

Stevenson-Britannia Elementary School is located on the original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation. We acknowledge that our water is sourced from Shoal Lake 40 First Nation.



We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

STEVENSON-BRITANNIA SCHOOL



**2023-2024
FAMILY
HANDBOOK**

Mission Statement



Motto:

“Being the best we can be!”

Welcome to Stevenson School

We hope that the upcoming year will be a successful and rewarding experience for both you and your child(ren).

Stevenson School is built on a reputation of collaboration, hard work, and perseverance. The staff members, students, and community all contribute to this reputation. It is one that 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 kind and 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 with 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 to serve your child the best we can. Together we will work to support students in good decision-making, fixing mistakes, 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 2023-2024 school year will provide a variety of challenging educational opportunities and experiences 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!

R. Nuytten
Principal

N. Gould
Vice-Principal

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Welcoming Our Students Back: Fall School Opening 2023-2024 Parent Guide

September 1, 2023

STEVENSON-BRITANNIA SCHOOL

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. Our catchment is: 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 information is:

1777 Silver Avenue
Winnipeg, Manitoba R3J 1B1
Ph: (204) 832-1359
Fax: (204) 832-1350

Web address: <https://www.sjasd.ca/school/stevenson/Pages/default.aspx>

School e-mail address: stevenson@sjasd.ca

Instagram Handle: [@StevensonElem](https://www.instagram.com/StevensonElem)

HISTORY OF STEVENSON-BRITANNIA SCHOOL

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. Our school was due to have our 50th Anniversary in 2020. This important celebration was in the spring of 2023.

2022-2023 STEVENSON-BRITANNIA STAFF LIST

Grade	Room	Teacher
Principal		Mr. R. Nuytten
Vice-Principal		Mr. N. Gould
K	8	Mrs. N. Buchanan
K	9	Mrs. A. Frye-Kelbert
1	14	Ms. R. Gorman
1	16	Mrs. J. Hardy
2/3	17	Ms. N. Griffiths
2/3	18	Mrs. A. Petsnik
2/3	11	Mr. M. Bisesi
2/3	12	Miss L. Griffith
4/5	3	Ms. T. Beazley
4/5	4	Mrs. A. From
4/5	5	Mr. S. Trembath
4/5	6	Mrs. K. Laing
Reading Recovery/Lit Support	10	Mrs. K. Laing
Music		Ms. J. Rempel
Physical Education	Gym	Mr. C. McKinnon/Mrs. A. Havixbeck/Mr. N. Gould
Resource/Guidance		Mrs. T. Smith/Mrs. A. Havixbeck/Mr. N. Gould
Library Tech.		Mr. D. Wesselius
Educational Assistant		Ms. M. Adanza
Educational Assistant		Mrs. H. Andranistakis
Educational Assistant		Ms. T. Asim
Educational Assistant		Mrs. R. Cambay
Educational Assistant		Ms. Marites Canlas
Educational Assistant		Ms. C. Dawyduk
Educational Assistant		Mrs. W. Hagidiakow
Educational Assistant		Ms. M. Janz
Educational Assistant		Ms. L. Johansson
Educational Assistant		Ms. S. Kashif
Educational Assistant		Ms. K. Macdonald
Educational Assistant		Ms. A. Mclean
Educational Assistant		Mr. L. Murowski
Educational Assistant		Mrs. V. Pankhurst
Educational Assistant		Ms. W. Peterson
Educational Assistant		Ms. S. Sarkaria
Educational Assistant		Miss N. Sandhu
Educational Assistant		Miss C. Scott
Educational Assistant		Ms. T. Soens
Speech Pathologist	19	Mrs. T. Vieira
Social Worker	ESS Office	Mr. J. Kerr
Psychologist	ESS Office	Ms. S. Juchnowski
Occupational Therapist	ESS Office	Mrs. J. Ogloza
Crossing Guard		Mrs. N. Custodio
Computer Technician		Mr. I. Morris
Secretary		Mrs. K. Fraser
Secretary Assistant		Mrs. K. Blair
Caretaker		Mr. W. Rebenque
Cleaners		Mr. D. Geling
Assistant Cleaner		Mr. A. Hipolito

LUNCHROOM

Supervisors:


Mrs. N. Custodio	Mrs. J. Bater	Mrs. V. Tessier
Mrs. K. Ross	Mrs. M. Adams	Ms. P. Huynh

	SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.
SEPT. 2023	3	4 <i>Labour Day</i>	Day 1 5 <i>Inservice - No School</i>	Day 2 6 <i>Early & Middle Years - Triad Conferences</i>	Day 3 7 <i>Early & Middle Years - Triad Conferences</i>	Day 4 8 <i>Early & Middle Years - First Day of Classes</i>	9
	10	Day 5	11 Day 6	12 Day 1	13 Day 2	14 Day 3	15 16
	17	Day 4	18 Day 5 <i>Early Dismissal</i>	19 Day 6	20 Day 1	21 Day 2	22 23
	24	Day 3	25 Day 4	26 Day 5	27 Day 6	28 Day 1	29 30
OCT. 2023	1	Day 2	2 Day 3 <i>Inservice - No School</i>	3 Day 4	4 Day 5	5 Day 6	6 7
	8	9 <i>Thanksgiving Day</i>	Day 1	10 Day 2	11 Day 3	12 Day 4	13 14
	15	Day 5	16 Day 6 <i>Early Dismissal</i>	17 Day 1	18 Day 2	19 Day 3	20 21 <i>Inservice - No School</i>
	22	Day 4	23 Day 5	24 Day 6	25 Day 1	26 Day 2	27 28
	29	Day 3	30 Day 4	31			
NOV. 2023				Day 5	1 Day 6	2 Day 1	3 4
	5	Day 2	6 Day 3 <i>Early Dismissal</i>	7 Day 4	8 Day 5	9 Day 6	10 11
	12	Day 1	13 Day 2	14 Day 3	15 Day 4	16 Day 5	17 18 <i>Admin - No School</i>
	19	Day 6	20 Day 1 <i>Early Dismissal</i>	21 Day 2	22 Day 3	23 Day 4	24 25 <i>Senior Years Reports</i>
	26	Day 5	27 Day 6	28 Day 1 <i>Early & Middle Years Reports</i>	29 Day 2	30	
DEC. 2023						Day 3	1 2
	3	Day 4	4 Day 5 <i>Early Dismissal</i>	5 Day 6	6 Day 1	7 Day 2	8 9
	10	Day 3	11 Day 4	12 Day 5	13 Day 6	14 Day 1	15 16
	17	Day 2	18 Day 3 <i>Early Dismissal</i>	19 Day 4	20 Day 5	21 Day 6	22 23 <i>Last Day of Classes</i>
	24	25 <i>Winter Break Begins</i>	26	27	28	29	30
JAN. 2024	31	1	2	3	4	5	6
	7	Day 1 <i>First Day of Classes</i>	8 Day 2 <i>Early Dismissal</i>	9 Day 3	10 Day 4	11 Day 5	12 13
	14	Day 6	15 Day 1	16 Day 2	17 Day 3	18 Day 4	19 20
	21	Day 5	22 Day 6 <i>Early Dismissal</i>	23 Day 1	24 Day 2	25 Day 3	26 27
	28	Day 4	29 Day 5	30 Day 6	31		

J.L.B.
24-Apr-23

Indicates school closing days common to all levels, no buses

	SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.
FEB. 2024					Day 1	Day 2	3
					1	2	
						<i>Inservice - No School</i>	
	4	Day 3 <i>Senior Years - Start of Semester 2</i>	5 Day 4	6 Day 5	7 Day 6	8 Day 1	9 10
			<i>Early Dismissal</i>				
	11	Day 2	12 Day 3	13 Day 4	14 Day 5	15 Day 6	16 17
						<i>Senior Years Reports</i>	
18	<i>Louis Riel Day</i>	19 Day 1	20 Day 2	21 Day 3	22 Day 4	23 24	
		<i>Early Dismissal</i>					
25	Day 5	26 Day 6	27 Day 1	28 Day 2	29		
MARCH 2024	SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.
						Day 3	1 2
	3	Day 4	4 Day 5	5 Day 6	6 Day 1	7 Day 2	8 9
			<i>Early Dismissal</i>				
	10	Day 3	11 Day 4	12 Day 5	13 Day 6	14 Day 1	15 16
						<i>Admin/Inservice - No School</i>	
17	Day 2	18 Day 3	19 Day 4	20 Day 5	21 Day 6	22 23	
		<i>Early Dismissal</i>			<i>Last Day Of Classes</i>		
24	<i>Spring Break Begins</i>	25	26	27	28	29 30	
					<i>Good Friday</i>		
APRIL 2024	SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.
	31	Day 1	1 Day 2	2 Day 3	3 Day 4	4 Day 5	5 6
		<i>First Day Of Classes</i>	<i>Early Dismissal</i>	<i>Early & Middle Years Reports</i>			
	7	Day 6	8 Day 1	9 Day 2	10 Day 3	11 Day 4	12 13
						<i>Admin/Inservice - No School</i>	
	14	Day 5	15 Day 6	16 Day 1	17 Day 2	18 Day 3	19 20
		<i>Early Dismissal</i>			<i>Senior Years Reports</i>		
21	Day 4	22 Day 5	23 Day 6	24 Day 1	25 Day 2	26 27	
28	Day 3	29 Day 4	30				
MAY 2024	SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.
				Day 5	1 Day 6	2 Day 1	3 4
						<i>Early & Middle Years - Admin/Inservice - No School</i>	
	5	Day 2	6 Day 3	7 Day 4	8 Day 5	9 Day 6	10 11
			<i>Early Dismissal</i>				
	12	Day 1	13 Day 2	14 Day 3	15 Day 4	16 Day 5	17 18
19	<i>Victoria Day</i>	20 Day 6	21 Day 1	22 Day 2	23 Day 3	24 25	
		<i>Early Dismissal</i>					
26	Day 4	27 Day 5	28 Day 6	29 Day 1	30 Day 2	31 1	
JUNE 2024	SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.
	2	Day 3	3 Day 4	4 Day 5	5 Day 6	6 Day 1	7 8
			<i>Early Dismissal</i>				
	9	Day 2	10 Day 3	11 Day 4	12 Day 5	13 Day 6	14 15
						<i>Early & Middle Years - Admin - No School</i>	
16	Day 1	17 Day 2	18 Day 3	19 Day 4	20 Day 5	21 22	
JLB 24-Apr-23	23	Day 6	24 Day 1	25 Day 2	26 Day 3	27 Day 4	28 29
			<i>Admin - Senior Years - No School</i>	<i>Admin - Senior Years - No School</i>	<i>Admin - Senior Years - No School</i>	<i>Admin - No School</i>	<i>Senior Years Reports</i>

 Indicates school closing days common to all levels, no buses

STEVENSON SCHOOL OTHER IMPORTANT DATES NOT FOUND IN THE CALENDAR

September 27	Parent Council AGM – 6:00 p.m.
September 30	Truth & Reconciliation Day – this is a Saturday this year
October 3	Inservice Day – Stevenson School is a Polling station for the Election
October 20	Provincial Inservice – No School
October 25	Parent Council Meeting – 6:00 p.m
October 27	School Picture Day
November 29	Parent Council Meeting – 6:00 p.m.
November 30	Open House Conferences
December 13	Winter Carnival – Details to come
January TBA	Kindergarten Information Evening - Library –7:00 p.m.
January 24	Parent Council Meeting – 6:00 p.m.
February 21	Parent Council Meeting – 6:00 p.m.
April 24	Parent Council Meeting – 6:00 p.m.
May TBA	Welcome to Kindergarten Evening 6:00-8:00 p.m.
May 29	Parent Council Meeting – 6:00 p.m.
June TBA	Celebration of Learning – Details to come

AIMS AND OBJECTIVES OF OUR SCHOOL

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

- 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.
- Environments 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

Assessment...

- Can be done in a variety of ways
- Must be ongoing
- Informs instruction
- Is used to make decisions in regard to individual learning progress
- Must be relevant and fair
- Involves everyone - students, teachers, parents

SCHOOL GOALS FOR THE 2023-2024 SCHOOL YEAR – Finalized in Oct. 2023

Each year we encounter changing needs, updated materials, and new challenges as we reassess our school and programs. In order to meet these challenges, and align our focus with the St. James-Assiniboia Division goals, the following goals have been established for the 2023-2024 school year:

1. By June 2024...
2. By June 2024...
3. By June 2023...

School Priorities:

1. Culture To continue to foster a welcoming, supportive, healthy, and balanced school environment.
2. Community To continue to find ways to build the partnership between school, families, the local community, and the environment.
3. Curriculum To provide the supports and utilize the resources necessary for effective teaching and learning.

GENERAL INFORMATION AND PROCEDURES

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

Morning

8:35-8:40-Teachers on outside duty

8:40 - Student Entry

8:48 – Land Acknowledgement,
Announcements, Oh Canada

8:52-9:33 - Period 1

9:33-10:10 - Period 2

10:10-10:25 - Morning Recess

10:25-11:02 - Period 3

11:02-11:40 - Period 4

11:40 - Morning Dismissal

11:40-12:40 - Lunch Break
(Lunch Supervisors on duty)

Afternoon

12:35-12:40-Teachers on outside duty

12:40 - Student entry

12:50-1:25 - Period 5

1:25-2:00 - Period 6

2:00-2:15 - Afternoon Recess

2:15-2:52 - Period 7

2:52-3:30 - Period 8

3:30 - Afternoon Dismissal

BE HEALTHY

Screen for symptoms every morning. If your child has COVID-19, they should stay home for 5 days. If your child has flu related symptoms, keep them at home. If symptoms develop while at school, your child will be provided with a facemask if needed. Parents/caregivers may be contacted to pick up their child.

Please make sure your contact information is up to date with the office. For self-screening, go to: <https://sharedhealthmb.ca/covid19/screening-tool/>

ATTENDANCE (Call Back Program)

If your child is going to be away from school due to illness, medical appointment, or other reasons, please report this in the school messenger app, on the school messenger website: <http://go.schoolmessenger.ca> , or call 1-844-434-8116 (details and instructions for use of this app were sent home at opening day conferences). If your child's absence is not reported, the automated notification system will try to contact you. If the system is unable to contact you the school will be notified and we will attempt to contact you.

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 8:48 a.m. or 12:50 p.m., must report to the office to obtain a "late slip".

BUS TRANSPORTATION

According to Division policy, students who live 1 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 and there is sufficient space on the bus. **There is no guarantee of space for purchase seats.** 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° 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 encouraged use active methods of transportation to get to school. They may bring their bikes, skateboards, scooters, and rollerblades to school. Students must wear a helmet when participating in any of these activities. Bicycles are to be parked in the bike cage 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 against the school until student entry. Then 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 12:40 p.m. This is particularly important during bad or extreme weather conditions, as there is NO playground supervision when students are supervised inside the school at lunch. **Please do not send your children to school before 8:35 a.m. or 12:35 p.m., as there is no staff supervision on the playground before these times.**

VISITOR SIGN-IN

All visitors will be required to sign in at the front doors.

For safety and security reasons, it is necessary that we monitor all persons entering the school, therefore all doors, including the front entrance, are locked while classes are in session. Please use the buzzer at the front door if you need to come to the office. If you are in the building to pick up a student or drop something off, please report to the office to let us know you are at the school 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
- 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 that they can leave at school. We request that all removable clothing be clearly labelled with the student's name.

Students are encouraged to dress for the weather. Please help your child to dress appropriately for their day at school and be mindful of clothing lengths, and coverage. We go out for recess rain or shine, except in extreme conditions. It is extremely important that children are dressed appropriately for the weather (rubber boots, splash pants, jackets, hats, snow pants, mittens, sunscreen, etc.) so that they will be safe, comfortable, and can have fun during outdoor classes, recess, and lunch breaks.

Clothing with inappropriate slogans are not permitted.

All students need proper running shoes for Phys. Ed. classes. Students in grades 4 and 5 have the option to change into gym clothes for all Phys. Ed. classes. The Phys. Ed. teacher has extra gym clothes on hand that students can 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 (paper/digital)
- notebooks
- cooperative group skills
- unit and cumulative tests and quizzes
- teacher observations
- teacher and student conversations
- student self-assessment
- on-demand writing and problem-solving samples

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 October/November. 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.

OPEN HOUSE/CONFERENCES

Open House/ Conferences are held around the November and March reporting periods. This is a time to come together and celebrate your child's learning. In addition, parents are encouraged to talk to their child's teachers at any time during the year as the need arises. The date for the first Open House is on 30 Nov. 2023.

RECESS

Recesses:

Morning: 10:10 am – 10:25 am

Lunch: 11:40 am – 12:40pm;

Afternoon: 2:00 pm – 2:15 pm

It is important that children have a break midway through the morning and afternoon classes. 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. Recess takes place rain or shine. On severely cold days (wind chill factor is at or below -28 degrees) or in the case of other extreme conditions, the recesses will be 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.

VALUABLES

Students are discouraged from bringing valuable items to school. 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, or any electronic devices to school **is not permitted.**

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.

SCHOOL PHOTOS

Individual and class photos are taken annually by Life Touch. The date for school pictures is **FRIDAY, OCTOBER 27, 2023 – 9:00 a.m.**

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 3:00 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 WEBSITE AND SOCIAL MEDIA

All information about life at Stevenson School will be posted on the school website: <https://www.sjasd.ca/school/stevenson/Pages/default.aspx> and Twitter/Instagram feeds: @StevensonElem. All teachers at our school use a variety of social media platforms including Instagram, SeeSaw, etc. to share the learning in each classroom. Please speak to your child's teacher to find out how you can follow along.

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 relationship between the home and the school. The meeting dates are generally held on the 4th Wednesday of the month at 6:00 PM in the school library. 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. In 2016, hills and trees were added to our grounds. In 2017/2018, fundraising efforts helped to add garden boxes and a gardening area to our playground. More recently, playground equipment has been purchased and more playground development is under way. The most current focus is the development of an accessible pathway through the school playground.

Meeting Dates for 2023-2024 include:

September 27	Parent Council AGM – 6:00 p.m.
October 25	Parent Council Meeting – 6:00 p.m.
November 29	Parent Council Meeting – 6:00 p.m.
January 24	Parent Council Meeting – 6:00 p.m.
February 21	Parent Council Meeting – 6:00 p.m.
April 24	Parent Council Meeting – 6:00 p.m.
May 29	Parent Council Meeting – 6:00 p.m.

STUDENT LUNCHES

Students may stay for lunch free of charge but must bring their own lunch.

Division of Responsibility in accordance with Healthy Child Manitoba:

Parent – responsible for providing food

Child – responsible for how much they eat

School – is **not** responsible for policing student lunches

Students are supervised from 11:40 - 12:40. Parents and students are required to agree to 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.

Fruit and vegetables are available to all students both at lunchtime and in classrooms. These are provided through two grants our school has received: Child Nutrition Council of Manitoba and Presidents Choice.

VOLUNTEERS

Volunteers are welcome at Stevenson School. All volunteers must have current criminal record and child abuse registry checks.

The programs for students at our school are greatly enriched by volunteers and these contributions are always greatly appreciated by staff members and students. In conjunction with the Parent Council, we actively recruit volunteers support our school 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.

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 to borrow 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. Books are also available in our Little Free Library, located in the front of the school.

FIELD TRIPS

Class field trips are 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. If fieldtrips are outside the city, all students will require additional accident insurance coverage to participate.

LIBRARY

Our library is an extension of the classroom. Mr. Wesselius is our Library Technician. Recreational and research material is available in both print and non-print formats ranging from books and magazines to electronic resources. 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. If a book is lost, a bill to cover the cost is issued, or the student 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 the individual nits and 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.

WJHA / PROJECT THURSDAYS

We are very fortunate to be chosen as one of the Winnipeg Jets True North Youth Foundation's Hockey Schools. Each year, we select new students from Grade 4 to enter the program and stay in the program until Grade 12! We choose students who would not have the opportunity to be in hockey outside of school. We can only select a limited number of students. We have a grade 4/5 team with approximately 12 students from each grade level. Our WJHA students head out to the Bell MTS Iceplex every Thursday, from October – May, to participate, learn about hockey, be a good team member, to understand nutrition, and more! Students in grades 4/5 also participate in an after-school session with the WJHA program that takes place after school on Mondays at Stevenson, from October – March.

While some students are at hockey, the rest of the school is involved in Project Thursdays. On these days, we build, create, think, collaborate, and learn how to persevere at tasks. Teachers and students come up with unique projects to try. It is important to us on this day, that all students learn social skills, problem-solving skills, and have fun!

OUTDOOR LEARNING

We value the opportunities, experiences, and adventures that learning outdoors can provide to students. While outdoors in nature, a child is more likely to “encounter opportunities for decision making that stimulate problem solving and creative thinking because outdoor spaces are often more varied and less structured than indoor spaces,” and “induce curiosity and the use of imagination” (Burdette & Whitaker, 2005, p. 48). Throughout the school year all classes participate in outdoor learning. Our plan is to engage students in a variety of literacy, numeracy, science, social studies, art, and play activities that stimulate their interest in and their appreciation of the natural world outside in all seasons.

CIRCUS ARTS

We were involved in a physical literacy study for grade 4/5 students that incorporated the circus arts during the 2016-17 school year. Our Phys. Ed. instructor, Mr. McKinnon, is certified in the E-Learning Course through Ecole National du Cirque that is located in Montreal. A goal of the circus arts is for students to experiment with the various circus disciplines and challenge themselves in the areas that interest them most. The final outcome is for students to perform and display their creativity in a discipline of choice, for friends and families in the community. Circus arts continue to be infused as part of our regular Phys. Ed. Program at all Grade levels.

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., 12:30 -12:40 P.M., and 3:30 - 3:40 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 outdoor composter. They also serve as Consumption Managers, checking to ensure our school is being "energy efficient".

RECESS AMBASSADORS

Grade 4 and 5 students will be trained by Mrs. Havixbeck and Mr. McKinnon 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.

LUNCHROOM HELPERS

Students in Grades 4 and 5 can sign up to help in the lunchrooms. These students help younger students with their lunches and help to clean lunchrooms and take younger students outside for recess.

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 and by the school or family. Parent permission will be obtained before referrals are made. Mrs. Potoula Locken is the Administrator for E.S.S. The phone number for E.S.S. is 204-885-1334.

In addition to specialized services provided by the St. James-Assiniboia Education Support Services (E.S.S.) the division offers support teachers for literacy, numeracy, Indigenous Education, and English as an Additional Language (EAL).

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 to help provide the appropriate interventions for students. Teachers working in the Resource Program at Stevenson are:

Mrs. T. Smith/Mrs. A. Havixbeck/Mr. N. Gould – Guidance & Resource
Mrs. Buchanan – Reading Recovery & Literacy Support

GUIDANCE AND COUNSELLING

The elementary school counsellors are the teachers on staff who received specialized training to prepare them to work with students, teachers and parents in the community. Mrs. T. Smith/Mrs. A. Havixbeck/Mr. N. Gould are the Guidance Counsellors at our school. Guidance and counselling are largely preventative in nature, and primarily concerned with meeting the normal developmental needs of all students. The counsellor works towards creating a school environment that supports happy and healthy learners. This may be achieved through working with whole classes, smaller groups of students and individuals, including teachers and parents. Please call

Mrs. Smith, Mrs. Havixbeck, or Mr. Gould at 204-832-1359 if you have any questions or concerns.

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 for the rest of your child's formal education. We are here to support your child(ren) and you. Please stay connected to your child's school through phone calls, e-mails, Instagram, notes, volunteering in the school, and attending events at the school.

At Stevenson, we use social media tools 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.

Instagram: @stevensonelem

Facebook: Stevenson-Britannia Elementary School

HEALTHY LIVING POLICY

At Stevenson School, we promote the benefits of a healthy lifestyle, which incorporates a balance between healthy eating, physical activity, and mental wellness. The establishment of healthy living is a cooperative undertaking 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 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, daily walks, 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 (yoga, mindfulness, breathing strategies) 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 4 R's (refuse, reduce, re-use and recycle) in mind when packing lunches for school.
 - ✓ Refuse – refuse to use single use plastic
 - ✓ Reduce – reduce the number of disposable containers (least amount of packaging)
 - ✓ Re-use – pack lunches in re-useable containers
 - ✓ Recycle – recycle all possible items

SMUDGING

Smudging is a First Nation tradition that involves burning of sage or sweetgrass at the start of a sharing circle, or during the day. Smudging allows people to become mindful and centered, better able to hear, see, think, speak, and act in a good way. It is practiced outside or in a designated area in the school, approved by the Division's Workplace Health and Safety Officer to ensure that there is proper ventilation. All students are invited to participate in smudging opportunities throughout the school year, with written permission from parents.

THE ST. JAMES-ASSINIBOIA SCHOOL DIVISION

The St. James-Assiniboia School Division is located in the northwest portion of the city of Winnipeg on Treaty One Territory. 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

We are a leading and innovative learning community that will enable students to succeed as life-long learners in an ever-changing world.

Our Vision

We aim to provide a meaningful, inclusive, and caring educational environment so that students are prepared to be responsible citizens in a democratic society.

THE TRUSTEES ON YOUR SCHOOL BOARD:

King Edward/Deer Lodge (East) Ward

Tara Smith	tara.smith@sjasd.ca
Angela Dunn	angela.dunn@sjasd.ca
Holly Hunter	holly.hunter@sjasd.ca

Silver Heights/Booth (Centre) Ward

Michael Cabral	michael.cabral@sjasd.ca
Rachelle Wood	rachelle.wood@sjasd.ca
Craig Glennie	craig.glennie@sjasd.ca

Kirkfield/St. Charles (West) Ward

Fiona Shiells	fiona.shiells@sjasd.ca
Sandy Lethbridge	sandy.lethbridge@sjasd.ca
Cheryl Smukowich	cheryl.smukowich@sjasd.ca

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:

Superintendent	J. Moffatt
Secretary-Treasurer/Chief Financial Officer	C. Melville
Assistant Superintendent, Education (K-12) and Administration	J. Buckwold
Manager, Facilities and Maintenance	M. Aguirre
Manager, Human Resources (Professional Staff)	C. Harvey
Manager, Human Resources (MANTE, CUPE Staff)	C. Labaty
Assistant Secretary-Treasurer	J. Brown
Assistant Manager, Facilities and Maintenance	P. Deacon
Administrator of Technology	A. Stechishin
Purchasing Agent	B. Neufeld
Transportation Supervisor	T. Cimino

PARENT FEEDBACK FORM

STEVENSON-BRITANNIA SCHOOL HANDBOOK

1. On a scale of 1 to 10, please rate how useful you find the handbook and then drop it off at the office. (10 – high, 1 = low) _____

B. Recommended additions to the handbook, deletions, or comments:

Signature (Optional)