STAFF 2018-2019

Kindergarten    Mrs. A. Kilpatrick
Grades 1-8      Mrs. T. Jackson
              Ms. T. Newstead
              Mr. K. Nelson
              Miss. B. Beres
              Mr. B. Arthur
              Mr. B. Will  Intern: Ms. R. Bray
              Ms. D. Bowell
              Mr. C. Fisher  Intern: Ms. H. Fehr
Resource        Mrs. L. Ducasse
FLS             Ms. S. Winberg
Teacher Librarian Mrs. K. Smith
Music           Mrs. L. Lee
Band            Mrs. M. Hay-Carlson
Physical Education Mr. C. Apesland
EAL             Mrs. Abraham-Regier
Educational Assistants Mrs. P. Laurans, Miss A. Middleton, Mrs. S. Schafer,
                    Mrs. C. Boucher, Mrs. A. MacLachlan,
Library Technicians Mrs. L. Grieman/Mrs. A. Skibinsky
Admin. Assistant Mrs. L. Hiebert
Building Operators Mr. H. Meyer/Mr. B. Wintringham
Principal        Mr. I. Wilson
Vice Principal   Mr. C. Apesland
Welcome to Hugh Cairns V. C. School!

We are delighted that you are joining our amazing school community. We understand that on any given day you might see:

- Our Admin. Assistant listening as young readers and writers proudly share their creations;
- Parents, students and staff working in the community gardens;
- Teachers meeting with students beyond class time for Book Club, Math Club, Sr. and Jr. Choirs, Track, Basketball, and Volleyball practices;
- Teachers and students using technology together to meet student goals;
- Teachers working with the student class representatives to develop student planned spirit days and school-wide events;
- Teachers planning initiatives based on learning assessments and student surveys;
- Students enthusiastically digging into inquiries;
- Students leading conferences with parents and teachers to review progress reports and set goals for the next term;
- Care partners involved with preschool and kindergarten students or helping our youngest students;
- Members of our School Community Council and Parent Council planning out the annual Book Fairs, hot lunches, parent information evenings, family dance and so much more;
- Student art work or writing proudly displayed on hallway bulletin boards;
- Students active in various capacities during recess;
- Primary students skipping down hallways.

Happy Children, Vibrant Community, Soaring Ever Higher!!

Mr. I. Wilson        Mr. C. Apesland
Principal        Vice Principal
HUGH CAIRNS V. C. SCHOOL BELIEFS

The staff of Hugh Cairns V. C. School is committed to meeting the needs of all students in an inclusive atmosphere of learning, caring and sharing.

We believe:

- Learning is fun!
- Learners take what they have learned and build on it;
- Timely, meaningful feedback is essential;
- Learning can happen by anyone, anytime, anywhere;
- Learners have the courage to take risks;
- Learning happens in a safe supportive environment;
- We choose to learn for different reasons;
- Making mistakes is a part of learning;
- We all learn in different ways;
- Learning takes time and patience;
- There are different kinds of learning: each kind is important;
- We can learn from each other.

WEB PAGE
Our school web page is on-line at [www.saskatoonpublicschools.ca/hughcairns](http://www.saskatoonpublicschools.ca/hughcairns)

SCHOOL PORTAL
You can access our school’s portal at [https://portal.spsd.sk.ca/school/HCV](https://portal.spsd.sk.ca/school/HCV). This is where you can find our newsletters posted as well as the link to our PTI Scheduler for when you would like to book your Grade 1-8 3-way conferences. More information on the portal can be found further into the handbook.
SCHOOL CALENDAR 2018-2019

September
4  Registration:  Gr 1-8 students dismissed at 11:48
    Kindergarten students attend 8:55 – 9:55 a.m.
5  First day of Classes
14  Welcome back pancake breakfast
24  SCC/Parent Council at 7:00 in LRC
28  School Photo Day

October
5  PD Day (NO SCHOOL FOR STUDENTS)
8  Thanksgiving Day Holiday (No School)
22  SCC/Parent Council at 7:00 in LRC
30  Photo Retakes

November
9  PD Day (NO SCHOOL FOR STUDENTS)
12  Remembrance Day Holiday (No School)
19  Progress Reports go home
22  Student Led Conferences (4:00 – 8:00 p.m.)
23  Student Led Conferences (9:00 – 11:45 a.m.)
    (NO SCHOOL FOR STUDENTS)
26  SCC/Parent Council at 7:00 in LRC

December
21  Last school day before Christmas Vacation

January
7  School Resumes
17  Kindergarten Information Night 7:00 p.m.
21  SCC/Parent Council at 7:00 in LRC
28  PD Day (NO SCHOOL FOR STUDENTS)

February
18  Family Day (No School)
19-22  February Break (No School)
25  SCC/Parent Council at 7:00 in LRC

March
11  PD Day (NO SCHOOL FOR STUDENTS)
18  Progress Reports go home
21  Student Led Conferences (4:00 – 8:00 p.m.)
22  Student Led Conferences (9:00 – 11:45 a.m.)
    (NO SCHOOL FOR STUDENTS)
25  SCC/Parent Council at 7:00 p.m. in LRC
April 19-26 Spring Break (No School)
29 School Resumes
29 SCC/Parent Council at 7:00 in LRC

May 17 PD Day (NO SCHOOL FOR STUDENTS)
20 Victoria Day (No School)
27 School Community Council AGM

June 26 Last day of school for students

OUR SCHOOL DAY SCHEDULE:

Warning bell: 8:50 a.m.
School begins: 8:55 a.m.
Morning recess: 10:40 – 10:55 a.m.
Noon hour: 11:48 a.m. – 12:38 p.m.
Afternoon recess: 2:22 – 2:37 p.m.
Dismissal: 3:30 p.m.

Every school day will have a 3:30 p.m. dismissal time. No early dismissal for staff meetings.
SUPERVISION OF STUDENTS

Staff will supervise students from 8:35 -8:55 a.m., and during recess. Students should arrive at school no sooner than 15 minutes before the bell time (this includes the lunch hour), unless they are involved in a scheduled activity where there is supervision. The Boys’ and Girls’ Club of Saskatoon offers a Before and After School program at our school for those families who need to drop off their children. We have more information on this later in our handbook.

Upon arrival, students may make use of the primary hallway by the gym and senior boot room during cooler weather. Students are expected to go directly home after school unless they are involved in a classroom or school activity with the permission of their parents/guardians (or are part of the After School program.) Students asked by teachers to stay beyond the school day will call their parents to inform them of the delay.

Student safety is our first concern. Specific seasonal expectations (rink use, hill use) will be announced in the school newsletter. Students should not be dropped off or picked up in the staff parking area, the lane beside the school, or in the handicapped bus zone. Please respect this bus zone as a loading zone and not a parking space.

ATTENDANCE

Regular attendance and being on time are very important. Students who must be absent are responsible for making up missed work. Whenever possible, please make appointments (dentist, doctor, etc.) outside of school time. Should your child be absent for several days, please keep his/her teacher informed regarding a return date. It is often helpful to get schoolwork from the teacher(s) to help your child to keep up with class assignments. The teacher takes attendance every morning and afternoon. Parents should phone the school if their child will be absent/late on any day. It is the school’s policy that all absences or lates be cleared by a parent/guardian. Our administrative assistant will attempt to contact a parent/guardian unless we receive an email or phone call explaining the absence.

Recording attendance of students is a legal requirement that staff take very seriously. Parents can help by making sure to contact the school before the start of the school day with the reason why the student will be absent. The school has a 24-hour answering machine.

Students who arrive late should check in at the office. Students must have permission from their parent/guardian, or have their teacher contact the parents for approval if they need to leave the school during the day.
HUGH CAIRNS V.C. SCHOOL COMMUNITY PORTAL

This is a secure website accessible only to parents/guardians and students at our school. To get access to the parent portal, parents can provide the front office staff at school with your email address. School staff will enter the email address into our Student Information System (Maplewood). Within a day you will receive an email entitled “Welcome to our School Community Portal” from the Information Systems Department at our Division office. This email will give you a unique username (based on the telephone numbers we have for you on file) and a unique password. The email will also explain how you log onto the parent portal. This email will be sent to only one parent/guardian for the student(s) at this household – the email address that comes first alphabetically. Please share this email with any other parent/guardian at this household. Please save this email securely for future reference and do not give your password to anyone else. You must log onto this site using your own unique username and password. The web address is: https://portal.spsd.sk.ca/school/HCV (we recommend you bookmark this page). On this website you will find things like school announcements, newsletters, documents and forms. We hope you find our School Community Portal a useful communication tool between home and school.

STUDENT TELEPHONE USE

The school phone is a business phone. Students may use the classroom phone when necessary with permission from their teacher. Except in unusual circumstances, we ask that students not use the phone to make lunch, after-school play or transportation arrangements as the phone is very busy at dismissal times.

LUNCH ARRANGEMENTS

The Division believes that, under normal circumstances, CHILDREN SHOULD EAT LUNCH AT HOME. The school does provide noon lunch supervision for students who require the service. Parents are asked to request such service through a form letter which will be sent home. Appropriate conduct is expected from students during lunch. Inappropriate behavior may result in the loss of lunchroom privileges. Parents will be contacted if this becomes necessary.

Lunch students must bring a permission note from parents to leave the school grounds during the noon hour.
JUNK FOOD

Although we respect the appropriateness of “treats”, we request that students not bring candies, gum, sunflower seeds, chocolate bars, chips, pop, Kool Aid, or Jello powder, and other “junk food” as a school snack. Students will be asked to save these as after-school treats.

RECESS/NOON BREAKS

We have a “Fresh Air Policy” and students are expected to go outside during recess and noon hour breaks. We have an inclement weather procedure for extremely cold weather (-27C) and rainy weather. All children are required to remain indoors. Supervision is provided by teachers with the assistance of senior students.

SCHOOL ATTIRE

Dress guidelines are developed so that our students can function in an environment that is free from the disruptiveness of distracting, revealing, overly suggestive, or otherwise offensive clothing.

Common practices of modesty, cleanliness and neatness should guide student decisions regarding appropriate student attire. Students should choose clothes that will help maintain a positive learning environment and clothes that are ‘functional’ for all activities in the school setting (i.e. art, phys ed, recess).

We review the following guidelines with all students in the school. We ask that you do the same. Thank you for your support. Clothing which is revealing should be left for wear at home, not at school. The following guidelines are quick ways of checking whether clothing will be acceptable at school:

- Short or skirt length should be longer than the fingertips when arms are held down.
- Midriff and cleavage should be covered.
- No underwear showing (i.e. boxers, bra straps, etc.)
- No belly, back, or midriff showing.
- No clothing that advocates alcohol, illegal drugs, profanity, violence, or racism.
- No halter tops, strapless or one shoulder strap tops.
- No jeans where the rise comes below the hip bones.

Students that wear clothing in violation of the dress guidelines will be spoken to privately and asked to change or cover up with a jacket, t-shirt and/or suitable clothing.
LOST AND FOUND

School Division insurance does not cover students’ personal property that is damaged, lost, or stolen. Please remind your child(ren) to take necessary precautions and responsibility for their belongings. Valuables should never be left unattended.

Many items in our Lost and Found are never claimed. Please help us by labeling all items that come to school. We also invite you to check our Lost and Found frequently for lost items. It is located in the junior boot room. Unclaimed items are donated to a charity organization prior to each major school break. Items that are not taken are put on display throughout the school year.

SCHOOL PHOTOS

Pictures of students and staff are taken in the fall. Purchase of these individual and class photos is optional.

MEDICAL ALERT

Each year we send home a form which parents/guardians are asked to complete listing any medical concerns (i.e. allergies, asthma, etc.) It is the responsibility of parents to alert their child’s teacher to any medical concerns. It is very important that medical information is kept current throughout the school year. If your child requires an Epipen or other medication, it is the parents’ responsibility to provide the Epipen and to check the expiry dates on a regular basis.

Please do not bring cough syrup, eardrops or other medications to school with a note asking a teacher to store or to administer these substances. Teachers are not permitted to store or to administer any non-prescription or prescription drugs without a medical release form. To obtain a medical release form, please contact the office.

PERSONAL BELONGINGS

If something is lost in school, the school does not pay for it. Please help us by labeling all items that come to school. Students are encouraged to keep expensive items, money and trading cards at home. We show respect for our own and other people’s belongings. Please talk about this topic at home.
PERSONAL ELECTRONIC DEVICES

With the permission of the classroom teacher, electronic devices from home are allowed at school. Individual teachers have specific guidelines for electronic use during the classroom day. They may not be used during recess, lunch or on school field trips. These and all personal items are brought to school at the owner’s risk. The school is not responsible for loss or theft of the devices.

BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS, & UNICYCLES

Students using these items are expected to know how to bike, blade and skate properly, to listen to the safety rules and to wear the right equipment including helmets. It is important to know that the school and Saskatoon Public Schools cannot be responsible for bikes, blades, boards, or scooters, etc. that are lost, damaged or stolen during school hours. Should loss, damage or theft happen, please call the Saskatoon Police Service.

Upon reaching the front sidewalk of the school grounds, students will walk rather than ride. Rollerbladers may remove their rollerblades in the boot room. Bicycles can be locked to the bike rack behind the school. Scooters need to be collapsed before entering the building. Helmets, rollerblades, scooters, unicycles, and skateboards are to be stored in the classroom as directed by the teacher. All modes of transportation are not to be used on the school grounds during the school day. At the end of the day, students need to be off the school grounds before riding.

SCHOOL LIBRARY

The Hugh Cairns School Library is a place of learning and collaboration. Students can access a wide range of materials in the library and online through our virtual space on the Hugh Cairns School Libguide. The Libguide can be found at http://elementarylibguides.spsd.sk.ca/hughcairns, or by a simple Google search. The libguide is available for students to access 24/7. There are resources to support and enhance student learning across the subject areas and information to assist in research.

POSITIVE RELATIONSHIPS

We aim to support Positive Relationships at HCVC School. All students will encounter conflict and we will support strategies to resolve them.
A RESPONSIBLE AND RESPECTFUL STUDENT:

1. Arrives at school
   a) On time
   b) With assignments completed
   c) With appropriate supplies and materials
   d) Dressed appropriately

2. Uses appropriate language
   a) Talks to others respectfully
   b) Cooperates fully with students, staff and visitors

3. Uses appropriate actions
   a) Treats others with respect (avoids teasing and bullying, keeps hands off)
   b) Deals with problems in a positive manner (avoids blame, shame, learns to move on)
   c) Treats others’ property with respect (e.g. gets permission to use/borrow)
   d) Treats public property with respect (e.g. removes muddy shoes)
   e) Follows rules and procedures (e.g. plays safely)
   f) Moves quietly and orderly throughout the school with purpose and permission
   g) Leaves valuables at home

WHAT IS BULLYING
Bullying happens when a person or a group of friends, upset or create a risk to another friend’s:

- health and safety – feelings or body will get hurt;
- materials;
- other people not liking someone anymore or not wanting to be their friend.

WHAT IS NOT BULLYING
There are three things that are often confused with bullying:

1. Mutual conflict (This may sound confusing, so we’ll break it down for you.)
   Mutual conflict is sort of like arguing. Arguing isn’t bullying although it may make you angry and upset. Students should tell their teacher to help sort out the issue because in this situation the people arguing will need to figure it out.

2. When people are rejected.
   If it is directed towards someone specific and is done purposely to cause the person to feel sad, left out, uncomfortable and angry, exclude or create dislike by others, it is bullying. If someone just does not want to be someone’s friend, it is not bullying.
3. **When someone bugs someone only once.**
   When someone is mean, it is not the same as bullying. If a person is verbally abused or pushed once, they are not being bullied. Although when this happens, someone should be told to try and solve the problem.

**LEARNING INCLUDES SOLVING PROBLEMS**

The school staff talks to students about remembering clear and reasonable expectations, being well planned and prepared, establishing and maintaining routines, anticipating difficulties, and using a positive approach. At Hugh Cairns V. C. School, students learn how to problem-solve, and the use of appropriate behavior.

Occasionally, problems occur that students are unable to solve themselves. Students need to talk with an adult at school or at home. Adults will help in instances of inappropriate behavior. Typically:

- Minor offenses are dealt with on the spot by a staff member
- Major or repeated offenses will require the involvement of the teachers, principal, vice principal, parents and our school counsellor.

Intervention strategies include resolution, restitution and consequences. Resolution uses a problem-solving approach to deal with the problem and/or develop a behavior action plan. Restitution includes repair or replacement of property or “school community service”. Consequences include time-out, in school suspension, detention, loss or delay of privileges or participation, assigned disciplinary task, and interaction with school personnel, parents or others. Any form of violence, be it physical, verbal, or emotional, will not be tolerated. Students and adults work together to resolve conflict peacefully, to respect differences and to support each other.

- Playground activities are not to endanger others; fighting, rough housing, snowballing or face washing are not acceptable behaviours at school.
- Language deemed profane or inappropriate is not acceptable.
- Sunflower seeds need to be left at home.
- Items that can cause harm or can be perceived as weapons are to remain at home (e.g. knives, laser lights, hard pucks, etc.)
- Muddy and/or wet footwear is to be removed at the door so as to maintain a clean and attractive school.
- Students are expected to obey all the rules around pedestrian safety when traveling to and from school and playing in the community.
- Longboards, skateboards and scooters must be used safely when brought to school.
STUDENTS RIGHTS AND RESPONSIBILITIES

1. Students have a RIGHT to learn.
   Students have a RESPONSIBILITY to listen to instruction, work quietly, and complete assignments.

2. Students have a RIGHT to hear and be heard.
   Students have a RESPONSIBILITY to listen when others are speaking and to maintain a suitable noise level for the activity.

3. Students have a RIGHT to be happy and to be treated with compassion (cared for).
   Students have a RESPONSIBILITY not to laugh at others or hurt their feelings.

4. Students have a RIGHT to be safe.
   Students have a RESPONSIBILITY not to threaten, push, hit, kick, or hurt others.

5. Students have a RIGHT to be respected.
   Students have a RESPONSIBILITY to respect others.

6. Students have a RIGHT to privacy.
   Students have a RESPONSIBILITY to respect the personal property of others and accept their right to privacy.

SCHOOL PROCEDURES

HOME AND SCHOOL COMMUNICATION
We appreciated the opportunity to hear about parental concerns directly from parents. Problems that exist at the school level generally need to be solved at the same level and the sooner that we become aware of them, the sooner we can begin to solve them.

The best time to contact teachers by telephone is before and after school, or by leaving a message to have a teacher return your call. We try not to call a teacher to the phone during class hours unless it is urgent. The following guidelines may be helpful:

- If there is a need for information or there is a concern related to a child’s classroom performance, a parent should call the teacher involved directly, followed by a call to one of the administrators if necessary.
- Matters related to the whole school or student body should be directed to the principal or vice principal.
- Our superintendent is available if you believe further discussion is necessary.
EMERGENCY SITUATIONS AND PROCEDURES

We need to be aware of your emergency arrangements. A situation may occur where a student needs to go home. In the event of an emergency, the school will try to make contact with parents. If parents are not available, other arrangements are necessary. Students also need to know about parent arrangements and expectations. Please take time to discuss emergency procedures.

- Fire drills and lock downs are practiced several times during the school year.
- Students are expected, at all times, to wear shoes.
- When an accident happens at school, depending on the severity, parents are contacted. Students should talk to a staff member when they are injured or unwell.
- If you have moved or changed your telephone number, please let us know as soon as possible. It is important that we have up-to-date emergency contacts.
- If an emergency occurs where the school must be evacuated, staff will accompany all students to St. Martin’s United Church located at Clarence Avenue and Wilson Crescent.
- Do not call us as we will be trying to reach you. Students will not be sent home unless staff knows it is safe. We hope we never need to use these plans but we are prepared should a crisis arise. Each fall, we will practice an evacuation walk.
- From time to time, students do not arrive home when expected because they have stopped to play at a friend’s house. Students should go directly home upon dismissal and to make play arrangements in advance.

SCHOOL RESOURCE OFFICER (SRO) IN OUR SCHOOL

The Saskatoon Police Service School Resource Officer (SRO) Program is a community policing initiative with police officers serving as daily resources to staff, students, parents, guardians and the community within the school environment.

The goals of the SRO Program include:

- Developing positive attitudes and relationships between children, youth and the police;
- Helping to create a safe school environment;
- Serving as a resource for the school community in the areas of law, the police role in the community, and legal consequences;
- Connecting with other sections of the Saskatoon Police Service to share information and provide assistance when required.
School Resource Officers:
- Serve as a positive role model to students and school staff;
- Establish and maintain open lines of communication with students, parents, guardians, and school staff;
- Provide education on safety, substance abuse, life skills, and the justice system to both elementary and high school students;
- Reduce crime through education, enforcement and personal interaction with students and staff;
- Take reports and investigate incidents within the school. In some cases, mediation, warnings, and diversion from the criminal justice system may lead to a successful resolution to a complaint. In other cases, a criminal charge may result.

Six SROs divide their time between all of the public and separate elementary and high schools in Saskatoon.

HCVC DISCOVERY PRESCHOOL

The HCVC Discovery Preschool is an autonomous group, separate from and not affiliated with Saskatoon Public Schools. The preschool is located at HCVC School with a separate entrance on McKenzie Crescent.

The mission of HCVC Discovery Preschool is to provide a developmentally appropriate, safe and serene environment for children to enrich their own uniqueness. We strive to enhance a child’s social, emotional, intellectual, and physical development by means of exploration. We endeavor to create an atmosphere of discovery, curiosity, opportunity, and cheerful stimulation through play, active learning, new experiences and excursions. Our goal is for a child to love to learn and to be excited about discovering the world around them.

The Preschool class session times are as follows:
Mon/Wed/Fri – 9:15 – 11:30 a.m. 1:00 – 3:15 p.m.
Tues/Thurs – 9:15 – 11:30 a.m. 1:00 – 3:15 p.m.

For more information and registration contact the registrar, Carla Knoll at Carla_knoll@hotmail.com. As well, information and contact persons are available online at www.discovery-preschool.com.
BEFORE AND AFTER SCHOOL PROGRAM

The Extended Day Program exists to provide a safe and fun place for kids. Once families are registered with the program, children may attend as often or as little as needed.

The Program operated Monday through Friday during the school year. Hours of operation are 7:30 a.m. – 8:50 a.m. and 3:30 p.m. – 6:00 p.m. Children can attend on a regular or part-time basis. There is a registration fee per child upon enrollment in the program, with an additional charge per child per hour. For further information, or to register in the program, phone 306-665-1450 or visit the website at www.bgcsaskatoon.com. The program is located in the FLS kitchen (room 1106) at the south end of the school just around the corner from the office.

INTERNET/WIRELESS SERVICES ACCEPTABLE USE PROCEDURES FOR STUDENTS DURING THE 2018-2019 SCHOOL 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/AdministrativeProceduresManual.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.
SCHOOL AND COMMUNITY RESOURCES

SCHOOL COMMUNITY COUNCIL AND PARENT COUNCIL

The purpose of the Hugh Cairns V. C. School Community Council is to:

- Develop shared responsibility for the learning success and well-being of all children and youth and,
- Encourage and facilitate parent and community engagement in school planning and improvement.

The Hugh Cairns V. C. Home and School will be primarily concerned with fund raising activities to support various programs and activities initiated by the school and School Community Council. Parents and guardians of all students attending Hugh Cairns V. C. School are encouraged to become involved in these school based councils. The principal and vice principal attend every meeting to talk about school-wide and community events, curricula, extra-curricular activities and to discuss issues of common concern to parents, students and staff. These meetings are held the last Monday of the month at 7:00 p.m. in the LRC. We look forward to your involvement.

A Parent’s Code of Ethics

I WILL establish a direct and personal contact with my child’s school by visiting it and getting first-hand knowledge of its teaching activities and facilities.

I WILL demonstrate constructive attitudes towards the school and its programs, by supporting and cooperating with the teaching staff and the school board to the fullest possible extent.

I WILL make no criticism of the school without ensuring that I have accurate and first-hand information.

I WILL encourage a positive attitude on the part of my child and will refrain from criticism of the teachers or the school in his or her presence.

I WILL expect nothing for myself or for my child that is contrary to the interests of the entire school.

I WILL accept my share of responsibility for the partnership of home and school in the education of children.

I WILL provide conditions favorable to study at home.

I WILL cooperate with the school in developing and protecting the health and character of children.

I WILL seek to learn about educational aims and methods so that I may better understand my child’s role.

Courtesy of Code of Ethics
Canadian Home and School Association
Parent-Teacher Association
ADELAIDE PARK-CHURCHILL COMMUNITY ASSOCIATION

Welcome to Adelaide Park Churchill Community Association. We are a community that is having fun. We would love to get to know you and your family. Please visit our website and make us your homepage. You will find everything you need: school links, online membership and registration information, team schedules, special events, weather, city links and much more. www.adelaidechurchill.ca

What are Our Goals?
The Executive strives to achieve the successful operation of the APCCA by:

- Communicating community and city issues to residents.
- Organizing activities, events or sports considered desirable by residents.
- Pursuing fundraising projects that are beneficial to the well-being and advancement of the community.
- Addressing residents’ concerns to the best of our abilities.
- Calling public meetings on important topics.
- Representing the community to the rest of the outside world.
## Elementary School Year Calendar 2018-2019

### August 2018

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
</tbody>
</table>

### September 2018

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### October 2018

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### November 2018

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### December 2018

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### January 2019

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### February 2019

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### March 2019

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### April 2019

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### May 2019

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### June 2019

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Legend:**
- Purple: Last day of classes for K-12
- Rose: Holiday
- Green: No School for teachers or students
- Yellow: STA Convention
- Orange: All SPS facilities closed

**Motto:** Soxaring Ever Higher
EVERBRIDGE Emergency Notification System

At Saskatoon Public Schools, the safety of our students and staff members is our first priority. As part of this commitment, it is our goal to provide you with important information promptly.

When there is an urgent situation that causes a disruption at your child’s school (ex. severe weather, water main break, power outage or school lockdown), Saskatoon Public Schools will use the Everbridge emergency notification system. Through the Everbridge system, our school division can send out information simultaneously by text message to your cellphone, by email, and voicemail message to your home phone and cellphone.

Through each of these methods, the person receiving the message will be asked to confirm it has been received. This helps the school keep track of who has been notified and who still needs to be reached.

Here’s what the messages will look like:

**TEXT MESSAGE**
Subject line will identify the affected school.
• Message is limited to 160 characters.
• Confirmation is requested by replying.

**EMAIL**
Subject line will identify the affected school.
• Can provide more detail about the situation.
• Confirmation is requested by clicking a link.

**VOICEMAIL**
A recorded message will provide the pertinent details.
• Message begins with “This is an important message from Saskatoon Public Schools”
• Confirmation will be requested by pushing button on your phone.

**IMPORTANT**
For notification, we will be using the home phone number, cell number and email address provided for all parents, guardians and emergency contacts listed for each student. Please ensure all contact information is up-to-date with the school.