



**École Sun Valley School,
 Where everybody shines; Où tous brillent!**

Circle Of Courage



At École Sun Valley School the Circle of Courage is a framework used to prepare students to succeed and reach their full potential and to live Mino-Pimatisiwin (The Good Life). Manitoba Framework for Learning

INFORMATION HANDBOOK

School Hours

Entry/Home Room 8:50 – 9:05 AM

Morning classes 9:05 – 11:45 AM

Recess 10:20 – 10:35

Lunch 11:45 am – 12:45 PM

Afternoon classes 12:45 – 3:25 PM

Recess 1:55 – 2:10

Teachers supervise from 8:35–8:50 AM and during all recesses. Non-bus students should not arrive at school before 8:40 AM.

Student Entry and Dismissal

Entry:

Children are invited to enter the building in a quiet, orderly, and safe fashion at their designated door. Outdoor shoes are to be removed at carpets and only put on again at the exit door carpet.

Dismissal:

At the end of the day, children may exit out of the necessary door for the bus, picking up siblings, etc.

School Attendance/Safe Arrival

Regular attendance and punctuality are essential in developing sound academic habits. Students proceed to their classrooms promptly upon entering the school in the morning and at lunch. Students are considered late if they are not in their homerooms at 9:05 AM and 12:45 PM. Students who are late for any reason must check in at the office. Late arrivals are documented and become part of the child's permanent record.

The Call-Back system monitors the attendance of students at school. It is a way of ensuring that students who have left for school have arrived safely. If your child is going to be absent from school, please call or email the school before the start of AM or PM classes. The answering machine is on after office hours. If a child is absent and we have not been informed, the school will contact the parent/guardian or other contact listed in PowerSchool.

Bus Safety

École Sun Valley School has bus patrols on each school bus transporting students to and from school. These safety monitors assist students safely on and off the bus and across the street. All K-Grade 5 students receive bus safety training twice a year, once in the fall and again in the spring.

School Patrols

Street Patrols are grade five and four students. These students are required to demonstrate safe, responsible, and mature behaviour. The task of being a patrol requires that they assist other students while crossing the street under various types of weather and traffic conditions. These students are under the direction of teacher supervisors. They receive training from an officer from the Winnipeg Police Service.

Street patrols are on duty 15 minutes before school starts in the morning and for 15 minutes after dismissal. Patrols are also on all River East Transcona School Division buses. Kindergarten patrols help students on and off the bus. We recommend that students do not come to school before patrols are on duty. Students are reminded that patrols require their co-operation to keep everyone safe.

Weather Conditions

The school monitors weather conditions which may affect outdoor activities. Specifically, the wind chill factor provides indicators as follows:

- 27°C or colder, shortened or no outdoor activity may be warranted
- 27°C to -34°C patrol posts shortened to 10-minute periods
- 35°C to -39°C, patrol posts shortened to 5-minute periods
- 40°C and below, no patrols

If for any reason, River East Transcona School Division cancels school buses or closes the schools, the announcement will be made on the radio and on the divisional website: www.retsd.mb.ca

Dress

Appropriate attire is expected on all school days. Distracting or offensive clothing should not be worn in school. Students are expected to dress appropriately for the weather, keeping in mind that outdoor recess is an important activity at this level. Students are required to always wear indoor shoes. Please avoid purchasing black soled runners as they leave scuff marks on our floors.

Emergency Evacuation

École Sun Valley School has an emergency evacuation plan in case of fire or other events that would necessitate evacuation. These procedures are practised with students to ensure a safe and efficient exit from the school. If it is impossible to re-enter the school, short-term emergency evacuation sites have been organized; school buses will transport the students and staff to Gateway Community Centre and/or Donwood School. The decision to evacuate to these sites will be made depending on conditions existing at the time. Parents will be notified.

Emergency School Closing

In the event of severely inclement weather, the school may be closed. In cases such as this, announcements will be made over the radio on several stations, as well as the divisional website.

Bicycles, Skateboards, Roller Blades, and Scooters

Bike racks are provided for students who choose to ride their bikes to school. Students are encouraged to purchase a sturdy U-lock and should have a record of their bike's serial number. The school assumes no responsibility for bikes which may be damaged or stolen. Skateboards, rollerblades, scooters or "wheelie shoes" are not permitted.

Personal Electronic Devices

In alignment with the Government of Manitoba's guidelines, student supplied personal electronic devices including, but not limited to smartphones, smart watches, tablets, and other related technologies can be used differently at different grade levels.

- In kindergarten to and including grade 8, students will not have access to personal electronic devices during regular school hours, including lunch and break hours.
- In exceptional circumstances and were noted in the Unified Referral and Intake System (URIS) or student specific learning plan, the school administrator may approve the use of a student supplied personal electronic device.
- School staff may confiscate student supplied personal electronic devices from students if they are being used for unauthorized purposes or at unauthorized times.
- Any search of electronic devices will be limited (where reasonable) to those parts of the device that contain information related to the violation of school rules or policies.
- The school will assume no responsibility in any circumstance for the loss, destruction, damage, or theft of any student supplied electronic device or the cost associated with the use of such devices. Students and families are responsible for locating such lost or stolen items.

These items are typically best left at home.

Physical Education Classes

The following is recommended for all K-5 Physical Education classes: loose fitting clothing and indoor running shoes. If a student cannot participate in physical activities for a short period of time (less than a week), a note from a parent or guardian is required stating the reason. For longer periods of time, a note from the child's doctor is required. Money and other valuable items should not be left in the gym change rooms. The school does not assume responsibility for any lost money or items.



Behaviour Expectations



Sun Valley School Matrix



Be	Responsible	Respectful	Safe
Hallways	Stay with your group. Go directly to your destination. Carry materials appropriately.	Use a 0 or 1 noise level. Follow all adult instructions.	Keep hands, feet & objects to self. Walk in single file on right side. Keep floor clean.
Recess (Playground)	Enter and exit calmly at bell. Bring equipment back in. Follow playground schedules.	Follow all adult instructions. Be kind. Play by the rules.	Keep hands and feet to self. Use equipment safely. Stay in designated areas.
Indoor Recess	Use indoor games and materials. Play by the rules. Clean up quickly at the bell.	Use kind words and gestures. Include others. Use a noise level of 1 or 2.	Keep hands, feet & objects to self. Choose an appropriate indoor activity.
Lunch	Eat your own lunch. Clean up after yourself.	Follow all adult instructions. Use a level 2 voice.	Stay seated. Keep hands & feet to self. Wait for supervisor before leaving.

Hallway



Le couloir

BE RESPONSIBLE

Stay within your group



Go directly to your destination



Carry materials appropriately



BE RESPECTFUL

Use a 0 or 1 noise level



Follow all adult instruction



BE SAFE

Keep hands and feet and objects to self



Walk in single file on the right side of hall



Keep floors clear



SOIS RESPONSABLE

Reste avec ton groupe



Va directement à ta destination



Transporte tes matériaux d'une façon appropriée



SOIS RESPECTUEUX

Garde le niveau de bruit à 0 ou 1



Suis toutes les directives des adultes



SOIS SÉCURITAIRE

Garde les mains, pieds et objets à toi-même



Reste en ligne, à la droite du couloir



Garde les couloirs en ordre



Playground



La cours d'école

BE RESPONSIBLE

Enter and exit calmly at the bell



Bring equipment back in



Follow playground schedules

BE RESPECTFUL

Follow an adult instruction



Be kind



Play by the rules



BE SAFE

Keep hands and feet to self



Use equipment safely



Stay within assigned areas

SOIS RESPONSABLE

Entre et sors calmement à la cloche



Ramène l'équipement à ta classe



Suis les horaires

SOIS RESPECTUEUX

Suis toutes les directives des adultes



Sois gentil



Suis les règlements de jeu



SOIS SÉCURITAIRE

Garde les main et pieds à toi-même



Joue de façon sécuritaire avec l'équipement



Reste dans les zones désignées

Lunch



Le dîner

BE RESPONSIBLE

Eat your own lunch



Clean up after yourself



BE RESPECTFUL

Follow all adult instruction



Use a level 2 voice



BE SAFE

Stay seated



Keep hands and feet to self



SOIS RESPONSABLE

Mange ton propre dîner



Nettoie ta place



SOIS RESPECTUEUX

Suis toutes les directives des adultes



Garde le niveau de bruit à 2



SOIS SÉCURITAIRE

Reste assis



Garde les mains et pieds à toi-même



Indoor recess



Récré à l'intérieur

BE RESPONSIBLE

Use indoor games and materials appropriately and play by the rules



Clean up quickly at the bell



BE RESPECTFUL

Use kind words and gestures



Include others



Use a noise level 1 or 2



BE SAFE

Keep hands, feet and objects to self



Choose an appropriate indoor activity



SOIS RESPONSABLE

Utilise comme il faut les jeux et les matériaux et suis les règlements



Nettoie rapidement quand la cloche sonne



SOIS RESPECTUEUX

Sois gentil avec les mots et les gestes



Inclus les autres



Garde le niveau de bruit à 1 ou 2



SOIS SÉCURITAIRE

Garde les mains, pieds et objets à toi-même



Choisis une activité appropriée pour l'intérieur



Circle Of Courage

