



Steinhauer School

2018-2019

# School Handbook

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## **Vision**

Transforming the learners of today into the leaders of tomorrow

## **Mission**

We inspire student success through high quality learning opportunities, supported by meaningfully engaged students, parents, staff and community.

## **Values**

Supporting the Vision, Mission and Priorities are the District's cornerstone values of accountability, collaboration, equity and integrity.

## **District Priorities 2014-2018**

- Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
- Provide welcoming, high quality learning and working environments.
- Enhance public education through communication, engagement and partnerships.

# Welcome to Steinhauer School

We are a Pre-Kindergarten to Grade 6 school serving the Steinhauer, Ermineskin, Paisley, Graydon Hill and Hays Ridge neighbourhoods in south Edmonton. We offer the following programs: [Regular](#), [Pre-Kindergarten](#), [Literacy](#) and [Behaviour and Learning Assistance](#).

We are committed to providing a supportive learning environment that fosters growth for all learners as they prepare to meet present and future challenges. We believe in a positive learning environment where students are encouraged to take risks and mistakes are viewed as an important part of the learning process. We have a strong focus on literacy, numeracy and student leadership.

To be successfully prepared for the future, it is not enough for students to only memorize facts. Current research tells us that students need initiative and creativity. They must know how to co-operate with others, solve problems and make good decisions. They must know how to think for themselves and communicate with others. They must also learn to work with people from many different backgrounds. We aim to provide knowledge and confidence to inspire a lifelong love of learning, so our students can meet the challenges of high school and beyond.

## About the Handbook

The school handbook gives parents and students information about Steinhauer School. Homeroom teachers will discuss some of this information at school. We encourage parents to read the handbook with their children and keep it as a guide.

The handbook does not cover all information parents and students will need throughout the school year. Further information and school work will be posted on [SchoolZone](#) regularly.

If you require more information about your child's school work, the homeroom teacher will be pleased to help.

## History of Our Name

### Henry Bird Steinhauer (1820–1884)

Steinhauer School received its name from an Ojibway missionary, Henry Bird Steinhauer. Mr. Steinhauer's real name was Bib Sail, but he adopted the name Henry Bird Steinhauer (pronounced Steiner) as a tribute to the wealthy American who gave him money for his education.

Henry Bird Steinhauer was born in Rama, Ontario in October 1820. He graduated from Upper Canada Academy, and in 1855, he headed west to Lac La Biche, Alberta as a Methodist missionary. In 1860, he moved south to establish a mission at Whitefish Lake where he remained until his death. Henry Bird spent much of his time translating the bible and hymns into Cree as well as farming in the Whitefish Lake area.

Mr. Steinhauer and his wife, Jessie Joyful, had 10 children. His great-grandson, Ralph G. Steinhauer served as lieutenant-governor for the province of Alberta from 1974-79, and on December 9, 1977, he officially opened Steinhauer School.

## School Philosophy

Our primary mission at Steinhauer is to help students gain the knowledge and skills needed to grow into engaged thinkers and ethical citizens with entrepreneurial spirits. This will prepare them to be capable, connected and contributing citizens of the 21<sup>st</sup> century.

*We believe the school is responsible for providing a high quality learning environment for each student.*

*We believe teachers and parents together must provide encouragement and support to inspire students to achieve.*

*We believe all students are capable of developing the skills necessary to take responsibility for their learning and behaviour.*

With the collaborative efforts of students, staff, parents, and community members, we can achieve our goals. Staff look forward to making the 2018–2019 school year a rewarding and successful experience for your child.

## Leader In Me

To promote character and citizenship development, Steinhauer School is a “Leader In Me” school.

The Leader in Me initiative is based on, *The 7 Habits of Highly Effective People* by Stephen Covey and has been adapted for schools.

Students are taught the 7 Habits of Happy Kids and engage in leadership activities to develop skills, attitudes and habits that will empower them to be capable, connected and contributing citizens of the 21<sup>st</sup> century. To learn more about The Leader in Me, visit [theleaderinme.org](http://theleaderinme.org) or [SchoolZone](#) under School Resources.

## Edmonton Public Schools 2018-2019 calendar

SEPT 4	First Day of Class	FEB 8	Div II Skiing
SEPT 7	School Wide Assembly 10:30 a.m.	FEB 8	Div I Winter Festival
SEPT 12	Meet the Teacher Evening 6:30 p.m.	FEB 12	Habit #4 Assembly @1:00 p.m.
SEPT 24	SSC/SFFS AGM 7:00 p.m.	FEB 18	Family Day
SEPT 27	Terry Fox Run	FEB 20	Running Room Race
SEPT 28	Leadership Day	FEB 21	Healthy Hunger Hot Lunch
OCT 1–5	READ IN Week	FEB 25	SSC/SFFS Meeting 7:00 p.m.
OCT 5	Habit #1 Assembly @10:30 a.m.	FEB 27	Grade 6 Air Band @12:45
OCT 8	Thanksgiving Day	FEB 28	Teachers' Convention
OCT 15–18	Goal Setting Conferences	MAR 1	Teachers' Convention
OCT 17	Picture Day	MAR 5	Habit #5 Assembly @10:30 a.m.
OCT 18	Healthy Hunger Hot Lunch	MAR 7	Kindergarten Open House 6:00 p.m.
OCT 19	PD Day	MAR 11	PD Day
OCT 22	SSC/SFFS Meeting 7:00 p.m.	MAR 12–14	Book Fair
OCT 31	Halloween activities p.m.	MAR 13	Celebration of Learning
NOV 2	Habit #2 Assembly @ 1:00 p.m.	MAR 18	SSC/SFFS Meeting 7:00 p.m.
NOV 9	Remembrance Day Assembly 10:30 a.m.	MAR 21	Healthy Hunger Hot Lunch
NOV 12 - 13	Non-Instructional Days	MAR 22	Progress Reports on SchoolZone
NOV 14	Teacher's Day in Lieu	MAR 25–29	Spring Break
NOV 19	SSC/SFFS Meeting 7:00 p.m.	APR 18	Healthy Hunger Hot Lunch
NOV 21	Picture Retake Day	APR 19	Good Friday
NOV 22	Healthy Hunger Hot Lunch	APR 22	Easter Monday
NOV 26	PD Day	APR 29	SSC/SFFS Meeting 7:00 p.m.
NOV 30	Progress Reports on SchoolZone	APR 30	Alberta Opera 1:30 p.m.
DEC 11	Grades K–2 Winter Concerts 1:00 & 7:00	MAY 7	Habit #6 Assembly @1:30 p.m.
DEC 13	Healthy Hunger Hot Lunch	MAY 9	Gr. 6 L.A. Part A Provincial Exam
DEC 13	Grades 3–6 Winter Concerts 1:00 & 7:00	MAY 10	Volunteer Appreciation
DEC 24–31	Winter Break	MAY 16	Healthy Hunger Hot Lunch
JAN 1–4	Winter Break	MAY 20	Victoria Day
JAN 18	Division II Skiing	MAY 21	Teacher's Day in Lieu
JAN 23	Habit #3 Assembly @10:30 a.m.	MAY 27	SSC/SFFS Meeting 7 p.m.
JAN 24	Healthy Hunger Hot Lunch	MAY 28	Spring Photo Day
JAN 28	SSC/SFFS Meeting 7:00p.m.	JUN 5	Habit #7 Assembly @1:30 p.m.
FEB 1	PD Day	JUN 17	Gr. 6 L.A. Part B Provincial Exam



JUN 18	Gr. 6 Science Provincial Exam	JUN 24	Grades K–2 Fun Day PM
JUN 19	Gr. 6 Math Provincial Exam	JUN 25	Grades 3–6 Track & Field Day
JUN 20	Gr. 6 Social Studies Provincial Exam	JUN 26	Gr. 6 Farewell & Year End Assembly
JUN 21	National Indigenous Day	JUN 27	Last Day of Classes & School Wide BBQ

## School Hours

The school office is open from 8:00 a.m. to 4:00 p.m. Monday to Friday.

Pre-Kindergarten AM	
Classes commence	8:26 a.m.
Dismissal	11:35 a.m.
Pre-Kindergarten PM	
Classes commence	12:21 p.m.
Dismissal	3:30 p.m.

Grade 1 to 6 schedule	
First bell	8:32 a.m.
Classes commence	8:36 a.m.
Recess	10:10–10:25 a.m.
Lunch: Mon, Tues, Wed and Fri	11:27 a.m.–12:16 p.m.
<b>Lunch: Thursday</b>	<b>11:26 a.m.–12:16 p.m.</b>
Second bell	12:16 p.m.
Classes commence	12:20 p.m.
Recess	2:05–2:20 p.m.
Dismissal	3:20 p.m.
<b>Early Dismissal Thursday (all students)</b>	2:22 p.m.

## Entering the School

Students are expected to use their designated entrances and exits when entering and leaving the building. Parents who pick up their children at the end of the day should agree on a designated area to meet and avoid using the front entrance. This area becomes very congested. *Exception: students who ride the yellow bus meet at the front door after school every day for attendance before boarding.*

In the interest of safety and security, our doors are locked throughout the day.

The school's front entry doors are *unlocked* from:

- 8:32 a.m.–8:50 a.m.
- 11:20 a.m.–12:40 p.m.
- 3:15–3:45 p.m.
- 2:15–2:40 p.m. on Thursdays

Please use the front entry buzzer to enter the school at other times only if you have an appointment or need to pick up your child early. If you arrive early for your child, please wait outside the school until the doors are unlocked.

## Parking

Parents may park on the street west of the crosswalk or east of the entrance to the staff parking lot. There is a drop-off only zone between the crosswalk and the bus zone. If you are using this zone, please stay in your vehicle.

*Note: there is a limited amount of parking available in the staff parking lot on the east side (facing the playground).*

## Attendance

Attendance and punctuality are keys to success in school and work. After the first bell rings at 8:32 a.m., classes begin at 8:36 a.m. with the singing of *O'Canada*. We expect all students to be in their classrooms ready to begin at this time.

By being on time and ready to learn, students demonstrate responsibility while respecting their classmates' rights to learn without disruption.

**We expect all students to be in the classrooms ready to begin at this time.**

## Absences

### Absentee Check Program

We perform attendance checks on students who are absent without the teacher's knowledge. The absentee check program helps ensure that no student is unaccounted for when going between home and school.

This program's success relies on parental cooperation. The school must be informed by a written note or phone call about a student's intended absence. Failure to communicate this means that the parent(s), guardian(s) or other designated responsible persons will be contacted about the student's whereabouts by telephone.

### Reporting Absences

To report an absence, call our 24-hour line at **780-437-SICK (7425)**. Please notify us before 8:15 a.m.

or before 12:15 p.m. if your child will be absent in the afternoon.

For the welfare of your child, please ensure we have your up-to-date telephone numbers for home, work and your child care provider. Contact the school if there are any changes to these numbers.

Students who are late for school must sign in at the office before going to their class. Students who must leave for appointments during school hours require a note to sign out at the office unless their parent/guardian will be signing out the child themselves.

## **Illness and Medication**

Please assist us with promoting the health and well-being of our school population, including children who are medically fragile, by keeping sick children at home. Should your child become ill while at school, parents and guardians will be notified. Please provide us with emergency phone numbers on the Steinhauer Student Information form. Children who are too ill to go outside for recess are generally too ill to be at school. No child will be sent home during the course of the school day without the school making direct contact with parents or child care providers.

Authorization forms for the administration of medication (both prescription and non-prescription) are available at the school office. Parents are required to complete and sign this request. If you have already identified your child with a condition requiring the administration of medication, forms will be sent home at the beginning of the school year. No medication can be administered to students without proper documentation.

## **Taking Holidays**

The school year calendar is organized to give students breaks and holidays. While travel provides wonderful opportunities for learning, it is important to understand how this can affect your child's education. Due to the demands of the curriculum, if a child misses a significant period of instructional time, their achievement could be impacted.

Parents who take their children out of school to go on an extended trip are choosing to home-school their child during that time and are responsible for their child's educational programming.

Teachers do not provide homework for these absences nor do they make up for missed instruction upon the child's return to the school. Depending on the timing and length of the absence, the teacher may not have sufficient information to provide a valid evaluation of the child's progress and achievement during that term.

## **Field Trips**

Field trips are a vital part of a school program. By relating the curriculum to experiences in the community, field trips broaden the scope of education for students.

School-sponsored field trips require parental permission. For each field trip, parents will receive a form that outlines details of the field trip and asks for written permission. Students cannot participate unless written permission has been received. If your child cannot participate in a field trip for any reason, they will be accommodated in an alternate class or kept occupied with work they may need to finish. Parent volunteers are often required to help with supervision.

Field trips are usually transported by public or approved charter bus, and fees will be assessed to cover these costs.

## Paying School Fees

When making payments, make cheques payable to Steinhauer School. Place money in an envelope with the child's name, room number and reason for payment (e.g., lunch program, field trip, milk voucher), and their teacher's name written on the outside. If you cannot send a cheque, please try to send the exact amount due as teachers cannot always make change, and we do not keep excess money in the school. We ask that students leave personal money at home.

## Textbooks

Students will be loaned textbooks for various subjects. They are responsible for these texts and will be required to pay for lost or damaged books on a pro-rated basis.

## Library

Students are encouraged to read books regularly, both for recreational and informational needs. Library returns and/or renewals are encouraged after a **one-week** loan period. Reference books and audio-visual materials are to be used in the school only.

Our library policy states that when a child has an overdue or lost library book, they will have borrowing privileges suspended until their card is cleared. To clear a student's card, the borrowed book(s) must be returned or payment must be made.

To help expand our library collection, Steinhauer runs the Adopt-a-Book program which operates in conjunction with students' birthdays. On your child's birthday, they are wished a happy birthday over the intercom and invited to select a brand new book from those waiting to be placed in the library. They may enjoy this book for one week. If you would like to donate the book to the library in honour of your child, we ask that you send \$10, to partially cover the cost, along with a small picture of your child. We'll place the picture and a sticker identifying the child on the inside cover, and enter the book into circulation.

Find more information about the Adopt-a-Book program at the open house, or call the school at 780-437-1080.

## Eating at School

### Nut Aware

As a nut sensitive school, we ask that your child's snacks and lunches do not have nut products. Our goal is to provide a safe and welcoming learning environment for all students, including those with

severe nut allergies.

## **Healthy Snacks**

In the interest of promoting good nutrition and healthy dental habits, we encourage you to supply your child with a nutritious snack for recess breaks. Gum and junk food contribute to littering and poor nutrition, and are discouraged on the school premises and playground. For suggestions on healthy snacks, please visit [albertahealthservices.ca](http://albertahealthservices.ca).

## **Milk Program**

White or chocolate milk is available for \$1 each. Regular lunchroom users are encouraged to buy a milk voucher for \$20 which entitles a child to 20 cartons of milk. This eliminates the necessity of bringing money every day. Vouchers may be purchased in the school office.

## **Students' Personal Properties**

The school is not responsible for the personal property of students. We request that the following items are clearly labelled using a laundry marker or indelible felt pen:

- clothing
- footwear
- school supplies

There are often mix-ups between unlabeled footwear in particular. We ask that students not bring personal property to school since toys, trading cards, dolls, fidget spinners, etc. often cause distractions or problems within the classroom. Many problems have been encountered because these items have been lost, stolen or destroyed.

## **Lost and Found**

Lost and found boxes are located in four areas of the school. Please check the boxes on a regular basis for lost items, and keep valuable items at home. Periodically we will display these items. In December and in June, unclaimed items will be donated to charity.

## **Electronic Device Search: Code of Conduct**

If District staff have reasonable grounds to believe that an electronic device contains evidence relating to a breach of the District's Student Behaviour and Conduct Policy and/or the School Behaviour Policy, we expect students will make the unaltered contents of the permanent and/or removable memory of their cell phone or electronic device available to school administration. Failure to provide the contents can be considered willful disobedience and is grounds for disciplinary action.

## **Cell Phone Policy**

In elementary schools, cell phones are viewed as a communication device with families regarding after school plans or emergent issues. The school will not be responsible for any lost, stolen or damaged cell phones. Cell phones are to be kept in backpacks on silent mode during school hours, which includes lunch hours. Students found using their phones or other electronic devices during school hours may be asked to

hand their electronic devices over to a teacher or to Administration for the remainder of the day. Families are expected to call the school office if communication with their children is required during school hours.

## Getting to School

### Alberta Motor Association (AMA) Patrols

Students at Steinhauer School, in conjunction with the AMA, monitor our school crosswalks daily. Patrols work in pairs and operate at the intersections of 106 Street and 32A Avenue and on 108 Street and 32A Avenue. They are on duty 15 minutes before and after each school session.

*Note: Student patrols will not be on duty if it is below -23C.*

Responsible Grade 5 students are chosen each spring to be patrols. Patrols cannot stop traffic. They must wait for a sufficient gap in traffic to ensure safe crossing. Patrols volunteer to do a difficult job, often in unpleasant weather. We owe them our respect, support and cooperation.

### AMA SCHOOL PATROL PROCEDURES

Patrollers will:

- **POINT** their arm to indicate that pedestrians wish to cross the street
- **PAUSE** until they have made eye contact with drivers and all vehicles have come to a complete stop or there is a long gap in traffic
- **PROCEED** when it is safe to do so, they will extend their stop sign and allow pedestrians to cross.

**When crossing the street, please use the crosswalk to help teach students traffic safety.**

### Riding Bicycles, Skateboards, Rollerblades and Scooters

Students, by law, must wear a helmet when riding a bicycle, and it is strongly recommended that all students wear proper helmets when using skateboards, roller blades and scooters. We ask parents to ensure your children know and obey traffic rules when they ride on city streets.

If your child rides to school, we ask that they:

- lock their bicycle in the bicycle racks
- carry their skateboard, Rollerblades or scooter inside and keep it stored in their classroom
- do not ride these items on school grounds or play around the bicycle racks during the school day

The school is not responsible for lost, damaged or stolen property.

### Yellow Bus Information

Steinhauer School provides yellow school bus service to students living in the Ermineskin, Paisley, Graydon Hill and Hays Ridge communities. There may be yellow bus fees which will be determined in August and we will advise families at that time. **Please contact the office for complete fee schedules for the yellow bus and the Edmonton Transit System (ETS).**

Edmonton Public Schools' Transportation department would like to remind all parents of students

who ride the yellow bus of the following **roles and responsibilities**:

**Parents/guardians:**

- Provide safe escort of your child to and from bus stops. A bus operator cannot leave the vehicle, nor is permitted to drop off a Kindergarten or special education needs student unless someone is present to receive custody. Students with no one to meet them are either kept safely on the bus until contact is made, returned to the custody of school staff (with notification to the principal), or delivered to the Emergency Social Services Crisis Unit as a last viable alternative.
- Arrive at the stop 5 minutes prior to the scheduled pick-up time.
- Ensure that your child is dressed appropriately for weather conditions and provide alternate arrangements in the event that the bus is missed, late or does not arrive.
- Ensure your child is aware of their responsibilities, appropriate bus safety and expected student behaviour while waiting for and riding the bus.
- Ensure that the monthly (or annual) bus pass is purchased.
- Ensure that any changes in status (e.g., necessity for service, program attended, home address, pick up or drop-off locations) are communicated to the school office with a minimum of 8 school days' notice.
- Assist severe special education needs students to the bus and immediately take custody of the student upon disembarking the bus.
- Provide the school office with emergency contact names and phone numbers.
- Notify the school when the yellow bus service is no longer required.

**Students:**

- Arrive at their bus stop approximately five minutes prior to the scheduled time.
- Show the bus driver their bus pass.
- Wait in an orderly fashion, away from the side of the road.
- Respect private property, and keep noise levels low at the bus stop.
- Know the danger zone around the bus - three metres in all directions.
- Step away from the danger zone after getting off the bus. If you can touch the bus while standing outside, you are much too close.
- Behave in a responsible manner at the bus stop, while on the bus, and while getting on or off the bus.
- Get on and off the bus in single file, and use the handrail.
- Once on the bus, go directly to their seat, and remain seated and facing forward the entire trip.
- Never stand while on the bus, unless the bus is at a complete stop.
- Keep body and baggage out of the aisle.
- Never put any object or body part out a window.
- Never throw objects on the bus or at the bus.
- Obey the driver's instructions as they would obey the principal.
- Speak in a moderate and polite tone.
- Treat fellow riders with respect and courtesy.
- Never eat or drink while on the bus.
- Never damage the bus.
- Never walk in front of the bus.

## **Restrictions on Items Allowed On A Yellow Bus:**

- Loose items such as marbles, books, balls, electronics and sports equipment, are not permitted unless completely enclosed within a backpack, athletic bag or other luggage container.
- Luggage containers (e.g., backpacks and athletic bags) that do not fit under the seat will not be permitted.
- Items which are too large to be safely transported on a yellow bus, as described above, will be the responsibility of the parents to transport to and from school.
- Pets are not allowed on a yellow bus.
- Any item deemed to be (or potentially be) a weapon will not be permitted on a yellow bus.
- No combustible materials or dangerous goods will be transported on a yellow bus.

## **Public Transportation**

Steinhauer School is also well-served by regular Edmonton Transit Service (ETS) routes. Students residing outside the Ermineskin area may purchase an ETS bus pass at the school office for \$55 per month.

## **Emergencies**

### **Calling Your Child During an Emergency**

In case of an emergency, parents may call the school to leave a message for their children. There is usually only one person in the office, and it may be difficult to convey a message as the students are not always in their homeroom. We do our best to convey emergent messages and ask parents to stay on the line while the office staff contacts the classroom so we can give parents immediate feedback on their request.

Each call to a classroom interrupts the teaching and learning environment for all students. For this reason, we ask that phone calls are for emergency use only.

### **Fire Drills and Lockdowns**

Student safety is a priority and is addressed through a variety of programs and actions. We practice six evacuation drills and two lockdown drills during the school year. If the school ever needs to be evacuated, students will be taken to [Duggan School](#) (10616 36A Ave NW).

### **Wearing Shoes for Safety**

Students should always wear some type of footwear while in the school. Walking in socks on smooth floors is both dangerous and inadequate in emergency situations. Students should have a pair of shoes for only indoor activities at school.

## **Lunch and Recess**

### **Lunch Program**

Students living within a reasonable walking distance of the school are encouraged to return home for lunch when feasible. Lunchroom aides are hired to supervise students who stay at school during the



lunch break. These aides are Edmonton Public Schools' employees and have the same authority as a supervising teacher. This year students will have recess before eating their lunch. Research has found that when students go to recess before lunch they do not rush through lunch and tend to eat a more well-balanced meal including more foods containing vitamins, such as milk, vegetables, and fruits.

## **Fees**

Part-time lunch program fee: \$2 per day, per student.

Full-time lunch program fee: Fees to be determined in September, notes will be sent home indicating what the lunch fees will be.

If you decide to pay by the month, starting October 1, please submit post-dated cheques for each month (including September) to the school office. Cheques should be made payable to Steinhauer School.

Additional details regarding payment are available on the lunch registration form. The fee is used to pay the salaries of the supervisors.

Lunch privileges for any student may be cancelled if the student's behaviour during the lunch break is not acceptable.

*Reminder: Please do not send snacks or lunches that include nut products.*

## **How to Apply**

Apply for the supervised lunch program by completing the lunch registration form that will be sent home with students.

## **Outdoor Recess Policy**

Recess is an important break from school routine and an opportunity for a washroom visit, fresh air and exercise. We have recess breaks at 10:10 a.m., 11:30 a.m. and 2:05 p.m., even during inclement weather. Children should be dressed appropriately for the weather (i.e., mitts, scarves, hats, boots and rainwear).

During harsh weather, recess may be shortened, and/or students remain inside the school. Recess will usually be cancelled when:

- it is raining heavily
- temperatures drop below -23 C
- blizzard conditions exist

This procedure will not alter regular dismissal times. If a child is too sick to go outside for recess, they are generally too sick to be at school.

Although students may enjoy using electronic devices on the way to and from school, the use of these devices during recess is not allowed. It is important for students to be physically active and interact with other students during these breaks.

## **Rainy Recess Policy**

Living in Edmonton offers many diverse weather conditions throughout the year. It makes sense that we are well prepared to be outside in the rain and snow. Research has proven time and again, the positive impact that physical activity has on learning. In consultation with our families, Steinhauer School has adopted rainy recesses.

Students will be expected to go outside for recess and are strongly encouraged to bring items from home to be prepared for the weather. To be prepared to be outside in the rain it is important for your child to have appropriate clothing. Some items include:

- A Rain Jacket or coat with hood
- An Umbrella
- Rubber Boots (to enjoy the puddles)
- Rain/Splash Pants
- A change of clothes/extra pair of socks (kept in your child's backpack)

\* As always, please label all of your child's possessions

### **Q. I am worried that my child will get sick being out in the rain.**

A. It is not cold weather that makes us sick but rather viruses and bacteria. People get sick more often in the cold months because they are exposed to each other more in the winter than in the summer. When it is cold outside, people tend to stay inside and are more likely to spread germs to one another. Getting outdoors is more likely to protect our kids from illnesses than keeping them indoors.

### **Q. My child has been sick but is now returning to school. Can he / she stay inside today?**

A. If your child is still not quite better, it would be better to keep them at home until they are 100% ready to function fully at school. If you feel your child is unable to go outside, it is recommended to give them another day of rest. Additionally, we have very limited supervision inside at recess time. Under special circumstances exceptions may be made. Please contact your teacher to talk about your concerns.

### **Q. Why don't you keep them in – they would be more comfortable – it doesn't seem fair!**

A. We are concerned if we set things up for our kids to avoid inclement weather by staying indoors we are teaching them that they need to protect themselves from it. The habits we set up with our kids as they grow up tend to last into adulthood. Rather than feeling that they need to stay indoors we want to encourage them to find ways to enjoy the rain. Another reason why it is important that our kids go outside is that it is extremely difficult for most of them to focus on their school work in the afternoons when they have not had the opportunity to get some fresh air. In the past when we kept students inside during rain, they struggled through the afternoons.

### **Q. Are the children ever allowed to stay inside due to weather?**

A. Occasionally, we have weather conditions that are unreasonable to expect students to remain outside. These days include hard, driving rain with extreme cold or wind, thunder and lightning. In these situations, we will declare an 'inside recess day.'

Steinhauer School places large green dots on the entrance doors when there are adverse weather conditions, including temperatures of -23 degrees. The green dots are a signal to our students that they are to enter the school immediately and not wait outside before classes begin.

**Q. What will the school do for children who come unprepared for the weather?**

A. The school has a limited supply of extra clothing in cases where students have required a change of clothing. The school has purchased a limited number of rain ponchos for student use. We are counting on students arriving at school being prepared with warm, water-proof clothing and footwear.

## Supervision

Supervision is provided on the school grounds during recess and for 15 minutes before school begins in the morning. Children should not arrive at school before 8:17 a.m. as there is no supervision before this time. Students who go home for lunch should not be returning to the school before 12:10 p.m.

**Supervision on the creative playground is provided at recess breaks and throughout the noon hour but not prior to the morning call-in buzzer.**

## Leaving the School Grounds

Under no circumstance is a student to leave the school grounds without permission from the school office. If there is a pre-arranged reason, like a doctor's appointment, the parent or guardian must first come to the school office and identify themselves. The student will then be called to the office. If a student returns to school on the same day, they must sign back in at the office.

Students who stay at school for lunch must have written permission from a parent before they will be permitted to leave the school grounds.

## Student Behaviour and Discipline

### Approach to Student Behaviour

Steinhauer's behaviour policy is designed to support our caring community where every member of the school community feels valued, respected and treated fairly.

At Steinhauer School, we encourage all students to behave with **R.R.S.P - RESPECT, RESPONSIBILITY, SAFETY AND PRIDE**. These traits are incorporated into our daily lives at school through morning announcements, in class discussions, and during conversations that reinforce positive behaviour.

At Steinhauer School, we have high expectations for our students. We encourage all students to try their best to achieve their goals. It is the responsibility of staff and students to uphold and maintain our school rules. We use restorative approaches to help students understand the impact of their actions and how to make it right.

Our emphasis is on encouraging students to think about how their behaviour affects others and for them to make appropriate and kind choices. We recognize the individuality of students and understand that some students will require more teaching and practice than others. Each student, however, is responsible for their own learning and behaviour.

If someone has done something wrong, we expect them to take responsibility for their actions and fix the situation. We support the students in developing their skills to make better and more informed choices in the future.

We believe in logical consequences where the goal is to stop children's misbehaviour and help them make more constructive choices. A logical consequence occurs when there is a meaningful relationship between a misbehaviour and the arranged consequences.

Our goal for student behaviour at Steinhauer is to develop a sense of self-discipline. To help students reach this goal, our staff will:

- inform students about what constitutes acceptable behaviour given the situation
- reinforce acceptable behaviour
- help students identify problems they have with making good choices
- teach students skills they need to become problem solvers and make good decisions
- protect the self worth of the student

While each incident of student misbehaviour is considered individually, the following steps are usually taken to help improve behaviour.

*Note: These steps may not be followed sequentially in every instance.*

**Step 1:** Positive student behaviour will be reinforced. Unacceptable student behaviour will be discussed with the student to clarify expectations, so the student can improve their behaviour in the future.

**Step 2:** Students who continue to experience difficulty in demonstrating acceptable behaviour will be taught strategies they can use and practice with the help of a teacher. In effect, the student has the opportunity to learn what acceptable behaviour is and to practice it under supervision.

**Step 3:** For instances of misbehaviour that are deemed serious, a behaviour report will be sent home for parents to sign, or the school will phone the parent.

**Step 4:** If the inappropriate behaviour continues, a conference between home and school will be arranged. At this time, a number of alternative approaches are considered to change unacceptable behaviour. These methods include: student contracts for changing behaviour; in-school suspensions; suspension from school, and obtaining outside professional assistance.

## **Student Behaviour and Conduct Policy**

The Following is Edmonton Public Schools' [Student Behaviour and Conduct Policy \(HG.BP\)](#).

**PURPOSE** To reflect the Board of Trustees' (the Board) mandated responsibility and expectation for providing a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging throughout the District.

To establish and maintain an appropriate balance between individual and collective rights, freedoms,

and responsibilities in the school community.

To establish expectations for student behaviour and conduct and responses to unacceptable behaviour in accordance with the Alberta School Act.

## **DEFINITIONS**

- Bullying is defined in the School Act as “repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual’s reputation.”
- Conflict occurs when there is a breakdown in relationships between individuals that results from a disagreement or misunderstanding. While conflicts may require adult intervention, they are considered to be a natural part of how students learn to navigate relationships.
- Academic Integrity is honest and responsible academic behaviour. Students are expected to submit original work, acknowledge sources, and conduct themselves ethically in the completion of assessments and examinations.

**POLICY** The Board is committed to ensuring that each student is provided with a welcoming, caring, respectful and safe learning environment that supports high quality learning, respects diversity, and fosters a sense of belonging and a positive sense of self.

Students are expected to learn, practice, and demonstrate positive personal and interpersonal character traits that contribute to the development of productive learning environments. This policy affirms the rights, as provided for in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, of each student enrolled in a school operated by the Board.

Students enrolled in a school operated by the Board will not be discriminated against as provided for in the Alberta Human Rights Act or the Canadian Charter of Rights and Freedoms.

## **A. STUDENT RIGHTS AND RESPONSIBILITIES**

1. Students have the right to be treated with dignity, respect, and fairness by other students and staff
2. Students are expected to respect diversity and refrain from demonstrating any form of discrimination on the basis of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
3. Students and parents will be informed of the Board’s and school’s expectations for student behaviour and conduct.

## **B. STUDENT BEHAVIOUR AND CONDUCT**

1. The Board expects that students behave in accordance with Section 12 of the School Act. Section 12 states that students will conduct themselves so as to reasonably comply with the following Code of Conduct:

- a. be diligent in pursuing the student’s studies;
- b. attend school regularly and punctually;

- c. co-operate fully with everyone authorized by the Board to provide education programs and other services;
- d. comply with the rules of the school;
- e. account to the student's teachers for the student's conduct;
- f. respect the rights of others;
- g. ensure the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- h. refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means; and
- i. positively contribute to the student's school and community.

2. Furthermore, students are expected to:

- a. resolve conflict or seek assistance to resolve conflict in a peaceful, safe, and nonthreatening manner that is conducive to learning and growth. Strategies for addressing conflict between students may include counselling, mediation, or forms of restorative practice;
- b. use school and personal technology appropriately and ethically;
- c. ensure that they conduct themselves with academic integrity and refrain from and report all incidents of academic misconduct including, but not limited to, cheating and plagiarizing.

### **C. UNACCEPTABLE BEHAVIOUR**

1. Students are accountable for their behaviour whether or not it occurs within the school building, on school property, during the school day or by electronic means. When behaviour that occurs off school property or outside of regular school hours threatens the safety or well-being of individuals within the school community or disrupts the learning environment, school administrators may apply consequences for the behaviour.

2. Examples of unacceptable behaviour include but are not limited to:

- a. behaviours that interfere with the learning of others and/or the school environment
- b. behaviours that create unsafe conditions
- c. acts of bullying, harassment, threats, or intimidation whether it be in person, indirectly, or by electronic means
- d. physical violence
- e. retribution against any person who has intervened to prevent or report bullying or any other incident or safety concern
- f. possession, use or distribution of substances restricted by federal, provincial, municipal, District or school authorities

g. any illegal activity such as: i. possession, use or distribution of illegal substances ii. possession of a weapon or use of a weapon (or replica) to threaten, intimidate or harm others iii. possession, use, display, or distribution of offensive messages, videos or images iv. theft or possession of stolen property

h. any breach of rules and expectations established by District administrative regulations or a school-based code of conduct

i. failure to comply with Section 12 of the School Act

#### **D. CONSEQUENCES FOR UNACCEPTABLE BEHAVIOUR**

1. Unacceptable behaviour may be grounds for disciplinary action, and provides the student with an opportunity for critical learning and reflection in the areas of personal accountability and responsibility, the development of empathy, as well as communication, conflict resolution, and social skills development.

2. Consequences for unacceptable behaviour must take into account the student's age, maturity, individual circumstances, and frequency of misconduct. The specific circumstances of the situation and of the student must be taken into account when determining appropriate responses to unacceptable behaviour.

3. When a student engages in unacceptable behaviour, consequences may include, but are not limited to:

a. temporary assignment of a student to an alternate supervised area within the school

b. temporary assignment of a student to an alternate learning location

c. short term removal of privileges

d. interventions such as positive behaviour supports, contracts, counselling, restorative practices

e. replacement or retribution for loss of or damage to property

f. in-school or out-of-school suspension;

g. referral to Attendance Board; and or recommendation for expulsion

4. Consequences for unacceptable behaviour include support for students impacted by unacceptable behaviour as well as students who engage in unacceptable behaviour.

## **Taking Pride in our School**

### **Reporting Vandalism**

We are requesting support from all residents in reporting acts of vandalism or actions of suspicious nature. Call 911 in an emergency or 780-429-3772 (Edmonton Public Schools' Security Department) if you see anyone:

- on the roof of the school
- throwing objects at windows or doors

- shooting weapons of any kind
- destroying shrubbery or playground equipment
- lighting fires
- committing any other suspicious acts

Give the name of the school, its location and a brief description of what is happening. You need not give your name. A police car will be radio- dispatched to investigate. School officials will prosecute the offenders and attempt to gain restitution for damages. Our school is protected by a sophisticated alarm system; however, this does not negate the importance of reporting vandalism activities.

## **Respectful Learning and Working Environments**

At Edmonton Public Schools, we are committed to the well-being of our students, staff and community members. Together, we achieve learning and working environments that are:

- safe
- respectful
- ethical
- free from abusive behavior, harassment and violence in any form

We recognize the worth of every person without discrimination. We are committed to working toward the elimination of objectionable behaviour in our schools and workplaces, and to maintaining an environment that is respectful, safe, nurturing and positive for everyone.

Please help us achieve this goal by interacting in a manner which respects the dignity and value of others.

## **Tobacco-Free Zone**

Edmonton Public Schools are tobacco-free zones. Tobacco products are not to be used in the school, in the parking lot or anywhere on school grounds.

## **Student Support Services**

Students sometimes experience difficulties with their speech and language skills, fine/gross motor development, getting along with their peers or other problems indirectly related to their academics. Guidance and counselling can help these students develop effective decision-making and problem solving skills and assist them in developing effective approaches to learning.

Edmonton Public Schools employs teams of educational specialists including a school psychologist, reading specialist and social worker who provide service to schools upon request. Speech therapy, occupational therapy and emotional/behavioural counseling services are provided by the Regional Collaborative Service Delivery Team. Referrals are initiated by the classroom teacher in conjunction with the principal. Parents will be consulted in advance of any referral. Please call 780- 437-1080 for information about any of the above services.

## **School Health Services**

Alberta Health Services works with parents, schools and community agencies to provide a range of coordinated health services for school-age children and their families. Our common goal is to



improve students' health and learning outcomes.

Various health services are provided by nursing, dental, rehabilitation and speech and language staff. If you would like to contact someone from the School Health Team, please call the Rutherford Health Centre at 780-342-6800.

## **Our Safe Contact for Sexual and Gender Minority Students**

As required by Edmonton Public Schools' [Sexual Orientation and Gender Identity Administrative Regulation](#), each school or program operated by the District must identify a staff member to serve as a Safe Contact for sexual and gender minority students. The principal, Mrs. Wagner, will serve as our Safe Contact resource person.

The role of the Safe Contact is to:

- actively listen, consult, engage, advocate, and support sexual and gender minority and questioning students and their families to feel safe, valued, respected, and included
- to encourage these students and families to actively participate and positively contribute to their schools and communities without fear for their personal safety or well-being
- the purpose of the Safe Contact network is to help reduce experiences of bullying, violence, alienation, and isolation due to a student or family's actual or perceived sexual orientation, gender identity, or gender expression.

By creating safe, inclusive, equitable, and respectful school environments, Safe Contacts will help to reduce anti-social behaviour, strengthen emotional resilience, improve mental health and wellbeing, remove barriers to education (to improve attendance and high school completion), deter harassment and violence, and enhance the natural assets and protective factors of vulnerable students and their families.

The Safe Contact will be directly supported by the District's sexual orientation and gender identity consultants. These consultants will share and develop resources, make referrals, and find appropriate professional and community-based supports and services that are sensitive to the unique needs and composition of each school community.

## **Getting Involved in Your Child's School**

### **Volunteer Program**

Steinhauer School students and staff welcome parents and community members to participate in our volunteer program. To ensure the safety of students, Edmonton Public Schools requires all volunteers to complete a Volunteer Registration form yearly. This form is available from your child's teacher.

The goals of our volunteer program:

- to enlist and strengthen the co-operation of parents in the education of their children
- to develop an environment that encourages friendly two-way communication between home and school to utilize community talents and resources in an attempt to provide special programs and activities
- to provide volunteers with meaningful involvement which will be satisfying
- to them and beneficial to the school

As a volunteer, you can

- help individual students develop reading or math skills
- give general assistance in the classroom
- supervise class field trips
- help in the library
- assist with clerical tasks, such as laminating, typing, and preparing or assembling displays
- share knowledge of crafts, hobbies, travel, careers, and special talents
- assist with the planning and operation of school and community special events
- advise school administration as a member of the Steinhauer School Connection and much more

For more information, call our school office at 780-437-1080.

## School Council

### Steinhauer School Connection (SSC)

Our school council is called the Steinhauer School Connection. This group provides a channel of communication between Steinhauer staff and parents or guardians. General meetings are usually held the last Monday of each month, and all parents or guardians are invited to attend.

### Steinhauer Funding for the Future (SFFS)

Steinhauer Funding for the Future (SFFS) is a registered non-profit organization that fundraises to support the school and students.

## Child Care Services

There is a YMCA Before and After School Care program on site. This organization operates independently from the school. Please contact the YMCA Before and After School Care directly at 780-428-1825 for more information.

The following child care providers offer transportation to and from our school:

#### [Heritage Day Care](#)

3032 106 St NW  
780-438-0363

#### [Little People Day Care](#)

2461 104 St NW  
780-437-7429



# Steinhauer School

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**F** 780-438-5413

**E** [steinhauer@epsb.ca](mailto:steinhauer@epsb.ca)

[steinhauer.epsb.ca](http://steinhauer.epsb.ca)



EDMONTON PUBLIC SCHOOLS

Edmonton Public Schools is helping to shape the future in every one of our classrooms. We're focused on ensuring each student learns to their full potential and develops the ability, passion and imagination to pursue their dreams and contribute to their community.