

École Steffie Woima Parent Handbook 2019-2020

Welcome to Steffie Woima
Where "We Are All Stars"!

Student Centered

Éducation centrée sur l'étudiant

Team Oriented

Travail d'équipe

Academic, Active & Involved

On est intellectuel

Readers, Writers & Problem Solvers

Lire, écrire et résoudre des problèmes

Safe and Caring

Endroit sécuritaire et chaleureux



**École Steffie Woima Elementary
School**

4720 - 45 Avenue
Sylvan Lake, AB.
T4S 1A5

Phone: (403)887-3088
Fax: (403)887-4731
Steffie Woima Web Page:
Website: www.steffiewoima.ca
www.chinooksedge.ab.ca



Where Students Come First!

1. Our School

School is a unique place where students, parents, and staff are able to work together. Our staff works hard to make École Steffie Woima Elementary School a place where students and parents feel comfortable, where they want to come, where students experience success as well as challenges, and where students are given the “tools to learn, to think, and to grow”. We look forward to working with you and to an exciting and productive year.

Mission – Ecole Steffie Woima Elementary School will engage every student in meaningful learning by challenging, encouraging and believing in them.

Vision Statement - Students will become creative, confident and collaborative lifelong learners who strive towards achievement and involvement in our global community.

2. Programs Offered at École Steffie Woima Elementary



École Steffie Woima Elementary School is a dual track pre - kindergarten to grade six school. We offer a variety of programs in our school which include the following:

- **Pre - Kindergarten:**

Students who qualify as having significantly strong language and advanced skill development, ESL, having a speech/language delay, or other diagnosed condition are eligible to enter pre - kindergarten at the age of four. This play-based program will provide our young students with a language rich environment and individualized programming.

- **Kindergarten:**

The classes provide students with a balance of play-based activities and academic programming. Kindergarten students have full access to all of the school facilities, programs, and equipment. Kindergarten is offered full days. Students attend Mon./Wed. or Tues./Thurs. Fridays alternate between each group to ensure both meet required hours of instruction.

- **Learn in French or English**

École Steffie Woima Elementary School is a dual track school. **Students may begin French Immersion instruction in either kindergarten or grade one.**

- **Individualized Programming**

At École Steffie Woima Elementary, programming is available for students with diverse learning needs. Individual Programs are developed for students to meet individual learning needs.

The staff of Steffie Woima has much experience and expertise in meeting the needs of children using a wide variety of strategies. These include supports which are universal, targeted or specialized for individuals.

- **Student Support Program** - The program is designed to help students develop skills and strategies to effectively manage the social, emotional, and behavioral expectations of the regular classroom. This intervention program will teach skills, help them solve problems, and provide targeted support.

- **Music Program:**

Students are offered a wide variety of musical experiences. This includes learning about melody, form, rhythm, and harmony, having the opportunity to play some instruments, and experiencing performing for an audience. Ms. Anderson offers school choir for interested students in grades three to six.

- **Early Intervention Programming:**

The program focuses on helping students develop early reading and writing skills. Students requiring extra assistance in developing early literacy skills receive support and instruction designed to meet their individual needs.

- **English as a Second Language Program:**

Ecole Steffie Woima Elementary School provides ESL strategy & supports for students whose second language is English. Full immersion into the English language classroom as well as individual/small group work is utilized.

- **Family Wellness Support:**

Ecole Steffie Woima Elementary School has a Family Wellness worker on staff. Groups of students meet to discuss and learn friendship skills, social skills, and how to deal with issues such as divorce, separation, or loss. (Individual counseling is available on a very limited basis.) A goal of the Family Wellness program is to link parents with community agencies and services to meet their unique needs. Our wellness worker works closely with families to assist students with either challenging situations or specific issues.

- **Physical Education:**

Ecole Steffie Woima Elementary School has a well-equipped gymnasium and an excellent physical education program. It is the aim of the program to develop the knowledge of skills and attitudes necessary to lead an active, healthy lifestyle. **It is expected that all students have appropriate footwear for participation in Phys. Ed.** Running shoes should have an arch on the inside and fit snugly. *Skate shoes are not suitable, nor safe for Phys. Ed.*

An average of 30 minutes of daily physical activity is a goal for all grade levels. This may occur in the classroom, gymnasium, or the great outdoors. Special events include a Terry Fox event, the “Steffie Kids Marathon” and a spring “Sports Day”. Co-curricular activities include in-line skating, swimming, and skiing (grade 5 & 6).

At Steffie, our Grade 6 students will have the opportunity to participate in running club and the team sports of volleyball, basketball and badminton.

- **Leadership Opportunities:**

Our Grade 6 students will be given leadership and volunteers opportunities such as assembly crew, lunch monitors, Snack Shack, morning announcement team, reading buddies and other activities.

3. Our Staff

Administration:

Ms. Angela Eadie-Gyori - Principal
 Ms. Dawn Normoyle- Vice Principal
 Mrs. Nicky Lagoutte- Administrative Assistant
 Mrs. Jolene Jamieson-Administrative Assistant
 Mrs. Kelsey Merkley-Administrative Assistant

Pre - Kindergarten & Kindergarten :

Mrs. Tanya Slimmon
 Ms. Sandra Summers
 Mme Erin DeRoose - *French Immersion*

Grade One:

Ms. Lorraine Friedrich
 Mrs. Tania Richmond
 Mme Maridee Magas - *French Immersion*
 Mme Anessa Klessens (1/2) - *French Immersion*

Grade Two:

Mrs. Bretton Bowd
 Mrs. Barbie Vold-Bowd
 Mme Wendy Purdie - *French Immersion*

Grade Three:

Mrs. Shawna Jensen
 Ms. Jessica Alstott
 Mme Valerie Pare - *French Immersion*

Grade Four:

Mrs. Lee Nielsen
 Mme Julie Smetaniuk - *French Immersion*
 Mrs. Susan Dillabough (4/5)

Grade Five:

Mme Rebecca Beagan - *French Immersion*
 Mr. Matthew Merkley

Grade Six:

Mrs. Cheryl Lehto
 Mr. Sean McWade
 Mme Jessica McCoy (5/6) - *French Immersion*

Student Support Program

Mrs. Jackie Hann

Learning Support:

Ms. Angela Eadie-Gyori
 Ms. Dawn Normoyle

Music:

Ms. Tara Anderson

Learning Commons:

Ms. Edie Sandberg

Early Literacy Intervention:

Mme Nathalie Arnusch
 Mrs. Barbie Vold Bowd

Family Wellness Worker:

Mrs. Whitney Jarvis

Technology Support:

Mr. Tyler Fegan

Educational Assistants:

Mrs. Nina Chander-Morrow
 Mme Michelle Labelle
 Mrs. Lorrie Carrick
 Mrs. Kara Meldrum
 Mrs. Ruth Ann Sigurdson
 Mrs. Brandi Wilson
 Ms. Bobbi-Jo Munroe
 Mrs. Lisa Dunlap
 Ms. Lana McMurrer
 Mrs. Jody Norman
 Mrs. Lorraine Battenfelder
 Mrs. Jami Kowall
 Ms. Helen Richards
 Ms. Theresa Hadland

Speech Language Assistant

Mrs. Connie Kentz

Custodians:

Mr. Ron Vallee
 Mrs. Pauline Vallee

School Resource Officer

Constable Tania Donaldson

6. School Times

Enter bell	8:35 a.m.
Class begins	<u>8:40 a.m.</u>
Morning Recess	10:00 a.m. - 10:15 a.m.
Lunch begins	11:45 a.m.. - 12:00 p.m. (Students are outside) 12:00 p.m. - 12:15 p.m. (Lunch is eaten)
Classes resume	12:15 p.m.
Afternoon recess	1:50 p.m. - 2:05 p.m.
School ends	3:05 p.m.



Please note:

- Students coming before 8:35 a.m. are asked to play outside .
- Doors will NOT be unlocked until 8:10. Students SHOULD NOT arrive before 8:20a.m.
- After 9:00 a.m., all outside doors, with the exception of the main entrance, are locked. This is to ensure safety is maximized for our students. When coming to the school throughout the day, please enter through the front doors and check in at the office.

4. Lunch/Snack Time

Peanut/Nut Safe Environment: SWES is striving to be an “allergen safe” school.

We have students with *severe, life threatening* peanut/nut allergies in our school.

Please do not send lunch or snack items containing peanuts/nuts.

Check out our website:

<http://www.steffiewoima.ca> or contact the office for peanut free alternatives.

Students bring their lunches to school. In order to make eating lunch at school a positive experience for all involved, students are required to follow these rules:

- **keep your hands, feet, and other objects to yourself**
- **stay in your desk**
- **use an inside voice**
- **put garbage in the garbage can and clean your space**

Students who choose not to follow these rules also choose not to have the privilege of eating in their classroom. In order to ensure the safety of our students, we ask that students who regularly stay for lunch bring a note if they are to go home for lunch.



5. Absence From School

- Steady progress and success in school are greatly enhanced when a student’s attendance is regular and punctual. However, children do get sick from time to time and need to be home until they return to normal health. **When a child is absent from school**, we ask that you call the school office prior to 8:30 at 403-887-3088. You are also able to leave a message outside of school hours on our voice mail.
- **Call Safe:** It is our practice to confirm that guardians are aware of any student absence. If students are away and the school has not been notified prior to 8:30, you will be called to make sure that the child is at home. Even when busses are not running, a contact is made. This is to ensure the safety of our students. At Steffie Woima, we use the school notification system called ***School Messenger***. This system allows us to contact parent guardians by sending messages via email, voice, and text messaging. To guarantee the messaging system is used efficiently, we will need to confirm your contact information is accurate and up-to-date at all times. Please contact our school office at 403-887-3088 with any updates.
- **Sign Out Binder:** There is a sign out binder located in the main office. If you are taking your student out of the school during school hours, it is mandatory that you sign them out (and back in, if applicable) in the binder provided.

7. Homework

Students may be asked to do an average of 10-30 minutes of homework a night depending on their grade. Homework will only be assigned to:

- practice basic reading skills
- reinforce basic facts
- extend classroom study (research)
- review material already covered in class
- reading



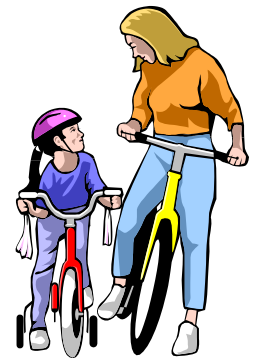
8. Inside/Outside Shoes

We ask all students to have inside shoes to wear only inside the school building. This keeps the school very clean and also cuts down on the dust, which can be problematic for children who have allergies. Students are asked to remove outside footwear when they enter the building. Inside footwear will be kept in the classroom.

We ask parents and visitors to model the same behavior for our children by also removing outside footwear at the door.

9. Bikes, Skateboards, Inline Skates, and Heelys

Students using their bikes, inline skates, scooters, or skateboards as transportation to school must obey the rules of the road. Upon arrival at school, his/her bike or scooter must be taken to the bike racks and locked securely. Bikes are not to be removed from the bike rack until students leave for home. **Skateboards, and inline skates are not to be used on school grounds and must be carried to the student's class for storage.**



10. Walking/Riding to School

Since many of our students walk or ride their bikes or scooters to school, we ask parents to go over and practice the following rules with their children:

Walking:

1. Stay on the sidewalks.
2. Cross the street only at crosswalks.
3. Look both ways.
4. Make sure any on-coming cars are stopped before crossing.
5. Walk quickly across the street.
6. When crossing 50th Street, use the cross lights at 45th Ave., push the button, wait for the lights, and follow the rules (1-5).

Riding:

1. Wear a helmet.
2. Only one person on a bike.
3. Stop at "Stop" signs.
4. Stay on the correct side of the road (the same as traffic).
5. Signal turns and slow down.
6. Ride single file.
7. Remember bikes are to be ridden on the street.

11. Students Leaving the School Grounds

To ensure the safety of our students, it is of the utmost importance that we know where our students are during the time we are responsible for them. Therefore, students leaving the school during the school day must give the teacher a note/email stating:

- * when they are to leave
- * why they are leaving
- * if they are to walk or are being picked up
- * a parent's signature

12. Bussing

In Town Bus Shuttles:

A fee is charged for K-6 students riding an urban bus who live less than 2.4 km from the school of attendance. (A student living closer than 2.4 km to their school receives **no** transportation funding from the province.) Please be aware that distance measurements (and associated fees) will be verified by the Transportation Department to confirm eligibility. Ridership will be limited, therefore criteria such as age and distance from the school will be considered.

For more information regarding Chinook's Edge bussing, please contact Transportation at 403-277-7072.

All busses pick up and drop off students at the bus loop located at the back (south) of the school.

Rural Students - Non-regular riders will require a note from the parents in advance of the trip and must receive prior approval from the bus driver. (Space may not be available on the bus.) The driver will decide regarding non-regular riders and his/her decision is final.

Shuttle Bus Students - It is not possible to adjust the shuttle bus routes. There is no extra room on shuttle busses. Scheduled times are tight, busses are full, and unexpected riders are not allowed.

Please refer to the attached Chinook's Edge Regional Division Policies regarding expectations for students' conduct and parent responsibilities.



Bus Cancellations Due to Inclement Weather:

The following scenarios will help parents decide whether or not they should send their children to school on days with inclement weather. Parents are encouraged on these days to listen to FM 105.5 or CKGY 95.5 to hear bussing updates or check www.chinooksedge.ab.ca and find a link on the main page that will be updated accordingly.

1. **Green Days**—the days when it is clearly safe for everyone to travel. All buses are running and all of our schools are open.
2. **Yellow Days**—the days when buses might not run in some or all areas of the Division, but schools remain open. On yellow days, we anticipate that the majority of people will be able to drive to their schools and **that learning will proceed as it normally does.**
3. **Red Days**—a given school, area, or the entire division will be closed when we are faced with a full blown blizzard or when we have a combination of heavy snow, high winds, and very low visibility. On red days, to ensure the safety of all, CESD may close schools. One staff member will be on site on school closure days to let families know that the school is closed.

13. Street Proof Your Child

It is important to make sure our children take the following precautions:

1. When possible, children should play and walk with other children.
2. If someone follows them, or approaches them, they should run home or to the nearest safe place.
3. Adults rarely ask children to help them find things or to give them information.
4. Never take things from a stranger without parental permission.
5. Never take rides with strangers.



14. Drop Off Loop

The loop in the front of the school is to be used only as a drop off and pick up point. You must enter the loop from the west entrance and exit from the east entrance. Please stop only on the right hand side of the loop to load or unload. **The loop is a NO PARKING ZONE.**

The designated handicapped parking area in front of the school is not a public loading or unloading zone. **Please heed the “Handicapped Parking”**, as cars can and will be ticketed if found in these areas without a handicap tag. It is difficult for some of our physically challenged students to get to other areas to be picked up.

As a courtesy to our neighbors we would like to request that you do not use the adjacent back alley west of the school as a pick up or drop off point. **Also please note that the staff parking area is not to be used as a drop off /pick up zone.**

15. Appropriate Clothing

It is expected that students wear school appropriate clothing. Students wearing clothing which is judged inappropriate, for example - t-shirts with inappropriate language or graphics offensive to others will be asked to change, contact home for other clothing, or will be given a school shirt to temporarily wear. Other examples would include beach wear or short shorts. We thank guardians in advance for your understanding in this matter. Administration will be the final judge of the appropriateness of dress.



It is important that during the school day students get fresh air and a chance to play and get exercise. **Therefore, it is imperative that students come dressed to be outside.** If the weather is extremely cold (below -20 degrees Celsius) or wet (steady rain), students will be kept indoors during break times. Sometimes students are sent outside for a few minutes and then brought in for the rest of the break. Students are supervised at all break times and teachers use their judgment as to weather conditions. Just a reminder that in the spring we do encounter some rather wet times. **We suggest that your child put an extra set of clothes into his/her backpack during the muddy season.** Students are allowed to bring umbrellas to school but they should be kept in the classroom during recess. (They would not be used during recess, as we do not send students outside during steady rain).

16. Reporting Student Progress

At École Steffie Woima Elementary School, we are dedicated to the development of life-long learners who will grow to lead productive and satisfying lives. We realize that learning is a continuous and lifelong process. We focus on the development of the whole child: physical, social, creative, emotional, and intellectual.

We recognize that no two children are alike and that they develop and learn at different rates. All reporting emphasizes individual strengths and progress. Teachers also keep parents informed through phone calls, e-mails, work samples, class newsletters, awards, notes, and tests. Anytime you have questions or concerns about your child's education please contact the teacher or administration. By working together and communicating regularly, we can provide the best education for our children.

The first set of parent/teacher conferences will be held in early October for grades 2 - 6. For students in Kindergarten and grade 1, the first interviews will be in late November as their reading skills emerge. Report cards will be sent home in November, March, and June.

17. Personal Possessions

Students are responsible for their own possessions. Please make sure that all articles (school supplies, clothing, toys, etc.) that children bring to school are clearly labeled with their full name. (The few exceptions are mentioned in supply lists.) This helps us to find articles that are lost and to return articles that are found.

“Lost and Found” boxes are kept in classrooms, in the office, and two hall locations.

We advise that you do not allow your child to bring valuables to school (favorite toys, rings, jewelry, etc).

École Steffie Woima Elementary School will not be responsible for lost, stolen, or misplaced property.



18. Use of Personal Technologies

We encourage parents to **not** allow their child to bring technology or valuables to school (special toys, iPads, iPods, digital cameras, electronic games, etc.), and for that reason we will not be responsible for lost, stolen, or misplaced property. We understand why parents may choose, for safety reasons, to have their child bring a cell phone to and from school.

However, all electronic devices are expected to be turned off when at school and in students back packs and only used with permission from teachers for educational reasons. (Guardians can contact their child at any time by calling the school office.) This applies to any devices which may be used for entertainment, text messaging, recording audio and/or video, or connecting to the internet.

<p style="text-align: center;">August</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> </tbody> </table> <p>30 Meet the Staff BBQ 11:30 - 1:30</p>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p style="text-align: center;">January</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> </tr> <tr> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> </tr> <tr> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> </tr> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td> </tr> </tbody> </table> <p>1-5 Christmas Break 6 Students Return to School 16 School Dance 30 Celebration Assembly (2:15 pm) 29/30 Winter Conference Kinder-6 31 School Organizational Day</p>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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20. School Council and Fundraising Society

School Council is charged with four responsibilities:

1. Communicating information to the school community and other school councils.
2. Advise school personnel on new programs and provide feedback.
3. Assist with parent volunteer programs.
4. Serve as an advocate of the school to the community and work with school staff to accomplish common goals.

School Council and the Fundraising Society meet regularly and meeting dates are published in school newsletters. Our meetings are open to all parents and conducted in a “town hall” fashion. Your attendance ensures that you are able to speak and vote on issues discussed.

Please note: Students should not go door to door to gain sponsors for, or raise money for, any school sponsored fundraiser. It is never our intent to be annoying to community members. Students are encouraged to approach only family and close friends for supports.

21. School Newsletters & Monthly Calendars

School newsletters and monthly calendars are posted on our website and e-mailed home. There are also paper copies of the newsletter available in the office. The newsletter and calendar go out the last day of each month so that parents are given information prior to each month starting. *Our newsletters and calendars can be found online on our school website under the “Parent” and the “Monthly Calendar” tab.*

Please take the time to read the school newsletter each month. We strive to keep parents updated with information in our newsletter and always include a monthly calendar to help with important dates. We welcome your comments on the “Sign and Send” portion of the newsletter which also enters your child in a draw for a prize when it is returned to the school.

We also send home a weekly “This Week at Steffie” email on Thursdays regarding the following week.

22. École Steffie Woima Elementary School Website

Check us out at www.steffiewoima.ca.

Please feel free to give feedback on our website as it is continually being updated and changed. Your input is important to us!

23. Field Trip Transport

Parents may only provide transportation to and from a school sponsored event or fieldtrip for **their own child**. Parents are not able to transport other people’s children. The safety of our students is a top priority and the school bus remains the safest means of transporting our students.

24. Parent Volunteers

Parent partners are a valuable resource within our school. We also realize that the society we live in is a very busy one and we do not want to “overtax” our volunteers or “burn them out”. Volunteering at the school is a very rewarding experience for students, teachers, and the volunteers. Often fieldtrips and special events create a need for additional adult supervision. Parent volunteers are involved in the Hot Lunch program, Breakfast Program, Snack Shack, School Council, Fundraising Activities, preparing classroom materials and reading with students.



Expectations of volunteers

- Be aware of and follow school/classroom expectations and any expectations as specifically outlined by the organizing teacher. Honor all directions of professional staff.
- Be aware of and follow school division policies and procedures regarding volunteer expectations (AP 2-21). (These are available on the CESD website www.chinooksedge.ab.ca.)
- Follow FOIP (Freedom of Information and Protection of Privacy) regulations. Please consult with supervising teacher regarding specific expectations. These include principles of maintaining confidentiality and regulations regarding the electronic recording or the taking of electronic images.
- Do not act in any way that would disturb or interrupt the proceedings of the school event. (Province of Alberta School Act 26(1) Prohibited activities)

Prospective volunteers must come to the office to fill out appropriate paperwork. All are required to complete an *Oath of Confidentiality*, a *Criminal Records Check*, and a *Child Intervention Check* (if working with individual or small groups while not under the direct supervision of professional staff) before volunteering in the school or on fieldtrips.

After the initial paperwork has been completed, we then ask that volunteers sign in at the office in our “volunteer binder” each time they are volunteering in our school. Volunteer lanyards must be worn by all volunteers to help easily identify them in our school.

25. Hot Lunch Program

Hot lunches are available on average twice a month. They are available to order online only. You will need the Student Number for your student to be able to set up an account, if you haven’t previously done so. Orders can be placed by following the “Hot Lunch” link on the Steffie Woima webpage.



An alert will be sent out a week before as well as the day before reminding parents of the order deadline to order your child’s hot lunch. **Late orders are NOT accepted.**

The “Hot Lunch Program” is run by a hot lunch coordinator and assisted by parent volunteers. A variety of foods are considered as lunch alternatives. Local sources are used. Convenience, vendor choices, and volunteer availability all affect the type and nutritional value of hot lunches. Parents are encouraged to consider this when ordering. If you are interested in helping with the hot lunch program, please contact the office.

26. Student Expectations

At École Steffie Woima Elementary School we have a school-wide approach. We want students to realize that there are consistent expectations in terms of their behavior. Our approach teaches children to make choices regarding their behavior and to take responsibility for their actions. Our school-wide rules are the following:

1. *Follow directions the first time.*
2. *Keep hands, feet, and objects to yourself.*
3. *Use clean and courteous language.*
4. *Walk in the school.*
5. *Wear inside shoes inside and wear outside shoes outside.*

Classroom rules are developed by each teacher with his/her students. Classes discuss the reasons why we need rules, what would happen if we did not have rules, and then the students and their teachers determine the rules for their classroom. The school-wide rules provide the foundation for the rules in each classroom.

After teaching the rules to all of our students, we positively reinforce and recognize students for following the school rules. Students are often given “**Super Kid**” tickets to recognize their ‘good’ choices and these tickets are then put into a “Super Kid Draw” that takes place every Thursday.

We have a proactive philosophy at our school. Our Safe and Caring approach is designed to provide our students with skills and strategies to manage a variety of situations. However, there are times when specific problems and issues need to be solved. Rather than viewing discipline as punishment, **we see unexpected behaviour as an opportunity for teaching and learning.** We want our students to reflect on their behavior and to make better choices next time. To help students reflect on situations we ask them some key questions:

- What did you do that was wrong?
- Why did you do it?
- Why was it wrong?
- What would you do next time?
- What are you going to do to fix this?

At times, students will answer these questions in written form and a copy will go home to parents for further discussion with their son/daughter.

27. School Safety Plan

École Steffie Woima Elementary School has developed a comprehensive safety plan. The document outlines procedures to be followed for emergency evacuations, lockdowns, severe weather, and other extreme situations that the school may be required to deal with.

In the case of an emergency, we will use the School Messenger system to contact parents via text, phone call and e-mail.

28. School Messenger

School Messenger will be used to send messages to parents about events at the school, emergencies, last-minute cancellations, bus information notices, as well as attendance updates. School Messenger will contact parents by a phone call to the home phone number, an email to the guardian email address, and a text message to the guardian cell phone. **Please allow the system to send you text messages. You will need to Opt-In by texting "Y" or "Yes" to 724665.**

If you would like to change any contact information, please contact the school office at 403-887-3088.

29. Steffie Woima's Stand on Bullying

“We need to clearly identify the difference between conflict and bullying, in order to appropriately respond to bullying incidents. While the two seem similar in some instances, there is actually a distinct difference. Bullying is a persistent pattern of unwelcome or aggressive behavior that often involves an imbalance of power, and/or the intention to harm or humiliate someone. Conflict on the other hand is generally a disagreement or difference in opinion between peers who typically have equal power in their relationships. It’s usually an inevitable part of a group dynamic”. (We would like to give credit to the “Erase Bullying” website for the information).

It can take many forms including physical, verbal, or psychological. It can occur through various mediums and in real space or cyberspace. Incidents or conflicts which happen outside of school often impact school culture and student emotional health. Such circumstances will be dealt with according to school and division policy as well as the School Act, with the support of our School Resource Officer (RCMP).

École Steffie Woima Elementary School staff are committed to helping children resolve conflicts and stop bullying. This is done by educating students on how to treat each other, teaching conflict resolution skills, mediating those in conflict, involving parents, guardians, and outside agencies, and if necessary, initiating consequences or punishment as appropriate.

If, as a parent, you discover that your child is being bullied, being a bully, or is having trouble resolving peer conflict, please inform the child’s teacher.

30. Assemblies Are Celebrations of Learning

Assemblies are a time to reflect on the last month’s activities; a monthly slide show presentation does that. Each month a different **“Safe and Caring”** theme is discussed as part of our character education program. At some celebrations, students perform or share their learning.
Come join us each month for our “Celebration of Learning”!

31. Star Student Certificates

All children are unique. Every child is a star, waiting for the opportunity to shine. It is our goal to celebrate the uniqueness of every child and acknowledge them for it. It is also an opportunity for everyone to learn more about our students! Each month, the Star Students are invited to a Principal’s Pizza Party.



32. Library

The library provides information, entertainment, and promotes literacy and life-long learning. Students learn skills that develop their imagination and curiosity. Students also learn how to be responsible in the care of materials borrowed.

Find out more on our school's website – www.steffiewoima.ca

Checkout and Overdue Policy

Students check out books during library classes. All library books are due during the class' next library class. Overdue notices are sent home with students and overdue books must be returned before new books may be borrowed. Books must be present to be renewed. All books at the end of the year are due the second week of June. If a book is 1 month overdue, it will be marked as lost and a bill for replacement will be issued to the student.

Library Classes: Students visit the library with their class according to the 6-day schedule and are reminded by their teachers when their library class visit will occur. During library classes the librarian will assist students to find books. Students may check out books as long as they have no overdue, damaged, or lost material outstanding. Students practice library skills, research topics, attend presentations, may read, listen to a story, and participate in library fun. Students also learn how to navigate the library computers to find material.

Care of Books: Please help your children select a safe, dry place to keep their library books at home away from areas of food, drinks, pets, and toddlers. Transporting the books in a plastic bag in the student's backpack helps to protect material from spills from lunches and water bottles. Please note that in the winter, wet mittens or gloves that are touching books in a backpack can cause water damage to the books. Book marks are recommended for students to save their spot when reading. Dog-earing or leaving the book open face down damages the pages and spine of the book.

Damaged Books: Sometimes accidents happen. If a book is damaged, please return it to the librarian. If the book can be reasonably repaired, no charge will occur. If a damaged book cannot be repaired, the student will need to pay for a replacement book or provide the library with a replacement duplicate title.

Lost Books: Any book overdue longer than one month will be considered lost. Lost books need to be paid for or replaced with a duplicate title before the student may borrow items from the library.

Refunds will be issued to books that have been paid for and are returned in good condition, if they are returned within a year of the payment date.

Library hours are 8:30 – 3:30, Monday to Friday, following the school calendar.

Parent Resources

The library has a number of parent resource books available for parents to check out. Parents may check out books from the library on their student's name for a 3-week loan period. Check out topics such as effective parenting, discipline, education, or parenting children with special needs.



Important Dates

- | | |
|------------------|-----------------------------|
| • Sep 30 - Oct 3 | Fall Scholastic Book Fair |
| • March 16– 19 | Spring Scholastic Book Fair |
| • June 6 | Library books due |

33. School Health Policies

Students who become ill or feel ill during the school day will be allowed to go to the sick room for a short period of time. If after a few minutes they still feel ill, we will call to arrange for them to go home.

Administration of Prescribed Medication to Students:

Parent/Guardian permission forms must be filled out for **all** medication sent to school with students. These forms are available at the office. We do not have medications (such as Tylenol, eye drops, antibiotic ointments, Imodium, etc.) at the school for student use.

Lice:

Occurrences of head lice inevitably occur in schools. The nature of elementary education requires students to work in small and large groups sharing materials and workspaces. Usually the school is informed if an individual has head lice. At that time a letter and information sheet is sent home to other students in the community of learners (all classes working together) of the infested student. This reminds parents/guardians to check their child. Any infested child is sent home and may return after treatment with recommended shampoo and all nits have been removed. Students with more than one occurrence during a year will only return to class after inspection to assure all nits have been removed.

Pinkeye:

Students suspected of having pinkeye (conjunctivitis) are sent home until treated.

Insect Repellent:

An increase in mosquito population raises questions regarding student use of insect repellent. Though mosquito activity is normally outside school hours (early morning or evening), SWES policy is as follows:

- If a guardian sends repellent, the preferred form is as a cream or lotion.
- Sprays are not to be used in the school. (Many aerosols are irritating to those with asthma or respiratory concerns.)
- Repellents are only to be used by their owners. If the odor is irritating to others, students will be asked to wash up for class.

Allergies and Sensitivities:

- ***Ecole Steffie Woima Elementary School is a peanut/nut free environment.***
 - ***No pets in the school*** - due to student sensitivities to pet allergies, we ask that no pets be brought into the building unless you have made prior arrangements with your child's homeroom teacher for show and tell. Pets should never be left unattended nor allowed to wander on or off a leash.
 - ***Strong perfumes, colognes, and scents should not be brought to school.*** Many of our students have sensitivities, asthma, or other respiratory concerns.
-

34. Things to Know about French Immersion

Children learn a new language through a variety of enjoyable, experimental activities and play situations. Your child may feel insecure at first and that is understandable. It will take time for him/her to trust their ability to understand and speak French. If your child thinks that it is too difficult, reassure them that their friends are in the same situation; they are not alone. Give your support all year long. They need your praise and encouragement.

Golden Rules:

Read in English to your child often. Let them see you enjoying reading. Ask questions about the story, the characters. Seek their opinions about the story. Your child will become interested in reading and that interest will be transferred to the French language.

If your child is eager to speak French at home, encourage them. Never force your child to do so. Remember your child did not learn English overnight. It will take some time to learn the French language as well. Your child's personality is a big factor in determining when they are ready to risk speaking in their new language.

Expose your child to French. Encourage your child to watch French television, a French DVD, or listen to a French CD even for a few minutes every day. Take advantage of any situation that increases your child's exposure to French both inside and out of school.

Be supportive at all times! Show excitement and enthusiasm about second language learning. Your child's success in the program is affected by your attitude towards it.

Miss as few days as possible (Try not to have holidays impact attendance.). Each day your child misses is 5 hours of French language instruction which may never be caught up.

Key concepts in math, science, and social are the same in both languages. You are still one of your child's teachers. Review and practice math facts, discuss science principles, and social studies ideas whenever possible. Those long car rides are ideal learning times.

French learning CD's will be coming home. Have a CD player available and a quiet spot available to practice language skills at regular times.

Call or e-mail your child's teacher for more ideas or to have your questions answered.

Thank you for giving them the gift of a second language. Two websites you may wish to visit for additional information are <http://www.acfareddeer.com/> and <http://cpf.ca/>.

35. École Steffie Woima Elementary School Policy—Collection of Fees

Money collection from parents to cover the cost of student fieldtrips, activities, and special events is always slightly more than the real cost (usually rounded to the nearest dollar). This practice makes collecting and counting of funds easier and ensures scholarship funds are available to those who cannot afford the activity. Funds left over after such activities are pooled and used to enhance student learning experiences. Funds support or pay for guest speakers, performances, prizes, playground supplies, or offset the cost of other school wide events such as author visits, plays, or Super Kid prizes.

36. CESD Email policy

In CESD, there is an 8:00 am—6:00 pm email policy. It is expected that staff will only do email during these times (ne evenings, no weekends) Because teachers are teaching all day they often do not have time to address or respond to emails. Staff will always aim to respond within 24 hours (excluding weekends). Please call the school rather than email for time sensitive matters.