Bell
8:45 a.m.          Classes Begin
10:32 a.m. – 10:47 a.m.  Morning Recess
11:37 a.m. – 12:22 p.m.  Lunch
12:22 p.m.          Classes Begin
2:09 p.m. – 2:24 p.m.  Afternoon Recess
3:15 p.m.          Dismissal

All students are dismissed at 3:00 p.m. on THURSDAYS for staff meeting.

PLAYGROUND SUPERVISION
Playground supervision is provided during the following time periods:

8:25 a.m. –  8:40 a.m.
10:32 a.m. – 10:47 a.m.
11:37 a.m. – 12:22 p.m.
2:09 p.m. – 2:24 p.m.
3:15 p.m. - 3:30 p.m.

Supervision is provided for those students who are involved in teacher directed activities after school, students will be dismissed at 3:15 p.m. (3:00 on Thursdays). Unless requested by a teacher to stay for classroom help or to participate in an after school program, Those students who stay after 3:15 p.m. for extra help or to complete work will be asked to contact home. Activities after 3:15 p.m. are scheduled in advance and students should inform parents in advance.

Please send your children at 8:30 a.m. We expect that children who are in the building prior to 8:30 a.m. will attend Before and After school program. Please contact 242-3555 for more information.

ATTENDANCE
It is important for parents/guardians to notify the school at 306- 683-7230 if students will be absent or late. On the school voice mail, please leave the student’s name, grade, and reason for absence. If no notification of lateness or absence is made, the school will phone for verification.
BICYCLES, SCOOTERS, AND SKATEBOARDS
1. The decision as to whether or not a child may ride his/her bicycle, scooter or skateboard to school is to be made by the parent. We feel that a parent is in the best position to judge the ability of and the knowledge of their children in the operation of a bicycle, scooter or a skateboard.

2. We cannot guarantee the security of the bicycles, scooters or skateboards left at the school. For security reasons please equip your child’s bicycle with a lock. Recovery of stolen items is a police matter.

3. Bicycles, scooters and skateboards are not to be used on the school grounds before or after school. The playground is a center of play activity for children.

COUNSELLING AND ADDITIONAL SERVICES
Counseling services are available through the Student Services team – a social worker, a school counselor, speech pathologist and an educational psychologist. Referrals can be made through classroom teachers, the resource teacher, or administrators.

EMERGENCY PROCEDURES
Children are not sent home without contacting a parent/guardian. The school staff will continue to accept responsibility for that child.

Two emergency contact persons must be listed in our student records. In the event of an emergency dismissal due to power failure, water main break, etc, we will meet in the gym to inform students of the emergency and explain the procedures which are to be followed for dismissal. We have made arrangements to go to the Salvation Army Temple if we need to evacuate the building. If there is an emergency evacuation of the Greystone Heights area, our students will be evacuated to Evan Hardy Collegiate. Students will not be dismissed until we have contacted the parents and/or have ensured a safe place for them to be.

GENERAL EXPECTATIONS OF STUDENTS AT GREYSTONE HEIGHTS
All students must realize that they have responsibilities to themselves and to others.

- Be on time.
- Be prepared.
- Do assignments.
- Respect your own and others’ learning space.
INSURANCE INFORMATION
All students have the basic student accident insurance program that provides coverage for injury sustained during the school day or while participating in a school-approved activity. An extended Insurance program is available which provides for coverage 365 days per year, 24 hours per day. Forms will be sent home early in the school year for the extended coverage.

School Board Insurance does not cover student items lost or stolen in school.

LOST AND FOUND AND LABELLING OF ITEMS
We expect our students to develop a responsible attitude toward their property, and the property of others. Please assist us by labeling all coats, boots, shoes, and school supplies. All lost and found articles are kept in a special location where students and parents may claim them. Children are encouraged to check for missing items. Unclaimed articles are donated to charity.

NEWSLETTERS
School news is posted on the Parent portal. If you cannot access the parent portal, please call the front office. A monthly calendar with school events and newsletter are emailed home at the beginning of the month.

NOON LUNCH
Noon lunch privileges are provided at Greystone Heights for children in grade one to eight who require the service regularly or on a “special days” basis. Children eat in the classroom and are supervised by lunch supervisors. Students are responsible to the supervisors during the lunch hour and must demonstrate regular classroom courtesy and behavior is expected.

UPDATING IMPORTANT INFORMATION
During the first few days of school, students will be bringing home “Student Information Sheets” in order to verify current information. It is extremely important that we have up-to-date information, especially work phone numbers and emergency contacts. It is also very important that we have any relevant medical information, particularly around allergies. We ask that children who have a medical conditions or a life-threatening allergy complete an additional medical alert form. If any of this information changes during the school year, please contact the school office immediately with these changes.

USE OF THE SCHOOL TELEPHONE
Students may use the classroom phone with teacher permission. There is also a phone available at the front entrance. Students are encouraged to make arrangements and inform parents of plans before coming to school. The school takes many in-coming calls and ask that the telephone be used only for necessary communication, and not for social planning.

Saskatoon Public Schools
PARENT VOLUNTEERS
Welcome to the growing ranks of school volunteers. Through our school leaders, we hope to encourage increased participation and partnership in our local school community. For the children of our school to reach their full educational, physical, emotional and social potential, we require the commitment and involvement of all the members of the community – students, teachers, parents, guardians, community organizations and school administrators.

Volunteers do make a difference! Volunteer participation will be an opportunity for you to share with others in the enrichment of education for our students. You will discover the rewards of helping students achieve their personal best and at the same time gain useful experience yourself. We hope as well that the experience of volunteering in our schools will offer you a greater awareness of the variety of challenges and opportunities confronting our education system.

In Administrative Procedure 480, Saskatoon Public Schools, state that the use of volunteers must have a specified purpose. Volunteers normally perform one of the following roles:

**Resource Volunteers:** persons who have a relevant area of expertise and/or experience and who are involved on a short-term basis to enhance the educational program. Their visits are planned, supervised and evaluated by a certificated teacher.

**Independent Volunteers:** persons who have a relevant area of expertise and/or experience, who are involved on a short-term basis to enhance the extra-curricular educational program, and who meet stringent criteria in order to supervise an activity without direct staff supervision.

**Support Service Volunteers:** persons who directly or indirectly assist teachers in achieving educational objectives by providing non-educational services, e.g. supervision of field trips, driving, coaching, chaperones, etc.

ALL VOLUNTEERS REQUIRE A YEARLY POLICE CRIMINAL CHECK DONE (ADMINISTRATIVE PROCEDURE 480, SASKATOON PUBLIC SCHOOLS)
Forms will be available at the front office and are free when done through the school office. For further information call 306-683-7230
STUDENT PROGRESS-REPORTING
The Saskatoon Public Schools, with guidance from teachers and parents, has established a philosophical foundation and reporting documents for the reporting system.

Vision
Student progress reporting is based on the belief that student evaluation:
 Integrates teaching and learning;
 Communicates information to the student, parent(s)/guardian(s), and educators;
 Describes performance in relation to the student’s ability and other students’ achievement, and the program objectives;
 Responds to changes in school programs.

Guiding Principles
Student progress reporting:
 Involves dialogue that is shared, open, clear, honest and ongoing. It is done in a caring and sensitive way;
 Recognizes the whole child. Children are developing individuals whose dignity is respected while evaluating academic, personal and social growth;
 Responds and is adaptable. It is a dynamic and responsive process flexible to changes in program and instruction while adaptive to individual school and community needs;
 Builds on foundations, elements which establish expectations and reports performance in relation to the student’s ability, other students’ achievement and program objectives. It has consistent standards.

Highlights of Student Progress Reporting
Reporting student progress to families is a year long process. It is a commitment to dialogue that includes the following components for Kindergarten to Grade 8.
 Contacting Parents, when the teacher makes contact with the parent early in the school year;
 The Three Way Conference, where the parents, student and teacher meet to share information and identify one or two goals of the child;
 A Second Conference, which may be teacher or parent initiated, where information is shared and goals are updated;
 The In Depth Reports (November, March and June for Grade 1-8; March and June for Kindergarten) where students progress is communicated to the parent and others;
 Ongoing Dialogue where information is shared through classroom and school newsletter, telephone calls, informal visits, portfolios, and questionnaires.
# Greystone Heights School

## STUDENT CODE OF CONDUCT - BEHAVIORS, EXPECTATIONS AND CONSEQUENCES

<table>
<thead>
<tr>
<th>Student Expectations</th>
<th>Reasons for Expected Behavior</th>
<th>Possible Consequences of Misbehavior</th>
</tr>
</thead>
</table>
| **1. Treat Everyone as You Would like to be Treated**  
  ❖ be kind, helpful and include everyone.  
  ❖ bullying, teasing and name-calling are unacceptable behaviors. | Respect the rights, feelings and opinions of others. | informal talk, apology, action plan, parental involvement, immediate removal from the classroom, in-school suspension, acts of service to contribute back to the school |
| **2. Keep Your Hands and Your Feet to Yourself**  
  ❖ play safely (no rough play).  
  ❖ stay out of fights.  
  ❖ conduct yourself in an orderly and safe manner. | Our school must be a safe place to be. | informal talk, apology, action plan assigned activity, parental involvement, immediate removal from the classroom, in-school suspension |
| **3. Respect School Property and the Property of Others**  
  ❖ return school and personal belongings to the appropriate place.  
  ❖ ask before you borrow other people's belongings, look after them, and return when finished.  
  ❖ keep school clean and tidy.  
  ❖ show pride in your school | Take care of all school property and the property of others. | informal talk, apology, action plan, payment for damages, assigned activity, parental involvement, in-school suspension |
| **4. Play Fairly**  
  ❖ include everyone in your games.  
  ❖ obey the rules of the games you play.  
  ❖ be a good winner and a good loser. | Play fairly and be cooperative. | informal talk, apology, action plan, assigned activity, parental involvement, |
| **5. Use Good Manners**  
  ❖ show proper respect when addressing students, teachers and other adults.  
  ❖ show respect for visitors in your school and be a good audience for all guests in your classroom or at an assembly.  
  ❖ refrain from using offensive language and gestures (this includes messages on T-shirts and hats).  
  ❖ accept the role of teachers and be respectful to requests  
  ❖ follow requests and instructions in an appropriate and respectful manner  
  ❖ accept consequences in a respectful manner | Be helpful, friendly and considerate of others. | informal talk, apology, action plan, assigned activity, parental involvement, immediate removal from the classroom, in-school suspension |

**Saskatoon Public Schools**
6. Choose to Learn
- be excellent in your work habits
- choose to be diligent in your attitude to work
- choose clothes that reflect your personality in a respectful and appropriate way

<table>
<thead>
<tr>
<th>Be excellent and do the best at all times.</th>
</tr>
</thead>
<tbody>
<tr>
<td>informal talk, action plan, complete unfinished work, parental involvement, in-school suspension</td>
</tr>
</tbody>
</table>

7. Be Responsible
- control your own behavior
- know the school expectations and choose to act responsibly.

<table>
<thead>
<tr>
<th>Take responsibility for own actions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>informal talk, action plan, parental involvement, immediate removal from the classroom, in-school suspension, suspension</td>
</tr>
</tbody>
</table>

For severe acts of violence, students will be immediately suspended from school for a period of time. Following suspension, students will be readmitted only after a meeting involving the parents and school personnel.

**SCHOOL GUIDELINES**

The following guidelines should be observed:

1. Greystone Heights School students are expected to use the boot room doors at the north and west doors. Supervision is provided at the creative playground and the front yard. The use of the front door is reserved for our guests and parents who pick up their children.

2. Muddy or wet footwear is to be removed at the entry point to the school building.

3. Greystone students are expected to exercise good taste and to take pride in their personal appearance. As examples, beach wear, short shorts or skirts (must pass the “fingertip” test), tank, halter or tube tops, and t-shirts with double entendre slogans or advertisements for tobacco or alcohol products are considered **inappropriate** school wear.

4. Cooperation is very important and students are expected to respond cooperatively to teachers and fellow students.

5. Greystone Heights School is a “hands-off” school.

6. Bullying or isolating behaviours will not be tolerated as outlined previously in the Student Code of Conduct.

7. Safety Patrollers are on duty from 8:30 – 8:45, 11:37-11:55 am and 3:15 – 3:30 p.m. for safe crossing.
SCHOOL COMMUNITY COUNCIL

School Community Councils are an essential feature of educational planning and decision-making. They are part of the school system and are a primary link between the home, community and school. The Vision for School Community Councils guides their formation, initiatives and evaluation.

School Community Councils will help to strengthen the capacity of schools to improve children’s learning. By helping families to support their children’s learning and by gathering the resources of the community to ensure student well-being. Councils will make a valued contribution to the learning success of Saskatchewan students. School Community Councils will replace all other entities as defined in legislation.

School Community councils are established within the authority of Boards of Education to ensure alignment of accountability, authority and responsibility among the schools of the Division.

Internet/Wireless Services Acceptable Use Procedures for students

2015-20156School Year

Saskatoon Public Schools believe that the use of the Internet and/or personal digital devices supports relevant and challenging life-long learning for our students. All activity conducted on hardware owned by Saskatoon Public Schools is logged. Activity logs may be viewed and used where necessary to ensure our Administrative Procedure 140 – “Computer/Online Services Acceptable Use” is followed.

To support additional learning opportunities, Saskatoon Public Schools has also provided Internet wireless access in all schools and initiated broad education efforts related to “Digital citizenship in the 21st Century”. Students are provided with individualized computer accounts and passwords to access computers and online/wireless services to support their learning. Students who elect to bring personal digital devices to school have the ability to access the Internet with their account. This access is subject to the school’s overall rules regarding personal digital devices. Examples of personal digital devices include cell phones, smart phones, MP3 players, Ipods, Ipads, and notebook computers.

When using digital devices, students must adhere to the following principles:

- Digital devices are to be used to enhance the learning that takes place in schools. They are not to disrupt that learning.
- Digital devices are to be used in a manner that is respectful of all students and school staff. For example, students using digital devices to photograph or video any member of the school staff or students in the school without the permission of those staff or students is considered disrespectful.
1. Access to the Internet and wireless services, either with school division or personal digital devices is an individual privilege enjoyed by students, not a right.

2. A student’s conduct on the Internet and wireless services, either with school division or personal digital devices, is governed by the same expectations which guide his or her behavior at school.

3. In elementary schools, access to the Internet with school division digital devices is provided only when students are supervised.

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

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

6. Students who choose to bring personal digital devices to school should be aware of the following:

   - In the event the digital device is used in an inappropriate manner, (or inappropriate use is suspected), the digital device itself can be confiscated and may be searched by a member of the school’s administrative team. If parents/students do not agree with this condition students should not bring the digital device to school.
   - Schools are not responsible for the theft or loss of personal digital devices that students may choose to bring to school.

7. Saskatoon Public Schools actively blocks access to inappropriate Internet sites. If a student deliberately seeks to access inappropriate material or uses the computer services provided in a malicious manner, the consequences are governed by the Saskatoon Public Schools' Administrative Procedure 140 – “Computer/Online Services Acceptable Use” – which can be found on the Saskatoon Public Schools’ public website at www.spsd.sk.ca/files/board/Administrative ProceduresManual.pdf.

Consequences are outlined in Administrative Procedure 140 and appear in the student version of the procedure as follows:
What can happen to me if I break the rules?

1. I won’t be able to use the computers.
2. I might be disciplined.
3. I might have to pay for what I broke.
4. The police may be called.

8. If you do not want your son/daughter to access the Internet at school, please contact the school and request the Internet Use Denial Form. This form is then signed by the parent or guardian and returned to the school.