



Namao School Handbook

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

2023-2024



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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 staff, students and families share responsibility in being proactive in maintaining a welcoming, caring, respectful, safe and inclusive learning environment that acknowledges and promotes understanding, respect and the recognition of diversity, equity, inclusion and human rights of all students and families within the school community. (Per Policy 310 & Education Act - Sections 16, 35, 35.1)

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. Jamieson
Principal**



**Ms. Stoffelen
Vice Principal**



- Mrs. Skorija (**Administrative Assistant**) Ms. B. Sturm (**Office Clerk**)
- Mrs. R. Sturm (**Business Manager**)
- Ms. Detenshen (**Counsellor/Athletics**) Ms. Williamson (**MHW/KW**)
- Mrs. Speer (**Learning Commons**) Ms. Goeree (**LSL**)
- Mr. Humphries (**Music**) Mrs. Eisenkrein (**Learning Coach/STEAM**)
- Mrs. Nichols (**OAK**) Ms. Kleespies (**Specialized Programming**)
- Ms. Cronshaw (**1C**) Mrs. Topolnitsky (**KT/Specialized Programming**)
- Ms. Tamburro (**1T**) Ms. Brownridge (**2B**)
- Mrs. Ward (**2W**) Mr. Paustian (**3P**)
- Mrs. Woloshin (**3W**) Mrs. Cook (**4C**)
- Mr. Robertson (**4/5R/Athletics**) Mr. Dunsmore (**5D**)
- Mr. Kruse (**6K**) Ms. Larouche (**6L**)
- Ms. Dorn (**7D/K & E**) Ms. Nelson (**7/8N**)
- Mr. Regehr (**8R/Athletics/K & E**) Ms. Shute (**9S/K & E**)
- Ms. Wiebe (**9W/Health**)
- Mr. Wolmuth (**Head Custodian**) Mrs. Sadic (**Caretaker**)
- Ms. Saffin (**Caretaker**) Ms. Woodard (**Educational Assistant**)
- Mrs. Baker (**Educational Assistant**) Mrs. Hein (**Educational Assistant**)
- Mrs. Woolley (**Educational Assistant**) Ms. Auger (**Indigenous Educational Assistant**)
- Mrs. Moffat (**Educational Assistant**) Mrs. Sharpe (**Educational Assistant**)
- Mrs. Almaliki (**Educational Assistant**) Mrs. O'Shell-Gillespie (**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 – 8:35 am	<i>Bus Unloading (Door Supervision)</i>
8:35 am – 8:40 am	<i>Home Room Check - Registration</i> Junior High Students - Block 1 for Registration
8:40 am – 9:40 am	Block 1
9:40 am – 10:40 am	Block 2
10:40 am – 10:55 am	<i>Morning Recess</i>
10:55 am – 11:55 pm	Block 3
11:55 pm – 12:20 pm	<i>Noon Recess</i>
12:20 pm – 12:40 pm	<i>Lunch</i>
12:40 pm – 1:00 pm	Block 4 - Advisory
1:00 pm – 2:00 pm	Block 5
2:00 pm – 3:00 pm	Block 6
3:00 pm – 3:10 pm	<i>Dismissal and Bus Loading</i>
4:00 pm	Operational Day Ends

Emergency Preparedness

Sturgeon Public Schools has a [District-wide Emergency Response Plan](#), which would be implemented during a local disaster or school emergency. The plan's primary objective is to ensure your child's safety.

The Emergency Response Plan is a preparatory measure. Statistics show schools are still among the safest places to be on a day-to-day basis due to the strong commitment of educators, parents, and communities to their children. Nevertheless, disasters do happen, and because of that, no community can be complacent in its efforts to make its schools even safer. For this reason, we have implemented the Plan, so please do not be alarmed by this precautionary action.

Drills

Although it is unlikely that the Emergency Response Plan will need to be fully activated at Namao School, the possibility still does exist. Therefore, to prepare all school community members, including your child, to act immediately, *we will conduct two practice emergency evacuations (fire drills) in September.* Subsequent training will occur periodically throughout the year and cover various circumstances. In addition to practicing emergency evacuation, we will discuss the appropriate actions to take during other emergencies, including a lockdown and shelter-in-place. These drills and accompanying discussions are designed to prepare your child to act quickly and minimize your child's fear should an emergency occur.

Parent-Child Reunion Centre

The Emergency Response Plan also incorporates a systematic approach to reuniting children with their parents. The plan identifies two sites for the Parent-Child Reunion Centre associated with Namao School. The first site is located on the school grounds. The second site is located at the School Emergency Evacuation Centre (Sturgeon Composite High School) – this location is activated only when the school premises must be evacuated. (In some cases, using an alternate site - Namao United Church & Community Hall may be necessary.) **Due to the unpredictable nature of any emergency, we can only tell you where the Parent-Child Reunion Centre is located at the time of the emergency.** You will be notified via the School Messenger (Parent Portal) of the location if it is necessary to activate either of these Parent-Child Reunion Centres.

Reuniting With Your Child

To ensure your child's safety, we must establish some protocol for picking up your child. Therefore, please be advised of the following guidelines when picking up your child from a Parent-Child Reunion Centre:

- No student will be released unless you or an individual designated on the student's PowerSchool records arrives to pick up that student.
- You must **ensure the information on your child's PowerSchool account is current.**

You will be required to present valid identification. This step is necessary to protect your child from unauthorized individuals attempting to pick up your child. The school may receive assistance from other schools or outside agencies and may not know you.

You will be required to sign for the release of your child. This is extremely important, as it is our only means of ensuring that all students are accounted for. Please do not just take your child from the centre without signing for their release. We recognize that you may be worried and want to be reunited with your child as quickly as possible. However, this system has been established to ensure your child's safety. You may jeopardize your child's or another child's safety by not adhering to these procedures.

Should our regular transportation system cannot transport your child home, your child will be kept at the centre until you arrange to pick them up.

If you cannot pick up your child, they will be kept at the Parent-Child Reunion Centre until alternate arrangements can be made. Your child will be supervised at all times.

Violence & Threat Risk Assessment (VTRA)

Sturgeon Public School Division is committed to providing safe and caring learning environments for all students, staff, school visitors and community members. To this end, Sturgeon Public School Division has been invested for many years in the continued professional certification of administrative staff in Level 1 & Level 2 Violence and Threat Risk Assessment (VTRA) training across the Division.

VTRA helps schools respond quickly to incidents where students' behaviors pose a potential threat to safety or serious harm.

In the communities we are privileged to serve, we have formalized community-based VTRA protocols with regional partners such as neighboring school jurisdictions, the RCMP, Alberta Health Services and other community agencies.

We encourage families to take the time to read through our [VTRA Brochure](#) and [VTRA Letter of Fair Notice](#) so you have a better understanding of the protocols we are trained in to ensure the safety of your children.

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.
- Students should dress appropriately to the environment and activity they are participating in.

Inclement Weather

Policy 320: Inclement Weather

The Board believes that the responsibility of the safety of school bus passengers during periods of inclement weather or hazardous road conditions is shared by the Board, its staff, school bus operators and by parent/guardians.

The final decision to send a child to the bus stop or to school rests with the parents/guardians, even though buses and schools may be operational.

School bus service may be suspended at a temperature of minus forty (40) degrees Celsius, as determined by the Weather Network at Bon Accord, AB.

When buses are running on extremely cold days, we assemble students in the community entrance if their bus is arriving late or picks up late to ensure they are not standing in the cold.

We always watch the temperature very closely and review road conditions and weather conditions. The -40°C does not include wind chill.

Our school is always open to receive students

Volunteering

- Volunteers require criminal record checks to work with students.
- Parents who volunteer for *one-day* activities need a *criminal record check*.
- Parents volunteering for *overnight field trips or coaching* require a *criminal record check* **and** a *vulnerable sector check*.
- Both the criminal record check and vulnerable sector check are provided by the Morinville RCMP, and need a letter from our front office to ensure this requirement is free of charge.

Technology

BYOD Grades 4 to 9

Our *Bring Your Own Device* or BYOD program for grades 4 - 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 4 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.

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.

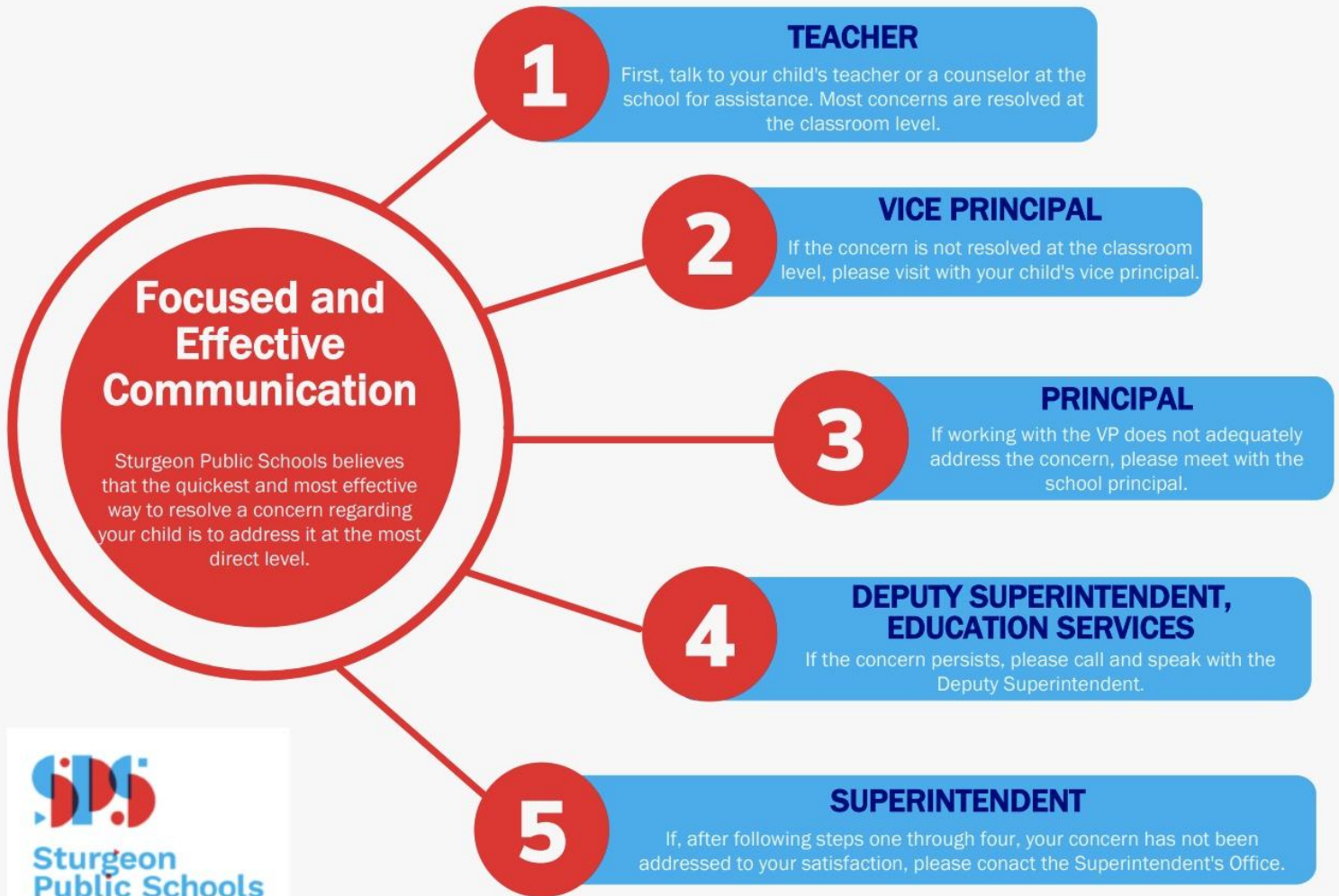
At Namao, we cultivate healthy relationships when problem-solving. Nurturing healthy relationships by considering stakeholder interests and a problem-solving approach to conflict resolution creates and maintains open lines of communication. It meets the needs of staff, parents, students and the community 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 in understanding how to make positive choices and encouraging students to make positive ones where the needs of each student are respected. We know that students are learning the skills necessary for successful problem-solving. Identifying problems, understanding expectations, taking responsibility for one's actions, and making positive choices are essential to student growth and learning.

Developing 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 and allow others to learn by respecting their needs.	I am responsible for listening to instructions, coming prepared for class, working diligently and following the general classroom guidelines set by my teachers.	Conduct yourself appropriately and be prepared for all classes.
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 am responsible for doing my best to ensure my safety 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.

Restorative Measures

When students choose not to follow the expectations, various interventions will occur. 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 administration. Parents may be contacted depending on the event's seriousness and informed of the issue and the possible consequences.

Where appropriate, stakeholder meetings will encourage restorative resolutions considering each stakeholder's concern. Students will need to develop a plan to become responsible for their actions. A range of consequences will be collaboratively determined when the students identify the challenge, the benefits of following the expectations and their responsibilities to improve the situation. These consequences may include apologies, loss of privileges, 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. *Per Board Policy 120 - Harassment Policy

Responsibilities of Staff

Our staff establishes a positive school climate in which structure, support and encouragement are provided to assist in understanding the importance of education and developing a sense of self-awareness and responsibility while positively contributing to society.

Namao staff will ensure that:

- They build positive and productive relationships with students, parents/guardians, peers and others in the school and the 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.
- Ongoing communication exists between staff and parents to encourage and provide the opportunity for active and constructive parental involvement in their children's education.

Responsibilities of Parents

Parents ensure their children are ready to learn and help them to make positive and consistent progress toward 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 the school has emergency contact phone numbers so parents can be reached when needed.

Avoidable Extended Absences During the School Year

Sturgeon Public Schools believes regular school attendance is a significant contributing factor to student learning, positive connections at school, and student progress.

Parents/guardians sometimes choose to take students out of school for extended periods for vacations, hunting, working at a place of employment, or other avoidable 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. If an avoidable extended absence is scheduled during the school year, The parent/guardian should inform the administration and the various subject teachers well before the event. The student will be responsible for obtaining notes and completing assignments during their absence. [*Per AP905 - Student Attendance at School](#)

After discussing extended absences with their teachers, students may find this information via classmates, Google Classroom/SeeSaw or other means. The teacher may not provide homework packages before or during the extended absence.

Upon returning, the student must complete and turn in any required assignments and complete assessments within a reasonable amount of time, determined by the teacher.

[Key sections of the Education Act include:](#)

Section 31: Student responsibilities

Section 32: Parent responsibilities

Section 33: Board responsibilities

Section 34: Trustee responsibilities

Section 35: Bullying Awareness and Non-discrimination

Section 36: Student discipline: suspension

Section 37: Student discipline: expulsion

Section 196: Responsibilities of a teacher

Section 197: Responsibilities of a principal

Personal Device Policy

At Namao, we strive to create a supportive and nurturing learning environment that encourages positive social interactions and fosters academic excellence. We ask students **not to use devices (e.g., cellphone, smart watches, etc.) that impact academic learning throughout the day** to achieve these goals.

- Students must store their devices in their lockers for the entire school day. This includes both breaks.
- Students must have a lock on their locker to ensure their device is safe.
- Per the Technology Use Agreement, the school is not responsible for the loss of personal items.

Research has shown that excessive use of technology can lead to decreased social skills, poor academic performance, and mental health issues (Twenge, Campbell, & Martin, 2018). In contrast, limiting screen time can improve social connections, academic skills, and overall mental health (Grand Canyon University, 2018). Limiting use during socialization (e.g., recess) can improve face-to-face communication and strengthen social bonds (Grand Canyon University, 2018).

By eliminating the use of devices unrelated to academic use during school hours, we hope to cultivate a more positive and supportive school community while promoting healthier habits and enhancing academic performance (Lepp et al., 2015). We appreciate your cooperation in creating a better learning environment for all.

If your device is not stored in your locker during school hours, including break periods, a parent or guardian must retrieve it from the school office. This is necessary to ensure a safe and focused learning environment for all students.

Thank you for your understanding and cooperation.

References

- Grand Canyon University. (2018, May 8). How Cellphones Affect Communication Skills. [Blog post]. Retrieved from <https://www.gcu.edu/blog/gcu-experience/how-cellphones-affect-communication-skills>
- Lepp, A., Barkley, J. E., & Karpinski, A. C. (2015). The relationship between cell phone use, academic performance, anxiety, and satisfaction with life in college students. *Computers in Human Behavior*, 43, 210-217. <https://doi.org/10.1016/j.chb.2014.10.053>
- Twenge, J. M., Campbell, W. K., & Martin, G. N. (2018). Decreases in psychological well-being among American adolescents after 2012 and links to screen time during the rise of smartphone technology. *Emotion*, 18(6), 765-780. <https://doi.org/10.1037/emo0000403>
- Rosen, L. D., Carrier, L. M., & Cheever, N. A. (2013). Facebook and texting made me do it: Media-induced task-switching while studying. *Computers in Human Behavior*, 29(3), 948-958. <https://doi.org/10.1016/j.chb.2012.12.001>
- Sturgeon Public School Division. (2021). 870: Exhibit 2: Technology Resources Responsible Use Protocol Students

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 860](#).

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 860](#).

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).***
- ★ **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 Handbook 2023-2024

Namao School
2-24400 HWY 37
Sturgeon County, AB
T8T 0E9
(780) 973-9191