<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Mrs. A. Kilpatrick</td>
</tr>
<tr>
<td>Grades 1-8</td>
<td>Ms. T. Jackson</td>
</tr>
<tr>
<td></td>
<td>Ms. T. Newstead</td>
</tr>
<tr>
<td></td>
<td>Mr. K. Nelson</td>
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<tr>
<td></td>
<td>Mrs. B. Desautels</td>
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<tr>
<td></td>
<td>Mr. B. Arthur</td>
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<tr>
<td></td>
<td>Miss D. Bowell</td>
</tr>
<tr>
<td></td>
<td>Mr. D. Derksen</td>
</tr>
<tr>
<td>Interns</td>
<td>Ms. A. Lutz, Ms. A. Wilhelm</td>
</tr>
<tr>
<td>Resource</td>
<td>Ms. L. Ducasse</td>
</tr>
<tr>
<td>FLS</td>
<td>Ms. S. Winberg</td>
</tr>
<tr>
<td>Teacher Librarian</td>
<td>Mrs. K. Smith</td>
</tr>
<tr>
<td>Music</td>
<td>Mr. B. Risling</td>
</tr>
<tr>
<td>Band</td>
<td>Mr. B. Risling</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Mr. C. Apesland</td>
</tr>
<tr>
<td>Educational Assistants</td>
<td>Ms. J. Abrey, Ms. C. Flippin, Mr. A. Kay,</td>
</tr>
<tr>
<td></td>
<td>Ms. P. Laurans, Mrs. A. MacLachlan,</td>
</tr>
<tr>
<td></td>
<td>Miss A. Middleton, Mrs. M. Smetaniuk,</td>
</tr>
<tr>
<td></td>
<td>Ms. K. Van Buskirk</td>
</tr>
<tr>
<td>Library Technicians</td>
<td>Mrs. D. Juhnke</td>
</tr>
<tr>
<td>Admin. Assistant</td>
<td>Mrs. L. Hiebert</td>
</tr>
<tr>
<td>Building Operators</td>
<td>Mr. H. Meyer, Mr. B. Wintringham</td>
</tr>
<tr>
<td>Principal</td>
<td>Mr. I. Wilson</td>
</tr>
<tr>
<td>Vice Principal</td>
<td>Mr. C. Apesland</td>
</tr>
<tr>
<td>Counsellor</td>
<td>Ms. J. O’Soup</td>
</tr>
</tbody>
</table>
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 and students using technology together to meet student goals;
◊ 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;
◊ Members of our School Community Council and Parent Council planning out the annual events
◊ 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  
Principal

Mr. C. Apesland  
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

SCHOOL PORTAL

You can access our school’s portal at :
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 conferences. More information on the portal can be found further in the handbook.
### SCHOOL CALENDAR 2020-2021

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>8-11</td>
<td>Staggered Start for All Grades</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Names A-L   Tues/Thurs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Names M-Z Wed/Fri</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>SCC/Parent Council AGM at 7:00 in LRC</td>
</tr>
<tr>
<td>October</td>
<td>1</td>
<td>School Photo Day</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Thanksgiving Day Holiday (No School)</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Student Led Conferences (3:45—8:30 p.m.)</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Student Led Conferences (8:30—12:00 p.m.)</td>
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<tr>
<td></td>
<td></td>
<td>NO SCHOOL FOR STUDENTS</td>
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<tr>
<td></td>
<td>26</td>
<td>PD Day (NO SCHOOL FOR STUDENTS)</td>
</tr>
<tr>
<td>November</td>
<td>3</td>
<td>Photo Retakes 9:00 a.m.</td>
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<tr>
<td></td>
<td>9</td>
<td>PD Day (NO SCHOOL FOR STUDENTS)</td>
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<td></td>
<td>11</td>
<td>Remembrance Day Holiday (No School)</td>
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<td></td>
<td>20</td>
<td>Progress Reports go home</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>SCC/Parent Council at 7:00 in LRC</td>
</tr>
<tr>
<td>December</td>
<td>18</td>
<td>Last school day before Christmas Vacation</td>
</tr>
<tr>
<td>January</td>
<td>4</td>
<td>School Resumes</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Kindergarten Information Night 7:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>SCC/Parent Council at 7:00 in LRC</td>
</tr>
<tr>
<td>February</td>
<td>4</td>
<td>Student Led Conferences (3:45—8:30 p.m.)</td>
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<tr>
<td></td>
<td>5</td>
<td>Student Led Conferences (8:30—12:00 noon)</td>
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<td></td>
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<td>NO SCHOOL FOR STUDENTS</td>
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<tr>
<td></td>
<td>15</td>
<td>Family Day (No School)</td>
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<tr>
<td></td>
<td>16-19</td>
<td>February Break (No School)</td>
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<tr>
<td></td>
<td>22</td>
<td>SCC/Parent Council at 7:00 in LRC</td>
</tr>
<tr>
<td>March</td>
<td>19</td>
<td>Progress Reports go home</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>SCC/Parent Council at 7:00 p.m. in LRC</td>
</tr>
<tr>
<td>Month</td>
<td>Date</td>
<td>Event</td>
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<td>-------</td>
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<td>--------------------------------------------</td>
</tr>
<tr>
<td>April</td>
<td>2-9</td>
<td>Spring Break (No School)</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>School Resumes</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>SCC/Parent Council at 7:00 in LRC</td>
</tr>
<tr>
<td>May</td>
<td>24</td>
<td>Victoria Day (No School)</td>
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<tr>
<td></td>
<td>31</td>
<td>School Community Council AGM</td>
</tr>
<tr>
<td>June</td>
<td>24</td>
<td>Last day of school for students</td>
</tr>
</tbody>
</table>

**OUR SCHOOL DAY SCHEDULE:**

- **Welcome Bell:** 8:50 a.m.
- **All students meet at their muster point on the tarmac**
- **School begins:** 8:55 a.m.
- **Morning recess:** 10:40—10:55 a.m.
- **Noon break:** 11:45 a.m.—12:35 p.m.
- **Afternoon recess:** 2:15—2:30 p.m.
- **Dismissal:** 3:20 p.m.

Every school day will have a 3:20 p.m. dismissal time. No early dismissal for staff meetings.

**Student Drop Off/Pick Up**

Students are encouraged to use active transportation to get to and from school. This includes walk, bike, scooters, skateboard etc.

Students are not allowed in the school until the first bell unless they are in the Before and After School Program.

Students being dropped off by vehicle should be dropped off on MacKenzie Cres. The front door will only be used by students if they are late.

ALL students will meet outside at their muster points. When the bell rings, they enter the school through their designated doors.

Students should strive to arrive as close to 8:50 as possible and must not arrive before 8:40.

They must be picked up or be on their way home immediately after school.

Parents are discouraged from bringing their children into the school at this time and must follow the protocols (phone ahead, QR code, sanitize and mask) if they must enter the school.
SUPERVISION OF STUDENTS

Staff will supervise students from 8:40—8:55 a.m., during recesses, and lunch. Students should arrive at school as close to 8:50 and 12:35 as possible. 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. Students should be dropped off on MacKenzie Crescent so they can head to their muster point on our tarmac. They will be led into the school once the bell has rung.

Students are expected to go directly home after school unless registered with the After School program.

Student safety is our first concern. 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 the office informed regarding a return date.

The teacher takes attendance every morning and afternoon. Parents should phone the Main Office or use the School Messenger app to notify the school if their child will be absent/late on any day. Do not email in absences. It is the school’s policy that all absences or lates be cleared by a parent or guardian. Our voice mail is on 7 days a week, 24 hours a day so feel free to call at any time to let us know if your child will be away. Our automated call-out system, or Mrs. Hiebert will attempt to contact a parent/guardian unless we receive a notification explaining the absence.

Recording student attendance 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 for the student’s absence.

Students who arrive late should check in at the office. Students who need to leave during the school day must have permission from their parent/guardian, or have their teacher contact the parents for approval.
Safety Precautions

Please keep your child home if they are sick or displaying symptoms of COVID 19.

Only use School Messenger or leave a voice mail at the office at 306-683-7270 to report your child’s absence.

If families notice that a student has symptoms, please call 811. Then they will advise you as to the next steps to take.

Visual signage around the school of COVID-19 symptoms will be posted as friendly student reminders.

Teachers will provide age appropriate material to discuss the symptoms of COVID-19. This will include proper hand, cough and sneeze hygiene as well as mask usage.

Pick-Up Room

If a student becomes ill at school they will be removed from class, parents will be called and the student will be supervised in the Pick-Up room until they are picked up.

Staff members will explain to students the purpose of the Pick-Up room.

Every time the Pick-Up room is used it will be sanitized by our caretaking staff.

Families must ensure they have a plan to pick a sick child up as soon as possible after getting called.

Staggered Start

- All students in Grade 1-8 will have a staggered start during the week of September 8-11. They will only attend 2 days that week.
- Please ensure your child is coming on the correct day:
  - Tuesday Sept. 8 and Thursday Sept. 10 - Students with last names starting from A-L will attend.
  - Wednesday Sept. 9 and Friday Sept. 11 - Students with last names starting from M-Z will attend.

Rationale behind staggered start:
- Reacquaint students with school and to support safe return to school
- Provide greater ability to respond to students who may be feeling overwhelmed or anxious
- Practice the school plans in small manageable groups
- Solidify routines and procedures with students

Kindergarten will attend one half day that week.
Storage of Student Supplies/ Locker usage

- Please ensure students only bring materials they need for the day. This would include a reusable water bottle, school supplies and a lunch if staying to eat. Lockers will only be used if necessary.
- Students will be asked to take home most of their materials daily. It will be similar to our “pack-in” and “pack-out” lunch system.
- Students will use their backpacks to keep their personal school supplies.
- Teachers will be making their own plans for their specific classrooms. Each class is set up differently and each class has their own unique needs.
- Do not bring toys from home to play with at recess or for show and tell.

Students should not bring all the supplies on the supply list in the first week. More clarification from the classroom teacher will come later.

Traffic Flow in the School/Classroom

There will be very clear signage to indicate the flow of traffic throughout the school and within the classroom.

Please remind your child to look and follow these directional signs.

Specific classes will be assigned to specific washrooms to reduce congestion.

Parent/Caregiver Access to School

Parents/caregivers are encouraged to contact the main office to make an appointment if they need to come to the school. At this point, we request that this occur only if necessary.

There will be signs on all the entrances of the doors to remind visitors and families that general entry is not allowed. If for some reason you need to come into the school, please call the office at 306-683-7270 to make an appointment. Please ensure you use the front door only, complete the health check using the QR code on the door, are wearing a mask and sanitize your hands.
Hygiene

Hands:
Hand washing hygiene will be taught in classrooms, with posters throughout school and in all washrooms.
Hand sanitizer will be in every classroom and at every entrance and used whenever students enter and exit the classroom or the school and before eating.

Washrooms:
Washrooms will be assigned to specific grades
Pre-School, Kindergarten and Grade 1 – Gender neutral washrooms in the hallway outside the gym.
Gr. 2 – 8 Main bathrooms. Maximum 4 people/washroom at one time.
Students will be asked to count when they enter the washroom and expected to monitor. If there are 4 people already inside, they will be expected to wait in the hall until someone exits.
FLS - New bathroom across from Resource Room

If congestion becomes a problem, this may be revisited.

Cough and Sneeze Hygiene:
If you need to cough or sneeze, do so into the bend of your elbow or a tissue. If using a tissue, discard immediately and sanitize or wash hands.

Mask Usage

Grade 4-12 students are required to wear masks when appropriate physical distancing cannot be maintained. This will be most of the time when students are indoors.

Masks are also highly recommended for Pre-School to Grade 3 students.

Staff are required to wear masks at all times when appropriate distancing cannot be maintained. This will be most of the time when indoors.

When physical distancing is achievable, mask breaks may occur (i.e. outdoor learning or indoors where 2m separation is possible).

All students are required to wear masks while riding the bus.

All visitors must wear masks.

Saskatoon Public Schools will provide one reusable mask for each student. Additional disposable masks will be made available to students when needed and required. Students and staff are invited to bring their own mask.

In some situations, wearing a mask may not be possible for a student. In these instances, school staff members will work with parents/caregivers to consider accommodations. More information can be found on the CDC website.
Entering the School

All double doors marked as enter and exit. Always use the right-hand door.
All students will meet at their assigned muster point behind the school before entering the building.
Classes will be assigned to one entrance and use the same door for beginning/end of day as well as recesses/lunch.
One class entering/exiting a door at a time to reduce congestion.
    Ms. Bowell, Mr. Derksen and FLS – parking lot door.
    Mr. Arthur and Mrs. Jackson – gym door (Mackenzie Cr.)
    Mr. Nelson and Mrs. Desautels – Sr. Bootroom door.
    Kindergarten—Kindergarten entrance
    Ms. Newstead (Ms. Merkowsky) - Primary Bootroom door.

Exiting the School

Same as entering the school.

Recess

Students will play in a designated zone in the school yard.

For outdoor recess, cohorts can be 2 classes. Students will use hand sanitizer on the way out and on the way back into the classroom.

Lunch

Students are expected to go home for lunch unless there is no other option. This gives them a break from the classroom as well as a mask break.

Students will eat in their classrooms at their assigned spot.

Surfaces will be sanitized before and after eating.

Pack in/pack out your own garbage still applies. Zero waste lunches are encouraged

Students will be expected to remain in their spot and not share food, utensils or water bottles.

Please ensure your child’s lunch has everything they need, including utensils. Please ensure lunches are packed in containers your child can open by themselves.

Mental Health and Social-Emotional Supports

In addition to the section in the Parent and Caregiver Reopening Handbook on supporting students, we want to make sure that families are aware of that as always, students who need additional support for their well-being may receive support from the school counsellor. Parents who believe this support may be necessary can reach out to their teacher or administrator to discuss. The counsellor will work with the team to determine appropriate supports, which may include direct support and/or assisting students and families to access other services in the community.

Well-being is one of our four student goals in our school division strategic plan. Opportunities to learn about and practice well-being exist across multiple curricular areas and will be an area of focus this year.
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 phone number and email address. School staff will enter the information into our Student Information System. Within a day, you will receive an email entitled “Welcome to our School Community Portal” from the Information Systems Department at our Central 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 that you find our School Community Portal a useful communication tool between home and school.

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 this service. 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. We have a ‘Pack in-Pack out’ policy for lunch to reduce waste and so that parents know what their child ate at school that day. Students will be eating lunch in their classrooms to help keep them in their cohorts. Desks will be sanitized prior to eating and again after.

We must have a note or phone call from parents in order for students who stay for lunch to leave the school grounds during the noon hour.

TELEPHONE USE

Students may use the classroom phone when necessary with permission from their teacher. We ask that students not use the phone to make lunch, after-school play or transportation arrangements as the phone can be very busy at dismissalal times.

When parents phone during school hours, a message will be taken at the office and delivered to the student between class times. This helps to minimize classroom disruption and allows everyone to remain focused on the learning taking place.
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. Please be aware that we have several students with life threatening allergies and we are a Nut Alert school. We ask that you do not send food containing nuts to school. Please do not send classroom treats this year.

RECESS/NOON BREAKS

We have a “Fresh Air Policy” and students are expected to go outside during recess and noon hour breaks. Please check the forecast and send weather appropriate clothing to school with your child. We have an inclement weather procedure for extremely cold weather (colder than –27°C). All children are required to remain indoors. Students will be in their classrooms for indoor recess. Supervision is provided by teachers with the assistance of senior students.

SCHOOL ATTIRE

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).

As such we offer to following guidelines to outline our beliefs:

• We can rely on the good judgement of parents and caregivers to determine the clothing children wear to school
• How we dress affects our attitude and behavior and students and staff are encouraged to dress for success in their roles as learners and professionals
• Weather, activity, age and many different variables cause great variation in what can be deemed reasonable and respectful
• Clothing with vulgar language, suggestive themes (racism, sexism, drug, alcohol, tobacco) will not be allowed
• Students must have the clothing necessary to participate in school activities and outdoor recesses (anything up to -27°C, light rain, indoor/outdoor footwear)
• Students should wear gym appropriate clothes on the days they have Phys. Ed. There are no changerooms available for social distancing reasons.

**If a student’s dress is questionable, a discreet and respectful conversation will ensue and we may ask for a change of attire with follow up with student and/or family as to the thinking behind the request.
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. They are located in the junior and senior boot rooms. Unclaimed items are donated to a charity organization prior to each major school break.

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

Please keep all personal belongings at home. We are asking the students to bring only what they will need for supplies each day. The school is not responsible for student’s 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. We expect students to 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 such as phones or tablets are allowed at school. Individual teachers have specific guidelines for electronic use during the classroom day. While we encourage students to interact with others in a social manner during recess and lunch, electronic devices are permitted at these times provided that their use does not contravene the acceptable use policy or our expectations for respectful conduct. 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 carried when inside 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.
A RESPONSIBLE AND RESPECTFUL STUDENT:

1. Arrives at school
   - On time
   - With assignments completed
   - With appropriate supplies and materials
   - Dressed appropriately

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

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

Is it Rude, is it Mean or is it Bullying?

Conflict is something that can be difficult to avoid in a school setting. Our goal is to understand the different types of conflict behaviours and to reduce these by teaching students the skills needed to avoid or resolve conflict situations.

Is it Rude? These are unplanned, thoughtless, impulsive behaviours. (burping in someone’s face, butting in line, bragging about better marks, making a hurtful joke)

Is it Mean? Purposefully saying or doing something to hurt someone physically or emotionally. (pushing or hitting someone, spreading rumours, excluding someone)

Is it Bullying? Intentionally aggressive and hurtful behavior that can be verbal or physical. The behavior is repetitive and continues even when the target tells them to stop or displays that they are hurt.

Rude or mean behaviour will be dealt with as it arises in an effort to teach skills. Bullying behaviours are more serious and will be addressed immediately with more severe consequences and parent involvement.
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, vice principal, 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 behaviors at school.
- Language deemed profane or inappropriate is not acceptable.
- 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 and not used throughout the school day.
STUDENTS RIGHTS AND RESPONSIBILITIES

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

2. Students have a **RIGHT** to hear and be heard and 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) and a **RESPONSIBILITY** not to laugh at others or hurt their feelings.

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

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

6. Students have a **RIGHT** to privacy and 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 do not interrupt learning during class hours unless it is an emergency. 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.

- 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 phone 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.
- Tues/Thurs 9:15—11:30 a.m. 1:00—3:15 p.m.

For more information and registration contact the registrar, Dusty Robinson at dusty.robinson2@gmail.com. As well, information and contact persons are available online at www.discovery-preschool.com.
BEFORE AND AFTER SCHOOL PROGRAM (Boys & Girls Club)

The Program operates 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.

They will operate out of the gym this year to aid with physical distancing. All staff members and students must always wear a mask, regardless of grade level. Parents need to use the contact phone number that will be provided to drop off and pick up their child at the doors near the gym (Mackenzie Cr.) and not enter the school. As staff member of the program will escort the child to and from the door. All personal belongings (coats, backpacks, boots etc.) will be brought to the gym to make pickups smoother.

INTERNET/WIRELESS SERVICES ACCEPTABLE USE PROCEDURES FOR STUDENTS DURING THE 2020-2021 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, tablets & laptop 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.
INTERNET/WIRELESS SERVICES ACCEPTABLE USE PROCEDURES FOR STUDENTS DURING THE 2020-2021 SCHOOL YEAR CONTINUED

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 collegiates, 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. Student 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
   Consequences are outlined and appear in the student version as follows:
   
   What can happen to me if I break the rules?
   A) I won’t be able to use the computers.
   B) I might be disciplined.
   C) I might have to pay for what I broke.
   D) 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. Parent Council 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 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.
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*Start of Semester II

**Stat Holidays**

- No school for students or teachers
- All SPS facilities closed
- STA Convention
- PD/Operations (K-12 No students)
- PD/Operations (K-8 No students)
- PD/Operations (3-12 No students)
- Student First/Last Day
- student led conferences
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 (e.g., 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.