



Handbook

*~learning for life
in a safe, caring place*



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Welcome to the Oakenwald School Community

We value parental involvement, a shared commitment to children and working together to enhance the educational experiences for your child. Together we strive to build a warm and caring school that sets high expectations for conduct and academic achievement for students.

Our dedicated staff consists of classroom teachers, educational assistants, custodians, office staff, and specialists in Music, French, Library, Physical Education, Resource and Counseling. We also access Divisional clinicians for speech and language, psychology, social work and occupational and physiotherapy services.

This information is provided as a reference for families whose children attend Oakenwald School. Current news and important dates will also be shared through our school website (www.pembinatrails.ca/Oakenwald). Once on our website, please feel free to visit the “Community Bulletins” link to view community news and opportunities. Check the “News” link for stories on highlights and activities at Oakenwald. Check the “Calendar” link for upcoming events.

We are so excited to welcome you all back!

Mr. Cam Grier
Principal

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Staff Information

Oakenwald School Staff

Principal	Mr. Cam Grier
Acting Principal	Mr. Brad Burns
Administrative Secretary	Ms. Donna Thomas
Assistant Administrative Secretary	Ms. Trish Del Grosso Steeds
Kindergarten, School Support Team	Ms. Cheryl Tack
Grade One/Two	Ms. Chantell Church
Grade One/Two	Ms. Shannon Green
Grade One/Two	Ms. Marlene Mutch
Grade Three/Four	Ms. Tracy Gumprich
Grade Three/Four	Ms. Lindsey Jones
Grade Three/Four	Ms. Kathy Kurbis
Grade Four/Five	Ms. Anjali Makkar
Grade Four/Five	Ms. Erin Woytko
Grade Five/Six	Mr. Patrick Boyd
Grade Five/Six	Ms. Mary-Ann Mitchler
Teacher Librarian	Ms. Laura Catellier
Library Technician	Ms. Leah Sweetland
Music	Ms. Joanne Kilfoyle
Physical Education	Mr. Tyler Belog
French Grades 3-6; Counselor	Mme. Andrea Hamm
Resource, Literacy, EAL	Ms. Marietta Di Nella
Educational Assistants	Ms. Jennifer Boroski
	Mr. Colin Burns
	Mr. Jon Guenter
	Ms. Asma Nasir
	Mr. Brian Nickel
	Mr. Juan Octavo
	Ms. Carol Paci
	Ms. Manon Stovel
	Ms. Janet Thurston
	Ms. Danielle Vatnsdal
Custodians	Mr. Davor Dzaic
	Ms. Bettina High

[For email contact](#)

In-School Support Team

The In-School Support Team consists of the school administration, the counsellor and the resource teachers. These personnel become involved when the core team feels that additional help is required. The way to access these supports is through the classroom teacher.

Divisional Support Team

Our school has access to the services of a speech and language pathologist, a behaviour and learning support teacher, a school psychologist, an occupational therapist, a physio therapist and a social worker. The process for accessing these services begins with the classroom teacher. The In-School Support Team collaborates in gathering information and prioritizing access to these services.

School Start-Up Information

School Supplies

At Oakenwald School, we bulk purchase classroom supplies for the grade K to 6 students. Parents are requested to pay a nominal fee for these bulk purchases. Please use the link below to learn more information about school supplies:

[School Supplies](#)

Student Activity Fee

The Student Activity Fee is requested to cover field trip costs, bussing and admission fees, as well as complementary programs and activities within and outside the school. Some special programs and presentations are held to benefit the entire student population.

Kindergarten Staggered Entrance

As in previous years, our Kindergarten class will start the year with a staggered entrance, which will take place over the first three days of school, on Sept 6th, 7th, and 8th. We look forward to welcoming all Kindergarten students to school starting Monday, September 11th. Families with Kindergarten students received information with their Welcome to Kindergarten package regarding their child's staggered entrance plan. If you are not aware of your child's schedule for staggered entrance, please contact the school office.

School Lunch Supervision Program

Students are eligible to stay for lunch in our user-pay School Lunch Supervision Program on a full-time or casual basis. Students must be registered for the Lunch Supervision Program and fees are to be pre-paid. Please call our school office if you require more information or a registration package.

Health and Well-Being

Student Illness or Accident

In case of illness or injury, we try to contact parents as quickly as possible; thus it is important that our records of telephone numbers are up to date. If a student becomes ill during the school day, we will request that the student be picked up. Please keep us informed of work contact numbers or emergency alternatives for this purpose. The emergency contact you have noted on your registration should be a responsible adult living in proximity to the school, who is available during the school hours.

Children in need of medication during school hours must have parents complete an authorization form for the administration of medication before any medicine can be dispensed. Please call the school office for assistance.

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If students must leave the school during the day for appointments or have any other change in routine, please inform the teacher and or the school office.

To avoid unnecessary interruptions to parents at home/work, the teacher/office staff will decide as to the necessity of the call when students request use of the telephone.

COVID-19

1. Oakenwald School, along with Pembina Trails School Division, continues to make the health, safety, and well-being of students and staff a top priority. We will continue to follow all Public Health guidelines, which include:
 - **VACCINATIONS:** All students and staff are encouraged to be vaccinated (COVID-19 and routine immunizations) when eligible (For information on vaccines see manitoba.ca/covid19/vaccine/index.html).
 - **MONITOR DAILY:** Monitor your child daily for signs and symptoms of COVID-19.
 - **STAY HOME WHEN SICK:** If your child is experiencing flu-like/COVID-19 symptoms, or if your child tests positive for COVID-19, please keep your child at home and follow Public Health guidelines. Current recommendations are to isolate at home for five days until symptoms begin to improve and then to wear a mask for five days after returning to school. For more information on Public Health updates please visit: <https://manitoba.ca/covid19/info-for-mbs.html>
 - **HAND WASHING and RESPIRATORY ETTIQUETTE:** Please encourage your child to practice frequent hand washing, and safe respiratory etiquette (e.g. covering all coughs and sneezes).
 - **MASKS:** We continue to encourage mask use and are ensuring that individual choice regarding mask use is respected. Masks continue to be available in the school office for all students, staff, and visitors who wish to use them.
 - **ROUTINE CLEANING:** Our custodial staff will continue to conduct routine cleaning and disinfection of high-touch surfaces and common areas including washrooms.

Illness as School

If a student exhibits any symptoms of illness while at school, the family will be called and asked to come pick-up their child. If you are unable to pick up your child within 30 minutes, we ask that you have a back-up plan of someone who can pick up your child.

Allergy Aware School

There are several children attending Oakenwald School who suffer a LIFE-THREATENING allergy to common foods. Even exposure to a tiny amount of this item could be potentially serious.

The staff and parent community strive to provide a safe environment for all our students. To this end, we have reviewed the individual needs of our students and the procedures and policies presently in place. We can all play a role in preventing such a dangerous and frightening situation at school. Although the specific child and family must take responsibility to avoid exposure, we can also help to make the school environment safer.

We therefore ask for your co-operation. We ask that:

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- You avoid sending ANY snacks or items containing peanuts/nuts with your child to school including food, snacks, or chips cooked in peanut oil.
- You do not give food products to any children, other than your own.

Many common areas, for example, computer lab, library, and music room must also be safeguarded. We will therefore ask students who forget and bring peanut butter/nuts to school to eat their lunch in the office area.

It is imperative that we all teach children to respect this very serious situation and discourage teasing or threatening of the allergic child.

We recognize that this may be an inconvenience for you, but please realize how important your co-operation is. We would take the same care should your child have such a health care need.

Thank you for your consideration and support in this matter. As a school team, we do our utmost to ensure the safety of all students.

Emergency Preparedness and Adverse Weather

Fire Drill and Emergency Exits/Procedures

We shall practice emergency drills. This will include building evacuation, room lockdown and severe storm procedures. For evacuation drills, a copy of the exit routes and procedures is located in each teaching area. Students must exit quickly and quietly. We need to be certain that everyone is clear of the building and that anyone needing help can be heard and receive help quickly.

Emergency Closing of School

A decision to close the school due to severe snowstorms or other emergencies will be made by the Superintendent or the Chairperson of the Board. Radio stations, such as CJOB, will be called and will announce school closures. Once the school is in session, it will remain open until parents or guardians can pick up students.

Cold Weather Policy (-27C as reported by Environment Canada)

When the windchill reaches -27C, students will remain indoors during recess, lunch time and while waiting for the school bus. Regardless of the weather, children should always come dressed to go outdoors. Should an emergency occur and evacuation of the school become necessary, even a short walk to safety can expose students to severe weather conditions.

The School Day from Start to Finish

School Safety Patrols

Patrol Posts:

- Oakenwald Avenue at Point Road
- Oakenwald Avenue at Lyon Street

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Patrol Times:

- 9:00 – 9:10 am
- 3:55 – 4:05 pm

Student Arrival and Entry

Morning supervision on the playground begins at 9:00 am approximately ten minutes before the first bell. For the comfort and safety of your child, we would ask that you arrange for her/him to arrive at school no earlier than 9:00 am and 1:00 pm. Students in need of assistance before these times should come directly to the office using the front entrance doors if necessary.

School Hours

9:00	Supervision on playground
9:10	Entry
9:20	Classes begin
10:50	Recess
12:05	Lunch
1:05	Student entry
1:10	Classes resume
2:40	Recess
3:55	Dismissal

Vehicle Traffic – Drop-Off Zones

We encourage as many students as possible to walk or bike to school. This will greatly reduce frustration with traffic. Dropping off and picking up students must **ONLY** occur at:

Oakenwald Avenue (traveling eastbound) – please “stop, drop off, and go”
Manchester Boulevard North – students can access the schoolyard through the entrance at the fence.

NO DROP-OFFS/PICKUPS along the back lane or parking area – this is an incredibly dangerous area and is **NOT** a walking/biking/drop-off zone.

NO DROP-OFFS/PICKUPS along the east side of the school. There is a strip of parking stalls that are **NOT OUR PROPERTY** and belong to apartment tenants. You may be ticketed or towed if you use this area.

Grade Level Entrances/Exits

At the bell, Grade K-6 students will line up at designated entrances/exits to come into the school. Please note that these doors will be the doors students will use to exit for lunch and at the end of the day. Parents waiting to pick up children are asked to **please wait OUTSIDE** for the ongoing safety of our staff and students. The following entrances/exits will be used by our classes:

K-2 Doors (East doors) – Kindergarten, 1/2 Church, 1/2 Green, 1/2 Gumprich
3-5 Doors (by music room) – 3/4 Jones, 3/4 Kurbis, 4/5 Makkar, 4/5 Woytko
5/6 Doors (near gymnasium) – 5/6 Boyd, 5/6 Mitchler

Late Arrivals

If a student arrives after class time begins (after 9:20am or after 1:10pm) the student is to come to the main entrance to access the building. Students may use the buzzer to gain access to the building and are also asked to check in at the office to let us know they have arrived.

Lunch Hour

Lunch is from **12:05pm** to **1:05pm**. Students NOT enrolled in the lunch supervision program must remain off school property until 1:00 pm at the earliest, when they line up at their designated entrance.

For students enrolled in the lunch supervision program, there will be supervised eating and outdoor times every day.

Lunch Supervision Program Information Packages have been sent out to all families containing further details about the Lunch Supervision Program. If you did not receive a package, please contact the school office to have another package sent out to you.

Microwaves are **not** available for student lunches. Please ensure that your child has a bag lunch with containers that they can open themselves. Please provide your child with utensils if necessary as we do not provide these.

Dismissal

At the end of the school day, Grade 1-6 students are dismissed in three stages: first bus (78) at just prior to the 3:55 bell, then those students who walk home (at 3:55 bell), and finally the second bus (43).

Bus students line-up in the hallway and are accompanied to their bus by a bus captain.

Morning Kindergarten students are to be picked up at the East school doors at 12:05pm.

Academic Information

Curriculum

Oakenwald School follows the Manitoba Curriculum. For more information on specific outcomes and how students are assessed, visit [My Child in School](#)

Enrichment Activities

Oakenwald School enjoys a strong tradition of excellence in meeting the needs of all students.

We actively seek out students' gifts and other opportunities to challenge and extend their learning.

We offer a school-wide enrichment model through the classroom and in small group settings that seek to extend critical thinking, problem solving, research skills along with exposure to the arts and extra-curricular clubs

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Outdoor Learning

While protocols have relaxed we will continue to use the outdoors for classroom learning throughout the year. Please ensure that your child is always dressed for the day's weather, with proper footwear for the outdoor conditions.

Field Trips

We will once again be able to have students participate in field trip activities this year. As field trip opportunities come up, you will be sent electronic permission forms via email.

School Culture, Behavioural Expectations

Oakenwald Behavioural Expectations

**Kindness
Cooperation
Respectful Behaviour**

Our goal at Oakenwald School is to encourage, teach, model and recognize positive behaviours and to provide a warm, caring and positive school climate.

The development of student self-discipline is the shared responsibility of the home, the student and the school.

The school program includes citizenship skills, active listening skills and appropriate social behaviours. Students are given reminders and an opportunity to reflect individually on appropriate behaviours. Both positive reinforcement and realistic consequences are used. The divisional *Standard of Behaviour* is reviewed with students early in the year and as needed. Each classroom begins the school year with a discussion of rights and responsibilities. Students in each grade develop a classroom respect agreement in age appropriate language.

Oakenwald Students' Rights and Responsibilities

At Oakenwald School, students have the right to:

- a quality education
- a clean, orderly school environment
- an environment enabling all to work, listen and play without interference from others
- a comfortable environment free of verbal, physical or psychological abuse
- an environment free from racial and ethnic incidents and violent behaviour.

At Oakenwald School, students have the following responsibilities:

- to come to class on time and be prepared to work
- to participate in learning activities and complete assignments
- to treat the school grounds, school building, equipment and materials with care
- to be considerate of the rights, feelings and property of others
- to follow the school expectations.

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Parent Opportunities

Oakenwald Parent Advisory Council

Oakenwald School has a very active and involved Parent Advisory Council that is integral to the life of the school. The Parent Council has a successful history and a very positive, ongoing relationship with the administration, teachers and staff. All parents /guardians of students attending Oakenwald School are automatically voting members of the Parent Advisory Council and are encouraged to attend and participate in the monthly meetings. Please check the School Newsletter and the Parent Council web page.

Volunteering

Teachers will recruit volunteers as needed. They may do this through the agenda book or their classroom newsletter. One volunteer parent from each class may be requested to act as the Room Representative by the classroom teacher. The Room Rep provides support to the teacher when requested, such as arranging classroom volunteers, helping to arrange parties / social events, and making phone calls to other parents as needed.

Parent Council may also solicit volunteers as needed. There are several events which require volunteers including the Staff Appreciation, Hot Lunch and Family Fun Night. Attending Parent Council meetings is a great way to meet other parents and get involved.

Volunteers are asked to sign in and out at the office while serving at the school.

Day Care

A before and after school day care is attached to the school but operates separately from the school. The Fort Garry Childcare Centre also operates services for kindergarten students.

The director can be contacted by phone at 204.452.9933 or 204.453.7600

The website is [Fort Gary Childcare Coop \(fortgarrychildcare.ca\)](http://fortgarrychildcare.ca)

Communication

Communication with the School

If parents have a concern or important information to convey, we encourage you to consider these guidelines:

Classroom Teacher First

Your child's teacher is a significant adult in your child's life. Whenever you have a question or concern, please call the classroom teacher first. Parents and teachers form the core team in supporting students.

Secretary

Our secretary should be notified whenever a child is ill or will be absent or late. All phone calls are generally received by our secretary who will direct your inquiries to the appropriate person.

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Safe Arrival Program – Call Backs

The Safe Arrival/Call Back program is an effort to ensure that students who have left for school have arrived safely. If a student is absent and the parent or guardian has not notified us, we will call home or work to determine that the child's absence is known and that they are safe. Please contact us. This saves a great deal of time and worry by all

Communicating a Student Absence

We use [Edsby](#) as the primary tool to track attendance. Please use [Edsby](#) to notify the school if your child will be absent or late. For more info on Edsby, visit [Edsby for Parents - How Edsby helps parents](#)

Alternatively, you may also call the school office. Office hours are 8:20 am to 4:20 pm. An answering machine is available for you to leave a message 24/7. Phone: 204.474.0269

Tri-Conferences and Report Cards

During the school year, all K-6 Oakenwald School students participate in two tri-conferences: one in October, and one in February. Grades 1 to 6 students receive a report card at the end of each of three terms in November, March and June. Kindergarten students receive a report card once at the end of the year (in June).

A tri-conference is a conversation scheduled by the teacher to include the student and one or both parents. The triad - teacher, student and parent - are all expected to contribute to the dialogue. See our school website for more details.

Legal Documentation

In the event of a unique custody arrangement, we require a copy of the legal documentation for your child's office file.

Birthday Invitations

We ask that birthday invitations be distributed outside of school hours.

Building Access for Parents and Visitors

Building Access (Visitors and Volunteers)

All our doors will continue to be locked during the day. Should you need to drop off or pick up your child outside of start and end times, or drop off an item for your child, we ask that you use the **main entrance** buzzer to let us know you have arrived and we will let you into the building.

Parents/guardians are asked to **please wait outside the school building when dropping off or picking up** their child. This ensures that we continue to maintain safe traffic flow in and out of our building.

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Parking and Traffic

Parking on Lyon Street, Manchester South, Riverwood Avenue and Oakenwald is available. Please do not park in the west lane or in the staff parking lot or on the east lane/parking lot belonging to the Wildwood Apartments.

Please leave the bus loading zone on Oakenwald Avenue clear for the school bus at the front of the school. Please for the sake of our children, choose safety over convenience.

School Supplies, Dress Expectations, and Equipment

Dress Expectations

- Appropriate dress for schooling is expected.
- Clothing with offensive messages or inappropriate pictures is not to be worn to school.
- Hats, caps, toques and bandannas are not to be worn in school.
- Proper winter clothing should be worn.
- Shirts and tops must be of waist length.
- If students do not meet the dress code they will be asked to change.

Black Soles / Black Marks

All footwear must pass the “kick” test. A dragged heel on a light tile floor must leave no mark. If it does, the footwear must not be worn to school. Our custodial staff works very hard to keep our school a clean and healthy place to be. They need our cooperation and help.

Outdoor and Indoor Shoes

Please note that children are asked to have outdoor and indoor footwear. Indoor footwear should be kept at school. Outdoor footwear should be removed upon entry. Your cooperation will help maintain the general cleanliness of the school. Shoes must be worn at all times.

Cameras

Students do not require a personal camera at school. When school work requires the use of a camera, a school camera will be provided. Before a photograph is taken permission must be given by the subject of the photograph. Any public distribution of images must have the written consent of any and all subjects in the photo.

Students who bring cameras or camera phones to school risk having them confiscated by school administration.

Cell Phones and other Communication Devices

Cell phones or other communication devices are not to be used in school. Students have the use of an office phone for urgent calls. Older students may find it is practical to have a cell phone for after school activities. In this case the cell phone must be turned off and stored out of sight of staff and students. Students who attempt to use their phone during the regular school day risk having it confiscated by staff member.

Lost and Found

The yellow lost and found boxes are located near the east student entrance door and in the gym. These are available for children and parents to check at any time.

To ease identification, please label clothing and other possessions with the student’s name inside the garments and footwear.

Students are discouraged from bringing electronic devices, valuables or money to school as these may be easily lost or mislaid.

Cards, Toys, etc.

We ask that all toys and cards stay at home to prevent distraction at school, or loss of the items.

Water Bottles

Students are encouraged to bring a filled water bottle to school each day. Our water fountains include refill stations that students can use to refill their water bottles throughout the day.

Bicycles, Scooters, and Skateboards at School

Students riding their bikes, scooters or skateboards to school should dismount and mount at the edge of the school grounds and away from gatherings of people. This “walk your ride” on the school grounds approach should become a habit for all riders. All bicycles must be locked in the bicycle racks as soon as the student arrives on the school grounds, and must remain locked until the student is ready to leave the school grounds. Scooters and skateboards should be stored in classrooms.

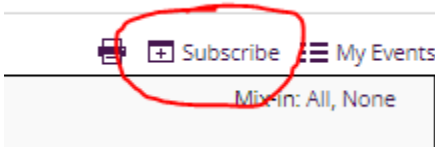
You are reminded that bicycles at school are the responsibility of the student and parent. A strong lock is highly recommended. We do not have any insurance coverage for lost or stolen bikes.

Important Dates & Calendar Access

Please view our online calendar for the most up-to-date information on events, holidays, field trips, and school closures.

[School Calendar](#)

Did you know that you can subscribe to the calendar so that all school information will show on your digital calendar? Use the “Subscribe” button in the top right corner of our calendar.



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