

Things to Know About Amber Trails School

At Amber Trails School, we aspire to create a safe and welcoming school community. We also work intentionally to align with the Seven Oaks School Division Mission Statement.

**The Seven Oaks School Division is a
Community of Learners,
every one of whom shares the responsibility
to assist children in acquiring an
education which will enable them to lead
fulfilling lives within the world as
moral people and contributing
members of society.**













School Plan

At Amber Trails School we strive to provide the best conditions for learning for children.

Our Purpose: We are teaching the whole child

What are we trying to achieve?

Children who are knowledgeable and skilled in and as...

-  Inspired and impactful writers
-  Healthy in mind, body and spirit
-  Lovers of the land
-  Passionate, connected and critical readers
-  Enthusiastic musicians
-  Powerful speakers
-  Problem-solving mathematicians
-  Questioning geographers
-  Responsible in the digital world
-  Creative artists
-  Curious scientists
-  Truth-seeking historians

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- ✚ Citizens who care about others and the world around them
- ✚ Children who honour and respect diversity

Our Purpose: We are building relationships

What are we trying to achieve?

- ✚ Connecting K-8 children and classroom communities together
- ✚ Collaborating and co-teaching between teachers and EAs
- ✚ Strong relationships with families
- ✚ To be a full-service community school that is used by many community members

Our Purpose: We are teaching children to take care of each other and this planet

What are we trying to achieve?

- ✚ Encouraging children to think and act, "It's not about what you get, but what you give!"
Teaching that challenges power and privilege and promotes equity
- ✚ Honour and reflect diversity
- ✚ Indigenous perspectives reflected in the daily life of our school
- ✚ Thinking critically about sustainable living and eco-responsibility
- ✚ Kids who care about nature

What are the times for the School day?

Breakfast Program:	8:15 a.m. – 9:00 a.m.
Children outdoors with supervision:	8:30 a.m. – 9:00 a.m.
Full Day:	9:00 a.m. – 3:30 p.m.
Kindergarten – Morning:	9:00 a.m. – 11:30 a.m.
Kindergarten – Afternoon:	1:00 p.m. – 3:30 p.m.
First Learning Block:	9:00 a.m. – 10:45 a.m.
First Activity Break:	10:45 a.m. – 11:10 a.m.
First Nutrition Break:	11:10 a.m. – 11:25 a.m.
Second Learning Block:	11:25 a.m. – 12:55 p.m.
Second Nutrition Break:	12:55 p.m. – 1:15 p.m.
Second Activity Break:	1:15 p.m. – 1:45 p.m.
Third Learning Block:	1:45 p.m. – 3:30 p.m.
Children are to be picked up by 3:45 p.m.	

How can I track important dates for each month and the year?

Visit our school website and calendar for all important events and school closures. Reminder e-mails and monthly memos are also sent to all families. Please ensure your e-mail address is up-to-date in our records. Our electronic board in front of the school is another means of providing information to our community. Check us out on Instagram.

Communication

At Amber Trails School, we encourage community input and ongoing communication. Teachers do everything possible to make the classroom a welcoming and safe place. If you are concerned or are wondering about something, please feel free to call or e-mail the teacher. Some teachers have important dates, classroom events and homework assignments available on their websites, Instagram accounts or in monthly letters. Every teacher wants parents/guardians feeling informed and valued as a part of the school community.

Please contact the teacher first. However, the Principal and Vice Principals are available if you would like to speak with them as well.

All questions, concerns and compliments are welcome!

Orientation days take place on the first two school days. Two sets of Parent-Student-Teacher Conferences are more formal avenues in place to strengthen lines of communication regarding classroom expectations and student learning. Teachers are available throughout the school year by phone and/or e-mail to communicate with you in regards to your child.

Attendance Is Important

Attendance is the key to success. Amber Trails School utilizes a Call Back System, whereby parents will be contacted when unreported absences arise. Please call the school (204-697-5965) if your child is not going to be at school. An answering machine is available (24 hours) to facilitate this process.

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If your child is sick, please keep them at home so the illness is not spread throughout the school. Children at school should be healthy enough to participate in all school activities, including activity breaks and Phys. Ed.

Students arriving at school late must check in at the office before proceeding to their classroom. Also, students who are leaving school before the end of the day are required to be signed out, at the office, by the adult with them.

School Bus Transportation – Information for Bussed Students

Seven Oaks Transportation policies and procedures states that “students will be picked up and dropped off at designated stops each day. Alternate pick –up or drop-off points are not permitted.” Students are asked to be at their designated stop 5 minutes prior to pick-up time.

Please inform Transportation (204-338-7051), if your child is not going to be taking the bus.

During the winter months, buses will not run when the temperature reaches -45°C (with wind chill) at The Forks. This decision is made at 6:00 a.m. and notice is made available on the divisional website (www.7oaks.org) and on CJOB. When buses are cancelled, they are cancelled for the duration of the day, including all fieldtrips.

A link exists on the divisional website (www.7oaks.org) that will connect you to more information regarding transportation.

Picking Up/Dropping Off

We ask that you follow the following guidelines for picking up and dropping off your children in the front loop:

Do

Use the loop as a Stop, Drop/Pickup and Go area only and not as a park and pick-up area.

- Pull into the open spots to the right and leave the fire lane open.*
- Enter loop from 3:15 - 3:30 p.m. under the direction of the adult on duty.*

Do Not

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- *Park in the front loop. If you pick up your child inside the school, please park in the designated areas on the street, and come in to pick up your child.*
- *Idle your car in the loop.*
- *Wait in the loop well before school is dismissed.*
- *Park in the loop to watch after school sports. Please park on the street.*

Amber Trails School prides itself on being a walk/bike/roll school, the greenest in Canada. Walking, biking or rolling to school is active, environmentally friendly, and most importantly, the safest way for children to get to school. The more children who use active transportation to school, the fewer cars there are to congest Templeton Avenue. We appreciate your cooperation in making our front loop safe, efficient, and a model of environmental sustainability. The front loop is a Stop, Drop and Go area. Long term parking is not permitted.

We strongly encourage all students to use a helmet for biking, scootering or skateboarding.

Crisis Response

A small group of staff members comprise our Amber Trails Crisis Response Team. Each year they update and inform staff of a variety of safety plans related to emergencies (i.e. fire, intruder etc.) Drills are practised to prepare for the unlikely event of such an emergency.

If there is a need to evacuate during school hours, an alternate location is chosen at the beginning of the year. Our evacuation points are Leila North School and Innsbruck Apartments.

Each teacher is in possession of a handbook outlining emergency procedures.

*Some students have life threatening allergies in particular to nuts and fish. In an effort to take care of all students, we ask you to **refrain from sending any foods containing nuts or fish to school with your children.** We can provide you with an alternative list of snacks upon request. Even the residue from nuts can be life threatening if left on a doorknob and touched by one who is allergic.*

If your child needs to take medicine of any kind, please inform your child's teacher and a form will be provided to you giving permission for a staff member to administer medication.

Emergency Procedures

If your child should become ill at school or be injured during the school day, the school will make every attempt to notify you. **Please ensure that we have a current work and emergency number for you. You may update these numbers in Parent Connect or with the office when changes occur.** If it is necessary to call an ambulance, the paramedics will take your child to the nearest Emergency ward. Our primary concern is always the health and safety of your child.

School Dress Code

Students are expected to wear appropriate clothing at all times and are asked to refrain from wearing clothes with offensive logos or slogans. A pair of shoes should be kept at school for indoor use and are to be worn in school at all times for safety purposes. Runners should have non-marking soles. Clothing for Phys. Ed. should include a t-shirt and a pair of shorts or sweat pants.

Learning Support/Resource/Guidance

Six Learning Support teachers are on staff at Amber Trails School, working with teachers in support of their teaching practice and in support of teaching a diverse group of learners. These teachers oversee initiatives such as Hearing & Vision Screening, coordination of healthcare plans and development of Individual Learning Plans (IEP), where applicable. They work with students and teachers in classrooms to support children's learning.

Education and Clinical Support Services (ECSS)

We have the services of clinicians from ECSS who work at the school on a regularly scheduled basis. The clinicians include a Social Worker, a School Psychologist and a Speech and Language Specialist. Their services are available to students and families on a referral basis.

Indigenous Perspectives

We will be smudging outside (weather permitting) at 9:05 a.m., immediately after O Canada. Parents are welcome to attend.

What is smudging? The act of cleaning the air, mind, spirit and emotion may be accomplished in a variety of ways, according to First Nations' practice. A smudge is led by a person who has an understanding about the tradition: it could be an elder, a parent/guardian, teacher or a student. At Amber Trails Community School, our smudging will be led by school staff. A commonly used medicine is sage; it is placed in a shell and is lit with a match. A small stream of smoke emerges. When we smudge, we first cleanse our hands with the smoke as if we are washing our hands. We then draw the smoke over our heads, eyes, ears, mouth and bodies. These actions remind us to think good thoughts, see good actions, hear good sounds, and speak good words and the show the good in who we are.

We will be following the protocols set for all school divisions in Manitoba. You can find these protocols at www.edu.gov.mb.ca/publications/pdf/smudging_guidelines.pdf.

Pow Wow Club

We are very excited to announce that Amber Trails is continuing our Pow Wow Dance and Regalia-making Club. This club is supported through the Seven Oaks School Division Indigenous Education initiative. Pow Wow Club usually runs from November until the Divisional Graduation Pow Wow in June.

We believe learning about Pow Wow is for everyone, including both Indigenous and non-Indigenous students alike! For children with Indigenous heritage, learning about Pow Wow dance, songs, ceremony and drumming helps children connect to their culture and to find strength through Indigenous ways of knowing. We believe that everyone can learn from Pow Wow dancing that dancing provides a way for different cultures to celebrate their love of dance.

Pow Wow Club is held weekly. Students will have a provided snack after school and programming will last until 4:45 p.m. If you would like to accompany your child to Pow Wow Club on any day, you are most welcome to come and meet the instructors. At least one adult must be present with their child or children during the regalia-making session, which happens every second week after regular Pow Wow club.

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Library

The Amber Trails School library is open during the regular school day for scheduled classes. Students are encouraged to borrow extensively from the library and take care of their books.

School Lunch Privileges

The expectation is that students eat lunch at school. All students eat lunch in their own classrooms under supervision of Teachers and Educational Assistants. It is the responsibility of every student to clean up his/her own table and floor area. Please communicate with your child's teacher should you wish to have your child leave school grounds to go home for lunch.

The canteen is open from 12:55-1:15 p.m., for all students and staff, to purchase healthy snacks and milk. Working towards healthier food choices, the canteen has been revamped to reflect this intention. On occasion, we may have a local restaurant or other provider offering lunch items at an affordable price (between \$1 and \$5).

Periodically, pizza days and other lunch options will be offered and indicated on the school's website calendar. E-mails and/or order forms will also be sent in advance of any special food days.

Activity Breaks

The first activity break takes place at 10:45-11:10 a.m., followed by a nutrition break. The second activity break takes place at 1:15 p.m., after the second nutrition break, which starts at 12:55 p.m. Please balance your child(ren)'s snacks between these two nutritional breaks.

On rainy days or on extremely cold days, the activity breaks are held indoors. Students are expected to dress appropriately according to the weather. In winter, indoor recess typically occurs when the temperature and wind chill reach -27 degrees Celsius. Depending on the temperature and wind speed, we may hold "Polar Bear" recess during the winter months for those staff and students, who are properly dressed, who enjoy the cold weather and would like to get some activity and fresh, crisp air.

Green Space

Amber Trails School has been awarded Greenest School in Canada and, as much as possible, students are encouraged to bring their lunches and snacks in reusable containers. Bins are available for the recycling of drink cans, plastic and paper. Garbage composting and recycling containers are provided throughout the school. Students are discouraged from taking food onto the playground.

Amber Trails School also encourages walking, biking and rolling to school, not only for physical health benefits, but also to reduce the number of vehicles coming to and from school, clogging up the drop-off loop and the street in front of the school.

School Property

School division staff and students work hard to maintain and improve the school and school grounds. Damage to school property must be reported promptly.

Leaving the School Grounds

Students must receive permission from their teacher, the Principal, Vice Principals or designate to leave the school grounds during the school hours.

Bus Safety - Patrols

Several Amber Trails School students ride the bus to and from school every day. Safety patrols are trained divisionally to help students exercise safe behaviours on and around school busses and crossing streets. All students are expected to practice safe bus ridership at all times. This means sitting quietly in their seat to ensure that the bus can travel safely. Food and drink are not allowed to be consumed on school busses.

Bus evacuation drills will be done twice yearly under supervision from Transportation personnel.

Volunteers

Many of the things that get done in our school wouldn't get done without the help of our volunteers. If you have any time that you can volunteer during the day, please let us know and we will find a spot for you!

Parent/Child Preschool Programs

*If you have pre-schoolers at home, please consider coming out to the **FREE** Parent/Child programs offered in the Community Corner room, located in the Learning Commons. Registration takes place the last week of September and programs start in October. Please note there are limited spaces available.*

*Parent/Child programs are set times throughout the week for **YOU** and **YOUR CHILD** (0-5 years) to be part of a learning environment together. Both parents (1 or both parents or daytime caregivers) and children are involved in:*

**STORYTIME ~ CRAFTS ~ HEALTHY SNACKS ~ SOCIALIZING
PLAYING ~ LEARNING ~ LOADS OF FUN!**

The Preschool Monthly Calendar can be found on the school website under the Parents tab.