

OAKENWALD SCHOOL
FAMILY HANDBOOK
2024 – 2025
<http://www.pembinatrails.ca/oakenwald>

Oakenwald School Staff

Principal	Mr. Michael Moreau
Administrative Secretary	Ms. Donna Thomas
Assistant Administrative Secretary	Ms. Trish Del Grosso Steeds
Kindergarten, School Support Team	Ms. Cheryl Tack
Kindergarten	Mr. Devin Shauman
Grade One	Ms. Chantell Church
	Ms. Tracy Rocke
Grade Two	Ms. Shannon Ryder
	Ms. Tracy Gumprich
	Ms. Samantha Lee
Grade Three	Ms. Holly Hladun
	Ms. Lindsey Jones
Grade Four	Ms. Kathy Kurbis
	Ms. Samantha Lee
	Ms. Alyssa Main
Grade Five	Ms. Mary-Ann Mitchler
	Mr. Patrick Boyd
Teacher Librarian, Student Support	Ms. Heather Peters
Library Technician	Ms. Leah Sweetland
Music	Ms. Joanne Kilfoyle
Physical Education	Mr. Tyler Belog
French, School Counselor	Mme. Andrea Hamm
Resource Specialist	Ms. Marietta Di Nella
Educational Assistants	Ms. Jennifer Boroski
	Mr. Jon Guenter
	Ms. Asma Nasir
	Mr. Brian Nickel
	Mr. Gerald Nlemchukwu
	Mr. Juan Octavo
	Ms. Carol Paci
	Ms. Linnea Pearson
	Mr. Bindu Saul
	Ms. Manon Stovel
	Ms. Kennedy Vancoughnett
	Ms. Danielle Vatnsdal
Custodians	Mr. Davor Dzaic
	Mr. Kiran Patel

Oakenwald School

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

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PEMBINA TRAILS SCHOOL DIVISION

Administration Office
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204.488.1757

Superintendent
Ms. Shelley Amos

Transportation Department
204.489.2597

Pembina Trails School Division Student Support Team

Ms. Zophia Kozub
Psychologist

TBA
Social Worker

Ms. Carla Thompson
Speech and Hearing Clinician

Ms. Monique Ducharme
Occupational Therapist

Ms. Angela Anderson
Physio Therapist

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). For up to date information, please note that we send out a Weekly Oakenwald News & Information email from the office. If you are not receiving this, please contact us.

We are so excited to welcome you all back!

Mr. Michael Moreau
Principal

RETURN TO SCHOOL INFORMATION FOR 2024-2025

ILLNESS AT SCHOOL: If your child is experiencing flu-like/COVID symptoms, please keep your child at home and contact the school to report their absence. If a student exhibits any symptoms of illness while at school, they will be cared for, and 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.

KINDERGARTEN STAGGERED ENTRANCE: As in previous years, our Kindergarten class will begin the year with a staggered entrance. Please note that you should have received a meeting date and staggered entry information in June. If you have not received this, please contact the school. We then look forward to welcoming all Kindergarten students on Monday, September 11, when the whole class will be here together.

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 inside the building. Please **wait outside the school building when dropping off or picking up** your child. This ensures that we continue to maintain safe traffic flow in and out of our building. Visitors and Volunteers are to sign-in at the office.

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 line.
- **NO DROP-OFFS/PICKUPS along the back lane or parking area**
- **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.

SUPERVISION BEFORE SCHOOL: Supervision outside begins at **9:00am**. Students should not arrive before this time. Students who go home for lunch should return no earlier than **1:00pm**.

GRADE LEVEL ENTRANCES/EXITS: At bell times (in the morning, after recess, and after lunch hour) Grade K-5 students will line up at designated entrances 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. For safety reasons, parents waiting to pick up children are asked to **please wait OUTSIDE**. The following entrances/exits will be used by our classes:

- K-2 Doors (East doors) – Kindergarten, Grade 1, Grade 2
- Doors near gymnasium – Grade 3, Grade 4
- Doors by music room – Grade 5

TEACHER CONNECTION TIMES: Teachers will meet students outside their designated entrance at 9:10am, 1:05pm, and at the end of each recess.

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 asked to check in at the office to let us know they have arrived.

OUTDOOR LEARNING: We will connect to the land and use the outdoors for learning throughout the year. Please ensure that your child is always dressed for the day’s weather, with proper footwear for the outdoor conditions. We will go outside up to and including a windchill of -27C.

LUNCH HOUR: Lunch hour 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 may then 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 will be sent out to all families containing further details about the Lunch Supervision Program next week.

- **NO MICROWAVES** will be available for student lunches. Please ensure that your child has a bag lunch with containers that they are able to open themselves. Please provide your child with utensils if necessary as we do not provide these.

PERSONAL ELECTRONIC DEVICES: In Manitoba Schools, students in grades K to 8 are not permitted to use cell phones or any personal communication device at any time during the school day, including at student entry and dismissal, over the lunch period, and during breaks. They are to be kept in their school bags. These grades are considered device-free learning environments. There is a phone available in the school office for student use. Please direct all communication with your child through the office during school hours.

DISMISSAL: At the end of the school day, students will be dismissed at **3:55pm** to their respective entrance/exit doors. Students travelling by bus will board the bus promptly at 3:55pm. Morning kindergarten students are to be picked up at the East school doors at 12:05pm.

SCHOOL SUPPLY FEES/LISTS: 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: <https://www.pembinatrails.ca/oakenwald/page/1627/school-supplies>

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.

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 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

Entrance and Exit

Student entry and exit doors are planned in accordance with grade level and proximity to the classroom, to help with student traffic during transition times. Teachers will review the plans with the students.

Student Arrival and Entry

Student entry is supervised by teachers. Students are to line up at designated areas to await entry to the school with the first bell.

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.

Dismissal

Classes will be dismissed to their designated entry/exit doors. Classes will not be dismissed before the regularly scheduled times. Parents will be notified if any changes in dismissal times occur as a result of activities or emergencies. Please wait until students are dismissed before going into the classroom. If you wish to have your child leave school early, please notify your child's teacher and the school office in advance. Students will be dismissed through the office directly to a parent or guardian.

Visitors to the School

For safety, access to the school and grounds during the day is limited. Parents and visitors are asked to call the office in advance so that you are expected. All visitors should come to the main entrance and use the buzzer.

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.

Student Absences

We use Edsby as the primary tool to track attendance. If you are able, please use Edsby to notify the school if your child will be absent or late. 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. If Oakenwald students are ill they are encouraged to stay home and follow public health advice.

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 he/she is safe. Please contact us. This saves a great deal of time and worry by all.

Student Lates

A student arriving after regular class time should report to the office upon arrival. Otherwise the secretary will assume an absence and make a telephone call to the parents.

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.

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

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

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.

Parents of older children may find that having their child walk one or two blocks from the school for pick-up and drop-off could save you time and the headache of heavy traffic.

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.

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. Once the school is in session, it will remain open until parents or guardians can pick up students.

Tri-Conferences and Report Cards

During the school year, all K-5 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.

Oakenwald Behavioral 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.

School Safety Patrols

Patrol Posts:

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

Patrol Times:

- 9:00 – 9:10 am
- 3:55 – 4:05 pm

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.

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.

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.

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.

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.

Birthday Invitations

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

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.

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 weekly School News & Information 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.

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.

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.

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.

Legal Documentation

In order to enable the school to respect custody orders, we require a copy of the legal documentation for your child's office file. All information should be forwarded to the office.

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

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:

- 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.

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.

Personal Electronic 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.

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.

Final note

Please feel free to contact the school if you have any questions concerning the information in the parent information package or as questions arise throughout the year.



Important Dates 2024 - 2025

Tuesday, September 3	Meet the Teacher 4-5pm
Wednesday, September 4	First Day of Classes
Thursday, September 19 & Friday, September 20	NO CLASSES Strong Beginnings Assessment Attend by appointment
Monday, September 30	National Day of Truth and Reconciliation NO CLASSES
Wednesday, October 2	Picture Day (all day)
Monday, October 7	NO CLASSES Professional Development Day
Monday, October 14	NO CLASSES Thanksgiving
Friday, October 25	NO CLASSES Metro Common Day
Thursday, November 7	Tri-Conferences 4:30 – 8:30 pm
Friday, November 8	Remembrance Day assembly 11:20am
Monday, November 11	NO CLASSES Remembrance Day
Thursday, November 21	Picture Retake Day
Friday, November 29	NO CLASSES Divisional Common Day
Friday, December 6	NO CLASSES Report Card Writing Day
Tuesday, December 10	Winter Concert 6:30pm Start
Tuesday, December 17	Reports Cards Go Home
Monday, December 23 – Friday, January 3	NO CLASSES Winter Break
Monday, January 6	Classes resume
Friday, January 31 Metro Common Day	NO CLASSES Professional Development
Thursday, February 6	Kindergarten Information Evening 6:00 pm (TENTATIVE)
Monday, February 17	NO CLASSES Louis Riel Day
Friday, March 14	NO CLASSES Metro Common Day
Tuesday, March 25	Report Cards Go Home
Thursday, March 27	Tri-Conferences 4:30 – 8:30 pm
Monday, March 31 – Friday, April 4	NO CLASSES Spring Break
Friday, April 11	NO CLASSES Metro Common Day
Friday, April 18	NO CLASSES Good Friday
Thursday, May 8	Welcome to Kindergarten! 6:00 – 7:00 pm (TENTATIVE)
Monday, May 19	NO CLASSES Victoria Day
Friday, June 13	NO CLASSES Report Card Writing Day
Wednesday, June 25	Report Cards Go Home Grade 5 Farewell (pm)
Thursday, June 26	Last Day of Classes