

# WOODLANDS SCHOOL

## *2020-21 Parent/Student Handbook*







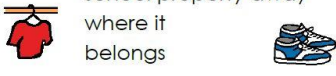




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	<i>222 Good Street</i>
	<i>204-383-5674</i>
	<i><a href="http://woodlands.interlake.ca">woodlands.interlake.ca</a></i>
	<i><a href="mailto:woodlands@isd21.mb.ca">woodlands@isd21.mb.ca</a></i>
	<i><a href="https://twitter.com/WoodlandsK8">@WoodlandsK8</a></i>



## Woodlands School Expectations

Be Respectful  
Be Responsible  
Be Safe

### School-Wide Behaviour Matrix

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> <li>Positive language used throughout the school. "Please" "Thank you" "Excuse me"</li> </ul> 	<ul style="list-style-type: none"> <li>Know your job Do your job.</li> </ul> 	<ul style="list-style-type: none"> <li>Hands &amp; feet to self</li> </ul> 
<ul style="list-style-type: none"> <li>Respect the personal space, feelings, and work of others.</li> </ul> 	<ul style="list-style-type: none"> <li>Put personal items &amp; school property away where it belongs</li> </ul> 	<ul style="list-style-type: none"> <li>Always walk in an orderly manner. Control your body.</li> </ul> 
<ul style="list-style-type: none"> <li>Report problems to an adult – if you can't work it out on your own.</li> </ul> 	<ul style="list-style-type: none"> <li>Stay on task without disturbing others around you.</li> </ul> 	<ul style="list-style-type: none"> <li>Use school equipment /property the right way.</li> </ul> 

***Our school-wide positive behaviour expectations can be summarized in one easy to remember saying – "Be Respectful, Be Responsible, Be Safe"***

***Be Respectful*** - show respect for yourself, your peers, and your school by

- using positive and respectful language.
- dressing appropriately for school and weather
- giving your best effort regardless of the activity.
- work together to solve problems and conflicts
- recognizing the skills and strengths that others have
- looking after school property

***Be Responsible*** – being a good citizen of our school by:

- show responsibility for your learning, your choices, your actions, and help create a positive school climate.
- being on time and prepared to learn.
- being attentive in class and respecting everyone's right to learn.
- Recognizing that many people need quiet in order
- keeping spaces neat and organized.

***Be Safe*** – making good decisions every day to prevent injury by:

- using equipment in a safe manner as instructed by an adult.
- keeping hands and feet to yourself.
- walk in an orderly manner when moving around the school.
- run in a safe manner while in the gym or on the playground – controlling our bodies and how they move.

## Welcome to the 2020-21 School Year!

This upcoming school year will undoubtedly be an interesting one in which we all will need to work together as a team. Due to the COVID-19 pandemic schools have been forced to adapt in order to create safe spaces for our students to learn to grow. We are confident we have created safe spaces for our students that will continue to be conducive to learning and growth.

This handbook contains a variety of procedures and guidelines we use at the school to manage our day to day and week to week routines. This handbook does not contain everything about us, but is more of a “snapshot” of who we are as a learning community. Please take some time to familiarize yourself with it’s contents.

We have some new additions to “Team Woodlands” this year – Mrs. Marttila is our new Resource Teacher, and Ms. Brad is our new Guidance Counselor/Grade 8 Teacher. We are excited to have these 2 amazing professional joining us – please welcome them to the school when you see them!

Please check our website for details around our school’s reopening plan, and other information and stories about what is going on at school:

<https://woodlands.interlakesd.ca/>

If you are on Twitter, be sure to follow our school feed: **@WoodlandsK8**

As always, we are always a phone call or email away so please do not hesitate to connect with someone at the school if you have a question or concern.

Yours in education,

*Tim Lee*

Principal  
Woodlands School



# Woodlands School Belief Statements

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## As a team of learners, we believe:

- **Positive, respectful relationships** built on trust and care are critical between all members of the school community. We will strive to develop these relationships through effective communication in all aspects of school life including common behaviour expectations and guidelines.
- In fostering a **safe learning environment** where students are able to take risks, and take pride in their growth as learners.
- All students can learn, but not all students learn the same way. We will strive to meet the needs of all our students by **differentiating instruction and assessment**, and adhering to **instructional best practice**.
- Teachers are the **facilitators of learning**, and will strive to provide **engaging learning activities** that will promote critical and creative thinking alongside typical curricular goals.
- Students should have a **voice** in their learning, and be actively included when it comes to developing classroom expectations, guidelines, and learning goals.
- **Collaboration** between all members of the school community will be ongoing, and will be fostered around respect, effective communication, and student growth.

# Woodlands School – Year at a Glance

2020-21 (\*subject to change\*)

## September 2020

2-4	Professional Development – no school
7	Labour Day – no school
8	First Day of classes Grades 1-8
9,11	Kindergarten interviews
15	First day of Kindergarten
21	Picture Day
30	Terry Fox Run @ 2:20 PM

## October 2020

8	Divisional Cross-Country Meet - Teulon
9	Professional Development – no school
12	Thanksgiving Day – no school
21	Early Dismissal @ 2:45 PM
23	Professional Development – no school
28,29	Book Fair
29	Progress Conversations: 4:30 – 7:00pm
30	Halloween Activities

## November 2020

10	Remembrance Day Service @ 10:00 AM
11	Remembrance Day – no school
12	Picture re-take day (library)
18	Early Dismissal @ 2:45 PM
20	Professional Development – no school

## December 2020

4	Holly Jolly Jog
11	Term 1 Report Cards
16	Christmas Concert @ 2:00 & 6:30
17	Christmas Concert (snow date)
18	Last Day of Classes / Christmas Activities

## January 2021

4 Classes Resume  
20 Early Dismissal @ 2:45 PM

## February 2021

5 Professional Development – no school  
15 Louis Riel Day – no school  
17 Early Dismissal @ 2:45 PM  
18 Progress Conversations 4:30 – 7:00PM  
25 Public Budget Meeting (5:30-7:30) @ Quarry Park

## March 2021

8 Professional Development – no school  
17 Early Dismissal @ 2:45 PM  
26 Term 2 Report Cards / Last day of classes before Spring Break

## April 2021

5 Classes Resume  
21 Early Dismissal @ 2:45 PM

## May 2021

10 Professional Development – no school  
19 Early Dismissal @ 2:45 PM  
24 Victoria Day – No School

## June 2021

24 Fun in the Sun Day  
25 Fun in the Sun Day (rain date)  
28 Celebration of Learning (K-8), last day of classes for 7-8  
29 Last day of classes for Grades K-6 - Report Cards home  
30 Professional Development – no school

## 2020 - 2021 STAFF LISTING

Assignment/Role	Staff Member	E-mail
Principal, 7-8 Science and PE	Mr. T. Lee	<a href="mailto:tlee@isd21.mb.ca">tlee@isd21.mb.ca</a>
Kindergarten, Grade 1-4 Art	Ms. T. Ross	<a href="mailto:tross@isd21.mb.ca">tross@isd21.mb.ca</a>
Grade 1/2	Ms. L. Hoas	<a href="mailto:lhoas@isd21.mb.ca">lhoas@isd21.mb.ca</a>
Grade 1/2	Ms. M. Peltz	<a href="mailto:mpeltz@isd21.mb.ca">mpeltz@isd21.mb.ca</a>
Grade 3/4	Mr. C. McLean	<a href="mailto:cmclean@isd21.mb.ca">cmclean@isd21.mb.ca</a>
Grade 3/4	Ms. B. Gray	<a href="mailto:bgray@isd21.mb.ca">bgray@isd21.mb.ca</a>
Grade 5/6 ELA, Math, Science, PE. Grade 7/8 Math	Ms. S. Page	<a href="mailto:spage@isd21.mb.ca">spage@isd21.mb.ca</a>
Grade 7/8 ELA & Social Studies, 5/6 Social Studies, Guidance	Ms. T. Brad	<a href="mailto:tbrad@isd21.mb.ca">tbrad@isd21.mb.ca</a>
Music, 5-8 Art & French	Ms. M. Hallow	<a href="mailto:mhallow@isd21.mb.ca">mhallow@isd21.mb.ca</a>
Resource, Literacy Support	Ms. A. Marttila	<a href="mailto:amarttila@isd21.mb.ca">amarttila@isd21.mb.ca</a>
Administrative Assistant	Ms. B. Oliver	<a href="mailto:boliver@isd21.mb.ca">boliver@isd21.mb.ca</a>
Custodian	Ms. L. Fowler	
Custodian	Ms. L. Lillies	
Library Clerk	Ms. T. Williams	
Educational Assistant	Ms. K. Taylor	
Educational Assistant	Ms. A. Petrowski	
Educational Assistant	Ms. J. Magus	
Educational Assistant	Ms. C. Tully	
Educational Assistant	Ms. R. Walker	
Educational Assistant	Ms. D. Goodman	
Bus Driver	Mr. R. Blower	
Bus Driver	Ms. J. Carter	
Bus Driver	Mr. G. Lobb	
Bus Driver	Mr. D. Oliver	
Bus Driver	Ms. S. Thomas	

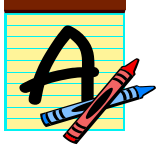
## Woodlands School Time Table 2020 - 2021

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
8:30	Buses unload					
8:45*	Students enter – opening exercises					
8:55	<b>Block 1</b>					
9:45	<b>Block 2</b>					
10:35*	Activity break 5-8 / Nutrition break K-4					
10:58*	Activity break K-4 / Nutrition break 5-8					
11:20*	<b>Block 3</b>					
12:10	<b>Block 4</b>					
1:00*	Activity break 5-8 / Nutrition break K-4					
1:28*	Activity break K-4 / Nutrition break 5-8					
1:55*	<b>Block 5</b>					
2:45	<b>Block 6</b>					
3:35*	End of school day					
3:47	DISMISSAL					

\*denotes a bell



# The A to Z's of Woodlands School



## Accident Procedures

All minor accidents will be attended to by our staff. However, should a child receive a more serious injury, the following procedure is followed:

1. Parents/guardians, or the designated emergency contact person, will be contacted. If possible, they will transport the child to the family doctor or to the hospital.
2. Should no one be available for us to contact, we will transport the child to the doctor or hospital indicated on the student information sheet for emergency medical assistance.
3. Should we believe that ambulance service is required, we will not hesitate to call one.

## Administration of Medication

We cannot administer Tylenol or any other non-prescription medication.

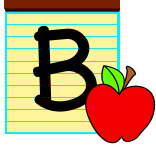
If a child is required to take medication during school hours, it **must** be brought to the school by the parent/guardian and sent to the office with the following:

- **written** authorization by the parent/guardian
- the **medicine bottle must carry the official label from the pharmacist stating the child's name, the physician's name, the name of the drug, the dosage to be administered, and if possible, the time of day it is to be given.**

## Attendance

Consistent school attendance is a critical factor for student success—academically, behaviourally, emotionally, and socially. It is the parent's responsibility to get their child(ren) to school on a consistent basis. We understand there are many valid reasons for students to be absent including illness, doctor's appointments and compassionate grounds. Please make every effort to have your child at all school every day. If you need help or support when it comes to getting your child(ren) to school please let us know.

Attendance will be maintained at the office. Attendance will be taken at 8:55 a.m. and 1:55 p.m. by the homeroom teacher. **Students arriving late must check in at the office before going to their class.** If a student is going to be late, or absent for part of the day, or the entire day, please phone the office at 204-383-5674 before 9:00 a.m.



### **Balanced School Day**

Our school day is structured in to 6 blocks of instructional time that are separated by 2 nutrition/activity break. Our day starts at 8:30 with outdoor walking and our breakfast program. Learning block 1 runs from 8:55-9:45. Learning Block 2 runs from 9:45 – 10:35. Our first break runs from 10:35—11:20. Learning block 3 runs from 11:20—12:10. Learning block four runs from 12:10 – 1:00. Our second break runs from 1:00—1:55. Learning block 5 runs from 1:55—2:45. Learning block 6 runs from 2:45-3:40. Final dismissal occurs at approximately 3:47.

### **Breakfast Program** Suspended until further notice

~~All students are welcome to join us in the multipurpose room every morning between 8:30-8:45 for a nutritious and tasty breakfast. Our program offers a wide variety of foods, in a nurturing environment.~~

### **Bring Your Own Devices**

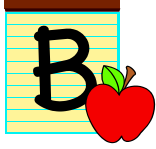
Students in grades 7+ are permitted to bring their own electronic devices to school for their use during break times or with permission of their teacher. The use of personal and school electronics are subject to ISD policies concerning the internet and appropriate usage. Students are not permitted to take photographs of children or staff, and/or post online during school hours. Any inappropriate use of devices and/or contravention of the terms for use may result in a disciplinary response including, but not limited to, confiscation of the device and/or an outright ban on the privilege of using devices while at school. ***Woodlands School and the Interlake School Division do not accept responsibility for lost, stolen or damaged devices. Users bring them here at their own peril.***

### **Bus Ridership**

While on the bus, students are governed by the school rules and expectations. Bus drivers are also able to place additional expectations on riders to ensure the safe transport of students. Riders who are unable to adhere to the expectations risk having the ridership privileges revoked.

You, or a caregiver, should be at the bus stop or at home when your child gets off the bus. If that's not possible, make sure your child knows exactly what to do – continue straight home, wait for you, call someone, go to a neighbour's house, or whatever you've arranged beforehand.

***Traffic is NOT allowed in the Bus Loop from 8:20 a.m. to 4:15 p.m. The Bus Loading Zone is located on the south-east side of school.***



## **Bus Safety**

School buses are an extremely safe form of transportation, about thirty (30) times safer than passenger cars. However, accidents do happen. According to a 1996 study by the American Academy of Pediatrics, the majority of accidents occur outside the bus, where children can be struck by the bus or by motorists illegally passing the bus.

### **The Danger Zone**

A ten (10) foot area known as the Danger Zone surrounds all school buses. In this area, it can be difficult for the driver to see, especially the small children. The most dangerous parts of the ***Danger Zone*** are immediately in front of the bus and from in front of the rear wheels back to the rear of the bus.

Multiple side-view and crossover mirrors, and crossing-control arms all help increase the driver's field of vision and add to the safety of the children. Crossing-control arms are six (6) foot gates, attached to the front bumper of the bus, that are designed to keep children far enough in front of the bus for them to be seen by the driver while they cross the road. The most effective safety measure, however, is for you to teach your children how to avoid the ***Danger Zone***.

Please do not drive or park inside the bus loop area at the front of the school. Visitor parking is located in the Staff Parking lot at the Middle Years' side of the building.

### ***While waiting for the bus:***

- Be at the bus stop on time.
- Stand well away from the curb or edge of the road; wait quietly for the bus.
- Wait for the bus to come to a complete stop before approaching.
- Don't crowd your friends getting on or off the bus; board and exit one at a time.
- Never play or stand in the aisles; go to your assigned seat and sit down.

### ***While riding the bus:***

- Stay in your seat, facing forward.
- Don't stick anything out the windows.
- Listen to the bus driver; follow his/her directions.
- Talk quietly with your friends.
- Don't throw things in the bus.
- Observe the eight (8) Bus Ridership Rules posted at the front of the bus.

### ***Getting on, off, and around the bus:***

- Avoid the ***Danger Zone***, because it's difficult for the driver to see you in this area.
- Take ten (10) giant steps beyond the front bumper of the bus before you turn to cross the road. This lets the driver maintain eye contact with you while you cross.
- Look both ways before crossing the street, and wait for driver's signal.
- **NEVER** cross the road **behind** the bus!
- Keep away from the bus if you drop or forget something.

**Student school bus safety is the Interlake School Division Transportation Department's highest priority! Working together we can ensure a safe and accident free year. Should you have any questions or concerns regarding transportation, please contact Transportation Supervisor, Mr. Jaret Thiessen at 467-8730.**



### **Calendar**

A school calendar will be sent home at the beginning of the school year and with a newsletter each month. Please post in a convenient location in your home. The calendar is also available on our website.

### **Canteen**

Students will have two nutrition breaks and two activity breaks on a daily basis. The Cohort A students will have their nutrition break first while the Cohort B students have their activity period. They will switch activities half way through the break period. Research has shown that two equally nutritious small meals is very effective at keeping students alert and able to think and learn.

Students will be supervised as they eat in their individual classrooms during each of the breaks and during their respective activity periods.

~~The canteen is operated by Mr. Rick Overton. A monthly menu calendar will be sent home to pre-order food items scheduled. The menu calendar will also be available on our website. Once completed, you may forward the menu calendar with payment to the classroom teacher. **Students are to bring their own forks and spoons.** Suspended until further notice~~

Some of our students have severe allergies to nuts and as a result Woodlands is an allergy aware school. While *we cannot guarantee a nut free environment*, we can try to minimize the chances of children coming into contact with allergens by asking parents to try to send nut-free lunches. If you have an item that contains nuts please make sure your children are instructed to wash their hands with soap and water. If you have any concerns about any lunch items, please discuss the matter with one of our staff.

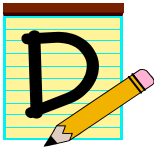
## Code of Conduct

Parents and teachers believe positive behavior of all students is necessary for children to be safe and to learn. For a more detailed description of our code of conduct please read the beginning of this handbook.

## Communication

Notes, dated and signed by the parent/guardian, *are required* for the following:

1. When an alternate person picks up student(s) other than a parent/guardian.
2. When student is required to ride a bus that is not their regular bus route.

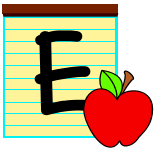


## Dress Code

There is a dress code in our school. We expect all students to wear appropriate clothing that is free of slogans with foul or offensive language. It is important we dress for the weather as we go outside every recess unless the conditions are extreme.

## Driveway

Please ensure students stick to designated walkways (sidewalks) and do NOT cross the driveway or through the parking lot. Parents picking up their children should park in the staff parking lot located on the Middle Year's side of the building. **Please do NOT enter the bus loop or staff parking lot.**

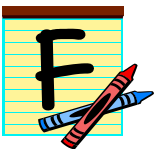


## Early Dismissals

Each month (except September, December and June) there is an early dismissal on the third Wednesday. School will be dismissed 1 hour earlier (2:45). Please review the yearly and/or monthly calendar for exact dates.

If a parent is picking up their child(ren) early, we request that ***they please check in at the office upon entering the building*** and advise the office staff. If someone other than the parent/legal guardian is picking up your child, please advise a member of the office staff in advance.

As a part of our school's safety measures, all doors leading to the outside are locked throughout the day. **Parents and community members are to enter the school through the front doors only.** To maintain the integrity of our security for students and staff members we kindly ask parents not to attempt to enter through the side doors.



## Field Trips

Parent/guardians will be notified of all impending field trips, as well as any costs involved. A permission slip, signed by the parent/guardian, will be required in order for a student to be able to participate.

### Footwear

All students are asked to have non-marking indoor footwear (suitable for gym use). Shoes students wear inside are **not** to be worn outside.



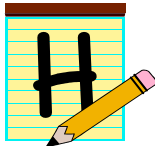
### Guidelines and Rules

The Woodlands discipline procedures and behavioural expectations for students are based on the philosophy and guidelines found in the Interlake School Division Student Code of Conduct.

As we encourage respect, responsibility, and safety in our school community, dangerous or disruptive behaviour will not be permitted on the playground. Our playground is supervised prior to school starting and during activity breaks, but supervisors cannot be expected to be in all places at all times. As a result, students are encouraged to seek out the playground supervisors for assistance if there are any problems.

There are some behaviours that will not be tolerated in our learning community. Our school's "bottom lines" are:

- Consistently **disrupting the learning of others**.
- **Acts of violence** towards a student, staff member, or school/personal property.
- Direct **defiance towards an adult** in the building.
- **Threatening or intimidating behaviour** (ie. bullying) directed towards any member of the school community.
- The **illegal use of controlled substance** (ie. Drugs or alcohol)



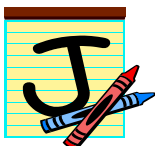
### Healthy Snacks

Please ensure your child has a healthy snack for each nutrition break (nut free). Fresh fruit & vegetables, whole grains, and dairy products contain many of the essential vitamins and minerals our children need to grow and learn at their best.



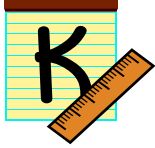
### Illness

School staff will attempt to notify parents if their child is ill or hurt at school. In the event of a serious accident or illness, the child will be taken to Emergency at the Stonewall Hospital and parents will be notified as soon as possible. School staff are unable to sign consent for treatment forms. Parents are asked to provide the school with information regarding any special illness or health conditions a child has and to provide alternative telephone numbers where they can be reached. **Please keep the school notified of changes.**



### Junior Kindergarten Suspended until further notice

Junior Kindergarten is offered each year. For more information on this program please contact the school office or check out the Interlake School Division website.



### **Kindergarten**

At Woodlands School we have Kindergarten full-days on alternate days. These are on even days of the 6-day school calendar.



### **Library**

Students may use the library anytime during the school day, with the supervising teacher's permission. Regular library classes have been scheduled for all grade levels to encourage the use of the facilities and the circulation of books.

A Library Clerk is scheduled to be in the library on a regular basis, and is responsible for the organization and daily function for the library.

Students may sign out books for 1 six-day cycle, and if they are not finished they may renew the book for one week.

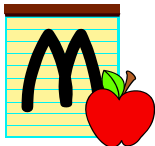
Replacement costs will be charged for lost or damaged books.

### **Lockers**

The students are assigned school lockers. It must be noted that lockers are school property and may be subject to searches. Students are encouraged to keep their lockers clean and orderly

### **Lost and Found**

The school has a Lost and Found area. Unclaimed items will be donated to a charity on the last day of school in June.



### **Medical Conditions**

The school must be informed of any special medical conditions including allergies of your child.

These procedures must be followed:

- If a student requires medication, written authorization stating the child's name, the name of the drug and the time it is to be administered must be provided to the school.
- The safe delivery of medication to the school is the responsibility of the parent or guardian.
- Medication is stored in a safe place in the school by the Principal or designate.
- Copies of written authorization are to be filed with the child's cumulative record.
- URIS health forms are to be completed and kept in the child's cumulative record for any child with a medical condition.

***The school is to be notified of any possible side effects accompanying the medication.***



### **Newsletter**

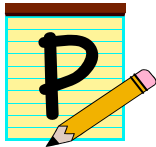
Woodlands School publishes a monthly newsletter. They are sent home and are available on our website.

### **Nutrition / Activity Breaks**

We have two nutrition breaks per day. 10:35 to 10:58 am and 1:00 to 1:28 pm. During the first half of the nutrition break our early years students will eat lunch in their classrooms while the middle years students will have their outdoor activity break. During the second half of the nutrition break our middle years students will come in and eat in the MPR while the early years students have their outdoor activity break.

It is school policy that all students participate in outdoor recess, weather permitting. If your child is too sick to participate in recess activities, please consider whether they are too sick to be at school.

During the winter, we monitor the temperature and wind conditions through Environment Canada. If the temperature, with or without the wind chill, goes below -30°C, students will remain indoors. Between -25 to -29°C, students may go outside for a maximum of 15 minutes. ***It is extremely important that all children are properly clothed for outdoor conditions.***



### **Parent Advisory Council**

Woodlands School Parent Advisory Council (PAC) is a group of parents and community members who meet once a month during the school year (except for December and June), along with the principal, to discuss important issues regarding our school and school division. Fundraising is not the primary goal but rather to have input into school activities. Any parent or community member is more than welcome to attend any or all meetings to see what's happening at Woodlands School.

### **A Parent is a child's first teacher**

We welcome and encourage parent involvement in all areas of your child's education. If you would like to volunteer, please let us know.

### **Peanut/Treenut Aware**

As allergies are on the increase and to create a safe environment for all, Woodlands School is a peanut/ nut aware school. Please do not send any food products containing nuts (peanut butter sandwiches, granola bars with nuts, etc.). If you are sending a peanut butter alternative please clearly label each time it is used.



### **Progress Conversations** (subject to change)

There are 2 evenings set aside per year where students-parents-teachers have the opportunity to meet to discuss their child's progress at school. Formal Progress Conversations this school year will be taking place on **October 29, 2020** and **February 18, 2021**. All parents and guardians are encouraged to use the online **PowerSchool Parent Portal** to sign up—contact the school if you need assistance  
<https://powerschool.isd21.mb.ca/public/>

### **Powerschool Parent Portal and Student Portal**

The Parent Portal of the Powerschool program allows you to update any pertinent information as needed. As a parent/guardian, information such as phone numbers, email addresses, doctor's name and number and mailing address are easily updated by logging in.

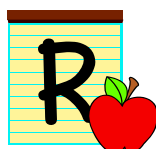
The Student Portal of the Powerschool program allows parents to book scheduled times for the Progress Conversations.

It is encouraged that you use this format. Login information will be sent home at the beginning of the school year. If you are having troubles access the portal or updating information, please contact the office.



### **Questions**

If you have any questions or concerns at any time, please contact your child's teacher first and/or the Principal.



### **Reporting**

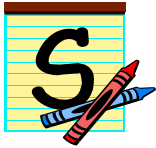
Formal reporting of a student's progress will happen three times a year—December, March, and June. Informal assessments happen throughout the year in our classrooms. If you ever are interested in how your child is doing in a certain area please connect with the teacher.

A report card is only one way of learning about your child's progress at school. Daily conversations with your child, perusal of daily work/ homework, visits, phone calls, and/or e-mails to your child's teacher, will also keep you informed.

### **Resource/ Support**

The Resource/Learning Support Teacher works with teachers and students in a variety of ways (team teaching, small group work, working with special needs students, etc.). We also have an on-site guidance counselor and an ISD social worker that can help support our children and families.

Our school's resource teacher is Alison Marttila – [amarttila@isd21.mb.ca](mailto:amarttila@isd21.mb.ca)  
Our school's guidance counselor is Taylor Brad – [tbrad@isd21.mb.ca](mailto:tbrad@isd21.mb.ca)



## Safety

If your child is to have any change in routine i.e. walking home, going to someone else's house or being picked up by a friend or relative, please contact the school before 3:00 p.m. A person unknown to staff will be asked to produce photo ID before the student is allowed to leave.

## Safety Drills

There are 10 fire drills and at least one school evacuation drill during the school year in order to follow proper Fire Drill procedures. Other safety drills include bus evacuation, school evacuation and two lockdown drills as well. Parents will be notified by the automated call system that a lockdown drill has taken place

## School supplies, books and school property

At the start of each year, students are charged a school supply fee. This fee covers all school supplies (pens, pencils, rulers, binders, paper, erasers, markers etc.). School supply lists and the amount due for school supplies, purchased by the classroom teacher, are typically available in June of the prior year

Textbooks, and workbooks are provided for students' use. Students who lose or abuse books will be expected to reimburse the school for the loss or damage.

Desks and tables are expensive to replace, and are not to be scribbled on, scratched on, or abused in any way. Vandalism to desks will result in cleaning (if possible) by the student(s) or reimbursement for permanent damage.

## School Sports Teams

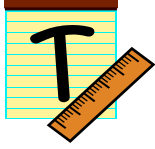
Woodlands School offers a variety of extracurricular programs which allow our students to compete with students from other schools and to take part in divisional competitions. Extracurricular sports include volleyball, basketball, badminton, cross country, and track and field. Some of the programs have a small fee associated with them in order to offset costs associated with bringing in officials and operating the team. ***Students must demonstrate they can consistently comply with class and school expectations before they represent our school in an individual or team event.***

## Security System

Throughout the school day the doors will remain locked. To gain access please use the front doors and use the security buzzer. Upon entry, please report to the office. Office staff will get the appropriate staff member and/or student for you.

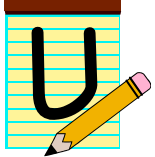
## Speech/Language Program

Under the direction of Interlake School Division's Speech and Language Pathologist, students' needs are assessed and programs implemented by educational assistants.



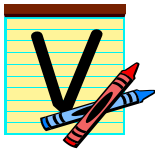
### **Time**

Students are encouraged to be on time for school. We want all our students to have the best start possible to their day and that means arriving on time. They feel more connected to school, and their classmates if they know what is going on. Announcements are made at 8:50 each morning.



### **U.R.I.S.**

Students with critical health needs (e.g. severe allergies needing an EpiPen, diabetes) are to have an annually updated individual Health Care Plan. The URIS representative at Woodlands School is Alison Marttila.



### **Visitors**

Visitors are welcome at Woodlands. For the safety of our children, all visitors are expected to report to the office to identify themselves and sign-in.

### **Volunteers**

Volunteers are needed during the year to assist in various school activities including classroom activities, field trips, etc. The co-ordinating teacher(s) will contact you for availability.

We also require volunteer drivers for sporting events and field trips. Drivers will be required to give a copy of their driver's license and registration each year to the office. Volunteers working in the school will be required to submit to a Criminal Records and Child Abuse Registry check

### **Vacations**

Since we have a limited amount of time in every school year, we ask that all families try their best to limit the amount of time their children miss school due to family vacations. It is expected that all families connect with the classroom teacher around these absences and make up any missed work if necessary.



### **Weather**

Adverse weather conditions can cause occasional school closures and disruptions to bussing in Interlake School Division.

On days when weather conditions are questionable, parents are asked to consult the Interlake School Division website. When an announcement is made that buses are not running, students are asked not to attend. A Synervoice message is sent out to keep you informed.

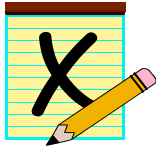
When the ambient temperature as read from the weather stations (wind chill) is below – 45C, the buses will not operate.

Should inclement weather develop while students are at school, they will not be sent home, except by specific instructions from the superintendent. Parents may wish to arrange billeting with relatives or friends in town.

Parents are kindly asked not to contact the Principal and/or Trustee as they will be using their phones to contact bus drivers and other personnel.

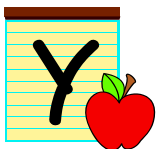
**Website**

Please visit our school’s website at [woodlands.interlake.ca](http://woodlands.interlake.ca) for school information, staff listing, important dates, etc.



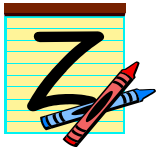
**eXercise is important.**

To encourage healthy living, all students participate in daily physical education/activity time here at school. We also offer opportunities for our students to stay active through a variety of activities outside normal class time such as skating days, cross-country skiing/snowshoeing excursions, intramurals, cross-country running, Track & Field, sport clinics, etc.



**Year-End Celebrations**

Towards the end of the school year, we spend some time as a community celebrating the last year of our grade 8 students. More information to come as the year unfolds.



**The Zones of Regulation**

We feel it important for us to not just focus on the academics at school. We feel it is our duty to teach students about their emotions, and how to best deal with them. We have adopted the Zones of Regulation curriculum as a framework for teaching our students about the importance of Self-Regulation.

Below is a summary of “the Zones”. We encourage families to talk to their children about this important topic, and get them to reflect on things they have learned about Self-Regulation at school and home.

The **ZONES** of Regulation®

<b>BLUE ZONE</b> Sad Sick Tired Bored Moving Slowly	<b>GREEN ZONE</b> Happy Calm Feeling Okay Focused Ready to Learn	<b>YELLOW ZONE</b> Frustrated Worried Silly/Wiggly Excited Loss of Some Control	<b>RED ZONE</b> Mad/Angry Terrified Yelling/Hitting Elated Out of Control