



STUDENT HANDBOOK

2022 - 2023

Woodlawn School is an environment where education and culture empowers our students to grow into caring, connected and contributing global citizens

We believe compassionate support, curiosity, and co-regulation create a school culture of caring relationships between students, families, and staff.

We believe that all students belong here and their voice matters. We celebrate and value our diversity and believe that inclusion is a human right.

We believe that children must be viewed as intelligent, creative and capable with gifts and abilities that surface through play and relationships with self, others, and environment.

We believe the purpose of education is a pursuit of creativity, collaboration, communication, citizenship, character, critical thinking and a strong foundation in literacy and numeracy.

We believe in a commitment to Truth and Reconciliation by understanding our collective history and moving towards reconciliation through mutual respect, empathy and intercultural understanding.

DAILY SCHEDULE

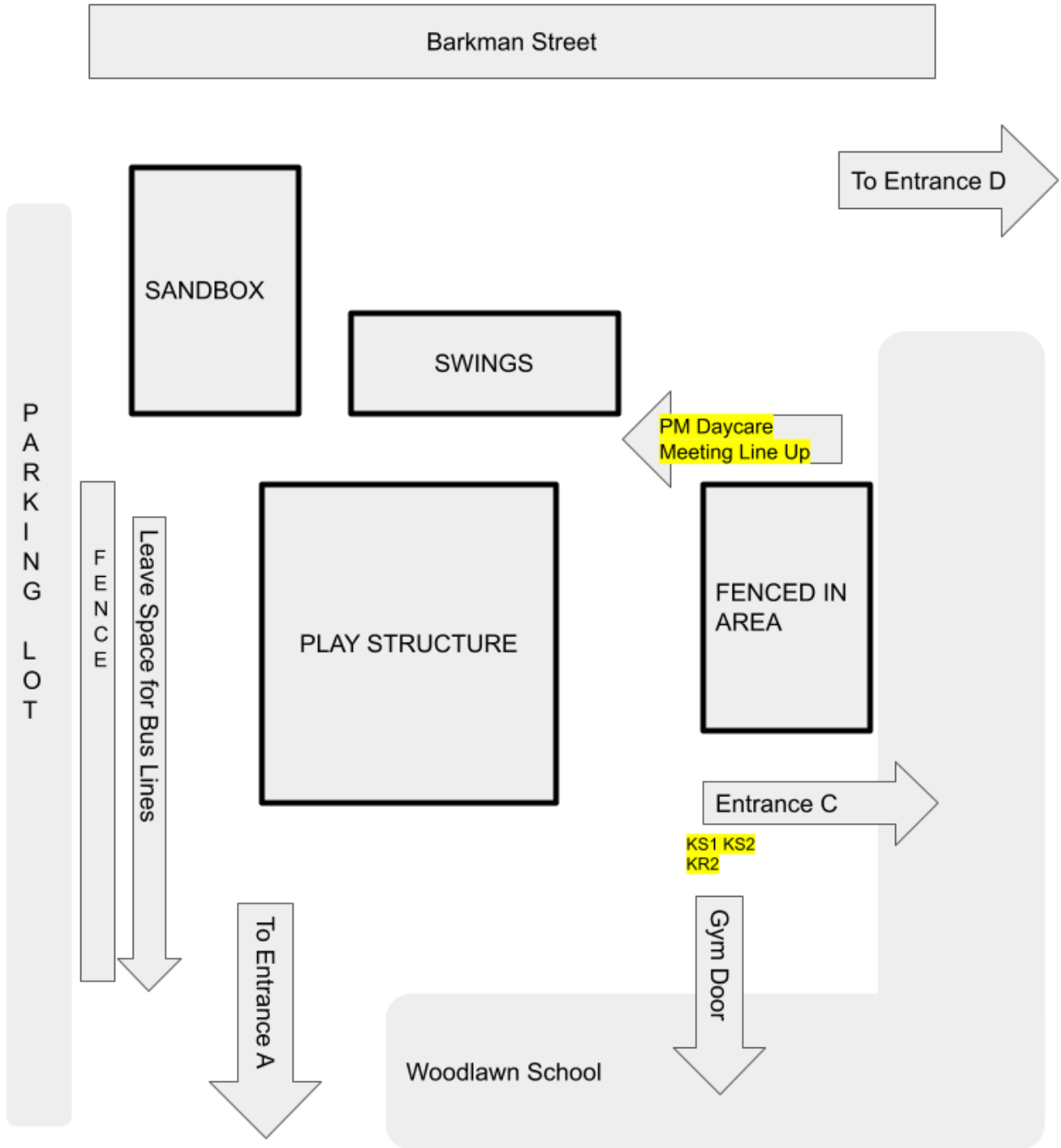
8:53 -9:00	Homeroom Time or Religious Exercises (in designated area)
9:05-11:05	Learning Block 1
11:05-11:30	Nutrition Break/ Activity Break
11:30-11:55	Activity Break/ Nutrition Break
11:55-1:10	Learning Block 2
1:10- 1:35	Nutrition Break/ Activity Break
1:35 – 2:00	Nutrition Break/ Activity Break
2:00-3:45	Learning Block 3
3:45	Dismissal

NUTRITION AND ACTIVITY BREAKS:

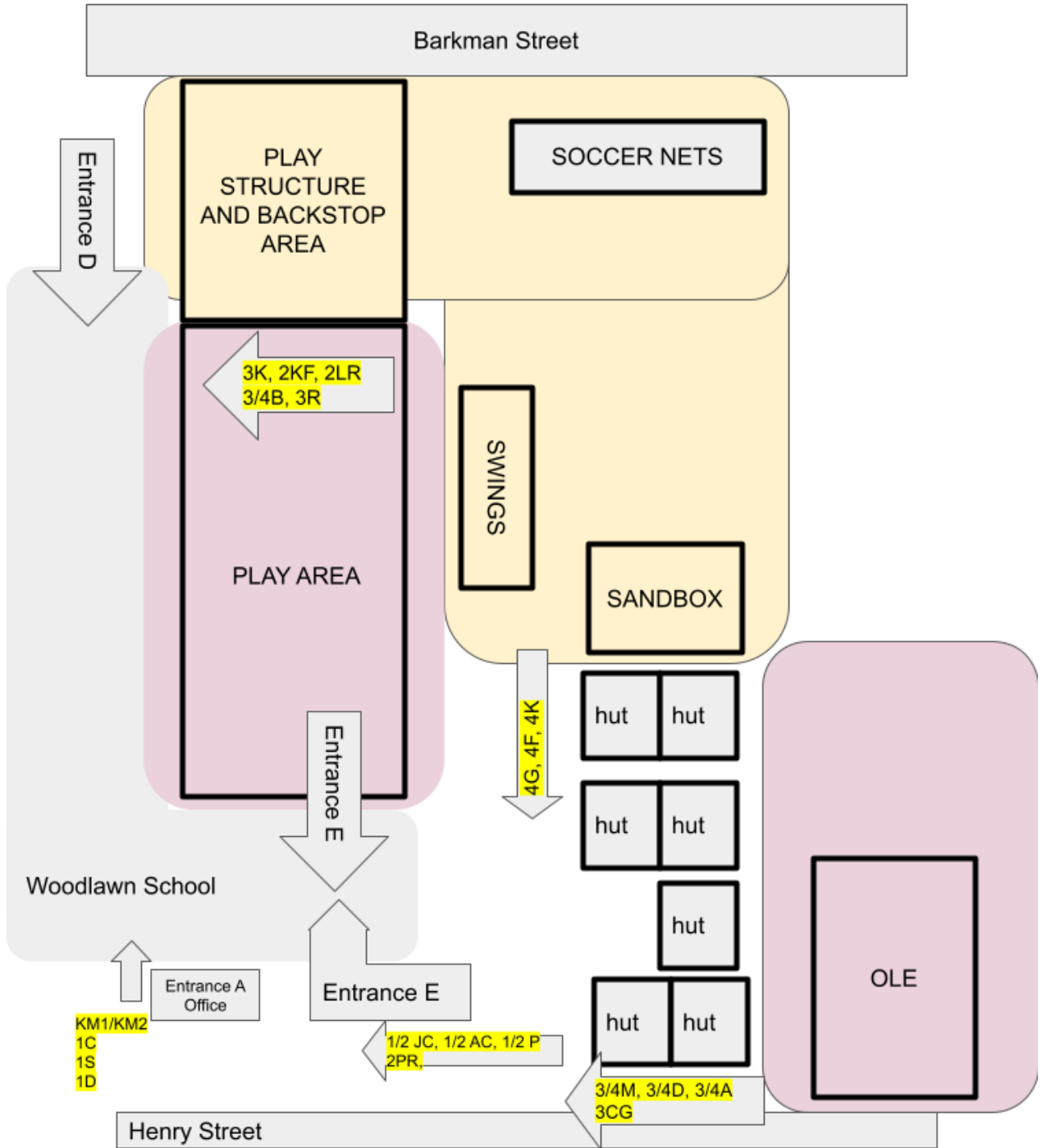
All students get two 25 minute nutrition breaks for eating and two 25 minute outside (weather permitting) activity breaks. Non-bus students are encouraged to go home for lunch when available.

GRADE	BREAK 1		BREAK 2	
	11:05-11:30	11:30-11:55	1:10-1:35	1:35-2:00
KINDERGARTEN	EAT	PLAY	EAT	PLAY
GRADE 1	PLAY	EAT	PLAY	EAT
GRADE 1/2 COMBINED	PLAY	EAT	PLAY	EAT
GRADE 2	PLAY	EAT	PLAY	EAT
GRADE 3	EAT	PLAY	EAT	PLAY
GRADE 3/4 COMBINED	EAT	PLAY	EAT	PLAY
GRADE 4	EAT	PLAY	EAT	PLAY

PM PICK UP MAP A



PM PICK UP MAP B



HANOVER SCHOOL DIVISION

Mission Statement:

Hanover is a student-centred school division striving for excellence while developing skills and promoting values for a productive and wholesome life.

School Board Members:

Position	Ward No.	Name
Trustee	1	Shannon Friesen
Trustee	1	Carisa Klassen
Trustee	2	Lynn Barkman
Trustee	2	Sue Doerksen
Trustee	3	Ron Falk (Board Chair)
Trustee	3	Danielle Funk
Trustee	3	Brad Unger
Trustee	3	Rick Peters (Vice Chair)
Trustee	4	Jonathon Driedger

Administrative Staff:

School Division Administration Office:

Phone: 204-326-6471

Superintendent of Schools
Assistant Superintendent of Schools
Assistant Superintendent of Schools
Assistant Superintendent of Student Services
Attendance Officer
Secretary-Treasurer
Building and Grounds Supervisor
Transportation Supervisor

Shelley Amos
Colin Campbell
Leanne Peters
Rod Kehler
Rod Kehler
Kevin Heide
Trevor Thiessen
Robert Warkentin

SCHOOL STAFF

<u>Kindergarten</u> KR2 Samuela Reimer KS1/KS2 Trudy Smeltz KM1/KM2 Angela Martin <u>Grade 1</u> 1S Chris Schroeder 1D Jason Dyck 1C Elena Cornelson Grade 1/2 1/2C Amanda Cipriano 1/2JC Jennifer Cuppage 1/2P Heather Penner <u>Grade 2</u> 2LR Loribelle Monchamp 2PR Pat Reimer 2F Kristen Falk <u>Grade 3</u> 3R Kristen Reimer 3CG Cathy Toews + Angela Gosselin 3K Shawn Kehoe <u>Grade ¾ Combined</u> 3/4B Michael Bourget 3/4D Andrea Dick 3/4A Jordyn Arcand 3/4M Lisa Martens <u>Grade 4</u> 4F Marlene Funk 4G Simmy Gandhi 4K Jerilyn Koslowsky <u>Music and Gym</u> K-1 Music & Gym Aimee Kroeker 2-4 Music Jessica Heier 2-4 Gym Jesse Adams	<u>Guidance Counselors</u> Sandy Caners Courtney Gangloff(.5) <u>Learning Support</u> Glenda Maendel Amanda Bilevicius Courtney Gangloff(.5) <u>Instructional Coach</u> Monica Martens <u>Literacy Support</u> April Harder (.5) Katherine Peters (.5) <u>Principal</u> Karen Fraser <u>Vice Principal</u> Tara Reimer <u>Head Secretary</u> Melissa Thiessen <u>Secretary</u> Crystal Penner <u>Librarian</u> Sandy Loewen <u>Custodian</u> Ed Wolfe <u>Educational Assistants</u> Breanna Hart Kiana Friesen Yvonne Neufeld Candace Martens Natalie Dyck Marita Rempel Esther Plett Nancy Runkowsky Stephanie Nickel Bonnie Bram Tara Ledrew Kelsey Peters Laura Zech Kristen Warkintin Melissa Walsh Jolene Jolicoeur Sara Falk Rose Falk Shana Heppner Carol Peters Tara-Lee Wilson Rachel Friesen Reetu Sethi
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2022-2023 IMPORTANT DATES

Monday	September 5	Labour Day
Tuesday	September 6	PD/Admin Day
Tuesday	September 6	Meet the Teacher
Wednesday	September 7	First Day of Classes / K Interviews
Thursday	September 8	K Interviews
Friday	September 9	Kindergarten Staggered Entry
Monday	September 12	Kindergarten Staggered Entry
Tuesday	September 13	Kindergarten Staggered Entry
Wednesday	September 14	Kindergarten Staggered Entry
Thursday	September 15	All K Students Attend (Days 1,3,5)
Friday	September 16	All K Students Attend (Days 2,4,6)
Friday	September 16	Strong Connections Day 1
Monday	September 19	Strong Connections Day 2
Friday	September 23	Terry Fox Run
Friday	September 30	National Day of Truth and Reconciliation - No Classes
Monday	October 11	Thanksgiving Day - No Classes
Mon-Thur	October 17-20	Bus Safety Week
Friday	October 21	MTS PD Day
Wednesday	October 19	Picture Day
Thursday	October 20	Picture Day
Thursday	November 10	Remembrance Day Assembly
Friday	November 11	Remembrance Day - No Classes
Monday	November 14	PD Day
Monday	November 21	Picture Retake Day
Monday	November 28	Admin Day (Report Card Writing Day)
Friday	December 2	Reports Issued
Tuesday	December 6	Student Led Conferences
Tuesday	December 13	Aft/Evening Christmas Concert
Wednesday	December 22	Last Day of School Before Christmas Break
Thursday	January 5	First Day Back at School After Christmas Break
Friday	February 3	PD Day- no classes
Wed-Fri	Feb 8-10	Book Fair
Friday	Feb 17	Winter Fun Day
Monday	February 20	Louis Riel Day - No Classes
Friday	February 24	HTA PD Day - No Classes
Friday	March 10	Admin Day - No Classes
Friday	March 17	Report Cards Issued
Mon-Fri	March 20-24	Wacky Week
Tuesday	March 23	Student Led Conferences
Friday	March 24	Community Pancake Breakfast
Friday	March 24	Last Day of School Before Spring Break
Monday	April 3	First Day Back After Spring Break
Friday	April 7	Good Friday- no classes
Monday	April 17	PD Day - No Classes
Tuesday	May 9	Aft/Eve Spring Concert - Grade 1
Thursday	May 11	Aft/Eve Spring Concert - Grade 1/2 & 2
TBA	TBA	Volunteer Appreciation Event
Monday	May 22	Victoria Day - No Classes
Monday	June 5	Admin/PD Day - No Classes
Thursday	June 29	School Picnic and Last Day of Classes
Thursday	June 29	Report Cards released on Parent Portal
Friday	June 30	Admin Day

ABSENCES

Please call the school before 9:00 to report that your child will be absent or late. You may also email the office at woodlawn@hds.ca to inform the school that your child will be late or absent. We will call you if your child is absent and we have not received a phone call or note from a parent.

ARRIVAL/LEAVING TIME

Walking students and those dropped off by parents should arrive at school after 8:30 in the morning. Teacher supervision is provided starting at 8:30. Any students arriving on the playground before 8:30 will not be supervised and responsibility for the student belongs with the parent/ guardian. Students are permitted to enter the building when the 8:53 bell rings. Dismissal is at 3:45. Please make sure your child and their teacher is aware of hometime arrangements and that they are picked up on time.

BICYCLE SAFETY

Bicycle safety is very important. If your child will be riding their bike to school, please discuss safety with them. Provincial Law now requires all children under the age of 18 to wear a helmet when riding their bicycles. As well, students are expected to lock their bikes when they park them at school.

CRISIS PLAN

Woodlawn School has a comprehensive Crisis Plan including evacuation sites to the St. Paul's Lutheran Church and Christian Fellowship Church. Parents are asked to provide the school with emergency contact numbers in the city of Steinbach in case parents cannot be reached.

DISPUTE RESOLUTION PROCEDURES

A student and their parent(s) or legal guardian (s) should appeal directly to the teacher who made the disciplinary decision in dispute.

In the event that the issue is not resolved at this level, an appeal may be made to the school principal.

In the event that the issue is not resolved at the school level, an appeal may be made to the superintendent of schools.

Only after "all normal dispute resolution procedures or formal channels have been exhausted" may students or parents exercise their right to appeal to the Board of Trustees of the Hanover School Division.

EMAIL/INTERNET

Early Years students (Grades K-4) require parents to provide consent for their child to access technology in Hanover School Division. The consent shall remain in effect as long as the student is registered with an early years school in the Hanover School Division. Each year, parents/guardians will receive a reminder of the permissions that they have granted their child and will be informed of any changes to the agreement. A new consent form is required when the student enters Grade 5. [Please see Hanover School Division's Responsible Use of Technology Policy for more information.](#)

Email

We encourage parents to respectfully communicate with their child's teacher in person or via email to keep up to date with the happenings inside the classroom.

Social Media

We encourage parents to view and make positive comments on our school's Twitter account—@WoodlawnHSD. We ask that parents post only pictures of their own children on their personal social media accounts to protect the privacy of other Woodlawn students.

SAFE LEARNING ENVIRONMENT

Hanover School Division believes in providing a safe and respectful work and learning environment for all students, parents, employees, contractors, vendors, and the general public so far as reasonably practicable. No one, whether a supervisor/manager, administrator, a staff member, a student, a contractor, a vendor or any member of the general public should be subjected to discrimination, harassment, sexual harassment, personal harassment, bullying (including cyberbullying), disrespectful or violent behaviour, for any reason, at any time. No one has the right to discriminate against, harass, bully, show disrespect or violence towards anyone else, at work/school or in any related situation. See the [Respectful Workplace Policy](#) for more information.

NEWSLETTERS

Please watch for the Woodlawn Newsletter that is issued at the beginning of every month. It will keep you informed regarding the programs and events that happen at our school. The newsletter is also posted on the school's website: www.woodlawn.hsd.ca

OUTSIDE PLAY

Weather and grounds permitting, all students shall play outdoors until 8:53 in the morning. We encourage students to dress warmly and go out for recesses. Our cold weather policy is to keep students inside at recess when the wind chill factor is -30 or greater. Outside recess times will be shortened if wind chills are between -25 and -29 Celsius.

PARENT COUNCIL

Our Parent Council meets on a monthly basis fulfilling many roles such as being a sounding board for the school, fundraising for special projects, providing lunch programs. Please consider volunteering for this worthwhile opportunity.

NUTRITION BREAKS

Hot lunches are provided on Wednesdays (pizza) and Fridays (run by Parent Council). Please watch the September Newsletter for prices and start up dates. Non-bus students are encouraged to go home for lunch when possible. This privilege may also be removed should the student's behaviour become a concern.

MEDIA RELEASE

Local News Media are occasionally invited into schools to take photos, videos, or obtain comments from students and staff. In such instances, this is done for the purpose of celebrating student achievement, showcasing learning experiences, or promoting school events within our communities. Media outlets that regularly feature HSD students include, but are not limited to; SteinbachOnline.com, The Carillon Newspaper, and local radio stations. As well, Woodlawn school and HSD create various forms of media for the purpose of celebrating students and their achievements. Examples include, but are not limited to: newsletters, websites, social media such as Twitter or Instagram, and divisional calendars and brochures. Parents/guardians are required to sign a permission to publish form. ******Please be aware that Woodlawn School has limited, or no control over photographs and videos taken by others (including news media) in public locations, or at school-sanctioned events open to / attended by the public. Examples include, but are not limited to, field trips, sporting events, theatre performances, and concerts. Members of the public may choose to take student photographs, videos, and/or publish identifying information without requesting consent. Please note that Woodlawn School cannot enforce or protect your stated permissions in such instances.******

[Please see Policy AH for more information.](#)

MEDICATION (ADMINISTERING TO STUDENTS AT SCHOOL)

In accordance with Hanover School Policy, we feel you should be aware of the following points if your child requires the use of prescribed medication while at school:

- All medication must be brought to school by the child's legal guardian to ensure that the medication administered to your child is the correct medication.
- All medications must be brought in the original pharmacy container.
- All medications administered at school will require forms completed by the parent which are available at the school office.
- If medication is required for more than fourteen days, an Individual Health Care Plan may be required.
- Students cannot have non-prescribed medication or over-the-counter medication at school. A doctor's prescription is always required.
- Even if your child is capable of taking their prescribed medication independently at school, it will still require the appropriate paperwork.
- The medication will be kept under lock and key. Students are not allowed to keep any type of medication (prescribed or non-prescribed) in their locker, lunch kit, or backpack while on school premises.

[Please see Hanover School Division's Policy ECB for more information.](#)

STUDENTS LEAVING SCHOOL

Students are expected to stay on the school yard during school hours. Students are not allowed to leave the school grounds without parent permission and adult supervision.

PARKING/PICK UP/DROP OFF

To ensure the safety of our students and due to the congestion of our staff parking lots and bus loop areas, parents are asked not to enter those areas between 8:15-4:30. If you are dropping off or picking up your child, please park on Henry Street or on the church parking lot across from the school. For the safety of your child, we request that you escort your child across Henry Street.

For students' safety, please avoid parking along Barkman Street across from the school during 8:30-9:00am and 3:30-4:00pm.

When you are picking up your child during the day, please report to the secretary who will call your child to the office. This can be done up until 3:30 at which point you will need to wait until dismissal.

Note** If you have arranged that someone other than the Parent or Legal Guardian will be picking your child(ren), the Parent or Legal Guardian MUST notify the teacher or office. Please advise your alternate pick up person that they may be asked to show legal identification at the office at the time of pick up. This is to ensure the safety of all of our students.

PEANUT ALLERGIES

As we have students with severe peanut allergies, parents are requested not to send any food to school containing peanuts. Please read package labels carefully to work at protecting the health of the students with allergies.

REPORTING TO PARENTS

Parents will receive formal reports regarding their child's progress through report cards and conferences. Students in Gr. 1-4 receive a report in November, March and June (posted to parent portal). Student-Led Conferences for all students are scheduled in November. Please feel free to contact your child's teacher should questions/concerns arise at any other time.

RESOURCE / LEARNING SUPPORT

All students are entitled to an Appropriate Education at Woodlawn School. Resource assistance is available for students who need additional programming.

STUDENT INSURANCE

At the beginning of each year, Student Accident Insurance forms are distributed. If you wish to purchase the insurance please mail the application directly to the insurance company.

LEAVE AT HOME ITEMS

Please leave the following items at home:

- Electronics such as iPods or such devices, Nintendo DS, cell phones, Walkie-Talkies
- Toys which resemble any type of weapon
- Sunflower seeds, dry noodles, gum

The school is not responsible for lost or stolen property.

SUPPLIES

We collect school supply fees which covers most of what your child will need for the year.

STUDENT DRESS CODE

Students are expected to dress in an appropriate manner which fosters learning and creates a safe, respectful working environment. Parents and students are responsible to ensure appropriate attire is worn. Teachers and school administrators have the authority to enforce appropriate attire and address issues with inappropriate attire.

Woodlawn students wear:

- *Runners/shoes for Phys-ed classes.*
- *Soccer cleats are not permitted at school.*

Woodlawn students do not wear:

- *Items with offensive images or words (racist, sexist, violence, swears, etc...)*

SWIM PROGRAM

Grade 2:

Students are offered swimming lessons each year. Hanover School Division provides the bussing and covers the cost of the lessons.

VISITING PROCEDURES

All parents and visitors are asked to immediately report to the office to check in upon arrival. All parents and visitors must enter through the front doors on Henry Street.

VOLUNTEERS

Volunteer help is much appreciated at Woodlawn School. At the beginning of each school year, parents are given the opportunity of signing on to assist their child's class.

A Child Abuse Registry Check, Vulnerable Sector Check, and yearly Woodlawn Volunteer form is required to be filled out(see process below). In addition, volunteers are required to sign in at the office and wear an appropriate badge each time they help us at our school.

- Fill out the Child Abuse Registry Forms at the office
- Email Carole at the RCMP to request the form for a VSC (Vulnerable Sector Check). Her email address is: carole.robidoux@rcmp-grc.gc.ca She will email you the form to be completed. When emailing her, please include the letter from the school that you are a volunteer. That will waive the cost of the check
- Please let Carole know if your mailing address is different from your physical address.
- Once you receive your completed VSC in the mail, please bring that back to the school so we can continue to finish up the volunteer process
- Keep your eye on your parent portal account. Once you are approved, it will show up under the Student Information tab

WOODLAWN EXPECTED BEHAVIOURS

School Expectations	Care	Connect	Contribute
<p>The Big Idea – What this means</p>	<p>We are caring when we are kind to others. This means helping others when they need help, using good manners, being respectful, and treating others the way we like to be treated. It is important to care about ourselves, others and our learning</p>	<p>We are a valuable member of a larger group— our classroom, our school, our community, our city, our country, our world. We are responsible, global citizens.</p>	<p>We work hard to do our best and take responsibility for our own learning. We know that we all have strengths and challenges. We have to work hard in some areas and that is okay. We contribute by sharing our strengths and talents with those around us.</p>
<p>What it looks like</p>	<p>Students helping each other</p> <p>Smiling at each other</p> <p>Cleaning up after ourselves</p> <p>Being safe (walking in the halls, using materials appropriately)</p>	<p>Students working together in pairs or small groups</p> <p>No one is left out</p> <p>Everyone has someone to play with at recess</p> <p>Students sharing their learning with others at school and with the community</p>	<p>Students working hard</p> <p>Students not giving up when things get hard (a growth mindset)</p> <p>Students sharing their talents and gifts with each other</p> <p>Students sharing with the larger community (parents, grandparents, community members)</p>
<p>What it sounds like</p>	<p>“Can I help you?”</p> <p>“What do you need?”</p> <p>“Welcome”</p> <p>“ You are my friend”</p>	<p>“Hello”</p> <p>“Can I show you what I have learned?”</p> <p>“Can you help me?”</p> <p>“Can I help you?”</p>	<p>“This is what I have done.”</p> <p>“Learning is fun!”</p> <p>“It was hard, but I did it!”</p> <p>“I can do this!”</p>

WOODLAWN EXPECTED BEHAVIOURS- CONT...

At Woodlawn, staff believe that all behavior, whether positive or negative, is purposeful and fulfills a need. The vast majority of time students exhibit positive behaviour. Sometimes though the best thing students can come up with in the moment to meet their needs results in harm to others. Many times both/all parties have taken part in the event and share responsibility for the incident and their own actions. When students make these types of mistakes, we want them to understand that mistakes happen and it is what we learn from them that are important. We encourage them to self-evaluate their behavior and think about how they can fix their mistake with adult guidance. Through these respectful interactions, students become more willing to face their mistakes and use them to learn better ways to meet their own needs. The result is restored relationships and a strengthening of character which contributes to our students' healthy social-emotional learning and development.

However, there are certain behaviours that we consider to be unacceptable and we refer to them as bottom line behaviours. We as a school team are learning to reframe the behaviour, recognize the stressors leading to the behaviour, reduce the stress, and reflect. Should these behaviours occur, consequences (dependent on the type, severity and frequency) will be determined by the principal and classroom teacher and a phone call home will be made by the classroom teacher or one of the principals.

When the student has returned to a learning state (blue brain), the student will also be given the opportunity to fix their mistake as a part of the learning experience as well as reflect on what happened. Our bottom line behaviours are:

BOTTOM LINES	CORE BELIEFS	RESPECT FOR SELF/OTHERS/PROPERTY
No intentional hurt or violence	Because we believe in	Safety: Respect for self/others
Nothing used as a weapon	Because we believe in	Safety: Respect for self/others
No direct defiance of adults	Because we believe in	Learning: Respect for self
No severe inappropriate language	Because we believe in	Differences: Respect for others
No damage of property	Because we believe in	Respect for self/others property

Consequences dependent on the type, severity and frequency of the behaviour may include but are not limited to the following:

- Teacher/student discussion/feedback on behavior and circumstances (Reminder/warning)
- Teacher/student/principal discussion
- Related assignment or activity
- Removal of privileges
- Parent/guardian meeting
- Withdrawal from classroom setting for a specified time
- School support team involvement/behaviour plan
- Replacement of damaged, lost or stolen property
- Student Services Support (clinician services required)
- Sent home for the remainder of the day as a break
- In-school suspension / Out of school suspension

[Please see Hanover School Division's Student Discipline Policy \(JFA\) for further information](#)

STUDENT CODE OF CONDUCT ON SCHOOL BUS

Hanover School Division believes it is important to provide safe transportation for students and staff while riding on the bus to and from school or extra-curricular activities. It is a privilege and not a right for students to ride on a Hanover School Division bus. Students riding division school buses may do so as long as they display behavior that is reasonable and safe. Choosing to engage in unacceptable behavior may result in loss of bus service.

GUIDELINES:

1. Bus students are asked to be at the bus stop at least 5 minutes prior to their scheduled pick-up time.
2. The bus driver is responsible for the safety and conduct of students on the bus.
3. The building principal or designate is available to give assistance to the driver and will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary.
4. The responsibility for student supervision by the Hanover School Division shall begin when the student boards the bus in the morning and is retained until the student leaves the bus at the end of the day or is released to the parent/guardian in a manner consistent with the guidelines on release of students.
5. While riding to and from school, students are under the authority of the school principal and may be disciplined if the situation warrants. The bus ride is considered a part of the school day.
6. The bus driver has the authority to assign seats.
7. When dealing with harassment or bullying of any form, the bus driver and school principal or designate will follow the guidelines outlined in the Respectful Workplace Policy of Hanover School Division.
8. The following general bus rules are to be followed by all students and adults when traveling on a Hanover School Division school bus:
 - 8.1. Do not enter the bus unless the driver is in it
 - 8.2. Remain seated throughout the trip
 - 8.3. Refrain from eating or drinking on the bus
 - 8.4. Do not open windows without the driver's permission
 - 8.5. Avoid anything which might disturb the driver

Some Examples of Bus Misconduct	Potential Consequences (Depends on the Situation)
<ul style="list-style-type: none"> ● Not following directions of the bus driver ● Spitting ● Excessive noise / horseplay ● Eating or drinking on the bus ● Standing up or leaving the seat while the bus is moving ● Using profanity or obscene gestures ● Bullying or harassing others ● Hanging out of or throwing things in or out of the bus ● Physical aggression ● Vandalism ● Riding on a bus while suspended ● Riding on an unassigned bus without permission 	<p>First Offense</p> <ul style="list-style-type: none"> - Verbal warning, written warning, and/or 1 to 5 day bus suspension <p>Second Offense</p> <ul style="list-style-type: none"> - Verbal warning, written warning, and/or 1 to 5 day bus suspension <p>Third Offense</p> <ul style="list-style-type: none"> - Written warning with a 5 to 10 day bus suspension <p>Fourth Offense</p> <ul style="list-style-type: none"> - 10 day minimum bus suspension and possible loss of all bus service for the year. A parent/principal meeting is required before the student is allowed back on the bus

[Please read the Hanover School Division Student Code of Conduct on a School Bus Policy \(EDE\) for the complete policy.](#)