

WOODLANDS SCHOOL

2023-24 Parent/Student Handbook







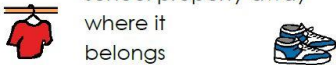




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|---|---|
|  | <i>Box 40 Woodlands, MB. R0C 3H0</i> |
|  | <i>222 Good Street</i> |
|  | <i>204-383-5674</i> |
|  | <i>woodlands.interlake.ca</i> |
|  | <i>woodlands@isd21.mb.ca</i> |
|  | <i>@WoodlandsK8</i> |



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

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 to learn
- 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 2023-24 School Year!

Our school is a special place where amazing things happen every day. In addition to the academic goals we strive to meet, we attempt to provide a school experience rich in positive relationships, student wellness, athletics, music and art, and social justice. As a school staff, we pride ourselves on meeting the needs of every student we work with on a daily basis. Parents and community members are key to the work we do with students. We can not do the work we do without the support of our families.

The start of every year brings change. New teacher, new classroom, new routines, new expectations, new friends, new interests. Sometimes these changes can be a lot to deal with. Sometimes these changes are just what we need. We are excited to welcome these new members to “Team Woodlands”. Please check out our listing of school staff on page 7.

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 its contents.

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

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 on-going, and will be fostered around respect, effective communication, and student growth.

Woodlands School – Year at a Glance

2023-24

****Please note that these some of these dates are subject to change. Notice will be given to the school community when important event dates are changed****

September 2023

| | |
|----|--------------------------------------|
| 4 | Labour Day – no school |
| 5 | Professional Development – no school |
| 5 | Open House (4:30 – 6:00) |
| 6 | First day of classes Grades 1-8 |
| 6 | Kindergarten interviews – day 1 |
| 8 | Kindergarten interviews – day 2 |
| 12 | First day of Kindergarten |
| 20 | Picture Day |
| 22 | Terry Fox Run |
| 29 | Orange Shirt Day |

October 2023

| | |
|-------|---|
| 2 | Professional Development – no school |
| 3 | Professional Development – no school **Provincial Election** |
| 9 | Thanksgiving – no school |
| 20 | Professional Development – no school |
| 25-26 | Book Fair |
| 26 | Progress Conversations - evening |
| 31 | Halloween Activities |

November 2023

| | |
|----|--------------------------------------|
| 3 | Picture re-takes |
| 10 | Remembrance Day Service @ 10:00 AM |
| 13 | Professional Development – no school |

December 2023

| | |
|----|--|
| 1 | Holly Jolly Jog |
| 4 | Professional Development – no school |
| 8 | Term 1 Report Cards |
| 22 | Last Day of Classes (Winter break: Dec.23 – Jan.7) |

January 2024

8 Classes Resume

February 2024

2 Professional Development – no school

19 Louis Riel Day – no school

22 Progress Conversations 4:30 – 7:00PM

March 2024

4 Professional Development – no school

22 Term 2 Report Cards / Last day of classes (Spring Break: Mar.23-Mar.31)

April 2024

1 Classes Resume

May 2024

15 Professional Development – no school

22 Victoria Day – No School

June 2024

20 Fun in the Sun Day

25 Fun in the Sun Day (rain date)

26 Grade 8 Farewell Ceremony / Last day of classes for 7-8

27 Last day of classes for Grades K-6 - Report Cards home

28 Professional Development – no school

| 2023-24 STAFF LISTING | | |
|---------------------------------------|--------------------|--|
| Assignment/Role | Staff Member | E-mail |
| Principal, 7-8 Science & PE | Mr. T. Lee | tlee@isd21.mb.ca |
| Kindergarten (odd days), Guidance | Ms. T. Ross | tross@isd21.mb.ca |
| Grade 1/2 | Ms. L. Hoas | lhoas@isd21.mb.ca |
| Grade 2/3 | Ms. M. Peltz | mpeltz@isd21.mb.ca |
| Grade 3/4 | Ms. B. Gray | bgray@isd21.mb.ca |
| Grade 4/5 | Mr. C. McLean | bgray@isd21.mb.ca |
| Grade 6 | Ms. J. Prefontaine | jprefontaine@isd21.mb.ca |
| K-6 Physical Education, 7/8 Math | Ms. S. Page | spage@isd21.mb.ca |
| Grade 7/8 ELA & Social Studies | Mr. R. Knutson | rknutson@isd21.mb.ca |
| Music / Art | Ms. M. Hallow | mhallow@isd21.mb.ca |
| Learning Support | Ms. A. Marttila | amarttila@isd21.mb.ca |
| Guidance | Ms. T. Fisher | tfisher@isd21.mb.ca |
| Administrative Assistant | Ms. C. Knutson | cknutson@isd21.mb.ca |
| Head Custodian | Ms. L. Lillies | |
| Library Clerk / Educational Assistant | 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. D. Goodman | |
| Educational Assistant | Ms. R. Walker | |

Woodlands School

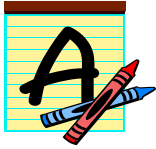
Time Table

2023-24

| | DAY 1 | DAY 2 | DAY 3 | DAY 4 | DAY 5 | DAY 6 |
|--------|--|-------|-------|-------|-------|-------|
| 8:30 | Buses unload – students outside for morning recess | | | | | |
| 8:42* | Students enter – opening exercises | | | | | |
| 8:55 | Block 1 | | | | | |
| 9:45 | Block 2 | | | | | |
| 10:35* | Activity break 4-8 / Nutrition break K-3 | | | | | |
| 10:55* | Activity break K-3 / Nutrition break 4-8 | | | | | |
| 11:20* | Block 3 | | | | | |
| 12:10 | Block 4 | | | | | |
| 1:00* | Activity break 5-8 / Nutrition break K-4 | | | | | |
| 1:28* | Activity break K-4 / Nutrition break 5-8 | | | | | |
| 2:00* | Block 5 | | | | | |
| 2:45 | Block 6 | | | | | |
| 3:40* | 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. We will do our best to notify parents when a minor injury arises, however this is not always possible due to the nature of our days in a school. 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.

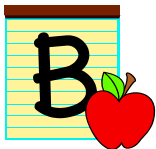
Attendance

Consistent school attendance is a critical factor for student success—academically, behaviourally, emotionally, and socially. It is ultimately 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.

If a student misses on average 2 school days a month from grade 1 to grade 8 they will have missed 160 school days by the end of grade 8. This works out to close to 1 year of school missed.

Attendance will be recorded by classroom teacher, and through 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

Our school runs a breakfast program most days in the MPR from 8:30 – 8:45. This is a free service to all students. We recognize mornings are busy and sometimes students don't get time to have a good breakfast prior to getting on the bus or walking to school. Our breakfast program will consist of healthy options with lots of fruits and vegetables, low sugar options, and a variety of foods. If you would like more information on the breakfast program or would be willing to donate to this important program please speak to [Ms.Gray](#).

Bus Safety/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.

Every year our students will be trained on how to ride the bus properly and what to do in case of an accident/evacuation.

For more specific information on [Bus Ridership Expectations](#)

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.

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.

Please do not drive or park inside the bus loop area at the front of the school between 8:00 – 8:40am, and 3:15 – 3:50pm. Visitor parking is located in the Staff Parking lot at the Middle Years' side of the building.

Bottom Lines

For us all to learn & grow in a safe, welcoming environment at Woodlands School there are *certain behaviours /actions that will not be tolerated*:

- 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)

Let's all work together to make our school the best place it can be



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.

Code of Conduct

Our school community believes that positive behavior of all students is necessary for children to be safe and to learn. Our school's positive behavior model is based around 3 big ideas: "Be Respectful – Be Responsible – Be Safe. For a more detailed description of our behavior model, please check out page 2 of this handbook.

School staff understand the importance of teaching positive behavior strategies to our students. We understand that perfect behavior all the time is unrealistic, and students come to school with the skills they have developed. Our job is to correct, re-teach, and encourage students to develop behaviours that will lead to them having success in the school environment, and society in general. Our school will strive to make reasonable accommodations to all of our students to allow them to be successful and happy learners. We will strive to be inclusive, and positive when it comes to correcting behaviours in our students.

There are times when our "Bottom Lines" are crossed and despite everyone's best efforts appropriate interventions and disciplinary consequences will take place. Some examples could include:

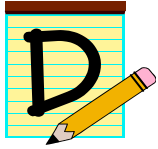
- Informal discussions with teacher or Principal
- Parental involvement
- Withdrawal from the classroom setting
- Behavior contract
- Removal of privileges
- Detention
- Suspension

For more information please refer to the ["Provincial Code of Conduct"](#)

Communication

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

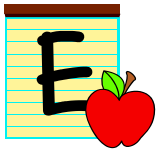
1. When an alternate person picks up student(s) other than a parent/guardian.
2. When student is required to ride a bus that is not their regular bus route.



Dress Code

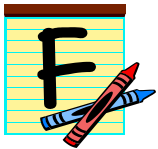
There is a dress code in our school. It is important that all student come to school wearing clothing that is suitable for daily wear and dress in a manner that is not unduly distracting or threatening. Bandanas or any clothing that suggests a gang affiliation will not be tolerated. Specific expectations in terms of dress code include:

- Undergarments should not be visible.
- Shorts and skirts must be a reasonable length.
- Caps and other types of head wear may be allowed provided they are removed as part of respectful protocol (ie. Remembrance Day) or if directed by a staff member.
- Concealing clothing (ie. Large bulky jackets, trench coats) are not to be worn in the school.



Early Dismissals

We will no longer be having “early dismissal” days in the Interlake School Division.

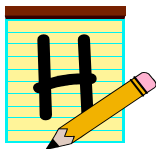


Field Trips

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 when the students will be leaving the community.

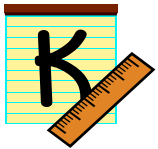
Footwear

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



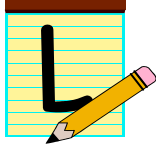
Healthy Snacks

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.



Kindergarten

At Woodlands School we have Kindergarten full-days on alternate days. These are on odd days (1,3,5) of the 6-day school calendar.



Library

Regular library classes have been scheduled for all grade levels to encourage the use of the facilities and the circulation of books. There may be times when the students work on assignments and learning activities in the library as well

A Library Clerk is scheduled to be in the library in the mornings, 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.

Land Acknowledgment

Prior to large assemblies, and school events a member of our staff will read the following Interlake School Division Land & Treaty Acknowledgement:

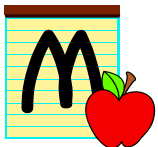
"We acknowledge with respect the history, culture and language of the peoples with whom Treaty One was signed and the land upon which the Interlake School Division resides. We acknowledge our responsibility as Treaty members and honour the heritage and gifts of Métis people. We acknowledge the harms and mistakes of the past and commit to moving forward in partnership with Indigenous peoples and communities in a spirit of collaboration and reconciliation."

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.



Medication

In order for the school to administer over-the-counter or prescription medication to students, the following steps need to be followed:

- Parents need to complete a *"Request to Administer Medication Form"* that can be found in the office.
- Once the form is completed and signed off by the school Principal, the administrations of medication can start.
- All medications will be given out through the office.
- No medications (including over-the-counter medication) should be kept with students while they are at school

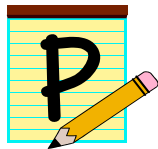


Newsletter

Woodlands School publishes a monthly newsletter every month except September. 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 (5/6 & 7/8 classrooms) will come in and eat in the MPR while the early years students have their outdoor activity break.



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. Please check out the Woodlands PAC page on Facebook for more information.

Payments

We now accept e-transfer for all forms of payment to the school such as school fees, field trips, etc. Please use woodlands@isd21.mb.ca to complete e-transfers. As before we still accept cash and/or cheques as well

Pick-Up / Drop-Off

The bus loop is not open for vehicles between 8:00 – 8:40am, and 3:15 – 3:50pm due to student pick-up and drop-off. If you are dropping off your child between those time we encourage you to use our daycare(K-2) or staff (3-8) parking lots.

When dropping off your child or picking up your child during the school day we encourage you to use the main entrance of the school and have your child check in at the office.

For those that drop their children off / pick their children up at school on occasion, please make every effort to drop your child off at school no later than 8:45am, and pick them up no earlier than 3:45pm.

Progress Conversations

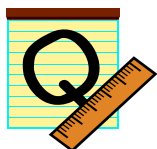
There are 2 evenings set aside per year where students-parents-teachers have the opportunity to meet to discuss their child's progress at school. Formal Progress Conversations this school year will be taking place on **October 26, 2023** and **February 22, 2024**. All parents and guardians are encouraged 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.

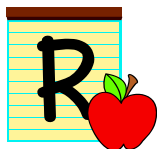
The Student Portal of the Powerschool program allows parents to book scheduled times for the Progress Conversations.

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

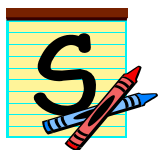
Formal reporting of a student's progress will happen three times a year—reports are sent home on December 8, March 22, and June 27. Informal assessments happen throughout the year in our classrooms. If you ever are interested in how your child is doing in a certain area please connect with the teacher.

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 learning support teacher is Alison Marttila – amarttila@isd21.mb.ca
Our school's guidance counselors are Terri Ross (K-4) – tross@isd21.mb.ca
and Taylor Fisher (4-8) – tfisher@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 when 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. From time to time, we are not able to field a team in every sport/activity due to the number of students interested, and available staff coaches/volunteers. 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.***

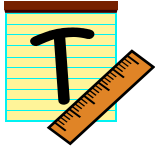
Security System

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. As a part of our school's safety measures, all doors leading to the outside are locked throughout the day. 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.

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.



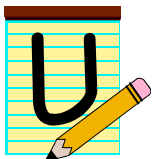
Technology / Acceptable Use

Students in grade 7 & 8 are able to bring personal devices (smart phones, tablets, etc.) to school. During indoor break time they may use their device to instant message, watch videos, listen to music, etc. During outdoor recess we discourage students being on their phone as we want them being active and connecting with friends at this time. Students in grade 6 and under are not allowed to bring personal devices to school.

The use of technology is something we embrace and value at Woodlands School. All students will have the opportunity to use technology to enhance their learning throughout the school year. As our student get older, they will be given more responsibility when it comes to technology and how they use it.

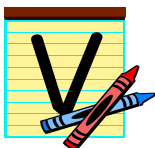
As students get older we will be teaching them and reminding them about the importance of acceptable use:

- All school devices (laptops, desktops, printers, etc.) are property of the Interlake School Division and should be treated with the utmost care.
- Students should not reveal any personal information (picture, name, address) about themselves when communicating with people they do not know.
- Use good judgement at all times and model safe and respectful digital citizenship.
- Be respectful of the privacy of others – should not post photos, stories, or information about other students without consent.
- Do not alter settings (backgrounds, font size, etc.) of divisional equipment.
- Use appropriate language and content in all correspondence or communication while using a divisional device or the network.
- For more information: [ISD ICT Responsible Use](#)



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

Woodlands School recognizes that parents/guardians, relatives, educators, community organizations, and officials will visit the school periodically to learn about the progress of their children, participate in school programs or learn about the educational programs in the school. These visitors to the school should be made to feel welcome. However, the safety and well-being of the

children and staff will be considered a priority and measures will be taken to prevent unauthorized visitors.

Upon arrival at school, all visitors are to report to the school office.

Appropriate signage will be placed in a suitable location instructing visitors to go to the administration office. Visitors will be asked their name and purpose of visit and may be requested to produce identification. Schools will require visitors to sign in and out of the school and may request visitors to wear name tags while in the school. Parents or guardians wishing to meet with teachers or visit their child's classrooms must first report to the office and request permission from the Principal or designate to do so. Based on the request and timing, the Principal may ask the parent to return at another time.

The Principal has complete authority to exclude from the school premises any person whom the Principal has reason to believe is a risk to the safety of students and staff, disturbing the operation of the school or its program, or is disturbing the teachers or students on the premises. If at any time a school visitor causes a disturbance or interruption to a school, a class or an activity of the school, by their actions on or near the school premises, they may be asked to leave. Repeated intrusions shall be dealt with as trespassing. All staff have the responsibility to report any unauthorized person(s) on the school property to the Principal who will take the necessary action, including calling the RCMP if the situation warrants such action. Unknown visitors may be requested to produce proper identification as requested by the principal, teachers, or support staff.

Volunteers

Volunteers are needed during the year to assist in various school activities including a helper in a classroom, helping supervise on a field trips, coaching extracurricular sports, etc. At times, 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.

NEW - as of September 2023 all volunteers will be required to fill out a "Volunteer Agreement Form", a Criminal Record Check, and a Child Abuse Registry check prior to starting the placement.



Weather

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.***

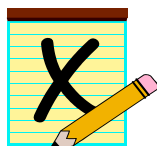
Adverse weather conditions can cause occasional school closures and disruptions to bussing in Interlake School Division. On days when weather conditions are questionable, parents are asked to consult the Interlake School Division website. When an announcement is made that buses are not running, students 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.

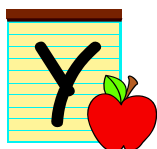
Website

Please visit our school's website at 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, intramurals, and field trips. Our school also give our middle-years students the opportunity to participate in extracurricular sports: Cross-Country Running, Volleyball, Basketball, Badminton, and Track & Field.



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. Towards the end of the year, our school also holds a “**Fun in the Sun**” activity day for all students. This is a day to work together as a team, be active, and learn new things.



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®

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