



# Steinhauer School



2016–2017

# School Handbook



# Steinhauer School

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EDMONTON PUBLIC SCHOOLS

## **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.





# Steinhauer School

## Welcome to **Steinhauer School**

We are an Early Learning to Grade 6 school serving the Steinhauer, Ermineskin, Paisley, Graydon Hill and Hays Ridge neighbourhoods in south Edmonton.

At Steinhauer, we are committed to providing a supportive learning environment: one that fosters growth for all learners as they prepare to meet present and future challenges. We believe that in a positive learning environment, 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.

For each student to be successfully prepared for the future, it is not enough 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. At Steinhauer, 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, please contact the homeroom teacher. He or she 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 2016–2017 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. If you would like to learn more about The Leader in Me, visit [www.theleaderinme.org](http://www.theleaderinme.org) or SchoolZone under School Resources.

# 2016–2017 Important Dates

Refer to your child's agenda and SchoolZone for updates and further information.

## September

- 1..... First Day of Class
- 5..... Labour Day
- 14..... Meet the Teacher 6 p.m.
- 23..... Terry Fox Run
- 26..... SSC/SFFS Annual General Meeting  
7 p.m.
- 27..... K–6 Leadership Day

## October

- 3–7..... READ IN Week
- 10..... Thanksgiving Day
- 17–20..... Goal Setting Conferences
- 19..... Individual Picture Day
- 21..... PD Day
- 24..... SSC/SFFS Meeting 7 p.m.
- 31..... Halloween Activities (p.m.)

## November

- 9..... Remembrance Day Assembly  
10:30 a.m.
- 10..... Day in Lieu
- 11..... Remembrance Day
- 14 & 15..... Non-Instructional Day
- 16..... Picture Retake Day
- 28..... SSC/SFFS Meeting 7 p.m.
- 30..... Progress Reports on SchoolZone

## December

- 20..... K–2 Christmas Concerts 1 & 7 p.m.
- 22..... Grades 3–6 Christmas Concerts  
1 & 7 p.m.
- 26–30..... Winter Break

## January

- 2–6..... Winter Break
- 9..... Classes Resume
- 27..... Grade 6 Air Band Performances  
10:30–11:30 a.m.
- 30..... SSC/SFFS Meeting 7 p.m.

## February

- 3..... Div II Skiing
- 3..... Div I Winter Festival
- 6..... PD Day
- 20..... Family Day
- 24..... Div II Skiing
- 27..... SSC/SFFS Meeting 7 p.m.

## March

- 2 & 3..... Teacher's Convention
- 9..... Kindergarten Open House 6 p.m.
- 13–15..... Book Fair
- 15..... Celebration of Learning
- 17..... PD Day
- 20..... SSC/SFFS Meeting 7 p.m.
- 24..... Progress Reports on SchoolZone
- 27–31..... Spring Break

## April

- 14..... Good Friday
- 17..... Easter Monday
- 24..... SSC/SFFS Meeting 7 p.m.
- 28..... PD Day

## May

- 11..... Gr. 6 L.A. Part A Provincial Exam
- 12..... Volunteer Appreciation
- 22..... Victoria Day
- 23..... Day In Lieu
- 24..... Non-Instructional Day
- 29..... SSC/SFFS Meeting 7 p.m.

## June

- 19..... Gr. 6 L.A. Part B Provincial Exam
- 20..... Gr. 6 Math Provincial Exam
- 21..... Aboriginal Day
- 22..... Gr. 6 Social Studies Provincial Exam
- 23..... Gr. 6 Science Provincial Exam
- 26..... K–2 Fun Day PM
- 27..... Gr. 3–6 Track & Field Day
- 28..... Gr. 6 Farewell & Year End Assembly
- 29..... Last Day of Classes & School Wide BBQ
- 29..... Progress Reports on SchoolZone

# School Hours

8:32 a.m. ....Bell (entrance)	12:16 p.m. ....Bell (entrance)
8:36 a.m. .... Bell (classes commence)	12:20 p.m. .... Bell (classes commence)
8:36–10:10 a.m. ....Period 1	12:20–2:05 p.m. ....Period 3
10:10–10:25 a.m. .... <b>Recess</b>	2:05–2:20 p.m. .... <b>Recess</b>
10:25–11:27 a.m. ....Period 2	2:20–3:20 p.m. ....Period 4
11:27 a.m.–12:16 p.m..... <b>Lunch</b>	3:20 p.m. .... Bell (dismissal)
<i>Thursday Lunch 11:26 a.m.–12:16 p.m.</i>	<i>Thursday early dismissal is at 2:22 p.m. for all students.</i>

## Early Learning AM

8:26 a.m. .... Entrance
8:30 a.m. .... Classes commence
11:30 a.m. .... Dismissal

## Early Learning PM

12:26 p.m. .... Entrance
12:30 p.m. .... Classes commence
3:30 p.m. .... Dismissal

# 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 the use of 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, Steinhauer School has locked doors 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 and 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.

**Please help your children be on time!**

## Absences

### Absentee Check Program

Steinhauer School performs attendance checks on children who are absent from their classes without the teacher’s knowledge. The absentee check program helps ensure that no child is lost or experiencing issues when going between home and school.

In order to carry out such a program, the complete co-operation of parents is necessary. 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.

For the welfare of your child, it is extremely important that all telephone numbers are kept up-to-date, including home and work numbers as well as that of your child care provider. Please contact the school when any of this information changes. **To report your child’s absence for the morning, please phone the absentee check number before 8:15 a.m. For an afternoon absence, please call before 12:15 p.m.**

**Absentee check phone number 24-hour line: 780-437-SICK or 780-437-7425**

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 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 babysitters.

## 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. 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 (ex. 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.

## Text Books

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 Policy

Steinhauer is a Nut Sensitive School. Our goal is to provide a safe and welcoming learning environment for all students, including those with severe nut allergies. We ask that all student snacks and lunches be without nut products.

## 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 [www.albertahealthservices.ca](http://www.albertahealthservices.ca).

## Milk Program

White or chocolate milk is available at \$0.80 each.

Regular lunchroom users are encouraged to buy a **milk voucher** for \$16 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 all items of clothing be clearly identified with the child's name (using a laundry marker or indelible felt pen). There are often mixups between unlabelled shoes in particular. Each child is also encouraged to label all school supplies with their name. Students are discouraged from bringing toys and other personal property to school.

## 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.

## Electronic Device Search: Code of Conduct

If Edmonton Public School Board 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 cellular 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, provide daily school crosswalk patrols. 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.*

Patrol personnel are chosen each spring from responsible Grade 5 students. Patrols cannot stop traffic. They must wait for a sufficient gap in traffic to ensure safe crossing. Patrol members are volunteers doing a difficult job, often in unpleasant weather. We owe them our respect, support and co-operation.

## 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 l-o-n-g 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.

Students are welcome to ride bicycles, skateboards, rollerblades and scooters to school. As soon as they arrive, however, bicycles are to be locked individually in the bicycle racks, and skateboards, rollerblades and scooters must be carried or stored in the student's classroom. Bicycles, skateboards, rollerblades or scooters may **not** be ridden on the school grounds, and students may not play in or around the bicycle racks during the school day. The school is not responsible for lost, damaged or stolen property.

## Yellow Bus Information

Steinhauer School has yellow school bus service from the Ermineskin, MacEwan, Paisley, Graydon Hill and Hays Ridge communities. Students who live south of the powerline and north of 23 Avenue must pay \$30 per month. **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 (ex. 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 5 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 - 3 meters 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 (ex. 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 System (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. This way, 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 for your support in keeping phone calls 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 fire drills and two lockdown procedures during the school year.

## 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 to only be used for 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 agents of the Board 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.

Apply for the supervised lunch program by completing the lunch registration form that will be sent home with students. For students in the lunch program on a part-time or occasional basis, the fee for this program is \$2 per day, per student. For students attending the lunchroom program on a full-time bases, the fee will be determined in September and information will be sent home to families for the beginning of October. The fee will be per month, per student, payable on the first school day of each month.

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 (ex. paper towels and games for noon hour use). Cheques should be made payable to Steinhauer School.

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 which include nut products.*

## Outdoor Recess Policy

For elementary school children, recess is an important break from school routine and an opportunity for a washroom visit, fresh air and exercise. Therefore, we have recess breaks at 10:10 a.m. and 2:05 p.m. even during poor weather. If the weather is cold or wet, children should be dressed appropriately (ex. 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 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 (ex. 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

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

While each incident of student misbehaviour is considered individually, the following steps are usually taken to help students improve their 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. If you see persons:

- 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

Call 911 in an emergency or 780-429-3772 (Edmonton Public Schools' Security Department). 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

Edmonton Public Schools, in co-operation with its staff groups, is committed to creating a healthy, respectful learning environment for students, staff members, trustees, parents, volunteers and contractors.

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 speech and language, 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 co-ordinated 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 policy and 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. Van Kuppeveld will serve as our Safe Contact resource person.

The role of the Safe Contact is to:

1. actively listen, consult, engage, advocate, and support sexual and gender minority and questioning students and their families to feel safe, valued, respected, and included; and
2. to encourage these students and families to actively participate and positively contribute to their schools and communities without fear for their personal safety or wellbeing.

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 implemented a policy, effective September 1, 2007, requiring all volunteers to complete a Volunteer Registration form yearly. This form is available from your child's teacher.

The Goals of the School 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

Volunteer roles:

- 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.





# Steinhauer School

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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.



EDMONTON PUBLIC SCHOOLS