



WOODLANDS SCHOOL HANDBOOK 2024-2025

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204-383-5674
woodlands@isd21.mb.ca

**Be responsible.
Be respectful.
Be safe.**

Staff

K - Mrs. Ross
1/2 - Mrs. Hoas
2/3 - Ms. Peltz
3/4 - Ms. Gray
4/5 - Mr. McLean
6/7 - Ms. Prefontaine
7/8 and Guidance - Ms. Rempel
Learning Support and Guidance - Mrs. Fisher
Music and Arts - Ms. Hallow
Phys. Ed. - Mrs. Page
Principal, Early Literacy, and Learning Support - Mrs. Marttila
Administrative Assistant - Mrs. Knutson
Custodians - Mrs. Lillies, Mrs. Bitner
Educational Assistants - Mrs. Williams, Mrs. Sorenson, Mrs. Tully, Mrs. Petrowski, Mrs. Walker

What You Need to Know

Absent - If your child will be absent from school, please contact the office or your child's teacher before 9:00 am. Attendance is recorded by the classroom teacher in the morning and afternoon. Students arriving late must check in at the office before going to their class.

Accidents - Any student who has an accident at school will be helped by our staff. If a child receives a more serious injury, we will contact the parent or emergency contact. If we feel that an ambulance is required, we will call one. Interlake School Division has insurance so parents can be reimbursed for the cost.

Allergy Aware - Our school is Nut and Tree Nut Aware. We can have nuts and tree nuts in the building, except for one classroom. Please talk to your child's teacher to find out if nuts and tree nuts are allowed.

Breakfast - Our school runs a breakfast program most days in the MPR from 8:30 am – 8:45 am. We offer healthy choices to all students.

Bus Ridership - While on the bus, students must be responsible, respectful and safe. Students may be suspended from riding the bus if their behaviour is unsafe.

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

Please do not drive or park inside the bus loop area at the front of the school between 8:00 – 8:40 am and 3:15 – 3:50 pm. Visitor parking is located in the Staff Parking lot at the west side of the building. Please do not park in the accessible parking spots unless you have an accessible parking pass.

The classroom teacher or office must receive notification if your child is going somewhere different after school. If no notification is received, your child will follow their normal routine.

What You Need to Know

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

- Consistently disrupting the learning of others.
- Acts of violence towards a student or staff member, or destruction of school or personal property.
- Direct defiance towards an adult in the building.
- Threatening or intimidating behaviour directed towards any member of the school community.
- The illegal use of controlled substances.

Electronic Devices - Students are not allowed to use cell phones and personal devices at school. If they are brought to school, they must remain in lockers. The school assumes no responsibility for the loss, destruction, or theft of an electronic device brought to school. Any student found to be using a device may be asked to turn the device in to the principal who will contact parents/guardians to come and pick it up.

Indoor Recess and School Closures - The Interlake School Division policy says that with an air temperature or windchill of -30 degrees C or lower, we will have indoor recess. If the temperature or windchill is -25 degrees C to -29 degrees C our outdoor activity will be limited to 15 minutes.

In the event of inclement weather, which may require the school to close in the morning, parents will receive an automated call from School Messenger on their primary phone by 6:30 am. This is one reason that it is important your contact information is up to date. You can also find closure information on the radio, tv and the division website. If school is closed, the buses will not run.

What You Need to Know

Medication - If a child is required to take prescribed medication during school hours and the parents cannot be at school to administer the medication, the principal or designate can administer the medicine IF the proper form (available from the office) is filled out by the parent or guardian, the medicine bottle carries the official label from the pharmacist stating the child's name, physician's name, the name of the drug, the dosage to be administered and the time of day it is to be given. It is the responsibility of the parent or guardian to see that the medication is delivered safely to the school office. The medication will be kept in the office.

Nutrition and Activity Breaks - Students have two breaks during the day. During this time they have time to eat and time to play outside.

Parent Advisory Council - A dedicated group of parents meet 8 times a year to support our school and to discuss important issues regarding our school and school division. 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.

Progress Conversations and Report Cards- There are 2 evenings per year where students, parents and teachers have the opportunity to meet to discuss school progress. Report cards go home in November, March and June. Parents are encouraged to contact the school at any time should there be a concern or question regarding their child's progress.

What You Need to Know

PowerSchool Parent Portal and Student Portal - The Parent Portal of the PowerSchool program allows you to update any contact information as needed. 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. Login information will be sent home at the beginning of the school year. If you are having troubles accessing the portal or updating information, please contact the office.

School Safety and Security - Every year we do 10 practice fire drills and 2 practice lock downs. Students participate in bus evacuation drills twice a year. We practice a whole school evacuation drill to an offsite location once a year. School doors are locked at all times, and entry is allowed at the front door by the office after ringing the doorbell.

Student Services Team - Our school's Learning Support teachers, Early Literacy Support teacher and Guidance Counsellors work together with staff, students and parents to help students. We also have access to a physiotherapist, occupational therapist, speech and language therapist and social worker who can help students and families.

Volunteers - Volunteers are welcomed and needed during the year to assist in various school activities. If you want to volunteer, please contact the office to make sure your record checks are up to date.