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|  | **LINDEN LANES****SCHOOL HANDBOOK****Phone**: 729-3260 **e-mail:** lindenlanes@bsd.ca**website:** http://www.bsd.ca/lindenlanes**twitter:** @LindenLanes\_BSD |

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**Welcome to Linden Lanes School**

Linden Lanes School is a community-minded K-8 school which strives to provide a safe and caring environment for its students and staff. As a school community we are committed to the total development of each child - socially, academically, physically, and emotionally - and feel that this goal can best be realized by treating each child as an individual and assisting each individual in making thoughtful and meaningful contributions to society.

We believe that education is a partnership between students, staff and parents, and encourage you to work with us to provide the best learning opportunities for each student.

**Mission Statement**

**Our Linden Lanes Community will strive to create a safe and supportive environment that will challenge students and encourage lifelong learning for ALL.**

**Our Learning Beliefs**

As a staff we believe **all** people are capable of learning. The statements which follow are reflective of what we believe about **how** people learn.

 We learn

 - through our senses.

 - through social and environmental interaction and through a desire to make sense of our

 environment.

 - when we achieve success, which in turn enhances self-concept/self-esteem.

 - when mistakes are viewed as opportunities to grow (a positive risk-taking environment).

 We learn and develop at different rates.

 We have different styles of learning.

 Learning is enhanced

 - when our body is rested and well nourished.

 - when all the intelligences are recognized and fostered.

 - when the learner has input and ownership.

 - as a result of intrinsic and extrinsic motivation.

 - through self-evaluation.

 Emotional growth, resulting from a caring and supportive emotional climate, enhances all learning.

 Learning is best achieved through a process-oriented approach.

 Language is integral to learning.

 **Learning Is Lifelong.**

**School Hours:**

The hours of operation (bell times) for Linden Lanes are as follows:

 **8:50 A.M. to 11:45 A.M.**

 **12:45 P.M. to 3:35 P.M.**

K-8 class times are as follows:

 **9:00 A.M. to 11:45 A.M.**

 **12:50 P.M. to 3:35 P.M.**

Morning recess is from **10:30 A.M. to 10:45 A.M.**

Afternoon recess is from **2:20 P.M. to 2:35 P.M.**

Please encourage your child(ren) to arrive at school no earlier than 10 minutes before bell time. In the case of an EMERGENCY/PROBLEM students are to enter the school and seek help as soon as possible.

Students are expected to clear the school and school grounds immediately after dismissal unless involved in a teacher-directed activity eg: extra-curricular activities.

**Primary Access**: Linden Lanes School follows Primary Access procedures. Primary Access means that all doors of the school, with the exception of the front door on Silver Birch Drive, remain locked during the school day. Students will enter and exit through their scheduled doors before school, at recess and at dismissal times. Staff will be assigned to open these doors to allow students to enter. The doors are always available to exit. **Students that arrive late for school are asked to use the front entrance and report their arrival to the office.** The front door of the school on Silver Birch Drive remains open from 8:00 a.m. to 4:00 p.m. each day. **All parents, guardians and visitors are asked to report to the office before proceeding to the classroom.**

We thank the parents and students for their support in this preventative measure to enhance the safety of our school.

**Linden Lanes School Code of Conduct:**

Linden Lanes School staff and students will behave in a respectful manner and comply with the code of conduct. (Brandon School Division Code of Conduct Administrative Procedure 2005 and Use of Information and Communication Technology (ICT) by staff and students).

Expectations for behavior help to promote and maintain a healthy, respectful, safe and productive learning environment. Following school rules helps the students interact positively and safely with others in their learning environment and helps them to develop responsibility, self-esteem and good citizenship.

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* Linden Lanes School ROAR Matrix
* Logical consequences
* Social skills instruction
* Problem solving and conflict resolution skills
* Encouragement, praise and positive reinforcement
* Modeling appropriate behavior
* Class meetings

**Consequences**

Learning to be accountable for one’s actions is an important step in correcting undesirable and/or harmful behaviours. Therefore, consequences will be assigned depending on the seriousness and nature of the behaviour, age and history of the student, and other relevant factors. Logical consequences are the preferred tools of discipline.

The following is a range of consequences that may be used should inappropriate student behavior occur:

* Restorative Circles
* Informal or formal meeting
* Counseling
* Mediation
* Parent involvement
* Official warnings
* Time-out
* Withdrawal from classroom setting (activate intervention team when needed)
* Removal of privileges/withdrawal from activities
* Restitution
* Behavioural/performance contract
* Student services/clinical services involvement
* Outside agency involvement
* Contacting the police
* Suspension (in-school, out-of-school)

For the purposes of this policy, inappropriate student behavior or misconduct may include but is not limited to:

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| Assaultive Behaviour |  | Use of or Possession of Drugs & Alcohol |
| * Threats (physical, verbal or written)
* Racism
* Harassment
* Weapons
* Bullying/Cyber bullying
* Gang Involvement
 |  | * Drugs
* Alcohol
* Substance sniffing
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| Inappropriate Behaviour |  |  |
| * Theft
* Vandalism
* Non-compliance
* Racism
* Harassment
 |  | * Personation
* Weapons
* Gang Involvement
* Inappropriate use of Communication technology
* Smoking/Vaping
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**Withdrawal of School Attendance Privileges**

When regular discipline procedures are insufficient to bring about positive change in a student’s inappropriate behavior, or where some separation is considered advantageous for reasons of safety, cooling-off, or maintenance of school discipline, the principal will consider suspension or voluntary exclusion as additional measures to assist in the successful resolution of situations.

**Notification of Suspension**

Notification of all suspensions shall be made verbally by phone or home contact and followed by letter to both the student and to the parent / guardian if the student is not an adult. This letter will contain the date, reason(s) for and conditions of the suspension.

**Appeal of Suspension**

If an appeal is made by a parent / guardian, it must be done in writing to the Superintendent’s Office within 48 hours of the verbal notification of the suspension. Suspensions from 1 to 5 days can be appealed by process only, requesting the suspension be expunged from the record.

**Brandon School Division Dress Code**

The key message of this policy is section that the wearing of appropriate clothing by students and staff is an important factor in establishing and providing a respectful, safe, and secure school environment.

Appropriate clothing is included in the BSD Code of Conduct, Administrative Procedure 2005.

**What you need to know**:

Appropriate clothing:

* Hats, toques, bandanas and hoods must be removed when entering the school.
* Outerwear, large bags, backpacks etc. must be left in a locker or designated area unless immediately required for physical education.
* **Clothing must not display** inappropriate words, phrases or images, be sexually explicit or revealing and may not have accessories that are harmful to self or others. **(Clothing such as strapless/spaghetti strap tops, bare midriffs or short skirts/shorts are not appropriate for school).**

Self Identification:

* Any student or person in a school building must identify themselves immediately when asked by a staff member.
* Face painting will only be allowed in conjunction with school programming.

Disciplinary measures range from the student being asked to change clothing to receiving a suspension for non-compliance.

To ask questions about this policy, or to receive a copy of the policy in whole, please see your school principal.

**Attendance / Call Back Program**

![C:\Documents and Settings\default\Local Settings\Temporary Internet Files\Content.IE5\CXJ7X0VF\j0305768[1].jpg]()We ask that parents provide a **note** or **phone call** when your child will be absent so the school can monitor attendance.

The purpose of the Call Back Program is to ensure the safety of your child(ren) during school hours. Please call the school at 729-3260 by 9:00 a.m. or 12:45 p.m. if your child is going to be absent. The answering machine will take your message out of school hours.

If we have not heard from you and your child(ren) is/are absent**, you will receive an automated call from SchoolMessenger checking on the whereabouts of your child(ren).**

All students that are **late** must enter through the front doors of the school and **sign in** at the office so that we know they have arrived safely at school.

**Keep Us Informed**

New phone, change of address, changed parent work number, new daycare arrangements? To assist us in keeping in contact with you, personal information that changes during the school year should be reported to the school secretary in the main office as soon as they occur.

Communication

The school will send bulletins/memos through SchoolMessenger and in print form as necessary. **Important dates and information will also be displayed on our school website** (<http://www.bsd.ca/schools/lindenlanes>) we also promote the learning of our school community on Twitter @LindenLanes\_BSD. **Conferences** are held in November and March, but the door is always open. Your comments, questions and suggestions are always welcome.

**Linden Lanes Parent Council**

Linden Lanes School has an active parent council. The group meets monthly and plans and carries out various fund-raising activities for the students, staff and community. Proceeds are dispersed to support student activities and staff requests for programming/special events.

**The meetings will be advertised on the school website and everyone is encouraged to attend.** 

**Volunteers**

Volunteers must complete both a Criminal Record Check and Child Abuse Registry Check. These forms are available at the school office and are to be returned to the Brandon School Division Office once filled out. Due to new policy recently implemented by the Canadian Police Information Centre (CPIC) and the Brandon Police Service, completed **Criminal Record Checks (CRC)** can no long be sent directly to a third party (i.e. Brandon School Division). Therefore, once your Criminal Record Check is completed it will be sent to your home address. The process for **CHILD** **ABUSE REGISTRY CHECKS (CARC)** has not changed and therefore will still be submitted to HR for bulk submissions from individual schools.

Volunteers have two options: bring the original CRC form completed with receipt to the Division Office for reimbursement ***OR*** volunteers may also mail their original CRC form completed *with* receipt to Human Resources Dept, 1031-6th St, Brandon, MB R7A 4K5

Volunteers cannot be approved on your school list until the CRC is received in the HR office.

Please note that the Division will only reimburse the cost of the initial processing of a CRC (for volunteers). Should a volunteer be required to provide fingerprints to verify identity, the Brandon City Police Services charges an additional fee that is not reimbursed though the Division. Should you have any questions or concerns, please contact Erin Smith at the Brandon School Division Human Resources Department 729-3108.

**Student Accident Insurance**

24 Hour Coverage—you can’t predict when accidents will happen, but you can prepare for them. For as little as $12 a year, your child is covered for all accidents at school, home or play.

The Manitoba School Boards Association & the School Division recommends all parents consider RELIABLE LIFE STUDENT ACCIDENT INSURANCE, which provides 24 hour coverage for all accidents at school, home or play.

This program provides coverage for medical, dental, disability or accidental death and dismemberment insurance on behalf of students. Contact the Program Administrator, Western Financial Group Insurance Solutions at 1-800-665-8990 for more information on the plans available. You may register ONLINE! www.studentaccidentinsurance.ca

Emergency Procedures

Fire drills will be held throughout the school year, and severe weather drills will be held in the Fall and Spring.

In the event of an emergency (chemical spill, power outage, etc.) our students and staff will seek refuge in the Redeemer Lutheran Church. If evacuation of the school community is needed all schools follow a divisional Risk Response procedure.

**![C:\Documents and Settings\default\Local Settings\Temporary Internet Files\Content.IE5\TS9B9JXJ\j0338440[1].wmf]()School Patrols**

Grades 4,5 and 6 students act as school patrols for the crosswalks near the school. We urge all students to use these crosswalks and to be respectful of the school patrol duties. This is not always an easy job.

Please note that cars **running through** our patrols are reported to the Brandon Police Service. Please be conscious and supportive of our patrols and help them do their job.

**Patrol times:**  **8:35 - 8:50 A.M. 12:30 -12:45 P.M.**

 **11:45 -11:55 A.M. 3:30 - 3:40 P.M.**

School patrols will not be on duty when the temperature/wind-chill drops to –27oC.

**Inclement Weather**

When it is raining or when the temperature/wind-chill drops to -27 degrees C. an indoor recess will be held. This will be announced over the intercom. Please note that School Patrols will not be on duty on days when the temperature/wind-chill drops below -27 degrees C. Please be sure to send your child to school dressed for the weather.



**Nutrition Policy**

Linden Lanes School applies the **Manitoba School Nutrition Handbook** guidelines and **Canada’s Food Guide/Guidelines to Healthy Eating**. Nutritious foods are encouraged for snacks, classroom and school events, field trips and sporting events as well as for students that remain at school during the noon hour.

**Allergies**

We have students in our school who have **severe life threatening allergies (known as anaphylaxis)** **to nuts or foods containing nuts and nut products**. We ask your cooperation by **not** **sending any snacks or lunches with your child containing nut or peanut products**. Though it sounds simple, it means no peanut butter sandwiches or cookies. It means you should read labels of other foods like muffins, granola bars and cereals before you put them in your child’s snack. If you child has eaten nuts or nut products at home for breakfast or lunch, please have them thoroughly wash their hands and face with soap and water before coming to school.

There are also students and staff at Linden Lanes who have serious asthma/allergy difficulties. **We would ask that students and adults in the school not use or bring any strong scented perfumes, lotions, hairspray, etc. \*\* THIS INCUDES THE USE OF ESSENTIAL OILS\*\***

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**Student Support Services**

**Resource Staff**

Our resource teacher provides assistance to teachers for students who are experiencing difficulties with their school work. The resource teacher assists the classroom teacher in developing a program to meet the academic needs of the student. Educational assistants may be used in the implementation of these programs. The resource teacher works in consultation with the clinical team and in partnership with parents.

 **School Counsellor**

The school counselor is concerned with the personal, social and educational needs of the student. Counselling and guidance provide opportunities for students to explore feelings, examine information and consider options for problem resolution and decision making. The counselor works in collaboration with the school personnel, other professionals and parents.

**Student Support Services**

Our StudentSupport Services Department is based in the Brandon School Division Office. Our team consisting of a speech therapist, social worker, occupational therapist, physiotherapist and a psychologist are available to assist teachers and parents in assessment of student needs. Recommendations are made to develop appropriate programs for individual students. These programs may involve direct service from one or more of the clinicians. Clinical referrals are made through the resource teacher and require parental approval.

**Health Services**

We have access to a Public Health Nurse. Periodic school visits are made. Call 571-8374 (Public Health) for more information.

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**Library Resource Centre**

We attempt to provide a variety of high quality recreational reading and reference materials in our Learning Resource Centre. A half-time teacher librarian provides a library media program and assists students and staff with resource-based learning which aims to promote those skills required to effectively locate, use and evaluate information and ideas. Students are encouraged to borrow library books. The loan period is 2 weeks. Overdue notices are sent out on a regular basis. A price policy exists for “lost” books. Parent and community volunteers assist with the library.

**Music**

A Music Teacher provides a full curricular program for Grades K-6.

**Physical Education**

A participatory program which follows the curriculum is the basis of the K-8 program. Grades 4-6 intra-mural sports such as floor hockey, volleyball, cross-country running and soccer are held during planned seasons. Our Grade 7 & 8 students are involved in inter-school sports as part of the middle years athletic program.

**Extra-Curricular Activities (Intramurals and Inter-school)**

Extra-curricular activities may be held in the morning, during recess, at noon hour and after 3:30. Activities are announced well in advance. The goal is to encourage student participation. Announcements about these events are generally made over the intercom, from the Phys. Ed. Office, and are located on the Phys. Ed. website.

 **Reading Recovery**

Our Reading Recovery Teacher delivers the Reading Recovery Program to identified Grade One students.

**GENERAL INFORMATION**

**“Y” Lunch Program**

Our “Y” Lunch Program runs for the entire school year. Families must register at the YMCA, 231-8th Street. If the program is full, you may complete forms at the Y and will be placed on a waiting list. Please call the YMCA for further information (727-5456) or e-mail at ymca.ba@wcgwave.ca

**YMCA Before and After School Program**

The YMCA Before and After School hours of operation are from 7:30 a.m. until morning bell, and afternoon bell until 5:30 p.m. Please call the YMCA for further information (727-5456).

**Lost & Found**

A box is located in the main school entrance. Parents are welcome to sift through the items at any time. Items are kept in the school for a short period of time. Due to lack of storage space, the unclaimed items are then cleaned and donated to a local charity.

**Open House/Book Sale/Family Barbecue**

An Open House/BBQ is held toward the beginning of each school year. The purpose of the Open House is to enable parents/guardians to informally meet the staff and tour the school.

**Rental of School Facilities**

Our facilities may be rented by outside groups. Call the City of Brandon Recreation Department (729-2257). Custodial staff must be paid while the facilities are in use.

 **Bicycles**

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**Scooters, Skateboards and Roller Blades**

We ask that those not be brought to school as we do not have space to store them during the school day.

**Telephone Use**

Students may use the phone for emergencies only (eg. illness). “Play arrangements” should be made prior to school. **Cell phone use is NOT permitted during school hours.**

*current file/office/opening day file/handbook*