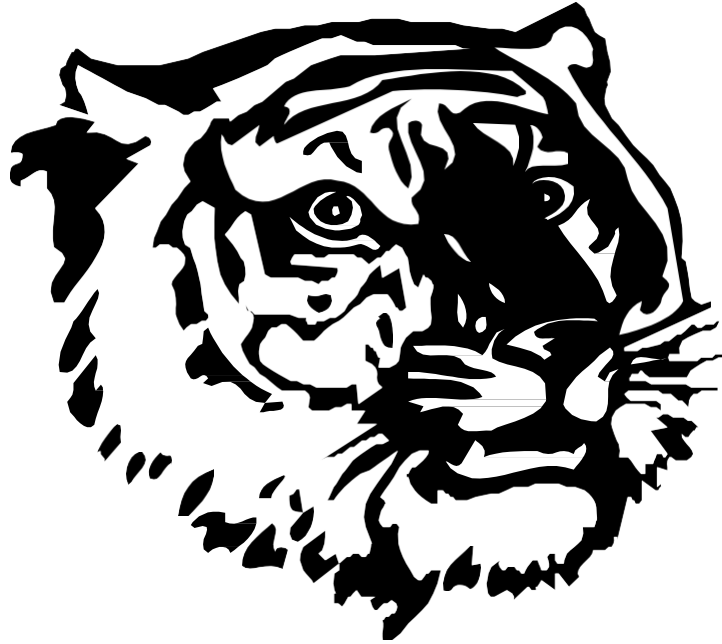


**STEVENSON-BRITANNIA  
SCHOOL**



**2016-2017  
FAMILY  
HANDBOOK**

**Stevenson School**

***Mission Statement***

**LEARNING**  
**WORKING**  
**TOGETHER**  
**SUCCESS**  
**IN OUR CHANGING**  
**WORLD**

# Welcome to Stevenson School

Welcome to Stevenson School. We hope that the upcoming year will be a successful and rewarding experience for both you and your child.

Stevenson School is built on a reputation of cooperation, hard work and perseverance. The staff, students and community have all contributed to this reputation. It is one in which we strive to continue and improve.

We expect that all students who attend Stevenson School will work hard at their learning, participate fully in school activities, and display appropriate behaviour at all times. Attitude and effort are very important traits that we encourage in our students. We ask that you also emphasize these to your child.

We consider the parents of our students to be partners in the learning process. You are your child's first teacher. We believe in good communication between home and school in order to serve your child the best we can. Together we will direct our children toward good decision-making and life-long learning skills. We always welcome the involvement and suggestions of parents.

The purpose of this handbook is to briefly explain the philosophy, policies and practices of our school. It is our hope that the 2016 – 2017 school year will provide a variety of challenging educational opportunities for all students. Please retain this handbook for future reference.

If further information is required, please call our school at 204-832-1359.

Please fill in the form at the end of this booklet if you have ideas or suggestions about items that should be added to future handbooks.

Best wishes for a successful year!

J. Couch  
Principal

S. Amaral  
Vice-Principal

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# **STEVENSON-BRITANNIA SCHOOL**

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Stevenson-Britannia is a community-oriented school, housing approximately 250 kindergarten to grade 5 students. It is located in the St. James-Assiniboia School Division and basically serves the community bounded by Portage Avenue on the south, Ferry Road on the west, St. Matthews Avenue on the north and St. James Street on the east.

The school address is: 1777 Silver Avenue  
Winnipeg, Manitoba R3J 1B1

Phone: (204) 832-1359

Fax: (204) 832-1350

Web address: [www.stevenson.sjsd.net](http://www.stevenson.sjsd.net)

School e-mail address: [stevenson@sjsd.net](mailto:stevenson@sjsd.net)

Blog Site: <http://stevensonelem.blogspot.ca>

Twitter/Instagram Handle: @StevensonElem

Our school colours are blue and white.

Our motto: "Being the best we can be!"

## **HISTORY OF STEVENSON-BRITANNIA SCHOOL**

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The original Britannia School was built in 1912. The north annex was added in the early 1950's while the south portion was added later. Due to fire, the original building was destroyed in 1980.

Stevenson School was built in 1970 to accommodate the junior high students. The school was named in honour of Captain Stevenson, a pioneer in aviation and a distinguished pilot in World War I. The school remained solely junior high until declining enrolment caused it to no longer be a viable unit. Thus, the older students were moved to George Waters Middle School, which shares facilities with St. James Collegiate, and the elementary students were moved into the Stevenson building. In September of 1990 the school welcomed students from the English track of Assiniboine School. In 1995, Stevenson celebrated its 25th Anniversary with a big celebration of former staff and students. During the summer of 2001, the school underwent extensive renovations in preparation for opening in September of 2001 as the most eastern elementary special needs integration site in the St. James-Assiniboia School Division.

# STEVENSON-BRITANNIA SCHOOL STAFF MEMBERS

## 2016-2017

Grade	Room	Teacher
Principal		Ms. J. Couch
Vice-Principal		Ms. S. Amaral
K	7	Mrs. C. Grant
K	8	Miss N. Griffiths
1	14	Mrs. M. Hamm
1	16	Mrs. J. Hardy
1/2	9	Mrs. C. Lowe
2/3	11	Miss A. Long
2/3	12	Mrs. N. Buchanan
2/3	17	Miss A. Engstrom
2/3	18	Mrs. S. Hauta
4/5	3	Miss L. Griffith (term for Mrs. T. Beazley)
4/5	4	Mr.S. Trembath
4/5	5	Mrs. K. Kaczmarz
Reading Recovery		Ms. S. Heerah
French Grades 4-5/Gym	2	Mrs. A. Havixbeck
French Grades 1-3	2	Mr. T. Charette
Guidance Counsellor	19	Mrs. T. Smith
Music	9	Ms. J. Rempel
Physical Education	Gym	Mr. C. McKinnon
Resource		Ms. S. Heerah/Mrs. T. Smith/Ms. S. Amaral
Library Tech.		Ms. C. Janzen (term for Mrs. T. Wood)
Educational Assistant		Mrs. H. Andranistakis
Educational Assistant		Ms. M. Bobrowski
Educational Assistant		Mr. J. Doty
Educational Assistant		Mrs. C. Ellis (term for Mrs. L. Johannson)
Educational Assistant		Mrs. W. Hagidiakow
Educational Assistant		Mr. T. Hollins (term for Mrs. A. Mackling)
Educational Assistant		Mrs. B. Mitchell
Educational Assistant		Ms. S. Remple
Educational Assistant		Mrs. C. Scott
Educational Assistant		Ms. T. Soens
Educational Assistant		Mrs. N. Zakaluzny
Speech Pathologist	10	Mrs. C. Mitchell
Ed Assistant/Crossing Guard		Ms. M. Janz
Crossing Guard		Mrs. N. Custodio
Computer Technician		Mr. X. Zhou
Secretary		Mrs. J. Angell
Secretary Assistant		Mrs. B. Davies
Caretaker		Mr. G. Johnston
Cleaners		Mr. G. Loadman/Mr. L. Lywak

# IMPORTANT DATES 2016 – 2017

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September 6	Inservice – No School
September 7/8	School Opening Parent/Student/Teacher Conferences
September 9	First Full Day of School
September 20	Early Dismissal for Staff Meeting – 3:10 p.m. (students dismissed ½ hour early on the 1 <sup>st</sup> and 3 <sup>rd</sup> Tuesday of each month)
September 20	Family Math Night – 6:00 – 7:00
September 27	Parent Council AGM – Library - 6:00 p.m.
October 4	Early Dismissal for Staff Meeting - 3:10 p.m.
October 10	Thanksgiving – No School
October 18	Early Dismissal for Staff Meeting – 3:10 p.m.
October 21	Inservice – No School
October 24	School Pictures 9:00 a.m.
October 25	Parent Council Meeting – Library - 6:00 p.m.
November 1	Early Dismissal for Staff Meeting - 3:10 p.m.
November 10	Inservice – No School
November 11	Remembrance Day – No School
November 15	Picture Re-takes 9:00 a.m.
November 15	Early Dismissal for Staff Meeting - 3:10 p.m.
November 23	Report Cards Issued
November 24	Parent/Student/Teacher Conferences (evening)
November 25	Parent/Student/Teacher Conferences a.m. (Inservice p.m. – No School)
November 29	Parent Council Meeting – Library – 6:00 p.m.
December 1	Winter Concert – 6-6:30 p.m. Grades K-3 – 7-7:30 p.m. Grades 4-5
December 6	Early Dismissal for Staff Meeting – 3:10 p.m.
December 20	Early Dismissal for Staff Meeting – 3:10 p.m.
Dec. 23-Jan. 6	Winter Break -No School
January 9/17	School Re-Opens
January 10	Early Dismissal for Staff Meeting - 3:10 p.m.
January 24	Early Dismissal for Staff Meeting – 3:10 p.m.
January 24	Kindergarten Information Evening - Library –7:00 p.m.
January 31	Parent Council Meeting – Library – 6:00 p.m.
February 3	Inservice – No School
February 7	Early Dismissal for Staff Meeting - 3:10 p.m.
Feb. 6-10	*****Teacher Appreciation Week *****
February 20	Louis Riel Day – No School
February 21	Early Dismissal for Staff Meeting – 3:10 p.m.
February 24	Inservice – No School
February 28	Parent Council Meeting – Library – 6:00 p.m.
March 7	Early Dismissal for Staff Meeting - 3:10 p.m.
March 8	Report Cards Issued
March 16	Parent/Student/Teacher Conferences (evening)
March 17	Parent/Student/Teacher Conferences a.m. (Inservice p.m. - No School)
March 21	Early Dismissal for Staff Meeting - 3:10 p.m.
March 27-31	Spring Break - No School

April 3	School Re-Opens
April 4	Early Dismissal for Staff Meeting - 3:10 p.m.
April 14	Good Friday – No School
April 18	Early Dismissal for Staff Meeting - 3:10 p.m.
April 21	Inservice – No School
April 25	Parent Council Meeting – Library – 6:00 p.m.
May 2	Early Dismissal for Staff Meeting - 3:10 p.m.
May 16	Early Dismissal for Staff Meeting – 3:10 p.m.
May 17	Celebration of the Arts – 5:00 – 6:30 p.m.
May 22	Victoria Day – No School
May 30	Parent Council Meeting – Library – 6:00 p.m.
June 6	Early Dismissal for Staff Meeting - 3:10 p.m.
June 7	Welcome to Kindergarten Evening 6-8:00 P.M.
June 16	Inservice - No School
June 29	Celebration of Learning, - 10:00 am
June 29	Last Day of Classes, Report Cards Issued
June 30	Administration Day - No School

## **AIMS AND OBJECTIVES OF OUR SCHOOL**

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*Our goal is to provide a place in which each student can develop intellectually, physically, emotionally and socially to the fullest of his/her potential.*

*To achieve this goal, we work to:*

1. Help students develop a love of learning.
2. Meet the needs of all students.
3. Encourage respect for themselves, others, and the environment.
4. Teach students to be responsible for their own actions and learning
5. Strengthen positive home/school relationships.
6. Become caring citizens within the global community.

## **BELIEFS ABOUT LEARNING**

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- We all learn at different speeds and in different ways.
- Everyone can learn.
- Teachers and families have a large impact on learning.
- Learning activities need to be interesting and engaging.
- Environment at school and at home affects learning.
- Self-assessment impacts learning.
- Expectations need to be clearly outlined for teachers, students and parents.

## **BELIEFS ABOUT ASSESSMENT**

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- Be done in a variety of ways
- Be ongoing
- Inform your teaching
- Be used to make decisions in regards to individual learning progress
- Be fair
- Involve everyone; students, teachers, parents



## **SCHOOL GOALS FOR THE 2016-2017 SCHOOL YEAR**

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Each year we encounter changing needs, updated material and new challenges as we reassess our school and programs. In order to meet these challenges, and compliment the St. James-Assiniboia Division thrusts, the following goals have been established for the 2016-2017 school year:

By June 2017, 100% of our students will achieve their literacy goals.

By June 2017, 100% of our students will demonstrate growth in their mathematical problem solving abilities.

By June 2017, 100% of all stage 1-3 EAL students will demonstrate progress in the acquisition of general English language proficiency.

### **School Priorities:**

1. Curriculum – To provide the supports and utilize the resources necessary for effective teaching and learning.
2. Culture – To continue to develop a positive and supportive school environment for students, families and staff.
3. Community – To continue to find ways to increase communication between the school, families and the local community.

## **GENERAL INFORMATION AND PROCEDURES**

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The following information will hopefully provide students and parents with sufficient knowledge to enable students to fit into our daily routines as quickly as possible. For further information, please call the school at 204-832-1359.

### **ENTRY, CLASS AND DISMISSAL TIMES**

<b>Morning</b>	<b>Afternoon</b>
8:35-8:40-Teachers on outside duty	12:40-12:45-Teachers on outside duty
8:40 - Student Entry	12:45 - Student entry
8:48 - Opening Exercises	
8:52-9:33 - Period 1	12:52-1:33 - Period 5
9:33-10:10 - Period 2	1:33-2:10 - Period 6
10:10-10:25 - Morning Recess	2:10-2:25 - Afternoon Recess
10:25-11:02 - Period 3	2:25-3:02 - Period 7
11:02-11:40 - Period 4	3:02-3:40 - Period 8
11:40 - Morning Dismissal	3:40 - Afternoon Dismissal
11:40-12:40 - Lunch Break (Lunch Supervisors on duty)	

## **ATTENDANCE (Call Back Program)**

A call back service is provided to ensure that students arrive safely at school. Parents are asked to inform the school between 8:00 - 8:35 a.m. or 12:40 - 12:50 p.m. whenever your child will be absent. If the child is absent and the school has not been informed, you will be contacted by the school secretary. A note is required, or the parent must sign the child out in the office, for a student to leave the school early for medical or other reasons. Please indicate the date, time and purpose for leaving. Students who arrive late, after the 8:48 a.m. or 12:52 p.m. bell, must report to the office to obtain a "late slip".

## **BUS TRANSPORTATION**

According to Division policy, students who live 1.0 kilometre or more from our school in our catchment area are eligible for bussing. Those students not eligible for bussing may apply for paid transportation, providing the pickup can be arranged within existing bus routes. Application forms are available in the school office. Parents of bussed students are informed of bus regulations, schedule and expected student behaviour. A bus ridership program is conducted annually and students who ride the bus are expected to follow behaviour expectations. If a child does not demonstrate appropriate behaviour while riding the bus, the bus driver will issue a behaviour report and the school principal or vice-principal will discuss the situation with the student and the parent. Bus transportation should be viewed as a privilege, which will be withdrawn should the child's behaviour interfere with the safe operation of the bus. Withdrawal of the privilege of transportation (suspension) will be the direct consequence of poor behaviour on the bus. Bus transportation will be cancelled on days when a wind chill of  $-45^{\circ}$  or greater dictates cancellation of school buses within the division or there are hazardous road conditions that may put students at risk. Families should listen to the radio for bus cancellations during such weather.

## **BICYCLES, SKATEBOARDS, ETC.**

Students are permitted to bring their bikes, skateboards, scooters, and rollerblades to school. Students must wear a helmet when participating in any of the aforementioned activities. Bicycles are to be parked on the playground at the back of the school in the bike racks upon arrival to school. The school will not assume responsibility for damage or loss of bicycles. We encourage students to lock up their bikes at all times. Skateboards, rollerblades and scooters should be placed in the student's line-up on the playground upon arrival. They should be stored in the student's locker for the day as they are not permitted on the playground during school hours.

## **ADVERSE WEATHER CONDITIONS**

Students should arrive at the school at 8:40 a.m. and 12:45 p.m. This is particularly important during inclement weather conditions, as there is NOT playground supervision when the lunch students are supervised inside the school. **Please do not send your children to school before 8:35 a.m. or 12:40 p.m., as there is not staff supervision on the playground prior to these times.**

## **VISITOR SIGN-IN**

For safety and security reasons, it is necessary that we monitor all persons entering the school, therefore all doors, except the front entrance, are locked while classes are in session. If you are in the building to pick up a student or drop something off, please report to the office to announce your presence and **sign in**. If you have reason to be concerned about someone attempting to see your child who does not have permission, please notify the office immediately. Parents who have custody and/or restraining orders should also ensure that copies of these are brought to the office to be included in the student's file.

## **STUDENT SIGN-OUT**

If a student is required to leave school early, for an appointment or due to illness, please come to the office to sign your child out. We will then call your child to the office to be dismissed.

## **FIRE DRILLS / EMERGENCY EVACUATION / EMERGENCY LOCK-DOWN**

Fire drills and lockdown drills are mandatory. Ten fire drills and two lockdown drills are held each year. In the event of an emergency, students will seek shelter at the Discovery Children's Centre located across Silver Avenue on Hampton Street or at the Bord-Aire Community Centre located across our back field at 471 Hampton St.

## **CODE OF CONDUCT**

In alignment with the Manitoba Education Provincial Code of Conduct and the St. James-Assiniboia School Division's Student Conduct policy (JK), *Stevenson-Britannia* School's goal is to provide a safe, secure and caring learning environment, which fosters students' personal growth, self-respect, and a sense of belonging and prepares them to be responsible citizens.

*Stevenson-Britannia* School recognizes that disciplinary measures may be necessary when other approaches to challenging behaviour have not been successful. In these situations interventions and disciplinary consequences may have to be implemented. Interventions and consequences are consistent with the *Provincial Code of Conduct* and take into consideration the frequency, severity of the unacceptable behaviour and the student's age and stage of development. Reasonable accommodations for students who have exceptional learning needs are considered. These accommodations take into account the student's ability to comply and the amount of support required.

[\*Provincial Regulation: Appropriate Disciplinary Consequences in Schools\*](#) states that the principal has disciplinary authority:

- over the conduct of students while they are at school
- over students in terms of their conduct towards one another on their way to and from school, and while being transported via school bus
- to ensure appropriate use of social media and to address unacceptable student conduct including bullying, cyber bullying and abuse of a student by another
- to determine which consequence is appropriate in a given situation.

Principals will administer such discipline as might be exercised by a kind, firm and judicious parent. Discipline is administered with dignity and professional judgment in order to promote and maintain student self-respect, self-discipline and holds students accountable for unacceptable behaviour. Working to develop a safe and positive school climate is a shared responsibility that involves cooperation between the school and parents. *Stevenson-Britannia* School will notify parents/guardians of situations involving their child in disciplinary situations. Parents are encouraged to contact the school any time they have a concern regarding a disciplinary matter.

Students/parents/guardians may choose to follow the appeal process. This involves an appeal to the staff member who made the disciplinary decision, then to the school principal if not resolved, then to the superintendent of schools if not resolved, and finally to the Board of Trustees. In cases of suspensions in excess of five days and expulsions, the appeal goes directly to the Board of Trustees.

All people on school property and/or engaged in school business must behave in a respectful manner and comply with the code of conduct.

Unacceptable behaviours include, but are not limited to the following:

- Bullying/cyber-bullying
- Social, physical, sexual, psychological, verbal or written abuse or aggression
- Harassment/discrimination
- Under the influence of drugs or alcohol
- Threats to self and others
- Gang involvement
- Possession of a weapon
- Possession or being under the influence of an illicit drug
- Inappropriate use of the internet and electronic devices/communication

At *Stevenson-Britannia* School, our belief fits with that of Restitution theory. We believe that mistakes are opportunities to learn and our goal is to assist children to become the people they want to be. Restitution is a growth process for everyone involved, adults as well as children. We create the conditions for children to lift themselves out of failure and to leave behind blame and denial. A successful outcome allows a child to return to the group feeling strengthened.

Interventions and consequences may be applied as appropriate to the context, but they need not be applied in the order they appear in this document.

- Informal Discussion
- Parental Involvement
- School Counsellor/Resource Teacher
- Formal Interview
- Withdrawal from Classroom Setting
- Removal of Privileges
- Detention
- Compensation for Damages
- Behavioural/Performance Contract
- Student Services Involvement
- Outside Agency/Community Involvement
- Violence/Risk/Threat Assessment
- Police Notification
- Student Suspension
- Student Expulsion

The content of this Code of Conduct is reflective of the following sources:

- St. James-Assiniboia School Division [Policy JK](#)
- [Manitoba Education: Safe and Caring Schools Provincial Code of Conduct – Appropriate Interventions and Disciplinary Consequences](#)

## DRESS CODE

Students are encouraged to dress neatly and appropriately. Proper footwear is a must at all times - students are not allowed to walk around in stocking or bare feet. Children should have a pair of runners which they can leave at school. We request that all removable clothing be clearly labelled with the student's name.

During hot, muggy weather, shorts will be permitted but they should be of respectable length (no short shorts) and tops should be in good taste (no halter tops, spaghetti straps or bare midriffs). Garments with inappropriate slogans are not permitted.

All students need proper running shoes for Phys. Ed. classes. Students in grades 4 and 5 are required to change into gym clothes for all Phys. Ed. classes. The Phys. Ed. teacher has extra gym clothes on hand that students will have to use if they forget their own gym clothes. Please plan to wash gym clothes in between days that your child does not have Phys. Ed. class, or ensure they have more than one set of gym clothes.

## PUPIL FILES

Pupil files are established for each student enrolled in school. Board Policy 13018 states the following:

The Public Schools Act requires every School Board to establish a pupil file for each pupil enrolled in a Manitoba School. The pupil file is an ongoing official record of a pupil's educational progress from Kindergarten-Senior 4. A pupil file includes the entire collection or repository of information/documentation compiled or obtained by the staff of a school relating to the education of the pupil which is stored in written, photographic, electronic, or any other form, and is held in the school, school board office, or other office under the jurisdiction of the school board. Each parent (custodial or non-custodial), legal guardian, or age of majority pupil has the right to information contained in school or divisional files unless there is a court order forbidding the right to access. **When the pupil reaches the age of majority, consent of the student is required to allow parents to access the pupil file.** Where parents are separated or divorced, both parents have the right to receive information or reports on their child, unless the court orders otherwise. (Divorce Act, Section 16(5), The Family Maintenance Act, Section 39 (4)).

## STUDENT ASSESSMENT AND EVALUATION

Student work is assessed on a continuous basis. Teachers use a variety of techniques:

- |  |                                    |
|--|------------------------------------|
| -daily work and assignments            | -special projects/digital learning |
| -attitude and participation in class   | -student portfolios                |
| -notebooks                             | -cooperative group skills          |
| -unit and cumulative tests and quizzes | -teacher observations              |
| -teacher and student conversations     | -student self-assessment           |

Teachers maintain ongoing, detailed records of each student's learning, which is used to report progress and make comments.

Provincial assessments will be administered to grade 3 students in September/October. In addition to the three reporting periods, November, March and June, any parent or staff member may request that a progress report be initiated for a student at any time. These are completed by staff and then forwarded to parents.

## **PARENT/STUDENT/TEACHER CONFERENCES (TRIAD CONFERENCES)**

Parent/Student/Teacher Conferences are held after the November and March reporting periods. In addition, parents are encouraged to confer with teachers at any time during the year as the need arises. The dates for interviews this year are:

**Thursday, November 24/16 (4:30-7:00 p.m.) and Friday, November 25/16 (9:00-11:30 a.m.)**  
**Thursday, March 16/17 (4:30 p.m.-7:00 p.m.) and Friday, March 17/17 (9:00 am-11:30 p.m.)**

## **RECESS**

It is important that children have a break midway through the morning (10:10 - 10:25) and afternoon classes (2:10 - 2:25). These breaks will generally take place on the playground. Staff members are assigned to supervise the students during recess breaks. **Please do not request that your child remain indoors for recess unless it is on the advice of your medical doctor.** Any child at school is expected to be outside for recess. There is no supervision available for individual students to stay inside. On rainy days or on extremely cold days (wind chill factor is at or over -28 degrees) the recesses are held indoors.

Students are expected to play safely and respectfully with others at recess. Students who do not follow safe play rules at recess will be directed to take part in an alternative recess plan.

## **LOST AND FOUND ARTICLES**

We encourage students to label all personal belongings. When seeking misplaced articles, you are encouraged to visit our Lost and Found "Bay" located under the south stairway in the front hallway. All items that are not claimed are donated to a charity.

## **INTERNET USE**

In order to use the Internet and its related resources from school, students and their parents/guardians are required to sign the "Acceptable Use Agreement and Parent Permission Form". Students will access the Internet under the direction and supervision of their teachers and will be expected to utilize the resources found on-line in a cooperative, efficient, and non-abusive manner. Student Internet privileges will be withdrawn due to the use of abusive language, discriminatory remarks, hate mail, searches to inappropriate websites, and/or tampering with school technology.

## **FUNDRAISING**

Each year, the school undertakes several fundraising activities. Usually, the major drive is used to provide various activities, guest speakers/presentations, etc. at the school and to subsidize student field trips. In an effort to raise student awareness of local and worldwide needs, several smaller fundraisers may also be undertaken by the school in order to raise awareness and provide funds for those less fortunate.

## **STAFF MEETINGS/PROFESSIONAL DEVELOPMENT DAYS**

General staff meetings are held on the first Tuesday of school each month (Sept – June), while professional development staff meetings are held on the third Tuesday of each month, (September to May). On these days, students are dismissed at 3:10 P.M. Should there be a change in date you will be notified accordingly.

Staff are constantly striving to further develop their instructional methods, programs, and resources as well as learn new trends and innovations in education. Inservice days are used for this purpose and benefit your child directly through the increased knowledge and skills obtained by staff. Parents are invited to attend any or all of these days. Please contact the school for further information.

## **SCHOOL BLOGS**

All information about life at Stevenson School will be posted on the school blog: <http://stevensonelem.blogspot.ca> and Twitter/Instagram feeds: @StevensonElem. Also, each classroom has a blogsite, etc. to keep you informed. Follow us. Special newsletters, lunchroom newsletters and reminder memos will be sent home on paper with the youngest child in the family.

## **PARENT COUNCIL**

Stevenson-Britannia Parent Council meets approximately 8 times during the school year. The primary purpose of the group is to create a closer liaison between the home and the school. The meeting dates are generally held during the 4<sup>th</sup> week in a month. All parents are invited/encouraged to attend these meetings. Yearly, the Parent Council undertakes fundraising projects to help meet its yearly operating costs. Over the last several years, the major focus of the Parent Council fundraising has been toward improving our playground such as in 2013 a maze bench and shrubs were added to the playground. In 2014, a damaged slide was replaced with a new slide. Most recently, in 2016, fundraising efforts will help to add hills and trees to our playground.

## **STUDENT LUNCHES**

Students may stay for lunch free of charge. Students are supervised from 11:40 - 12:45. Parents and students are required to sign a contract promising acceptable student behaviour in the lunchroom. Lunchroom privileges may be revoked if continuous misbehaviour is exhibited. Please do not send any glass containers with your child for lunch. If you are interested in becoming a Stevenson School lunch supervisor, please contact the school at: 204-832-1359.

## **VOLUNTEERS**

The programs for students at our school are greatly enriched by our volunteers and contributions made by volunteers are always greatly appreciated by staff and students. In conjunction with the Parent Council, we actively recruit volunteers to assist teachers in a wide variety of activities throughout the school year. Please complete a volunteer registration form, which can be obtained from homeroom teachers or the office, and return it to the school.

## **FIELD TRIPS**

The use of class field trips is encouraged to supplement and enrich the school curricula. Parents will be informed of these planned events ahead of time. We request your assistance in making sure that permission slips and money for any field trips are returned to the school promptly. The school often subsidizes the costs of these outings with funds raised through school fundraising activities. All students will require accident insurance coverage to participate in school fieldtrips outside of the city.

## **SCHOOL PHOTOS**

Individual and class photos are taken annually by Life Touch. The date for school pictures is **MONDAY, OCTOBER 24, 2016 – 9:00 a.m.** Re-takes are Tuesday, November 15, 2016 9:00 a.m.

## **VALUABLES**

Students are discouraged from bringing valuable items to school. The students who bring valuable items for special projects are urged to leave them with the classroom teacher for safekeeping. Students are discouraged from bringing any toys to school, other than for "Show & Tell". Bringing cameras, cellular phones, electronic devices, special interest cards, trading cards/other collectables to school **is not permitted**.

## **HOME READING**

Reading at home with your child (you read to them, they read to you) is a special way to spend time together. If you would like books from the school, please ask your child's teacher. If you borrow books, please remember it is the student's responsibility to keep them in as good condition as possible.

## **LIBRARY**

Our library is an extension to the classroom. Ms. Janzen (Mrs. Wood is on maternity leave) is our Library Technician. Recreational and research material is available in both print and non-print formats ranging from books, magazines and the electronic encyclopaedia. Students are taught in Library classes how to access information. Students are scheduled in the library at least once per school cycle. During this period they are introduced to new resources and can sign out materials. Students are expected to return their materials promptly on the due date, as materials cannot be signed out if other materials are overdue. Should a book be lost, students will be issued a bill to cover the cost, or the students can choose to "read away the fine". Until such time as the book is paid for, students will not be able to take books out of the library.

## **LICE/BED BUGS**

Lice and bed bugs happen. It is good practice to regularly check your child's hair and clothing, treating as required (please remember that to treat lice, you must comb out all of the individual nits as well as use the special shampoo). If your child is found to have live lice at school, you will be contacted to come and pick them up. If a case of lice or bed bugs is found in your child's classroom, a note will be sent home to inform you.



## **SUPPORT SERVICES**

Stevenson has the following support services in place to assist students with their learning, social/emotional, and behaviour needs:

### **- E.S.S. (EDUCATIONAL SUPPORT SERVICES)**

All schools in St. James-Assiniboia are provided with the services of a psychologist, social worker, speech and language clinician and behaviour management specialist. These people provide very specialized help to students and families. Students may be referred to the clinicians by the school or family. Parent permission will be obtained before referrals are made. Ms. C. Borger is the Administrator for E.S.S. The phone number for E.S.S. is 204-885-1334.

### **- RESOURCE PROGRAM**

The resource program aims at facilitating and supporting programming for children with exceptional needs within the mainstream of education. The resource teacher's main function is to determine the learning needs of children and act as a consultant and helper who assists classroom teachers in providing an appropriate environment for children who encounter learning difficulties. A number of educational assistants will work with the resource and classroom teachers in providing the appropriate interventions for students. Teachers working in the Resource Program at Stevenson are:

Ms. S. Heerah/Mrs. T. Smith/Ms. S. Amaral – Resource

Ms. S. Heerah – Reading Recovery

### **- GUIDANCE AND COUNSELLING**

The elementary school counsellor is the teacher on staff who has received specialized training to prepare him/her to work with students, teachers and parents in the community. Mrs. T. Smith is the Guidance Counsellor at our school. Guidance and counselling is largely preventative in nature, and primarily concerned with meeting the normal developmental needs of all students. The counsellor works to help everyone make the school a place which has hard working, happy learners. This may be achieved through working with whole classes, smaller groups of students and individuals, teachers, individual or groups of parent(s). Please call Mrs. Smith at 204-832-1359 if you have any questions or concerns.

## **STUDENT LEADERSHIP**

A student leadership program is in place at Stevenson. Students are involved in carrying out a variety of programs in support of our school community.

### **- SCHOOL PATROLS**

Specially selected students serve as school patrols at the corner of Silver and Hampton. They are on duty from: 8:30 - 8:40 A.M., 11:40 -11:50 A.M., 12:35 -12:45 P.M., and 3:40 - 3:50 P.M.

### **ECO KIDS**

Students in Grades 2-5 can serve as members of the school's Green Team – Our "Eco Kids". They are responsible for collecting all recyclable materials within the school once a week, and managing our new outdoor composter. They also serve as Consumption Managers, checking to ensure our school is being "energy efficient".

**RECESS AMBASSADORS**

Grade 4/5 students will be trained by Mr. McKinnon and Mrs. Havixbeck to run successful recess activities for other students. These students are trained in how to organize and carry out activities, as well as how to promote good sportsmanship and resolve conflicts on the playground.

**LIBRARY HELPERS**

Students in Grades 4 and 5 can serve as library helpers during lunch times once a cycle. They are responsible for assisting our librarian with organizing the library, shelving books, repairing damaged books, and maintaining the library throughout the school year.

**LUNCHROOM HELPERS**

Students in Grades 4-5 can sign up to help in the lunchrooms. These students help younger students with their lunches, and also help to clean lunchrooms and take younger students' lunch kits to their homerooms

**STAY CONNECTED**

In the Kindergarten to Grade 5 years, it is important that we at school, and you at home, establish a strong, trusting relationship for the benefit of your child that will continue on for the rest of your child's formal education. We are here to support your child and you. Please stay connected to your child's school through phone calls, e-mails, blogs, Twitter, Instagram, etc., notes, volunteering in the school, and attending events at the school.

Follow us. At Stevenson, we are using social media tools in order to stay better connected with you, to research and communicate with other educators around the world, and to teach your child how to use social media and technology respectfully, responsibly, and safely, now and in the future.

## **Stevenson School - Healthy Living Policy**

### **Healthy Food → Healthy Bodies → Healthy Minds**

At Stevenson School, we will promote the benefits of a healthy lifestyle, which incorporates a balance between healthy eating, physical activity and mental wellness. The establishment of healthy living practices is a cooperative venture between home, school and community.

At Stevenson, the following guidelines will be used in the promotion of healthy living practices.

#### **Healthy Food:**

- Staff, students, parents and community members are encouraged to bring food belonging to the four food groups of Canada's Food Guide for lunches, recess snacks and class parties.
- School community members are encouraged to make healthy options available for school events.
- Staff and community members are encouraged to choose fundraising activities, rewards and incentive programs which do not compromise students' healthy food choices.
- Families are encouraged to make healthy food choices a priority when packing students' school lunches.
- School staff will ensure that they are aware of students with food allergies and guidelines and procedures necessary to support them.

#### **Healthy Bodies:**

- School staff members are encouraged to act as role models in order to promote a healthy active lifestyle.
- Opportunities will be provided for students to engage in a wide variety of physical activities during physical education classes, noon hour intramurals, and after school activities.

#### **Healthy Minds:**

- Mental wellness will be encouraged and supported with an on-going positive school environment and educational programs fostering student wellness strategies and resiliency.

#### **Healthy Environment:**

- A healthy environment will promote healthy living concepts. Stevenson School will encourage teachers, students and families to keep the 3 R's (reduce, re-use and recycle) in mind when packing lunches for school.
  - ✓ Reduce – reduce the number of disposable containers (least amount of packaging)
  - ✓ Re-use – pack lunches in re-useable containers
  - ✓ Recycle – recycle all possible items

## **THE ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

The St. James-Assiniboia School Division is located in the northwest portion of the city of Winnipeg. It is comprised of twenty-five schools, serving approximately 9000 students from Kindergarten to Senior 4, both in English track and French-Immersion schools. The offices of the St. James-Assiniboia School Division are located in the Aiden Conklin Building at 2574 Portage Avenue, Winnipeg, Manitoba, R3J 0H8.

### **MISSION STATEMENT:**

#### Our Purpose

St. James-Assiniboia School Division exists to provide meaningful educational opportunities for our community.

#### Our Mission

In fulfilling our purpose and journeying towards our vision, St. James-Assiniboia School Division will provide diverse and comprehensive programming in a safe and caring environment to prepare all students to be responsible citizens in a democratic society.

#### Our Vision

St. James-Assiniboia School Division will be a leading and innovative learning community that will enable all students to believe "I can succeed in an ever-changing world!"

### **THE TRUSTEES ON YOUR SCHOOL BOARD:**

#### ***King Edward/Deer Lodge Ward***

Ed Hume [ehume@sjsd.net](mailto:ehume@sjsd.net)  
Peter Woods [pwoods@sjsd.net](mailto:pwoods@sjsd.net)  
Jennifer Lawson [jlawson@sjsd.net](mailto:jlawson@sjsd.net)

#### ***Silver Heights/Booth Ward***

Craig Johnson [cjohnson@sjsd.net](mailto:cjohnson@sjsd.net)  
Craig McGregor [cmcgregor@sjsd.net](mailto:cmcgregor@sjsd.net)  
John Mulligan [jmulligan@sjsd.net](mailto:jmulligan@sjsd.net)

#### ***Kirkfield/St. Charles Ward***

Bruce Chegus [bchegus@sjsd.net](mailto:bchegus@sjsd.net)  
Sandy Lethbridge [slethbridge@sjsd.net](mailto:slethbridge@sjsd.net)  
Cheryl Smukowich [csmukowich@sjsd.net](mailto:csmukowich@sjsd.net)

The School Board meets on the second and fourth Tuesday of every month in the Aiden Conklin Building at 2574 Portage Avenue. Board meetings, which are open to the public and media, begin at 7:30 p.m. Information on the Board meeting agenda and action is available by dialing 204-885-2631 for a recorded message. More detailed information can be obtained from the Information Office, at 204-888-7951.

### **THE ADMINISTRATORS IN YOUR SCHOOL BOARD OFFICE:**

Chief Superintendent	B. J. Lough
Secretary-Treasurer/Chief Financial Officer	M. Friesen
Assistant Superintendent, Education (6-12) and Administration	M. Wake
Assistant Superintendent, Education (K-8) & Student Services	T. Pshebniski
Manager, Facilities and Maintenance	R. Calvert
Manager, Human Resources (Professional Staff)	C. Harvey
Manager, Human Resources (MANTE, CUPE Staff)	C. Labaty
Assistant Secretary-Treasurer	C. Melville
Accounting Manager	N. Wood
Assistant Manager, Facilities and Maintenance	P. Deacon
Information Officer	J. Cameron
Administrator of Technology	R. Carnegie
Purchasing Agent	B. Neufeld
Transportation Supervisor	D. Hoplock

