



École Sir William Osler
Parent & Student Handbook

Table of Contents

Use the headings below to quickly find the information you need.

Contact Information	3
Daily Schedule	3
Communication	3
Medications	4
Parking & Traffic Safety	4
Cell Phones & Mobile Devices	4
What to Do If You Have a Concern	5
Code of Conduct	5
Student Rights & Responsibilities	6
Parent & Caregiver Rights & Responsibilities	7
Homework Expectations	7
End-of-Day Dismissal	7
Recess, Lunch & Allergy Information	8
Volunteers	8
Labelling Belongings	8
Toys, Fidgets & Personal Items	8

01 Contact Information

École Sir William Osler Office: 204-488-3569

School Email: swo@wsd1.org

School Website: <https://www.winnipegsd.ca/sirwilliamosler>

Principal: Mme Dominique Ostermann (dostermann@wsd1.org)

Secretary: Mme Sabrina Smith (sabsmith@wsd1.org)

02 Daily Schedule

TIME	SCHOOL ROUTINE
8:10 a.m.	Outdoor morning supervision begins.
8:20 a.m.	Entry bell rings.
8:25 a.m.	Exterior doors are locked and classroom attendance is taken. Students arriving after 8:25 a.m. must buzz in at the main front entrance or the parking lot entrance.
8:28 a.m.	O Canada plays. Students arriving after O Canada are marked late and must collect a late slip from the office. Your child can then head to their classroom independently or school staff will walk with them. We strongly encourage parents to say goodbye at the door.
11:00 a.m.	Morning Nursery/Kindergarten dismissal.
11:30 a.m. – 12:25 p.m.	Lunch hour.
3:00 p.m.	End-of-day dismissal.

03 Communication

- **Agendas:** Some classes will use physical agendas, while older grades may use Google Classroom (please check with your child's teacher). Please check and sign your child's agenda daily. Teachers review these daily, making them an excellent communication tool between home and school.
- **Email:** You may contact teachers via email. Teachers maintain set hours for checking messages and aim to respond within 48 hours. Please refer to your teacher's classroom outline for details. Because teachers are focused on instruction during the school day, they cannot check emails continuously. For urgent matters, please call the main office.
- **Phone Calls:** Please call the office and leave a message if you would like a teacher to call you back. To protect instructional time, we do not pull students out of class for phone calls. For urgent matters, speak

with the principal or secretary, who will bring your child to the office if necessary. For non-urgent messages, the secretary will relay the message or have your child call you during lunch or after school.

- **Newsletter:** A monthly electronic newsletter is sent out on the 1st of every month and posted on our website. It includes essential school updates and the monthly calendar—please take time to review it.
- **SchoolMessenger:** Important school updates from the principal or secretary are sent electronically via SchoolMessenger.

04 Medications

If your child requires and will be bringing an epi-pen or inhaler to school, there are forms that must be filled out.

If your child requires prescription medication during the year (i.e. antibiotics, ADHD meds, etc.) there is a form that must be filled out and medication must be in the original bottle with the prescription label and stored in the office.

School staff is not permitted to administer over the counter medication (tylenol, seasonal allergy medication, etc.). Students are not permitted to have any type of medication in their bag. If a child requires any over the counter medication, the parent/caregiver must administer the medication.

05 Parking & Traffic Safety

Back Lane: There is **strictly NO parking or stopping in the back lane at any time**. This area is reserved for staff parking only.

New parking lot:

- **Drop-off & Pick-up:** Parents dropping off or picking up students must use the designated "Stop, Drop, and Go" loop in the main parking lot.
- **Visitor Parking:** If you need to leave your vehicle, please park in designated VISITOR spaces only. Do not park in reserved spots, as these are assigned to school and daycare staff.

06 Cell Phones & Mobile Devices

- In accordance with provincial legislation, mobile devices (including any device capable of connecting to the internet or sending/receiving messages such as smart watches) are not permitted for use on school property during the entire school day.
- We recognize that students may carry a phone for safety while walking to and from school. This is permitted; however, once on school grounds, devices must be turned off and stored in backpacks, lockers, or at the office.

If a student uses a phone during the school day, it will be confiscated:

- **First offence:** The student may collect their phone from the office at the end of the day.
- **Second offence:** A parent or caregiver must pick up the phone from the main office.

- If you need to reach your child during the day, please call the main office directly rather than calling or texting your child's phone.

07 What to Do If You Have a Concern

We pride ourselves on having a welcoming, caring, and nurturing staff. While questions or concerns can arise, open communication is the best path to a solution.

If you have a question or concern, please schedule a phone call or in-person meeting with the classroom teacher. Because tone in written emails can easily be misinterpreted, direct conversations resolve issues much faster. Teachers will not discuss concerns via email other than to acknowledge your message and set up a time to talk.

Please follow this step-by-step resolution protocol:

1. First, **speak** directly with the teacher.
2. If the issue remains unresolved, contact the principal.
3. If it is still not settled, contact our school's Assistant Superintendent, Ara Morris.
4. If further resolution is needed, contact the Chief Superintendent of the division, Matt Henderson.

08 Code of Conduct

Every child deserves a safe education, appropriate support, and access to necessary interventions. Inclusion is a core value of our school community, but it must coexist with the safety and educational well-being of all students and staff.

When a student repeatedly threatens or harms others, destroys property, or severely disrupts the learning environment, returning them directly to that same classroom may not be the most supportive option. Students deserve learning environments free from disruption, and staff deserve safe working conditions free from violence or intimidation. In these circumstances, the most supportive response may involve alternative placements, intensive behavioural supports, specialized services, or temporary setting adjustments until it is safe for the student to return. We can care deeply for a struggling student while protecting the safety and learning environment of the entire classroom.

Our practices align with the provincial framework, Safe and Caring Schools: Provincial Code of Conduct. Teaching positive behaviour is a shared responsibility built on a strong partnership between home and school. Children thrive when they see the adults in their lives communicating and working together collaboratively.

Steps to Support Student Behaviour:

- **Discussion with a Trusted Adult:** The student meets with a trusted staff member (teacher, administrator, school counsellor, or resource teacher) to reflect on their choices and outline positive strategies moving forward.
- **Parent/Caregiver Involvement:** Staff contact parents/caregivers to discuss specific behaviours and collaborative strategies. Everyone works together to ensure the student understands their responsibilities.
- **Formal Meeting:** A structured meeting is held with the student, parents/caregivers, and support staff (teachers, administrators, counsellors, resource teachers, or clinicians). A student-specific plan may be developed to guide interventions.
- **Restitution:** If school or division property is intentionally or negligently damaged, the student and/or family are required to compensate for the loss. Compensation may be financial or involve restorative actions that rebuild community trust.

- **Positive Behaviour Agreement:** A signed, collaborative agreement between the student, staff, and parents that clearly outlines classroom expectations, goals, and outcomes. This agreement is regularly reviewed and updated.
- **Student Services Referral:** A referral may be made to division student services personnel for specialized assessment or consultation. Parental/caregiver consent is required for specialized assessments.
- **Outside Agencies:** Connections may be made with community resources (e.g., trauma-informed health services, mental health supports, or prevention programs). Information sharing is governed by The Protecting and Supporting Children (Information Sharing) Act.
- **Risk/Threat Assessment:** Responses to safety threats consider student age and developmental state. Action may involve safety plans, threat assessment protocols, or police involvement when necessary. Parents/caregivers are always informed.
- **Police Notification:** Police are notified for serious incidents in accordance with school board protocols. Notification does not automatically mean charges are being sought. Parents/caregivers are notified unless directed otherwise by police.

Suspensions: Suspensions may be issued when a student's behaviour is injurious to the school environment or poses an imminent safety risk. Decisions take into account the student's age, developmental state, social-emotional well-being, and individual needs. Under provincial regulations:

- Teachers may suspend a student from the classroom for up to 2 days.
- Principals may suspend a student from school for up to 5 days.
- Superintendents may suspend a student from school for up to 6 weeks.
- Parents/caregivers may appeal suspensions exceeding 5 days directly to the school board.

09 Student Rights & Responsibilities

Student Rights:

- To be treated with care, respect, and concern at all times.
- To have all behavioural interventions administered with dignity.
- To be accompanied by a parent/caregiver or support adult during suspension appeal hearings.

Student Responsibilities:

- Attend school and classes regularly and punctually.
- Follow school and division behaviour expectations.
- Respect the rights of others to work in a positive learning environment.
- Resolve conflicts peacefully through conversation or by seeking adult help.
- Demonstrate courtesy and respect to all (abusive language and aggressive behaviour are never acceptable).
- Take responsibility for words and actions (including gestures) and work to repair harm.
- Complete required classroom assignments and tasks.
- Respect school property and the personal belongings of others.
- Assume responsibility if school or division property is lost or damaged through intentional or negligent acts.

10 Parent & Caregiver Rights & Responsibilities

Parent/Caregiver Rights:

- To be informed of their child's attendance, behaviour, and academic progress.
- To be informed of school and division behaviour policies.
- To accompany and assist their child during formal suspension appeal processes.

Parent/Caregiver Responsibilities:

- Co-operate with school staff to ensure their child follows school expectations and the Code of Conduct.
- Take all reasonable measures to ensure regular school attendance.
- Help their child build positive attitudes toward learning, staff, peers, and property.
- Assume responsibility alongside their child if school property is intentionally or negligently damaged.
- Be available to support school staff if their child's behaviour presents a safety risk.

11 Homework Expectations

- Classroom teachers will outline specific expectations in their course outlines.
- **Home Reading:** Daily home reading is expected for all students. Grade 1 students complete English reading, while Grades 2–7 complete both French and English reading.
- **UFLI Foundations:** Primary grades (Grades 1–3) participate in the UFLI program. Practice sheets will be sent home to reinforce classroom learning.
- **Projects & Assignments:** New projects or major assignments will not be assigned as homework. However, if class work is not completed during allocated school time, students are expected to complete it at home.

12 End of day dismissal

- **Early Departure:** Inform the classroom teacher and the office ahead of time so that your child will be ready when you arrive. Please report to the office, we will call your child down (if they are not already there). Do not go to the classroom as it causes a disruption.
- **After-School Supervision:** There is no outdoor supervision on the playground after 3:00 p.m. Parents choosing to let their children play after school are responsible for supervising them.
- **Play Equipment:** School play equipment is not available for after-school use; students must bring their own items if playing. Parents must ensure children respect school grounds, play structures, sports nets, and gardens.
- **Dismissal Routines:** Students who walk or are picked up can be met on the school field. Daycare students report directly to their designated daycare spaces. Bus students meet the Educational Assistant (EA) in front of the main office.
- **Bus Changes:** If your child is not taking the bus on a specific day, please notify the office before 2:45 p.m. Without direct confirmation from a parent, students will be placed on their regular bus.

13 Recess, Lunch & Allergy Information

- **Recess Schedule:** Students have a 15-minute morning recess, a 35-minute lunch recess, and a 15-minute afternoon recess. Please ensure your child is dressed appropriately for the weather and that all outerwear is clearly labelled.
- **Snacks:** Please send healthy daily snacks with your child. Snack time occurs before or after morning recess, depending on the classroom schedule.
- **Lunch Hour (11:30 a.m. – 12:25 p.m.):** Eating time is 11:30–11:50 a.m., followed by outdoor play from 11:50 a.m.–12:25 p.m.
- **No Microwaves:** Microwaves are not available to heat student lunches.
- **Leaving Grounds:** Please notify both the teacher and secretary in writing or via email if your child is leaving school grounds for lunch.

Allergy Alert (Nut-Free School): We have students with life-threatening (anaphylactic) allergies. Do not send any foods containing peanuts or tree nuts (including almonds, brazil nuts, cashews, hazelnuts, pecans, pistachios, pine nuts, and walnuts).

14 Volunteers

- Volunteers are a valued part of our community! All volunteers must complete required paperwork, background record checks, and online training modules prior to volunteering.
- Because this process can take several weeks, please visit the office early in the school year to begin. Parents cannot assist in classrooms or accompany field trips until all checks and training are fully completed.
- If you are not sure if you are up to date on your volunteer status, please contact the secretary.

15 Labelling Belongings

- Please clearly label all of your child's personal items: indoor and outdoor footwear, lunch kits, food containers, water bottles, backpacks, jackets, ski pants, hats, and mittens.
- Labelled items are easily returned when misplaced. During the final week of each month, unclaimed items in the Lost & Found will be photographed and emailed to families. Remaining items at the end of the week will be donated or discarded.

16 Toys, Fidgets & Personal Items

- Please keep all toys, fidgets, and trading cards (e.g., Pokémon or sports cards) at home.
- While we recognize that fidgets can be valuable tools for focus and sensory regulation, items brought from home often create distractions.
- Our teaching and resource teams provide approved sensory tools in the classroom whenever a student requires them.