

# WOODLANDS SCHOOL



Parent/Student Handbook



2015-2016

***"Preparing Today's Learner For Tomorrow"***

**Year at a Glance  
2015-2016**

**September**

8 Admin Day - No School  
9 Admin Day – No School  
10 First Day of Classes/ First Kindergarten Day  
15 First Shop Day  
16 Early Dismissal  
22 First Meeting of the Parent Advisory Council  
25 Terry Fox Run  
28 Ecology Activity Day Grade 4

**October**

2 School Pictures  
6 Divisional Cross Country @ Stonewall Quarry Park – 11:00am  
9 PD Admin – No School  
12 Thanksgiving – No School  
21 Early Dismissal & MYRCA Author Visit  
21/22 Progress Conversations  
23 SAGE – No School

**November**

2 Admin Day – No School  
10 Remembrance Day Service  
11 Remembrance Day – No School  
18 Early Dismissal  
23 Admin Day – No School  
26 Volleyball Divisionals – Boys @ SCI; Girls @ TCI – 9:00am

**December**

3 Jamboree Volleyball  
4 Report Cards Home  
5/6 Jamboree Volleyball  
17 Christmas Concert  
18 Last Day of Classes

**January**

4 Classes Resume  
20 Early Dismissal

**February**

3/4 Book Fair  
5 PD Admin – No School  
15 Family Day/Louis Riel Day – No School  
17 Early Dismissal

**March**

2/3 Progress Conversations  
8 Basketball Divisionals – Boys @ TCI; Girls @ Woodlands  
9 Basketball Divisionals – Boys @ TCI; Girls @ Woodlands  
TBA Curling Divisionals  
16 Early Dismissal  
17 Grades 5 & 6 Basketball Jamboree  
21 Report Cards Sent Home  
25 Good Friday – No school  
28 Spring Break Begins

**April**

4 Classes Resume  
20 Early Dismissal  
25 PD Admin – No School  
29 Badminton Divisionals @ SCI – 9:00am

**May**

2-6 Artist in the School  
18 Early Dismissal  
23 Victoria Day – No School

**June**

6 Track & Field Divisionals @ SCI – 9:30am  
7 Rain Date for Track and Field  
24 Last Day of Classes for Grades 7 & 8 - Report Cards Go Home.  
9:15am Grade K-3 Recognition, 10:30am Grade 4-7 Recognition &  
Grade 8 Farewell  
28 Last Day of Classes for Grades K-6 Report Cards Go Home  
29/30 PD Admin - No School

## **STAFF OF WOODLANDS SCHOOL**

**ADMINISTRATOR:** Mr. W. Hrabi, Principal

**SECRETARY:** Mrs. B. Granger

### **TEACHERS:**

Mrs. L. Hoas Kindergarten/Grade One

Miss M. Peltz Grade Two/Three

Mr. C. McLean Grade Four/Five

Miss S. George Grade Five/Six

Ms. K. Deline Grade Seven

Mr. B. Buchanan Grade Eight

Mrs. M. Ivany French & Other

Ms. K. Hardman Music & Other

### **SPECIALIZED AREAS:**

Mrs. T. Procter Resource

Mrs. E. Johnston Guidance

Mrs. A. Toews Library Technician

Mrs. M. Tully Library Clerk

### **EDUCATIONAL ASSISTANTS:**

Mrs. M. Tully

Mrs. D. Broadfoot

Mrs. T. Williams

Mrs. M. Burnett

**CUSTODIAN:** Mrs. L. Fowler

**Woodlands School  
Time Table  
2015 – 2016**

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Opening Exercises 8:55 – 9:00						
9:00 9:50						
9:50 10:40						
<b>ACTIVITY/NUTRITION BREAK 10:40 – 11:00</b>						
<b>ACTIVITY/NUTRITION BREAK 11:00 – 11:20</b>						
11:20 12:10						
12:10 1:00						
<b>ACTIVITY/NUTRITION BREAK 1:00 – 1:25</b>						
<b>ACTIVITY/NUTRITION BREAK 1:25 – 1:50</b>						
1:50 2:40						
2:40 3:30						
Agendas and Clean Up 3:30 – 3:40						
Dismissal 3:40						

**ENTRANCE AND DISMISSAL**

The bell will ring at 8:45 a.m., 11:15 a.m., and 1:45 p.m., at which times students are to enter the school quickly and quietly. The time from 8:45 to 8:55 a.m., is to be used for getting ready for classes.

Town students will be dismissed at 3:40 p.m. Bus students will be dismissed at approximately 3:45 p.m., (as soon as the high school buses arrive).

## **SCHOOL PHILOSOPHY**

All students and staff at Woodlands Elementary School have the right to a safe, respectful, positive, and creative learning environment. Our staff strives to:

- ✂ Develop a positive self-concept in students.
- ✂ Develop each student's ability to think critically, read, communicate and compute.
- ✂ Encourage each student to adopt a healthy lifestyle, which will enable him/her to become a valuable, contributing member of society.
- ✂ Develop in each student understanding, tolerance, and a sense of responsibility towards others.
- ✂ Cultivate interests in each student that may be the basis for personal development and leisure pursuits.

We expect everyone in our school to:

- ✂ Be respectful of self, others, and the school environment.
- ✂ Take responsibility and ownership for one's learning and actions.
- ✂ Develop a positive attitude and good work habits.
- ✂ Continuously work to improve by setting goals and planning ways to achieve them.
- ✂ Contribute to the school community.

## **OVERVIEW OF PROGRAMS**

### **KINDERGARTEN**

The Kindergarten program is about...

- ✂ Discovering what school is like
- ✂ Exposure to numeracy, literacy, and social skills
- ✂ Building on children's natural curiosity
- ✂ Having fun learning new things
- ✂ Exposure to everything

Kindergarten is a wonderful way for your child to discover what school is like and to have fun while learning new things. In this exciting new community, children's curiosity and eagerness to learn are structured through organized activities and purposeful play. Your child will interact, imagine, experiment and explore to add to their knowledge, learn new skills and practice what they've learned.

### **The PAX Classroom**

The K/1 class will use a program that sees all of the students become PAX leaders. PAX is a Good Behaviour Game that is incorporated into the daily routine of the classroom. It teaches children to develop intrinsic motivation to follow rules through simple games and activities that take part on a daily basis within the classroom.

## **GRADES 1-8**

### **ENGLISH LANGUAGE ARTS**

The focus of the ELA curriculum is to encourage students to listen, speak, read, write, view and represent to

- ✎ Explore thoughts, ideas, feelings and experiences
- ✎ Comprehend and respond personally and critically to oral, print and other media texts
- ✎ Manage ideas and information
- ✎ Enhance the clarity and artistry of communication
- ✎ Celebrate and build community

It puts an emphasis on informational literacy skills along with the need to learn and work collaboratively. Reporting categories for ELA, which represent the areas of knowledge and skill developed through the program, include comprehension, communication, and critical thinking.

### **MATHEMATICS**

The Grade 1-8 Mathematics program is composed of four (4) strands:

#### 1. Patterns and Relations

- ✎ patterns
- ✎ variables and equations
- ✎ relations and functions

#### 2. Statistics and Probability

- ✎ data analysis
- ✎ chance and opportunity

#### 3. Shape and Space

- ✎ measurement
- ✎ 3-D objects and 2-D shapes
- ✎ transformations

#### 4. Number

- ✎ number concepts
- ✎ number operations

The goals of the math program are to develop in students the ability to use mathematics confidently to solve problems, communicate and reason mathematically, appreciate and value mathematics, and ultimately, become lifelong learners and mathematically literate adults.

Reporting categories for math include knowledge and understanding, mental math and estimation, and problem solving.

## **SCIENCE**

The goals of the science program include:

- ✦ encouraging students to develop a critical sense of wonder and curiosity about scientific and technological endeavours
- ✦ enabling students to use science and technology to pursue and acquire new knowledge and solve problems
- ✦ preparing students to critically address science-related societal, economic, ethical, and environmental issues
- ✦ providing students with the background necessary to pursue jobs, hobbies and higher levels of knowledge in science-related areas

In our multi-grade classrooms, the focus will be on a specific science curriculum. The reporting categories for science include knowledge and understanding, scientific inquiry, and design process and problem solving.

## **SOCIAL STUDIES**

The social studies program develops both history and geography topics. It considers people in relation to each other and the world in which they live, developing the physical, social, and cultural aspects of their environments. Local, national, and global ideas are developed.

The reporting categories for social studies are knowledge and understanding, research and communication, and critical thinking and citizenship.

## **FRENCH, ARTS, PHYSICAL EDUCATION**

Woodlands School offers a French exposure program in K-3 that emphasizes acquiring basic vocabulary and a basic French program for grades 4-8 that develops oral communication, reading and writing skills.

Our Arts program includes music instruction for grades K-6 along with visual arts for K-8.

The physical education program encourages movement, fitness management, and healthy lifestyles. K-4 students are asked to have runners for PE classes. Students in Grade 5-8 are required to have a change of clothing for Physical Education class. (T-shirt, shorts or sweats and gym shoes.)

## **SHOPS AND HOME ECONOMICS**

All grade 8 students will be enrolled in Shops and Home Economics at Warren Collegiate. Classes will be co-ed. Students will be required to pay a lab fee for both programs which is payable to Warren Collegiate.



Students will travel to Warren Collegiate at 12:30 p.m. on Day 4. They will return at approximately 3:30 p.m.

## **RESOURCE**

Woodlands School has a full time resource teacher. The resource program assists with academic, communication, health care, physical and sensory issues. The resource teacher aids in developing, implementing, and monitoring plans for individual students. The resource program provides support for students, parents, and teachers.

## **GUIDANCE**

Woodlands School has a full time guidance counsellor. Guidance focuses upon the social/emotional development of the students. The Guidance Counsellor will provide support for those students needing individual counselling, as well as working with whole classrooms and their needs.

## **ASSIGNMENTS AND HOMEWORK**

All students are expected to be responsible for the completion of assignments and homework.

Assignments and some homework tasks provide practice opportunities for students to hone new skills and processes. If your child has difficulty with any of these tasks, please contact the classroom teacher.

Homework may be a part of some instructional programs. It may consist of such activities as make-up work, projects, collecting materials for classroom projects, or completing work begun in class. Questions regarding homework assignments should be directed to the classroom teacher involved. Some purposes of homework are to stimulate independent study habits, to develop responsibility and self-direction and to reinforce school learning by providing necessary practice for developing skill and proficiency. Homework is the student's responsibility. Parents are encouraged to assist students in fulfilling this responsibility and provide a suitable place for study.

## **REPORTING ON STUDENT PROGRESS**

Reporting intervals are an excellent opportunity to reflect on student growth; to celebrate success, identify challenges and make plans for the next steps in the learning process. Woodlands Elementary School is working on a process to bring parents, students, and teachers together throughout the year to participate in this reflection.

Students are assessed and evaluated through a variety of methods in order to encourage growth. Initial assessments will be conducted in all grades from 1-8 in September to gather information for classroom profiles and instructional planning for students. Formal report cards will go out to parents three times per year, in November, March, and June.

A kindergarten student's growth will continue to be communicated to their parents/guardians through a divisional report card, developed by kindergarten teachers within the division.

Students in grades 1-8 will have their growth communicated through the provincial report card. In October, parents, students and teachers meet to review learning goals and discuss current progress. Progress Conversations will take place again in February. Parents may request an interview or phone conference with a teacher at any time. We encourage parents to address any concerns they may have by contacting the school and discussing the concern with the teacher involved.

For students in grades 7 and 8, a final assessment will be conducted in ELA, Science, Social Studies and Math. These assessments shall count for 10% of the total course mark.

## **SCHOOL ACTIVITIES**

### **SCHOOL SPORTS TEAMS**

Woodlands Elementary School offers a variety of extracurricular programs which allow our students to compete with students from other schools and to take part in divisional competitions. Extracurricular sports include volleyball, basketball, badminton, cross country, and track and field. Some of the programs may have a small fee associated with them in order to offset costs associated with bringing in officials. An additional small fee may be charged for the rental of uniforms, as opposed to having parents purchase uniforms at a much greater price. ***Students must demonstrate they can consistently comply with class and school regulations before they represent our school in an individual or team event.***

### **LIBRARY**

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

Library staff are scheduled to be in the library on a regular basis, and are 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.

## **WOODLANDS SCHOOL 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, 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. Hope to see you there!

### **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.

### **VOLUNTEERS**

Volunteers are needed during the year to assist in various school activities such as hot lunch, classroom activities, immunizations, etc. A coordinator will contact you and set up a schedule convenient to you.

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

## **SCHOOL PROCEDURES**

### **ATTENDANCE**

Attendance will be maintained at the office. Attendance will be taken at 9:00 a.m. and 1:50 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.

### **BOOKS AND SCHOOL SUPPLIES**

Textbooks, workbooks and library books 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.

## LOCKERS

The students are assigned school lockers. It must be noted that lockers are school property and may be subject to searches. Combination locks have been purchased for the Middle Years students to use. Students will be charged replacement costs for any lost locks. Only school locks will be permitted on school lockers.

## 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, tornado and two lockdown drills as well. Parents will be notified by the synervoice call system that a lockdown drill has taken place.

## NUTRITION BREAKS AND CANTEEN

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

Students will be supervised as they eat in the Multi-Purpose Room (MPR) during each of the breaks and during their respective activity periods.

The canteen is open during the second nutrition break on designated days. Healthy snacks and juice are available for students to purchase. Students are to bring their own forks and spoons.

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

## ADMINISTRATION OF MEDICATION

If a child is required to take medication during school hours, it **must** be sent to the office with the following:

- **written** authorization by the parent/guardian
- the **medicine bottle must carry the official label from the pharmacist stating the child's name, the physician's name, the name of the drug, the dosage to be administered, and if possible, the time of day it is to be given.** We cannot administer Tylenol or any other non-prescription medication.

## **NOTES FROM HOME**

### **Notes from home are required for the following:**

1. In case of absenteeism.
2. To go to the store or post office.
3. When an alternate picks up student(s) other than a parent/guardian.
4. When early dismissal is required (when picking up students, parents are asked to report to the office).

Notes are to be dated and signed by a parent/guardian.

If you do not wish your child to go outside, **due to illness**, please send a note that:

1. Is signed and dated
2. States the nature of the illness
3. States the number of days the child should stay in

## **NOTES THAT GO HOME FROM SCHOOL**

All notes that come home from Woodlands school that require a signature or need to be returned to the school for any reason will be printed on blue paper. Please watch for these as **all blue forms will require your attention.**

## **OUTDOOR RECESS GUIDELINES**

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

## **ACCIDENT PROCEDURES**

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

- (a) 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.
- (b) 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.
- (c) Should we believe that ambulance service is required, we will not hesitate to call one.

## 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.

## SCHOOL GUIDELINES AND RULES

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

**Students are not allowed to use personal cell phones, iPods, gaming and other electronic devices in school or on school grounds +unless they have received permission from their teacher.** These devices often have cameras that can cause problems for other students as a result students are not permitted to take pictures. Cell phones should be turned off and stored in a safe place until after final dismissal. While it is not advisable for students to bring IPOD/MP3, DS or other electronic devices to school we acknowledge that they do help pass the time on the bus. As with cell phones, though, these devices must be stored in a safe place for the day. The school assumes no responsibility for the damage, loss or theft of any electronic devices. Students bringing and using electronic devices at school, even with teacher permission, do so at their own risk.

A student violation of the aforementioned electronic device usage policy will result in the confiscation of the device which will be stored in the office to the end of the day. Further violations of similar nature may result in a call for parents to pick up the device and/or having the student leave the device in the office at the beginning of the day until home time.

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

Drugs, alcohol or smoking will not be tolerated.

Students must obey all teachers, educational assistants, and noon hour supervisors in the school.

The parking lots are off limits because of safety concerns.

Woodlands School encourages all students to be responsible, respectful, and to strive to create a safe school community for all.

## **BEHAVIOURAL EXPECTATIONS FOR STUDENTS**

### **Be Respectful**

#### Show respect for self by

- ✘ being on time
- ✘ being prepared for school
- ✘ dressing appropriately for school and weather
- ✘ giving your best effort

#### Show respect for others by

- ✘ using appropriate and respectful language
- ✘ keeping hands and feet to yourself
- ✘ being attentive in class and respecting everyone's right to learn
- ✘ recognizing the skills and strengths that others have

#### Show respect for school and property by

- ✘ keeping spaces neat and organized
- ✘ looking after school property

### **Be Responsible**

- ✘ Show responsibility for your learning, your choices, your actions, and help create a positive school climate

### **Be Safe**

- ✘ Rules are in place to keep people safe. We want students to feel safe while at school, particularly on the playground. Using equipment in a safe manner as well as engaging in safe and appropriate play is essential to student safety.

## **Notice To All Parents & Guardians**

Riding the school bus can be a new and exciting experience for many children. In most cases, it's the first time children have traveled on their own, away from the watchful eyes of their parents. That's good, because it helps kids gain a sense of independence as they learn to act safely and responsibly.

### **School Buses are Safer Than Your Car**

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

## **The Danger Zone**

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

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

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

## **Let the Driver Drive!**

School bus drivers are trained professionals with a very demanding task. The driver must pay attention to constantly changing traffic conditions, the children on the bus, the children entering and exiting the bus at each bus stop, and the schedule the bus is on. Teach your children to behave responsibly on the bus to help make the ride safer.

## **Give Kids a Break!**

In your own vehicle, recognize YOUR responsibility when you approach a stopped school bus. Come to a complete stop, watch for children near the road, and don't pass the bus while it's stopped.

## **Plan for When You're Not There**

Your, 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 come one, go to a neighbour's house, or whatever you've arranged beforehand.

Be sure your children understand to whom they should and shouldn't talk to when they're on their own.

## **Clothes That Keep Out the Cold – and Out of the Way!**

Remember to make sure that your child wears the right gear for walking to and from bus stops in bad weather. Also make sure that the clothing your child wears won't get caught anywhere on the bus or playground structures:

- ✱ Have children wear outer garments that have no drawstrings, toggles, straps, sashes, or belts that hang loosely.



- ✘ Avoid loose fitting coats and capes, and oversize or baggy clothing. Purchase backpacks that fit snugly against your child's body.

## TEACH YOUR CHILDREN WELL

If your child is new to riding the bus, or if you're not sure he/she knows the safety rules please review and walk through the steps needed to maintain a safe environment. Teach your child how to get to and from the bus stop, as well as on and off the bus; also explain the expected behavior while riding the bus.

### Waiting for the bus

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

### Riding on the bus

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

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

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

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