



## **Student Handbook**

**Laidlaw School**  
**Belonging. Mastery. Generosity. Independence.**

515 Laidlaw Blvd, Winnipeg, MB R3P 0L2

Tel: 204 888 1678

Email: [laidlaw@pembinatrails.ca](mailto:laidlaw@pembinatrails.ca)

Attendance email: [lattendance@pembinatrails.ca](mailto:lattendance@pembinatrails.ca)

Website: <https://www.pembinatrails.ca/laidlaw>

Calendar: Subscribe to the school calendar and all updates, changes and new events will be pushed to your mobile device:

<https://www.pembinatrails.ca/laidlaw/page/1538/calendar>

**Our Mission:**

*We are part of a community.*

*We demonstrate our skills and knowledge.*

*We help each other.*

*We plan and do things on our own.*

We use the Circle of Courage as a framework that guides the well-being of all students. We believe in nurturing a child's thirst for achievement (mastery), helping students to problem solve (independence), embracing students' purpose (generosity) and building trusting and respectful relationships (belonging). We do this in a safe environment where adventure and curiosity are embraced.

Students at Laidlaw School are supported in developing and demonstrating positive social qualities. The values of respect, caring, safety, and excellence are the cornerstones of social responsibility at Laidlaw School. Within the context of the classroom and school environments, students are taught competencies and dispositions of socially responsible behaviour through direct teaching, modeling, and practice. Families can support their children by assisting them with understanding Laidlaw School and Pembina Trails policies and guidelines for student behaviour.

**The Pembina Trails Standard of Behaviour** document is a teaching model rather than a mandate for behaviour. The emphasis is on teaching rather than telling, nurturing rather than sanctioning and including rather than excluding.

<https://www.pembinatrails.ca/laidlaw/page/1496/standard-of-behaviour>

Emotional, mental and physical safety are fundamental for the provision of safe, caring and inclusive school communities, and refer to a classroom or school environment in which students can experience a sense of value, belonging, acceptance, respect and dignity for diversity of all members of learning communities, including students and staff, along with their families.

We encourage families to review the Standard of Behaviour prior to the start of the school year and to review [Policy JIC](#).

**Supply Lists and Registration Fees** Supply lists and details of the registration fees relevant for your child(s) grade are available on our website at:  
<https://www.pembinatrails.ca/laidlaw/page/1500/school-supplies>

Please bring all supplies on the first day of school. Registration fees are paid online via Permission Click.

**Communication** We value the importance of the tri-partnership of home–student–school. Our commitment to student excellence is enhanced when this partnership is vibrant. Communication is the key. Positive feedback, program support, additional help and regular updates are essential to each student's progress and achievement. A phone call, email, or meeting with the teacher may quickly clarify situations and be beneficial for each student. Please consult the school's website and teacher website links for information and updates. In addition, you can stay connected to the school by following Laidlaw on social media. Laidlaw school uses School Messenger to send emails from the principal regarding school news, events, reminders, and updates. Our K-4 teachers use Seesaw to communicate with their families, while our 5-8 teachers use Edsby.



@laidlawschoolwpg



@LaidlawSchool

**The School Day/Safe Arrival** Laidlaw School follows the six-day cycle. Classes begin at 9:00 A.M. and break for lunch from 11:45 – 12:45. Dismissal is at 3:30 P.M. (grades 1-8). The Kindergarten program begins at 9:00 A.M. with dismissal at 11:45 A.M. To ensure student safety, **students should not be dropped off at school prior to 8:40 A.M. and should be picked up at 3:30 P.M. Supervision of students that are dropped off begins at 8:40 A.M.**

**Student Entry and Dismissal** Students who are bussed enter and exit through the front doors. Students enter the school at 8:50 A.M. and 12:45 P.M. unless they are with a teacher or have a school sponsored activity. Students may gather informally on the playground or at the front of the school to wait for the entry bell. Kindergarten and Grade 1/2 students enter at the front doors. Our 3/4 students and 5/6 students enter at the two respective south doors. The Grade 7/8 students use the North doors to enter the building.

**Bussing and Bus Safety** After buses arrive in the morning, students may gather informally on the playground or at the front of the school to wait for the entry bell. At departure time, bus students gather in our library for attendance and are dismissed to load the bus in an orderly fashion, under the direction of the Bus Supervisor.

**School Attendance** Regular attendance is important for school success. If a student is unable to attend, families need to notify the school in advance through their Edsby account. A planned absence should be created in the Edsby app. If you are unable to create a planned absence, you may call the office at 204 888 1678 or by email [attendance@pembinatrails.ca](mailto:attendance@pembinatrails.ca) to report the absence. If the school has not been informed, families will be contacted through Safe Arrival to confirm their child's absence. If a student is to be absent for a prolonged period, such as a family vacation, families are asked to inform the school in advance by completing the [extended absence form](#) (available on the school website). Prior to vacations teachers will make an effort to accommodate individual needs but cannot be expected to create detailed packages of schoolwork missed. Upon students return, students are encouraged to clarify expectations for work missed and plan for work completion.

**Early Dismissal** A student leaving school early must be signed out by a parent/guardian in the office to ensure they are safely received by a trusted adult. Notification by email or phone call ahead of time helps teachers and the office to prepare and record these early dismissals. Efforts to schedule appointments outside of school hours are appreciated.

**Lates** Punctuality is valued and an expectation for students. Students who are not in their classrooms at 9:00 A.M. and 12:45 P.M., or report to their classes after instruction has begun, must come to the office to receive a late slip. Families will be informed of habitual lateness and a plan will be put in place for student success.

**Student Use of Phone** A phone available for student use is located in the office. Students must have permission from their teacher to use the phone during school hours.

**Inclement Weather** In inclement weather, (rain, storm, or windchill temperature of minus 27 or colder) students are permitted to enter the school prior to 8:50 A.M. and 12:45 P.M. to wait in the entrance areas. An indoor recess and lunch may also be put in place.

**Emergency School Closing** In the event of extreme weather conditions or a power failure, the school may be closed. Listen to the local radio stations (CBC or CJOB) for information. In case of fire, or another emergency that requires an evacuation of the school, students will be taken to Shaftesbury High School and families will be notified.

**Lunch Hour Program** The Laidlaw Parent Advisory Council (PAC) provides a lunch supervision program. Families who wish to have their child stay for lunch are required to register their child and pay the lunch supervision fee. Students who stay at school over the noon hour eat their lunch in their classrooms. Students are expected to follow the Pembina Trails Standard of Behaviour during the lunch hour.

There is a registration package and fee structure of \$205 per child per year. This provides lunch supervision and programming throughout the year. All this information is on Laidlaw's website. In addition to the lunch program, parent council provide hot lunches once a week. This is all completed online via the <http://laidlaw.hotlunches.net/> website. You are required to register online for this service. All detailed information is on our website under the community tab. There are clubs and activities over the lunch hour in addition to the lunch program.

**Recess Procedures** Students in Grades 1 - 6 have a fifteen-minute recess in the morning and afternoon. They are expected to go outside and remain outside for the duration of the recess unless they have permission from a supervising adult to re-enter. Students are expected to demonstrate safe, inclusive and appropriate behaviour during the recess break.

**Inservice/Administration Days** Manitoba Education declares ten days of the school year to be used for professional development and administration. During these days, teachers are involved with tri-conferences, preparing for conferences and reporting or participating in professional development opportunities. Notice of in-service days is provided through the school calendar on our website.

Subscribe to the school calendar and all updates, changes and new events will be pushed to your mobile device:

<https://www.pembinatrails.ca/schools/laidlaw/Calendar/Pages/default.aspx>

**Report Cards & Tri-Conferences** We use online report cards at Laidlaw. The benefits of this system include but are not limited to: your child(ren)'s report card is available to parents/guardians wherever you may be and you are guaranteed to see them, we all know how paperwork can sometimes be misplaced; children receive their report card in a private location; significant time is saved for teachers and office personnel and environmentally we save resources.

We have recently moved to the Edsby platform to book appointments for tri-conferences and to view your child's report cards. In addition, we will be using Edsby to book Strong Beginnings appointments.

**Field Trips** We use Permission Click for all field trip permission forms at Laidlaw. This is an online system that allows you to receive all the details of the field trip or event on your personal device, wherever you are. A link will be sent to you in advance either by the office or by your child's teacher.

**Bicycles** Bike racks are provided for students who choose to ride their bicycles to school. The school or division assumes no responsibility for damaged or stolen bikes. Students are encouraged to use a sturdy lock and keep a record of the bicycle's serial number. Students are expected to walk their bicycles on the school grounds and stay away from the bike racks upon arrival and dismissal.

**Dress** School dress reflects the seriousness of the education process and mutual respect for self and others. For example, but is not limited to, exposed undergarments, clothing that is mesh, sheer or has offensive wording or drawings are not conducive to a learning environment. The school reserves the right to require changes in any manner of dress that is deemed inappropriate for school wear. Outdoor wear is not to be worn in school. All outside wear must be kept on hangers or in lockers. All students are encouraged to dress for the weather.

**Electronic Devices** In grades K-4 the use of electronic devices is prohibited between the hours of 8:50 A.M. and 3:30 P.M. In grades 5-8 students are permitted electronic devices, however they must be stored in their lockers during regular school hours unless otherwise instructed by a teacher. Electronic devices can only be used in grades 5-8 during lunchtime if permitted by the Lunch Program Director and the Principal. All students must follow the Pembina Trails Acceptable Use Agreement. Absolutely no pictures or videos may be taken on school property unless permission has been granted by a teacher and only then the pictures can only be used for educational purposes, and all students must have their media release signed.

Communication during the school day must be directed by school personnel and not initiated by students. School officials, including teachers, may confiscate electronic devices and administration may search electronic devices if there is suspicion that school and/or divisional rules or policies are being violated. There is a diminished expectation of privacy when electronic devices are brought to school.

Laidlaw School will take no responsibility for the safety of electronic items brought to school.

**Library Learning Commons** The Laidlaw library learning commons is a learning space for everyone. It is a multi-purpose, flexible learning area where staff and students are always welcome. Whole class, small group and individual learning areas allow the space to be used in a variety of ways for a variety of purposes.

The library learning commons promotes reading. All students have library periods and are encouraged to explore a wide variety of text to develop effective reading habits, attitudes and a love of reading. Students are welcome to borrow books as needed.

The library learning commons supports information literacy skills development. Students are guided in the use of technology as a source of information and to construct and share knowledge. A focus on online security, privacy and digital citizenship support the development of ethical users and producers of digital content.

The library learning commons incorporates a Makerspace area where students are invited to solve problems through hands-on exploration and experimentation. Critical thinking, creativity, innovation and playing to learn are the cornerstones of the Makerspace.

**STEM (Science, Technology, Engineering and Math)** In 2021-22 we were named a STEM school and received a grant to develop a STEM lab. This philosophy of teaching and learning encourages and supports inquiry-based learning, critical thinking and innovative designs. The equipment includes but is not limited to a CNC machine, three 3D printers, green screens and more. To support this type of learning all teachers will take part in professional learning and we have a teacher who is a leader in this area who has time in their day dedicated to assisting staff and students to implement this philosophy into their daily learning.

**Physical Education** Physical Education classes at Laidlaw School are taught by a Physical Education specialist. The physical education program promotes skill development, sportsmanship, and healthy lifestyles for all students. **Gym attire is required: gym shorts or sweatpants, t-shirt, and indoor running shoes (non-marking soles only) for grades 3-8. For grades K-2 indoor running shoes (non-marking soles only) are still required.** Students who cannot participate in physical activities are expected to bring a note of explanation from their parent/guardian, and for periods longer than a week, a note from the doctor is also required.

**Intramural Program** Intramural activities are designed to give all students in Grades 1 to 8 the opportunity to experience in-school athletic activities and to practice the skills and sportsmanship that have been learned in physical education classes. These activities are offered during the noon hour.

**Inter-School Athletic Program** Students in grades 7 and 8 participate in inter-school sports, depending on availability and interest. Grades 4 to 8 students participate in cross country running and track and field. Students in Grades 4 to 6 can participate in basketball, volleyball, and/or badminton which usually culminate with a Divisional Friendship Tournament.

**R1 Program** We offer a joint program with the RINK in grade 8. Students who attend this program attend programming provided by the RINK from 7:00 a.m. - 9:45 a.m. and are bussed to Laidlaw where their learning continues for the day.

**Music, Band and Art** K - 8 Music / Band programs and Grade 5 to 8 Art programs at Laidlaw School are taught by specialist teachers. Opportunities for students to participate in extra-curricular activities, such as concerts and special performances occur at various times throughout the year.

**Practical Arts** Grade 7 and 8 attend a practical arts program at Ecole Charleswood School. All students are provided with bussing to and from Ecole Charleswood School. The program is taught by specialists and all students rotate through graphics, woods and home economics.

**Laidlaw Families Advisory Council** Parent Advisory Council members meet regularly to learn about school activities and programs, to plan their involvement in school initiatives, to encourage communication and family participation, to build a strong relationship with the school, and to promote the pursuit of excellence. All families are invited and encouraged to attend and to take an active role in the enhancement of education at Laidlaw School.

**Please Keep Us Informed**

New phone number, change of address, change in work number, changes in family circumstances? Please let the office staff know of any changes to your personal information during the school year. Please email [laidlaw@pembinatrails.ca](mailto:laidlaw@pembinatrails.ca)

We look forward to working with you during the school year to make your child's educational experience the best it can be.