



2026-2027

School Handbook

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Winnipeg, MB R3R 1W3
204-895-8205
westdale@pembinatrails.ca

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Welcome to Westdale School!

At Westdale School, we are a community of learners where students, staff, families, and community partners work together to support growth, achievement, and well-being. We are committed to creating a safe, inclusive, and caring environment where every student feels valued, respected, and empowered to reach their full potential. Through strong relationships, high expectations, and meaningful learning experiences, we foster curiosity, responsibility, and a sense of belonging. We believe that education is most successful when schools and families work in partnership, and we look forward to continuing to build strong connections that support each student's academic, social, and emotional growth.

Once a Wildcat, Always a Wildcat!



Westdale Staff 2026-2027

Administration

Heather Anderson	Principal	heanderson@pembinatrails.ca
Laurel Mukanik	Teaching Vice Principal	lmukanik@pembinatrails.ca

Classroom Teachers

Connor Lawrence	Grade 6	CoLawrence@pembinatrails.ca
Rob Rutledge	Grade 6	rrutledge@pembinatrails.ca
Stef Vendramelli	Grade 6	SVendramelli@pembinatrails.ca
Seth Streifler	Grade 6/7	sstreifler@pembinatrails.ca
Michael Mykichuk	Grade 7	mmykichuk@pembinatrails.ca
Paul Tingskou	Grade 7	ptingskou@pembinatrails.ca
Cori Wiebe	Grade 7	corrwiebe@pembinatrails.ca
Ava Van De Mosselaer	Grade 7/8	AVandeMosselaer@pembinatrails.ca
Cameron McKenzie-Roche	Grade 7/8	cmckenzie-roche@pembinatrails.ca
Mike Doig	Grade 8	mdoig@pembinatrails.ca
Tara Lambert	Grade 8/Art	tlambert@pembinatrails.ca
Denisse Samaniego	Grade 8	desamaniego@pembinatrails.ca

Specialist Teachers

Brendon Brydges	French	bbrydges@pembinatrails.ca
Foti Hrousalas	French and Phys Ed.	fhrousalas@pembinatrails.ca
Mathew Dunning	Physical Education	mdunning@pembinatrails.ca
Lindsay Donnack	Band	LinDonnack@pembinatrails.ca
Allan Zadorozny	Media	azadorozny@pembinatrails.ca
Lisa Klayh	Teacher Librarian	LKlayh@pembinatrails.ca

Student Support Team (SST)

Marnie Couchman	Grade 6	mcouchman@pembinatrails.ca
Amy Mulvenna	Grade 6/7	amulvenna@pembinatrails.ca
Cathy St. Mars	Grade 7	cstmars@pembinatrails.ca
Alan Hocken-Attwell	Grade 8	aattwell@pembinatrails.ca
Sabrina Melanson	Grade 8	smelanson@pembinatrails.ca

Office/Clerical Staff

Teaghan Fileccia	Administrative Secretary
Rebecca Lindquist	Assistant Administrative
Lucy Zang	Library Technician

Custodial Staff

Greg Kitcher	Head Caretaker
Rob Perrault	Assistant Caretaker
Doug Hill	Assistant Caretaker

Educational Assistants

Demi Aladetoyinbo

Abir Ashraf

Olabanji Adediran

Angie Blake

Hanna Will

Glen Cooper

Harry Singh

Marina Groisman

Rotimi Olusola

Lynda Saunders

Louis Ebhoma

Daina Gagne

Leannan Wuttunee

Hargobind Singh

Taiwo Jegede

School Information

Office and School Hours

Office hours are 8:00 a.m. – 4:00 p.m. An answering machine is available to record messages beyond these times.

Daily Schedule

Time	Schedule
8:40-8:50	Entry Bell/TAG Attendance
8:50-9:30	Period 1
9:30-10:10	Period 2
10:10-10:50	Period 3
10:50-11:00	Nutrition Break/Lockers
11:00-11:40	Period 4
11:40-12:20	Period 5
12:20-12:50	Lunch
12:50-1:20	Lunch Recess/Clubs
1:20-1:25	Entry Bell/Attendance
1:25-2:10	Period 6
2:10-2:50	Period 7
2:50-3:30	Period 8
3:30	Dismissal

Student Entry and Exit Doors

Students will wait outside of the school building until the entry bell at 8:40 a.m. and 1:20 p.m. They will be welcomed through their respective doors and will be expected to leave the building by 3:40 p.m. unless involved in extra-curricular activities. During extreme weather conditions, students will be welcomed into the school starting at 8:30 a.m. (see page 14 for extreme weather information).

Entrance and exit will be as follows:

Grade 6: Main doors by the office

Grade 7: South doors by the field

Grade 8: West doors by the basketball courts

General Procedures

(alphabetical order)

Absence Call Back System and Illness

If your student will be absent, please notify the school by 8:30 a.m. by submitting the absence in Edsby or contacting the office. For planned absences, please provide advance notice whenever possible.

The three methods for letting the school know of an absence are the following:

- 1) Edsby - You may indicate an absence in Edsby. This goes directly into our attendance system.
- 2) Email - You may email westdale@pembinatrails.ca
- 3) Phone - You may call the office at 204-895-8205

If we are unaware of the absence, you will receive an automated message from our Safe Arrival system. Please contact the school immediately after receiving this message, otherwise our secretaries will follow up by phone. These phone calls can be time-consuming for the secretaries in our busy office, therefore we ask for your cooperation by letting us know when your student will be absent.

If a student becomes ill at school, the student will be sent to the office. Office personnel will contact caregivers or an emergency contact, and arrangements will be made to send the student home.

Lates and Early Departure

Students' punctuality is important, as valuable learning is lost with repetitive tardiness. We expect students to be in class for attendance and opening announcements at 8:40 a.m. Students are asked to report to the office when arriving after 8:50 a.m.

Caregivers should report to the school office when picking up their student during regular school hours. Please contact the office prior to pick up, so we can make sure that your student is ready and waiting for you. When someone other than a guardian is picking up a student, we ask to be informed prior to the pick-up.

Bicycles, Skateboards, Scooters and Rollerblades

Please encourage your student to always wear bicycle helmets when riding a bike, skateboard, scooter, and when rollerblading. Students are encouraged to stay alert for cars coming out of driveways, lanes, or parking spaces.

- Students are to walk their bike, skateboard, and scooter when on school grounds.
- Students are encouraged to lock their bike with a sturdy lock. The school is not

responsible for lost, stolen, or damaged items.

- Students may store scooters and skateboards in the bin near the main entrance stairwell. This is not a secure bin. The school assumes no responsibility for lost, stolen, or damaged items.

Care of School Property

Students will be held responsible for the proper care of all books, supplies, devices, accessories, and equipment furnished by the school. Students who deface, damage, or lose school property shall be required to pay for the damage or loss.

The school is not responsible for items that are either lost or stolen from a student. If a student does not return a textbook or resource, the student who was issued the resource is responsible for its replacement cost.

Library books and other instructional materials are issued to students with the understanding that they will be responsible for their care. Loss or excessive damage will result in a charge to the student.

Change of Address, E-mail Address or Phone Number

To ensure that accurate information is available, please notify the school office in the event of a change of address, name, email address, telephone number, emergency number, employment telephone numbers, or information on the health of your student.

Email is our primary method of information sharing; therefore, it is particularly important that the email address that we have for families is correct.

Clubs and Sports Teams

Extra-curricular activities such as athletics, music, drama, and clubs are a valuable component of a well-rounded Middle Years education. Students who participate in extra-curricular activities have a heightened and enriched learning experience that allows them to contribute to school culture and community on many different levels. Westdale believes that these opportunities allow students to develop and grow in areas such as teamwork, critical thinking, responsibility, and leadership.

Thanks to the dedication of our staff, Westdale offers extra-curricular activities before and after school, and/or during the lunch recess. Information regarding the clubs that run outside of school hours will be communicated on Edsby and/or Permission Click.

Clubs

There will be many clubs offered to students at lunch time, including opportunities such as GSA, drama, Dungeons and Dragons, and games club. Students will be provided with

information about these clubs to encourage the option of participating. Club locations and times will be posted on bulletin boards throughout the school and shared in the daily announcements. Students interested in joining a club simply need to attend at the posted date, time, and location.

Sports Teams

Westdale offers a variety of team sports throughout the school year, including opportunities such as volleyball, basketball, cross-country, track and field, and badminton. Student-athletes are expected to demonstrate leadership, responsibility, sportsmanship, and a positive attitude both in the classroom and as members of a team. This includes attending classes regularly and on time, meeting academic expectations, showing respect for others, avoiding behaviours that create conflict, and representing the school positively while demonstrating Wildcat pride.

Athletic tryouts are typically announced and posted approximately one week in advance, although timelines may vary depending on the sport season. Teams are generally formed based on skill level and team needs rather than grade level, with Grade 7 and Grade 8 students often trying out together. While we strive to provide opportunities for all interested students to participate, team offerings may vary based on student interest and coaching availability. Following tryouts, families of selected athletes will receive a Permission Click form containing team information, schedules, expectations, and any applicable athletic fees. Participation fees vary by sport and help offset costs such as tournament entry fees, transportation, officials, and team-related expenses.

Communication with Families

Two-way communication between home and school is essential for student success and is strongly encouraged. Caregivers are encouraged to communicate regularly with their student's teacher through emails, phone calls, and scheduled meetings. Teachers will also use Edsby to communicate with parents and keep students up to date on assignments and important class information.

To speak with your student's teacher please call 204-895-8205 and the office will direct your call. You can also communicate by email or Edsby messaging. Teachers will return your call or email, and you can expect a response within two working days.

Concerns and Complaints Protocol

After you have talked with the appropriate teacher or student support team member and you continue to have concerns, or if you have a question of a more general nature, you may wish to call our Principal, Dr. Heather Anderson, at 204-895-8205 or send her an email at heatheranderson@pembinatrails.ca. You can also contact our Vice Principal, Ms. Laurel Mukanik at 204-895-82052 or send her an email at lmukanik@pembinatrails.ca.

Controlled Access

To help maintain a safe and secure learning environment, Westdale operates with controlled access. School doors remain locked throughout the day. All visitors, including guardians and divisional staff, must use the intercom at the main entrance and report to the office upon arrival.

For security reasons and to protect the integrity of the learning environment, all visitors are required to sign in at the office before proceeding elsewhere in the building. Guardians delivering lunches, forgotten items, or other materials are asked to leave them at the office, and school staff will ensure they are delivered to students.

Emergency Response Plan

Westdale has established an Emergency Response Plan which aims to protect the health and safety of all students and staff. This includes the following safety plans: Fire, Lockdown, Emergency Evacuation, and Natural Disaster. In case of an emergency all students will be evacuated to Beaverlodge School. In the event of an emergency evacuation families would be contacted directly.

Field Trips

All field trips are extensions of classroom learning activities. Supervision is the responsibility of staff member(s) sponsoring the activity. School and divisional behavioural expectations pertain to students during school field trips. Students who engage in inappropriate behaviour on field trips may be required to be picked up by a parent, return to school, and/or be escorted by a guardian to participate in future field trips.

Expectations for behaviour and safety while riding the bus for field trips or extra-curricular events are the same as those of the classroom. Students are under the supervision of the bus driver and/or accompanying teacher. Emergency evacuation procedures will be rehearsed twice a year.

All field trip permission forms are shared with guardians through Permission Click, a service that allows families to provide the school with electronic permission for their student to participate in Field Trips and special activities.

Lost and Found

Students are discouraged from bringing valuables to school. Lost items are placed in the Lost and Found near the office. Students and families are encouraged to check frequently for missing items. Items will be bagged up regularly and donated to charity.

Lockers

Lockers are school property. If a student is unable to use their locker properly, other arrangements will be made. The administration reserves the right to inspect lockers at any time. To avoid theft or loss of property, lockers should always be kept locked. Locker combinations should not be given to other students.

A portion of student fees cover the use of a shared locker and the rental of a lock for the school year. If the lock is lost during the year, there will be an additional \$12.00 fee to replace it.

Lunch Program

We offer pay for service Lunch Program operated by school administration. Application information, program expectations, and cost of this service will be sent out in a Permission Click at the beginning of the year. Students eat lunch in the courtyard under supervision of the Lunch Program Supervisors from 12:20 p.m. – 12:50 p.m. and from 12:50 p.m. – 1:20 p.m. students go outside to enjoy 30 minutes of supervised play. If program expectations are not followed, the school reserves the right to revoke lunch program participation.

A canteen is available for smaller items for purchase between 12:20 p.m. -12:50 p.m. The canteen only accepts cash and items are on an “as available” basis.

Lunch Program Expectations

- Bring your own food and utensils; no microwaves are available
- Listen to the supervising adults
- Sit while eating and during the seated time
- Talk quietly to the person next to or near you; no yelling across the room
- Get permission from the lunch supervisors before leaving the space
- Remain in the lunch area until instructed to leave
- Clean up after yourself
- Go outside or to a club during the second half of lunch
- Follow these expectations or stop participating in the lunch program

During the second half of lunch, all students are expected to go outside. We offer many clubs throughout the year, but they often fill up. Your student can expect to be outside for the second half of lunch for most days of the year.

Students in grade 6 in the lunch program must remain on school grounds for the duration of the lunch hour. Students in grades 7 and 8 are encouraged to remain on campus, however, may choose to leave. Lunch supervisors are not monitoring which of the 7s and 8s leave school property.

Medication

If your student requires regular prescription medication during the school day, it will be administered through the office following the completion of a divisional form that includes administration/guardian signatures. All medication must remain in the original prescription container.

Personal Mobile Device (PMD) Policy

The Manitoba Government implemented policy on Aug. 15, 2024, that provided clear guidelines on cell phone and personal mobile device (PMD) use in Manitoba's publicly funded schools. PMD use is not permitted on school premises from 8:40 a.m. to 3:30 p.m. This includes during lunch, while on field trips, and during special activities. Students are encouraged to keep all PMDs at home. If a student chooses to bring a PMD to school, it must be kept in a bag or locker (not on a desk or in hand or pocket).

Any communications with home regarding illness or emergencies must come through the office so we can be aware of any situation and ensure your child is safe and supported.

Should students be found using personal electronic devices on school property:

- First offence: student device will be confiscated and held by the office until the end of the school day.
- Second offence: student device will be confiscated and held by the office, we will notify a guardian of the incident, and the student will turn in their device at the beginning of the day for two weeks.
- Third offence: student device will be turned into the office and the family will have a meeting with the Principal or Vice-Principal to establish plans for device to remain at home.

Reporting Student Progress

In September, our teachers spend time getting to know their students as learners. This time helps teachers make clear decisions about how best to support growth and success. This time culminates in two Strong Beginning days in September. Students will attend a one-hour appointment with their classroom teacher who continues to get to know students as learners through formal and informal assessments in the areas of literacy, numeracy and learning behaviours.

During the school year, there are several tri-conference times scheduled in the evenings sometime in October-November and again in February-March. This is an opportunity for families, students, and teachers to meet, set goals and discuss learning plans. Families are encouraged to sign up for these meetings through Edsby. The relationship with the family is key to a strong learning partnership.

Formal report cards are distributed in December, March and June, and can be accessed on Edsby. Families are encouraged to communicate directly with their student's teacher regarding any questions, concerns and/or suggestions to support their student's academic, social/emotional and behavioral growth.

Families use Edsby to access the report card, and schedule appointments for Strong Beginnings and Tri- Conferences. Please contact the office if you have any questions.

School Bus Transportation

Families with students who are eligible for transportation can register online on the Pembina Trails website. All follow ups are to be done directly with the Transportation Department. Contact information is available at www.pembinatrails.ca under the Transportation tab.

School bus transportation may be cancelled due to inclement weather even though schools may still be in session. Bus cancellation decisions are made by the Superintendents of Metro School Divisions in the city. Families regarding potential bus cancellations during times of inclement weather through the MyRide app. Decisions are usually made by 7:00 a.m.

School Resource Officer (SRO)

Local law enforcement agencies have attached officers to all schools in the Pembina Trails School Division. The school resource officer (SRO) performs the regular duties of a law enforcement officer, gives classroom presentations, and serves as a resource to caregivers, students and staff.

Standard of Behaviour

Westdale School is committed to maintaining a safe, respectful, and inclusive learning environment for all students. Student behaviour expectations are guided by Pembina Trails School Division's [Create a Safe and Caring Learning Community: A Standard of Behaviour](#).

The Standard of Behaviour outlines the responsibilities of students, staff, and families, identifies expected behaviours, and describes the responses that may be used when behavioural expectations are not met. Responses are intended to support student learning, repair harm, and help students make positive choices. Families are encouraged to review the Standard of Behaviour annually.

Storm Days and Extreme Weather Conditions

On cold and rainy days, we ask families to ensure that their child is appropriately dressed according to daily forecasts. Even if students get rides to and from school, there is always a possibility that we would need to evacuate the school.

When the temperature, including wind chill drops below -27 degrees Celsius, lunch recess will be held indoors. Weather readings used by Westdale School are obtained by Environment Canada (The Forks).

If the Air Quality Index (AQI) forecasted by Environment Canada at 6:30 a.m. is High (7-10), all full-day outdoor field trips will be cancelled or postponed, depending on the location. If the AQHI forecasted by Environment Canada at 6:30 a.m. is Very High (10+), all outdoor-related activities and extra-curricular events will be cancelled for the entire school day. A Division-wide Messenger email will be sent to all families and staff informing them of this decision. Pembina Trails Air Quality Recommendations will apply. The Division will place an air quality alert banner at the top of all school division websites.

Student Accident and Minor Medical

Students should inform a staff member or report to the office if they are injured or feeling unwell during the school day. Guardians are also asked to notify the school if their student sustains a head injury or concussion outside of school.

Pembina Trails School Division has a head injury protocol that outlines procedures for responding to suspected head injuries and concussions. When a head injury is suspected, the school will contact home and follow the division's protocol to ensure appropriate monitoring and follow-up. Students diagnosed with a concussion must meet division requirements before returning to Physical Education classes or school sports.

School staff will provide basic first aid for minor injuries such as scrapes, bruises, and cuts. When a more significant injury or medical concern occurs, guardians will be contacted and the procedures outlined on the student's registration form will be followed. All accidents resulting in injury are documented and reported through the division's Student Accident Reporting process.

Student Drop Off/Pick Up and Parking Safety

The parking lot is reserved for staff use only. Families are not to drive into the parking lot to drop off or pick up your student at the beginning and end of the day. Student drop off and pick up is available on the west side of Cullen Drive and south side of Betsworth Ave.

Student Support Services

A continuum of support is available to support student learning. The core educational team centers on the student and includes the teacher and caregivers. The classroom teacher plays a critical role in determining the appropriate resources needed to support individual learning and when necessary, will access the in-school support team. This team includes the administrator, the resource teacher and the school counsellor. If additional support is required the team may access, with guardian permission, divisional clinical support.

Threat Assessment

The Pembina Trails School Division has a policy that requires a Student Threat Assessment to be done in all cases of students making significant threats. The purpose of the assessment is to help us know how best to support high-risk students and those affected by the situation to promote the safety and welfare of all. Our goal is to respond to threats in a professional way that provides a safe and caring learning environment for all.

In Closing

At Westdale School, we are proud of the welcoming, inclusive, and supportive community we have built together. Our dedicated staff are committed to ensuring that every student feels safe, valued, challenged, and supported throughout their learning journey.

We believe that strong partnerships between students, families, and staff create the foundation for success, and we look forward to working alongside you in the years ahead. Whether students are participating in academics, athletics, the arts, clubs, or leadership opportunities, there is something for everyone at Westdale.

We are confident that your child will enjoy being part of the Westdale community and will create lasting memories, meaningful relationships, and positive learning experiences along the way.

Once a Wildcat, Always a Wildcat!

