

École Steffie Woima Student Handbook 2024-25

At Steffie Woima ...
“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



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Our School



We are a dual track (English & French) pre-kindergarten to grade six school.

Important things to know about our school:

- We believe that:
 - Everyone has a **right** to a **safe and caring school** and the **responsibility to behave** in a **safe and caring manner**.
 - **Kindness matters!**
 - Being successful at reading, writing, and mathematics changes lives!
 - **Hard work** and **effort** leads to success.
 - Students play a very important role in their learning. They are responsible for doing their best.
 - It is important to have a **growth mindset**. We are all always growing and learning.
 - **Everyone makes mistakes**. We **learn** from them, **fix** them, and **do our best** the next time.
 - We're better when we work together as a **team**.

School Schedule

Grade K-2

Arrival

- 8:25-8:40 am

Period 1 begins

- 8:40 am

Morning recess

- 9:55 am-10:10 am

Lunch recess

- 11:45 am - 12:00 pm

Lunch time

- 12:00 pm-12:15 pm

Afternoon recess

- 1:45 pm

Dismissal

- 3:05 pm

Grade 3 - 6

Arrival

- 8:25-8:40 am

Period 1 begins

- 8:40 am

Morning recess

- 10:15 am -10:30 am

Lunch time

- 12:00 pm - 12:15 pm

Lunch recess

- 12:15 pm -12:30 pm

Afternoon recess

- 2:05 pm

Dismissal

- 3:05 pm



SCHOOL BELL

School Expected Behaviours



School Expectations:

1. Keep your hands, feet, and other objects to yourself. This shows safe and caring behaviour.
2. Listen and follow directions the 1st time. My classmates have a right to learn and my teacher has a job to do. I have a responsibility for my own learning and my classmates.
3. Walk in the hallways. This keeps the hallways safe.
4. Wear inside shoes inside and wear outside shoes outside. This shows respect for our school property
5. Use kind, clean and courteous language (in person and via social media). This shows respect and kindness to others.

We all have a responsibility to work together to make our school a safe and caring place where everyone feels like they belong!

School Expected Behaviours

Lunch Time Expectations:

- Students bring their lunches to school unless they have a note from their parent(s). Lunch at school should be a positive experience for all students.
- During lunch, it is expected that you:
 - Follow the directions of the supervising adult and lunchroom monitors
 - Keep your hands, feet, and other objects to yourself
 - Stay in your desk
 - Use an inside voice
 - Clean up after yourself and put garbage in the garbage can and clean your space



What happens if I am having a difficult time following expected behaviours?

Communities, schools, and classrooms all have rules and expected behaviours. Our school believes in explicitly teaching kids what is expected of them so that they know what that looks and sounds like.

Adults will notice when you are following the expectations and they will let you know that you are doing a great job. Students are often given “Super Kid” tickets to recognize their ‘good’ choices.

When you are not following the school expectations, we will work with you to learn any skills and strategies to help you manage a variety of situations. We will also work with you to solve problems and issues that need to be solved. We believe that teaching and learning is important so you know what to do when conflict happens. We want to give you time and space to think about your choices, how to fix them, and how to make better choices next time.

It is important to think about:

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

As needed, we will communicate with your parents. In serious events, kids sometimes need to spend some time at the office to take a break from the classroom and make a plan on how to move forward.

Attendance

Regular attendance at school helps you to be successful with your learning. When you miss days of school, you miss out on the learning, fun activities, and spending time with your friends.

There are lots of reasons why kids sometimes have a hard time coming to school.

Sometimes kids:

- need help to gain confidence and build coping skills because they are shy, worried or anxious.
- find school work difficult or struggle with their schoolwork and can get frustrated.
- have health issues.
- are having friendship issues.

They might feel like it is easier to avoid going to school. Unfortunately, this only adds problems and makes kids feel even more stressed out.

If you are having a hard time coming to school, let an adult you trust know. We can make a plan with you and your parents that will help you feel better about coming to school.



Appropriate Clothing

It is expected that you wear school appropriate clothing.

- T-shirts with inappropriate language or graphics offensive to others will not be allowed. You will be asked to change your clothing.
- Please keep beach wear or short shorts at the beach and not at school.

The office will be the final judge of the appropriateness of dress.

You also need to come dressed for the weather. We have recesses, gym class, and sometimes unexpected situations outside. In the winter, wear a coat, mittens, and a hat. Skin freezes quickly.



In the spring, it can be wet and muddy. It is a good idea to have extra clothes in your backpack. You can bring umbrellas to school but they need to be used to stay dry and in a safe manner.

Homework & Studying

It is important to do the homework that your teacher assigns. Keeping up with any missed assignments and handing them in helps to show your teacher what you know.

Often in elementary school, homework is extra practice. If you do not have homework it is always a good idea to do some reading or studying.

10 Study Skills for Successful Students:

- Participate in class discussions and activities
- Ask questions
- Stay organized
- Take good notes
- Keep track of important dates
- Create a study routine
- Prioritize homework
- Do your homework
- Have all your study materials
- Find a quiet place



Asking for Help

If you are unsure or need help, we have lots of adults that you can come to.

Hats at School

There are no hats in the classroom.

- Students can wear their hats from the outdoors to their classroom but are expected to remove once they enter the classroom.
- No hats in the classroom unless it is a school-wide special day or a medical need (office approval is needed).



Personal Possessions

You are responsible for your own things. We would strongly suggest that you do not bring valuables to school (favorite toys, rings, jewelry, cell phones, etc) as they might get lost.

Personal Mobile Devices & Social Media

(Any personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet, laptop, or smartwatch)

As decided by Alberta Education, you may not use or have any personal mobile device out during learning time, lunch or recesses. If you bring any devices into the school you must keep your devices off and in your backpack



You may not access social media (i.e, Facebook, Instagram, Snapchat, etc.) on our school wifi or on school devices. School devices may only be used as learning tools.

If your parent(s) need to contact you or you need to contact them during the school day, you need to use the

Technology

Technology allows us to do lots of fun things at school and home. We all have a responsibility to be good digital citizens.



What is Digital Citizenship?

- When I am at school I may use my devices for educational purposes only.
- I keep my device safe and secure at all times. I do not share my email address or passwords.
- I listen to my gut! I make sure that I am safe and appropriate when I am online and if others are not I excuse myself or let an adult know.
- I listen to my heart!
 - I respect myself and others when I am online. I use kind words rather than engaging in unkindness and rumours.
 - I remember that my digital footprint should not harm others.
 - I will stand up and say no to cyberbullying. I will tell an adult if someone is being unkind or harmful.
- I listen to my head!
 - I do not share any personal information.
- I will only visit appropriate website that promotes learning and are for educational purposes.
- I follow Copyright Laws, and will remember to cite the sources I use for all my projects.

Arriving to School

Walking



- Walk on the sidewalks.
- Cross the street only at crosswalks.
- Look both ways.
- Make sure any oncoming cars are stopped before crossing. Make sure the driver sees you.
- Walk quickly across the street.
- When crossing 50th Street, use the cross lights at 45th Ave., push the button, wait for the lights, and follow the walking rules.

Be Street Smart!



Ways you can stay safe when walking to and from school:

- Whenever you can, walk with a neighbour, friend, or classmate.
- If someone is making you feel uncomfortable (i.e., by following you or getting too close), run home or to the nearest safe place.
- Adults rarely ask children to help them find things or to give them information. Do not stop and talk to strangers.
- Never take things from a stranger without parental permission.
- Never take rides with strangers.

Arriving to School

Bikes, scooters, skateboards, Inline skates, and Heelys

Lots of kids ride bikes, scooters, skateboards or inline skate to school. It is important that you remember to follow the rules of the road.

When coming to school, make sure to take your bike or scooter to the bike racks and lock them securely. Bikes or scooters are not to be removed from the rack until it's time to go home.

Skateboards, and inline skates are not to be used on school grounds and must be carried to your classroom for storage.



When riding, make sure you:

- Wear a helmet.
- Only ride one person on a bike.
- Stop at “Stop” signs.
- Stay on the correct side of the road (the same as traffic).
- Use signal turns and slow down.
- Ride single file.
- Remember bikes are to be ridden on the street.
- Remember drivers might not always see you.

Students leaving school grounds

Just don't!!! Not before school or during school!

Please remember that the school and your parents need to know where you are at for safety reasons. The school is responsible for you from the time you leave your house until you return home after school.



This also means that if there is any conflict during that time, even if it is off school grounds, the school will help support you in dealing with it.

Breakfast, lunch & snack program

There is always food available in our school either in your classroom or at the office. Please let your teacher know if you need something to eat!



Grade 5&6 Leadership Opportunities

What Qualities Do Good Leaders Have?

- Good leaders are:
 - **Goal oriented**- they know what they want to work on/ towards and make a plan to achieve it
 - **Honest**- they are committed to do what they have agreed to do
 - **Hard-working**- they persevere through tough things, they show passion for what they are working on
 - **Willing to serve others**- they go out of their way to help other, show kindness
 - **Good listeners**- they care about and listen to the thoughts and concerns of others in their group, they listen to feedback and are willing to compromise
 - **Good communicators**- they share their ideas, in respectful ways, with the rest of the group
 - **Good choice-makers**- they are committed to do the right thing (even when the adults are not watching)
 - **Encouraging**- they recognize that everyone has strengths and weakness. They cheer others on.
 - **Positive**- they look at what is in their circle of control and encourage others
 - **Responsible**- they take ownership for their part, learn from it, do what's needed to correct what went wrong, and keep moving forward



Leadership Opportunities At Steffie Woima

- Canteen, Kindness Committee, Lunchroom Monitors, Assembly crew

Bullying

Conflict vs Bullying

Conflicts are something we cannot avoid. A conflict is an argument, fight, or disagreement between peers who typically have equal power in their relationships. We need to learn how to work through conflicts so that we can have healthy relationships.

Bullying, however, is a **repeated** pattern of unwelcome or aggressive behavior that is **targeted** (on purpose), often involving an **imbalance of power**, with the intent to harm or humiliate someone.

It can be physical, verbal, or psychological. It can be in person or online. We are committed to helping kids resolve conflicts and stop bullying.

We can support you by:

- Making it safe to let an adult know what is happening
- Giving you words to use
- Explicitly teaching you...
 - How to treat each other,
 - How to resolve conflicts in a healthy ways
- Helping you mediating conflicts with others
- Involving parents, guardians, and outside agencies, and if necessary, initiating consequences or punishment as appropriate.
 - *It is important to know that Sylvan Lake has a bullying bylaw