



STEEPLES ELEMENTARY SCHOOL PARENT AND STUDENT HANDBOOK

2023-2024

700 24 AVE N
CRANBROOK, BC
V1C 5P6
PHONE: 250.426.3352



STEEPLES ELEMENTARY SCHOOL

Dear Parents and Students,

As the Steeples Admin Team, we look forward to helping make the school year a memorable one. We have a great team who is dedicated to providing quality learning experiences for all our students in a safe, caring, supportive, and inclusive environment.

We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both home and school.

We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

It is important to us that everyone who steps through our doors; teachers, staff, students, and parents are excited to be here.

If you have any questions or concerns please do not hesitate to phone the school at (250)426-3352 or email us at erin.boehm@sd5.bc.ca or carissa.hart@sd5.bc.ca. If parents wish to have an interview with a teacher, counsellor, or administrator please phone and request that the school arrange a convenient time.

Sincerely,

Mrs. Erin Boehm, Principal

Ms. Carissa Hart, Vice Principal



STEEPLES ELEMENTARY SCHOOL

VISION STATEMENT

At Steeples we are committed to providing an inclusive, welcoming, safe learning environment that fosters and celebrates connections, individuality, and academic growth. We believe in a growth mindset that offers the opportunity for all students to reach their full potential.

At STEEPLES we VALUE

CONNECTION
RELATIONSHIPS
SAFETY
PERSONAL AND SOCIAL RESPONSIBILITY
KINDNESS



STEEPLES ELEMENTARY SCHOOL

School Staff 2023-2024

Class Teacher

Principal – Mrs. Boehm
Vice Principal – Ms. Hart
K Mrs. Ma
K Ms. Bartraw
1 Mrs. Greenlee
1 Ms. Kessler
2 Mrs. Basaraba
2/3 Mrs. Johnson
3/4 Mrs. Lentz
3/4 Mrs. Emsland
4/5 Mr. Stewart
5 Mr. Hammond
6 Mr. Goodwin
Student Services Mrs. Horvath
Student Services Mr. Boender
Student Services Mrs. Eckersley
Student Services Mrs. Flegel
Library Mrs. Reay
Band Mrs. Bain
Counsellor Miss Kauffman
ELL Mr. Taylor
Speech and Language Ms. Suetta
Speech and Language Mrs. Tovee
Speech and Language Mrs. Robinson
Social Emotional Learning Mrs. Richards

Support Staff

EA Mrs. Britz
EA Mrs. Brown
EA Mrs. Butz
EA Mrs. Eitzenberger
EA Mrs. Hewitt
EA Mrs. Kaye
EA Mrs. Hill
EA Mr. Jubinville
EA Mr. Klassen
EA Mrs. Mooy
EA Mrs. Lacey
EA Miss Macdonald
EA Mrs. Searle
EA Mrs. Pinchak
EA Ms. Soltys
EA. Mrs. Wall
EA Ms. Spiers
Youth Care Worker Mrs. Fode
Youth Care Worker Mrs. Nicole
Indigenous Education Ms. Andrew
Secretary Mrs. Ney
Library Clerk Mrs. Bueckett
Custodian Mrs. Eastman
Custodian Mrs. Stuckey



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SES Parent Advisory Council (PAC)

The Parent Advisory Council (PAC) is the legally recognized voice of the parents and guardians in our school system. It is a partnership between educators (school and school board), parents and students. Any parent or guardian who has a child enrolled in our school is a member of the PAC. Parents have the opportunity to participate in determining policies, services, achievement levels and enjoyment for their children at school. The PAC's fundraising efforts provide financial support for the goals determined by its members.

It is our right and responsibility to share in the mission of educating our children. Your opinion matters; meetings are once a month, September through June, in the evenings.

Please check the school newsletter or the PAC Facebook page for dates and times. Everyone is welcome to attend.

STEEPLES PAC EXECUTIVE 2023-2024

Chair	Jacqueline Nielsen
Vice Chair	Danielle Verhage
Treasurer	Lisa Bodnarchuk
Secretary	Kristin Eitzenberger
DPAC Rep	Danielle Verhage



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Bell Schedule

8:15 AM	Student supervision begins
8:35 AM	Welcome bell rings
8:40 AM	Classes begin
10:15 AM	Primary recess (15 mins)
10:45 AM	Intermediate recess (15 mins)
12:00 PM	Lunch begins
12:15 PM	Students outside
12:45 PM	Welcoming bell rings
2:45 PM	End of school day

Communicating Student Learning

Teachers will communicate student progress to parents five times per year. This year student progress will be communicated as follows:

October 16-20	Parent Teacher Interviews
December 15	Term 1 Student Progress Report Home
March 8	Term 2 Student Progress Report Home
April 15 - 19	Parent Teacher Interviews
June 27	Summative Student Progress Report Home



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Youth Care Worker

Our Youth Care Workers may work with students on an individual or group basis, offering social and emotional support and helping students to develop skills to make positive changes in their lives. For example: building self-esteem and confidence, problem solving, social and friendship skills, behaviour management, anger management, stress management and positive decision making skills and awareness. Youth Care Worker services are accessed through our Student Services department or administration. We encourage parents to let us know if they would like to make use of Youth Care Worker services.

Education Assistant

Our Education Assistants provide direct and indirect support to students, under the direction of the classroom teacher, in the implementation of educational programs for students.

Indigenous Support Worker

Students whose parents/guardians have identified their children as having Indigenous ancestry have access to cultural, academic, and social support services through our Indigenous Education Support Worker. Students and parents can contact Mrs. Andrew directly by phone at the school to learn more about Indigenous student support and programming. If you have any questions or to learn more about the supports and services offered, please contact Mrs. Andrew at the school phone number or stop by her office.

Speech Language Pathology Support

Within the school environment SLPs work with students, their families and school staff to support them with any communication difficulties they may have. Areas include:

- Articulation/pronouncing words correctly
- Expression of language
- Stuttering



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- Early literacy skills
- Use of language for social interaction
- Development of play skills

English Language Learners

The primary purpose of the ELL teacher is to provide language instruction and assistance to students whose first language is not English. The ELL teacher works regularly with these students individually or in small groups, depending on the students' needs. The goal of the ELL teacher is to help student develop their communicative abilities in English so they can participate as fully as possible in all classroom and school activities.

Counselling Support

Counselling is available to help students with issues such as anxiety, anger management, emotional regulation, and grief or loss. Parents can access these services for their children by speaking with the classroom teacher or student services teacher. Ms. MacKay is available on Mondays and Thursdays.

Code of Conduct

Students at Steeple Elementary School are expected to follow the SES Code of Conduct, which is aligned with the District Code of Conduct.

We believe that everyone has the right to learn and work in a safe, caring and orderly environment. We also believe that everyone has the responsibility to behave in a way that protects these rights. The Code of Conduct is discussed and actively taught in each classroom at the start of the school year and reviewed periodically. We trust that parents/guardians will reinforce these expectations at home with their child(ren). The Code of Conduct applies to student behaviour at school, at school functions, and on the way to and from school.



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Possible Interventions for Violations of the Code of Conduct

The following consequences may be implemented at Steeples Elementary School. Consequences will be progressive in nature, combined and/or varied depending on the situation. Behaviours are documented at the school level.

- Formal interview with the student and administration/teacher
- Restorative justice strategies may be employed
- Formal interview with the student (documentation is made, parental notification by phone or letter)
- Referral to Principal or Vice-Principal (documentation is made, parental notification is made by phone or letter, discussing possible consequences with reference to the school Code of Conduct). Possible removal of school privileges.
- Detention (parental notification)
- Behavioural contracts (parental notification)
- In-school suspension (parental notification, student will be given educational activities to complete)
- 1-5 day out-of-school suspension (parental notification, educational activities to complete, meeting with student, parents and principal prior to re-entry)
- Indefinite suspension (meeting with student, parents, district staff, and principal prior to re-entry)

Important Procedures

STUDENT INFORMATION: If you change your address, home telephone number, work number, email address or emergency contact, please notify Mrs. Ney, the school secretary, at once. If you are moving, please let the school know immediately so that transfer forms can be prepared.

SAFE ARRIVAL PROGRAM: If your child will be absent from school please phone the school at **250-426-3352** by 9:30 AM or log the absence on Safe Arrival. If we do not receive notification of your child's absence, the school will call you or you will receive a message from Safe Arrival. Your assistance is greatly appreciated.



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ATTENDANCE/TARDINESS: Prompt regular attendance has been recognized as an essential ingredient of educational success. Students who attend school regularly enjoy a greater opportunity to develop the knowledge, skills, and attitudes that lead to superior student achievement. If you are planning on taking your child out of school for an extended period of time, please be aware that this may have an impact on their learning. We suggest that you contact your child's teacher well in advance to determine what you may do to support your child while you are away.

It is also important that your child arrive at school on time every day. The beginning of the school day is a critical time when teachers set the tone for the learning that will be happening throughout the day. Please do all that you can to see that your child arrives at school on time and ready to learn. Parents must sign out their child at the office if they are to leave before morning or afternoon dismissal.

STUDENT ILLNESS: Normally, children who are too ill to go outside for recess are too ill to be at school. This is particularly true in the case of severe colds. Children coming to school with severe colds are unable to function well at school, and they provide a source of infection for other children. They would recuperate faster at home and should remain at home if they have a fever or other flu-like symptoms.

When a student becomes ill, or an accident occurs at school, students should notify their classroom teacher or supervisor, who will send or take them to the office. Depending on the severity of injury, First Aid may be administered by trained individuals. If the student appears to be seriously ill, or require further medical treatment, a parent or emergency contact will be notified. **Please ensure that the school has your current contact information for this reason.** If the parent cannot be reached and the illness appears serious, a doctor or **ambulance may be called at the parent's expense.**

MEDICATION: If a student is required to receive oral medication of any kind, a request form from the parent must accompany medication that is to be kept in the office. The **parent AND the doctor** prescribing the medication must sign this form. Prescribed medication will be kept by school personnel and upon your request, may be



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administered by school administration. The school cannot distribute over the counter pain or cold medication or the like.

CLOSED CAMPUS POLICY: Except in the case of students who go home for lunch, we assume that parents expect that their child will remain on the school grounds at all times. Also, please let us know if a different person is to pick your child up either during the day or after school. These precautions are necessary to ensure the safety of your child(ren).

BICYCLES/SCOOTERS/SKATEBOARDS: Students who bring bicycles, roller blades, skateboards or scooters to school do so at their own risk. Students are responsible for ensuring bicycles are locked in racks, immediately upon arrival to school, and that they wear a helmet when riding, as is required by law.

For the safety of all students, wheeled devices are not to be ridden on school grounds during recess breaks. Wheeled shoes are not permitted in the school or on the playground.

VISITORS: To ensure the safety of our students **all visitors to the building must enter through the front door.** All other doors are locked from the exterior at all times. All doors in the school remain fully functional as exit doors so that students, staff and visitors can safely evacuate the building in case of an emergency.

STUDENT DRESS: The home and the school need to cooperate in the matter of dress. School is the child's place of business and children should dress appropriately. Clothing must be appropriate for the activities that students participate in. All students need appropriate indoor shoes for physical education. Clothing with obscene suggestions or defamatory remarks or pictures are not allowed.

STUDENT VALUABLES: Students are to leave all valuable items at home as we cannot be responsible for articles that go missing.

CELL PHONES: If students must have a cell phone it needs to be off and away in their backpack. Students will not be allowed to use their cell phones during the school day.



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Students needing phone access may use the student phone in the office with teacher permission and parents can leave messages at the office for their children.

NOON-HOUR PROCEDURE:

- Having lunch at school is a privilege, not a right. Students who do not follow school rules on a regular basis will be denied this privilege.
- Students are responsible for leaving the classroom clean and following instruction from the noon hour supervisors.
- Students will be eating lunch in their classrooms from 12:00-12:15 PM then will be required to be outside from 12:15-12:45 PM.

ALLERGIES & ANAPHYLAXIS: Please be advised that we do have students and/or staff in our school who have severe allergies to specific substances.

People with severe allergies are at risk of having an extreme reaction (anaphylaxis) should they be exposed to an offending substance. Your cooperation in helping keep our environment safe for all students, staff and visitors is greatly appreciated. Our school is nut-aware, which means that we teach students how to use precaution when bringing nuts or other allergens to school.

SEVERE WEATHER CONDITIONS: Please ensure that your child(ren) are dressed appropriately for the weather – rain, snow or cold! Unless announced on public radio, the school remains open during all inclement weather, including snowstorms. During inclement weather students will be allowed to enter the building when they arrive, rather than waiting for the entry bell.

Cancellation of outdoor recess: Recess is important in that it provides a chance to get some fresh air and physical activity. School District No. 5 Southeast Kootenay policy dictates that outdoor recess will be cancelled when Environment Canada determines that the temperature is below -23C (with or without wind chill). Outdoor recess may also be cancelled on very rainy days, but students will be sent outside in a light rain. Please ensure students are wearing, or have in their backpack, appropriate clothing for seasonal weather.

Should weather conditions not permit an outdoor recess; students will stay in their classrooms and enjoy an indoor recess break.



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Steeple Sports

At Steeple Elementary School, we offer a wide spectrum of athletic activities that include participation in all district leagues plus various life-sports activities at various grade levels. Our goal is to maximize participation for our students and to this end all students participate with equal playing time during league play. We expect all participating athletes to meet high standards of sportsmanship and effort. Students are expected to be committed to the team, our school and their learning. Students who are on suspension will not be allowed to participate on the team for the length of their suspension.

EXTRA CURRICULAR EXPECTATIONS

At Steeple Elementary School, we value participation in extracurricular activities. Students participating in extracurricular activities are ambassadors for our school and are expected to meet the following guidelines. If a student does not meet one or more of the guidelines he/she may be denied the opportunity of participating in that activity. A decision will be made with the classroom teacher and administration.

Team Participation, Players will..

- Attend all practices (inform coach if need to be absent).
- Demonstrate sportsmanship by encouraging teammates, respecting opponents, referees, and equipment.



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Location	Be Responsible	Be Safe	Be Considerate
All Settings	<p>Come prepared. Keep all areas clean. Dress appropriately. Care for school property.</p>	<p>Make positive choices. Hands and feet to self. Honour personal space. Walk. Use materials and equipment properly.</p>	<p>Greet others politely – eye contact, please and thank you, excuse me. Listen to others. Include others. Encourage others.</p>
Playground	<p>Be organized before going out – coat, snacks, washroom. Use the garbage cans. Show respect for equipment. Listen to supervisors.</p>	<p>Leave sticks, rocks, snow on ground. Bikes: walk it, lock it, leave it. Get help when needed. Use equipment safely. Stay on school grounds.</p>	<p>Share equipment and space. Include others. Wait your turn. Use “I” messages if there is a problem. Hands and feet to yourself.</p>
Hallways and Washrooms	<p>Enjoy and respect displays. Walk quietly. Flush and wash your hands. Keep all areas clean.</p>	<p>Walk quietly. Hands and feet to yourself. Enter and exit through your assigned door. Enter quickly at bell time.</p>	<p>Walk quietly. Respect privacy. Clean up your mess. Keep washrooms clean. Be polite, say “excuse me”</p>
Classroom	<p>Come prepared. Complete all work. Care for supplies. Use an inside voice.</p>	<p>Use equipment and supplies safely. Push chairs in. Keep aisles clean.</p>	<p>Listen. Respect personal space. Include others. Use appropriate language.</p>



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Gym	<p>Play by the rules. Wear gym shoes. Return equipment. Wait your turn. Use equipment properly. Help others.</p>	<p>Heads up. Tie your shoes. Listen to instructions. Use care in all games. Use gym only when supervised.</p>	<p>Wait your turn. Respect game rules. Include and encourage others.</p>
Library	<p>Take care of books. Return books on time and to the right place. Use book paddles.</p>	<p>Share space. Find an adult to help reach high shelves. No food or drinks.</p>	<p>Quiet voices. Move quietly. Return books to the bin. Push in chairs. Return book paddles.</p>
Bus	<p>Keep the bus clean. Respect and listen to the driver. Ask before opening the window.</p>	<p>Keep hands and feet to yourself. Sit in your seat. Keep aisles and emergency exits clear.</p>	<p>Remain in your seat. Share your seat. Use the garbage can. Respect personal space. Use an inside voice.</p>
Assemblies	<p>Enjoy and respect speakers. Be attentive. Use the washroom before entering if needed.</p>	<p>Walk. Line up quietly. Keep exits clear. Heads up when walking.</p>	<p>Sit and listen quietly. Clap appropriately. Enter and exit quietly. Encourage others.</p>