



STUDENT HANDBOOK

2025-2026

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

8:50	Students enter school and proceed to classrooms, all teachers on duty greeting students
9:00	Announcements / O Canada / Attendance
9:10-9:45	Period 1
9:45-10:20	Period 2
10:20-10:35	Grade 1-4 Recess
10:35-10:40	Transition
10:40-10:55	Kindergarten Recess
10:40-11:15	Period 3
11:15-11:50	Period 4
11:50-12:15	Kindergarten Lunch - Grade 1-4 Recess
12:15-12:20	End of Recess, Kindergarten get ready for recess
12:20-12:45	Grade 1-4 Lunch - Kindergarten Recess
12:45	End of Recess (teachers to classrooms)
12:50-1:25	Period 5
1:25-2:00	Period 6
2:00-2:15	Grade 1-4 Recess
2:15-2:20	Transition
2:20-2:35	Kindergarten Recess
2:20-2:55	Period 7
2:55-3:30	Period 8
3:30-3:40	Homeroom
3:40	Dismiss First Wave bus students. Dismissal walking students- teachers walk them out to their designated spot
3:45	Dismissal Second Wave bus students

NUTRITION AND ACTIVITY BREAKS:

All students get two 15 minute outdoor recess breaks (AM & PM), a 30 minute nutrition period, and a 30 minute outdoor recess.

	AM Recess	Nutrition (lunch)	Lunch recess	PM Recess
KINDERGARTEN	10:40-10:55	11:50-12:15	12:20-12:45	2:20-2:35
GRADE 1-4	10:20 - 10:35	12:20-12:45	11:50-12:15	2:00-2:15

HANOVER SCHOOL DIVISION

BOARD OF TRUSTEES

Dallas Wiebe	Ward 1 West
Jeff Friesen	Ward 1 West
Shane Barkman	Ward 2 North
Charmaine Toews	Ward 2 North
Danielle Funk	Ward 3 Steinbach
Ron Falk	Ward 3 Steinbach
Lynn Barkman	Ward 3 Steinbach
Brad Unger	Ward 3 Steinbach
Cheryl Froese	Ward 4 South

ADMINISTRATIVE STAFF

Joe Thiessen	Superintendent - CEO
Marlin Adrian	Assistant Superintendent
Leanne Peters	Assistant Superintendent
Rod Kehler	Assistant Superintendent Student Services
Kevin Heide	Secretary-Treasurer
Howard Rempel	Assistant Secretary-Treasurer
Robert Warkentin	Director of Transportation
Bob Wiebe	Communications Manager
Trevor Thiessen	Director of Facilities

2025-2026 Important Dates

Monday	September 1	Labour Day
Tuesday/Wednesday	September 2/3	PD/Admin Day
Wednesday	September 3	Meet the Teacher
Thursday	September 4	First Day of Classes / K Interviews
Thursday	September 4	K Interviews
Friday	September 5	Kindergarten Staggered Entry
Monday	September 8	Kindergarten Staggered Entry
Tuesday	September 9	Kindergarten Staggered Entry
Wednesday	September 10	Kindergarten Staggered Entry
Thursday	September 11	All K Students Attend (Days 1,3,5)
Friday	September 12	All K Students Attend (Days 2,4,6)
Friday	September 12	Strong Connections Day 1
Monday	September 15	Strong Connections Day 2
Friday	September 26	Terry Fox Run
Monday	September 29	Orange Shirt Day - School Event / Activities
Tuesday	September 30	Truth and Reconciliation Day - No Classes
Monday	October 13	Thanksgiving Day - No Classes
Tues-Friday	October 20-23	Bus Safety Week
Thursday	October 16	Picture Day
Friday	October 17	Picture Day
Friday	October 24	MTS PD Day - No Classes
Friday	November 7	Remembrance Day Assembly
Monday	November 10	Admin Day
Tuesday	November 11	Remembrance Day No School
Tuesday	November 18	Picture Retake Day
Thursday	November 20	Student Led Conferences
Friday	November 28	Reports Issued
Tuesday	December 16	Aft/Evening Christmas Concert (grades 3, 3/4, 4)
Friday	December 19	Last Day of School Before Christmas Break
Monday	January 5	First Day Back at School After Christmas Break
Monday	February 2	PD Day - no classes
Wed-Fri	Feb 4-6	Book Fair
Friday	Feb 13	Festival du Voyageur Day
Monday	February 16	Louis Riel Day - No Classes
Friday	February 27	PD Day - No Classes
Friday	March 13	Admin Day
Thursday	March 19	Student Led Conferences
Friday	March 20	Report Cards Issued
Mon-Fri	March 23-27	Wacky Week
Thursday	March 26	Community Pancake Breakfast
Friday	March 27	Last Day of School Before Spring Break
Monday	April 6	First Day Back After Spring Break
Friday	April 10	PD Day - No Classes
Tuesday	April 28	Aft/Eve Spring Concert - Grade 1
Thursday	April 30	Aft/Eve Spring Concert - Grade 1/2 & 2
Monday	May 18	Victoria Day - No Classes
Friday	June 26	School Picnic and Last Day of Classes
Tuesday	June 30	Report Cards released on Parent Portal
Monday/Tuesday	June 29/30	Admin Day

SCHOOL STAFF

<u>Kindergarten</u>		<u>Guidance Counselors</u> Elena Cornelsen Rebecca Mackie	
KM1/KM2	Angela Martin		
KF1/KF2	Rebecca Friesen		
<u>Grade 1</u>		<u>Learning Support</u> Glenda Maendel Katrina Hamilton	
1S	Chris Schroeder		
1L	Andrea Lepp	<u>Literacy Support</u> April Harder (.5) McAuley Friesen (.5)	
1G	Angela Gosselin		
<u>Grade 1/2</u>		<u>Principal</u> Vince Hiebert	
1/2JC	Jennifer Cuppage		
1/2K	Jessica Klassen	<u>Vice Principal</u> Marla McEachern	
<u>Grade 2</u>		<u>Head Secretary</u> Melissa Thiessen	
2PR	Pat Reimer		
2KF	Kristen Falk	<u>Secretary</u> Joanne Dyck	
2LR	Leah Read-Schroeder/ Mary-Anna Aaldyk-Doerksen		
<u>Grade 3</u>		<u>Librarian</u> Sandy Loewen	
3R	Kristen Reimer	<u>Custodian</u> Holly Edwards	
3F	Kendra Friesen		
3K	Jerilyn Koslowsky	<u>Educational Assistants</u>	
<u>Grade ¾ Combined</u>		Ankita Patel	Candace Martens
3/4M	Lisa Martens	Esther Plett	Diana Dill
3/4A	Jordyn Arcand	Natalie Dyck	Marita Rempel
<u>Grade 4</u>		Stephanie Enns	Jessica Gautron
4F	Marlene Funk	Sara Falk	Nancy Runkowsky
4G	Simmy Gandhi	Shana Heppner	Melissa Walsh
<u>Music and Gym</u>		Tara LeDrew	Kristen Warkentin
K-1 Music & Gym	Aimee Kroeker	Jennifer Manson	Yvonne Neufeld
1/2, 2-4 Music	Joelle Boese	Rhonda Falk	Carol Peters (on leave)
1/2, 2-4 Gym	Jesse Adams		

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@hsd.ca to inform the school that your child will be late or absent. You will receive an automated call if your child is absent and you do not call the school.

ARRIVAL/LEAVING TIME

Walking students and those dropped off by parents should arrive at school after 8:40 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 8:50 bell rings. Dismissal is at 3:40. 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 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 Woodlawn's Instagram Page: woodlawnelementary_hsd
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 8:50 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, and providing hot 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. Please remember that staying at school for lunch is a privilege which 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.

Whenever possible we ask that parents administer medication at home. Only in cases where it is not possible for medication to be administered at home will we do it at school.

[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/ NUT ALLERGIES

As we have students with severe peanut allergies, parents are requested not to send any food to school containing peanuts or other nuts. 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 December. Please feel free to contact your child's teacher should questions/concerns arise at any other time.

LEARNING SUPPORT

All students are entitled to an Appropriate Education at Woodlawn School. Learning Support 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/Switch, cell phones, Walkie-Talkies
- Watches with cameras or video games built in
- 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 for Phys-ed classes*
- *Runners or boots for playing outside*
- *Soccer cleats are not permitted at school.*

Woodlawn students do not wear:

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

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.

Parents/Guests are not permitted to visit classrooms or roam the hallways without a staff member escorting them

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 Annual Offense Declaration Form and a Woodlawn Volunteer Parent Portal check is required to be filled out. In addition, volunteers are required to sign in at the office and wear an appropriate badge each time they help us at our school.

When you are ready to start the volunteer process, please contact the office and we will give you instructions on how to start the process. We ask that you start the process early in case there are delays in processing.

WOODLAWN EXPECTED BEHAVIOURS

Classroom teachers are the first line of communication and problem solving with any behavior challenges. Please reach out to your child's teacher if you have any questions or concerns.

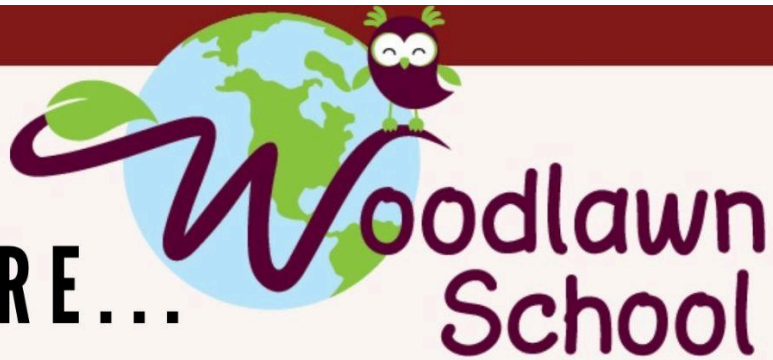
At Woodlawn, staff believe that all behavior, whether positive or negative, is purposeful and fulfills a need. The vast majority of time students exhibit positive behaviour. Sometimes, though, the best thing students can come up with in the moment to meet their needs results in harm to others. Many times 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.

SCHOOL WIDE AGREEMENTS TO MAKE WOODLAWN A SAFE AND WELCOMING SCHOOL

At Woodlawn School, we are:

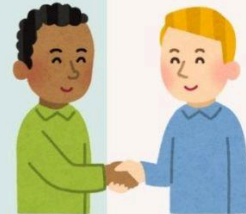
- 1. Respectful - We show respect for ourselves, others and our environment.**
- 2. Responsible - We take care of our school, we help others, we put effort into our learning.**
- 3. Safe - We respect others' body boundaries. We follow the rules of the game. We use gentle hands and feet.**
- 4. Involved - We join in with our school community. We participate. We have fun!**

AT ,
WE ARE...



RESPECTFUL

We show respect for ourselves, others and our environment.



RESPONSIBLE

We take care of our school. We help others. We put effort into our learning.



SAFE

We respect others' body boundaries. We follow the rules of the game. We use gentle hands and feet.



INVOLVED

We join in with our school community. We participate. We have fun!



However, there are certain behaviours that we consider to be unacceptable and we refer to them as bottom line behaviours. When we observe 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, 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.

<p>Unexpected Behaviours</p> <ul style="list-style-type: none"> - Failure to follow classroom, school, or playground expectations - Classroom disruption/excessive noise - Uncooperative behaviours 	<p>Consequences may include (but not limited to)</p> <ul style="list-style-type: none"> - Verbal discussion with teacher/EA/principal - Making it right - Loss of privileges <p>** Teachers will communicate with parents that these behaviours have occurred and note the conversation in PowerSchool</p>
<p>BOTTOM LINE BEHAVIOURS</p> <ul style="list-style-type: none"> - Excessive level 1 behaviours (above) - Aggression – verbal or physical behaviours may include but are not limited to: - Verbal correction - Stealing - Destruction of Property / Vandalism - Possession of inappropriate and potentially unsafe objects - Intimidation/verbal threats - Harassment/bullying - Verbal abuse/directed profanity - Defiance toward adults - Assaultive behaviour 	<p>Consequences may include (but not limited to)</p> <ul style="list-style-type: none"> - Verbal discussion with teacher/principal - Making it right - Loss of privileges - Developing a behaviour plan - Meeting with Parent/Guardian and Teacher/Principal - Time away from classroom / alternative learning for part of the day - In School or Out of School Suspension - <p>** Teachers or Principals will communicate with parents that these behaviours have occurred.</p>

[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">- <u>Verbal warning, written warning, and/or 1 to 5 day bus suspension</u> <p>Second Offense</p> <ul style="list-style-type: none">- <u>Verbal warning, written warning, and/or 1 to 5 day bus suspension</u> <p>Third Offense</p> <ul style="list-style-type: none">- <u>Written warning with a 5 to 10 day bus suspension</u> <p>Fourth Offense</p> <ul style="list-style-type: none">- <u>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</u>

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