



Namao School Handbook

Namao School is committed to fostering quality student learning within a safe and caring learning environment.

2022-2023



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Guiding Principles

A strong partnership between parents, staff, and students is essential in assuring each student meets their potential, enabling Namao School to be the best possible. As a Learning Community, we believe we should be committed to providing quality instruction with a prime focus on student learning.

Namao School is committed to:

- Providing excellent instructional programs and educational opportunities.
- Establishing and nurturing a relevant, interactive, flexible, safe & caring learning environment.
- Encouraging varied, creative and critical thinking.
- Facilitating a climate of mutual respect through enthusiastic modelling.
- Providing a productive learning environment through organizing classes that are reasonable in size and composition and allocating resources fairly.



Namao School Team

Mr. Krips
Principal



Ms. Loh
Vice Principal

Office Team

Mrs. Skorija (**Administrative Assistant**)
Mrs. Madej (**Business Manager**)

Ms. Rusinko (**Office Clerk**)

Mental Health & Wellness Team

Mrs. Nichols (**K-7 MHW**)
Ms. Williamson (**Counsellor**)

Ms. Detenshen (**Gr. 8 & 9 MHW/Counsellor**)

Kindergarten Team

Mrs. Topolnitsky (**KT & KM**)

Mrs. Nichols (**OAK**)

Primary Team

Ms. Cronshaw (**1C**)
Ms. Brownridge (**2B**)
Mr. Paustian (**3P**)

Ms. Tamburro (**1T**)
Mrs. Ward (**2W**)
Mrs. Woloshin (**3W**)

Elementary Team

Mrs. Cook (**4C**)
Mr. Dunsmore (**5D**)
Ms. Dorn (**6ED**)
Mr. Humphries (**Music**)

Mr. Robertson (**4R**)
Mr. Kruse (**5/6K**)
Mrs. Eisenkrein (**6ED**)

Junior High Team

Ms. Larouche (**7/8L**)
Ms. Shute (**8/9S**)
Ms. Nelson (**ELA/Math/Science**)
Ms. Dorn (**Math/Science**)
Ms. Kleespies (**CTF - Options**)

Mr. Regehr (**8R**)
Ms. Wiebe (**9W**)
Ms. Detenshen (**7D**)
Ms. Loh (**ELA**)

Specialized Programming Team

Ms. Kleespies (**Specialized Programming**)
Ms. Nelson (**Specialized Programming**)
Mrs. Eisenkrein (**5-9 Learning Coach**)

Ms. Goeree (**Specialized Programming & LSL**)
Ms. Williamson (**K-4 Learning Coach**)

Support Team

Mrs. Speer (**Learning Commons**)
Mrs. Sadic (**Caretaker**)
Ms. Woodard (**Educational Assistant**)
Mrs. Baker (**Educational Assistant**)
Mrs. Woolley (**Educational Assistant**)
Mrs. Moffat (**Educational Assistant**)

Mr. Wolmuth (**Head Custodian**)
Ms. Saffin (**Caretaker**)
Mrs. Collins (**Educational Assistant**)
Mrs. Hein (**Educational Assistant**)
Ms. Auger (**Educational Assistant**)
Mrs. Sharpe (**Educational Assistant**)

Namao School Boundaries

- ★ Each school in Sturgeon Public Schools has a designated attendance area. Where a student lives determines their designated schools.
- ★ View the [attendance area](#) for Namao School.
- ★ Attendance areas also help determine a student's eligibility for transportation. If Namao School is located outside your attendance area, call the **Transportation Department at 780-939-4341** to ask about available services.
- ★ Please be advised that we have a **voice mail system** where you can leave a message **between 4:00 pm, and 8:00 am** to notify the school if your **child is absent** the next school day. It is not necessary for you to wait until the office opens at 8:00 am. Thank you!

FOIPP Information

The information collected during the student registration process is personal information, as referred to in the Freedom of Information and Protection of Privacy Act (FOIPP). FOIPP sets controls and standards on how public bodies such as school boards collect, use and disclose personal information in their custody or under their control.

To learn how Sturgeon Public Schools uses personal information, read the [Collection and use of personal information by Sturgeon Public Schools](#).

For more information contact:

FOIPP Coordinator

780-939-4341

Bell Schedule

- ★ The **school doors open at 8:30 AM**. If you are dropping off your child prior to 8:30 AM, we ask that they wait outside until the doors open.
- ★ In the event that the weather is inclement, we may bring students in.

Thank you for your cooperation!

8:00 am	Operational Day Begins
8:25 am – 8:40 am	<i>Bus Unloading (Door Supervision)</i>
8:40 am – 8:45 am	<i>Home Room Check - Registration Junior High Students - Block 1 for Registration</i>
8:45 am – 9:45 am	Block 1
9:45 am – 10:45 am	Block 2
10:45 am – 11:00 am	<i>Morning Recess</i>
11:00 am – 12:00 pm	Block 3
12:00 pm – 12:25 pm	<i>Noon Recess</i>
12:25 pm – 12:45 pm	<i>Lunch</i>
12:45 pm – 1:05 pm	Block 4 - Advisory
1:05 pm – 2:05 pm	Block 5
2:05 pm – 3:05 pm	Block 6
3:05 pm – 3:15 pm	<i>Dismissal and Bus Loading</i>
4:00 pm	Operational Day Ends

Absences & Transportation

[Report an Absence](#)

Please remember to report your child's absence. Email namao@sturgeon.ab.ca or call the office at 780-973-9191. We use an automated system with our attendance here at Namao School. Children must understand the importance of being in their classroom for attendance or check-in at the office if they arrive late to class. If your child is ill, please let us know if it is respiratory, gastrointestinal or a rash.

[School Calendar](#)

This calendar is updated in real-time as staff enter events. Please check our calendar for the most up-to-date events.

[Replacement Bus Pass](#)

If your child loses or misplaces their bus pass, please complete the Replacement Bus Pass form. For more information about transportation, [please follow the attached hyperlink](#).

Dress Code

- Students should refrain from wearing cowboy boots and other footwear that mark our school floors.
- Students require non-marking footwear.
- Students require indoor and outdoor shoes.
- Clothing may not have indecent images or profanity.
- Students may not wear hats in the hallways.
- Hats in the classroom are up to individual teacher discretion.

Technology

BYOD Grades 4 to 9

Our *Bring Your Own Device* or BYOD program for grades 4, 5, 6, 7, 8, and 9 is an exciting way to ensure students have appropriate access to collaboration, organization, and creative tools when needed. There are many devices that students could bring to work within the classroom. However, we have found that using a Google Chromebook is the most practical and straightforward tool for school use. These devices are available at a variety of retailers in the Edmonton area.

We promote technology's effective, ethical, and educational use with our students at school. Students would bring their devices to school as part of their educational supplies, which will be listed under the appropriate school supplies (Gr. 4 to 9).

BYOD does not come without some obstacles. Together we would be responsible for educating students on the proper use of the device, the educational opportunities, internet safety, responsible use, care and maintenance.

Considerations:

- When considering purchasing a device for school, please consider a Chromebook. This is the most cost-effective option to meet your child's educational needs while at Namao School.
- The BYOD would be in grades 5 to 9; hence, your child will use the computer for the remainder of their educational experience at Namao School.
- Safety and protection of the device are never guaranteed, so your child would be responsible for securing the device in a locked locker or the charging space in the classroom. Damage and loss prevention protection would be the responsibility of the family.
- For those who cannot afford a computer, we would have a few loaners available that could be signed out.

If you have any questions or concerns, please do not hesitate to contact the office.

Stakeholder Expectations

Expectations for Students

As students of Namao School, we hold the following expectations of ourselves:

- Maintain a safe environment for students and staff through respect for rules and regulations.
- Pay attention in class to succeed to the best of our abilities and encourage others to do the same.
- Communicate with our teachers.
- Complete assignments to the best of our abilities and organize ourselves for success.
- Expect to be held accountable for our actions.
- Learn and have fun.

Expectations for Staff

As staff members of Namao School, we hold the following expectations of ourselves:

- Provide a safe and caring environment to enable each child to have a positive learning experience.
- Deliver the program of studies to students in a positive and engaging manner.
- Treat all people with respect and dignity.
- Exhibit and model appropriate social skills to be successful in the school and in society.
- Create and maintain a sound communication system with students, parents and other staff members.
- Remember what it is to be a student and help meet their needs by recognizing individual differences and learning styles.

Expectations for Parents

As concerned parents of Namao School students, we hold the following expectations of ourselves:

- Ensure our children's health by providing good nutrition, daily physical activity and adequate rest.
- Create a good working relationship, which involves understanding and respect among parents, teachers and students.
- Be a good role model by demonstrating tolerance, understanding, and commitment.
- Determine and maintain reasonable limits and expectations for our children's behaviour with both positive and negative consequences for their actions.
- Keep the communication lines open between school and home in order to be actively involved in our children's education and aware of the school's expectations of our children.
- Encourage our children to be the best they can be and to remember what it is like to be a child.

Focused & Effective Communication

Focused and Effective Communication is an interest-based dispute resolution approach for dealing with communication and challenges between internal and external stakeholders. Sturgeon Public Schools reviewed AP717 – Healthy Interactions Program and replaced it with a new [Administrative Procedure - AP221 - Focused and Effective Communication](#). AP221 clearly defines the process for open communication and dispute resolution in Sturgeon Public Schools.

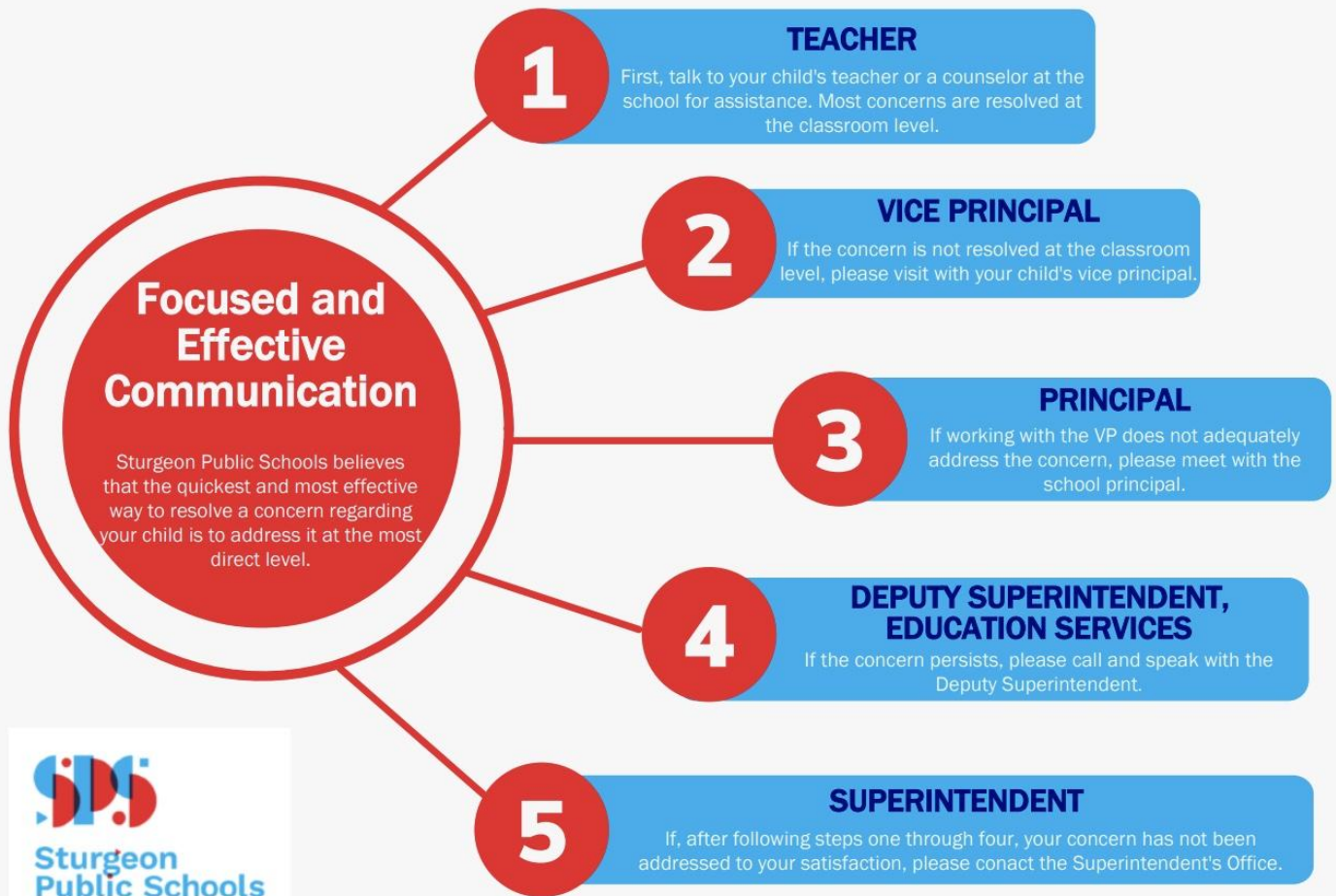
At Namao, we cultivate healthy relationships when problem-solving. Nurturing healthy relationships by considering stakeholder interests and a problem-solving approach to conflict resolution creates and maintains open lines of communication. It meets the needs of staff, parents, students and the community through building stronger relationships. Building healthy relationships is an ongoing process in which all parties commit to making relationships work—a winning approach for staff, parents, community, and especially students. Concerns regarding your child start with the teacher first.

We intend to assist staff, parents and community members to more effectively and efficiently resolve potentially difficult issues while minimizing unproductive conflict. Therefore, all possible participants must understand that in Sturgeon Public School Division, there is one standard and consistent manner in which concerns, problems and issues will be handled.

- *Consistency*: All Sturgeon Public School employees follow consistent procedures and use consistent terminology—people know what to expect.
- *Comprehensiveness*: The interests of all parties involved (parent, staff, student, others) will be considered whenever a concern arises—no one is ignored.
- *Credibility*: All individuals in a community must know that all concerns are handled in an interest-based manner that is fair to everyone.

Appendix A

Flow Chart for Focused and Effective Communication - External Stakeholders



Code of Conduct

Namao School promotes, reinforces and encourages the growth of self-discipline, respect and responsible behaviour to foster a safe and caring learning environment.

Philosophy

The underlying philosophy of Namao School is that all students have the right to learn in a positive environment. A positive learning environment is one in which students are encouraged to make appropriate choices and are responsible for their behaviour. There are logical and natural consequences for the choices a student makes. Our goal is to work with parents and students to understand how to make positive choices and encourage students to make positive ones where the needs of each student are respected. We understand that students are learning the skills necessary for successful problem-solving. We believe that taking responsibility for one's actions and making positive choices is essential to student growth and learning.

The development of positive behaviour (ethical citizens) is a shared responsibility between students, staff and parents.

Rights and Responsibilities of Students

Rights	Responsibilities	Rule
I have a right to learn.	My responsibility is to listen to instructions, work diligently and follow general classroom guidelines set by my teachers.	Conduct yourself in an appropriate manner.
I have the right to be treated with respect.	I have the responsibility to treat others with respect.	Respect yourself and others.
I have the right to be safe on the playground and within the school.	I have the responsibility to do my best to ensure the safety of myself and others.	Keep your hands, feet and objects to yourself.
I have the right to expect that my property will be safe.	I have the responsibility to respect property that is not my own.	Respect property.

Corrective Measures

When students choose not to follow the expectations, a range of interventions will take place. Classroom teachers will deal with situations that arise with their students, promoting positive choices. Some issues will only require talking to students to find ways to resolve the issue. When issues are concerning, teachers will call parents to seek their assistance in stopping the concerning behaviour. If an issue is serious, students may need to speak with the school's administration. Parents may be contacted depending on the event's seriousness and informed of the issue and the possible consequences. A range of consequences will be exercised from apologies, think sheets, detentions, community service and suspensions. Acts of physical aggression or violence, cyber-bullying and illegal substances will not be tolerated and will be met with serious consequences.

Responsibilities of Staff

Our staff establishes a positive school climate in which structure, support, and encouragement are provided to understand the importance of education and develop a sense of self-awareness and responsibility while making a positive contribution to society.

Namao staff will ensure that:

- They build positive and productive relationships with students, parents/guardians, peers and others in the school and local community to support student learning.
- They establish, promote and sustain inclusive learning environments where diversity is embraced, and every student is welcomed, cared for, respected and safe.
- Students and staff have the right to learn and work in an environment that respects diversity and promotes equity, inclusion and human rights.
- Appropriate behaviour is consistently modelled, encouraged and complimented, thus increasing student self-esteem and reinforcing positive behaviours.
- On-going communication exists between staff and parents to encourage and provide the opportunity for active and constructive parental involvement in their children's education.

When major infractions occur, we will communicate clearly with the parent/guardian and follow the school's Code of Conduct, Sturgeon Public School Division's [AP900](#), and the [Education Act](#), which is hyperlinked to this document. In the event of a student receiving an out-of-school suspension, before returning to school, the student, family and administration may have a transition meeting to ensure the safe and smooth re-introduction to the school environment.

Responsibilities of Parents

Parents ensure their children are ready to learn and help them make positive and consistent progress towards their academic goals.

The role of the parent with respect to education includes the following:

- Establish a positive learning atmosphere in the home
- Support the staff in assisting your child in understanding, respecting and following school expectations
- Support your child by being actively involved
- Maintaining communication with staff regarding your child's academic and social progress
- Encourage and support the regular and punctual attendance of your child
- Keep the staff apprised of necessary emergency information and ensure that the school has emergency contact phone numbers to reach parents when needed.

Avoidable Extended Absences During the School Year

Parents/guardians sometimes choose to take students out of school for extended periods for vacations, hunting, working at a place of employment, or other unavoidable reasons. In these situations, the school may not excuse these absences but mark them as “parent aware.” **Regular class attendance is essential for maximizing achievement.** In addition, Namao School cannot reschedule PAT exams for these avoidable extended absences. Parents/guardians should inform the administration and the various subject teachers well before the event if an avoidable extended absence is scheduled during the school year.

The student will be responsible for obtaining notes and completing assignments during their absence. After discussing extended absences with their teachers, students may find this information via classmates, Google Classroom / SeeSaw or other means. Teachers may not provide homework packages before or during the extended absence. Upon returning, the student's responsibility is to complete and turn in any required assignments and complete assessments within a reasonable amount of time, as determined by the teacher.

Awards

Junior High Academic Awards

Namao Junior High teachers collaboratively awards each grade 7-9 student in full-time attendance at the end of the school year using the following criteria as per [Policy 86o](#).

Top Honours	<ul style="list-style-type: none">• Highest average in Language Arts, Social Studies, Math and Science.• Passing grades in each course student is enrolled in, including options and Health.
Honours with Distinction	<ul style="list-style-type: none">• 90% average in Language Arts, Social Studies, Math and Science.• Passing grades in each course student is enrolled in, including options and Health.
Honours	<ul style="list-style-type: none">• 80% average in Language Arts, Social Studies, Math and Science.• Passing grades in each course student is enrolled in, including options and Health.
Merit	<ul style="list-style-type: none">• 75% average in Language Arts, Social Studies, Math and Science.• Passing grades in each course student is enrolled in, including options and Health.

Book Awards

A book is presented to the most deserving student in each homeroom in Grades K-9. Selections are collaboratively made by staff based on the following criteria as per [Policy 86o](#).

Individual development;

- Contribution to the welfare and progress of the homeroom and school.

Athletic and Music Awards

Awards for Athletic and Music Awards may include:

- Most Improved
- Most Valuable
- Most Sportsmanlike
- Athlete of the Year.

PowerSchool & Fees

PowerSchool Parent Portal

Please use this Parent Portal to track your child's progress, attendance, sign forms digitally and pay your bus/school fees online. If you require access or have any questions regarding the use of PowerSchool Parent Portal, don't hesitate to contact the school office at 780-973-9191.

- ★ *The PowerSchool Mobile app does not offer secure payment processing. You need to access PowerSchool on a web browser in order to make payments.*

Fees

Instructional material fees help provide students with needed materials to enhance their education. These fees are determined annually by the Board of Trustees. Some additional fees are also charged by the school; however, because these change from year to year, we encourage you to contact us directly for details.

Online Payment

To reduce time and paper waste, school fees can be paid online. Parents of returning students can pay their children's fees through their existing [PowerSchool Parent Portal](#) account.

New students must first be registered at their school. Once the child is registered, a Parent Portal account will be created.

[More about new student registration.](#)

[How To Complete Field Trip/Payments on Parent Portal.](#)

Parking Lot Flow

- ★ With increased traffic flow, our parking lots get quite congested in the mornings and afternoons.
- ★ Please refrain from parking alongside the school and *utilize parking stalls if you get out of your car to pick up your child(ren)*.
- ★ Please note that we have two sets of buses that drop off/pick up our students.
- ★ **Drivers must yield to pedestrians and buses as they depart the school to maintain their scheduled route.**
- ★ Please refrain from passing other vehicles when they are stopped to allow busses and pedestrians to cross.
- ★ Please do not back into the angle parking as you are then facing the wrong way to exit.
- ★ Supervision starts at **8:25 AM**. We ask parents to hold their students until 8:25 AM and supervise them as they cross from the parking area to the school yard.
- ★ Please see the attached photo that identify the entry and exit points as well as parent parking areas.
- ★ We ask that parent do not use the staff designated areas as they are not supervised.



Namao School - Therapy Dog

Namao School's therapy dog, Boba, spends 2-4 days per week at school.



Benefits of a Therapy Dog

Numerous research studies have shown the benefits of therapy dogs in schools. Evidence indicates that benefits include:

- Cognitive- companionship with a dog stimulates memory, problem-solving and game playing.
- Social- a dog, provides a positive mutual topic for discussion and encourages responsibility, well-being, and focused interaction.
- Emotional- school dogs improve self-esteem, acceptance from others and lifts mood, often provoking laughter and fun. Dogs can also teach compassion and respect for other living things and relieve anxiety.
- Physical- interaction with a furry friend reduces blood pressure, provides tactile stimulation, assists with pain management, gives the motivation to move, walk and stimulates the senses.
- Reading- reading to dogs has been proven to help children develop literacy skills and build confidence through both the calming effect the dog's presence has on children and the fact that a dog will listen to children read without being judgemental or critical. This comforting environment helps nurture children's enthusiasm for reading and provides them with the confidence to read aloud.

What about allergies?

Understandably, some may be concerned about possible allergic reactions to a school dog. The primary dog allergen is produced in the salivary glands, making saliva the primary source. These allergens are typically deposited on the fur of dogs through licking. Boba is a non-shedding dog - her coat is generally kept short, bathed once per week and professionally groomed every 5-7 weeks. Boba will work with students and classes who voluntarily wish to work with her. If you would like to request that your child does not work with Boba, don't hesitate to get in touch with the main office and let us know so that we can make the appropriate accommodations.

Will Boba be properly cared for?

Boba is exceptionally well looked after. She will meet with students in small groups before working with students in various settings while maintaining a controlled environment. No matter where she is working, she will always be accompanied by Ms. Loh. While Boba is at school, she will have access to a safe space in Ms. Loh's office to relax when she is not working. Boba visits her vet regularly for all of her vaccinations and regular check-ups. If Boba is unwell for any reason, she will stay home for the day and be reassessed before returning.

What if my child is scared of dogs?

Some children may have had upsetting experiences and thus fear dogs (or other animals). Boba will only contact children who want to work with her. She has completed training that helps her remain calm and gentle around children. This training is ongoing and will continue for as long as she is a school-based therapy dog. Experience and research have shown that children can learn to overcome their fear of animals and grow in respect and appreciation for them with proper guidance and handling. If, for any reason, you would like to opt your student out of the therapy dog program, please get in touch with the school, and we will add them to our no-contact list.



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Namao School
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