

L A I D L A W S C H O O L



School Handbook

WE ARE LIONS

Laidlaw School

Belonging. Mastery. Generosity. Independence.

515 Laidlaw Blvd, Winnipeg, MB R3P 0L2

Tel: 204 888 1678

Email: laidlaw@pembinatrails.ca

Attendance email: 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. Our motto is "we are lions". 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 or the evening of our Meet the Teacher event. 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



pembinatrails.edsby.com

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 – 12:50. 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.** Please refrain from dropping off your children before that time as there is no adult on duty to supervise them.

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 12:50 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

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 llattendance@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 try to accommodate individual needs but cannot be expected to create detailed packages of missed schoolwork. 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 12:50 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.

Bussing and Bus Safety After buses arrive in the morning, students may gather informally at the front of the school to wait for the entry bell. At departure time, bus students gather at the front of the school at their respective bus # pylon for attendance and are dismissed to load the bus in an orderly fashion, under the direction of the Bus Supervisor.

Student Use of Phone A phone is available for students, which is located in the office. Students must have permission from their teacher to use the phone during school hours and are directed to use this phone for communication home and not their cell phones.

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.

Recess Procedures Students in Grades 1 - 6 have a fifteen-minute recess in the morning. 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.

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, the parent council provide hot lunches once a week. This is all completed online through a link on our website. All detailed information is on our school website under the community tab. There are clubs and activities over the lunch hour in addition to the lunch program.

Flex time A 30-minute period in the afternoon that incorporates the 15 minutes of recess with an added 15 minutes to fully engage our gr.1-8 students in a self-selected activity of choice that has been provided by our teachers. This time supports the needs of students beyond what the curriculum has to offer and asks students the question, "What do you need to be successful today?". Flex time allows students to become more self-aware and regulated, explore new learning experiences, connect with their peers and teachers both socially and emotionally, find the time in their day to catch up on their homework, move their bodies as needed, or engage in activities where they can build, create, connect, and communicate. They may even choose this time to be more mindful and relaxed! It's flexible to meet their continually changing needs each day.

The benefits of this time in the day provide an inclusive and safe environment for all Laidlaw students no matter what language they speak, how they communicate and what level they achieve academically. During Flex time, our goal is to help all students in finding success and feeling seen while also meeting many of our provincially mandated curricular goals, along with acquiring the newly implemented Manitoba Education's Global Competencies,

https://www.edu.gov.mb.ca/k12/cur/framework/docs/globalcompetencies_eng.pdf

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 being 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.

Pembina Trails School Division uses the Edsby platform to book appointments for tri-conferences and to view your child's report cards. In addition, Edsby is used to book Strong Beginnings appointments. It is highly recommended to download the app to your phone and ensure you have access to your child's account.

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. Permission click transaction fees are passed on to parents / guardians.

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.

Cell Phones and Electronic Devices

In accordance with the Manitoba Government's strict guidelines regarding personal mobile devices in K-8 schools, we have developed the following procedures to manage them at Laidlaw School.

Students from K-6 are asked not to bring their phones to school or access them during the school day. Please note, this includes the use of Smart Watch technologies as well. If students at these grade levels are bringing devices to school, we ask that they hand them in to their teacher for safe keeping until the end of the school day.

Our grade 7 and 8 students are instructed to hand in their devices to their teachers at the beginning of each day. Each of the gr.7/8 classrooms have a smart phone "multi-device box" that is managed by the homeroom teacher. We know after school communication is important for some families, so we understand if they are brought to school, but they cannot remain in their personal lockers or backpacks due to the inclination and desire to check their phones during class transitions or bathroom requests. The only time students may access their phone is during the lunch hour, and ONLY if they are leaving the school premises with permission granted through our lunch program signed letter process. This is for our grade 7 and 8 students ONLY.

To keep things consistent, staff will continue to follow the three-warning system:

1. If a student is using their phone or texting device during instructional times or lunch hour, the staff member will ask the student to hand over their phone. The student will be able to retrieve their phone at the end of the day from the office.
2. If it is their second time, the phone will be taken again, and an email is sent home to the students' parents, so they are informed that this is the second time they have not followed the cell phone guidelines.
3. If it is their third time using the phone during school hours, then a phone call goes home for the parents to come to the school and pick up the phone at the end of the day.

The best course of action is to keep their devices at home.

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.

Physical Education Physical Education classes at Laidlaw school are provided by Physical Education Specialists. At Laidlaw School we aim to provide our students with a comprehensive, balanced PE program that allows students the opportunity to experience a wide variety of movement, fitness and sport activities. Each class begins with a fitness warm up focusing on developing muscular strength, muscular endurance, cardiovascular endurance, flexibility, agility, speed and much more. Physical Literacy is a big piece of our Physical Education program, motivating students to become confident and competent in their movement abilities and fitness journeys.

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 may be offered in the early morning or at lunch.

Inter-School Athletic Program

Students in grade 4-8 will have many opportunities to participate in school / divisional sport programs. School opportunities are provided based on interest and availability. Sport opportunities are offered divisionally through PTAC. PTAC consists of grade 4-5 programming and grade 6-8 programming. Grade 4-5 PTAC events are typically day jamborees or tournaments. Grade 6-8 PTAC events are typically multi-tournament events (cross country, badminton or full seasons (volleyball, basketball).

PTAC Grade 4/5 (Pembina Trails Athletic Conference)

- Cross Country
- Flag Football
- Tripple Ball (Modified Volleyball)
- Soccer
- Run Club
- Track and Field

PTAC Grade 6-8 (Pembina Trails Athletic Conference)

- Cross Country
- Volleyball
- Basketball
- Badminton
- Run Club
- Track and Field

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 once a month 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

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