



# Welcoming Students Back

*2023-2024 Parent & Community Information*

**Donwood School**

**400 Donwood Drive, Winnipeg, MB R2G 0X4**

**Phone: 204-668-9438 Fax: 204-668-9269**

**Student Absence Line: 204-668-9438**

**Office Hours: 8:00 AM to 4:00 PM**

**School Hours: 8:55 AM to 3:30 PM**

**Bell Times: 8:55 AM to 11:45 AM**

**12:45 PM to 3:30 PM**

**Principal: Mrs. D. Martineau**

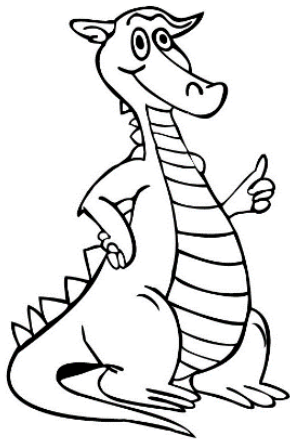
**Vice-Principal: Mrs. N. Ziemianski**



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Updated August 2023



## Donwood School Mission Statement

At Donwood School, it is our goal to foster a safe and caring environment that maximizes the intellectual, social-emotional, and physical development of our students.

Donwood School strives to provide a positive, respectful, and inclusive environment that challenges students to reach their full potential. Cooperative, safe, and respectful behavior is taught, encouraged, and reinforced. Communication between parents, staff and students is considered essential to student success.

It is our goal to foster community and a love for learning that will allow students to become independent, confident, and successful learners!

## Donwood School Daily Schedule

Donwood School operates on a six-day cycle. Teacher in-service days are counted on the cycle, but statutory holidays are not. The daily schedule is:

Day Time Schedule		Supervised Playground Times	
<b>AM entry bell:</b>	<b>8:55am</b>	Prior to entry:	8:45-8:55am
Classes begin:	9:00am	Morning recess:	10:15am-10:30am
AM recess:	10:15am-10:30am	Lunch recess:	11:45pm-12:15pm & 12:15pm-12:45pm
<b>Lunch:</b>	<b>11:45am-12:45pm</b>	Afternoon recess:	2:00pm-2:15pm
PM entry bell:	12:45pm	Dismissal:	3:30-3:40pm
Classes begin:	12:50pm		
PM recess:	2:00pm-2:15pm		
<b>Dismissal:</b>	<b>3:30pm</b>		

Early dismissal days are set by RETSD. Students will be dismissed at 2:30 pm on those days.

Children **should not arrive earlier than 10 minutes before school opening** as the playground is unsupervised prior to this time. Students who arrive at school early are expected to remain outside until the entry bell rings. Exceptions are made during inclement weather and for extra-curricular activities. Students are asked to enter and exit the building at their designated doors:

- Northeast Entrance (parking lot side): Wurmann/Mose, Taylor, Laurin, Loewen/Johannesson
- Southeast Entrance (parking lot side): Kindergarten
- Northwest Entrance: Yaworski, Degen, Rosenby, Refler, Glabush
- Southwest Entrance: Feuer, Northcliffe, Schroeder

All doors, other than the front doors, remain locked for safety reasons after 9:00 am. If a student arrives after 9:00 am or after the lunch bell, **they need to enter the school through the front doors and report to the school office for check-in.** Students are expected to **go straight home after school.**

## Student absences, lates and attendance

If your child is going to be absent or late, parents are asked to notify the school before 9:00 am or before 12:45 pm by calling the school office voicemail at 204-668-9438. A message can be left on the answering machine

during off hours. As a safety measure for our students, a “Call Back” program is in place. If a child is absent and the school has not been notified of the absence, we will call the parent as soon as possible to ensure student safety.

River East Transcona School Division believes that regular attendance and punctuality are positive behaviours that should be fostered in our school system. Regular and punctual attendance are necessary for a student to gain the full benefits of educational instruction. Wherever possible avoid scheduling appointments, holidays, etc. during school time.

Under the Manitoba Public Schools Act, children must attend school regularly until the age of 18. Students who attend school regularly are more engaged in learning, have a greater sense of belonging and are more likely to graduate from high school. School personnel will use a variety of methods and resources to assist in improving attendance.

It is difficult, however, for a child to concentrate when they are not feeling well. When your child is not well, for the health and safety of all, please keep your child at home during illness to facilitate a speedy recovery.

## In-service Days

All schools in Manitoba are granted, through the Minister of Education, a total of ten administration and professional development days. These days include report card preparation, student led conferences, and professional development opportunities that allow teachers to stay current in teaching methodology and curriculum content. Information regarding these days is communicated in our school calendar, on our school website and in our school newsletters and emails.

## Walking School Bus

Many parents have contacted the school with some challenges of getting their child/ren to school in the morning. This can result in students being late and missing mornings at school. Over time, this impacts a child’s learning and as these gaps grow, children may lose interest in learning and school. A second common concern is the safety of young children walking to school.

With the support of hired staff, the school offers a one-way Walking School Bus support from Rothesay Street to the school each morning. No, it is not a bus ride, but there are adults who will walk with registered students each morning assisting these **younger children in getting to school safely and on time with the Walking School Bus. Parents are responsible for pick-up at the end of the day.**

If your child walks from Rothesay and the Walking School Bus is something you are interested in, please request a parent permission form from your child’s teacher or call the school office. The form must be filled out and signed to register your child. The Walking School Bus typically begins the second week in September.

## Appointments, Pick-ups and changes to dismissal

**Please contact the school office in advance or send a note, email or Teams message to your child’s teacher should your child be required to leave school early for appointments.** Please attempt to schedule medical appointments outside of school hours wherever possible. If it is necessary to take your child to an appointment during the school day, please make arrangements prior to picking your child up at school. **Parents must sign students in and out at the school office.**

If you are picking up your child during recess or lunch, please stop by the office first so that you can sign your child out. Your child will be located outside by our supervisors and will meet you inside the school at the office. Please keep dismissal time arrangements as routine as possible. **Should a dismissal change be necessary due to an emergent situation, please contact the school prior to 3:00 pm.** It is extremely difficult to communicate changes after this time. If your child will not be taking the bus, please call Transportation at 204-669-0202 or email at [trans@retsd.mb.ca](mailto:trans@retsd.mb.ca).

## Student Contact Information

Please ensure that student contact information, including your emergency contacts, is accurate. Verification reports will be going home the first day to update contact information. You will be asked to provide 4 emergency contacts. It is important that this contact information is correct and current in the event of an emergency and so that we can communicate pertinent school information in a timely manner. If you or your emergency contact is called to the school to pick up your child, please plan to come to the school promptly. Please talk with your emergency contact to remind them that they may be called upon.

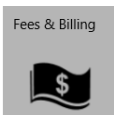
## Change of Address

All changes of name, address, telephone numbers and emails should be reported to the school as soon as possible. This includes parents' cell numbers, work numbers, alternate contact information, emergency contacts and current email addresses.

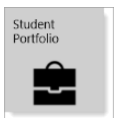
## Parent Portal

The RETSD Parent Portal allows you to see your child's report cards, fees and billing, and busing information.

You can access the parent/student portal by clicking on the "sign in" tab at the top right-hand corner of our school's webpage or downloading the app for IOS and Google Play Applications called "Tyler SIS Student 360". Once you are in there, you will be able to view the following:



**Fees & Billing:** School fees are collected for a variety of purposes. This shows a record of what has been paid and what may still be owing.



**Student Portfolio (report card):** This is where you will find your child's latest report card as well as previous report cards.




**Transportation:** For students taking the bus, this is where you will see pick up/drop off times and bus numbers.

## Student Fees

Student fees for the 2023/2024 school year are \$50.00 for Grades 1 to 5 and \$35.00 for kindergarten. Having the teachers purchase school supplies helps reduce the cost for families and ensures all students have appropriate supplies for learning. School fees do **NOT** cover costs associated with school field trips. School fees can be paid using the parent portal. If you are sending money or a cheque to the school, please notify the teacher in advance and ensure it is in an enclosed envelope with your child's name on it.

# Cold Weather Guidelines



## TIME TO BUNDLE UP!

### RETSD Cold Weather Guidelines

Sometimes, severe weather requires us to make changes to busing, outdoor recess, and safety patrolling to keep your children safe.

**Busing**

When the temperature or wind chill is -45C or colder at The Forks, metro Winnipeg school divisions (RETSD included) cancel buses for the entire day—but schools usually remain open.

We will post a cancellation alert on the RETSD website home page if buses are cancelled, and alert the media. If we have not posted a cancellation alert by 6:45 a.m., buses are running.

**Indoor Recess**

When the temperature or wind chill is between -25°C and -27°C, a shortened recess period may be warranted. When it is below -27°C, recess is usually moved indoors. This is at the discretion of the principal.

**School Patrols**

When the temperature or wind chill is between -27°C and -34°C, patrols will remain on post for 10 minutes. When it is -34°C and below, patrols will remain on post for five minutes. At -40°C and below, no patrols will be on duty.


**School Closures**



Schools very rarely close due to winter weather.

**Winter Clothing**

Please ensure that your child comes dressed appropriately for the weather each day. When the temperature or wind chill is between -27°C and -34°C, warm winter clothing is essential, and facial protection is recommended. When it is -34°C and below, facial protection is essential, and it's recommended that children avoid going outdoors unaccompanied—skin will freeze in less than 10 minutes.

If you have any questions not addressed by these guidelines, please contact your child's school.

 River East Transcona  
SCHOOL DIVISION  
creating student success

## Inclement Weather

It is our policy that all students go out for fresh air during recess and lunch, except in inclement weather. As winter approaches, cold weather has traditionally meant that students have even less opportunity to move and be active due to indoor recess for temperatures lower than -27 C.

Active play outdoors is so important to healthy child development and to ensuring that students are focused for their learning. Polar Bear Recess will once again be offered to provide opportunity for students to still have a movement break outside in inclement weather. Parent permission is required. Forms will be sent out in the fall to sign students up for Polar Bear Recess.

New this year is Rainforest Recess Club. Parents can provide permission for students to access outdoor recess on rainy days provided they come prepared with the appropriate outdoor wear. More information will be shared in the fall regarding this opportunity.

If buses are cancelled, an alert will be posted on the division website home page and all school websites. Major radio stations will also announce busing cancellations. They usually broadcast cancellations about every 15 minutes. You can also check local television stations and the Internet including our social media pages.

## Emergency School Closure

In the event that the school is closed early due to an emergency (severe weather, power failure, water main break), as per our school Evacuation Plan, students may be walked to Chief Peguis School (1400 Rothesay Street) where they will be accommodated until an arranged dismissal time. Please do not attempt to call us at the emergency site as this will tie up the telephone lines. We will contact parents as soon as possible. In the event of an extreme emergency, Jubilee Church (365 Edelweiss Cres.) is our designated parent site. Holy Redeemer Church (264 Donwood Dr) is our designated media site. Please also be sure your child has an alternative place to go in the event you are not home if there is a school closing.

Listen to one of the local radio stations or log on to the school division website at: [www.retsd.mb.ca](http://www.retsd.mb.ca) regarding school closing and/or cancellation of bus transportation due to severe weather conditions. Please note that if the buses are cancelled in the morning, they are cancelled for the entire day.

## Picture Day

In early fall, we have a photography company come into our school for school photos. They take individual photos for families to purchase in the fall. This year, class photos will be taken in the spring. Information on how to purchase school photos through Edge Imaging Photography will be provided prior to picture day. The date for picture day will be published on our school website and in our school calendar.

## Donwood School Behavioural expectations

All students are expected to follow our Donwood C.A.R.E.S. motto:

**C** = we **cooperate** with others

**A** = we **aim** to do your best

**R** = we **respect** ourselves, others, and property

**E** = we have **empathy** for others

**S** = we **stay safe** in work and play

This school wide behavior matrix outlines expectations for safe, responsible, and respectful behavior in all areas of the school and during all school related activities and events at or outside the school building. Staff use the behavior matrix in discussing, teaching, modeling, and reinforcing behavior expectations.

Students are expected to:

- Follow the direction of all school staff.
- Treat all people within the school building kindly and respectfully with words and actions supporting a safe, caring, and inclusive environment.
- Keep hands and feet to themselves.
- Resolve interpersonal conflicts and difficulties through discussions or by seeking assistance from school staff.



- Respect school property and the personal property of others.
- Be a careful commuter: Walk on the right side of the hallway, use assigned doors for entry and exit, remove shoes and hats upon entry.

Staff will:

- Provide a classroom environment that is safe, caring, and inclusive.
- Teach expected classroom and school wide behaviours.
- Review and positively reinforce expectations for behavior in the classroom and in common areas.
- Monitor and correct misbehaviours both in the classroom and in common areas.
- Support and implement proactive and reactive intervention strategies offered through a continuum of supports and services while considering the diverse needs of all students.

The conduct of students in the building, in the classroom, on the playground and during all school related events is of vital importance. We encourage students to have respect for themselves, each other, and all staff. The opportunity for learning and the safety of students depends upon the students' willingness to behave in a courteous, caring, and respectful manner and to take ownership for their behavior. Our expectations are for all students to have the opportunity to learn in a safe and nurturing environment. When necessary disciplinary actions that are developmental in nature, suitable for a K-5 setting and consistent with the **division's Code of Conduct** [code\\_conduct.ec20cd174.pdf \(windows.net\)](http://code_conduct.ec20cd174.pdf) will be used. The school and home must work cooperatively to address and support behaviour concerns to ensure student success and appropriate behaviour.

## Student Drop Off/Pick Up

To assist in making student drop off and pick up as safe as possible, if you are driving your child(ren) to school, please talk to your child about a regular pick up or drop off location utilizing the streets adjacent to the school. The school parking lot will **NOT** be accessible as a drop off/pick up zone. We also ask that students utilize the patrols to safely cross the streets and that parents adhere to the **no parking zones in front of the school which includes the bus loop**. Please ensure that your child(ren) is/are aware of where you will be meeting them each day. If you choose to pick up your child at the end of the day instead of taking the bus, please ensure that your child is aware of the plan, and you have communicated this information to the school including the classroom teacher. For safety reasons, please ensure students do not walk through the school parking lot. **Please remember safety over convenience.**

## Patrols

All patrols receive an extensive training program through Donwood School and the Winnipeg Police Service. Bus patrols receive their training directly from River East Transcona Transportation Department.

Our patrols are chosen from the senior students who have displayed leadership and citizenship qualities. They are stationed at all intersections within a one block radius of the school. They are on duty at the following times:

8:45am-8:55am

11:40am-11:55am

12:30pm-12:45pm

3:30pm-3:45pm

**Bus Patrols** - are provided by Donwood School to help provide a safer ride for the bus students. These patrols assist with lining students up, loading and unloading of the bus and assisting the driver as needed. Additionally, the bus patrols meet the kindergarten bus students at the classroom and escort them to the bus lines.

**All parents are asked to note the divisional policy for patrolling during extremely cold weather. The River East Transcona School Division has established an abbreviated student patrol schedule during extremely cold weather.** <http://www.retsd.mb.ca/ParentsandStudents/StudentSafety>

**\*\* Please see the above previously attached cold weather guidelines and how it pertains to school patrols.**

## Bus Transportation

In accordance with the policy of the River East Transcona School Division, transportation is provided for those students enrolled in a divisional program who reside more than 1.6 km from the school which is offering the designated program. Questions about transportation should be directed to the divisional Transportation Department at 204-669-0202.

Appropriate behaviour is expected on the bus at all times. In the event of inappropriate behaviour, the following guidelines will be followed:

1. Bus driver reminds students of appropriate behaviour.
2. A behavioural report may be completed and sent to the Transportation Department, then forwarded to the school administration.
3. Upon receipt of this report, the school will take appropriate action with the student and inform the parents.
4. Repeated misbehaviour can lead to suspension of bus privileges. **Parents will then be responsible for transportation to and from the school.**

## Bicycles

We encourage students to make use of the school bike racks, enjoying the outdoors and riding their bikes to school. As there is an increased risk associated with riding a bike in high traffic areas around the school, students riding bikes to school must wear a helmet. As well, those students who do ride their bikes must walk their bikes when on school grounds and in front of the school building. They must also dismount and walk their bikes across intersections that are patrolled.

Students must lock up their bike to the bike rack. If your child is biking, please ensure that your child knows how to lock and unlock their bike to keep it safe during the day. The school will not be responsible for any damage or loss to bikes. Skateboards, scooters, roller blades and hee-lies are not permitted on school grounds due to safety and storage reasons.

## Life Threatening allergies

In the River East Transcona School Division and Donwood School, there are many students known to have life-threatening allergies. The substances that could cause these students to have a fatal reaction are varied. The most common are peanuts, peanut products such as peanut butter, and nuts. For many of these students, contact with a very minimal amount could result in illness and even death in minutes. **To reduce the risk for students with life-threatening allergies, we ask that you not send foods containing peanuts, peanut products (i.e. peanut butter, peanut oil), or nuts including Nutella to school. We also discourage sharing of food between children. Classroom teachers may provide further information concerning classroom specific allergies, please be diligent in following guidelines.** Providing a safe school environment for all students is a shared responsibility between students, school staff, and the community. For additional information regarding anaphylaxis avoidance strategies, please check Policy JLCG-R2 on the divisional website at [www.retsd.mb.ca](http://www.retsd.mb.ca) Click on to Your RETSD, Policies, Students.

# Student Medication

Parents requesting that school staff administer medication must first complete the necessary forms available at the school office. Prescribed medications shall be administered only if the student cannot attend school without the provision of the medication. School personnel are not permitted to administer non-prescription medication.

1. Parents will be asked to complete the necessary forms.
2. **Parents are required to bring the medication to school. Please do not send the medication with the student.**
3. A receipt of medication procedure will be completed. Please note that all medication must be in the most current dispensary container and will be stored in a locked area in the Resource Room, a refrigerator is accessible if necessary.
4. The school will not administer the **first dose of any new prescription.**
5. Only prescribed medication with a prescribing physician's order/pharmacist's label can be administered at school.
6. Students requiring an EpiPen® must have it on their person at all times.

For additional information please consult the brochure "Administering Medication to Students in Schools". This is available upon request in our school office. The information is also available on the divisional website (Policy JLCD-R) at [www.retsd.mb.ca](http://www.retsd.mb.ca) Click on to Your RETSD, Policies, Students.

## Communicable diseases

Communicable diseases such as chicken pox, head lice, impetigo and pink eye do occur in schools. In the case of head lice, an information letter is sent home to every member of the class where the lice is found. It contains current information from the Province of Manitoba Department of Health and Winnipeg Regional Health Authority describing how to identify and control the spread of head lice. It is a parent's responsibility to treat and check your child for this condition. In the case of chicken pox, pink eye, impetigo, etc. children should be treated by a doctor and parents should obtain medical confirmation that attendance at school is not a health risk to others.

We will continue to ensure that frequently used surfaces will be sanitized regularly to reduce the spread of germs. We will also continue to remind and teach students to follow some simple procedures to stop the spread of germs and reduce the risk of infections:

- Washing hands frequently with soap and warm water for at least 20 seconds particularly before and after snack time and lunch
- Coughing or sneezing into their elbow
- Not sharing food or personal items
- Using alcohol-based hand sanitizer if handwashing with soap is not possible.

## Lunch program

On March 6, 2007, the River East Transcona School Division Board of Trustees moved to develop a new policy regarding user-pay lunch supervision programs, the policy was revised in 2017. This policy recognizes that the care and supervision of a child during the mid-day break is a parental responsibility. However, non-profit, user-pay supervised lunch programs may be established and operated by parent groups, as we have done at Donwood, to assist parents in securing a supervised environment for their children during the lunch break.

According to this policy, **all students who stay for lunch at a school with a user-pay lunch supervision program, except those whom the division is obligated to transport, will be charged a fee.** According to the Public Schools Act, the school division is obligated to transport students in rural areas (East St. Paul and St. Clements municipalities) who live more than 1.6 km away from their designated school.

Although we continue to encourage students to have lunch at home, if possible, as we have found that children benefit from a short, mid-day break from the school environment and the walk to and from school, a supervised lunch program is available for students at Donwood School. This user-pay lunch program is run in accordance with divisional policy. The cost per student is \$1.00 per day. All students who stay for lunch at Donwood School's Lunch Program will be charged a fee, with the exception of those students whom the division is obligated to transport. All students are expected to follow the Lunch Program Guidelines as outlined here: [Lunch supervision programs in our school: A guide for parents](#) . The Coordinator of Donwood School's Lunch Program can be contacted by emailing [donwoodlunchprogram@gmail.com](mailto:donwoodlunchprogram@gmail.com) or please contact us by leaving a message with the school office (204.668.9438).

## Breakfast Program

Donwood School offers a free breakfast program to all students, facilitated by staff and volunteers. The goal is for all students to have the opportunity to have a healthy breakfast. More information will be sent home in September.

## Bottle Filling Stations

Two bottle filling stations are available at the school and are located on the main floor outside the gym and on the second floor at the front of the school outside the washroom.

Students are asked each day to bring their own labelled water bottle to school to utilize the bottle filling stations. Water bottles should not be shared. Staying properly hydrated supports healthy learning.

## Safety Plans

In RETSD and at Donwood School, student safety is of utmost importance. Emergency Preparedness Plans have been created to ensure the safety of all.

1. Each year we practice 10 fire drills, 2 lockdown drills, 2 hold and secures drills, and 2 bus evacuation drills.
2. School grounds are supervised 10 minutes before and after school, as well as, during recess and lunch when students are outside.
3. School patrols and Bridge Builders (our student leadership group) increase safety through peer supports.
4. Entrance doors are all locked to restrict unwanted access to the building once students enter for classes during the school day, except the front/administration doors which has video surveillance.

To help ensure the safety of our students, certain potentially dangerous areas are out of bounds during the day. These areas include the parking lot, the outdoor power boxes, behind the shed, the front of the school away from supervised areas, the bus loop and current construction areas.

## Search Procedures

If safety is a concern, the River East Transcona School Division allows the Administrator to conduct reasonable

searches of student clothing and personal effects.

## Animals in School

In consultation with the Classroom Teacher and Administration, animals may be permitted in classrooms or on school grounds. The purpose of having an animal at school is for student instruction, provided adequate precautions are taken to ensure the health and safety of the students, the staff, and the animal. Particular attention will be taken to obtain information regarding student allergies prior to an animal being brought into the school.

## Field trips and consent forms

Besides being fun, field trips are an important part of the educational process! Field trips will be planned throughout the course of the school year to complement the learning in the classroom and the school. The participation of students in these field trips is strongly encouraged. Permission forms sharing information and details will be sent home in advance of an outing. Written parental consent on the divisional permission form is required for a student to participate. Additional costs may be required as field trips costs are **NOT** included in the yearly student fee payment.

## Communication

Communication between the school and home is important for student success. Throughout the year, the school will share information with parents in a variety of ways:

1. Student Agenda Books: Students in Grades 1-5 have agenda books to record homework assignments, record upcoming class and school activities as well as communicate between home and school. Please support your child by checking and signing, if required, the agenda book daily as well as communicating any important information to the teacher.
2. School emails/E-news will be sent out to parents regularly to keep them informed and to remind them of important upcoming events or dates.
3. School Website: Please access Donwood School's website [www.don.retsd.mb.ca](http://www.don.retsd.mb.ca) or through the school tab on the divisional website [www.retsd.mb.ca](http://www.retsd.mb.ca). Our calendar can be found on the website as well as regularly updated information.
4. Microsoft Teams: Teachers will share information and programming updates/resources via TEAMS for parents to access. Parents can communicate with the classroom teacher using Microsoft Teams.
5. Twitter: Check out exciting events, celebrations and learning taking place at Donwood School by following our Twitter account **@don\_RETSD**.
6. Open House: Held during September, our Open House is an opportunity for parents to meet staff, your child's teacher and visit your child's new classroom. More information will be shared.
7. Family Nights are an excellent opportunity to build community/school relations.
8. Report Cards and Student Led Conferences are held in November/December and March to share student growth and progress and to set goals for the next term. Report cards are posted each term to the parent portal.
9. Parent Information Evenings are planned as required to explain new programs.
10. When necessary, teachers or the administration will contact the home by email or phone.

## Parent concerns

From time to time a parent may have a question or concern. We encourage parents to communicate with us if they have questions related to the welfare and/or education of their child(ren). By communicating openly and honestly

on a continual basis, home and school can work together towards a successful year for the student. As per divisional protocol, we recommend that the parent go to the teacher first. Should the contact with the teacher fail to resolve the problem, the parent is advised to contact one of the administrators. In almost all instances, problems are resolved where communication is immediate and direct. Information regarding the divisional concern protocol can be found by clicking on one of the links below, then going to **Your RETSD** and then the **Policies** tab:

[Policy KE-Concern Protocol](#)

[Policy KE-R Concerns & Complaints Procedures](#)

## Home Reading

Home reading is important for a child to reinforce literacy skills and to develop an appreciation and a love for reading. In Kindergarten through Grade 5, we strive to make reading a habit for our students. We encourage all students to read daily for a specified amount of time, dependent upon their grade/age level. By encouraging your children to read, parents and teachers work together to assist them to become more successful learners.

## School Programming

Donwood School offers a full spectrum curriculum as mandated by Manitoba Education Citizenship and Youth. We strive to provide each student with relevant and engaging learning opportunities to support them in reaching their full potential. At Donwood School, we provide an integrated and inclusive program that encourages academic, social, physical, and emotional growth.

Donwood School offers two programs: the English Program and the English/German Bilingual Program.

Entry into the English/German Bilingual Program is at the Kindergarten or Grade 1 level. It is not necessary for the child to have any German language skills prior to entering the program at this level. Children wishing to enter the program after the beginning of Grade 1 will be tested in order to establish their competency in German.

In Kindergarten, children are immersed in German Language experiences, with the exception of Physical Education and Music.

In Grades 1 to 3, the children spend approximately 50% of each day in German and approximately 50% in English. The subjects taught in German are Health, Art, Social Studies, and German Language Arts. The subjects taught in English are Science, Math, Language Arts, Physical Education, and Music.

In Grades 4 and 5, Basic French is taught reducing the instructional time in both English and German.

The library program is a dynamic part of Donwood School. Classes from grades 1 – 5 participate in “Inquiry Based Learning” units. These units, taught cooperatively by the teacher-librarian and the classroom teacher, provide instruction in information literacy and technology. Students also have the opportunity to learn about a variety of authors, illustrators, and book genres. Students are taught how to search for and find books of interest in the library. Parents are encouraged to share library books with their children and help remind them to return their library books when due.

## Support Services

The Resource Teachers organize extra support and services that students may require. Teachers and/or parents can access support from the Resource Department.

Our Counsellor promotes academic success by assisting students to solve the problems that are interfering with their ability to learn. Referrals may be made by parents, teachers, or students.

The Student Support Team meets regularly to collaborate on concerns raised by teachers, parents, or administration. When necessary, teachers and/or administrators may access assistance from divisional supports: the Student Services Unit or other outside agencies. This will be done with parental consent.

## Return to School

As school construction comes to an end, although there is still work being done on the outdoor learning space, we look forward to a normal return to school. Staff have been working diligently to welcome students back to school. We want students to feel safe, welcomed, confident and competent and we want school experiences to be hopeful, enjoyable, and positive.

Well-being, wellness, and support checks will continue to be implemented into our daily school plan to support students. Our approach will be positive and proactive in nature as we aim to support all students in feeling safe and secure. Open, honest, and consistent communication with your child's teacher will always be key.

Classroom Teachers and Student Services staff have participated in grade level and transition meetings to discuss student programming strengths and needs. While all subject areas are important, literacy and numeracy instruction will continue to be a prime focus. Teachers will continue to engage in conversations with our Student Services team and Administrators, as they look at student evidence of learning. We follow a triangulated approach of assessment, believing that observations of students in learning situations, conversations with them about the learning process and product they create each play an integral role in indicating where a student is at academically.

Positive supports will continue to be put in place to assist students' social-emotional learning to support children as we transition back to school. Additional supports will be considered for specific students as available. Staying in contact with the Classroom Teacher through email is a proactive approach to take.

We ask parents to continue to partner with us in supporting the social-emotional and academic growth and success of their child. Please talk to your child about their school experiences and discuss guidelines to reinforce safety, health, and expected behaviours. There may be routines that are challenging to get used to, but helping your child understand the reasons for the procedures will be most helpful. Focus on the positive and ask your child to share several highlights from their school day.

## Microsoft Teams

Classroom Teachers will continue to use Microsoft Teams and will continue to support students in using this platform so that students have the required information and skills needed. The use of Teams will allow for consistency amongst students, staff, and parents.

Parents are asked to become familiar with Microsoft Teams and ensure that they have access to Teams at home to support their child as needed. If you require support with Microsoft Teams, please contact your child's teacher in September.

# Report Cards and Student Led Conferences

Report cards are posted to the parent portal three times per year: November, March and June. Kindergarten students have anecdotal evaluations in November followed by academic progress reports in March and June. Student led conferences are scheduled two times per year in November/December and March. Students are expected to attend and participate in the conferences to celebrate their learning. The purpose of a student led conference with your child is to celebrate successes as well as to discuss next steps your child can work on to improve as a learner.

**Student Led Conferences will be held in person at the school on the following dates:**

**Term One: November 23 (Evening) and November 24 (Morning)**

**Term Two: March 21 (Evening) and March 22 (Morning)**

**\*\* Virtual appointments will be available as needed**

## Student Assessment

Student learning will be assessed on an ongoing basis to ensure that next steps are being appropriately planned for. Learning that occurs will be assessed using good assessment practices that focus on the essential understandings of the curriculum. Additionally, students and parents/caregivers need to be aware that reporting continues to follow the guidelines and policies established by Manitoba Education and reflected in the following RETSD policies:

<https://www.retsd.mb.ca/yourretsd/Policies/Documents/IKAB.pdf>

## Lost and found

A large amount of clothing and equipment is left in the school and never claimed. It is kept in the lost and found bins until winter break and the end of June. It is brought out at student led conferences. Any unclaimed items are donated to a local charity organization. Should your child lose something, please remind them to check the lost and found bins. Please label your child's belongings so that items can be returned if they are misplaced.

## Valuables at school

We ask that students leave all valuable items such as electronic devices, trading cards, special toys at home. The school cannot be responsible for the loss or damage to these items. These items can also create disruption to the learning environment.

## Visitors to the school

All visitors to the school are **required to report to the school Office**. At regular dismissal times parents, relatives or friends of students are asked to wait for the children at the exits. Last minute instructions by teachers as they prepare to dismiss their students can be unnecessarily complicated by the presence of other adults or children.



# Volunteers

Donwood School encourages parents to be involved as volunteers in the school.

- All volunteers are required to complete a Child Abuse Registry check and Pledge of Confidentiality form. These are available at the school Office. You will require two pieces of identification to complete these.
- All volunteers are asked to sign in at the Office and to wear an identification card.
- The name tag will help the students to identify who the volunteer is in the school and on the playground.
- Volunteers need to sign out at the Office when they are finished volunteering for the day.

# PAC (Parent Advisory Council)

We believe for education to be successful; it must be built upon a school/parent partnership. We, therefore, promote opportunities where parents can get involved in the school. Donwood School has a Parent Advisory Council whose membership is voluntary and open. The council meeting dates are on the school calendar which can be found on the school website.

# Lunch Program Board

Donwood School has a Lunch Program Board whose membership is voluntary and open. As with PAC, we promote opportunities where parents can get involved and support their student's learning. More information regarding dates and times will be communicated via our school newsletter and on our school website.

# Fundraising

The proceeds from fundraising are used to support special events and projects for our students. This includes family nights, performances and assemblies, special events, additional classroom supplies, books for our library and literacy lab, field days, farewell, school initiatives and projects. We invite and appreciate your support!

# Student Dress Code – RETSD

Students shall dress in a manner that is appropriate for a learning and working environment. Student clothing should not interfere with the educational process. While there is a wide variation in dress that is acceptable in school, there are some articles of clothing that are considered inappropriate. When a question concerning the dress of an individual arises and that student is not willing to comply with the dress code, they will be referred to the Office. These should not be worn in school:

1. Offensive images/messages such as inappropriate slogans, racist, sexist, or demeaning pictures and/or words on clothing, handbags, backpacks, etc., are not permitted.
2. Clothing that advertises products that are injurious to one's health (smoking, liquor and/or drugs).
3. Students are prohibited from wearing gang colors, meaning those signs, symbols, or other identifying representations of gangs.
4. Head coverings (hats, toques, hoodies, etc.) should be removed when entering the building.

We encourage all students to dress for the weather to participate in Polar Bear and Rainforest Recess. Outdoor learning will continue to be promoted and supported at Donwood so it will be important that students come dressed for outdoor learning.

## Electronic Communication Devices

At early years, student use of cell phones and other electronic communication devices is not permitted in the school and on school property unless directed by the teacher/school. This applies to recesses and lunch hour. It is expected that communication during the school day will occur through the school office.

## Opening Exercises

Donwood School begins each day with the Land Acknowledgement followed by the playing of the National Anthem and the morning messages.

## Extra-Curricular

Our Physical Education Teachers organize the extra-curricular athletic programs which may take place before or after school or during the lunch hour. All students, dependent on age level activities, will have the opportunity to participate in activities to have fun and practice the skills taught in Physical Education.

## School use permits

Permission from the Divisional Maintenance Department is required for the use of the school after hours. Please call 204-669-5660 to make inquiries.

## Grade 5 Farewell

At the end of the school year, we will celebrate our Grade 5 students who will be leaving Donwood School. This celebration will take place with their peers and teachers with the opportunity for parents to participate. Information regarding this celebration will be shared in the spring as well as on our school website.



*For questions and comments, please contact us at:*

400 Donwood Dr., Winnipeg, MB, R2G 0X4 | Tel: 204.668.9438 | Fax: 204.668.9269  
Email: [don@retsd.mb.ca](mailto:don@retsd.mb.ca) Twitter: @don\_\_RETSD

*creating student success*

