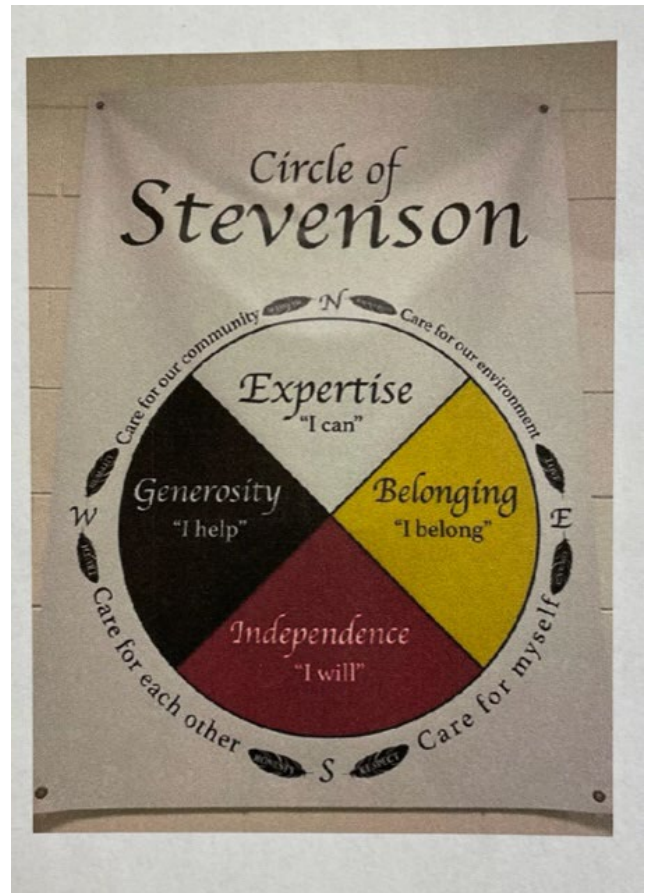


Stevenson-Britannia is located on the traditional territories of the Anishinaabeg, the Ininewak, and the Dakota Oyate peoples. It is the birthplace and national homeland of the Red River Métis. It is also home to members of the Denesuline, the Anisininewuk, and Inuit nations.

Our community is bound by Treaty One. We are all tied together through the treaties that were signed across these lands. These treaties come with a responsibility to the land, the waters, the animals, and each other.



We acknowledge that our water is sourced from Shoal Lake 40 First Nation in Treaty 3 and that our electricity comes from northern Manitoba in Treaty 5. We are committed to honour and learn about the true history of this place, and to do our part to move our community forward in a true spirit of justice and reconciliation.

# **STEVENSON-BRITANNIA SCHOOL**

**2025-2026  
FAMILY HANDBOOK**

# 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 foundation of collaboration, hard work, and perseverance. The staff members, students, and community all contribute to this foundation. It is one that we strive to continue and improve.

We understand that students benefit from support and encouragement to work hard at their learning, participate fully in school activities, and display kind and appropriate behaviour. A positive mindset and personal 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 2025-2026 school year will provide a variety of challenging educational opportunities and experiences for all students. Please keep this handbook for future reference.

If you require more information, 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 could be helpful and added to future handbooks.

Best wishes for a successful year!

*R. Nuytten*  
Principal

*T. Tambakis*  
Vice-Principal

## **MISSION AND OBJECTIVES OF OUR SCHOOL:**

We strive to provide a school environment and culture where all families feel welcomed and where each student can develop and succeed intellectually, physically, emotionally, and socially.

### **We use the following beliefs & practices to guide us:**

1. All students can learn & need a positive self-concept and love of learning.
2. Developing students' self awareness of their actions, the ability to self-reflect/self-regulate, and to fix mistakes is critical to their success.
3. Fostering students' ability to value and respect themselves and others creates community.
4. We develop programs, practices, assessments & opportunities that meet the individual needs of each student.
5. We use the indoor and outdoor facilities, equipment, and environment at our school to nurture & support students' curiosity & learning.
6. We build positive relationships between teachers, students, and families through ongoing communication and collaboration.
7. We encourage all staff and students to contribute and share their strengths with others.
8. We teach and live the "6C's" – communication, collaboration, creativity, critical thinking, citizenship, and character as a foundation for life skills that students need for their future.

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## Welcoming Our Students Back: Fall School Opening 2025-2026 Family Guide

*September 1, 2025*

### **STEVENSON-BRITANNIA SCHOOL**

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Stevenson-Britannia is a community-oriented school, housing approximately 265 Kindergarten to grade 5 students. It is located in the St. James-Assiniboia School Division. Our catchment is: Portage Avenue on the south, the east side of 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](mailto:stevenson@sjasd.ca)

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

## **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 25<sup>th</sup> 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 50<sup>th</sup> Anniversary in 2020. This important celebration was in the spring of 2023.

# STEVENSON-BRITANNIA SCHOOL STAFF List 2025-2026

Grade	Room	Teacher
Principal		Mrs. R. Nuytten
Vice-Principal		Mrs. T. Tambakis
K	8	Mrs. N. Buchanan
K	9	Ms. Kreitz
1	14	Mrs. R. Gorman
1	16	Ms. C. Burton
1/2	12	Ms. R. Paull
2/3	10	Mrs. A. Frye Kelbert
2/3	11	Ms. L. Verras
2/3	17	Mrs. N. Troxel
2/3	18	Mrs. S. Bajwa
4/5	3	Ms. T. Beazley
4/5	4	Mrs. A. From
4/5	5	Mr. S. Trembath
4/5	6	Mr. C. Yachison
Lit. & Num. Support		Mrs. K. Laing
Early Lit. Support		Mrs. H. Proulx
Music		Ms. J. Rempel
Physical Education		Mr. C. McKinnon
K PE & support		Mrs. T. Tambakis/Mrs. M. Williams/Mrs. K. Laing
Resource/Guidance		Mrs. T. Ellis/ Mrs. M. Williams /Mrs. Tambakis
Library Tech.		Mrs. H. Motuz
Educational Assistant		Ms. M. Adanza
Educational Assistant		Mrs. H. Andranistakis
Educational Assistant		Ms. M. Hink
Educational Assistant		Mrs. R. Cambay
Educational Assistant		Ms. C. Kingerski
Educational Assistant		Ms. M. Canlas
Educational Assistant		Ms. C. Dawyduk
Educational Assistant		Ms. H. Dhugga
Educational Assistant		Mrs. N. Diaz Tsuzuki
Educational Assistant		Mr. J. Fendley
Educational Assistant		TBD
Educational Assistant		Mr. C. Honeybunn
Educational Assistant		Ms. J. Kaur
Educational Assistant		Ms. M. Janz
Educational Assistant		Ms. S. Kashif
Educational Assistant		Ms. A. McLean
Educational Assistant		Ms. W. Peterson
Educational Assistant		Mr. T. Sevilla
Educational Assistant		Ms. C. Silva Pesqueira
Educational Assistant		Ms. S. Sarkaria
Educational Assistant		Miss C. Scott
Educational Assistant		Ms. T. Soens
Speech Lang. Path.		Mrs. T. Vieira
Social Worker		Ms. J. Strobbe
Psychologist		Ms. M. Phelps
Physiotherapist		Mrs. J. Ogloza
Occupational Therapist		Ms. M-L. Mahoney
Deaf & Hard of Hearing		Mrs. N. Bowering
Crossing Guard		Mrs. N. Custodio
Computer Technician		Mr. I. Morris
Secretary		Ms. K. Blair
Secretary Assistant		Ms. F. Laberinto
Caretaker		Mr. W. Rebenque
Cleaners		Mr. D. Geling
Assistant Cleaner		Mr. K. Ritson

## LUNCHROOM Supervisors:

Mrs. N. Custodio  
Mrs. K. Ross

Mrs. J. Bater  
Mrs. M. Adams

Mrs. V. Tessier




	SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.
SEPT. 2025		1 <i>Labour Day</i>	Day 1 2 <i>Inservice - No School</i>	Day 2 3 <i>Early &amp; Middle Years - Triad Conferences</i>	Day 3 4 <i>Early &amp; Middle Years - Triad Conferences</i>	Day 4 5 <i>Early &amp; Middle Years - First Day of Classes</i>	6
	7	Day 5 8	Day 6 9	Day 1 10	Day 2 11	Day 3 12	13
	14	Day 4 15	Day 5 16 <i>Early Dismissal</i>	Day 6 17	Day 1 18	Day 2 19	20
	21	Day 3 22	Day 4 23	Day 5 24	Day 6 25	Day 1 26	27
	28	Day 2 29	30 <i>National Day for Truth and Reconciliation</i>				
OCT. 2025				Day 3 1	Day 4 2	Day 5 3	4
	5	Day 6 6	Day 1 7 <i>Early Dismissal</i>	Day 2 8	Day 3 9	Day 4 10 <i>Inservice - No School</i>	11
	12	13 <i>Thanksgiving Day</i>	Day 5 14	Day 6 15	Day 1 16	Day 2 17	18
	19	Day 3 20	Day 4 21 <i>Early Dismissal</i>	Day 5 22	Day 6 23	Day 1 24 <i>Inservice - No School</i>	25
	26	Day 2 27	Day 3 28	Day 4 29	Day 5 30	Day 6 31	1
NOV. 2025							
	2	Day 1 3	Day 2 4 <i>Early Dismissal</i>	Day 3 5	Day 4 6	Day 5 7	8
	9	Day 6 10	11 <i>Remembrance Day</i>	Day 1 12	Day 2 13	Day 3 14 <i>Admin - No School</i>	15
	16	Day 4 17	Day 5 18 <i>Early Dismissal</i>	Day 6 19	Day 1 20	Day 2 21 <i>Senior Years Reports</i>	22
	23	Day 3 24	Day 4 25	Day 5 26 <i>Early &amp; Middle Years Reports</i>	Day 6 27	Day 1 28	29
DEC. 2025							
	30	Day 2 1	Day 3 2 <i>Early Dismissal</i>	Day 4 3	Day 5 4	Day 6 5	6
	7	Day 1 8	Day 2 9	Day 3 10	Day 4 11	Day 5 12	13
	14	Day 6 15	Day 1 16 <i>Early Dismissal</i>	Day 2 17	Day 3 18	Day 4 19 <i>Last Day of Classes</i>	20
	21	22 <i>Winter Break Begins</i>	23	24	25	26	27
JAN. 2026							
	28	Dec. 29	Dec. 30	Dec. 31	1	2	3
	4	Day 5 5 <i>First Day Of Classes</i>	Day 6 6 <i>Early Dismissal</i>	Day 1 7	Day 2 8	Day 3 9	10
	11	Day 4 12	Day 5 13	Day 6 14	Day 1 15	Day 2 16	17
	18	Day 3 19	Day 4 20 <i>Early Dismissal</i>	Day 5 21	Day 6 22	Day 1 23	24
	25	Day 2 26	Day 3 27	Day 4 28	Day 5 29	Day 6 30	31

JLB  
06-Mar-25
☐ Indicates school closing days common to all levels, no buses

	SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.
FEB. 2026	1 Day 1	2 Day 2 Senior Years - Start of Semester 2 Inservice - No School	3 Day 3 Early Dismissal	4 Day 4	5 Day 5	6 Day 6	7
	8 Day 6	9 Day 1	10 Day 2	11 Day 3	12 Day 4	13 Day 5 Senior Years Reports	14
	15	16 Day 5 Louis Riel Day	17 Day 6 Early Dismissal	18 Day 1	19 Day 2	20 Day 3	21
	22 Day 3	23 Day 4	24 Day 5	25 Day 6	26 Day 1	27 Day 2	28
	SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.
MARCH 2026	1 Day 2	2 Day 3	3 Day 4	4 Day 5	5 Day 6	6 Day 7	7
	8 Day 1	9 Day 2	10 Day 3	11 Day 4	12 Day 5	13 Day 6	14
	15 Day 6	16 Day 1	17 Day 2	18 Day 3	19 Day 4	20 Day 5 Admin/Inservice - No School	21
	22 Day 5	23 Day 6	24 Day 1	25 Day 2	26 Day 3	27 Day 4 Last Day Of Classes	28
	SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.
APRIL 2026	28	Mar. 30	Mar. 31	1	2	3 Good Friday	4
	5 Day 4	6 Day 5	7 Day 6 Early & Middle Years Reports	8 Day 1	9 Day 2	10 Day 3 Admin/Inservice - No School	11
	12 Day 3	13 Day 4	14 Day 5	15 Day 6	16 Day 1	17 Day 2	18
	19 Day 2	20 Day 3	21 Day 4 Early Dismissal	22 Day 5	23 Day 6	24 Day 7 Senior Years Reports	25
	26 Day 1	27 Day 2	28 Day 3	29 Day 4	30 Day 5		
	SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.
MAY 2026						Day 5 Early & Middle Years - Admin/Inservice - No School	1 2
	3 Day 6	4 Day 1	5 Day 2 Early Dismissal	6 Day 3	7 Day 4	8 Day 5	9
	10 Day 5	11 Day 6	12 Day 1	13 Day 2	14 Day 3	15 Day 4	16
	17	18 Day 4 Victoria Day	19 Day 5 Early Dismissal	20 Day 6	21 Day 1	22 Day 2	23
	24 Day 2	25 Day 3	26 Day 4	27 Day 5	28 Day 6	29 Day 7	30
	SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.
JUNE 2026	31 Day 1	1 Day 2	2 Day 3 Early Dismissal	3 Day 4	4 Day 5	5 Day 6	6
	7 Day 6	8 Day 1	9 Day 2	10 Day 3	11 Day 4	12 Day 5 Early & Middle Years - Admin - No School	13
	14 Day 5	15 Day 6	16 Day 1	17 Day 2	18 Day 3	19 Day 4	20
	21 Day 4	22 Day 5	23 Day 6	24 Day 1	25 Day 2	26 Day 3 Admin - Senior Years - No School	27
	28 Day 3 Admin - Senior Years - No School Early & Middle Years Reports	29 Day 4	30 Day 5				

JLB  
06-Mar-25

 Indicates school closing days common to all levels, no buses

## **GENERAL INFORMATION AND PROCEDURES**

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

### **Stevenson School Time Schedule**

**8:35 - 8:40 AM Entrance Duty**

**8:40 – 8:50 Student Entry & Attendance**

**Period 1 8:50 - 9:28**

**Period 2 9:28 - 10:05**

**Recess 10:05 - 10:20**

**Period 3 10:20 - 10:58**

**Period 4 10:58 - 11:35**

**LUNCH 11:35 - 12:35**

**12:30-12:35 PM Entrance Duty**

**12:35 – 12:45 Student Entry & Attendance**

**Period 5 12:45 - 1:22**

**Period 6 1:22 - 2:00**

**Recess 2:00 - 2:15**

**Period 7 2:15 - 2:52**

**Period 8 2:52 - 3:30**

**Bus students to front door 3:25**

**Dismissal 3:30**

#### **Early Dismissal**

**Period 5 (12:45 – 1:15)**

**Period 6 (1:15 – 1:45)**

**Recess (1:45 – 2:00)**

**Period 7 (2:00 – 2:30)**

**Period 8 (2:30 – 3:00)**

**Bus students (2:55)**

**Early Dismissal 3:00**

## **BE HEALTHY**

If your child has flu related or other symptoms, please keep them at home. They should stay home until they no longer have serious symptoms (fever, vomiting, diarrhea, etc.) . If significant symptoms develop while at school, we will contact you for a plan to have your child picked up at home. Please ensure that you have emergency contacts in place and make any updates with our office (204-832-1359), in case you cannot pick up your child.

## **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 8:50 a.m. or 12:50 p.m., must report to the office to obtain a "welcome slip" so that we can enter their arrival into the system.

## **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 these items.** 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 12:35 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 8:30 a.m. or 12:30 p.m., as there is no staff supervision on the playground before these times.**

### **VISITOR SIGN-IN**

**For safety and security reasons, 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. All visitors will be required to sign in at the office. Parents/visitors are not allowed to head to classrooms on their own. Please check with the office if you need to see your child or pass something to them.**

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 legal papers 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 call the office (not the teacher) and 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
- Inappropriate words or pictures on clothing
- 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 socks 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/pictures is 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. If your child uses gym clothes for Phys. Ed., 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.

### **Assessment Beliefs**

- 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 and timely targeted feedback impacts learning.
- Expectations need to be clearly communicated by teachers for students and families.

### **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
- written and oral 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 are used to report progress and make comments.

Division assessments will be administered to students in the fall and later in the spring, while provincial assessments will be administered specifically for grade 3s in Oct/Nov. 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 October/November and March reporting periods. This is a time to come together and celebrate your child's learning. In addition, families are encouraged to talk to their child's teachers at any time during the year as the need arises.

## RECESS

Recesses:

Morning: 10:05 am – 10:20 am

Lunch: 11:35 am – 12:35 pm;

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 -25 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 online 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 fundraising activities. Usually, the 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 **Tuesday 28 October 2025 – 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 Instagram feed: @StevensonElem. Many of the teachers also use private school Instagram accounts 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 4<sup>th</sup> 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 supporting the cost of bussing, fieldtrips, and improving our playground. 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 an accessible pathway was added last summer.

**Please join us for the AGM if you can:**

23 September 2025    Parent Council AGM – 6:00 PM

## **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 – we do not track what or how much your child eats.

Students are supervised from 11:35 - 12:35. 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 grants our school has received: Provincial Universal Nutrition Program (UNP), 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 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. Mrs. Motuz 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. 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! The students chosen would not have the opportunity to be in hockey outside of school. We have a grade 4/5 team with approximately 12 students from each grade level. Our WJHA students head out to the Bell MTS Ice plex 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 grade 4/5s are 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 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 and Silver and Berry. They are on duty from: 8:30 - 8:40 A.M., 11:35 - 11:45 A.M., 12:25 -12:35 P.M., and 3:30 - 3:40 P.M.

**ECO KIDS**

Students in Grades 4-5 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".

**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.

### **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 families in the community. 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 the school at 204-832-1359 if you have any questions or concerns.

Teachers working in the Resource/Guidance Program at Stevenson are:  
Mrs. T. Ellis/Mrs. M. Williams/Mrs. T. Tambakis – Guidance/Resource

## **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 weekly notes from the office (please be sure you don't block our emails) and 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

## **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, families, 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	<a href="mailto:tara.smith@sjasd.ca">tara.smith@sjasd.ca</a>
Angela Dunn	<a href="mailto:angela.dunn@sjasd.ca">angela.dunn@sjasd.ca</a>
Holly Hunter	<a href="mailto:holly.hunter@sjasd.ca">holly.hunter@sjasd.ca</a>

#### ***Silver Heights/Booth (Centre) Ward***

Michael Cabral	<a href="mailto:michael.cabral@sjasd.ca">michael.cabral@sjasd.ca</a>
Rachelle Wood	<a href="mailto:rachelle.wood@sjasd.ca">rachelle.wood@sjasd.ca</a>
Craig Glennie	<a href="mailto:craig.glennie@sjasd.ca">craig.glennie@sjasd.ca</a>

#### ***Kirkfield/St. Charles (West) Ward***

Fiona Shiells	<a href="mailto:fiona.shiells@sjasd.ca">fiona.shiells@sjasd.ca</a>
Sandy Lethbridge	<a href="mailto:sandy.lethbridge@sjasd.ca">sandy.lethbridge@sjasd.ca</a>
Cheryl Smukowich	<a href="mailto:cheryl.smukowich@sjasd.ca">cheryl.smukowich@sjasd.ca</a>

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	K. Kummen
Assistant Superintendent,	J. Buckwold
Assistant Superintendent,	J. Siska
Manager, Facilities, and Maintenance	B. Mehyn
Manager, Human Resources (Professional Staff)	C. Harvey
Manager, Human Resources (MANTE, CUPE Staff)	J. Johnston
Assistant Secretary-Treasurer	J. Brown
Assistant Manager, Facilities and Maintenance	M. Poseluzney
Administrator of Technology	A. Stechishin
Purchasing Manager	T. Kidd
Transportation Supervisor	T. Cimino