



Steinhauer School

2017-2018

# School Handbook



EDMONTON PUBLIC SCHOOLS

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

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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 2017–2018 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 2017-2018 calendar

SEPT 5	First Day of Class	MAR 1–2	Teacher’s Convention
SEPT 8	School Wide Assembly a.m.	MAR 8	Kindergarten Open House 6:00 p.m.
SEPT 13	Meet the Teacher Evening 6:30 p.m.	MAR 12–14	Book Fair
SEPT 22	Leadership Day K–6	MAR 14	Celebration of Learning
SEPT 25	SSC/SFFS AGM 7:00 p.m.	MAR 19	SSC/SFFS Meeting 7:00 p.m.
SEPT 29	Terry Fox Run	MAR 23	Progress Reports on SchoolZone
OCT 3–6	READ IN Week	MAR 26–29	Spring Break
OCT 9	Thanksgiving Day	MAR 30	Good Friday
OCT 16–19	Goal Setting Conferences	APR 2	Easter Monday
OCT 18	Individual Picture Day	APR 23	SSC/SFFS Meeting 7:00 p.m.
OCT 20	PD Day	APR 27	Cultural Day
OCT 30	SSC/SFFS Meeting 7:00 p.m.	APR 30	PD Day
OCT 31	Halloween activities p.m.	MAY 10	Gr. 6 L.A. Part A Provincial Exam
NOV 8	Remembrance Day Assembly 10:30 a.m.	MAY 11	Volunteer Appreciation
NOV 9–10	Non-Instructional Days	MAY 18	Non-Instructional Day
NOV 13	Teacher’s Day in Lieu	MAY 21	Victoria Day
NOV 20	SSC/SFFS Meeting 7:00 p.m.	MAY 22	Day in Lieu
NOV 22	Picture Retake Day	MAY 25	Spirit Day
NOV 27	PD Day	MAY 28	SSC/SFFS Meeting 7 p.m.
DEC 1	Progress Reports on SchoolZone	MAY 29	Spring Photo Day
DEC 19	Grades K–2 Christmas Concerts 1:00 & 7:00 p.m.	JUN 8	Alberta Opera Performance 9:30 a.m.
DEC 21	Grades 3–6 Christmas Concerts 1:00 & 7:00 p.m.	JUN 18	Gr. 6 L.A. Part B Provincial Exam
DEC 25–29	Winter Break	JUN 19	Gr. 6 Math Provincial Exam
JAN 1–5	Winter Break	JUN 21	National Aboriginal Day
JAN 19	Division II Skiing	JUN 22	Grades K–2 Fun Day PM
JAN 29	SSC/SFFS Meeting 7:00p.m.	JUN 25	Grades 3–6 Track & Field Day
FEB 6	Div II Skiing	JUN 26	Gr. 6 Social Studies Provincial Exam
FEB 6	Div I Winter Festival	JUN 27	Gr. 6 Science Provincial Exam
FEB 9	PD Day	JUN 27	Gr. 6 Farewell & Year End Assembly
FEB 16	Gr. 6 Air Band p.m.	JUN 28	Last Day of Classes & School Wide BBQ
FEB 19	Family Day	JUN 28	Progress Reports on SchoolZone
FEB 26	SSC/SFFS Meeting 7:00 p.m.		

## 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	12:25 p.m.
Dismissal	3:34 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:

- 8:15 a.m.–9 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 child 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 child's intended absence. Failure to communicate this means that the parent(s), guardian(s) or other designated responsible persons will be contacted about the child'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**

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. Please dress your child appropriately for weather conditions, especially during our cold snowy winters. 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.

## **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.

# 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 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. Students are given time to eat and clean their eating area. All students then go outside and are expected to remain on the school grounds.

## **Fees**

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

Full-time lunch program fee: \$156 per year, per student (payable before September 30, 2017).

If you decide to pay by the month, please submit post-dated cheques of \$15.60 per month to the school office starting on September 5, 2017. 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 and any other expenses incurred (e.g., paper towels and games for noon hour use).

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. 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 is shortened, and 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.

## 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 p.m. We cannot guarantee that lunch supervisors will be out prior to this time.

**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

Our emphasis is on teaching appropriate student behaviour. 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. Similarly, each student must accept the consequences of making good or bad choices.

We believe in logical consequences. A logical consequence occurs when there is a meaningful relationship between a misbehaviour and the arranged consequences. For example: if a student harms other students at recess, a logical consequence would be for that student to lose recess privileges.

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 behavior 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**

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

Students shall be responsible and accountable for their behaviour and conduct:

- while involved in school-sponsored or related activities;
- while on school property;
- during any recess or lunch periods on or off school property;
- while travelling to and from school;

Parents play a vital role in developing student behaviour and conduct. It is the District's expectation that parents:

- be aware of the board policy and regulations and the school's expectations for student behaviour and conduct;
- review the board policy and regulations and the school's expectations for student behaviour

- and conduct with their child(ren);
- work with the school to resolve student behavioural issues when they affect their child(ren); and
- co-operate with the school's or district's recommended course of action prior to readmission of the student following a student suspension.

Students shall show respect for:

- school authority;
- others and their property;
- ethnic, racial, religious, and gender differences;
- school attendance and punctuality;
- work habits, assignments and homework;
- school property, textbooks and equipment;
- fire alarms and safety equipment; and
- district policies relating to smoking, alcohol, drugs and inhalants.

Failure to meet the expectations for behaviour and conduct shall result in some or all of the following consequences:

- problem solving, monitoring or reviewing behaviour expectation with student reprimand;
- parental involvement;
- referral to attendance board;
- temporary removal of privileges;
- detention of student;
- temporary exclusion of student from class;
- in-school suspension;
- out-of-school suspension;
- behaviour contract with student;
- restitution for property damage to an individual or board;
- assessment of student to develop appropriate programming;
- involvement of police; and
- expulsion from a school or all district schools.

Grounds for disciplinary action that could lead to suspension or expulsion exist where a student has demonstrated unacceptable behaviour such as:

- conduct which threatens the safety of students and-or staff;
- possession of a weapon on a student's person, or in a student's desk, that is dangerous to students and staff; A weapon is anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.
- displaying or brandishing a weapon in a threatening or intimidating manner;
- assaulting another person;
- possession or use of illegal drugs, alcohol, or inhalants in school and on school property;
- contravention of district policies and regulations related to student harassment, smoking, student attendance, and student rights and responsibilities
- theft;
- willful disobedience and-or open opposition to authority;
- use or display of improper or profane language;

- willful damage to school or others' property;
- interfering with the orderly conduct of class(es) or the school; and-or
- contravention of the code of conduct as set out in the School Act.
- contravention of the provisions of section 27 of the School Act related to trespassing, loitering, and causing a disturbance; and-or
- use of technology such as computers, cameras, cell phones, and other digital equipment for purposes that are illegal, unethical, immoral, or inappropriate.

Principals shall report to police the names of all persons for whom they have reasonable and probable grounds to believe are trafficking in drugs.

The principal shall:

- inform the parents of students involved; and-or
- proceed with disciplinary measures which may lead to suspensions or expulsions.

## **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. At Steinhauer School, Mrs. Price-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

10717 32A Ave NW  
Edmonton AB T6J 4A6

**T** 780-437-1080

**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.